



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788150
TWENTYNINE PALMS, CALIFORNIA 92278-8150

MCCS Inst 5210.1
5

MARINE CORPS COMMUNITY SERVICES INSTRUCTION 5210.1

From: Director
To: Distribution List
Subj: DISTRIBUTION LIST SYSTEM

Encl: (1) Distribution List Codes

1. Situation. To publish a distribution list for dissemination of directives in the Marine Corps Community Services Directorate (MCCS).

2. Mission. The various activities and facilities within MCCS are required to receive written guidance. This Instruction provides a plan for that receipt.

3. Cancellation. MWRINST 5210.1A

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Activities and facilities need to receive written guidance as it is published.

(2) Concept of Operations. Noting that written guidance must be effectively distributed, this Instruction assigns an appropriate number of documents to each activity, depending upon the documents' purpose.

(a) Distribution "A" provides for the widest dissemination of documents.

(b) Distributions "B," "C," and "D" provide fewer documents, to smaller audiences.

(c) Distribution "E" provides documents with security implications within the Directorate.

(d) Copies shall be distributed to activities external to MCCS (e.g. MAGTFTC Comptroller for some financial directives) as appropriate, and also upon their request.

b. Subordinate Element Missions

(1) The Management Analysis and Control (MAC) Department of the Finance Division shall maintain electronic copies of all MCCS copies.

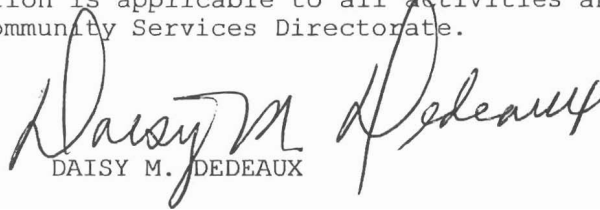
(2) Division Heads will ensure that all activities and facilities maintain copies of directives distributed to them. Replacement copies of documents may be obtained from the MAC.

5. Administration and Logistics. Distribution of directives shall be accomplished primarily by electronic means. The MAC maintains these electronic documents.

6. Command and Signal

a. Signal. This Instruction is effective on the date it is signed

b. Command. This Instruction is applicable to all activities and facilities of the Marine Corps Community Services Directorate.



DAISY M. DEDEAUX

Distribution: A

Distribution

Activity	Distribution	Distribution	Distribution	Distribution	Distribution
	"A"	"B"	"C"	"D"	"E"
1 7-Day Store	1	1			
2 Administrative Files	3	3	3	3	3
3 Athletics	2		1	1	
4 Auto Hobby Shop	1		1		
5 Bowling Center	1		1	1	
6 Branch Head, Food & Hospitality	2				
7 C&E Branch Exchange	1	1			
8 Camp Wilson Branch Exchange	1	1			1
9 Camp Wilson Fitness Center	1				1
10 Chief Financial Officer	2	1	1	1	1
11 Child, Youth, and Teen Programs	1			3	1
12 Deputy Director	1	1	1	1	1
13 Director	1	1	1	1	1
14 Directorate Operations	1				2
15 Division Head, Business Operations Division	2	2	1	1	1
16 Division Head, General Support Division	2	1	1	1	1
17 Division Head, Personal Services Division	2	1	1	2	1
18 Division Head, Semper Fit Division	2	1	2	1	1
19 East Gym	1		1	1	
20 Excursions Enlisted Club	1	1	1		
21 Finance Center	1				
22 Food Issue Point	2				
23 Gas Station	1	1			1
24 Golf Course	2		1		1
25 Hashmarks SNCO Club	1		1		
26 ITT/Theater	2		1	1	
27 Janitorial	1	1			
28 Library	1			1	
29 Main Exchange	3	2			
30 Management Analyst	2	2	2	1	1
31 Marine Palms Branch Exchange	1	1			
32 Marketing	1	1	1	1	
33 MCCS Maintenance	1				1
34 Merchandise Manager	2	1			
35 Military Clothing	1	1			
36 MIS	1	1			1
37 Ocotillo Branch Exchange	1	1			
38 Officers' Club	1	1	1		
39 Outdoor Adventures	1		1		
40 Personnel	3	1	1	1	1
41 Pools	3		1	1	
42 Retail Warehouse	1	1			
43 Temporary Lodging Facility	1	1			1
44 Training	1	1	1	1	1
45 Warrior Club	1	1			
46 West Gym	1		1	1	
Total	66	33	28	25	23

Distribution "A" - General Distribution to All Activities and Facilities

Distribution "B" - Business Operations Emphasis

Distribution "C" - Semper Fit Emphasis

Distribution "D" - Personal Services Emphasis

Distribution "E" - Internal Security