



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

MCIEAST-MCB CAMLEJO 5215.1A
G-1/ADJ

15 SEP 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5215.1A

From: Commanding General
To: Distribution List

Subj: DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) MCO 5215.1K
(b) SECNAV M-5210.1
(c) MCIEAST-MCB CAMLEJO 5605.1
(d) MARADMIN 627/12 of 1 Nov 12
(e) MCO 5200.24D

Reports Required: I. Unit Inspection (Report Control Symbol: EXEMPT),
par. 4b(1)(x)
II. Management Control Program Annual Report (Report
Control Symbol: DD-5200-05)
III. Commanding General's Evaluation Report (Report
Control Symbol: MCIEAST-MCB CAMLEJ-5040.6-01), par.
4b(1)(x)

1. Situation. The Directives Management Program ensures consistency in preparation, approval, distribution, and maintenance of directives, in accordance with references (a) through (e).

2. Cancellation. MCIEAST-MCB CAMLEJO 5215.1.

3. Mission. To promulgate policy and procedural guidance for the preparation, approval, distribution, and maintenance of command issued directives. All directives shall be written in compliance with the references and this Order.

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 Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ)

(2) Concept of Operations

(a) All Commanders and General and Special Staff Department Heads shall comply with the references and this Order.

(b) References (a) and (b) provide detailed definitions, policy, and procedures for the preparation of directives.

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b. Subordinate Element Missions

(1) MCIEAST-MCB CAMLEJ Adjutant shall:

(a) Be assigned in writing as the Directives Control Point (DCP), per reference (a) for this command.

(b) Establish a DCP and manage and administer the command's directives program.

(c) Ensure an Assumption of Command directive has been published identifying the Principal Officer in command.

(d) Disseminate the Assumption of Command directive to all seniors in the chain of command, subordinate MCIEAST-MCB CAMLEJ units, and adjacent Major Subordinate Commands as required.

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

(f) Ensure published directives utilize the correct paragraph elements and format.

(g) Ensure the command does not have any directives nine years or older; orders older than nine years must be revised.

(h) Ensure command directives are being reviewed annually to evaluate necessity, validate currency, track consistency with Marine Corps policy, and ensure laws and statutory authority are being followed.

(i) Conduct a five-year review of all directives, per reference (d).

(j) Utilize the NAVMC 10974, Directives Review Card, or an automated database containing the same information, as an alternative option to document the annual review of local directives.

(k) Ensure bulletins that are over 12 months old are not used. 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.

(l) Ensure the command's directives inventory is maintained to provide easy access to the command's current and cancelled directives.

(m) Establish an Individual Activity Code (IAC) account and enter distribution data for issuances into Marine Corps Publications Distribution System (MCPDS).

(n) Upon receipt of a new, revised, or a changed directive from a directive sponsor, review for compliance with the references and this Order.

(o) Post directives to the MCIEAST-MCB CAMLEJ directive review share portal, allowing ample time for the staff, subordinate commands, and tenant commands, if applicable, to comment, make recommendations and provide concurrence.

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

(q) Complete final review of directives to ensure accuracy, paying particular attention to grammatical errors and paragraph format.

(r) Prepare directives for signature by the Commanding General (CG), Deputy Commander (Dep Comdr), or Chief of Staff (COS) as required.

(s) Once a directive is signed by the CG, Dep Comdr, or COS, post the signed directive to the MCIEAST-MCB CAMLEJ external website: <http://www.mcieast.marines.mil/StaffOffices/Adjutant.aspx> and disseminate to all subordinate commands and MCIEAST-MCB CAMLEJ departments in accordance with reference (c).

(t) File the signed original copy of the directive in the Master Directives File, to include all background materials, and any staffing comments for retention per references (a) and (b).

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

(v) Remind directive sponsors of their requirement, per reference (a) and this Order, to review directives they sponsor on their anniversary dates (promulgation dates).

(w) Publish quarterly a MCIEAST-MCB CAMLEJ Bulletin 5215, Checklist of Effective Directives.

(x) Conduct Commanding General Readiness Inspections utilizing the Functional Area Checklist, 061 Marine Corps Records Management Program.

(y) Conduct annual self-inspections of your program, and internal control management inspections as required by reference (e).

(2) General and Special Staff Department Heads shall:

(a) Revise any MCB CAMLEJ (Base Orders) directives or policy letters within 60 days of the issuance of this Order to MCIEAST-MCB CAMLEJ Orders or policy letters. If the Order or policy is no longer applicable, provide written justification to the MCIEAST-MCB CAMLEJ Adjutant to cancel.

(b) Review directives the department sponsors on the respective anniversary date (promulgation date), to revise, combine similar subjects into one directive, issue a change, or cancel as appropriate.

(c) Revise any directives that have nine changes or when they are nine years old.

(d) Review and update a directive when it previously supplemented/implemented a higher authority's directive that has been modified.

(e) Submit any new directives, those requiring revision, minor changes, or cancellation to the DCP for appropriation action or disposition.

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(3) Subordinate Commanders shall:

- (a) Appoint in writing a DCP per reference (a) and this Order.
- (b) Establish a DCP and manage and administer the command's directives program.
- (c) Publish an Assumption of Command directive identifying the Principal Officer in command.
- (d) Ensure dissemination of the Assumption of Command directive to all seniors in the chain of command, subordinate units, and adjacent Major Subordinate Commands as required.
- (e) Comply with the contents of the references and this Order.
- (f) Ensure your command issues directives in compliance with Orders issued by this headquarters and other higher headquarters.
- (g) Establish an IAC account and enter distribution data for issuances into the MCPDS.

5. Administration and Logistics. Not applicable.

6. Command and Signal

- a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ General and Special Staff Departments and subordinate commands.
- b. Signal. This Order is effective the date signed.


J. W. CLARK, JR.
Deputy Commander

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