



**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 5216 Ch 1

G-1

**MAR 23 2026**

COMBAT CENTER ORDER 5216 Ch1

From: Commanding General  
To: Distribution List

Subj: AUTHORITY TO SIGN "BY DIRECTION" FOR THE COMMANDING GENERAL, MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER

Ref: (a) SECNAV M-5216.5  
(b) MARCORMAN  
(c) MCO 5216.20B CH-3  
(d) MCO 5215.1K CH-1  
(e) SECNAVINST 5210.8D  
(f) US Navy Regulations 1990  
(g) MCO 5800.16 W/CH 1-7  
(h) MCO 1050.16A

Encl: (1) Billets with Limited "By direction" Authority  
(2) Correspondence Signed "By direction"

1. Situation. In accordance with the references, the Commanding General (CG), Marine Air Ground Task Force (MAGTF) 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 provide guidance and delegate authority to designated MAGTFTC MCAGCC staff. Enclosure (1) lists limited "By direction" signature authority by billet. Enclosure (2) lists examples of correspondence signed "By direction."

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To delegate and limit signature (e.g., digital, electronic, manual, etc.) authority.

(2) Concept of Operations

(a) By Direction Authority. Personnel assigned to billets listed in enclosure (1) are delegated authority to sign certain documents "By direction." The limits of this delegation are outlined in enclosure (2). Personnel listed in enclosure (1) are guided in the performance of their duties by references (a) through (h). Personnel assigned to billets listed in enclosure (1) are reminded that their signature constitutes the complete concurrence of the CG. The utmost judgment must be made in each case. All correspondence must reflect the CG's intent. Personnel assigned to billets listed in enclosure (1) may only sign matters under their cognizance and ownership. In cases not covered in the enclosures, consult the Chief of Staff (C/S), MAGTFTC, MCAGCC. In the absence of an Assistant Chief of Staff

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

(AC/S), the Deputy AC/S, G-1, Deputy AC/S, G-3/5, Deputy AC/S, G-4, and Deputy AC/S, G-8 Comptroller are authorized to sign official correspondence "By direction" for their respective AC/S.

(b) Acting. When the CG is out of the area or not available, the C/S or another staff officer may be appointed as successor and to sign Acting. If the CG has not designated a successor, the succession of command listed below shall be utilized. All correspondence signed "Acting" will be provided to CG MAGTFTC MCAGCC within two (2) working days of CG MAGTFTC MCAGCC return.

(c) All correspondence signed "Acting" and "By direction" will be provided to the G-1 Adjutant Office for record management compliance. A summarized list of all documents signed By direction will also be included in the CG SITREP generated by the respective AC/S, Director, or Section Head to the CG. See enclosure (2). Select items signed "By direction" in enclosure (2) require notification to CG MAGTFTC MCAGCC within two (2) working days.

(d) Succession of Command. Absent additional guidance, the MAGTFTC MCAGCC succession of command is: (1) Chief of Staff; (2) Assistant Chief of Staff G-3, and (3) Assistant Chief of Staff G-4, in that order.

b. Subordinate Element Missions

(1) C/S

(a) Does not sign documents on behalf of the CG without prior coordination and approval.

(b) Provide guidance to the staff as required and enforce compliance with this Order to carry out the CG's intent.

(c) Delegated Authority to Sign by Title. The C/S will sign correspondence that is not punitive in nature by title rather than "By direction."

(2) Assistant Chiefs of Staffs (ACs/S), Special Staff Officers, Commanding Officers, Officers-In-Charge. Operate within the guidance of this Order and ensure compliance across the command and installation. If further guidance is needed, seek counsel from the C/S.

(3) AC/S, G-1 Manpower

(a) Review this Order annually and update it as required to enforce the CG's intent.

(b) Maintain the CG "Acting" and "By direction" records to validate compliance with this Order and its references.

c. Coordinating Instructions

(1) The Following Guidance Applies

(a) Staff action correspondence in accordance with the references.

(b) "By direction" authorization is effective until detachment or change of duties unless sooner revoked.

(c) Per enclosure (1), the individuals assigned to designated billets are authorized to sign "By direction" on specific correspondence listed in enclosure (2).

(d) When signing "By direction," all official naval correspondence will be prepared on the MAGTFTC, MCAGCC letterhead.

(e) "By direction" authorizations will be reviewed annually to determine appropriateness of inclusion into this Order.

(f) "By direction" is not authorized under the following circumstances:

1. Policy, policy change, policy change request, exception to policy, mission, or efficiency.

2. Promotion warrants, personnel awards, medals, letters of appreciation, certificates of commendation, and civilian awards.

3. Letters of Commendation, Censure, and/or Complaint.

4. Contentious, controversial, or positions contrary to external commands or higher headquarters (e.g., complaint, disapproval, support request disapproval, subordinate unit censure, etc.).

5. Endorsement which is different from or at variance with subordinate unit endorsement.

6. Administrative separation actions, court-martial documents, and investigation endorsements.

7. Approval or disapproval of correspondence originated by general or flag officers, elected officials, or senior executive service personnel.

