



HEADQUARTERS UNITED STATES MARINE CORPS 3000 MARINE CORPS PENTAGON WASHINGTON, DC 20350-3000

MCO 5216.9Y AR 29 Jul 2015

MARINE CORPS ORDER 5216.9Y

From: Commandant of the Marine Corps

To: Distribution List

Subj: HEADQUARTERS U.S. MARINE CORPS ORGANIZATION AND ORGANIZATION CODES

Ref: (a) MCO 5110.4A

(b) SECNAV M-5216.5

(c) NTP 3(J)

(d) SECNAV M-5210.1

(e) 5 U.S.C. 552a

(f) SECNAVINST 5211.5E

Encl: (1) HQMC Organizational Directory

(2) HQMC Organizational Chart

- 1. $\underline{\text{Situation}}$. To publish current information on the Headquarters Marine Corps (HQMC) organization, and to direct use of HQMC organizational codes on communications from and to HQMC.
- 2. Cancellation. MCO 5216.9X.
- 3. <u>Mission</u>. HQMC consists of the Commandant of the Marine Corps (CMC) and those staff agencies that advise and assist him in discharging his responsibilities prescribed by law and higher authority. This Order outlines the HQMC organization and each organizations' abbreviated code used for communication purposes.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

- (a) HQMC organizational codes are to be placed on mail (correspondence, route sheets, and envelopes) from and to the CMC. These codes identify the HQMC originator and/or the intended HQMC recipient.
- (b) Organization codes and symbols, when known, are required for each addressee (except commercial addressees) on all naval messages originated by the Marine Corps. Place organization codes and symbols in the "From," "To," and/or "Info" lines on messages immediately following the Plain Language Address (PLA). Use the organizational codes listed in enclosure (1) when addressing messages to the CMC.
- (c) Consolidate outgoing correspondence per paragraph 4001 of reference (a). Place the phrase "CONTAINS CONSOLIDATED CORRESPONDENCE" on the lower left quadrant of the outside envelope when mailing the consolidated correspondence to the CMC. Properly address each piece of mail inside the envelope; a proper address includes the correct HQMC organizational code in parentheses. Follow the examples on the following page:

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Commandant of the Marine Corps (*) Commandant of the Marine Corps (*) Headquarters, U.S. Marine Corps Headquarters, U.S. Marine Corps 3000 Marine Corps Pentagon 3280 Russell Road Washington, DC 20350-3000 Quantico, VA 22134-5103 Commandant of the Marine Corps (*) Commandant of the Marine Corps (*) Headquarters, U.S. Marine Corps Headquarters, U.S. Marine Corps 2008 Elliot Road 3044 Catlin Avenue Quantico, VA 22134-5030 Quantico, VA 22134-5099

*Enter the organization code here; (e.g., AR, MMEA, MPC, etc.).

(2) Concept of Operations

- (a) Enclosure (1) is a detailed breakdown of HQMC organizations and their codes. Enclosure (2) depicts the major staff agencies of HQMC (departments and separate divisions).
- (b) The Navy/Marine Corps Mail Room Center, located at the Pentagon, routes correspondence by the organization code listed in the address. If a code is not in the address, the envelope must be opened and the correspondence reviewed to determine its proper routing; this delays mail delivery.

5. Administration and Logistics

- a. For guidance with the Automated Message Handling System (AMHS), support for drafting, releasing, viewing, or addressing messages contact the Area Control Center (ACC), Marine Corps Base, Camp Lejeune, at (910) 451-1019.
- b. Existing Marine Corps directives and forms will not be revised solely to modify or change the originator's organization code. Such changes will be made when it is necessary to revise the directive or form for other reasons.
- c. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (d) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.
- d. The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (e) and (f). Any unauthorized review, use, disclosure or distribution is prohibited.

6. Command and Signal

- a. This Order is applicable to the Marine Corps Total Force.
- b. This Order is effective the date signed.

