



UNITED STATES MARINE CORPS
6TH MARINE CORPS DISTRICT
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APR 5 2004

From: Commanding Officer
To: Distribution List

Subj: STANDARD OPERATING PROCEDURE FOR THE SIXTH MARINE CORPS
DISTRICT

Encl: (1) Locator Sheet

1. Purpose. To set forth standard operating procedures and policies within the Sixth Marine Corps District and Recruiting Stations.
2. Information. Many practices are repetitive in nature and subject to standardization. This manual seeks to codify procedures which are already in use and establish procedures where none are in effect. It is written with the direction of prescribing policies and procedures at both the District Headquarters and Recruiting Station levels.
3. Recommendation. Recommendations concerning the contents of this manual are invited. Such recommendations will be forwarded to the Commanding Officer, 6th Marine Corps District via the RS Commanding Officer or Principal Staff Section Officer.
4. Certification. Reviewed and approved this date.

W. P. Leek

W. P. LEEK

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