



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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JUL 18 2016

COMBAT CENTER BULLETIN 5216

From: Commanding General
To: Distribution List

Subj: AUTHORITY TO SIGN CORRESPONDENCE BY DIRECTION

Ref: (a) SECNAV M-5216.5
(b) MCO 5216.20B
(c) JAGINST 5800.7F
(d) NOSSAINST 8023.11B

Encl: (1) Billets with Limited By Direction Authority
(2) By Direction Log

1. Situation. In accordance with the references, the Commanding General (CG), Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) may delegate signature authority to sign correspondence "By direction" to military and civilian personnel.

2. Cancellation. CCBul 5216 of 1 June 2016.

3. Mission. To establish guidance for signing official correspondence in the name of the CG, MAGTFTC, MCAGCC.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To ensure that signature authority is delegated to the appropriate staff and special staff.

(b) "By direction" is used only when signing for a commander. Reference (a) does not authorize individuals to sign "By direction" for division directors or branch heads, etc. Personnel signing correspondence for a division director will sign over their title. Judgment must be exercised to ensure that actions of special interest are forwarded to the Chief of Staff (COS), MAGTFTC, MCAGCC, as appropriate. Packages signed by Commanding Officers will not be signed by direction without prior approval from the COS.

(c) "By direction" authority is approval authority and is used to limit the number of administrative levels. "By direction" authority will be exercised on routine actions and on those actions which need not be forwarded to the CG, MAGTFTC, MCAGCC, for review. Inherent to the delegation of

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"By direction" authority is the responsibility to ensure that the action has been fully coordinated and reflects completed staff work.

(d) In keeping with the emphasis on decentralization and delegation of authority, Assistant Chiefs of Staff (ACs/S) have complete responsibility for any action within their functional area. ACs/S are delegated authority to take final action for the CG, MAGTF/TC, MCAGCC, on all subjects within their functional areas, except for those in which the CG has expressed personal interest.

(e) Authority to sign "By direction" is restricted to commissioned officers, warrant officers, civilian employees, and staff noncommissioned officers, when so designated.

(2) Concept of Operations. The CG, MAGTF/TC, MCAGCC, as applicable, will sign official correspondence which:

(a) Is required by law or regulation. This includes, but is not limited to, court-martial documents relating to national security cases, as defined in reference (c), and court-martial documents relating to any other court-martial convened by the CG, MAGTF/TC, MCAGCC. It also includes correspondence involving administrative discharge authority action or legal matters.

(b) Goes to a higher authority relating to mission, general efficiency of the Installation, or which recommends policy changes.

(c) Establishes, modifies, or cancels MAGTF/TC, MCAGCC policy.

(d) Reflects adversely on the Installation. Negative replies, expressed non-concurrence, or correspondence which expresses criticisms of external commands are within this category.

(e) Delegates authority, with the exception of "By direction" authority, which is further sub-delegated to the COS, MAGTF/TC, MCAGCC.

(f) Approves or disapproves correspondence originated by general or flag officers, elected officials, and senior executive service personnel.

(g) Approves civilian awards such as 30-year retirement awards, 1500/2000-hour sick leave certificates, etc.

b. Subordinate Element Missions

(1) Unrestricted and Restricted Authority to Sign By Direction

(a) Unrestricted. The ACs/S G-1, G-3, G-4, G-5, G-6, G-7, G-8, Marine Corps Community Service, and Religious Ministries are authorized to sign all official correspondence "By direction" of the CG, MAGTF/TC, MCAGCC, for all matters under their cognizance and not considered policy.

(b) Restricted. The individuals assigned to designated billets are authorized to sign "By direction" on specific correspondence as indicated within enclosure (1).

(c) When signing "By direction", all official naval correspondence will be prepared on MAGTF/TC, MCAGCC letterhead.

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(d) "By direction" authorizations will be reviewed semi-annually to determine appropriateness of inclusion into this Bulletin.

(2) Authority to Sign By Title. The COS, MAGTF/TC, MCAGCC, will sign correspondence and Combat Center directives by title rather than "By direction."

c. Coordinating Instructions

(1) An electronic log of all correspondence signed "By direction" will be submitted to the Combat Center Adjutant, on a monthly basis, due no later than the 5th of each month, using the format in enclosure (2). If there are no entries to report, a negative reply is required.

