



## UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR  
P O BOX 452000 SAN DIEGO CA 92145-2000

StaO 5000.2  
G-3T/CVIC  
2 JAN 2004

### STATION ORDER 5000.2

From: Commanding General  
To: Distribution List

Subj: OFFICIAL BUSINESS CARDS

Ref: (a) OSD (Admin/Management) Memo of 28 Aug 98 (NOTAL)  
(b) OASN (FM&C) Memo of 9 Mar 99 (NOTAL)  
(c) MCO P5600.31G

Encl: (1) Billets Authorized for Government Official Business  
Cards  
(2) Official Business Card Format

1. Situation. To establish guidelines and procedures governing the issuance of Government, Official Business Cards to designated billet holders aboard Marine Corps Air Station (MCAS), Miramar.

2. Mission. To published information in regards to the issuance of Official Business Cards at government expense for authorized billets aboard MCAS, Miramar. Per the references, billets listed in enclosure (1) are designated as authorized billets, whose positions require Official Business Cards in the performance of their duties.

### 3. Execution

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. In the past, Government, Official Business Cards were considered to be inherently personal in nature and could be obtained by government employees at their own expense. Additionally, only Recruiting and Special Interest billets were authorized the issuance of Official Business Cards. Per the references, the Department of Defense policy was modified to permit the printing of Official Business Cards using existing software and agency-purchased card stock, and only to individuals holding key billets, which, a Commander has determined to be mission oriented. Additionally, these Cards are meant to be used in connection with official business when the exchange of cards will facilitate mission-related communications, as distinct from the extension of a

social or business courtesy. This Order provides guidelines in regards to the issuance of Government, Official Business Cards to billets holders aboard MCAS Miramar, to include tenant commands.

(2) Concept of Operations. The procedures set forth in this Order supplement the aforementioned references. There is only one standard Official Business Card format which is outlined in enclosure (2). Individuals will be issued one box of Official Business Cards containing 300 cards, per calendar year. With the exception of Commanding Generals and Chiefs of Staff, individuals requiring more than one box must provide written justification. Individuals who desire other formats may procure them at their own expense through a commercial source.

(3) Action

(a) Commanding Officers, Department Heads, and Supervisors will ensure widest dissemination of the Order.

(b) Authorized billets holders who desire the issuance of Government, Official Business Cards must submit a Reproduction Work Request which can be obtained from the Reproduction Section, Combat Visual Information Center (CVIC), Assistant Chief of Staff, G-3, MCAS, Miramar, located in building 8656, or contact the CVIC office at (858) 577-6698 or DSN 267-6698.

b. Subordinate Element Missions. Comply with the intent and content of this Order.

c. Coordinating Instructions. Recommendations for changes to this Order are invited and will be submitted to the Officer in Charge, CVIC via the chain of command.

4. Administration and Logistics

a. This Order is issued under Distribution Statement A and is published electronically. It can be accessed online via the MCAS Miramar web page at [www.miramar.usmc.mil](http://www.miramar.usmc.mil).

b. For the purpose of inspections, electronic files will suffice and need not be printed.

2 JAN 2004

5. Command and Signal

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

b. Command. This Order is applicable to Tenant Commands located aboard MCAS, Miramar.



P. C. CHRISTIAN  
Chief of Staff

DISTRIBUTION: A

BILLETS AUTHORIZED FOR GOVERNMENT OFFICIAL BUSINESS CARDS

- General Officers
- Chiefs of Staff
- Commanding Officers (Squadron or higher)
- Assistant Chiefs of Staff
- Deputy Assistant Chiefs of Staff
- Special Staff Officers (Department Heads)
- Deputy Special Staff Officers
- Aides-de-Camp
- Adjutants (Commanding General level)
- Staff Secretaries (Commanding General level)
- Protocol Officers
- SgtsMaj
- MGySgts (holding key command billets)

2 JAN 2004

OFFICIAL BUSINESS CARD FORMAT

	<b>Your Name Here</b> Colonel, USMC	
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<b>Assistant Chief of Staff, XX</b> Marine Corps Air Bases, Western Area		
MCAS Miramar P.O. Box 452001 San Diego, CA 92145-2001	Phone: (858) 577-XXXX DSN 267-XXXX Fax: (858) 577-XXXX Cell: (619) 920-XXXX	
Email: <a href="mailto:yournamehere@miramar.usmc.mil">yournamehere@miramar.usmc.mil</a>		