



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

MCIEAST-MCB CAMLEJO 5000.1C  
ADJ  
JUN 26 2025

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDE  
5000.1C

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 (2024 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 5001.1B.

3. Mission

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

b. Summary of Revision. Updated the enclosure to remove billets and to change billet titles 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CG with respect to routine matters pertaining to their primary tasks and duties, unless such authority is restricted or withdrawn by the individual's supervisor.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.

(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;

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

JUN 26 2025

(c) Congressional correspondence (only exception may be signed by the Deputy Commander or 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, Regional Installation Personnel Administration Center (RPAC) 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.

  
R. J. RIZZO, JR.

DISTRIBUTION: A

**JUN 26 2025**

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")

Security Manager

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

Deputy AC/S, G-1

Adjutant

Manpower Officer

Military Manpower Officer

Reserve Liaison Officer

\*Director, RPAC

\*\*Deputy Director, RPAC

AC/S, G-3/5

Deputy AC/S, G-3/5

Director of Operations and Plans, 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

AC/S, G-F

Deputy AC/S, G-F

Director, Geospatial Information and Services

Director, Environmental Management Division

\*\*Director, Family Housing Division

\*\*Deputy, Family Housing Division

\*\*Director, Bachelor Housing Division

Public Works Officer

AC/S, G-8

Deputy AC/S, G-8

Command Inspector General (CIG)

Command Chaplain

**JUN 26 2025**

Staff Judge Advocate (SJA)  
Deputy SJA

Director, Regional Law Center - East (RLC-E)  
Director Camp Lejeune Law Center  
\*\*\*RLC-E Chief Review Officer  
\*\*\*RLC-E Assistant Chief Review Officer

\*\*\*\*Provost Marshal, Security and Emergency Services

\*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