(2) A hard copy of all correspondence signed "By direction" will be submitted to the Combat Center Adjutant on a monthly basis, no later than the 5th of each month. Copies are maintained by the Adjutant for reference only; the section remains the record custodian.

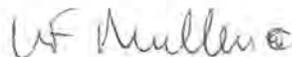
(3) For those electronic signatures and documents where the subject is sensitive in nature (i.e. legal documents), only the electronic log will be submitted. Contact the Adjutant Chief at (760) 830-8689 for a copy of the excel spreadsheet.

5. Administration and Logistics. Bulletins issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center bulletins can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Bulletins.aspx>.

6. Command and Signal

a. Command. This Bulletin is applicable to the staff listed within this Bulletin and in enclosure (1).

b. Signal. This Bulletin is effective the date signed.


W. F. MULLEN III

Distribution: A

Billets with Limited By Direction Authority

1. Deputy AC/S G-1

a. Permanent Change of Station/Permanent Change of Assignment reporting endorsements and delay or cancellation orders.

b. Voluntary Enlisted Early Release Program requests of less than 181 days end of active service cut.

c. Table of Organization Change Requests involving civilian billets.

d. Freedom of Information Act or Privacy Act correspondence requiring Initial Denial Authority.

e. In the absence of the AC/S G-1, this authorization pertains to routine matters only under the billet as Acting AC/S G-1 and does not pertain to matters that affect the mission or policy of this directorate.

2. Center Adjutant/Postal Officer

a. Sign endorsement letters for Navy and Marine Corps Commendation level and lower.

b. Freedom of Information Act Requests.

c. Form Processing Action Requests.

d. Permanent Change of Station/Permanent Change of Assignment reporting endorsements and delay or cancellation orders.

e. This authorization pertains to routine matters only under this billet as the Center Adjutant/Postal Officer and does not pertain to matters that affect the mission or policy.

3. Security Manager

a. Department of Energy (DOE) requests for visit or access in accordance with DOE F5631.20.

b. Critical Nuclear Weapons Design Information access authorization letters.

4. Officer-In-Charge (OIC) Center Personnel. This authorization pertains to routine matters only under this billet as the OIC, Center Personnel and does not pertain to matters that affect the mission or policy.

5. Senior Enlisted Advisor and Staff Noncommissioned Officer-In-Charge, Center Personnel

a. Permanent Change of Station/Permanent Change of Assignment reporting endorsements for enlisted personnel.

b. In the absence of the OIC, Center Personnel Office, this authorization pertains to routine matters only under the billet as Acting OIC, Center Personnel and does not pertain to matters that affect the mission or policy of this directorate.

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6. Personnel Officers and Chiefs, Installation Personnel Administration Center. This authorization pertains to routine matters only under these billets and does not pertain to matters that affect the mission or policy.
7. Director, Center Logistics Division
 - a. Correspondence under the cognizance of the Accountable Officer for all equipment listed on the Table of Equipment and Center Magazine Area accounts.
 - b. Approve/Deny requests for civilians to subsist in the chow halls as appropriate.
8. Deputy AC/S G-4. Authorized to approve actions identified as Categorical Exclusion, specifically for Request for Environmental Impact Review.
9. Deputy AC/S G-7. Transportation of Ammunition requests off and on the installation submitted within less than 48 hours of execution.
10. Deputy AC/S G-8. Authorized to manually or electronically sign Resource Authorization letters.
11. Provost Marshal. This authorization pertains to routine matters only under this billet as the Provost Marshal and does not pertain to matters that affect the mission or policy.
12. Staff Judge Advocate. This authorization pertains to routine matters only under this billet as the Staff Judge Advocate and does not pertain to matters that affect the mission or policy.
13. Deputy Equal Employment Opportunity Officer. This authorization pertains to routine matters only under this billet as the Deputy Equal Employment Opportunity Officer and does not pertain to matters that affect the mission or policy.
14. Commanding Officer, Marine Wing Support Squadron 374 (MWSS-374). In accordance with reference (d), this authorization pertains to the signing of Standing Operating Procedures of all ammunition and explosives, material potentially presenting an explosive hazard, and/or munitions and explosives of concern for MWSS-374 and does not pertain to matters that affect the mission or policy.

Enclosure (1)

