From: Commandant of the Marine Corps  
To: Distribution List  

Subj: HEADQUARTERS U.S. MARINE CORPS (HQMC) ORGANIZATION AND ORGANIZATION CODES  

Ref: (a) MCO P5110.4A  
(b) SECNAVINST 5216.5D  
(c) NTP 3 (Navy Telecommunications Users Manual)  
(d) MCO 5600.31  

Encl: (1) HQMC Organizational Directory  
(2) HQMC Organization Chart  

1. Situation. To publish current information on the HQMC organization, and to direct use of HQMC organization codes on communications from and to the Marine Corps.  

2. Cancellation. MCO 5216.9V.  

3. Mission  

   a. Place HQMC organization codes on mail (correspondence and envelopes) from and to the Commandant of the Marine Corps (CMC). These codes identify the HQMC originator and 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 organization 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 organization code in parentheses. Follow the examples below:  

Commandant of the Marine Corps (* )  
Headquarters, U.S. Marine Corps  
2 Navy Annex  
Washington, DC 20380-1775  

Commandant of the Marine Corps (* )  
Headquarters, U.S. Marine Corps  
3280 Russell Road  
Quantico, VA 22134-5103  

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

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.
d. Refer to references (b) and (c) for amplifying guidance on correspondence and message preparation.

4. Execution
   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 Headquarters Mail Center 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 (HQMC receives and routes thousands of pieces of mail each day).

5. Administration and Logistics
   a. The Information Systems Management Branch, Administration and Resource Management Division (ARI), at HQMC, no longer provides Automated Message Handling System (AMHS) support for drafting, releasing, viewing or addressing messages. Those support responsibilities have been consolidated at the Area Control Center (ACC), Marine Corps Base, Quantico. AMHS questions should be directed to the Quantico ACC, at (703)784-2111.
   
   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. At their own discretion, commands are authorized to make pen corrections to enclosures (1) and (2).

6. Command and Signal
   a. This Order is applicable to the Marine Corps Total Forces.
   
   b. This Order is effective the date signed.

   [Signature]
   A. A. WASHINGTON
   By direction

DISTRIBUTION: PCN 10207610000

Copy to: 7000260 (2)/7000078/4
         090005/3001001/4021001/
         7000144/7230001/8145001/
         Vice Dir Joint Staff,
         JCS, WashDC 20301
         AsstDepDir, ForDevStrtPlans, J5 (1)
HQMC ORGANIZATIONAL DIRECTORY

Staff Office

Commandant of the Marine Corps
Military Secretary to the Commandant

Assistant Commandant of the Marine Corps
Director, Marine Corps Staff
Director, Administration and Resource Management Division
Deputy Director
Administrative Officer
Manpower Analyst
Fiscal/Defense Travel System Office
Human Resources and Organizational Management Branch
Equal Employment Opportunity
Employee Management Advisory Services Section
Employee Management Advisory Services Unit Quantico
Organizational and Workforce Management Section
Workforce Planning Section
Employee/Management Advisory Services Unit - HQMC
Kansas City Site Office
Quantico Site Office
Recruitment/Classification Section - HQMC
Recruitment Unit - HQMC
Classification Unit - HQMC
Recruitment Unit - Quantico
Publishing and Logistics Management Branch
Records, Reports and Directives Management Section
Combat Camera Section
Facilities Management Section
Publishing and Logistics Systems Management Section
Special Projects Section
Security Programs and Information Management Branch
Personnel Security Section
Communications/Parking/Physical Security
Passports Section
Freedom of Information Act and Privacy Section
Information Systems Management Branch
Service Level management Section
Budget Unit
NMCI Contract Liaison and Oversight Unit
Applications Development Section
MAGTF Information Technology Support Center - HQMC
Network Operations
Network Plans
Service/Help Desk
Voice Communications
Cyber Security Section
Director, Expeditionary Energy Office
Director, Special Projects Directorate
Director, Strategic Initiatives Group
Secretary of the General Staff
HQMC Executive Editor
Director, Safety Division
Deputy Director Safety Division
Aviation Safety Branch
Occupational Safety Branch
Ground Safety Branch

