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

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

|  |
| --- |
|  |
|  | **1 DATE:**   |
| **2 OPERATION CODE** | **3 SUBJECT:** DON TRACKER #:  |
| **X -**  **A -**  **B -**  **C -** **D -** **E -** **F -**  | ORIGINATOR OF OFFICEAFFIXING ROUTING SHEETAPPROPRIATE ACTIONGUIDANCESIGNATURECOMMENTRECOMMENDATIONCONCURRENCE | **G -** **H -** **I -** **J -** **K -** **L -** **O -**  | INFORMATIONRETURN TO:  Room \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_INITIALDISPOSITIONDECISIONRETENTION(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** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **11 ACTION OFFICER** (Name, Grade, Office Code, Telephone number) |