



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

MCIEAST-MCB CAMLEJO 5215.1B
G-1/ADJ

NOV 14 2017

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

From: Commanding General
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) MCO 5215.1K
(b) SECNAV M-5210.1 CH 1
(c) SECNAVINST 5215.1 CH 1
(d) MCIEAST-MCB CAMLEJO 5605.1
(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 5215.1A.

3. Mission

a. 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.

b. Summary of Revision. This Order has been revised to update changes to policy and procedures. It should be reviewed in its entirety.

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.

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

b. Tasks

(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 Management 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, per reference (a).

(g) Ensure the command does not have any directives seven years or older; directives older than seven years must be fully 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. Cancel orders that are redundant or irrelevant to current policy and procedures. Annual reviews will be conducted via the Department of the Navy (DON) Tracker system.

(i) Utilize an electronic database tracking system to document and track the annual review and changes of local directives. As a back-up method, the NAVMC 10974, Directives Review Card may be utilized for this purpose.

(j) 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.

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

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

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

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

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

(q) 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).

(r) 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).

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

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

(u) Conduct Commanding General Readiness Inspections utilizing the Functional Area Checklist, Records, Reports and Directives Management Programs 5210.

(v) Conduct annual inspections of the unit's program and manager's internal control program assessment as required by reference (e).

(2) General and Special Staff Department Heads shall:

(a) 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.

(b) Fully revise any directives that are seven years old.

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

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

(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.

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(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.

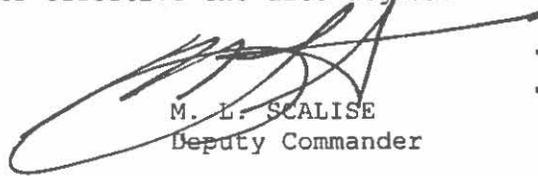
(f) Ensure your command issues directives in compliance with Orders issued by this headquarters and other higher headquarters.

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.



M. L. SCALISE
Deputy Commander

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