



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

MCO 5216.9W

AR

NOV 28 2011

MARINE CORPS ORDER 5216.9W

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  
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

\*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 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.

  
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

<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 Officer	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
Combat Camera Section	ARDC
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
Administrative Branch	AAB
Director, Aviation Plans, Policy and Requirements Division	AP
Aviation Command and Control Systems Branch	APX
Aviation Plans, Programs, Doctrine,	
Joint Matters and Budget Branch	APP
Aviation Weapons Systems Requirements Branch	APW
<u>Director, Aviation Systems and Support Division</u>	AS
Aviation Logistics Support Branch	ASL
Aviation Manpower and Support Branch	ASM
<u>Command, Control, Communications and Computer Department</u>	C4
Network Plans and Policy	CP
Enterprise Services Branch	CP ESB
IT Governance, Policy and Architecture Branch	CPITGPA
Resource and Operations Management	CR
Budget Branch	CRB
Occupational Field Management	CRP
Resourcing Branch	CRR
Strategic Planning	CS
Joint Matters	CS
Strategy and Plans	CS
MAGTF C4	CS
Information Superiority	CS
Information Assurance	IA
Enterprise	IA
Identification Management	IA
System Security Engineering	IA
<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>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

<u>Staff Office</u>	<u>Code</u>
<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/Director,</u> <u>Judge Advocate Division</u>	 JA
Deputy Staff Judge Advocate/Deputy Director, JA Division (HQMC Legal Support)	JA-1
Military Law Branch	JAM
Operational Law Branch	JAO
Research and Policy Branch	JAR
Legal Assistance Branch	JAL
Military Personnel Law Branch	JPL
Deputy Director, JA Division (Community Development, Strategy and Plans)	JA-2
Judge Advocate Support Branch	JAS
Reserve Judge Advocate Support Branch	JAS-R
Judge Advocate Information, Plans, and Programs	JAI
Trial Counsel Assistance Program	TCAP
Chief Defense Counsel of the Marine Corps	CDC
Defense Counsel Assistance Program	DCAP
Reserve Legal Services Support	JRS
 <u>Deputy Commandant for Installations and Logistics</u>	 L
Director, Contracts Division	LB
Policy and Systems Branch	LBP
Regional Garrison Food Service	LBRGF
Field Oversight, Performance Management and Enterprise Initiatives	LBO
Director, Facilities and Services Division	LF
DPRI Installation Implementation Branch	LFD
Facilities Branch	LFF
Special Programs Section	LFF-1
Facilities Sustainment, Restoration and Modernization Section	LFF-2
Housing Management Section	LFF-3
Land Use and Military Construction Branch	LFL
Conservation Section	LFL-1
Facilities Planning and Real Estate Section	LFL-2
Asset Utilization Section	LFL-3
Military Construction Program Section	LFL-4
Environmental Management Section	LFL-5
Services Branch	LFS
Garrison Property Management Section	LFS-1
Garrison Mobile Equipment Section	LFS-2
Food Service and Subsistence Section	LFS-4
Director, Small Business Division	LK
Director, Logistics Plans, Policies, and Strategic Mobility Division	LP
Logistics Policy and Capabilities Branch	LPC
Maintenance, Policy, and Capability Section	LPC-1

