



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
3250 CATLIN AVENUE  
QUANTICO VIRGINIA 22134 5001

MCBO 5216.2  
B 013  
15 Dec 12

### MARINE CORPS BASE ORDER 5216.2

From: Commander  
To: Distribution List

Subj: "BY DIRECTION" SIGNATURE AUTHORITY

Ref: (a) U. S. Navy Reg 1990  
(b) SECNAV M-5216.5  
(c) MCM, Par 1007.1

Encl: (1) List of Billets Authorized "By direction" Signature Authority

1. Situation. To promulgate instructions on authority for "By direction" signatures for Commander, Marine Corps Base, Quantico (MCBQ), per the references.

2. Mission. To publish a current list of billets authorized to sign correspondence "By direction" of the Commander, MCBQ.

3. Execution

a. Commander's Intent. To maximize operational and administrative efficiency, "By direction" is the delegation of authority that will be used to limit the number of administrative levels for routine matters or actions that are unnecessary to forward to the Commander, MCBQ. Inherent to the delegation of this authority is the responsibility to ensure that action has been fully coordinated and reflects completed staff work, as necessary, and that judgment is exercised to ensure that actions of special interest are forwarded to Chief of Staff, MCBQ for proper authentication.

b. Concept of Operations

(1) Billet holders listed in enclosure (1) are authorized to sign correspondence "By direction" of the commander with respect to routine matters pertaining to their primary tasks and duties, unless such authority is restricted or withdrawn by the individuals supervisor. This authorization will remain in effect unless revoked in writing.

(2) Correspondence may be signed "By direction" of the commander so long as it does not pertain to the following:

(a) Set or cancel policy (Chief of Staff, MCBQ can modify policy);

(b) Change the command's missions that are addressed to higher authority;

(c) Disapproval or non-concurrence of a subordinate request or commander's recognition;

(d) Discharge of individuals;

(e) Correspondence that, by law or designed by higher headquarters, must be signed by the Commander;

(f) Routine correspondence in response to the offices of flag and general officers may be signed "By direction" only if the incoming correspondence was signed "By direction" and the reply thereto does not disapprove or deny any request contained in the correspondence from the flag or general officer;

(g) Matters pertaining to officers or potential officers;

(h) Final legal documents awarding punishment;

(i) Controversial subjects or matters that are otherwise potentially embarrassing or which might bring discredit upon the United States Government, Department of Defense and/or United States Marine Corps.

#### 4. Administration and Logistics

a. Copies of all correspondence signed "By direction" will be forwarded to the adjutant on a weekly basis for inclusion in the Commander's "By direction" binder and the command files.

b. Persons temporarily filling any of the billets listed in enclosure (1) are authorized "By direction" signature authority, but only for the temporary period for which they are assigned to the listed billet.

#### 5. Command and Signal

a. Command. This Order is applicable to personnel filling billets listed in enclosure (1).

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

/s/  
DAVID W. MAXWELL

DISTRIBUTION: A

LIST OF AUTHORIZED "BY DIRECTION" SIGNATURE AUTHORITY

Office of the Commander

Chief of Staff (Authorized to sign by "Title" vice "By direction")  
Executive Assistant

G-1, Manpower Division

Director, G-1 Manpower  
Deputy Director, G-1  
Adjutant  
Manpower Officer  
Manpower Contingency Support Officer  
Security Manager  
Director, Civilian Manpower  
Freedom of Information Act/Privacy Act Manager

Installation Personnel Administration Center (IPAC)

Director, IPAC  
Deputy Director, IPAC  
Director, Quantico Identification Card Center  
Quality Assurance (QA) Officer  
QA Personnel Chief  
QA Personnel Technician Civilian  
Command Support Officer-in-Charge (OIC)  
Command Support Personnel Chief  
Outbound/Separations OIC  
Outbound/Separations Personnel Chief  
Outbound Permanent Change Station (PCS)/Permanent Change Assignment  
(PCA) Orders OIC  
Outbound PCS/PCA Personnel Chief  
Customer Service OIC  
Customer Service Personnel Chief  
Customer Service Personnel Specialist Civilian  
Deployed Support (Spt)/Temporary Additional Duty (TAD) OIC  
Deployed Spt/ TAD Personnel Chief  
Customer Service Pay Technician Civilian  
Inbound OIC  
Inbound Personnel Chief  
Student Personnel Branch OIC  
Student Personnel Branch Personnel Chief  
The Basic School (TBS) Detachment Supervisor  
Human Resources Specialist Civilian  
TBS Detachment Personnel Chief

G-3, Operations Division

Director, G-3 Operations

G-4, Logistics Division

AC/S, G-4 Logistics

G-5, Facilities and Environment Division  
Director, Facilities and Environment Division

G-6, Communications Division  
Director, G-6 Communications

G-7, Plans  
AC/S, G-7 Plans

Marine Corps Community Services  
Director, MCCS  
Deputy Director, MCCS

Comptroller  
Director, Comptroller  
Deputy Director, Comptroller

Business Performance Office (BPO)  
Director, BPO

Command Inspector General(CIG)  
CIG  
Deputy CIG

Chaplain  
Command Chaplain

Regional Contracting Office  
Director, Regional Contracting Officer

Safety  
Director, Safety

Office of the Staff Judge Advocate (SJA)  
SJA  
Deputy SJA  
Legal Administrative Officer

Public Affairs Office (PAO)  
Public Affairs Officer