Enclosure (1)
Staff Office

Sergeant Major of the Marine Corps

Deputy Commandant for Aviation

- Administrative Branch
- Director, Aviation Plans, Policy and Requirements Division
- Aviation Command and Control Systems Branch
- Aviation Plans, Programs, Doctrine, Joint Matters and Budget Branch
- Aviation Weapons Systems Requirements Branch

Director, Aviation Systems and Support Division

- Aviation Logistics Support Branch
- Aviation Manpower and Support Branch

Command, Control, Communications and Computer Department

- Network Plans and Policy
- Enterprise Services Branch
- IT Governance, Policy and Architecture Branch
- Resource and Operations Management
- Budget Branch
- Occupational Field Management
- Resourcing Branch
- Strategic Planning
- Joint Matters
- Strategy and Plans
- MAGTF C4
- Information Superiority
- Information Assurance
- Enterprise
- Identification Management
- System Security Engineering

Counsel for the Commandant

- Deputy Counsel for the Commandant
- Associate Counsel for the Commandant

Health Services

Intelligence Department

- Joint Matters and Administrative Division
  - Intelligence Futures Assessments Branch
- Intelligence Operations Division
  - Counterintelligence and Human Intelligence Branch
  - Intelligence Estimates Branch
  - Intelligence Manpower and Training Branch
  - SSO and SPINTCOM Branch
  - Foreign Liaison Office
- Intelligence Plans and Policies Division
  - Imagery and Geospatial Intelligence Branch
  - Signals Intelligence/Electronic Warfare Branch
  - Intelligence Plans and Policy/TENCAP Branch
- Intelligence Resources and Budget Division
  - Military Intelligence Program Branch
  - National Intelligence Program Branch
  - Fiscal Branch
# Staff Office

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>IGMC</td>
<td>Inspector General of the Marine Corps</td>
</tr>
<tr>
<td>IGS</td>
<td>Administrative Support Division</td>
</tr>
<tr>
<td>IGA</td>
<td>Assistance and Investigation Division</td>
</tr>
<tr>
<td>IGI</td>
<td>Inspection Division</td>
</tr>
<tr>
<td>IGR</td>
<td>Readiness Division</td>
</tr>
<tr>
<td>IGO</td>
<td>Oversight Division</td>
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<tr>
<td>IGL</td>
<td>Counsel to the Inspector General</td>
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<thead>
<tr>
<th>JA</th>
<th>Staff Judge Advocate to the Commandant/Director, Judge Advocate Division</th>
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<tbody>
<tr>
<td>JA-1</td>
<td>Deputy Staff Judge Advocate/Deputy Director, JA Division (HQMC Legal Support)</td>
</tr>
<tr>
<td>JAM</td>
<td>Military Law Branch</td>
</tr>
<tr>
<td>JAO</td>
<td>Operational Law Branch</td>
</tr>
<tr>
<td>JAR</td>
<td>Research and Policy Branch</td>
</tr>
<tr>
<td>JAL</td>
<td>Legal Assistance Branch</td>
</tr>
<tr>
<td>JPL</td>
<td>Military Personnel Law Branch</td>
</tr>
<tr>
<td>JA-2</td>
<td>Deputy Director, JA Division (Community Development, Strategy and Plans)</td>
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<td>JAS</td>
<td>Judge Advocate Support Branch</td>
</tr>
<tr>
<td>JAS-R</td>
<td>Reserve Judge Advocate Support Branch</td>
</tr>
<tr>
<td>JAI</td>
<td>Judge Advocate Information, Plans, and Programs</td>
</tr>
<tr>
<td>TCAP</td>
<td>Trial Counsel Assistance Program</td>
</tr>
<tr>
<td>CDC</td>
<td>Chief Defense Counsel of the Marine Corps</td>
</tr>
<tr>
<td>DCAP</td>
<td>Defense Counsel Assistance Program</td>
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<tr>
<td>JRS</td>
<td>Reserve Legal Services Support</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>L</th>
<th>Deputy Commandant for Installations and Logistics</th>
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<tbody>
<tr>
<td>LB</td>
<td>Director, Contracts Division</td>
</tr>
<tr>
<td>LBP</td>
<td>Policy and Systems Branch</td>
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<tr>
<td>LBRGF</td>
<td>Regional Garrison Food Service</td>
</tr>
<tr>
<td>LBO</td>
<td>Field Oversight, Performance Management and Enterprise Initiatives</td>
</tr>
<tr>
<td>LF</td>
<td>Director, Facilities and Services Division</td>
</tr>
<tr>
<td>LFS</td>
<td>DPRRI Installation Implementation Branch</td>
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<tr>
<td>LFL</td>
<td>Facilities Branch</td>
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<td>LFF</td>
<td>Special Programs Section</td>
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<tr>
<td>LFF-1</td>
<td>Facilities Sustainment, Restoration and Modernization Section</td>
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<tr>
<td>LFF-2</td>
<td>Housing Management Section</td>
</tr>
<tr>
<td>LFF-3</td>
<td>Land Use and Military Construction Branch</td>
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<tr>
<td>LFL</td>
<td>Conservation Section</td>
</tr>
<tr>
<td>LFL-1</td>
<td>Facilities Planning and Real Estate Section</td>
</tr>
<tr>
<td>LFL-2</td>
<td>Asset Utilization Section</td>
</tr>
<tr>
<td>LFL-3</td>
<td>Military Construction Program Section</td>
</tr>
<tr>
<td>LFL-4</td>
<td>Environmental Management Section</td>
</tr>
<tr>
<td>LFL-5</td>
<td>Services Branch</td>
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<tr>
<td>LFS</td>
<td>Garrison Property Management Section</td>
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<tr>
<td>LFS-1</td>
<td>Garrison Mobile Equipment Section</td>
</tr>
<tr>
<td>LFS-2</td>
<td>Food Service and Subsistence Section</td>
</tr>
<tr>
<td>LFS-4</td>
<td>Director, Small Business Division</td>
</tr>
<tr>
<td>LP</td>
<td>Director, Logistics Plans, Policies, and Strategic Mobility Division</td>
</tr>
<tr>
<td>LFC</td>
<td>Logistics Policy and Capabilities Branch</td>
</tr>
<tr>
<td>LFC-1</td>
<td>Maintenance, Policy, and Capability Section</td>
</tr>
</tbody>
</table>
Staff Office

