



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

IN REPLY REFER TO:

5605

ADJ

AUG 19 2010

POLICY LETTER 05-10

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: DISTRIBUTION AND PROCUREMENT OF 2D MARINE AIRCRAFT WING
(2D MAW) DIRECTIVES

Encl: (1) 2d MAW Distribution List
(2) MCAS Cherry Point Distribution List

1. Situation. To publish the 2d MAW distribution list to be used for directives and set forth policy for the procurement of directives.

2. Cancellation. WgO 5605.3D.

3. Mission. The 2d MAW and Marine Corps Air Station (MCAS) Cherry Point distribution lists contained in enclosures (1) and (2) are based on the following groupings of addresses:

LISTS

ADDRESSEES

- | | |
|-----|--|
| A | Commanders of 2d MAW Groups and Squadrons, and staff departments of the Command Element. |
| A-2 | To Groups and Squadrons of 2d MAW who are tenant activities aboard MCAS Cherry Point and to Commanding Officer (CO), MCAS Cherry Point. |
| B | Staff departments, including their subordinate sections. |
| C | Commanders of 2d MAW Groups and MWHS-2. |
| D | Commanders of Groups and Squadrons with aircraft assigned or designated as support units. This is primarily for use by the Assistant Chief of Staff, Aviation Logistics Division for aviation matters. |

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

Subj: DISTRIBUTION AND PROCUREMENT OF 2D MARINE AIRCRAFT WING
(2D MAW) DIRECTIVES

D-2 II Marine Expeditionary Force and Marine Corps
 Installations East

Note: The distribution lists in the enclosures are not to be used on correspondence.

4. Execution

a. Commander's Intent. To maintain a single, streamlined, uniform system for the preparation, approval, and maintenance of directives.

b. Concept of Operations

(1) Methods of Distribution. The 2d MAW Adjutant will distribute all directives electronically. This will be the primary source for all 2d MAW directives. Hard copies may be requested on an as needed basis.

(2) Requests for Additional Copies. Staff sections, Groups, and Squadrons requesting directives be sent via hard copy shall contact 2d MAW Adjutant Section.

(3) Directives may be retrieved from either <http://158.237.56.114:6005/g1/adj/default.aspx> or www.marines.mil/unit/2ndMAW/pages/2ndMAW/Adjutant/Default.aspx

5. Administration and Logistics

a. Every staff section should add the web address to their favorites for easy access to the directive list. All staff sections are required to maintain one copy of each directive for which they are responsible for promulgation and review, regardless of distribution code assigned. Either electronic or hard copies can be maintained for directives.

b. Distribution List "C" is specifically for close hold documentation meant to go to the Group and MWHS-2 Commanders only. This is a way for the Commanding General to pass information directly to his commanders only.

Subj: DISTRIBUTION AND PROCUREMENT OF 2D MARINE AIRCRAFT WING
(2D MAW) DIRECTIVES

c. Directives submitted to agencies outside of 2d MAW will be distributed as an Adobe Acrobat format, as the primary method. If requested, a hard copy will be sent to higher headquarters or an outside entity, i.e. MCAS Cherry Point, New River, etc.

6. Command and Signal

a. Command. This Order is applicable to all 2d MAW units.

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


J. M. DAVIS

DISTRIBUTION: A

2D MAW DISTRIBUTION LIST

<u>ACTIVITY</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Staff Secretary/Sergeant Major/Band	3	3		
G-1	2	2		
G-2	1	5		
G-3	1	5		
G-4	1	5		
G-5	1	5		
G-6	1	1		
Aviation Logistics Division	1	5		
Chaplain	1	1		
Comptroller	1	1		
Dental	1	1		
Department of Safety and Standardization	1	1		
Wing Inspector	1	1		
Medical	1	1		
Public Affairs Office	1	1		
Staff Judge Advocate	1	1		
Marine Wing Headquarters Squadron 2	1	1	1	1
Marine Aircraft Group 14	1		1	1
Marine Aircraft Group 26	1		1	1
Marine Wing Support Group 27	1		1	1
Marine Air Control Group 28	1		1	1
Marine Aircraft Group 29	1		1	1
Marine Aircraft Group 31	1		1	1
CO, MCAS Cherry Point, NC			1	
II Marine Expeditionary Force	1		1	1
Marine Corps Installations East	1		1	1
TOTALS	28	40	10	9

Note: Groups shall disseminate information as required to their respective Squadrons.

MCAS CHERRY POINT DISTRIBUTION LIST

<u>ACTIVITY</u>	<u>A-2</u>
Adjutant	1
Marine Wing Headquarters Squadron 2	1
Marine Aircraft Group 14	1
Marine Aircraft Group 26	1
Marine Wing Support Group 27	1
Marine Air Control Group 28	1
Marine Aircraft Group 29	1
Marine Aircraft Group 31	1
CO, MCAS Cherry Point, NC	1
TOTAL	9