



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

Canc: Dec 2024

CCBul 5216
G-1 A
DEC 05 2023

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 Admin CH 2
(c) JAGINST 5800.7G
(d) MCO 8020.10

Encl: (1) Billets with Limited By Direction Authority

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

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

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

(b) "By direction" is used only when signing documents for a unit 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.

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

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(d) 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, MAGTFTC, 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, MAGTFTC, MCAGCC. It also includes correspondence involving administrative discharge authority action or legal matters.

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

(c) Any correspondence submitted to higher headquarters by any Commander or Assistant Chief of Staff (AC/S) that falls under the CG, MAGTFTC, MCAGCC will be endorsed by the CG.

(d) Establishes, modifies, or cancels MAGTFTC, MCAGCC policy.

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

(f) Delegates authority, with the exception of "By direction" authority, which is further sub-delegated to the COS, MAGTFTC, MCAGCC.

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

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

(i) Delegates the authority to approve all Basic Allowance for Housing packages to the AC/S G-4.

b. Subordinate Element Missions

(1) Routine and Restricted Authority to Sign by Direction

(a) Routine Matters and Correspondence

1. The ACs/S G-3, Marine Air Ground Task Force Training Directorate (MTD), Resources Management Directorate (RMD), G-4, Installation Support Directorate (ISD), G-6, Information Communications Directorate (ICD) and Government and External Affairs Director (GEA) are authorized to sign all official correspondence "By direction" of the CG, MAGTFTC, MCAGCC for all routine matters under their cognizance and not considered policy.

2. In the absence of the AC/S or Director, the Deputy ACs/S G-3, RMD, G-4, G-6, and Deputy GEA are authorized to sign all official correspondence "By direction" of the CG, MAGTFTC, MCAGCC, for all routine matters under their cognizance and not considered policy when the respective AC/S or Director is not on deck.

(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 MAGTFTC, MCAGCC letterhead.

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

(2) COS

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

(b) Succession. When the CG is out of the area, the COS or another O-6 staff officer will be appointed as Successor and will sign as Commander.

c. Coordinating Instructions

(1) By Direction (ByDir) Correspondence. There is an electronic process for ByDir correspondence at the following link: https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_G1_ADJ. Locate the By direction Tab to access the "By direction" portal.

(a) All hard copy ByDir signed correspondence will be attached to a created item for review.

(b) If the ByDir is within a database of some sort, then an item needs to be created and a comment added to the "Disposition" box, for example, "ByDir was signed via the NEPA PAMS System." Contact the Adjutant Chief at (760) 830-8689 for assistance.

(c) All ByDir correspondence will be entered into the "By direction" SharePoint Online portal no later than the 5th of each month. If there are no entries to report, a negative reply is required by creating an item using "5000" as the SSIC and the "Subject" box to read as follows: BYDIR FOR MONTH OF AUG 2022, and in the "Disposition" box enter "NO BYDIRS TO REPORT."

(d) Attachments uploaded will be maintained by the Adjutant for reference only and remain in the system for two years; the section remains the record custodian.

(e) For those electronic signatures and documents where the subject is sensitive in nature (e.g. legal documents), create an "Item" and in the "Disposition" box enter the following: "SENSITIVE IN NATURE. CONTACT THE POINT OF CONTACT FOR FURTHER INFORMATION."

(f) For those electronic signatures and documents signed by a restricted authority within the Installation Personnel Administration Center, create an "Item" for each different "Subject" and add a comment in the "Disposition" box. If the recording of every signature using the "Item" is not feasible, submit total numbers for each month in the "Disposition" box.

(2) If a ByDir signed document is classified as an essential record, upload it into the Electronic Records Management Dashboard and the Essential Records Tab on SharePoint Online.

4. Administration and Logistics. Bulletins issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center Bulletins can be found at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Bulletins/>.

5. Command and Signal

a. Command. This Bulletin is applicable to the MAGTFTC, MCAGCC staff listed within this Bulletin and in the enclosure.

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



T. B. SAVAGE

DISTRIBUTION: A

Billets with Limited By Direction Authority1. RMD, G-1, Manpower Director

- a. Permanent change of station (PCS)/permanent change of assignment (PCA) 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. This authorization pertains to routine matters only and does not pertain to matters that affect the mission or policy.

2. RMD, G-1, Manpower Adjutant/Postal Officer

- a. Sign endorsement letters for Navy and Marine Corps Commendation medals and lower.
- b. Form processing action requests.
- c. This authorization pertains to routine matters only and does not pertain to matters that affect the mission or policy.

3. RMD, G-1, Manpower Management Section (MMS) Supervisor & RMD, G-1, MMS Staff Noncommissioned Officer In Charge (SNCOIC)

- a. PCS/PCA reporting endorsements and delay or cancellation orders for officers and enlisted personnel. In the absence of the MMS Supervisor and RMD MMS SNCOIC, PCS/PCA endorsements and delay or cancellation orders may be signed by the next senior Management Analyst.
- b. This authorization pertains to routine matters only and does not pertain to matters that affect the mission or policy.

4. Installation Personnel Administration Center (IPAC) Personnel Officers, Administrative Chiefs, and GS-9 Personnel and Above. This authorization pertains to routine matters only under these billets at IPAC and does not pertain to matters that affect the mission or policy.

5. MAGTF/TC, MCAGCC Security Manager

- a. Authorized to approve Department of Energy (DOE) requests for visit or access in accordance with DOE F5631.20.
- b. Authorized to approve Critical Nuclear Weapons Design Information access authorization letters.
- c. This authorization pertains to routine matters only and does not pertain to matters that affect the mission or policy.

6. RMD, G-8, Comptroller. This authorization pertains to routine matters only under this billet as the Director, Comptroller Division, which includes manually or electronically sign resource authorization letters to subordinate commands, issue delegation of authority for spending, create annual fiscal year (FY) certifications of funds, budget guidance, midyear review guidance, and FY close out guidance.

7. G-4, ISD, Mission Assurance Director

a. Authorized to approve transportation of ammunition requests off and on the installation submitted within less than 48 hours of execution.

b. This authorization pertains to routine matters only under this billet as the Director, Mission Assurance Division and does not pertain to matters that affect the mission or policy.

8. G-4, ISD, Logistics Director

a. Authorized to approve temporary loan requests for Individual Issue Facility.

b. This authorization pertains to routine matters only under this billet as the Director, Logistics Division and does not pertain to matters that affect the mission or policy.

9. Regional Contracting Office, Chief of the Contracting Office

a. Authorized to perform duties as the Government-Wide Commercial Purchase Card Head of Activities in accordance with NAVSUPINST 4200.99(series).

b. This authorization pertains to routine matters only under this billet as the Chief of the Contracting Office and does not pertain to matters that affect the mission or policy.

10. G-4, ISD, Environmental Affairs Director

a. Authorized to approve actions identified as categorical exclusion, specifically for request for environmental impact review.

b. Authorized to sign correspondence related to regulatory consultation under natural and cultural resources laws and regulations.

c. Authorized to sign correspondence related to technical and formal assist visits pertaining to environmental compliance inspections.

d. This authorization pertains to routine matters only under this billet as the Director, Environmental Affairs and does not pertain to matters that affect the mission or policy.

11. G-4, ISD, Mission Assurance, 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. G-4, ISD, Marine Corps Community Services (MCCS) Director. This authorization pertains to routine matters only under this billet as the Director, MCCS and does not pertain to matters that affect the mission or policy.

13. 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.

14. 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.

15. GEA. This authorization pertains to routine matters only under the billets as Director and Deputy Director GEA and does not pertain to matters that affect the mission or policy.