8. Congressional correspondence.

9. Correspondence related to complaints under Article 138, Uniform Code of Military Justice, Article 1150, U.S. Navy Regulations, or applications to the Board for Corrections of Naval Records.

(2) Acting and By Direction Correspondence Records. There is an electronic process for "Acting" and "By direction" correspondence at the following link: [https://usmc.sharepoint-mil.us/sites/TECOM\\_MAGTFTC\\_G1\\_ADJ](https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_G1_ADJ). Locate the "Acting" and "By direction" Tab to access the "Acting" and "By direction" portal.

(a) All hard copy "Acting" and "By direction" signed correspondence will be attached to a created item for review.

(b) If the "Acting" or "By direction" is within a database, add item and list the database in the "Disposition." For example, "By direction was signed via the NEPA PAMS System." Contact the Adjutant Chief at (760) 830-8689 for assistance.

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

(d) 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."

(e) 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.

(3) If an "Acting" or a "By direction" signed document is classified as an essential record, upload it into the Electronic Records Library and the Essential Records Tab on SharePoint Online.

#### 4. Administration and Logistics

a. A copy of all correspondence signed "Acting" or "By direction" must be uploaded to the MAGTFTC MCAGCC SharePoint site to ensure files are maintained in accordance with reference (d). The SharePoint may be found at [https://usmc.sharepoint-mil.us/sites/TECOM\\_MAGTFTC\\_G1\\_ADJ/Lists/BYDIR/Pending%20ByDir.aspx?Viewpath=%2Fsites%2FTECOM%5FMAGTFTC%5FG1%5FADJ%2FLists%2FBYDIR%2FPending%20ByDir%2Easpx](https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_G1_ADJ/Lists/BYDIR/Pending%20ByDir.aspx?Viewpath=%2Fsites%2FTECOM%5FMAGTFTC%5FG1%5FADJ%2FLists%2FBYDIR%2FPending%20ByDir%2Easpx).

b. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives may be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-orders>.

#### 5. Command and Signal

a. Command. This Order is applicable to MAGTFTC, MCAGCC, and all subordinate commands to MAGTFTC, MCAGCC.

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

  
M. H. CLINGAN

DISTRIBUTION: A

**MAR 23 2026**

Billets with Limited "By direction" Authority

1. Chief of Staff (C/S)
2. Assistant Chief Staff (AC/S), G-1
3. G-1 Manpower Management Office (MMO) Supervisor, MMO Staff  
Noncommissioned Officer in Charge (SNCOIC), and Reserve Component  
Administrator (RCA)
4. AC/S, G-3/5
5. AC/S, G-4
6. Director, Environmental Affairs (EA)
7. Director, Logistics
8. AC/S, G-6
9. AC/S, G-7
10. AC/S, G-8
11. AC/S, Marine Corps Community Services (MCCS)
12. Security Manager
13. Staff Judge Advocate (SJA)

**MAR 23 2026**Correspondence Signed "By direction"

1. C/S. The C/S, MAGTFTC, MCAGCC represents the CG, MAGTFTC, MCAGCC positions to outside organizations and acts on the CG's behalf in the absence of the CG. Actions may include approval of / signature on the following:

- Procedures that are not punitive in nature.
- Appointment of Magistrate hearing officers.
- Material review boards.
- Talent management, long-range programming and budget planning, civilian workforce management.
- The C/S issues tasks and Requests for Information (RFI) to Major Subordinate Commands (MSC) on behalf of the CG.
- The C/S may sign authorized administrative documents such as Standard Operating Procedures (SOPs), Command Duty Officer (CDO) assignment documents, Random Antiterrorism Measures (RAMS) program related documents, base access documents, base debarment documents, Driving Under the Influence (DUI) checkpoint related files by title as "Chief of Staff" rather than "By direction."
- The C/S may sign Freedom of Information Act correspondence by title as "Chief of Staff" based on appointment as Initial Denial Authority (IDA).
- The C/S does not sign documents on behalf of the CG without prior coordination and/or approval.

2. AC/S, G-1. The AC/S G-1 signs:

- Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA) endorsements and delay or cancellation orders and Voluntary Enlisted Early Release Program requests of less than 181 days, personnel assignments, civilian training authorizations.
- Marine Resource Order Writing Service / Reserve Orders, non-funded local temporary additional duty (TAD).
- Appointment to program management assignments within typical G-1 functional areas (e.g., casualty affairs, military postal, records management, suicide prevention, etc.).
- PCS/PCA reporting endorsements and delay or cancellation orders for officers and enlisted personnel.
- Consults with the C/S on all cases not covered by instruction and does not sign any other documents on behalf of the CG without prior coordination/approval.
- A summarized list of all G-1, to include all G-1 sub-sections, documents signed By direction will also be included in the CG SITREP generated by the respective AC/S to the CG.

