

# MCAS BEAUFORT ROUTING SHEET

TASK ID# \_\_\_\_\_



|                                |                         |
|--------------------------------|-------------------------|
| Date Forwarded:                | Date Due:               |
| Originator (Rank, Last, First) | Phone Number:<br>Email: |
| Subject:                       |                         |

| SEQ | SECTION                                       | CODE | DATE IN | DATE OUT | INITIALS |
|-----|-----------------------------------------------|------|---------|----------|----------|
|     | CO, MCAS Beaufort                             |      |         |          |          |
|     | XO, MCAS Beaufort                             |      |         |          |          |
|     | Sergeant Major, MCAS Beaufort                 |      |         |          |          |
|     | Adjutant, MCAS Beaufort                       |      |         |          |          |
|     | Executive Assistant/ Protocol Officer         |      |         |          |          |
|     | Central Files                                 |      |         |          |          |
|     | S-1, MCAS Beaufort                            |      |         |          |          |
|     | Security Manager/CMCC                         |      |         |          |          |
|     | S-3/5/7, MCAS Beaufort                        |      |         |          |          |
|     | S-4, MCAS Beaufort                            |      |         |          |          |
|     | S-6, MCAS Beaufort                            |      |         |          |          |
|     | Comptroller                                   |      |         |          |          |
|     | Staff Judge Advocate (SJA)                    |      |         |          |          |
|     | Low Country Council (LCC)                     |      |         |          |          |
|     | Provost Marshal Office (PMO)                  |      |         |          |          |
|     | Command IG (CIG), MCAS Beaufort               |      |         |          |          |
|     | Equal Opportunity Advisor (EOA/MIL)           |      |         |          |          |
|     | Equal Employment Opportunity (EEO/CIV)        |      |         |          |          |
|     | Human Resources Office (HRO)                  |      |         |          |          |
|     | DOSS/Safety/ESO                               |      |         |          |          |
|     | MCCS-SC                                       |      |         |          |          |
|     | Family Advocacy Program                       |      |         |          |          |
|     | SARC                                          |      |         |          |          |
|     | Airfield Operations                           |      |         |          |          |
|     | Mission Assurance/ATFPO                       |      |         |          |          |
|     | RPAC, BFRT SSC                                |      |         |          |          |
|     | Chaplain, MCAS Beaufort                       |      |         |          |          |
|     | NREAO                                         |      |         |          |          |
|     | MCAS Beaufort Branch Clinic                   |      |         |          |          |
|     | HQHQRON                                       |      |         |          |          |
|     | MAG-31:                                       |      |         |          |          |
|     | MWSS-273                                      |      |         |          |          |
|     | CLC-23                                        |      |         |          |          |
|     | MACS-2 Det A                                  |      |         |          |          |
|     | VMFT-402                                      |      |         |          |          |
|     | MCRD Parris Island                            |      |         |          |          |
|     | Naval Hospital Bfirt/MCAS Bfirt Branch Clinic |      |         |          |          |
|     | Other:                                        |      |         |          |          |

**Action Brief/Changes/Questions:**

**CUI**  
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For further guidance regarding the handling procedures of CUI, please contact the Marine Corps Air Station Security Manager, Mr. Odell Joiner, 843 228 7090  
odell.joiner@mcas.mil

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**CUI**

A - APPROPRIATE ACTION  
I - FOR INFORMATION  
X - ORIGINATOR

C - COMMENT  
R - RECOMMENDATION  
Y - CONCURRENCE

D - DECISION  
S - SIGNATURE  
H - RETURN TO