



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCICOMO 5605.1A  
G-1

JUL 13 2018

MARINE CORPS INSTALLATIONS COMMAND ORDER 5605.1A

From: Commander  
To: Distribution List  
Subj: DISTRIBUTION OF DIRECTIVES  
Encl: (1) Distribution List

1. Situation. Marine Corps Installations Command (MCICOM) has established distribution codes to manage the proper dissemination of directives and official correspondence produced by MCICOM.

2. Cancellation. MCICOMO 5605.1.

3. Mission. To publish distribution codes for directives and official correspondence published by MCICOM. This Order should be reviewed in its entirety to ensure proper compliance.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Appropriate distribution of command directives and official correspondence is an integral part of information management. MCICOM is responsible for ensuring that information is disseminated in accordance with the mission, intent, and need to know application. All directives will come through MCICOM G-1 for review prior to routing for signature. The directorate submitting the directive will verify the proper use of the distribution code per this Order prior to submitting to MCICOM G-1 for administrative review.

(b) All directives and official correspondence will be disseminated to the appropriate directorate or regional commands in accordance with the established distribution codes per enclosure (1).

(2) Concept of Operations. The enclosure reflects the distribution codes used within MCICOM.

(a) Distribution code "A" indicates distribution to all MCICOM headquarters staff.

(b) Distribution code "B" indicates distribution to the MCICOM headquarters and regional commands.

b. Subordinate Element Missions

(1) MCICOM Assistant Chiefs of Staff (AC/S). Ensure all directives being originated by a MCICOM AC/S are reviewed for proper use of distribution

codes prior to the directive being sent to the MCICOM Adjutant for administrative review.

(2) G-1. The G-1 will ensure that all directives and official correspondence received within the MCICOM Headquarters comply with the intent of the references and the content of this Order.

(a) Labor and Employee Relations Section (MPC-40). MPC-40 provides labor relations advice and guidance to Marine Corps activities that have bargaining units certified by the Federal Labor Relations Authority. They also administer the Consolidated Master Labor Agreement between the Marine Corps and the American Federation of Government Employees on behalf of the Commandant.

(b) MCICOM has bargaining unit employees; therefore, directives must be reviewed by MPC-40. They will determine if we are required to provide notice to the union and bargain the impact and how the program will be implemented. The Adjutant process this for the command. The route sheet going to the front office will reflect either: "MPC-40 has reviewed and there is no requirement to provide notice to the union" or "MPC-40 provided notice to the union, the impact was bargained and the program can be implemented".

c. Coordinating Instructions. Submit all recommendations concerning this Order to the G-1 directorate via the appropriate chain of command.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to all personnel assigned to MCICOM headquarters.

b. Signal. This Order is effective the date signed.

V. A.   
V. A. COGLIANESE

DISTRIBUTION: A

DISTRIBUTION LIST

Distribution A	Distribution B
Special Staff	Special Staff
G-1	G-1
G-3/5	G-3/5
G-4	G-4
G-6	G-6
G-7	G-7
G-8	G-8
G-F	G-F
	CG, MCIEAST
	CG, MCIWEST
	CG, MCIPAC
	Commander, MCINCR
	CO, Henderson Hall
	CO, Marine Barracks Washington