



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

MCIEAST-MCB CAMLEJO 5000.1B
ADJ
MAY 20 2022

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

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
(c) MCM (2019 edition)

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 (c).

2. Cancellation. MCIEAST-MCB CAMLEJO 5001.1A Ch 1.

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:

a. Added the Deputy of Operations and Plans G-3/5 as
authorized to sign "By direction".

b. Added the Chief Review Officer, Assistant Review Officer
and Post-Trial Administrative Officer, Legal Service Support' Section
East as authorized to sign "By direction".

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authority is restricted or withdrawn by the individual's supervisor.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

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is unlimited.

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(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.

MAY 20 2022

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.



ANDREW M. NIEBEL

DISTRIBUTION: A

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

Deputy 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

Deputy of Operations and Plans, G-3/5

AC/S, G-4

Deputy AC/S, G-4

Director of Safety

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

Regional Housing Program Manager
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

SJA
Deputy SJA

***LSSS-East, Chief Review Officer
***LSSS-East, Assistant Review Officer
***LSSS-East, Post-Trial Administrative Officer

Staff Secretary

***Provost Marshal, Security and Emergency Services

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 matters under R.C.M. 1106 and 1106A (reference (c)).

***Limited to certifying Military Working Dogs Teams