



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134 5001

MCINCR-MCBQBO 5216.2B

B 013

AUG 14 2018

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION - MARINE CORPS BASE
QUANTICO ORDER 5216.2B

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) Lists of all Billets Authorized "By direction" Signature Authority

1. Situation. To promulgate instructions on authority for, "By direction" signature for Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ), per the references.

2. Cancellation. MCINCR_MCBQ 5216.2A.

3. Mission. To publish a current list of billets authorized to sign correspondence, "By direction"

4. 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 forwarded to the Commander, MCINCR-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 judgement is exercised to ensure that actions of special interest are forwarded to the Chief of Staff, MCINCR-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with respect to routine matters pertaining to their primary tasks and duties, unless such authority is restricted or withdrawn by the individual's supervisor. This authorization will remain in effect unless revoked in writing.

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

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

(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 designated by higher headquarters, must be signed by the Commander.

(f) Routine correspondence in response to the office 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 subject matters of public interest that may generate media attention for the United States Government, Department of Defense and/or the United States Marine Corps.

5. Administration and Logistics

a. Copies of all correspondence signed, "By direction" will be maintained by your section/department's Command Designated Records Manager. A copy of your Appointment Letters will be submitted to the Adjutant's office, 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.

6. 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.


W. C. BENTLEY III

Distribution: A

Assistant Chief of Staff, G-7 Plans
Marine Corps Community Services
Director, MCCS
Deputy Director, MCCS

Comptroller
Assistant Chief of Staff, Comptroller
Deputy Assistant Chief of Staff, Comptroller

Business Performance Officer (BPO)
Director, BPO

Command Inspector General (CIG)
Deputy CIG

Chaplain
Command Chaplain

Regional Contracting Officer
Director, Regional Contracting Officer

Safety
Director, Safety

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

Public Affairs Officer (PAO)
Public Affairs Officer

LIST OF AUTHORIZED "BY DIRECTION" SIGNATURE AUTHORITY

Office of the Commander

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

G-1, Manpower Division

Director, G-1 Manpower

Deputy Assistant Chief of Staff, G-1

G-1 Administrative Chief

Adjutant

Operation Analyst

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 of Station (PCS)/Permanent Change of

Assignment (PCA) Orders OIC

Outbound PCS/PCA Personnel Chief

Customer Service OIC

Customer Service Personnel Chief

Customer Service Personnel Specialist Civilian

Customer Service Pay Technician Civilian

Deployed Support (Spt)/Temporary Additional Duty (TAD) OIC

Deployed Support (Spt)/Temporary Additional Duty (TAD) Personnel Chief

Inbound OIC

Inbound Personnel Chief

Student Personnel OIC

Student Personnel Chief

The Basic School (TBS) Detachment Supervisor

TBS Detachment Personnel Chief

Human Resources Specialist Civilian

G-3 Operations Division

Assistant Chief of Staff, G-3 Operations

G-4 Logistics Division

Assistant Chief of Staff, G-4 Logistics

GF Facilities and Environment Division

Assistant Chief of Staff, Facilities and Environment Division

G-6 Communications Division