



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:
MCINCR-MCBQO 5600.3
B 013
3 Jan 17

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
ORDER 5600.3

From: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico
To: Distribution List

Subj: ASSIGNMENT OF DISTRIBUTION CODES

Ref: (a) MCO P5600.31G W/CH 1-3

Encl: (1) Distribution Codes Listing

1. Situation. Per reference (a), Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) has established distribution codes to manage the dissemination of directives and official correspondence produced by MCINCR-MCBQ.

2. Mission: To promulgate distribution codes for directives and official correspondence aboard MCINCR-MCBQ.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Appropriate distribution of command directives and official correspondence is an integral part of information management. MCINCR-MCBQ will ensure that information is disseminated in accordance with the mission, intent, and need to know guidance.

(b) All directives and official correspondence will be disseminated to the appropriate activities in accordance with the established distribution codes herein.

(2) Concept of Operations. The enclosure reflects the distribution codes and statements used within MCINCR-MCBQ. Distribution code A indicates distribution to all MCINCR-MCBQ commands and tenant activities. Distribution code B indicates distribution to the MCINCR-MCBQ staff, directorates and divisions. Distribution code C indicates distribution to subordinate commands. Distribution code D indicates distribution to all tenant activities. The distribution will be indicated as follows: DISTRIBUTION: A, B, C, or D.

b. Subordinate Element Missions

(1) Comply with the intent of the reference and the content of this Order when originating directives or official correspondence.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) Directive sponsors are responsible for establishing appropriate distribution codes within their respective commands.

(3) Addressees listed in the enclosure will frequently check the MCB Quantico homepage at <http://www.quantico.marines.mil/UnitHome.aspx> for changes or updates to all command directives.

c. Coordinating Instructions. Submit all recommendations concerning this Order to the MCINCR-MCBQ Adjutant's office via the appropriate chain of command.

4. Administration and Logistics

a. Directives

(1) Distribution

(a) All unclassified MCINCR-MCBQ directives are maintained via the MCB Quantico Directive System website at <https://quantico.usmc.afpims.mil/OfficesStaff/Adjutant.aspx>. Paper copies of these directives will not be distributed. Addressees will keep branch/section heads without local area network/internet access informed when directives and/or changes are published and will provide printed copies as necessary.

(b) Directives maintained on the internet are assigned distribution code A.

(2) Per the reference, MCINCR-MCBQ activities shall maintain on site publications sufficient in quantity (regardless of medium) to sustain its operations. It is recommended that digital publications obtained from the internet, CD-ROM or other sources, which are essential to mission accomplishment be downloaded and maintained on site as either electronic files or paper copies. For purposes of inspection, electronic files, whether on the internet or stored locally, will suffice and need not be printed.

(3) The website is updated as necessary and provides a listing of current orders and directives.

b. Official Correspondence

(1) Distribution codes assigned in the enclosure or the activity's name for official correspondence will be indicated as: Distribution: B.

(2) Correspondence with five or more addressees will contain a distribution section below the signature block (vice listing addressees individually in the "To" line). Addressees will receive only one copy unless specifically indicated.

Example:

Distribution:
Adjutant Br (2) Dir, BPO
AC/S, G-1 CO, MCIA
Dir, MCCS AC/S, G-7

5. Command and Signal

a. Command. This Order is applicable to all personnel assigned to MCINCR-MCBQ.

b. Signal. This Order is effective the date signed.



R. V. BOUCHER
Chief of Staff

Signed by: BOUCHER.ROBERT.VANCE.1037078529

DISTRIBUTION: A

DISTRIBUTION CODES LISTING

Commander, MCINCR-MCBQ	Distribution Codes			
	A	B	C	D
G-1 Division	X	X		
Adjutant Office	X	X		
G-3 Division	X	X		
G-4 Division	X	X		
GF Division	X	X		
G-6 Division	X	X		
G-8 Division	X	X		
Chaplain	X	X		
Command Inspector General	X	X		
Headquarters and Service Battalion	X	X	X	
Legal Services Support Section	X	X		
Marine Corps Community Services Division	X	X		
Marine Corps Marathon	X	X		
Marine Corps Air Facility	X	X	X	
Performance & Innovation Office	X	X		
Public Affairs Office	X	X		
Regional Contract Office	X	X		
Reserve Support Unit	X	X		
Safety Division	X	X		
Security Battalion	X	X	X	
Sexual Assault Prevention and Response Office	X	X		
Staff Judge Advocate	X	X		

Authorized Distribution Statements

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

DISTRIBUTION STATEMENT B: Distribution authorized to MCINCR-MCBQ staff, directorates and divisions; other requests for this document will be referred to the G-1 Adjutant Office, MCINCR-MCBQ.

DISTRIBUTION STATEMENT C: Distribution authorized to MCINCR-MCBQ subordinate commands and their affiliates; other requests for this document will be referred to G-1 Adjutant Office, MCINCR-MCBQ.

DISTRIBUTION STATEMENT D: Distribution authorized to MCINCR-MCBQ tenant activities; other U.S. requests shall be referred to G-1 Adjutant Office, MCINCR-MCBQ.

Tenant Activities	Distribution Codes			
	A	B	C	D
Fourth Light Armored Reconnaissance Battalion	X			X
Human Resources and Organization Management - Quantico	X			X
Joint Non-Lethal Weapons Directorate	X			X
Marine Corps Combat Development Command	X			X
Marine Corps Embassy Security Group				
Marine Corps Intelligence Activity	X			X
Marine Corps Information Operations Command	X			X
Marine Corps Network Operations and Security Command	X			X
Marine Corps Operational Test and Evaluation Activity	X			X
Marine Corps Recruiting Command	X			X
Manpower and Reserve Affairs	X			X
Marine Corps Systems Command	X			X
Marine Corps University Foundation	X			X
Marine Corps War Fighting Lab	X			X
Marine Helicopter Squadron - One	X			X
Naval Health Clinic Quantico	X			X
Training and Education Command	X			X
Training Command	X			X
Wounded Warrior Regiment	X			X
Naval Criminal Investigative Service	X			X
US Army Criminal Investigation Command	X			X
Defense Security Services	X			X
Defense Intelligence Agency	X			X
Air Force Office of Special Investigations	X			X

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