

MARINE CORPS ENGINEER SCHOOL, TRAINING COMMAND

ROUTING SHEET



OPERATION CODE	PRECEDENCE
X- ORIGINATING OFFICE G- GUIDANCE S- SIGNATURE F- FORWARD C- CONCURRENCE R- RETURN TO: _____ D- DECISION O- OTHER: _____	ASAP / Routine DUE DATE SUBJECT

ROUTING – USE NUMBERS TO SHOW ORDER OF ROUTING

RTG	OPR CODE	ADDRESSEE	DATE		INITIALS		POINT OF CONTACT (Rank, Name, Phone, Section)
			IN	OUT	CONCUR	NON CONCUR	
	C, S	CO					REMARKS (Must answer the 5 Ws)
	C, F	XO					
	C, F	SGTMAJ					
		DEPUTY					
	F	ADJUTANT					
	F	ADMIN CHIEF					
	F	S-1					
		LEGAL					
		PAC					
		S-30 / OPSO					
		S-3 CHIEF					
		DIRECTOR OF INSTRUCTION					
		ACADEMICS					
		S-4					
		S-4 (ARMORY)					
		S-4 (MEDICAL)					
		S-6					
		SUPPO					
		SUPPLY CHIEF					
		SECURITY MGR					
		CRS					
		SACO					
		CHAPLAIN					
		H&S CO					
		H&S 1STSGT					
		CEIC CO					
		CEIC 1STSGT					
		MAINT / MMO					
		MOTOR POOL					
		UIC CO					
		UIC 1STSGT					

CUI

ATTENTION

ATTENTION

All data shall be controlled, stored, transmitted, processed, and disseminated in accordance with the policies and procedures of the DoD and the DoD Component. This information is controlled under DoD policy and is exempt from public release under E.O. 13526, 13527, and 13528.

CUI