



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5215.10A  
1B

MAY 09 2016

COMBAT CENTER ORDER 5215.10A

From: Commanding General  
To: Distribution List

Subj: DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) MCO 5215.1K  
(b) SECNAV M-5210.1  
(c) CCO 5216.9D  
(d) CCO 5210.4  
(e) CCO 5213.9A  
(f) SECNAVINST 5215.1E  
(g) MCO 5600.31A

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

2. Cancellation. CCO 5215.10.

3. Mission. To issue 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.

(2) Concept of Operations

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

(b) Current Combat Center directives will not be revised for the sole purpose of this Order.

(c) As directives are annually reviewed, they shall comply with this Order.

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

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b. Subordinate Element Missions

(1) AC/S G-1. Per reference (a), appoint in writing and update yearly, a Directives Control Point (DCP) to manage and administer the command's directives program.

(a) G-1 Adjutant Chief

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

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

3. Ensure the command's directives inventory [Combat Center Bulletin (CCB) 5215] is maintained to provide easy access to the command's effective current and quarterly cancelled directives.

(b) DCP

1. Maintain and publish a quarterly checklist of effective and cancelled directives (CCB 5215).

2. Send out an annual review letter to directive sponsors and remind them of their requirement, per reference (a) and this Order, to review directives they sponsor on their anniversary dates (promulgation dates), via an email annual review letter.

3. Document the annual review of local directives utilizing the NAVMC 10974 Directives Review Form, or an automated database containing the same information.

4. Ensure that bulletins, with no contingency, have a 12 month cancellation date on them.

5. 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. Coordinate with the sponsor of the directive to incorporate any recommended changes, if applicable.

6. Ensure that the directive was staffed appropriately. Ensure the routing folder contains 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.

7. 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.

8. Per reference (f), any directive reaching a six year anniversary without reissuance may be certified as current for an additional year. 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 seventh year anniversary date must be requested through the Chief of Staff (COS).

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

10. Once a directive is signed by the CG or COS, send the directive to the Public Affairs Office, SMBPLMSCOMBATCENTERPAO@USMC.MIL, for posting to the website. Once posted, notify all subordinate commands, Deputy ACs/S, Special Staff Officers, and Administrative Officers, via email, that the directive is posted.

11. 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).

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

13. Ensure all directives have a Distribution Code per Department of Defense Instruction 5230.24. 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."

(2) COs, ACs/S, and Special Staff Officers

(a) Review CCB 5215 for all directives in your area of responsibility. Pay particular attention to paragraph 3b(1)(b)8 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 reference (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 references (a) and (g), 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 when it previously supplemented/implemented a higher authority's directive that has been modified.

(3) Subordinate Commanders

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

(b) Publish an Assumption of Command directive identifying the Principal Officer in command.

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(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 reference (g), add "FOR OFFICIAL USE ONLY" to each directive during its annual review.

c. Coordinating Instructions

(1) Directives that prescribe a form will need to have a forms paragraph. Ensure that forms are authorized, per reference (e).

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

(3) Directives reaching the seventh year anniversary that are not in the 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.

(4) Extensions beyond the seventh year anniversary date must be requested through the COS.

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

6. Command and Signal

a. Command. This Order is applicable to all COs, ACs/S, Special Staff Officers, activities, and units that fall under the cognizance of the CG, Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center.

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

  
J. F. HARP  
Chief of Staff

Distribution: A



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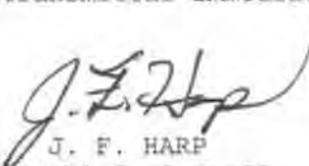
COMBAT CENTER ORDER 5215.10A Ch 1

From: Commanding General  
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Subj: DIRECTIVES MANAGEMENT PROGRAM

Encl: (1) Page 2 and page 3

1. Situation. To make a change to paragraph 4b(1)(b)13 of the basic order.
2. Execution. Remove and replace pages 2 and 3 with the enclosure.
3. Filing Instructions. File this transmittal immediately behind the signature page of the basic order.

  
J. F. HARP  
Chief of Staff

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