



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 5216.9X
AR
29 SEP 2014

MARINE CORPS ORDER 5216.9X

From: Commandant of the Marine Corps
To: Distribution List

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

Ref: (a) MCO 5110.4A
(b) SECNAV M-5216.5
(c) NTP 3J (Navy Telecommunications User's Manual)
(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. 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 5216.9W.

3. Mission

a. HQMC organizational codes are to be placed 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 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 below:

Commandant of the Marine Corps (*)
Headquarters, U.S. Marine Corps
3000 Marine Corps Pentagon
Washington, DC 20350-3000

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

Commandant of the Marine Corps (*)
Headquarters, U.S. Marine Corps
2008 Elliot Road
Quantico, VA 22134-5030

Commandant of the Marine Corps (*)
Headquarters, U.S. Marine Corps
3044 Catlin Avenue
Quantico, VA 22134-5099

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

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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 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.

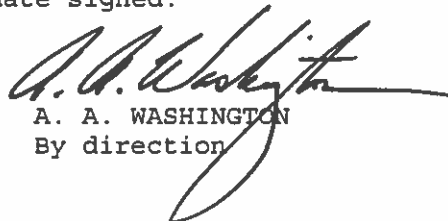
c. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (d) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

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

<u>Staff Office</u>	<u>Code</u>
<u>Commandant of the Marine Corps</u>	CMC
Military Secretary to the Commandant	MILSEC
<u>Assistant Commandant of the Marine Corps</u>	ACMC
Director, Marine Corps Staff	DMCS
Director, Administration and Resource Management Division	AR
Deputy Director	AR
Administrative Office	AR-1
Manpower Analyst	AR-2
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
Publishing and Logistics Management Branch	ARD
Records, Reports and Directives Management Section	ARDB
Facilities Management Section	ARDD
Publishing and Logistics Systems Management Section	ARDE
Special Projects Section	ARDF
Security Programs and Information Management Branch	ARS
Personnel Security Section	ARSB
Communications/Parking/Physical Security	ARSC
Passports Section	ARSD
Freedom of Information Act and Privacy Section	ARSF
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
Service/Help Desk	ARIM-3
Voice Communications	ARIM-4
Cyber Security Section	ARIS
Director, Expeditionary Energy Office	E2O
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
Occupational Safety Branch	SDO
Ground Safety Branch	SDG

<u>Staff Office</u>	<u>Code</u>
<u>Sergeant Major of the Marine Corps</u>	SMMC
<u>Deputy Commandant for Aviation</u>	A
Aviation Administrative Branch	AAB
Aviation Expeditionary Enablers Branch	APX
Aviation Plans, Programs, Doctrine, Joint/Congressional Matters and Budget Branch	APP
Aviation Weapons Systems Requirements Branch	APW
Aviation Logistics Support Branch	ASL
Aviation Manpower and Support Branch	ASM
<u>Command, Control, Communications and Computer Department</u>	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	ITP
Network Plans and Policy Division	CP
Enterprise Services Transition Branch	EST
Enterprise Service Strategy Branch	ESS
Enterprise Service Portfolio Branch	ESP
Base Telecom Support Branch	BTS
Resource and Operations Management Division	CR
Programming Budget	CRR
Budget/Execution Branch	CRB
IT Budgeting/Reporting	CRI
Community of Interest Branch	CI
Strategic Planning Division	CS
Occupational Field Branch	CSP
Joint Matters Branch	CSJ
MAGTF C4 Capability Branch	CSM
Vision and Strategy	CV
Operations Branch	CVOP
Cyber Security Division	CY
Architecture Branch	CY
Assessments Branch	CY
Certification and Accreditation Branch	CY
DoD Information Assurance Range Branch	CY
Engineering Branch	CY
Enterprise Branch	CY
Identification Management and Communications Assurance Branch	CY
<u>Deputy Commandant for Combat Development and Integration</u>	CD&I
Assistant Deputy Commandant for Combat Development and Integration	CD&I
Director, Futures Directorate	FUT
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	CWID
Fires and Maneuver Integration Division	FMID
Force Protection Integration Division	FPID
Intelligence Integration Division	IID
Logistics Integration Division	LID