A. A. WASHINGTON

By direction

DISTRIBUTION: PCN 10207610000

HQMC ORGANIZATIONAL DIRECTORY

Staff Office	<u>Code</u>
Commandant of the Marine Corps	CMC
Military Secretary to the Commandant	MILSEC
Assistant Commandant of the Marine Corps	ACMC
Director, Marine Corps Staff	DMCS
Director, Administration and Resource Management Division	AR AR
Deputy Director Administrative Office	AR AR-1
Manpower Analyst	AR-1 AR-2
Publishing and Logistics Management Branch	AR-Z ARD
Records, Reports and Directives Management Section	ARDB
Facilities Management Section	ARDD
Publishing and Logistics Systems Management Section	ARDE
Special Programs Section	ARDF
Fiscal/Defense Travel System Office	ARF
Human Resources and Organizational Management Branch	ARH
Equal Employment Opportunity	ARHEO
Employee Management Advisory Services Section	ARHER
Employee Management Advisory Services Unit Quantico	ARHEQ
Organizational and Workforce Management Section	ARHM
Workforce Planning Section	ARHM2
Employee/Management Advisory Services Unit - HQMC	ARHEA
Kansas City Site Office	ARHK
Quantico Site Office	ARHQ
Recruitment/Classification Section - HQMC	ARHRC
Recruitment Unit - HQMC	ARHRA
Classification Unit - HQMC	ARHRC
Recruitment Unit - Quantico	ARHRQ
Information Systems Management Branch	ARI
Service Level Management Section	ARIA
Budget Unit	ARIA-1
NMCI Contract Liaison and Oversight Unit	ARIA-2
Applications Development Section	ARID
MAGTF Information Technology Support Center - HQMC	ARIM
Network Operations	ARIM-1
Network Plans	ARIM-2 ARIM-3
Service/Help Desk	
Voice Communications Cyber Security Section	ARIM-4 ARIS
Security Programs and Information Management Branch	ARS
Information and Personnel Security Section	ARSB
Communications Security Section	ARSC
Passport and Visa Section	ARSD
Freedom of Information and Privacy Act Section	ARSF
Physical Security Section	ARSG
Director, Expeditionary Energy Office	E20
Director, Special Projects Directorate	SPD
Director, Strategic Initiatives Group	SIG
Secretary of the General Staff	SGS
HQMC Executive Editor	Editor
Director, Safety Division	SD
Deputy Director Safety Division	SD-1
Aviation Safety Branch	SDA

Staff Office	Code
Occupational Safety Branch	SDO
Ground Safety Branch	SDG
Sergeant Major of the Marine Corps	SMMC
Deputy Commandant for Aviation	А
Aviation Administrative and Security Branch	AAB
Aviation Expeditionary Enablers Branch	APX
Aviation Plans, Programs, Budget, Doctrine, and	
Joint/Congressional Matters Branch	APP
Aviation Weapons Systems Requirements Branch	APW
Aviation Logistics and Support Branch	ASL
Aviation Manpower and Support Branch	ASM
Command, Control, Communications and Computer Department	C4
Administration/Security Branch	C4A
Chief Information Office Division	CIO
Enterprise Architecture Branch	EA
Data Strategy Branch	DS
Policy and Governance Branch	PG
IT Procurement Branch	ITPR
Network Plans and Policy Division	CP
Enterprise Service Transition Branch	EST
Enterprise Service Strategy Branch	ESS
Enterprise Services Portfolio Management Branch	ESPM
Resource and Operations Management Division	CR
Programming Budget	CRR
Budget/Execution Branch	CRB
IT Budgeting/Reporting	CRI
Community of Interest Branch	CI
Marine Corps Information Technology Center	CRM
Strategic Planning Division	CS
Occupational Field Branch	CSP
Joint Matters Branch	CSJ
MAGTF C4 Capability Branch	CSM
Vision and Strategy Operations Branch	CV CVOP
Cybersecurity Division	CVOP
Architecture Branch	CY
Assessments Branch	CY
Certification and Accreditation Branch	CY
DoD Cybersecurity Range Branch	CY
Engineering Branch	CY
Enterprise Branch	CY
Identification Management and Communications Assurance Branch	CY
Deputy Commandant for Combat Development and Integration	CD&I
Assistant Deputy Commandant for Combat Development and Integration	CD&I
Director, Futures Directorate	FUTURES
Futures Assessment	FA
Emergent Force Development	EFD
Marine Corps Warfighting Lab	MCWL
Director, Capabilities Development Directorate	CDD
Seabasing Integration Division	SID
Cyber and Electronic Warfare Integration Division	CEWID

