



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

MCINCR-MCBQO 5216.2C

B 013  
JUN 21 2022

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

From: Commander, Marine Corps Installations National Capital Region-  
Marine Corps Base Quantico  
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 for, "By direction" signature authority on behalf of the Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ), per the references.

2. Cancellation. MCINCR-MCBQO 5216.2B.

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with respect to routine matters pertaining to their primary tasks and duties, unless such authority is restricted or withdrawn by the individual supervisor. This authorization will remain in effect unless revoked in writing.

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(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 a higher authority.

(c) Disapproval or non-concurrence of a subordinate request or Commander's recognition.

(d) Discharge of individuals.

(e) Correspondence that, by law, regulation, 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.

(j) Pay-related items that will affect Basic Allowances for Housing.

(3) Unless otherwise noted by the Commander, personnel assigned to the billets listed in enclosure (1) are not authorized to further redelegate "By direction" authority for the Commander, MCINCR-MCBQ.

(4) Sample Signature Blocks. Per reference (b), enclosure (2) provides sample signature blocks for delegated signature authority.

## 5. Administration and Logistics

a. Copies of all correspondence signed, "By direction" will be maintained by the section/department Command Designated Records Manager. A copy of 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


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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 on the date signed.

  
MICHAEL L. BROOKS

**Billets authorized to sign "By direction" on official  
correspondence for the MCINCR-MCBQ Commander**

Subject to the limitations of references (a) through (c), incumbents in the below-listed billets are authorized to sign correspondence "By direction" of the Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico except in the situations listed in paragraph 4b(2).

Office of the Commander

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

G-1, Manpower Division

Director, G-1 Manpower

Deputy Assistant Chief Staff, G-1

G-1 Administrative Chief

Adjutant

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

G-3, Operations Division

Assistant Chief of Staff, G-3 Operations

G-4, Logistics Division

Assistant Chief of Staff, G-4 Logistics

Deputy Assistant Chief of Staff, G-4 Logistics

GF, Facilities and Environment Division

Assistant Chief of Staff, Facilities and Environment Division

G-6, Communications Division

Assistant Chief of Staff, Communications Division

G-7, Performance and External Affairs Division

Assistant Chief of Staff, G-7 Plans Performance and External Affairs

Marine Corps Community Services (MCCS)

Director, MCCS

Deputy Director, MCCS

G-8, Comptroller

Assistant Chief of Staff, Comptroller

Deputy Assistant Chief of Staff, Comptroller

Command Inspector General (CIG)

CIG

Deputy CIG

Chaplain

Command Chaplain

Regional Contracting Office (RCO)

Director, RCO

Safety

Director, Safety

Office of the Staff Judge Advocate (SJA)

SJA

Deputy, SJA

Communication Strategy and Operations (COMMSTRAT)

Director, COMMSTRAT

Deputy, COMMSTRAT

**SAMPLE SIGNATURE BLOCKS**

1. Below are the sample signature blocks for use in preparing official correspondence for signature by the Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico.

a. For standard naval letter format the "From line reads: "Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico" and the Commander's signature line is:

MICHAEL L. BROOKS

b. For business letter use:

MICHAEL L. BROOKS  
Colonel  
U.S. Marine Corps  
Commander, Marine Corps  
Installations National Capital  
Region-Marine Corps Base Quantico

c. For Personal Full Bird Stationary use:

MICHAEL L. BROOKS  
Colonel, U.S. Marine Corps  
Commander, Marine Corps Installations  
National Capital Region-Marine Corps Base Quantico

2. Below are sample signature blocks for use in preparing official correspondence for signature by the Chief of Staff, Marine Corps Installations National Capital Region-Marine Corps Base Quantico.

a. With the from line of Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico.

D. L. WRIGHT  
Chief of Staff

D. L. WRIGHT  
By direction

b. As "Acting" when the Commander is gone:

D. L. WRIGHT  
Acting