



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

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ADJ  
4 Mar 19

AIR STATION ORDER 5216

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. Cancellation. Policy Letter 09-06.
3. Mission. To publish a standard originator code listing for correspondence and directives promulgated by MCAS Cherry Point.
4. 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
CIG	Command Inspector General
CHAP	Chaplain
MPR	Manpower Directorate
ADJ	Adjutant
OPS	Operations Directorate
AOPS	Air Operations
RMD	Range Management
TSD	Training Support Department
COMPT	Comptroller Directorate
LSD	Logistics Services Directorate
FAC	Facilities Directorate
SEC	Security Manager
TISD	Telecommunications and Information Systems Directorate
MCCS	Marine Corps Community Services Directorate
SSD	Safety & Standardization Directorate
SES	Security & Emergency Services Directorate
COMMSTRAT	Communication Strategy and Operations
JLC	Joint Law Center
CPLO	Community Plans & Liaison Office
HRO	Human Resources Office
EOA	Equal Opportunity Advisor
EEO	Equal Employment Opportunity


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5. Administration and Logistics. Suggestions and/or questions concerning the listed originator codes will be directed to the Station Adjutant via separate correspondence.

6. 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 the date signed.

  
P. S. LINDSTROM  
Acting

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