



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

MCINCR-MCBO 5215.1A  
B 013

SEP 29 2022

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE ORDER  
5215.1A

From: Commander, Marine Corps Installations National Capital  
Region-Marine Corps Base Quantico

To: Distribution List

Subj: DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5215.1E  
(b) SECNAVINST M-5210.1  
(c) MCO 5215.1K  
(d) MCBO 5600.3

Encl: (1) NAVMC 10974  
(2) MCINCR-MCBQO Template

1. Situation. To promulgate policy in accordance with references (a) through (d), Marine Corps Base Quantico (MCBQ) will maintain a Directives Management Program to ensure consistency in the preparation, approval, distribution, and maintenance of directives.
2. Cancellation. MCBQO 5215.1.
3. 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 and adherence with reference (c).
4. 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 within MCBQ.
    - (2) Concept of Operations
      - (a) All Assistant Chiefs of Staff (AC/S), directors, and special staff heads shall comply with the above references and this Order.
      - (b) Reference (c) provides detailed definitions, policies, and procedures for the preparation of command directives.
  - b. Subordinate Element Missions
    - (1) Battalion Commanding Officers: Security Battalion and Marine Corps Air Station Facility Quantico shall establish a Directives Management Program in accordance with references (a) through (d).

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(2) AC/S, Directors, and Special Staff Heads. Shall conduct an annual review of department-sponsored directives using NAVMC 10974, regardless of whether they are less than 6 years old on their anniversary date (promulgation date). The objective is to examine and combine related topics into a single directive, then issue a change, revise, or cancel as needed. Validate currency, ensure compliance with Marine Corps policy, and confirm compliance with laws and statutory authority.

(a) Directives Management:

1. A Change of any directive is needed when changes to an order results in less than 50% required updates. Example: MCINCR-MCBQO 1650.1 becomes MCINCR-MCBQO 1650.1 CH 1 (no change to 2012 lifespan).

2. A Revision of any directive is required when changes to the order result in 50% or more changes, or when directives have reached their 6-year anniversary. A revision will reset the lifecycle of a Directive. Example: MCINCR-MCBQO 1650.1 becomes MCINCR-MCBQO 1650.1A.

3. A directive can be extended for up to one year after its 6-year anniversary with an authorization letter from the Base Commander.

(b) Submit to the Directives Control Point (DCP) (Attention: Adjutant Section) any new directives, those requiring changes, revisions, or cancellation for appropriation action or disposition.

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

(3) Marine Corps Base Quantico 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) Ensure an Assumption of Command directive is published identifying the Principal Officer in command.

(d) Disseminate the Assumption of Command directive to all seniors in the chain of command and subordinate Battalions.

(e) Ensure all command-issued directives are published on the command letterhead.

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

(g) 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 recommendations, and provide concurrence as required.

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

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(i) Complete the final review of the directive to ensure accuracy, paying particular attention to grammatical errors and paragraph format.

(j) Prepare directives for signature by the Commander as required.

(k) Once directives are signed by the Commander post the signed directive to the MCBQ external website and disseminate to all subordinate units, tenet activities, and sections in accordance with reference (d).

(l) File the signed copy of the directive in the Master Directives File, including all background material and any staffing comments for retention, per reference (b).

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

(n) Remind directive sponsors of their requirement per reference (c) and this Order, to review directives they sponsor on their anniversary date (promulgation date).

(o) Conduct an annual review of all directives, per references (a) and (c).

(p) Utilize the NAVMC 10974 in enclosure (1), Directive Control Card, or an automated database containing the same information as an alternative option to document the annual review of local directives.

(q) 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.

(r) Conduct Commander Inspection Program and internal inspections utilizing the Functional Area Checklist, 5215 Directives Management Program. URL [hqmc.marines.mil/igmc/Units/Inspections-Division/Functional-Area-Checklists-FACs](http://hqmc.marines.mil/igmc/Units/Inspections-Division/Functional-Area-Checklists-FACs).

5. Administration and Logistics. All MCBQ directives must be routed through the Adjutant's Section with staffing notes.

6. Command and Signal

a. Command. This Order is applicable to all MCBQ personnel and subordinate commands.

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

  
MICHAEL L. BROOKS

Distribution: A







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MCINCR-MCBO 5215.1A  
(SECTION)

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE ORDER  
5215.1A

From: Commander, Marine Corps Installations National Capital Region-Marine  
Corps Base Quantico

To: Distribution List

Subj: TEMPLATE FOR WRITING MARINE CORPS ORDERS

Ref: (a) SECNAV M-5210.1 CH-1  
(b) MCO 5210.11F  
(c) 5 U.S.C. 552a

Encl: (1) If references were over 12 lines, this will be references  
(2) List all enclosures here  
(3) The glossary will be an appendix, and thus not listed

1. Situation. Define the reason(s) for why this Marine Corps directive is being written and what led to the adoption of a specific plan. This paragraph will refer to references cited to justify the adaptation using a blanket statement of "This directive is in accordance with references (a) through (z). Characteristics may include:

2. Cancellation. List directives (if any) that are cancelled by this Order. If no directives will be cancelled, then this subparagraph is not included.

3. Mission. What is this directive to do, in order to accomplish what?

4. Execution. The 'who, what, when, where, why' of an order. Characteristics must include the Commander's Intent and the Concept of Operations, along with subordinate elements tasked, if any.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure unity of effort in the enforcement and implementation of an order, the Commander's Intent outlines the intent and desired end state in order to provide a goal for the directive.

(a) The commander's intent is the commander's personal expression of the purpose of the order.

(b) It must be clear, concise, and easily understood.

(c) It may also include how the commander envisions achieving a decision, as well as the end state or conditions that accomplish the purpose.

(2) Concept of Operations. The Commander's plan translates their guidance and describes the expectations that result in the proper employment of an order.

b. Subordinate Element Tasks

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**ENCLOSURE (2)**

(1) Starting with the Office of Primary Responsibility (OPR) (otherwise known as sponsor or sponsoring office), list out the key staff agencies, billets, and/or offices that are tasked in support of this directive and enable it to function and what they shall serve as or do.

(2) If the responsibilities list for an element is extensive, limit this list to what they shall serve as, and shift the more extensive responsibilities list to an enclosure or chapter within an enclosure titled as "Roles and Responsibilities".

5. Administration and Logistics. All MCBQ directives must be routed through the Adjutant's Section with staffing notes.

a. Administration. Any recommended changes or revisions to the content of this Bulletin will be forwarded to the Command-Sponsored POC via the chain of command.

b. Logistics. The point of contact for this Bulletin is GySgt I am Motivated, Adjutant Chief; (703) 784-0000 or at iammotivated@usmc.mil.

5. Command and Signal

a. Command. This paragraph will read as follows: This Order is applicable to all MCBQ personnel and subordinate commands.

b. Signal. This Order is effective on the date signed. (Can be a specific date independent of the date signed, but cannot be retroactive.)

MICHAEL L. BROOKS

Distribution: PCN (this number is attained from ARDE either directly or through ARDB for new directives, or carried over from the previous "whole" iteration)