

# MCAS BEAUFORT ROUTING SHEET



Date Forwarded:	Date Due:
Originator (Rank, Last, First)	Phone Number:
Subject:	

SEQ	SECTION	CODE	DATE IN	DATE OUT	INITIALS	Action Brief:								
	CO, MCAS Beaufort					<div style="margin-bottom: 10px;"><b>Corrections:</b></div> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table> <div style="margin-bottom: 10px;"><b>SNCOIC:</b></div> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr><td> </td><td> </td></tr> </table> <div style="margin-bottom: 10px;"><b>Clerks:</b></div> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr><td> </td><td> </td></tr> </table>								
	XO, MCAS Beaufort													
	Sergeant Major, MCAS Beaufort													
	Adjutant, MCAS Beaufort													
	Executive Assistant/ Protocol Officer													
	Central Files													
	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, MCCS-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:													

A - APPROPRIATE ACTION      C - COMMENT      D - DECISION  
 I - FOR INFORMATION      R - RECOMMENDATION      S - SIGNATURE  
 X - ORIGINATOR      Y - CONCURRENCE