



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

MCBO 5215.1
B 013
17 Aug 13

MARINE CORPS BASE ORDER 5215.1

From: Commander
To: Distribution List

Subj: DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) MCO 5215.1K
(b) SECNAVINST 5215.1D
(c) MCBO 5600.3
(d) SECNAVINST 5210.1

1. Situation. Per the references, Marine Corps Base Quantico (MCBQ) will maintain and establish a Directives Management Program to ensure consistency in preparation, approval, distribution, and maintenance of directives.

2. Mission. To promulgate policy and procedural guidance for the preparation, approval, distribution, and maintenance of all MCBQ directives. All directives shall be written in compliance with reference (a) of this Order.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This program is implemented to maintain a single streamlined, uniform system for the preparation, approval, distribution, and maintenance of directives with MCBQ.

(2) Concept of Operations

(a) All assistant chiefs of staff, directors and special staff heads shall comply with the above references and this Order.

(b) Reference (a) provides detailed definitions, policy and procedures for the preparation of command directives.

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b. Subordinate Element Missions

(1) Battalion Commanders shall: Establish a Directives Control Point (DCP) in accordance with references. Post signed local directives to SharePoint and the MCBQ website and disseminate to all subordinate commands in accordance with local policy and distribution lists.

(2) Assistant Chiefs of Staff, Directors and Special Staff Heads shall:

(a) Review directives their department sponsored on their anniversary date (promulgation date), to revise, combine similar subjects into one directive, issue a change, or cancel as appropriate;

(b) Revise any directive that has nine changes or when they are nine years old;

(c) Review and update a directive when it previously supplemented/implemented a higher authority's directive that has been modified;

(d) Submit to the DCP (Attention: Adjutant Branch) any new directives, those requiring revision, minor changes, or cancellation for appropriation action or disposition; and

(e) Comply with references (a) and (b) when preparing, reviewing, staffing, and promulgating local directives.

(3) MCBQ Adjutant shall:

(a) Be assigned in writing as the DCP per reference (a), for this command;

(b) Manage and administer the command's directives program;

(c) Establish an Individual Activity Code (IAC) account and enter distribution data for issuances into the Marine Corps Publication Distribution System (MCPDS);

(d) Ensure an Assumption of Command directive is published identifying the Principal Officer in command;

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(e) Disseminate the Assumption of Command directive to all seniors in the chain of command and subordinate battalion;

(f) Ensure all command issued directives are published on the command letterhead;

(g) Upon receipt of a new, revised, or a changed directive from a directive sponsor, review for compliance with reference (c);

(h) Post directives to the MCBQ directive review share portal or the Marine Corps Action Tracking System, allowing ample time for the staff, subordinate units, and tenant activities, if applicable, to comment, make recommendation and provide concurrence as required;

(i) Coordinate with the sponsor of the directive to incorporate any recommended changes, if applicable, once staffing is complete;

(j) Complete final review of directive to ensure accuracy, paying particular attention to grammatical errors and paragraph format;

(k) Prepare directives for signature by the Commander or Chief of Staff as required;

(l) Once directives are signed by the Commander or Chief of Staff post the signed directive to the MCBQ external website and disseminate to all subordinate units, tenant activities and sections in accordance with reference (c);

(m) File the signed copy of the directive in the Master Directives File, to include all background material and any staffing comments for retention, per reference (d);

(n) Ensure the Master Directives File is maintained to identify and provide easy access to current and cancelled directives;

(o) Remind directive sponsors of their requirement per reference (a) and this Order, to review directives they sponsor on its anniversary date (promulgation date);

(p) Conduct a annual review of all directives, per references (a) and (b);

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(q) Utilize the NAVMC 10974, Directive Control Card, or an automated database containing the same information as an alternative option to document the annual review of local directives;

(r) Do not issue Bulletins for more than a 12-month period. Additionally, ensure policy or guidance is not being enforced for such bulletins without revising the Bulletin. If this is the case, consider publishing an Order instead; and

(s) Conduct Commander Inspection Program and internal inspections utilizing the Functional Area Checklist, 061 Marine Corps Records, Reports and Directive Management Program.

4. Administration and Logistics. All MCBQ directives and policy letters must be routed through the Adjutant's Branch with staffing notes. Staff sections will initiate all directives and policy letters via the MCQB SharePoint site and assign to the appropriate working group. Further guidance on assigning documents to working group is provided in the Staff Regulations.

5. Command and Signal

a. Command. This Order is applicable to all MCBQ subordinate commands, and principle and special staff.

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

/s/

DAVID W. MAXWELL

Distribution: A