Staff Office	<u>Code</u>
Fires and Maneuver Integration Division	FMID
Force Protection Integration Division	FPID
Intelligence Integration Division	IID
Logistics Integration Division	LID
Marine Air Ground Task Force Integration Division	MID
Small Wars Center for Irregular Warfare and Integration Division	SWC-IWID
Command and Control Integration Division	C2ID
Total Force Structure Division	TFSD
Personnel, Budget and Operations Division	PBOD
Program Objective Memorandum	POM
Director, Analysis Directorate	ANALYSIS
Operations Analysis Division	OAD
Marine Corps Modeling and Simulation Management Office	MSMO
Director, Joint Capabilities Integration Directorate	JCID
Counsel for the Commandant	CL
Deputy Counsel for the Commandant	CL
Associate Counsel for the Commandant	CL
Health Services	HS
The Medical Officer of the U. S. Marine Corps	TMO
Intelligence Department	I
Joint Matters and Administrative Division	IJ
Intelligence Futures Assessments Branch	IFA
Intelligence Operations Division	IO
Counterintelligence and Human Intelligence Branch	IOC
Intelligence Estimates Branch	IOE
Intelligence Manpower and Training Branch	IOP
SSO and SPINTCOM Branch	IOS
Foreign Liaison Office	FLO
Intelligence Plans and Policies Division	IP
Imagery and Geospatial Intelligence Branch	IPI
Signals Intelligence/Electronic Warfare Branch	IPS
Intelligence Plans and Policy/TENCAP Branch	IPP
Intelligence Resources and Budget Division	IB
Military Intelligence Program Branch	IBM
National Intelligence Program Branch	IBN
Fiscal Branch	IBF
Technology Integration	TI
Inspector General of the Marine Corps	IGMC
Administrative Support Division	IGS
Assistance and Investigation Division	IGA
Inspection Division	IGI
Readiness Division	IGR
Oversight Division	IGO
Counsel to the Inspector General	IGL
Staff Judge Advocate to the Commandant/	T 7
Director, Judge Advocate Division Deputy Staff Judge Advocate/Deputy Director, JA Division	JA
(HQMC Legal Support)	JA-1
Administrative Support Branch	JAA
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Staff Office	Code
Civil and Administrative Law Branch	JCA
Military Personnel Law Branch	JPL
International and Operational Law Branch	JAO
Deputy Director, JA Division (Military Justice and Community	
Development)	MJCD
Military Justice Branch	JMJ
Community Development, Strategy, and Plans Branch	JCD
Information, Plans, and Programs Section	JCD-1
Legal Assistance Branch	JLA
Deputy Director, JA Division (Reserve Legal Support)	JRLS
Reserve Support Branch	JRS
Reserve Operational Law Branch	JRO
Reserve Trial Services Branch	JRT
Reserve Defense Services Branch	JRD
Reserve Force Augmentation Branch	JRF
Reserve Judiciary Branch	JRJ
Reserve Victims' Legal Counsel Branch	JRV
Chief Defense Counsel of the Marine Corps	CDC
Victims' Legal Counsel Organization	VLCO
Legal Administrative Officer of the Marine Corps	LAO
Legal Services Chief of the Marine Corps	LSC
Deputy Commandant for Installations and Logistics	L
Director, Secretariat Office	LS
Director, Contracts Division	LB
Contingency Contracting and OCS Branch	LBC
Enterprise Initiatives Branch	LBE
Field Oversight and Performance Management Branch	LBO
Policy and Systems Branch	LBP
Director, Facilities and Services Division	LF
Director, Small Business Division	LK
Director, Logistics Plans, Policies, and Strategic Mobility Division	LP
Logistics Policy and Capabilities Branch	LPC
Maintenance Policy, Advocacy and Capabilities Section	LPC-1
Supply Policy, Advocacy and Capabilities Section	LPC-2
Logistics Training, Education and GCSS-MC Section	LPC-3
Logistics Distribution Policy Branch	LPD
Integrated Distribution Section	LPD-1
Personal Property and Passenger Section	LPD-2
Second Destination Transportation Section	LPD-3
Engineer and Explosive Ordnance Disposal (EOD) Advocacy Branch Engineer and Utilities Section	LPE
Explosive Ordnance Disposal (EOD) Section	LPE-1 LPE-2
Logistics Plans and Operations Branch	LPE-Z LPO
Operations Section	LPO-1
Maritime and Geo-Prepositioning Section	LPO-1 LPO-2
Strategic Mobility Section	LPO-3
Readiness and War Reserve Section	LPO-4
Logistics Readiness Coordination Section	LPO-IMA
Logistics Plans, Reserve Branch	LPR
Logistics Plans, Reserve Branch Logistics Plans, Policies, Strategic Mobility South Branch	LPS
Logistics Vision and Strategy Branch	LPV
Logistics Vision Section	LPV-1
Logistics System's Technology and Integration Section	LPV-2
Director, Logistics Studies and Analysis Division	LX

