



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380

MCO 5216.16B  
HQS-blb  
23 Mar 1983

MARINE CORPS ORDER 5216.16B

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Proper Use of the Terms Reference and Enclosure

1. Purpose. To provide guidance for subject use.
2. **Cancellation**. MCO 5216.16A.
3. Information. When citing one reference or enclosure in written communications the single term may be consistently cited in the text as "the reference" or "the enclosure" as an optional alternative to the traditional citation of "reference (a)" or "enclosure (1)."
4. Action. Commanding officers are requested to ensure wide dissemination of the contents of this Order.
5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

*Leo J. Kelly*  
LEO J. KELLY  
By direction

DISTRIBUTION: A plus 7000

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