Staff Office

Code

Supply Chain Integration Section	LPC-2
Logistics Advocacy Education Section	LPC-3
Total life Cycle Management Section	LPC-4
Logistics Distribution Branch	LPD
Integration Distribution Section	LPD-1
Passenger/Personal Property Section	LPD-2
Second Destination Transportation Section	LPD-3
Distribution Management Section	LPD-4
Engineer Advocacy Branch	LPE
Engineer Section	LPE-1
EOD Section	LPE-2
Logistics Plans and Operations Branch	LPO
Logistics Plans and Operations Section	LPO-1
Maritime and Geo-Prepositioning Section	LPO-2
Readiness and War Reserve Section	LPO-4
Logistics Readiness Coordination Branch	LPO-IMA
Logistics Plans, Policies, Strategic Mobility South	LPS
Logistics Vision and Strategy Branch	LPV
Logistics Integration Section	LPV-1
Logistics Systems and Technical Integration Section	LPV-2
Logistics Modernization Transition Task Force Section	LPV-3
Director, Marine Corps Business Enterprise Office	LR
Continuous Process Improvement Branch	LRC
Continuous Process Improvement Section	LRCE
Continuous Process Improvement Section	LRCN
Continuous Process Improvement Section	LRCW
Business Information Branch	LRI
Competitive Strategic Sourcing Branch	LSR
Director, Logistics Support Division	LS
Logistics Studies and Analysis Branch	LSX
Logistics Support Operations Branch	LSO
Logistics Support Resources Branch	LSR
Logistics Support Services Branch	LSS
<u>Deputy Commandant for Manpower and Reserve Affairs</u>	M&RA
Assistant Deputy Commandant for Manpower and Reserve Affairs	M&RA
Head, Support and Logistics Office	MSL
Head, Financial Management Office	MB
Director, Manpower Management Division	MM
Enlisted Assignment Branch	MMEA
Distribution, Policy and System Support Section	MMEA-1
Enlisted Retention Section	MMEA-6
Enlisted Monitor Section	MMEA-8
Evaluation and Review Branch	MMER
Force Augmentation Branch	MMFA
Orders Section	MMFA-1
Requirements Section	MMFA-2
Sourcing Section	MMFA-3
Integration and Administration	MMIA
Military Awards Branch	MMMA
Administrative Section	MMMA-1
Personal Awards Section	MMMA-2

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Staff OfficeCode

Service Awards Section	MMMA-3
Projects and Policy Section	MMMA-4
Officer Assignments Branch	MMOA
Ground Officer Assignment Section	MMOA-1
Aviation Officer Assignment Section	MMOA-2
Plans, Programs, and Support Section	MMOA-3
Counseling and Evaluation Section	MMOA-4
Distribution Section	MMOA-5
Joint Officer Matters Section	MMOA-6
Promotion Branch	MMPR
Officer Section	MMPR-1
Enlisted Section	MMPR-2
Senior Leader Management Branch	MMSL
Operations Section	MMSL-1
Deputy/Help Desk Section	MMSL-2
Support Branch	MMSB
Records Correspondence Section	MMSB-10
Records Management Section	MMSB-20
Performance Evaluation Section	MMSB-30
Systems Support Section	MMSB-40
Separation and Retirement Branch	MMSR
Administrative Section	MMSR-1
Retirement Section	MMSR-2
Separation Section	MMSR-3
Disability Section	MMSR-4
Inactive Reserve Section	MMSR-5
Retired Activities Section	MMSR-6
Retired List Maintenance & Support Section	MMSR-7
Director, Personal and Family Readiness Division	MR
Operations Branch	MR
Procurement Branch	MRB
Construction Branch	MRD
Enterprise Architecture Branch	MRE
Resource Management Branch	MRF
Human Resources and Training Branch	MRG
Information Management Branch	MRI
Food and Hospitality Branch	MRK
Logistics Communications Branch	MRL
Merchandising Branch	MRM
Policy and Public Affairs Branch	MRQ
Semper Fit and Recreation Branch	MRS
Fitness/Health Promotions Section	MRS-1
Sports Section	MRS-2
Recreation and Deployment Support Section	MRS-3
REC TRAC Section	MRS-5
Future Operations Branch	MRW
Field Operations Branch	MRX
Director, Marine and Family Programs Divisions	MF
Behavior Health Branch	MFC
Combat Operational Stress	MFC-1
Family Advocacy	MFC-2
Sexual Assault Prevention	MFC-3
Substance Abuse	MFC-4

