



**UNITED STATES MARINE CORPS**  
 MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
 MARINE CORPS BASE QUANTICO  
 3250 CATLIN AVENUE  
 QUANTICO VIRGINIA 22134-5001

IN REPLY REFER TO  
 MCBO 5210.H  
 CO  
 SEP 16 2024

MARINE CORPS BASE ORDER 5210.1H

From: Commander  
 To: Distribution List

Ref: (a) SECNAV M-5216.5

Encl: (1) Designator Codes for MCBQ Activities

1. Situation. This order establishes a list of designator codes for use by Marine Corps Base, Quantico (MCBQ) organizations and provides guidance on their application in official correspondence. Per the reference, proper use of these codes ensures clear and efficient communication, identifying the office of origin for all documents issued.

2. Cancellation. MCBO 5210.1G.

3. Mission. To promulgate a standardized list of designator codes for MCBQ and instruct personnel on the correct usage of these codes in official correspondence, thereby improving organizational efficiency and accountability.

4. Execution

a. Commander's Intent. To ensure all official correspondence is correctly identified with the appropriate designator code, as outlined in the enclosure. This will facilitate proper document tracking and enhance overall communication within MCBQ.

b. Concept of Operations. All MCBQ activities will implement the use of the assigned designator codes as listed in the enclosure. Activity Heads will ensure that their personnel are familiar with these codes and apply them accurately in all official documents. The Adjutant Branch will oversee the assignment of these codes and provide updates as necessary. Examples are provided below:

5210	1650	1000	(SSIC)
CO	COS	MCCS	(Designator Code)
26 Aug 24	29 Aug 24	15 Sep 24	(Date)

c. Coordinating Instructions. Departments that wish to change their assigned designator code or believe a code has been omitted should submit a formal request to the Adjutant Branch via standard letter format. The request must include justification for the change or addition, and any

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supporting documentation. The Adjutant Branch will review all requests and make necessary updates in coordination with the Commander.

5. Administration and Logistics. Activity Heads are responsible for the training and enforcement of the proper use of designator codes within their departments. The Adjutant Branch will manage the assignment of codes and maintain the accuracy of the list provided in the enclosure. Any changes or updates to the designator codes will be communicated through official channels as required.

6. Command and Signal. This order supersedes MCBO 5210.1G and is effective immediately. All personnel are expected to comply with the instructions herein. For any clarifications or additional guidance, contact the Adjutant Branch.



J. A. COLEGATE

Distribution: A

## DESIGNATOR CODES FOR MARINE CORPS BASE QUANTICO (MCBQ) ACTIVITIES

**Administrative Note.** To streamline the designator code system, all subdivisions within divisions and departments will now use the overarching designator code of their parent division or department. Separate codes for subdivisions, such as the G-1 Operations section, are no longer necessary. This change simplifies communication and ensures consistency across all sections. Please ensure all personnel comply with this updated policy.

<b><u>ACTIVITY</u></b>	<b><u>CODE</u></b>
<b>MCINCR-MCBQ HQTRS</b>	
Commander	CO
Chief of Staff, MCINCR-MCBQ	COS
SgtMaj, MCINCR-MCBQ	SgtMaj
Staff Judge Advocate	SJA
<b>Divisions</b>	
G-1	G-1
G-3	G-3
G-4	G-4
G-5	G-5
G-6	G-6
G-7	G-7
G-8	G-8
G-F	G-F
Safety	Safety
<b>Departments</b>	
Director, Marine Corps Community Services	MCCS
Business Operations Branch	BUSOP
Semper Fit	SEMPFIT
Marine and Family Programs	MFP
Marketing	MKTG
Finance	FIN
NAF Human Resources Branch	NAFHR
Management Information System Branch	MIS
Manager, Internal Review	IR
Single Marine Program	SMP
Business Performance Office	BPO
Chaplain	Chap
Inspector General Office	IG
Equal Opportunity Advisor Office	EO

Enclosure (1)

Health Care Advisor  
Marine Corps Marathon Office  
Public Affairs  
Sexual Assault Prevention and Response Office  
Regional Contracting Office-National Capital Region  
Human Resources Management

HCA  
MCMO  
PA  
SAPR  
RCO  
HRM

Enclosure (1)