UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114-1500

GruO 5605.1
CG
AUG 0 6 2015

GROUP ORDER 5605.1

From: Commanding General
To: Distribution list

Subj: FORCE HEADQUARTERS GROUP DISTRIBUTION LISTS AND DIRECTIVES MANAGEMENT

Ref: (a) MCO 5215.1K

Encl: (1) Distribution List Descriptions
(2) Websites for electronic Directive Control Points

1. Situation. To publish standard distribution lists in order to properly distribute directives and general correspondence originated by the Commanding General, Force Headquarters Group.

2. Cancellation. None.

3. Mission. All Force Headquarters Group directives and correspondence will be labeled and disseminated as outlined in the enclosure. Originators of Force Headquarters Group directives and correspondence will refer to the enclosure and limit distribution to that required for effective dissemination of the material involved.

4. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent. To maintain a single, streamlined, uniform system for the distribution of directives, directives management and general correspondence.

(2) Concept of Operation. Directives will be published electronically and will be maintained on the electronic Directives Control Point, managed by the Adjutant, Force Headquarters Group. The website for access to all Force Headquarters Group Orders, policy letters, and policy statements is listed in enclosure (2). All new group Orders and policy statements will be reviewed by the Adjutant prior to final routing for approval in Order to assign a Standard Subject Identification Code (SSIC) and to ensure there is no duplication of group Order or policy numbers.

b. Subordinate Element Missions. Units will familiarize themselves with this reference and will contact the Directives Control Point for additional electronic copies of any required directives. Units are permitted to access the websites listed in enclosure (2) in

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

order to acquire copies of the group Orders and directives, as well as higher headquarters policies and directives. All units are permitted to develop their own internal distribution requirements as they deem necessary.

5. Administration and Logistics

a. Originators of Force Headquarters group directives and general correspondence will consult this Order and limit distribution to "action" and "need to know" addresses only.

b. Any changes to this Order should be submitted in writing to the Force Headquarters Group Adjutant via the chain of command.

6. Command and Signal

a. Command. This Order is applicable to all Force Headquarters Group staff and subordinate units.

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

K. D. SIMON
Acting

DISTRIBUTION: List B

Distribution Description

Code	Description
A	Force Headquarters Group Staff (Active & SMCR) (Marine Corps Support Facility, New Orleans, LA)
B	Force Headquarters Group Staff plus subordinate unit leadership (CO/I-I/SEL/I-I SEL).
C	Force Headquarters Group subordinate unit leadership (CO/I-I/SEL/I-I/SEL)
D	(ALL HANDS) All Force Headquarters Group members. (Active/SMCR/Officer/Enlisted)

ELECTRONIC DIRECTIVES CONTROL POINTS

FORCE HEADQUARTERS GROUP

http://www.marforres.marines.mil/MajorSubordinateCommands/ForceHeadquartersGroup/GroupDirectives.aspx

MARINE FORCES RESERVE

http://www.marforres.marines.mil/GeneralSpecialStaff/G1/Force_Orders.aspx

HEADQUARTERS MARINE CORPS

http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx