



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

DepO 5216.1
CoS

5 SEP 2018

DEPOT ORDER 5216.1

From: Commanding General
To: Distribution List

Subj: "BY DIRECTION" AUTHORITY/AUTHORITY TO USE AUTO-PEN

Ref: (a) US Navy Regulations, 1990
(b) SECNAVINST M-5216.5 (June 2015)

Encl: (1) Sample "By direction" letter

1. Situation. This order provides a list of personnel authorized, by references (a) and (b), to sign routine correspondence "By direction" for the Commanding General, Marine Corps Recruit Depot Parris Island/Eastern Recruiting Region, Parris Island, SC (CG, MCRD PI/ERR) and identify situations where using "Auto-pen" is appropriate.

2. Mission. Establish procedures for personnel authorized to sign "By direction" for the CG, MCRD PI/ERR and identify situations where using "Auto-pen" is appropriate.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure all personnel authorized to sign routine correspondence "By direction" for the CG, MCRD PI/ERR and use "Auto-pen" are provided information pertaining to policies and procedures governing such action.

(2) Concept of Operations. This order will be used in conjunction with the references to ensure compliance with policies and procedures established by higher headquarters.

b. Coordinating Instructions

(1) The following billets are authorized to sign routine correspondence "by direction" of the CG pertaining to their areas of responsibility:

(a) Assistant Chief of Staff, G-1 (Personnel and Administration)

(b) Assistant Chief of Staff, G-3 (Operations and Training)

(c) Assistant Chief of Staff, G-4 (Installation and Logistics)

(d) Assistant Chief of Staff, G-6 (Communications)

(e) Assistant Chief of Staff, G-7 (Command Inspector General)

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(f) Assistant Chief of Staff, G-8 (Financial Management and Comptroller)

(g) Assistant Chief of Staff, Recruiting

(h) Director, Regional Contracting Office

(i) Staff Judge Advocate

(j) Communication Strategy and Operations Officer

(k) Depot Adjutant

(l) Staff Secretary

(2) The aforementioned staff officers may authorize their principal assistant/deputy to sign routine correspondence "By direction" provided such delegation is in writing by the person delegating the authority, accompanied by sufficient guidance to preclude misinterpretation of authority, ensure propriety, and is not otherwise prohibited by regulations. Signed copies of such authorization will be forwarded to and maintained by the Depot Adjutant.

(3) Assistant Chiefs of Staff requesting that an individual either not listed in paragraph 3b(1) or covered by paragraph 3b(2) be granted "By direction" authority, will submit a letter in the format of enclosure (1) to Staff Secretary, MCRD PI/ERR for signature by the CG, MCRD PI/ERR. Copies of such authorization will be forwarded to and maintained by the Depot Adjutant once signed.

(4) All correspondence addressed to higher authority relating to policy or the efficiency of this Command will be signed by the CG.

(5) All correspondence which reflects adversely on a subordinate commander or organization will be signed by the CG.

(6) Forwarding endorsements for letters of appreciation or other commendatory correspondence signed by a Flag Officer or high-level dignitary concerning the performance of members or units of this Command will be signed by the CG or Chief of Staff (CoS), as appropriate. In addition, endorsements on all such correspondence concerning senior officers of this Command, regardless of the originator, will be signed by the CG or CoS, as appropriate.

(7) Correspondence concerning Military Justice or Administrative Separations, as well as those directives that are to be punitively enforced as general orders, may not legally be signed by anyone other than the CG or his successor in command.

(8) Caution is required when using "By direction" authority/signature to respond in the negative to a request from higher, subordinate, or outside commands. In most cases, a staff officer may approve but not deny requests. It is considered appropriate to use "By direction" authority to reference a command directive if and when a request is outside of policy, regulation, or if available resources cannot support. The language used to provide that information back to the requestor should be courteous and respectful.

(9) A reproduced copy of all outgoing, unclassified correspondence signed by staff officers will be forwarded to the Depot Adjutant, MCRD PI/ERR for weekly routing to the CG and CoS as well as subsequent filing within the Depot Adjutant's office. The Depot Adjutant will provide the CG and CoS a binder with such correspondence no later than 0830, Monday morning (or first

workday after holiday routine where Monday is a non-working day) for correspondence received over the course of the previous work week. Included in this binder will be copies of all delegated authorities covered in paragraph 3b(2) and 3b(3) above.

(10) Only the CoS will sign MCRD PI/ERR directives (Depot Bulletins and Orders) for the CG except those required by law or regulation to be signed exclusively by the CG. As such, the CoS will sign such correspondence as "Chief of Staff".

(11) An individual who signs correspondence under delegated authority will use the term "By direction" typed below their name when signing documents under this delegated authority.

(12) The only officer other than the CG with the authority to sign correspondence by title is the CoS.

(13) "By direction" signature cannot establish policy.

(14) Waivers of command policy cannot be granted "By direction" unless the CG has specifically granted waiver authority to that position.

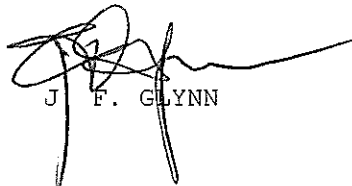
(15) Use of the "Auto-pen" that replicates the CG's signature where the personal signing of a piece of correspondence is impractical or the correspondence is of a routine nature is authorized as long as such authorization has been made either in writing or via electronic mail with the following exceptions:

- (a) When specifically prohibited by regulation or law.
- (b) In signing the acknowledgement clause in a sworn declaration.
- (c) In signing documents intended for use in court-martial proceedings.
- (d) In signing documents to issue, receive, or ship property.

4. Administration and Logistics. Directives issued by this Command are published and distributed electronically. Electronic versions of MCRD PI/ERR directives can be found on the G-1 SharePoint. Recommendations concerning the contents of this order should be forwarded to the CoS.

5. Command and Signal

- a. Command. This order is applicable to the Marines, Sailors and civilians of MCRD PI/ERR.
- b. Signal. This order is effective the date signed.



J F. GLYNN

Distribution: A

"BY DIRECTION" AUTHORITY LETTER

LETTER HEAD

5216
(Section)
(Date)

From: Commanding General
To: Rank Fname MI Lname 1234567890/0111 USMC

Subj: "BY DIRECTION" AUTHORITY

Ref: (a) US Navy Regulations, 1990
(b) SECNAVIMST 5216.5, Chapter II

1. Per references (a) and (b), you are hereby authorized to sign correspondence "By direction" for Commanding General, Marine Corps Recruit Depot Parris Island/Eastern Recruiting Region on matters dealing with _____ . Correspondence concerning policy implementation or change, and correspondence denying the request of a superior in the chain of command will be signed by higher authority.

2. This authority is only effective while you are attached to this command and while performing duties as indicated above.

J. F. GLYNN

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