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**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION

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COMMANDING OFFICER’S POLICY LETTER 04-15

From: Commanding Officer, Marine Corps Air Station, Cherry Point

To: Distribution List

Subj: NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED AND NO PUNCTUATION

Ref: (a)

 (b)

Encl: (1) Title of Material –enclosed with letter

 (2) Title of Material (sep cover) –not enclosed with letter

1. Purpose. Unlike Orders and Bulletins, there are no regulations pertaining to the mandatory use of pre-determined paragraphs (e.g., 5-paragraph order). This template serves as an outline for how most commanders choose to format their Policy Letters.

2. Background.

3. Information

 a. Commander’s Intent and Concept of Operations

 (1) Commander’s Intent.

 (2) Concept of Operations.

 b. Coordinating Instructions

4. Action.

5. Scope.

6. Points of contact are…

 C. PAPPAS III

DISTRIBUTION: A

This second page is provided to show the requirement of the subject to be replicated 1 inch from the top of the page.