UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

IN REPLY REFER TO:
5000
ADJ
21 Sep 06

POLICY LETTER 07-06

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: COMMAND BRIEF FORMAT

Encl: (1) Master Command Brief Format

1. Situation. Previously submitted command briefing packages contained various formats, styles, fonts, and backgrounds which detracted from brief content.

2. Mission. To provide guidance and instruction for submission of standardized command briefings to the Commanding Officer, Marine Corps Air Station, Cherry Point.

3. Execution. The enclosure depicts the master format for submission of clear, streamlined briefings.

4. Administration and Logistics. Questions concerning format will be directed to the Administrative Support Assistant or Adjutant, Marine Corps Air Station Cherry Point. Enclosure (1) can be downloaded from the below web site.
http://www.cherrypoint.usmc.mil/MCASCP/stationadj/default.asp

5. Command and Signal. The Policy Letter is applicable to the Marine Corps Reserve and is effective date signed.

F. P. BOTTORFF

MCAS CHERRY POINT

DIRECTORATE TITLE