Staff Office	<u>Code</u>
Marine Corps Installations Command	MCICOM
Director, Personnel Division	G-1/LS1
Adjutant Section	G-1-1
Operations Section	G-1-3
Director, Operations/Plans/Assessments Division	G-3-5-7
Operations Section	G-3
Plans Section	G-5
External Government Affairs	G-7
Director, Logistics Division	G-4
Special Staff (Commissary/ISSA/Joint Basing) Section	G-4-5
Special Staff (CINC IE Program) Section	G-4-6
Support Services Section	G-4-1
Transportation Services Section	G-4-2
Food Service and Subsistence Services Section	G-4-3
Director, Information Systems Division	G-6/LS6
Information Environment Mission Analysis Section	G6-3
Information Technology Logistics	G6-4 G6-5
Information Technology Infrastructure Plans Section Information Services Section	G6-5 G6-6
Information Mission Assurance Section	G6-7
Information Investment Section	G6-8
Comptroller	G-8
Director, Resources Division	LSR
Execution Section	G-8-1
Programming and Budget Section	G-8-2
Accounting Section	G-8-3
Research, Evaluations, and Analysis Section	G-8-4
Director, Facilities Division	G-F
Energy and Facility Operations Section	G-F1
Facilities Sustainment, Restoration and Modernization Section	G-F2
Housing Management Section	G-F3
Military Construction Section	G-F4
Environmental Management Section	G-F5
Real Estate & Asset Management Section	G-F6
Facilities Planning & Conservation Section	G-F7
Installations, Facilities & Environment Systems Section	G-F8
Deputy Commandant for Manpower and Reserve Affairs	MRA
Assistant Deputy Commandant for Manpower and Reserve Affairs	MRA
Manpower Transformation Branch	MX
Manpower Studies and Analysis Branch	MSAB
Support and Logistics Office	MSL
Financial Management Office	MB
Director, Marine and Family Programs Division	MF
Sexual Assault Prevention and Response Branch	MFB
Behavioral Health Branch	MFC
Prevention and Clinical Services	MFCP
Substance Abuse Prevention	MFCP-1
Family Advocacy	MFCP-2 MFCP-3
Community Counseling and Prevention	
Integration Research and Program Evaluation	MFCI MFCI-1
Data Surveillance	MFCI-1
Data But verifance	MI CI-Z

Staff Office Code Program Development MFCI-3 Functional Systems MFCT-4 Program Assessment Branch MFN Policy and Analytics MFN-1Credentialing and Certification MFN-2 Quality Assurance MFN-3 Future Operations Branch MFO Military Personnel Services Branch MFP Casualty MFPC DEERS/Dependency MFP-1Personal Property Claims MFP-2 Postal MFP-3 MFP-4Voting Personal and Professional Development Branch MFR Career Services and Support MFR-1Community Outreach MFR-2 Family Care Branch MFY Exceptional Family Member Program MFY-1 School Liaison MFY-2 Children, Youth and Teen MFY-3 Family Readiness Branch MFZMarine Corps Family Team Building MFZ-1Unit, Personal, and Family Readiness MFZ-2Functional Systems, IT Tools MFZ-3Semper Fit and Recreation Branch MFS Integration and Strategic Planning MFS-1 Fitness, Aquatics & Sports MFS-2 Recreation and Community Wellness MFS-3 Director, Manpower Information Systems Division MΙ Manpower Improve Administration Branch MIO Manpower Technical Support Branch MIT Manpower Information Operations Branch MTF Manpower Information Systems Support Office 09 MISSO-09 Marine Corps Administrative Analysis Team MCAAT Director, Manpower Management Division MM Enlisted Assignment Branch MMEA Enlisted Retention Section MMEA-1 Enlisted Monitor Section MMEA-2 Integration Branch MMTB Ops/Plans/Integration and Dist Section MMIB-1 Force Augmentation MMIB-2 Fiscal Management Section MMIB-3 Military Awards Branch MMMA Administrative Section MMMA-1Personal Awards Section MMMA - 2Policy & Verification Section MMMA-3Officer Assignment Branch MMOA Ground Officer Assignment Section MMOA-1Aviation Officer Assignment Section MMOA-2Plans & Programs Section MMOA-3Joint Matters Section MMOA-6 Promotion Branch MMPR Officer Section MMPR-1