<u>Staff Office</u>	<u>Code</u>
Marine Air Ground Task Force Integration Division	MAGTF
Small Wars Center for Irregular Warfare and Integration Division	SWID
Director, Analysis Directorate	AD
Operations Analysis Division	OAD
Marine Corps Modeling and Simulation Management Office	MSMO
Director, Joint Capabilities Integration Directorate	JCID
<u>Counsel for the Commandant</u>	CL
Deputy Counsel for the Commandant	CL
Associate Counsel for the Commandant	CL
<u>Health Services</u>	HS
<u>The Medical Officer of the U. S. Marine Corps</u>	TMO
<u>Intelligence Department</u>	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
<u>Inspector General of the Marine Corps</u>	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
<u>Staff Judge Advocate to the Commandant/</u>	
<u>Director, Judge Advocate Division</u>	JA
Legal Administrative Officer of the Marine Corps	LAO
Legal Services Chief of the Marine Corps	LSC
Deputy Staff Judge Advocate/Deputy Director, JA Division (HQMC Legal Support)	JA-1
Judge Advocate Branch	JAA
Military Justice Branch	JAM
International and Operational Law Branch	JA0
Civil Law Branch	JAR
Legal Assistance Branch	JAL
Military Personnel Law Branch	JPL
Deputy Director, JA Division (Community Development, Strategy and Plans)(CDSP)	JA-2
Judge Advocate Support Branch	JAS

Staff Office

Code

Judge Advocate Support-Reserve Branch	JAS-R
Information, Plans, and Programs Branch	JAI
Trial Counsel Assistance Program	TCAP
Deputy Director, JA Division (Reserve Legal Support)(RLS)	JA-3
Reserve Support Branch	JRS
Reserve Operational Law Branch	JRO
Reserve Trial Services Branch	JRT
Reserve Defense Services Branch	JRD
Reserve Force Augmentation Branch	JFA
Reserve Judiciary Branch	JRJ
Defense Services Organization	DSO
Chief Defense Counsel of the Marine Corps	CDC
Defense Counsel Assistance Program	DCAP
Victims Legal Counsel Organization	VLCO

Deputy Commandant for Installations and Logistics

Director, Secretariat Office	L
Logistics Studies and Analysis Branch	LS
Director, Contracts Division	LSX
Policy and Systems Branch	LB
Regional Garrison Food Service Branch	LBP
Field Oversight, Performance Management and Enterprise Initiatives Branch	LBRGF
Director, Facilities and Services Division	LBO
Director, Small Business Division	LF
Director, Logistics Plans, Policies, and Strategic Mobility Division	LK
Logistics Policy and Capabilities Branch	LP
Maintenance Policy and Capabilities Section	LPC
Supply Policy and Capabilities Section	LPC-1
Logistics Advocacy and Education Section	LPC-2
Logistics Distribution Policy Branch	LPC-3
Integrated Distribution Section	LPD
Passenger and Personal Property Section	LPD-1
Second Destination Transportation Section	LPD-2
Engineer and Explosive Ordnance Disposal (EOD) Advocacy Branch	LPD-3
Engineer and Utilities Section	LPE
EOD Section	LPE-1
Logistics Plans and Operations Branch	LPE-2
Logistics Plans and Operations Section	LPO
Maritime and Geo-Prepositioning Section	LPO-1
Strategic Mobility Section	LPO-2
Readiness and War Reserve Section	LPO-3
Logistics Readiness Coordination Branch	LPO-4
Logistics Plans, Policies, Strategic Mobility South	LPO-IMA
Logistics Vision and Strategy Branch	LPS
Logistics Integration Section	LPV
Logistics Systems and Technical Integration Section	LPV-1
Logistics Support Resources Branch	LPV-2
	LSR

