**HEADQUARTERS MARINE CORPS ROUTING SHEET (5211)**

**NAVMC HQ 335 (REV. 09-17)**

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|  | | | | | | | | | | | | **1 DATE:** | |
| **2 OPERATION CODE** | | | | | | | | | | | **3 SUBJECT:**  DON TRACKER #: | | |
| **X -**  **A -**  **B -**  **C -**  **D -**  **E -**  **F -** | | ORIGINATOR OF OFFICE  AFFIXING ROUTING SHEET  APPROPRIATE ACTION  GUIDANCE  SIGNATURE  COMMENT  RECOMMENDATION  CONCURRENCE | | | **G -**  **H -**  **I -**  **J -**  **K -**  **L -**  **O -** | | INFORMATION  RETURN TO:  Room \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  INITIAL  DISPOSITION  DECISION  RETENTION  (OTHER) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| ROUTING – Use numbers to show order of routing | | | | | | | | | | |
| **4** | | **5 OPR** | **6 ADDRESSEES** | | | **7 DATE** | | | **8 INITIALS** | | 1. **NATURE OF**   **ACTION REQUIRED** | **ORIGINATOR’S**  **INITIALS** | **DUE DATE**  (if any) |
| **RTG** | | CODE |  |  | | IN | | OUT | CONCUR | NONCONCUR |
| ////// | |  | COMMANDANT | CMC | |  | |  |  |  | ROUTINE |  |  |
| ////// | |  | MILITARY SECY | MILSEC | |  | |  |  |  | URGENT |  |  |
| ////// | |  | ASST COMMANDANT | ACMC | |  | |  |  |  | **10 REMARKS AND SIGNATURE**  (If additional space is necessary, attach plain paper)  **1. PURPOSE. (Briefly state purpose: e.g., “Obtain CMC signature on report at Tab A” or “Provide CMC information on XXX.”)**  **2. BACKGROUND. (Provide brief background of the issue to familiarize the reader.)**  **3. DISCUSSION. (Provide a brief synopsis of package contents, why it is okay to take the requested action, and identify/justify due date if any.)**  **4. COORDINATION. Unless all coordination is marked on the route sheet (i.e., all coord officials have initialed the route sheet), always include a Coordination Page as the last Tab or state “None” when none was required.**  **5. RECOMMENDATION. (Consistent with above or “None. Provided for information only.”)**  /s/ | | |
| ////// | |  | MILITARY ASST | MILASST | |  | |  |  |  |
| //////// | |  | SGTMAJMARCOR | SMMC | |  | |  |  |  |
| ////// | |  | DIR MC STAFF | DMCS | |  | |  |  |  |
|  | |  | DMCS EXEC ASST | EA | |  | |  |  |  |
|  | |  | SEC GENERAL STAFF | SGS | |  | |  |  |  |
|  | |  | EXEC EDITOR | EDITOR | |  | |  |  |  |
|  | |  | COUNSEL FOR CMC | CL | |  | |  |  |  |
|  | |  | DC M&RA | M | |  | |  |  |  |
|  | |  | DC I&L | L | |  | |  |  |  |
|  | |  | DC PP&O | P | |  | |  |  |  |
|  | |  | DC AVN | A | |  | |  |  |  |
|  | |  | DC P&R | R | |  | |  |  |  |
|  | |  | DC CD&I & CG MCCDC | C | |  | |  |  |  |
|  | |  | DC INFORMATION | INFO | |  | |  |  |  |
|  | |  | DIR INTEL | I | |  | |  |  |  |
|  | |  | DIR C4 | C4 | |  | |  |  |  |
|  | |  | DIR G10 | G10 | |  | |  |  |  |
|  | |  | SJA TO CMC | JA | |  | |  |  |  |
|  | |  | LEGIS ASST | OLA | |  | |  |  |  |
|  | |  | DIR OUSMCC | OUSMCC | |  | |  |  |  |
|  | |  | DIR AR | AR | |  | |  |  |  |
|  | |  | INSPECTOR GENERAL | IG | |  | |  |  |  |
|  | |  | DIR HEALTH SERV | HS | |  | |  |  |  |
|  | |  | CHAPLAIN | REL | |  | |  |  |  |
|  | |  | DIR SPL PROJ | SPD | |  | |  |  |  |
|  | |  | DIR SAFETY | SD | |  | |  |  |  |
|  | |  | DIR EXPED ENERGY | E20 | |  | |  |  |  |
|  | |  | OMFR | OMFR | |  | |  |  |  |
|  | |  | CDR, MCNCR | MCNCR | |  | |  |  |  |
|  | |  | COMMARCORSYSCOM | MCSC | |  | |  |  |  |
|  | |  | CG MCRC | MCRC | |  | |  |  |  |
|  | |  | CO HQBN HH | HQBN | |  | |  |  |  |
|  | |  | CO MARBKS | MARBKS | |  | |  |  |  |
|  |  | | **DEPARTMENT** |  | |  | |  |  |  |
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|  | | | | | | | | | | | **11 ACTION OFFICER** (Name, Grade, Office Code, Telephone number) | | |