# MAGTFTC, MCAGCC Proofreading Checklist

# and Administrative Guidance

## General Packages

[ ]  Package Organization and Presentation

 Route Sheet stapled on the front of a Pocket Folder:

 background (left pocket), action documents (right pocket)

[ ]  Route Sheet Complete

[ ]  Header Correct (only Commanders (Commanding Officers or

 Commanding Generals) are authorized to create, print, and use

 their own letterhead – everyone else uses their respective CO

 or CG’s letter head) ref: SECNAV M-5216.5 Chapter 2,

 paragraph 12a(4)

[ ]  Margins Correct

[ ]  Font Correct

[ ]  SSIC and Office Codes Correct (SECNAV M-5210.2 and current CCO 5216.9\_ Org Codes)

[ ]  Outline Check

1. First Line Of Text

* 1. Second Subparagraph (If subparagraphs are needed, use at least two; e.g., a (l) must have a (2).)

 (1) Third Subparagraph

 (a) Fourth Subparagraph

 1. Fifth Subparagraph

 a. Sixth Subparagraph

[ ]  Page Numbers and Enclosure Markings

[ ]  Signature Block (who is signing and who CAN sign)

[ ]  Submission Requirements – To, From, Via, Required Info in package and up-to-date.

[ ]  Command Deck Guidance:

 Tasks to tenant commands are “Requests”

 Begin tasks/missions with verbs

 Route Sheet incomplete or routing not followed

Has the MAGTF Training Directorate (MTD) seen operations and training documents?

Has the Installation Support Directorate seen logistics documents?

Has the Resources Management Directorate seen financial documents?

Has legal/counsel reviewed documents?

Has safety reviewed documents?

\*\*\*think through the implications of various actions\*\*\*

 **Editing Requirements**:

- Punctuation

- Grammar

- Format

- Spelling

- Missed Words

- Readability

- Understandability

**General Guidance**:

- Consistency

- Concise and clear

- Slow down throughput in order to improve quality

- Reminder: the work you submit establishes your credibility and represents you and your section/unit to higher

- Version control - implement procedures that clarify the order of updates and who made the edits

- NO tasking Commanding Officers (tenant units); their tasks are to be stated as “requests”

- Use “Combat Center” NOT MCAGCC or base

- (when appropriate) use “MAGTFTC, MCAGCC” NOT MAGTFTC/MCAGCC

- Use the lower case unless there is specific justification to capitalize a word(s)

- When using acronyms ensure to spell out the acronym first with the acronym in parentheses. The spelled out acronym should not be used after the use of the acronym.

**Awards Guidance**:

- “Marine Aviation Weapons and Tactics Squadron One”

- “Marine Corps Mountain Warfare Training Center”

- “Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center” (84 characters – both MAGTFTC and MCAGCC or neither > “Yuma, Arizona” or “Bridgeport, California”)

- Officer-in-Charge

- Noncommissioned officer

- Staff noncommissioned officer

- Use the lower case unless there is specific justification to capitalize a word(s)

- References to money or numbers: use “$60,000,000” or “60 million dollars” NOT “60,000,000 dollars”

- Consistency throughout the citation

- References:

 \* MAGTFTC, MCAGCC’s Awards Order-CCO 1650.1E

 (Approval authority: MM and below awards)

 \* TECOM’s Awards Order-TECOMO 1650.1A

 (Approval authority: MM and below awards)

 \* MCCDC’s Awards Order-CDCO 1650.1H

 (Approval authority: Retirement LM and below

 awards)

 \* MCO 1650.19J

 \* SECNAVINST 1650.1H

**Orders/Bulletins/LOIs**:

- Ensure that MTD will be staffed on ALL directives

- Consider implications for MCMWTC & MAWTS-1

- Combine or cancel orders whenever possible (i.e. if it is already covered in an order from higher headquarters – TECOM, MCCDC, HQMC, SECNAVINST, etc.)

- Always strive to be concise and clear

**MOA/MOU**:

- No cover letter required

- If no seal and military ltr head, then the correspondence rules are relaxed

- Use of “the”

 \* Location: yes

 \* Organization: no

 - Collective group of people

 - Functions of

**References**:

- SECNAV M-5216.5 Correspondence Manual

- MCO 5216.20B HQMC Supplement to the Correspondence Manual

- MCO 5215.1K Marine Corps Directive Management Program

- MCO 5216.19A Administrative Action (AA) Form

- GPO Style Manual 2008

- MCO P1070.12K IRAM, Chapter 6: Abbreviations and Acronyms

- SECNAV M-5210.2 Standard Subject Identification Code (SSIC) Manual