



OFFICIAL FILE COPY

UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF  
UNIT 35801  
FPO AP 96602-5801

DivO 5605.2NW/ch 1  
ADJ  
3 JAN 95

DIVISION ORDER 5605.2N w/ch 1

From Commanding General  
To: Distribution List

Subj: STANDARD DISTRIBUTION OF DIRECTIVES/CORRESPONDENCE WITHIN  
THE 3D MARINE DIVISION

Encl 1 Descriptive Distribution List of  
Directives/Correspondence  
(2 Standard Distribution List  
(3 Required Marine Forces Pacific Directives

1. Purpose. To publish the standard distribution list of directives/correspondence distributed by this headquarters to subordinate organizations of the 3d Marine Division.

2. Cancellation DivO 5605.2M

3. Background

a. This Order provides a uniform method of issuing and maintaining directives that are required on a need to know/need to act basis. It is not the purpose of this Order to require subordinate organizations or staff sections to maintain every directive issued from other commands.

b. Division Central Files is the Distribution Control Point for all directives issued by the 3d Marine Division and commands outside the 3d Marine Division. They will maintain the Master Directive Copy for all directives. This copy will be available to general/special staff sections for review, thus eliminating the need for excessive copies within the Division Headquarters.

4 Distribution Lists

a. Enclosure (1) contains a complete listing of addressees to which Division Central Files distributes directives and other items originated by this and higher headquarters.

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b. Correct use of the distribution codes will ensure distribution of directives to the proper addressees.

c. Distribution of higher headquarters directives will be made on a need to know/need to act basis.

Action

a. General/Special Staff Sections. Retain and be accountable for those directives under the section's cognizance.

b. Division Adjutant. Maintain one Master File Copy of all directives issued to the 3d Marine Division and distribute other copies as outlined in enclosure (2).

6 Maintenance of Marine Forces Pacific (MARFORPAC) Directives

a. Enclosure (3) is a listing of the MARFORPAC directives which Headquarters requires subordinate organizations to maintain.

b. Units involved in the Unit Deployment Program will, upon arrival on Okinawa, receipt for all directives listed in enclosure (3) from the rotating unit in conjunction with the turnover of camp, regimental, and other directives unique to this geographical area.

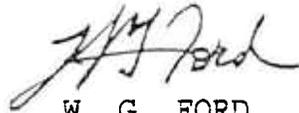
Filing Instructions

a. General/special staff sections and subordinate division organizations may file directives in separate binders by command or interfile directives within the same binders by standard subject identification code (SSIC) and command seniority. For Marine Corps activities the following command seniority applies:

- 1 Commandant of the Marine Corps
- Commander Marine Forces Pacific
- (3) Commander, Naval Forces Pacific
- (4) Commander Marine Corps Bases, Japan

- (5) Commanding General, Marine Corps Base,  
Camp Smedley D. Butler
  
- 6) Commanding General, III Marine Expeditionary Force  
  
Commanding General, 3d Marine Division

b. Units involved in the Unit Deployment Program are to maintain geographically unique directives in binders separate from their Master Directives File. Navy directives unique to this region will also be filed in a separate binder by SSIC and command.



W. G. FORD  
Chief of Staff

Distribution A/D



**UNITED STATES MARINE CORPS**

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 5605.2N Ch 1

ADJ

12 APR 1977

DIVISION ORDER 5605.2N Ch 1

From: Commanding General

To: Distribution List

Subj: STANDARD DISTRIBUTION OF DIRECTIVES/CORRESPONDENCE WITHIN  
THE 3D MARINE DIVISION

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On Enclosure 2), page 3 do the following:

(1) Line 36 remove "3dCEB" and replace it with "RECONBn"

(2) Line "38. Division Central Files" remove "38" and  
replace it with "40".

3 Delete Line 38 and Line 41

4) Renumber Line 39 and 40 to 38 and 39 respectively.

(5) In row Total, column D, replace "39" with "37"

3. Filing Instructions. File this Change transmittal immediately  
behind the signature page of the basic Order.

  
W. X. SPENCER  
Chief of Staff

DISTRIBUTION: A/D

DESCRIPTIVE DISTRIBUTION LIST  
DIRECTIVES/CORRESPONDENCE

1. Distribution Lists. The standard distribution lists used by this Headquarters are as follows.

| <u>List</u>                              | <u>Addressees</u>  |
|--|--|
|  | General distribution of division directives and correspondence to regiments and separate battalions.   |
| R  | Distribution of division directives and correspondence to staff sections, regiments and separate battalions.                                 |
| D  | Distribution of directives and correspondence to general and special staff sections.   |
| R  | Special distribution used to disseminate the 18 month training plan.   |
| R  | Special distribution used to disseminate material to regiments and their subordinate battalions and separate battalions within the division. |
| COMNAVFORJAPAN<br>(List II, Cases 1      | Distribution of COMNAVFORJAPAN directives to regiments and battalions.   |
| H1 COMNAVFORJAPAN<br>(List II, Cases 2&3 | Distribution of COMNAVFORJAPAN directives. Cases 2 and 3 are distributed to regiments and battalions.  |
| MARFORPAC<br>(List I)                    | Distribution of MARFORPAC directives regiments and separate battalions.  |

