



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 5600.2A

B 013

19 Jun 98

MARINE CORPS BASE ORDER 5600.2A

From: Commanding General  
To: Distribution List

Subj: PRINTING OF LETTERHEAD STATIONERY AND MEMORANDUM PADS

Ref: (a) MCO P5600.31G  
(b) SECNAVINST 5216.5D

1. Purpose. To publish instructions for printing letterhead stationery and memorandum pads, per the references.
2. Cancellation. MCBO 5600.2.
3. Summary of Revision. This revision contains significant changes and should be reviewed in its entirety.
4. Information. Printing costs involved with producing various individual letterheads and memorandum pads has increased remarkably in recent years. Accordingly, the following policy is in effect:

a. Letterhead Stationery

(1) All letterhead stationery will conform with reference (a). The Defense Printing Service Detachment Office will only produce two letterheads for this Command:

UNITED STATES MARINE CORPS  
MARINE CORPS COMBAT DEVELOPMENT COMMAND  
QUANTICO, VIRGINIA 22134-5001

UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

(2) All naval correspondence leaving MCCDC/MCB will have a complete address in the "From:" line. Examples:

"From: Commanding General, Marine Corps Combat  
Development Command, 3300 Russell Road,  
Quantico, VA 22134-5001"

"From: Commanding General, Marine Corps Base,  
3250 Catlin Avenue, Suite 103, Quantico, VA  
22134-5001"

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(3) Activity heads will use their title in the "From" line when sending correspondence within their activity or this Command.

b. Standard Memorandum Pads

(1) Standard 5-1/2" x 8-1/2" memorandum pads with "Marine Corps Combat Development Command" or "Marine Corps Base" are the only memorandum pads authorized to be printed.

(2) Standard memorandum pads will be printed using black ink.

c. Special Memorandum Pads

(1) The printing plant will print individual memorandum pads for general officers assigned to MCCDC; the CG MCB; the Chief of Staff, MCCDC; the Chief of Staff, MCB; the MCCDC Sergeant Major and the MCB Sergeant Major. These pads will be printed using red ink and may have the title at the top of the memorandum.

(2) The format for these pads is:

TITLE  
MARINE CORPS COMBAT DEVELOPMENT COMMAND  
QUANTICO, VIRGINIA 22134-5001

or

TITLE  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

d. Tenant activities may have individual letterhead stationery and memorandum pads printed at their own expense.

5. Action. All personnel assigned to this Command will comply with this Order.

  
G. B. BROWN III  
Chief of Staff

DISTRIBUTION: A

Copy to: 12, 21, 23