Marine Corps Installations Command

Director, Personnel Division	MCICOM
Director, Operations/Plans/Assessments Division	G-1/LS1
Director, Logistics Division	G-3-5-7
Special Staff (Commissary/ISSA/Joint Basing) Section	G-4
Special Staff (CINC IE Program) Section	G-4-5
Support Services Section	G-4-6
	G-4-1

Staff Office

Code

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
Information Technology Infrastructure Plans Section	G6-5
Information Services Section	G6-6
Information Mission Assurance Section	G6-7
Information Investment Section	G6-8
Director, Resources Division	G-8/LS8
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
<u>Deputy Commandant for Manpower and Reserve Affairs</u>	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
Community Counseling and Prevention	MFCP-3
Integration	MFCI
Research and Program Evaluation	MFCI-1
Data Surveillance	MFCI-2
Program Development	MFCI-3
Functional Systems	MFCI-4
Operations	MFCO
Current Operations	MFCO-1
Integration Policy	MFCO-2
Quality Assurance	MFCO-3
Outreach	MFCO-4
Programs Assessment Branch	MFN
Future Operations Branch	MFQ
Military Personnel Services Branch	MFP
Casualty	MFPC
DEERS/Dependency	MFP-1
Personal Property Claims	MFP-2
Postal	MFP-3
Voting	MFP-4
Personal and Professional Development Branch	MFR
Career Services and Support	MFR-1
Community Outreach	MFR-2

Staff Office

Code

Family Care Branch	MFY
Exceptional Family Member Program	MFY-1
School Liaison	MFY-2
Children, Youth and Teen	MFY-3
Family Readiness Branch	MFZ
Marine Corps Family Team Building	MFZ-1
Unit, Personal, and Family Readiness	MFZ-2
Semper 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	MI
Manpower Information Quality Assurance/Advocacy Branch	MIQ
Manpower Information Technology Branch	MIT
Manpower Information Future Plans Branch	MIF
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	MMIB
Ops/Plans/Integration and Dist Section	MMIB-1
Force Augmentation	MMIB-2
Fiscal Management Section	MMIB-3
Military Awards Branch	MMMA
Administrative Section	MMMA-1
Personal Awards Section	MMMA-2
Policy & Verification Section	MMMA-3
Officer Assignment Branch	MMOA
Ground Officer Assignment Section	MMOA-1
Aviation Officer Assignment Section	MMOA-2
Plans & Programs Section	MMOA-3
Joint Matters Section	MMOA-6
Promotion Branch	MMPR
Officer Section	MMPR-1
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

Staff Office

Code

Director, Manpower Plans and Policy Division	MP
Administrative Section	MP-10
Legislative Affairs/Joint Matters Section	MP-LEG
Civilian Workforce Management Branch	MPC
Recruitment & Workforce Shaping Section	MPC-10
Civilian Workforce 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 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	MRK
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	RAM
Reserve Individual Management	RIM
Reserve Continuation and Transition	RCT
 Commanding Officer, Wounded Warrior Regiment	 WWR
Commanding Officer, Wounded Warrior Battalion East	WWBNE
Commanding Officer, Wounded Warrior Battalion West	WWBNW

Office of U.S. Marine Corps Communication

Administrative Branch	MCC
U.S. Marine Corps Public Affairs	MCCA
Trademark and Licensing Program Office	PA
Future Operations Branch	TMLO
Current Operations Branch	PAFO
Community Relations Section	PACO
Marine Music	PAC
Media Section	PAB
Proponency Branch	PAM
Digital Engagement Branch	PAP
U. S. Marine Corps Combat Camera	PAD
Operations Branch	CC
Motion Media Branch	CCO
Multi-Media Branch	CCMO
	CCM