Supply Chain Integration Section
Logistics Advocacy Education Section
Total Life Cycle Management Section
Logistics Distribution Branch
Integration Distribution Section
Passenger/Personal Property Section
Second Destination Transportation Section
Distribution Management Section
Engineer Advocacy Branch
Engineer Section
EOD Section
Logistics Plans and Operations Branch
Logistics Plans and Operations Section
Maritime and Geo-Prepositioning Section
Readiness and War Reserve Section
Logistics Readiness Coordination Branch
Logistics Plans, Policies, Strategic Mobility South
Logistics Vision and Strategy Branch
Logistics Integration Section
Logistics Systems and Technical Integration Section
Logistics Modernization Transition Task Force Section

Director, Marine Corps Business Enterprise Office
Continuous Process Improvement Branch
Continuous Process Improvement Section
Continuous Process Improvement Section
Continuous Process Improvement Section
Business Information Branch
Competitive Strategic Sourcing Branch
Director, Logistics Support Division
Logistics Studies and Analysis Branch
Logistics Support Operations Branch
Logistics Support Resources Branch
Logistics Support Services Branch

Deputy Commandant for Manpower and Reserve Affairs
Assistant Deputy Commandant for Manpower and Reserve Affairs
Head, Support and Logistics Office
Head, Financial Management Office
Director, Manpower Management Division
Enlisted Assignment Branch
Distribution, Policy and System Support Section
Enlisted Retention Section
Enlisted Monitor Section
Evaluation and Review Branch
Force Augmentation Branch
Orders Section
Requirements Section
Sourcing Section
Integration and Administration
Military Awards Branch
Administrative Section
Personal Awards Section

Director, Logistics Support Division
Logistics Plans and Operations Branch
Logistics Plans and Operations Section
Maritime and Geo-Prepositioning Section
Readiness and War Reserve Section
Logistics Readiness Coordination Branch
Logistics Plans, Policies, Strategic Mobility South
Logistics Vision and Strategy Branch
Logistics Integration Section
Logistics Systems and Technical Integration Section
Logistics Modernization Transition Task Force Section

Director, Marine Corps Business Enterprise Office
Continuous Process Improvement Branch
Continuous Process Improvement Section
Continuous Process Improvement Section
Continuous Process Improvement Section
Business Information Branch
Competitive Strategic Sourcing Branch
Director, Logistics Support Division
Logistics Studies and Analysis Branch
Logistics Support Operations Branch
Logistics Support Resources Branch
Logistics Support Services Branch

