



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 5215.1
G-1

29 MAR 2018

DEPOT ORDER 5215.1

From: Commanding General
To: Distribution List
Subj: DIRECTIVES MANAGEMENT PROGRAM
Ref: (a) MCO 5210.11F
(b) SECNAV M-5210-1
(c) SECNAVINST 5215.1E
(d) MCO 5600.31A
(e) DoDI 5230.24

1. Situation. This program ensures consistency in preparation, approval, distribution, and maintenance of directives, in accordance with the references.

2. Mission. To issue policy and procedural guidance for the preparation, approval, distribution, and maintenance of Marine Corps Recruit Depot Parris Island, Eastern Recruiting Region (MCRD PI/ERR) issued directives. All directives shall be written in compliance with the references, and this Order.

3. 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.

(2) Concept of Operations

(a) Commanding Officers (COs), Assistant Chiefs of Staff (AC/S), and Special Staff Officers will ensure compliance with this Order.

(b) Current MCRD PI/ERR directives will not be revised for the sole purpose of this Order.

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

b. Subordinate Element Missions. Per reference (a), appoint in writing and update yearly, a Directives Control Point (DCP) to manage and administer the command's directives program.

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

(a) Appoint a DCP manager to manage and administer the command's directives management program.

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

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(c) Ensure an annual review of all directives is completed, per reference (a).

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

(2) DCP Manager

(a) Maintain a semi-annual checklist of effective and canceled directives.

(b) Send out an annual review letter to directive sponsors and remind them of the requirement set forth by this Order and reference (a).

(c) Document the annual review of local directives utilizing the NAVMC 10974 Directives Review Form, or an automated database contained the same information.

(d) Ensure that bulletins with no contingency have a maximum 12 month cancellation date on them.

(e) When a new or revised directive, or a change to a directive from a directorate sponsor is received, review it for compliance with the references and this Order. If applicable, coordinate with the sponsor of the directive to incorporate any recommended changes.

(f) Ensure that the directives received from the sponsor was staffed appropriately. Directive Sponsor is the subject matter expert of the directive and is responsible for the content of such directive. Directive Sponsor should provide the DCP manager with all staffing notes/emails, a printed copy of the directive, and a completed route sheet. In addition, an electronic word document of the directive needs to be submitted.

(g) Ensure directives are in the correct format, with correct paragraph elements, and on command or unit letterhead. Ensure accuracy with particular attention to grammatical errors and paragraph format.

(h) Per reference (c), any directive reaching a six year anniversary without reissuance may be certified as current for an additional year. After 6 years, the directive shall be revised. If these directives are not in the revision process, and have not been staffed, they will self-cancel on the seventh year anniversary of the promulgation date. Continued use will require a full revision and assignment of the next available point number. Extensions beyond the sixth year anniversary date must be requested through the Chief of Staff (CoS).

(i) Prepare directives for signature by the Commanding General (CG) or CoS, as required.

(j) Once a directive is signed by the CG or CoS, send the directive to the DCP for posting to the G-1 SharePoint site. Once posted, notify all subordinate commands, Deputy ACs/S, Special Staff Officers, and Administrative Officers, via email, that the directive is posted.

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

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

(m) Ensure all directives have a Distribution Statement Code per reference (e). Any publications containing sensitive material such as budgetary information, individual personal identifying information, troop strength or equipment densities, training schedules or objectives, deployment dispositions, unit readiness statistics; or operational tactics, techniques, or procedures shall be designated as "For Official Use Only" and assigned Distribution Statement other than "A."

(3) COs, ACs/S, Special Staff Officers and Directive Sponsor

(a) Review directives inventory list for all directives in your area of responsibility. Pay particular attention to paragraph 3b2(h) of this Order.

(b) Submit any new directives, and those requiring revision or changes, to the DCP. If the Order or policy is no longer applicable, provide written justification to the DCP for cancellation.

(c) Per references (a) and this Order, revise, combine similar subjects into one directive, issue a change, or cancel, as appropriate, within 30 days of receipt of the annual review letter or by the anniversary date, whichever is earlier.

(d) Per reference (a) and (c), revise any directive that has nine -changes, or when it is six years old, if the contents of the directive are still in effect.

(e) Review and update a directive that has nine changes, or when it is six years old, if the contents of the directive are still in effect.

(4) Subordinate Commanders

(a) Appoint a DCP, in writing, per reference (a) and this Order. The DCP shall manage and administer the command's directive program.

(b) Publish an Assumption of Command directive identifying the Principal Officer in command. Additionally, ensure G-1 has copy of Assumption of Command directive.

(c) Comply with the contents of the references and this Order.

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

(e) Per references (d) and (e), add "FOR OFFICIAL USE ONLY" to those directives that requires it during its annual review.

c. Coordinating Instructions

(1) Per reference (c), directives without reissuance may be certified as current for an additional year. After six years, the directive shall be revised.

(2) Directives reaching the sixth year anniversary that are not in this revision process, and have not been staffed, will self-cancel on the promulgation date. Continued use will require a full revision and assignment of the next available point number.

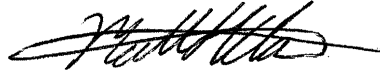
(3) Extensions beyond the sixth year anniversary date must be requested through the CoS.

4. Administration and Logistics. Directives issued by the Headquarters are published and distributed electronically. Electronic versions of MCRD PI/ERR directives can be found on the G-1 SharePoint site.

5. Command and Signal

a. Command. This Order is applicable to all Marines, Sailors and civilians of MCRD PI/ERR.

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



M. G. ST. CLAIR
Chief of Staff

DISTRIBUTION: A