<u>Staff Office</u>	<u>Code</u>
<u>Permanent Marine Corps Uniform Board</u>	MCUB
<u>Office of the Legislative Assistant to the Commandant</u>	OLA
Congressional Correspondence Section	OLAC
<u>Deputy Commandant for Plans, Policies and Operations</u>	PPO
Strategy and Plans Division (Director)	PL
Plans Admin Section	PLA
Joint Staff Branch	PLJ
National Plans Branch	PLN
International Affairs Branch	PLU
Info Operations and Space Integration Branch	PLI
Marine Corps Information Operations Center	MCIOC
Operations Division (Director)	PO
Expeditionary Policies Branch	POE
MAGTF Operations Section	POE-30
Prepositioning Program Section	POE-40
Amphibious Section	POE-50
Ground Combat Element Branch	POG
HQ Section	POG-HQ
Program Objective Memorandum (POM) Integration Section	POG-10
GCE Command and Control Section	POG-20
Infantry Section	POG-30
Surveillance and Ground Reconnaissance Section	POG-40
Armor/Anti-Armor Section	POG-50
Assault Amphibian Section	POG-60
Fires Section	POG-70
Division Combat Engineer Section	POG-80
Light Armored Reconnaissance (LAR)	POG-90
Irregular Warfare Section	POG-100
Readiness Branch	POR
Systems Section	POR-10
Readiness Section	POR-20
Current Operations Branch	POC
Operations Section	POC-10
C2 Systems Support Section	POC-30
Future Operations Section	POC-40
Marine Corps Ops Center	POC-50
Special Operations Directorate Branch	PO-SOD
Security Division (Director)	PS
Security Admin Section	PS
Mission Assurance Branch	PSM
Mission Assurance Section	PSM-MA
Critical Infrastructure Protection Section	PSM-CIP
Antiterrorism Section	PSM-AT
Integrated Installation Protection Section	PSM-IIP
Chemical, Biological, Radiological, Nuclear & High Yield	
Explosive Defense Section	CBRNE
Resources and Budget Branch	PSR
Security Branch	PSS
Physical & Electronic Security Section	PSS-ESS
Identity Operations Section	PSS-IDOPS
Information and Personnel Security Section	PSS-IPSP
Homeland Security Branch	PSH
Domestic Operation Section	PSH-DO
Interagency Security	PSH-SF
Counter-Drug Section	PSH-CD

Staff Office

Code

Law Enforcement and Corrections Branch	PSL
Operating Forces	PSL-OPFOR
Supporting Establishment Law Enforcement Section	PSL-SELE
General Support Section	PSL-GS
Investigation	PSL-INV
Military Working Dogs	PSL-MWD
Corrections Section	PSL-CORR
Marine Corps Absentee Collection Center	MCACC
Deserter Info Point	DIP
Marine Corps Absentee Collection Unit	MCACU
Pacific Division	PD

The Chaplain, U.S. Marine Corps

REL

Deputy Commandant for Programs and Resources Department

Management & Productivity Branch	R
Central Administration Section	RMP
Enterprise Performance Support Section	RCA
Enterprise Business Transformation Section	EPS
Support Services Section	EBT
Program Analysis and Evaluation Division	SS
Strategic Assessment Branch	PA&E
Program Assessment Branch	RAA
Assistant Deputy Commandant, Resources	RAE
Budget and Execution Division	RF
Budget and Congressional Coordination Branch	RBE
Investment Branch	RFC
Budget Execution Branch	RFI
Operations and Maintenance Branch	RFE
Manning Branch	RFO
Fiscal Division	RFM
Marine Corps Non-Appropriated Fund Audit Service	RFD
Accounting and Financial Systems Branch	MCNAFAS
Marine Corps Financial Management Operations Support	RFA
Finance Branch	MCFMOS
Marine Corps Payroll Reconciliation Team	RFF
Marine Corps Pay Requirements Directorate	MCPRT
Marine Corps Disbursing Operations/Systems Section	MCPRD
Risk and Compliance Branch	MCDOSS
Technical Services Organization	RFK
Assistant Deputy Commandant, Programs	TSO
Senior Forum Coordination	RP
Special Programs Branch	RPS
Program Development Branch	RPX
MAGTF Integration Branch	RPD
	RPM

HQMC ORGANIZATIONAL CHART