Deputy Commandant for Manpower and Reserve Affairs
Assistant Deputy Commandant for Manpower and Reserve Affairs
Head, Support and Logistics Office
Head, Financial Management Office
Director, Manpower Management Division
Enlisted Assignment Branch
Distribution, Policy and System Support Section
Enlisted Retention Section
Enlisted Monitor Section
Evaluation and Review Branch
Force Augmentation Branch
Orders Section
Requirements Section
Sourcing Section
Integration and Administration
Military Awards Branch
Administrative Section
Personal Awards Section
Staff Office

Service Awards Section
Projects and Policy Section
Officer Assignments Branch
  Ground Officer Assignment Section
  Aviation Officer Assignment Section
  Plans, Programs, and Support Section
  Counseling and Evaluation Section
  Distribution Section
  Joint Officer Matters Section
Promotion Branch
  Officer Section
  Enlisted Section
Senior Leader Management Branch
  Operations Section
  Deputy/Help Desk Section
Support Branch
  Records Correspondence Section
  Records Management Section
  Performance Evaluation Section
  Systems Support Section
Separation and Retirement Branch
  Administrative Section
  Retirement Section
  Separation Section
  Disability Section
  Inactive Reserve Section
  Retired Activities Section
  Retired List Maintenance & Support Section
Director, Personal and Family Readiness Division
  Operations Branch
  Procurement Branch
  Construction Branch
  Enterprise Architecture Branch
  Resource Management Branch
  Human Resources and Training Branch
  Information Management Branch
  Food and Hospitality Branch
  Logistics Communications Branch
  Merchandising Branch
  Policy and Public Affairs Branch
  Semper Fit and Recreation Branch
  Fitness/Health Promotions Section
  Sports Section
  Recreation and Deployment Support Section
  REC TRAC Section
Future Operations Branch
Field Operations Branch
Director, Marine and Family Programs Divisions
  Behavior Health Branch
  Combat Operational Stress
  Family Advocacy
  Sexual Assault Prevention
  Substance Abuse
Staff Office

Suicide Prevention
Legislative Branch
Programs Assessment Branch
Future Operations Branch
Military Personnel Services Branch
  Casualty
  DEERS/Dependency
  Personnel Claims
  Postal
  Voting
Personal and Professional Development Branch
  Education and Career Services
  Resources
Family Care Branch
  Exceptional Family Member Program
  School Liaison
  Children, Youth and Teen
Family Readiness Branch
  Marine Corps Family Team Building
  Unit, Personal, and Family Readiness
Director, Manpower Information Systems Division
  Manpower Information Operations Branch
  Manpower Information Technology Branch
  Manpower Information Transformation Branch
  Manpower Future Personnel/Pay Branch
  Manpower Information Systems Support Office 09
Director, Manpower Plans and Policy Division
  Administrative Section
  Legislative Affairs/Jt Matters Section
Civilian Workforce Management Branch
  Civilian Personnel/EEO Section
  National Security Personnel System Section
  Civilian Workforce Development Section
  Labor and Employee Relations Section
Manpower Plans, Programs and Budget Branch
  Future Ops Section
  Enlisted Plans Section
  Officer Plans Section
  Programs and Budget Section
  Integration and Analysis Section
  Plans/Mobilization Section
Equal Opportunity Branch
Manpower Military Policy Branch
  Military Policy Section
Director, Reserve Affairs Division
  Reserve Affairs Administration
  Reserve Affairs Policy
  Personnel Affairs Management
  Reserve Affairs Coordination
  Reserve Affairs Career Management Team
Commanding Officer, Wounded Warrior Regiment
  Commanding Officer, Wounded Warrior Battalion East
  Commanding Officer, Wounded Warrior Battalion West

