



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5000.1 w/ch<sup>1,2</sup>  
ADJ  
3 Apr 12

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5000.1 w/ch<sup>1,2</sup>

From: Commanding General  
To: Distribution List

Subj: "BY DIRECTION" SIGNATURE AUTHORITY

Ref: (a) U.S. Navy Reg. 1990  
(b) SECNAV M-5216.5

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

1. Situation. To promulgate instructions on authority for "By direction" signatures for the Commanding General (CG), Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ), per references (a) and (b).

2. Cancellation. MCIEASTO 5000.1B and BO 5000.2G.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Per the references, the billet holders listed in the enclosure are authorized to sign correspondence "By direction" of the CG with respect to routine matters pertaining to their primary tasks and duties, unless such authority is restricted or withdrawn by the individual's supervisor.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) Concept of Operations. Routine correspondence may be signed "By direction" of the CG so long as it does not pertain to the following:

(a) Setting policy;

(b) Changes to the Command's missions that are addressed to higher authority;

(c) Congressional correspondence (only exception may be signed by the Chief of Staff);

(d) Disapproval or non-concurrence of a subordinate request or commander's recommendation;

(e) Discharge of individuals;

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

(g) 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;

(h) 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;

(i) Matters pertaining to officers or potential officers;

(j) Final legal documents awarding punishment;

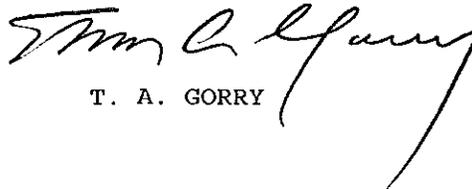
(k) Controversial subjects or matters that are otherwise potentially embarrassing or which might bring discredit upon the United States Government, Department of Defense, and/or United States Marine Corps.

5. Administration and Logistics. Copies of all correspondence signed "By direction" will be forwarded to the Adjutant on a weekly basis for inclusion in the CG's "By direction" binder and the command files.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Installations East-Marine Corps Base Camp Lejeune.

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

  
T. A. GORRY

DISTRIBUTION: A



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MCIEAST-MCB CAMLEJO 5000.1 Ch 1  
ADJ  
1 AUG 2012

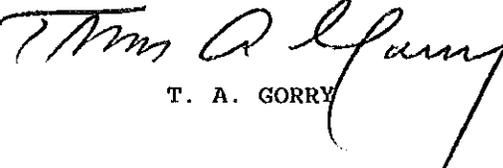
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5000.1 Ch 1

From: Commanding General  
To: Distribution List

Subj: "BY DIRECTION" SIGNATURE AUTHORITY

Encl: (1) New page inserts to MCIEAST-MCB CAMLEJO 5000.1

1. Situation. To transmit new page inserts to the basic Order.
2. Execution. Remove enclosure (1) and replace with the new corresponding pages in the enclosure.
3. Summary of Change. Changed enclosure to update staff section titles due to reorganization.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

  
T. A. GORRY

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.



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MCIEAST-MCB CAMLEJO 5000.1 Ch 2  
ADJ  
23 AUG 2012

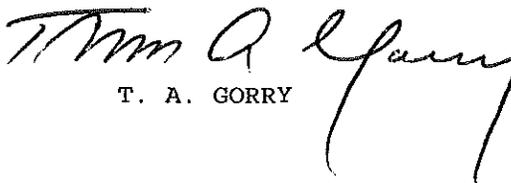
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5000.1 Ch 2

From: Commanding General  
To: Distribution List

Subj: "BY DIRECTION" SIGNATURE AUTHORITY

Encl: (1) New page inserts to MCIEAST-MCB CAMLEJO 5000.1

1. Situation. To transmit new page inserts to the basic Order.
2. Execution. Remove enclosure (1) and replace with the new corresponding pages in the enclosure.
3. Summary of Change. Changed enclosure to add the Chief Review Officer and Assistant Chief Review Officer.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

  
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LIST OF BILLETS AUTHORIZED "BY DIRECTION" SIGNATURE AUTHORITY

Deputy Commander (Authorized to sign by "Title" vice "By direction")

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

Assistant Chief of Staff (AC/S), G-1

Deputy AC/S, G-1

Adjutant

Assistant Adjutant

Manpower Officer/Military Personnel Officer

Manpower Chief

Security Manager

Director, Civilian Human Resources Office-East

Director, Civilian Human Resources Office-Southeast

Deputy Equal Employment Opportunity Officer

\*\*Director, Installation Personnel Administration Center (IPAC)

\*\*Deputy Director, IPAC

\*\*Director, Camp Lejeune Identification Card Center

AC/S, G-3/5

Deputy AC/S, G-3/5

AC/S, G-4

Deputy AC/S, G-4

Operations Officer

Fleet Manager

AC/S, G-6

Deputy AC/S, G-6

AC/S, G-7

Deputy AC/S, G-7

AC/S, Marine Corps Community Services (MCCS)

Deputy AC/S, MCCS

Management and Program Analyst, MCCS

AC/S, G-F

Deputy AC/S, G-F

Director, Geospatial Information and Services

Regional Environmental Coordinator

Regional Facilities Coordinator

Director, Environmental Management Division

\*\*Director, Family Housing Division

\*\*Director, Bachelor Housing Division

Public Works Officer

Operations Officer

AC/S, G-8

Deputy AC/S, G-8

\*Denotes updated change

\*\*Denotes authorized to sign only installation vice regional  
correspondence

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AC/S, Security and Emergency Services (SES)  
Deputy AC/S, SES  
Director, Operations and Plans

Director, Business Performance Office (BPO)  
Deputy BPO

Command Inspector General (CIG)  
Deputy CIG

Command Chaplain  
Deputy Command Chaplain

Regional Contracting Officer  
Deputy Contracting Officer

Director of Safety

Staff Judge Advocate (SJA)  
Deputy SJA  
Legal Administrative Officer

Staff Secretary

\*\*Disbursing Officer

Officer In Charge, Legal Services Support Section  
\*\*\*Chief Review Officer  
\*\*\*Assistant Chief Review Officer

\* Denotes updated change

\*\*Denotes authorized to sign only installation vice regional  
correspondence

\*\*\*Limited to approvals of voluntary appellate leave requests and initial  
requests for post-trial extensions to submit matter under R.C.M. 1105 and  
1106