Staff Office	Code
Enlisted Section	MMPR-2
Manpower Management Records & Performance Branch	MMRP
Records Research & Reconstruction Section	MMRP-10
World Wide Locator & Medical Section	MMRP-11
Records Management Section	MMRP-20
Performance Evaluation Section	MMRP-30
Systems Support Section	MMRP-40
Career Counseling Section	MMRP-50
Operations & Integration Section	MMRP-60
Senior Leader Management Branch	MMSL
Operations Section	MMSL-1
Senior Leader Help Desk Section	MMSL-2
Separation and Retirement Branch	MMSR
Administrative Section	MMSR-1
Active Duty Sep and Retirement Section	MMSR-2
Disability Sep, Retirement and Limdu Section	MMSR-4
Inactive Reserve Sep and Retirement Section	MMSR-5
Retired Services & Retired Pay Section	MMSR-6
Director, Manpower Plans and Policy Division	MP
Administrative Section	MP-10
Legislative Affairs Section	MPLEG
Civilian Workforce Management Branch	MPC
Recruitment & Workforce Shaping Section	MPC-10
Civilian Workforce Planning and Development Section	MPC-30
Labor and Employee Relations Section	MPC-40
Manpower Plans, Programs and Budget Branch	MPP
Future Ops Section	MPP-10
Enlisted Plans Section	MPP-20
Officer Plans Section	MPP-30
Programs and Budget Section	MPP-40
Equal Opportunity and Diversity Management Branch	MPE
Manpower Military Policy Branch	MPO
Military Policy Section	MPO-40
Plans/Mobilization Section	MPO-60
Director, NAF Business and Support Services Division	MR
Procurement Branch	MRB
Compliance, Assurance, and Analysis Branch	MRC
Construction Branch	MRD
Business Enterprise Architecture Branch	MRE
Resource Management Branch	MRF
Human Resources and Training Branch	MRG
Information Technology Branch	MRI
Food, Hospitality, Commercial Recreation, and Entertainment Branch	
Logistics and Corporate Communications Branch	MRL
Merchandising Branch	MRM
Policy and Public Affairs Branch	MRQ
Field Operations	MRX
Director, Reserve Affairs Division	RA
Reserve Affairs Administration	RAA
Reserve Affairs Policy	RAP
Personnel Affairs Management Reserve Individual Management	RAM RIM
INCOCT VC IIIGI VIGGGI PIGIIGGGIICIIC	1/111