Enclosure (1)
<table>
<thead>
<tr>
<th>Staff Office</th>
<th>Code</th>
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<tbody>
<tr>
<td>Permanent Marine Corps Uniform Board</td>
<td>MCUB</td>
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<tr>
<td><strong>Office of the Legislative Assistant to the Commandant</strong></td>
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<tr>
<td>Congressional Correspondence Section</td>
<td>OLA</td>
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<td></td>
<td>OLAC</td>
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<td><strong>Director of Public Affairs Division</strong></td>
<td>PA</td>
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<td>Administrative Branch</td>
<td>PAA</td>
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<tr>
<td>Marine Band Branch</td>
<td>PAB</td>
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<tr>
<td>Community Relations Branch</td>
<td>PAC</td>
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<td>Media Branch</td>
<td>PAM</td>
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<tr>
<td>Plans and Policies Branch</td>
<td>PAP</td>
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<td>Trademark and Licensing Program Office</td>
<td>TMLO</td>
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<tr>
<td>Strategic Communication Council</td>
<td>SCC</td>
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<tr>
<td><strong>Deputy Commandant for Plans, Policies and Operations</strong></td>
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<tr>
<td>Strategy and Plans Division (Director)</td>
<td>PL</td>
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<td>Plans Admin Section</td>
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<td>Joint Staff Branch</td>
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<td>National Plans Branch</td>
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<td>International Issues Branch</td>
<td>PLU</td>
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<td>Info Operations and Space Integration Branch</td>
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<td>Strategic Initiatives Group Branch</td>
<td>SIG</td>
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<td>Expeditorial Policies Branch</td>
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<td>MAGTF and MEU Section</td>
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<td>Prepositioning Program Section</td>
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<td>Amphibious Section</td>
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<td>Ground Combat Element Branch</td>
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<td>HQ Section</td>
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<td>Program Objective memorandum (POM) Integration Section</td>
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<td>GCE Command and Control Section</td>
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<td>Infantry Section</td>
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<td>Ground Reconnaissance Section</td>
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<td>Armor/Anti-Armor Section</td>
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<td>Assault Amphibian Section</td>
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<td>Fires Section</td>
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<td>Division Combat Engineer Section</td>
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<td>Light Armored Reconnaissance</td>
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<td>Readiness Branch</td>
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<td>Systems Section</td>
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<td>Current Operations Branch</td>
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<td>Operations Section</td>
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<td>C2 Systems Support Section</td>
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<td>Future Operations Section</td>
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<td>Marine Corps Ops Center</td>
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<td>Special Operations Directorate Branch</td>
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<tr>
<td><strong>Security Division (Director)</strong></td>
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<tr>
<td>Security Admin Section</td>
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<tr>
<td>Mission Assurance Branch</td>
<td>PSM</td>
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<tr>
<td>Critical Infrastructure Protection Section</td>
<td>PSM-CIP</td>
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<tr>
<td>Antiterrorism Section</td>
<td>PSM-AT</td>
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<tr>
<td>Integrated Installation Protection Section</td>
<td>PSM-IIP</td>
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<td>Security Branch</td>
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</table>
Staff Office

Physical & Electronic Security Section
Identity Operations Section
Information and Personnel Security Section
Critical Infrastructure Assurance Branch
Physical and Electronic Security Section
Chem, Bio, Radio, Nuc&High Yield Explosive Def Section
Homeland Security Branch
Domestic Operation Section
Security Forces Section
Counter-Drug Section

Law Enforcement and Corrections Branch
Operating Forces
Supporting Establishment Section
General Support Section
Investigation
Military Working Dogs
Corrections Section
Marine Corps Absentee Collection Center
Deserter Info Point
Marine Corps Absentee Collection Unit
Marine Corps Information Operations Center

Pacific Division

The Chaplain, U.S. Marine Corps

Deputy Commandant for Programs and Resources Department

Support Branch
Information Management
Assistant Deputy Commandant, Resources
Budget and Execution Division
Budget and Congressional Coordination Branch
Program Development Branch
Investment Branch
Execution Branch
Operations and Maintenance Branch
Manning Branch

Fiscal Division
Accounting Branch
Marine Corps Financial Management Operations Support
Finance Branch
Marine Corps Payroll Reconciliation Team
Marine Corps Pay Requirements Directorate
Marine Corps Disbursing Operations/Systems Section
Audit and Review Branch
Marine Corps Financial Evaluation and Analysis Team
Marine Corps Non-Appropriated Fund Audit Service

Technical Services Organizations
Assistant Deputy Commandant, Programs
Program Assessment and Evaluation Division
Task Assessment Branch
Program Assessment Branch
Program Development Branch
Special Programs
Senior Forum Coordination

The Chaplain, U.S. Marine Corps