



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION NEW RIVER  
PSC BOX 21001  
JACKSONVILLE, NC 28545-1001

ASO 5605.2  
ADJ

**AUG 09 2021**

AIR STATION ORDER 5605.2

From: Commanding Officer, Marine Corps Air Station New River  
To: Distribution List  
Subj: DISTRIBUTION CODES FOR MARINE CORPS AIR STATION NEW RIVER

Ref: (a) MCO 5600.31B  
(b) MCO 5215.1K

Encl: (1) Distribution List for MCAS New River Directives, Policy Letters, and Policy Statements

1. Situation. To ensure proper distribution of directives, policy letters, and policy statements, produced by Marine Corps Air Station (MCAS) New River.

2. Cancellation. ASO 5605.1Z.

3. Mission. To publish a distribution list for directives, policy letters, and policy statements promulgated aboard MCAS New River.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. In accordance with the references, MCAS New River directives, policy letters, and policy statements shall be issued on a "need-to-know" basis and are maintained only by the intended addressees. It is not the intent of this Headquarters to require departments or sections to maintain every directive, policy letter, and policy statement, that is promulgated; but rather, only the directives, policy letters, and policy statements which are mission essential.

(2) Concept of Operations. Directives and policy letters originated by staff sections of this Headquarters will be disseminated per the distribution codes listed in paragraph 4c and the enclosure.

(a) It is the responsibility of the originator to determine the distribution list/code for the directives and policy letters which it sponsors.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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(b) All new or revised directives and policy letters will include a distribution statement identifying it for proper distribution, per chapter 1, paragraph 19 of reference (b).

(c) To further facilitate the dissemination of MCAS New River directives and policy letters, staff sections serviced by this Headquarters are assigned to one of the following lists:

1. Distribution List A: MCAS NEW RIVER STAFF
2. Distribution List B: MCAS NEW RIVER STAFF AND  
TENANT COMMANDS
3. The distribution will be indicated as follows  
beneath the CO's signature: DISTRIBUTION: A or B

5. Administration and Logistics

a. Per reference (b), directives, policy letters, and policy statements promulgated by the Air Station will not be copied for distribution; they will be available on the following website:  
[https://usmc.sharepoint-mil.us/sites/MCIEAST\\_NRAS\\_ADJ/Orders%20Policies%20Bulletins%20Templates/Forms/DocumentSetView.aspx?viewid=49c063a5%2De9dd%2D4b01%2D9ef2%2D6c00158ac433&id=%2Fsites%2FMCIEAST%5FNRAS%5FADJ%2FOrders%20Policies%20Bulletins%20Templates](https://usmc.sharepoint-mil.us/sites/MCIEAST_NRAS_ADJ/Orders%20Policies%20Bulletins%20Templates/Forms/DocumentSetView.aspx?viewid=49c063a5%2De9dd%2D4b01%2D9ef2%2D6c00158ac433&id=%2Fsites%2FMCIEAST%5FNRAS%5FADJ%2FOrders%20Policies%20Bulletins%20Templates).

b. If there are any issues accessing directives, policy letters, or policy statements via the link in paragraph 5.a. of this Order, please contact the Adjutant Department through email at the following address: New\_River\_Adj@usmc.mil.

6. Command and Signal

- a. Command. This Order is applicable to MCAS New River.
- b. Signal. This Order is effective the date signed.

  
C. V. EBITZ

DISTRIBUTION: A

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DISTRIBUTION LIST FOR MCAS NEW RIVER DIRECTIVES,  
POLICY LETTERS, AND POLICY STATEMENTS

	A	B
MCAS New River Staff	X	X
Adjutant	X	X
S-1	X	X
S-3	X	X
S-4	X	X
S-6	X	X
Command Chaplain	X	X
Comptroller	X	X
Communication Strategy and Operations	X	X
Medical/Dental	X	X
Provost Marshal Office	X	X
Marine Corps Community Services	X	X
Marine and Family Service Center	X	X
Staff Judge Advocate	X	X
DEERS/RAPIDS	X	X
Security Management Office	X	X
Supply	X	X
Station Ordnance	X	X
Safety	X	X
Installation & Environmental Department	X	X
Headquarters and Headquarters Squadron	X	X
Business Performance Office	X	X
Center for Naval Aviation Technical Training		X
VMX-1, CH-53 DET		X
MAG-26 and Squadrons		X
MAG-29 and Squadrons		X
MATSS		X
MACS-2 DET B		X
362D TRAINING SQUADRON		X
58TH SPEC OPS WING, 58TH OPS GROUP DET 1		X