Staff Office

Code

Suicide Prevention	MFC-5
Legislative Branch	MFL
Programs Assessment Branch	MFN
Future Operations Branch	MFQ
Military Personnel Services Branch	MFP
Casualty	MFPC
DEERS/Dependency	MFP-1
Personnel Claims	MFP-2
Postal	MFP-3
Voting	MFP-4
Personal and Professional Development Branch	MFR
Education and Career Services	MFR-1
Resources	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	MFZ
Marine Corps Family Team Building	MFZ-1
Unit, Personal, and Family Readiness	MFZ-2
Director, Manpower Information Systems Division	MI
Manpower Information Operations Branch	MIO
Manpower Information Technology Branch	MIT
Manpower Information Transformation Branch	MIX
Manpower Future Personnel/Pay Branch	MIF
Manpower Information Systems Support Office 09	MISSO-09
Director, Manpower Plans and Policy Division	MP
Administrative Section	MP-10
Legislative Affairs/Jt Matters Section	MP-20
Civilian Workforce Management Branch	MPC
Civilian Personnel/EEO Section	MPC-10
National Security Personnel System Section	MPC-20
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
Integration and Analysis Section	MPP-50
Plans/Mobilization Section	MPP-60
Equal Opportunity Branch	MPE
Manpower Military Policy Branch	MPO
Military Policy Section	MPO-40
Director, Reserve Affairs Division	RA
Reserve Affairs Administration	RAA
Reserve Affairs Policy	RAP
Personnel Affairs Management	RAM
Reserve Affairs Coordination	RAC
Reserve Affairs Career Management Team	CMT
Commanding Officer, Wounded Warrior Regiment	WWR
Commanding Officer, Wounded Warrior Battalion East	WWBNE
Commanding Officer, Wounded Warrior Battalion West	WWBNW

<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
<u>Congressional Correspondence Section</u>	OLAC
<u>Director of Public Affairs Division</u>	PA
Administrative Branch	PAA
Marine Band Branch	PAB
Community Relations Branch	PAC
Media Branch	PAM
Plans and Policies Branch	PAP
Trademark and Licensing Program Office	TMLO
Strategic Communication Council	SCC
<u>Deputy Commandant for Plans, Policies and Operations</u>	PP&O
Strategy and Plans Division (Director)	PL
Plans Admin Section	PLA
Joint Staff Branch	PLJ
National Plans Branch	PLN
International Issues Branch	PLU
Info Operations and Space Integration Branch	PLI
Strategic Initiatives Group Branch	SIG
Operations Division (Director)	PO
Expeditionary Policies Branch	POE
MAGTF and MEU 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
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	POG-90
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
Critical Infrastructure Protection Section	PSM-CIP
Antiterrorism Section	PSM-AT
Integrated Installation Protection Section	PSM-IIP
Security Branch	PSS

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<u>Staff Office</u>	<u>Code</u>
Physical & Electronic Security Section	PSS-ESS
Identity Operations Section	PSS-IdOps
Information and Personnel Security Section	PSS-IPSP
Critical Infrastructure Assurance Branch	PSC
Physical and Electronic Security Section	PSC
Chem, Bio, Radio, Nuc&High Yield Explosive Def Section	CBRNE
Homeland Security Branch	PSH
Domestic Operation Section	PSH-DO
Security Forces Section	PSH-SF
Counter-Drug Section	PSH-CD
Law Enforcement and Corrections Branch	PSL
Operating Forces	PSL-OpEox
Supporting Establishment Section	PSL-SE
General Support Section	PSL-GS
Investigation	PSL-Inv
Military Working Dogs	PSL-HWD
Corrections Section	PSL-Corr
Marine Corps Absentee Collection Center	MCACC
Deserter Info Point	DIP
Marine Corps Absentee Collection Unit	MCACU
Marine Corps Information Operations Center	MCIOC
Pacific Division	PD
 <u>The Chaplain, U.S. Marine Corps</u>	 REL
 <u>Deputy Commandant for Programs and Resources Department</u>	 R
Support Branch	RS
Information Management	RIM
Assistant Deputy Commandant, Resources	RF
Budget and Execution Division	RBE
Budget and Congressional Coordination Branch	RFC
Program Development Branch	RFP
Investment Branch	RFI
Execution Branch	RFE
Operations and Maintenance Branch	RFO
Manning Branch	RFM
Fiscal Division	RFD
Accounting 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
Audit and Review Branch	RFR
Marine Corps Financial Evaluation and Analysis Team	MCFEAT
Marine Corps Non-Appropriated Fund Audit Service	MCNAFAS
Technical Services Organizations	TSO
Assistant Deputy Commandant, Programs	RP
Program Assessment and Evaluation Division	RPAE
Strategic Assessment Branch	RPA
Program Assessment Branch	RPP
Program Development Branch	RPD
Special Programs	RPX
Senior Forum Coordination	RPS