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- |                                 |   |
|---------------------------------|---|
| I1 MARFORPAC<br>(two copies)    | Distribution of MARFORPAC classified directives to Division CMCC.                       |
| III MEF<br>(List C)             | Distribution of III MEF directives to regiments and separate battalions.                |
| J1 III MEF                      | Distribution of III MEF classified directives to Division CMCC.                         |
| K MARCORBASESJAPAN              | Distribution of MARCORBASESJAPAN directives A3/B3, to regiments and separate battalions |
| L MCB Camp Butler               | Distribution of MCB, Camp Butler directives regiments and separate battalions.          |
| MCB, Camp Butler<br>List III-B) | Distribution of MCB, Camp Butler direc to regiments and battalions.                     |

2. Directives Redistribution. Distribution lists H, H1, I, J, J1, K, L, and L1 will not be used for 3d Marine Division directives. These lists are included to reflect 3d Marine Division redistribution of specific named directives from external commands.

3. Distribution Lists H, H1, J, K, L, and L1 include extra copies for distribution to unit deployment units.

Distribution of directives will be in accordance with enclosure

2

ENCLOSURE 1)

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STANDARD D TR

DISTRIBUTION CODES

NO. ORGANIZATION

A B D E F H I J K L M N P C

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G

13

119

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ENCLO: UR

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| Line NO. | STAFF SECTION/<br>ORGANIZATION | DISTRIBUTION CODES |   |   |   |   |   |   |   |   |   |   |   |   |   |
|----------|--------------------------------|--------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|
|          |                                | A                  | B | D | E | F | H | I | J | K | L | M | N | P | O |
|          | Food Services                  |                    |   |   |   |   |   |   |   |   |   |   |   |   |   |
|          | MMO                            |                    |   |   |   |   |   |   |   |   |   |   |   |   |   |
|          | MTO                            |                    |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 21       | Ordnance                       |                    |   |   |   |   |   |   |   |   |   |   |   |   |   |
|          | Div Supply                     |                    |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 23       | Engineer                       |                    |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 24       | ISMO                           |                    |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 25       | Headquarters<br>3d Marines     |                    |   |   |   |   |   |   |   |   |   |   |   |   | 1 |
| 26       | HqCo,<br>3d Marines            |                    |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 27       | 1stBn,<br>3d Marines           | 1                  | 1 |   | 1 | 1 | 1 |   |   |   |   |   |   |   | 1 |
| 28.      | 2dBn,<br>3d Marines            | 1                  | 1 |   | 1 | 1 | 1 |   | 1 |   |   |   |   |   |   |
| 29       | 3dBn,<br>3d Marines            | 1                  | 1 |   | 1 | 1 | 1 | 1 | 1 |   | 1 |   | 1 | 1 | 1 |
| 30       | Headquarters<br>4th Marines    | 1                  | 1 |   | 1 |   | 6 | 6 | 6 |   | 6 |   | 6 | 6 | 6 |
| 31       | HqCo,<br>4th Marines           | 1                  |   |   | 1 |   |   |   |   |   |   |   |   |   |   |
| 32       | Headquarters,<br>12th Marines  | 1                  | 1 |   | 1 | 1 | 6 | 6 | 6 |   | 6 |   | 6 | 6 | 6 |

ENCLOSURE (2)

| Line NO.      | STAFF SECTION/<br>ORGANIZATION                     | DISTRIBUTION CODES |    |    |    |    |    |    |    |    |   |    |   |          |
|---------------|--|--------------------|----|----|----|----|----|----|----|----|---|----|---|----------|
|               |  | A                  | B  | C  | E  | F  | H  | I  | J  | K  | L | M  | N | P        |
| 33            | HqBtry,<br>12th Marines                            |                    |    |    |    |    |    |    |    |    |   |    |   |          |
| 34            | 1stBn,<br>12th Marines                             |                    | 1  |    |    |    |    |    | 1  |    | 1 |    | 1 | 1        |
| 36            | RECONBn  |                    |    |    |    |    |    |    |    |    |   |    |   | 1        |
|               | HqBn   |                    | 1  |    |    |    |    |    |    |    |   |    |   |          |
| <del>37</del> | <del>Command Center</del>                          |                    |    |    |    |    |    |    |    |    |   |    |   |          |
| 38            | Dental   |                    |    |    |    |    |    |    |    |    |   |    |   |          |
| 39            |  |                    |    |    |    |    |    |    |    |    |   |    |   |          |
|               | <del>DIVISION</del><br><del>Special Services</del> |                    |    |    |    |    |    |    |    |    |   |    |   |          |
| 40            | Division<br>Central Files                          |                    | 10 | 10 | 10 |    |    |    |    |    |   |    |   |          |
|               | TOTAL  |                    | 23 | 30 | 37 | 41 | 22 | 21 | 21 | 21 | 3 | 20 | 3 | 21 21 21 |