



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 5216
G-1
13 Feb 2025

COMBAT CENTER ORDER 5216

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

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 authority.

(2) Concept of Operations. Personnel assigned to billets listed in enclosure (1) are guided in the performance of their duties by references (a) through (d). Personnel assigned to billets listed in enclosure (1) are reminded that their signature constitutes the complete concurrence of the CG. The utmost judgement 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 (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."

b. Subordinate Element Missions

(1) C/S

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(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 of 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."

(d) Succession. 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 as Commander.

(e) All correspondence signed by title will be provided to the G-1 Adjutant Office for record management compliance.

(2) Assistant Chiefs of Staffs (ACs/S), Special Staff Officers, Commanding Officers, Officers-In-Charge

(a) 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 as needed.

(b) All correspondence signed "By direction" will be provided to the G-1 Adjutant Office for record management compliance.

(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 "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, and/or disciplinary actions).

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

6. Administrative separation, special courts martial, summary courts martial, and investigations.

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

8. Congressional correspondence.

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

10. Approve civilian awards such as 30-year retirement awards, etc.

(2) By Direction Correspondence Records. There is an electronic process for "By direction" 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 "By direction" signed correspondence will be attached to a created item for review.

(b) If the "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 (i. e. 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 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 "By direction" must be uploaded to the MAGTF TC 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_MAGTF TC_G1_ADJ/Lists/BYDIR/Pending%20ByDir.aspx?Viewpath=%2Fsites%2FTECOM%5FMAGTF TC%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 MAGTF TC MCAGCC and all subordinate commands to MAGTF TC MCAGCC.

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



M. H. CLINGAN

DISTRIBUTION: A

Billets with Limited "By direction" Authority

1. Chief of Staff (C/S)
2. Assistant Chief Staff (AC/S), G-1
3. AC/S, G-3/5
4. AC/S, G-4
5. AC/S, G-8
6. AC/S, Marine Corps Community Services (MCCS)
7. Security Manager
8. Director, Mission Assurance

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 and actions may include the following:

- Civilian workforce management,
- The C/S issues tasks and Request for Information (RFI) to Major Subordinate Command (MSC) on behalf of the CG.
- The C/S will coordinate with and receive approval from the Commanding General prior to signing any correspondence and Combat Center documents by title rather than "By direction."
- The C/S does not sign any 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 (MROWS) / Reserve Orders,
 - MROWS is an online Java-based web-enabled application within Marine Online. CG, MAGTFTC MCAGCC serves as a local reserve liaison for CG, TECOM. Locally, IMA uses it to remove hard holds (i.e., medical hold with required medical supporting documents submitted via electronic personnel action request) and authenticate orders.
- Non-funded local temporary additional duty (TAD),
- 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. Adjutant/Postal Officer. The Adjutant signs:

- Endorsement letters for Navy and Marine Corps Commendation Medals and lower awards,
- PCS/PCA endorsements, and delay or cancellation 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.

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

- PCS/PCA, Marine Resource Order Writing Service / Reserve Orders,
- Non-funded local temporary additional duty (TAD),
- Personnel manning action requests,
- Reporting endorsements and delay or cancellation orders for officers and enlisted personnel.
- 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.

c. Installation Personnel Administration Center (IPAC) Personnel Officers (Warrant Officer and above), Administrative Chiefs, and GS-9

Personnel and Above. IPAC Personnel Officers, (Warrant Officer and above), Administrative Chiefs (Staff Sergeant and above), and GS-9 and above personnel sign:

- PCS/PCA Orders,
- Separation Orders,
- Dependency applications,
- Department of Defense (DD) 214s, DD215s,
- Member travel claims,
- Navy and Marine Corps (NAVMC) forms,
- Certification of Unit Diaries and Document Travel Management System (DTMS) transactions.
- 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.

3. AC/S, G-3/5. The AC/S G-3/5 will:

- Route all changes to training and education policy, requirements, priorities, and capabilities to the CG for signature.
- The AC/S G-3/5 does not sign any documents on behalf of the CG without prior coordination/approval.

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

- Security round requests, requests to store non-standard DoD ammunition, and requests for transportation of ammunition on and off the installation,
- Requests for support from external and internal organizations.
- The AC/S G-4 does not sign any other documents on behalf of the CG without prior coordination/approval.

a. 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.

b. Director, Logistics. 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.

5. AC/S, G-8. The AC/S G-8 manually or electronically signs:

- 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.
- 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.

6. AC/S, Marine Corps Community Services (MCCS). The AC/S MCCS is authorized to sign the below and required to communicate all requests to the CG in short order following signature.

- Letters of Authorization for Limited use of MCCS facilities.
- The AC/S MCCS does not sign any other of documents on behalf of the CG without prior coordination/approval.

7. Security Manager. The Security Manager is authorized to sign:

- Authorized to approve Department of Energy (DOE) requests for visit or access in accordance with DOE F5631.20.
- Authorized to approve 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.

8. Director, Mission Assurance. The Director, Mission Assurance is authorized to sign the below following coordination/approval from the C/S or CG:

- Approval of transportation of ammunition requests off and on the installation submitted within less than 48 hours of execution.
- The Director, Mission Assurance does not sign any other documents on behalf of the CG without prior coordination/approval.