3. G-1 Manpower Management Office (MMO) Supervisor, MMO Staff Noncommissioned Officer in Charge (SNCOIC), and Reserve Component Administrator (RCA). The MMO Supervisor, MMO SNCOIC, and RCA sign:

- PCS/PCA, Marine Resource Order Writing Service / Reserve Orders.
- Consults with the AC/S G-1 on all cases not covered by instruction and does not sign any other documents on behalf of the CG without prior coordination/approval via the AC/S G-1.

4. AC/S, G-3/5. The AC/S G-3/5 signs:

- All changes to training and education policy, requirements, priorities, and capabilities will be routed to the CG for signature.
- The AC/S G-3/5 and Deputy AC/S G-3/5, in absence of the AC/S G-3/5, may sign non-live fire range deviation requests by title rather than By direction.

**MAR 23 2026**

- The AC/S G-3/5 does not sign any documents on behalf of the CG without prior coordination/approval.
  - A summarized list of all G-3/5 documents signed By direction will also be included in the CG SITREP generated by the respective AC/S to the CG.
5. AC/S, G-4. The AC/S G-4 signs:
- Official correspondence "By direction" on matters dealing with ground training ammunition allocations and expenditures.
  - Audit assertion endorsements.
  - Basic Allowance for Housing Without Dependents requests.
  - The AC/S G-4 does not sign any other documents on behalf of the CG without prior coordination/approval.
  - A summarized list of all G-4, to include all G-4 sub-sections, documents signed By direction will be included in the CG SITREP generated by the respective AC/S to the CG.
6. Director, Environmental Affairs (EA). The EA Director signs:
- Environmental Formal Assist Visits and NEPA Decision Memos.
  - The EA consults with the AC/S G-4 on all cases not covered by instruction and does not sign any other documents on behalf of the CG without prior coordination/approval.
7. Director, Logistics. The Logistics Director signs:
- Authorization to approve temporary loan requests Individual Issue Facilities.
  - Consults with the AC/S G-4 on all cases not covered by instruction and does not sign any other documents on behalf of the CG without prior coordination/approval.
8. AC/S, G-6. The AC/S G-6 signs:
- Key Management Infrastructure (KMI) and Communications Security (COMSEC) documents and related appointment letters (e.g., Terminal Area Security Officer (TASO)) as the MAGTFTC MCAGCC Security and Communication Management System Representative (SCMSRO).
  - The AC/S, G-6 does not sign any other documents on behalf of the CG without prior coordination/approval.
  - A summarized list of all G-6 documents signed By direction will also be included in the CG SITREP generated by the respective AC/S to the CG.
9. AC/S, G-7. The AC/S G-7 signs:
- Bureau of Land Management permit / use related documents in the field. Consults with the C/S on all cases not covered by instruction and does not sign any other documents on behalf of the CG without prior coordination/approval.
  - The AC/S G-7 will email MAGTFTC MCAGCC CG and C/S within two (2) working days of signing By direction on Bureau of Land Management permit / use related documents in the field with who, what, when, where, and why details.
  - A summarized list of all G-7 documents signed By direction will also be included in the CG SITREP generated by the respective AC/S to the CG.
10. AC/S, G-8. The AC/S G-8 signs:
- Resource authorization letters to subordinate commands, issue delegation of authority for spending, create annual fiscal year (FY)

**MAR 23 2026**

certifications of funds, budget guidance, midyear review guidance, and FY close out guidance.

- All changes to fiscal budget, and execution will be routed to the CG for signature, and when deemed necessary in the professional judgement of the AC/S G-8.
  - A summarized list of all G-8 documents signed By direction will also be included in the CG SITREP generated by the respective AC/S to the CG.
11. AC/S, Marine Corps Community Services (MCCS). The AC/S MCCS signs:
- Letters of Authorization for Limited use of MCCS facilities.
  - The AC/S MCCS does not sign any other types of documents on behalf of the CG without prior coordination/approval.
  - A summarized list of all MCCS documents signed By direction will also be included in the CG SITREP generated by the respective AC/S to the CG.
12. Security Manager. Authorized to approve / sign:
- Department of Energy (DOE) requests for visit or access in accordance with DOE F5631.20.
  - Critical Nuclear Weapons Design Information access authorization letters.
  - The Security Manager does not sign any other documents on behalf of the CG without prior coordination/approval.
  - A summarized list of all Security Manager documents signed By direction will also be included in the CG SITREP.
13. Staff Judge Advocate. Authorized to approve / sign:
- Voluntary appellate leave requests or direct a Marine be placed on involuntary appellate leave pursuant to reference (h).
  - Consults with the C/S on all cases not covered by this instruction and does not sign any other documents on behalf of the CG without prior coordination/approval.
  - The Staff Judge Advocate will email MAGTFTC MCAGCC CG and C/S within two (2) working days of signing By direction on voluntary appellate leave requests or when directing a Marine be placed on involuntary appellate leave pursuant to reference (h) with who, what, when, where, and why details.
  - A summarized list of all Staff Judge Advocate documents signed By direction will be included in the CG SITREP.