



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

IN REPLY REFER TO:
5216
ADJ
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POLICY LETTER 09-06

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

Subj: STANDARD ORIGINATOR CODES FOR CORRESPONDENCE AND
DIRECTIVES

Ref: (a) SECNAVINST 5216.5D

1. Situation. To standardize the originator codes within the directorates and staff sections of Marine Corps Air Station (MCAS) Cherry Point.
2. Mission. To publish a standard originator code listing for correspondence and directives promulgated by MCAS Cherry Point.
3. Execution. Preparation of correspondence and directives issued by MCAS Cherry Point will be in accordance with the reference. Correspondence and directives published subsequent to this date will use the originator codes listed below. The following originator codes are directed:

| <u>ORIGINATOR CODE</u> | <u>DIRECTORATE/SECTION</u> |
|------------------------|----------------------------|
| CO | Commanding Officer |
| XO | Executive Officer |
| SGTMAJ | Sergeant Major |
| PROT | Protocol Officer |
| INSP | Inspector |
| CHAP | Chaplain |
| MPR | Manpower Directorate |
| ADJ | Adjutant |
| OPS | Operations Directorate |
| AOPS | Air Operations |

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| <u>ORIGINATOR CODE</u> | <u>DIRECTORATE/SECTION</u> |
|------------------------|---|
| TARG | Targets |
| TRNG | Training |
| COMPT | Comptroller |
| SUP | Supply Directorate |
| FAC | Facilities Directorate |
| SEC | Security Manager |
| CMCC | Classified Material Control Center |
| TISD | Telecommunications and Information Systems Directorate |
| MCCS | Marine Corps Community Services |
| SS | Safety & Standardization |
| SES | Security and Emergency Services Directorate |
| JPAO | Joint Public Affairs Office |
| JLC | Joint Law Center |
| CAR | Command Analysis & Review Office |
| CPLO | Community Plans & Liaison Office |
| CVIC | Combat Visual Information Center |
| HRO | Human Resources Office |
| PO | Post Office |

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4. Administration and Logistics. Suggestions and/or questions concerning the listed originator codes will be directed to the Station Adjutant via the appropriate chain of command.

5. Command and Signal

a. Command. This Policy Letter is applicable to all staff sections and directorates within Marine Corps Air Station Cherry Point.

b. Signal. This Policy Letter is effective date signed.



R. C. MANN
By direction

DISTRIBUTION: A