



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 5605.1
ADJ
19 Jul 19

AIR STATION ORDER 5605.1

From: Commanding Officer
To: Distribution List

Subj: DISTRIBUTION CODES

Ref: (a) MCO P5600.31G
(b) MCIEAST-MCB CAMLEJO 5605.1A

Encl: (1) Categories and Distribution Lists for MCAS Beaufort

1. Situation. To ensure proper distribution of directives published by Marine Corps Air Station (MCAS) Beaufort.

2. Cancellation. ASO 5600.1 W/CH1

3. Mission. To publish updated distribution codes for publications promulgated by the Commanding Officer.

4. Execution

a. Commander's Intent. In accordance with reference (a), MCAS Beaufort directives shall be issued on a need to know basis and are to be maintained by the intended addressees. Copies of the directives promulgated by this Command shall be posted to the Commands Sharepoint at <https://eis.usmc.mil/sites/bfirt/Command%20and%20Staff0/Adjutant/Pages/default.aspx>. Commands and staff sections are identified as intended recipients by the categories and distribution codes outlined in the enclosure.


b. Concept of Operations. Publications originated by commands and staff sections of this Command will be distributed per the enclosure.

5. Administration and Logistics. It is the responsibility of the originator to determine the distribution code per the enclosure for the directive(s) which it sponsors.

6. Command and Signal

a. Command. This Order is applicable to MCAS Beaufort.

b. Signal. This Order is effective the date signed.


J. D. BIRD
By Direction

Categories and Distribution Lists for MCAS Beaufort

| CATEGORY: STAFF, MCAS BEAUFORT | DISTRIBUTION: | |
|-----------------------------------|---------------|---|
| | A | B |
| S-1 | 1 | 1 |
| S-3 | 1 | 1 |
| S-4 | 1 | 1 |
| S-6 | 1 | 1 |
| SJA | 1 | 1 |
| Inspector | 1 | 1 |
| Chaplain | 1 | 1 |
| HRO | 1 | 1 |
| PMO | 1 | 1 |
| Comptroller | 1 | 1 |
| HQHQRON | 1 | 1 |
| Safety | 1 | 1 |
| EEO | 1 | 1 |
| COMMSTRAT | 1 | 1 |
| IPAC | 1 | 1 |
| Security Manager | 1 | 1 |
| CPLO | 1 | 1 |
| MAG-31 | 0 | 1 |
| CLC-23 | 0 | 1 |
| VMFAT-501 | 0 | 1 |
| Branch Clinic | 1 | 1 |
| MCCS-SC | 1 | 1 |
| MCFTB | 1 | 1 |
| MWSD-273 | 0 | 1 |
| MACS-2 Det A | 0 | 1 |
| Airfield Operations | 1 | 1 |
| Mission Assurance | 1 | 1 |
| SARC | 1 | 1 |
| NREAO | 1 | 1 |

Distribution Codes

- A Operational & Administrative: Applies only to military personnel assigned to station.
- B Operational & Administrative: Applies to all military personnel and civilians working aboard MCAS Beaufort.

MCAS BEAUFORT ROUTING SHEET



| | |
|---|--------------------|
| Date Forwarded: 20190610 | Date Due: |
| Originator (Rank, Last, First) GySgt Dickens, Yolencia | Phone Number: 7360 |
| Subject: ASO 5605.1 Distribution Codes | |

| SEQ | SECTION | CODE | DATE IN | DATE OUT | INITIALS | Action Brief: |
|-----|---|------|---------|----------|----------|---------------|
| 1 | CO, MCAS Beaufort | S | | | | |
| | XO, MCAS Beaufort | X | | | | |
| | Sergeant Major, MCAS Beaufort | | | | | |
| 2 | Adjutant, MCAS Beaufort | Xs | 6/10 | 7/19 | YTD | By Dr |
| | Executive Assistant/ Protocol Officer | | | | | |
| 1 | Central Files | X | 06/10 | 06/10 | YTD | |
| | S-1, MCAS Beaufort | | | | | |
| | S-3/5/7, MCAS Beaufort | | | | | |
| | S-4, MCAS Beaufort | | | | | |
| | S-6, MCAS Beaufort | | | | | |
| | CO, HQHQRON | | | | | |
| | XO, HQHQRON | | | | | |
| | Sergeant Major, HQHQRON | | | | | |
| | Staff Judge Advocate (SJA) | | | | | |
| | Provost Marshal Office (PMO) | | | | | |
| | Comptroller | | | | | |
| | Human Resources Office (HRO) | | | | | |
| | Director, MCCC-SC | | | | | |
| | Inspector, MCAS Beaufort | | | | | |
| | Chaplain, MCAS Beaufort | | | | | |
| | OIC, Branch Clinic | | | | | |
| | Security Manager/CMCC | | | | | |
| | Equal Opportunity Advisor (EOA) | | | | | |
| | MCFTB | | | | | |
| | DOSS/Safety | | | | | |
| | Communication Strategy (COMMSTRAT) | | | | | |
| | Director, IPAC | | | | | |
| | Community Plans & Liaison Office (CPLO) | | | | | |
| | CO, MAG-31 | | | | | |
| | CG, MCRD Parris Island | | | | | |
| | CO, Naval Hospital Beaufort | | | | | |
| | CO, CLC-23 | | | | | |
| | OIC, MACS-2 Det A | | | | | |
| | Airfield Operations | | | | | |
| | Mission Assurance | | | | | |
| | SARC | | | | | |
| | NREAO | | | | | |
| | Other: | | | | | |

Corrections:

| | | | | |
|-----------------------|------|--|--|--|
| 7/12 | 7/19 | | | |
| SNCOIC: GySgt Dickens | | | | |
| 20190610 | | | | |
| Clerks: | | | | |
| | | | | |

A - APPROPRIATE ACTION
I - FOR INFORMATION
X - ORIGINATOR

C - COMMENT
R - RECOMMENDATION
Y - CONCURRENCE

D - DECISION
S - SIGNATURE