



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

CCO 5215.10C  
RMD 3B

**AUG 09 2018**

COMBAT CENTER ORDER 5215.10C

From: Commanding General  
To: Distribution List  
Subj: DIRECTIVES MANAGEMENT PROGRAM  
Ref: (a) MCO 5215.1K  
(b) SECNAV M-5210.1  
(c) CCO 5216.9H  
(d) CCO 5210.4C  
(e) CCO 5213.9C  
(f) SECNAVINST 5215.1E Ch 1  
(g) MCO 5600.31B  
(h) DoDI 5230.24  
(i) SECNAV M-5210.2

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

2. Cancellation. CCO 5215.10B.

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), Division Directors (DivDirs), Officers-in-Charge (OIC) 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.

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AUG 09 2018

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

b. Subordinate Element Missions

(1) Resources Management Directorate (RMD). Per reference (a), appoint in writing a Directives Control Point (DCP) to manage and administer the command's directives program.

(a) RMD Manpower (Mnpr) Adjutant Chief

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

2. 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) RMD Mnpr Adjutant 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 email.

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 and a printed copy of the directive. Ensure it is submitted through the "Electronic Routing" (ER) via SharePoint, and the current updated version of the word document is uploaded to the ER.

7. Ensure accuracy, with particular attention to grammatical errors and paragraph format, and prepare directives for signature by the Commanding General (CG) or COS, in the correct format, with correct paragraph elements, on command letterhead as required by reference (a).

8. Identify directives reaching the six year anniversary mark and ensure that directives sponsors are informed that per reference (f), if no action is taken in accordance with paragraph 4c(2), the directive will self-cancel on the six year anniversary of the promulgation date.

AUG 09 2018

9. 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, DivDirs, OICs, Special Staff Officers, and Administrative Officers, via email, that the directive is posted.

10. File the signed original directive in the Master Directives File and upload a pdf copy into the ER, to include all background materials and any staffing comments for retention, per references (a) and (b).

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

12. Ensure all directives have a Distribution Statement Code per reference (h). 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) ACs/S, DivDirs, OICs, and Special Staff Officers

(a) Review the current CCB 5215 for all directives in your area of responsibility. Pay particular attention to paragraph 4c(2) 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 reference (a) a directive shall not have more than nine changes. Any directive that exceeds nine changes, or reaching the six years anniversary mark from the date of promulgation, shall be revised, 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) Unit DCP

1. Comply with the contents of the references and this Order.

AUG 09 2018

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

3. Maintain and publish a quarterly checklist of effective and cancelled directives.

4. 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 email.

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

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

6. 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.

7. Ensure that the directive was staffed appropriately.

8. Ensure accuracy, with particular attention to grammatical errors and paragraph format, and prepare directives for signature by the CO, in the correct format, with correct paragraph elements, on unit letterhead as required by reference (a).

9. Identify directives reaching the six year anniversary mark and ensure that directives sponsors are informed that per reference (f), if no action is taken in accordance with paragraph 4c(2), the directive will self-cancel on the six year anniversary of the promulgation date.

10. Once a directive is signed by the CO, make an announcement and distribute at the unit level as appropriate.

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

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

13. Ensure all directives have a Distribution Statement Code per reference (h). 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."

AUG 09 2018

c. Coordinating Instructions

(1) Directives that prescribe a form will need to have a forms paragraph. Ensure that forms are authorized, per reference (e). Contact the DCP with any questions at (760) 830-7426.

(2) Revision and Reissuance. When a directive is revised it is given a new Alpha designator (e.g. old CCO 5215.10B is now CCO 5215.10C). When a reissuance is requested/required the directive's Standard Subject Identification code (SSIC) naming convention changes (e.g. CCO 5215.10C changes to CCO 5215.11). The DCP is responsible to ensure that SSIC's are properly managed so that assigned SSICs are not duplicated, per reference (a).

(a) Per reference (f), a full revision of a directive is required every six years. A change or administrative change does not restart the length of the lifecycle nor extend the lifecycle of the directive.

(b) Per reference (f), directives reaching a six year anniversary without reissuance may be extended/certified as current for an additional year by the signing authority (the CG or COS).

(c) If a directive reaches the six year anniversary mark and no action is taken in accordance with paragraph 4c(2)(a) and (b), the directive will self-cancel on the six year anniversary of the promulgation date.

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/G1-Manpower/Adjutant-Office/Orders/>.

6. Command and Signal

a. Command. This Order is applicable to all COs, ACs/S, DivDirs, OICs, 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.

  
R. MARTINEZ  
Chief of Staff

Distribution: A