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

MCIEAST-MCB CAMLEJO 5000.1A
ADJ
MAY 1 4 2019

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5000.1A

From: Commanding General
To: Distribution List

Subj: "BY DIRECTION" SIGNATURE AUTHORITY

Ref: (a) U.S. Navy Reg. 1990
(b) SECNAV M-5216.5 Ch 1

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. MCIEAST-MCB CAMLEJO 5001.1 Ch 4.

3. Mission.

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

b. Summary of Revision. The following revisions were made to this Order:

(1) Added Coordinating Instructions paragraph.

(2) Removed Legal Administrative Officer billet within the Staff Judge Advocate (SJA) office.

(3) Billet description updated from the Deputy Equal Employment Opportunity (EEO) Officer to the Deputy Director EEO.

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

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

authority is restricted or withdrawn by the individual's supervisor.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.

b. Coordinating Instructions. Director, Installation Personnel Administration Center (IPAC) is authorized to sign documents affecting pay. Further, authorization to delegate in writing, the authority to sign documents affecting pay to commissioned officers and civilian employees GS-7 and above.

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" command files.

6. Command and Signal

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

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

BENJAMIN T. WATSON

DISTRIBUTION: A

MAY 14 2019

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")

Deputy Director EEO

Security Manager

Assistant Chief of Staff (AC/S), G-1
Deputy AC/S, G-1
Adjutant
Adjutant Chief
Manpower Officer/Military Personnel Officer
Manpower Chief
Director, Civilian Human Resources Office-East
Director, Civilian Human Resources Office-Southeast
*Director, IPAC
**Deputy Director, IPAC
**Director, Camp Lejeune Identification Card Center
Freedom of Information and Privacy Act Coordinator

AC/S, G-3/5
Deputy AC/S, G-3/5

AC/S, G-4
Deputy AC/S, G-4
Operations Officer
Fleet Manager
Supply Officer

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
**Deputy, Family Housing Division

**Director, Bachelor Housing Division
Public Works Officer
Operations Officer

AC/S, G-8
Deputy AC/S, G-8

Command Inspector General (CIG)
Deputy CIG

Command Chaplain
Deputy Command Chaplain

Regional Contracting Officer
Deputy Contracting Officer

Director of Safety

SJA
Deputy SJA

Staff Secretary

Officer-in-Charge, Legal Services Support Section-East
***Chief Review Officer
***Assistant Chief Review Officer

*Granted authorization to delegate in writing, the authority to sign documents affecting pay and allowances to commissioned officers and civilian employees GS-7 and above.

**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