Staff Office	Code
Reserve Continuation and Transition	RCT
Commanding Officer, Wounded Warrior Regiment Commanding Officer, Wounded Warrior Battalion East Commanding Officer, Wounded Warrior Battalion West	WWR WWBN-E WWBN-W
Office of U.S. Marine Corps Communication OUSMCC Administration Division of Public Affairs Trademark and Licensing Program Office Plans and Strategy Branch Proponency Branch Community Relations Branch Community Engagement Section Music Section Community Outreach Section Marine Band Section Media Engagement Branch Media Relations Section Digital Engagement Section Combat Camera Division HQMC Combat Camera Branch Operations Branch Visual Integration Branch Proponency Branch Admin/Logistics Branch	OUSMCC OUSMCCA DIVPA TMLO PAP PAPR PAC PAC-10 PAC-20 PAC-30 PAC-40 PAM PAM-10 PAM-20 COMCAMDIV COMCAMHQ COMCAMO COMCAMVI COMCAMP COMCAMA/L
Permanent Marine Corps Uniform Board	MCUB
Office of the Legislative Assistant to the Commandant Congressional Correspondence Section	OLA OLAC
Deputy Commandant for Plans, Policies and Operations Strategy and Plans Division (Director) Plans Admin Section Joint Staff Branch National Plans Branch International Affairs Branch Info Operations and Space Integration Branch Marine Corps Information Operations Center Operations Division (Director) Expeditionary Policies Branch Admin Section MEU/MAGTF Programs Section Prepositioning Program Section Amphibious Programs Section Ground Combat Element Branch HQ Section Program Objective Memorandum (POM) Integration Section GCE Command and Control Section Infantry Section Surveillance and Ground Reconnaissance Section Armor/Anti-Armor Section Assault Amphibian Section Fires Section	PPO PL PLA PLJ PLN PLU PLI MCIOC PO POE POE-10 POE-30 POE-40 POE-50 POG POG-40 POG-50 POG-10 POG-20 POG-30 POG-40 POG-70

Staff Office	Code
Division Combat Engineer Section Light Armored Reconnaissance (LAR) Section Readiness Branch Systems Section Readiness Section Current and Future Operations Branch Current Operations Section Global Force Management System Command and Control Systems Support Section Future Operations Section Marine Corps Operations Center Special Operations Directorate Branch Security Division (Director) Security Admin Section Mission Assurance Branch Mission Assurance Section	POG-80 POG-90 POR POR-10 POR-20 POC-10 POC-20 POC-30 POC-30 POC-50 POC-50 POSOD PS PS PSM PSM-MA
Mission Assurance Section Critical Infrastructure Protection Section	PSM-MA PSM-CIP
Antiterrorism Section Integrated Protection Section Chemical, Biological, Radiological, Nuclear & High Yield	PSM-AT PSM-IIP
Explosive Defense Section	CBRNE
Resources and Budget Branch	PSR
Security Branch	PSS
Physical Security and Security Technologies Section Identity Operations Section Information and Personnel Security Section Homeland Security Branch	PSS-STS PSS-IDOPS PSS-IPSP PSH
Domestic Operation Section Interagency Security	PSH-DO PSH-SF
Counter-Drug Section Law Enforcement, Investigations and Corrections Branch Operating Forces Supporting Establishment Law Enforcement Section General Support Section Criminal Investigation Division Military Working Dogs Corrections Section Marine Corps Absentee Collection Center Deserter Info Point Marine Corps Absentee Collection Unit Pacific Division The Chaplain, U.S. Marine Corps	PSH-CD PSL PSL-OPFOR PSL-SELE PSL-GS PSL-CID PSL-MWD PSL-CORR MCACC DIP MCACU PD
	KEL
Deputy Commandant for Programs and Resources Management & Productivity Branch Central Administration Section Enterprise Performance Support Section Enterprise Business Transformation Section Support Services Section Program Analysis and Evaluation Division Resource Analysis Branch Program Evaluation Branch Data Readiness Branch Assistant Deputy Commandant, Resources	R RMP RCA EPS EBT SS PA&E RAA RAE RDR

Staff Office	Code
Budget and Execution Division	RBE
Budget and Congressional Coordination Branch	RFC
Investment Branch	RFI
Budget Execution Branch	RFE
Operations and Maintenance Branch	RFO
Manning Branch	RFM
Fiscal Division	RFD
Marine Corps Non-Appropriated Fund Audit Service	MCNAFAS
Accounting and Financial Systems Branch	RFA
Marine Corps Financial Management Operations Support	MCFMOS
Finance Branch	RFF
Marine Corps Payroll Reconciliation Team	MCPRT
Marine Corps Pay Requirements Directorate	MCPRD
Marine Corps Disbursing Operations/Systems Section	MCDOSS
Risk and Compliance Branch	RFK
Technical Services Organization	TSO
Assistant Deputy Commandant, Programs	RP
Senior Forum Coordination	RPS
Special Programs Branch	RPX
Program Development Branch	RPD
MAGTF Integration Branch	RPM

HQMC Organizational Chart

