



UNITED STATES MARINE CORPS  
HEADQUARTERS BATTALION  
MARINE CORPS AIR GROUND COMBAT CENTER  
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Canc: Feb 2020

BnBul 5215

HQBN

FEB 26 2019

BATTALION BULLETIN 5215

From: Commanding Officer  
To: Distribution List

Subj: QUARTERLY CHECKLIST OF EFFECTIVE DIRECTIVES

Ref: (a) MCO 5215.1K  
(b) SECNAV M-5216.5  
(c) SECNAV M-5210.1  
(d) CCO 5215.10C  
(e) CCBul 5215

Encl: (1) Numerical Checklist of Effective Directives for HQBN, MAGTFTC, MCAGCC

1. Situation. Reference (a) states that a quarterly checklist of effective directives shall be issued.

2. Mission. To publish a current listing of the Headquarters Battalion (HQBN), Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) orders, bulletins, policy letters, and quarterly cancelled directives, in accordance with the references.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure the review and revision of all Battalion directives and policy letters are completed in a timely manner.

(2) Concept of Operations. All sections are to use the enclosures to review their directives and policy letters for any additions, changes, revisions, or cancellations.

b. Subordinate Element Missions. All originating offices that have created directives for HQBN, MAGTFTC, MCAGCC will comply with the intent of the references and the content of this Bulletin.

c. Coordinating Instructions

(1) All sections will review their directives and policy letters to determine whether all required directives and policy letters are on file, in accordance with reference (c), that all changes are entered, and that all cancelled directives have been removed from the active files, in accordance

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with reference (a). This action should be accomplished within 30 days from receipt of this Bulletin.

(2) Originating offices listed in the enclosures will review the directives and policy letters under their sponsorship and will update them, if and when necessary, utilizing the references.

(3) Requests for missing directives or policy letters from subsections will be consolidated at the HQBN, MAGTFTC, MCAGCC directorate or staff section level and submitted to the Adjutant's Office for processing.

(4) Enclosure (1) is a listing of current Battalion orders, bulletins and policy letters.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center bulletins can be found at <https://vce.tecom.usmc.mil/sites/msc/magtftc/HQBN/Battalion%20Directives/Forms/Default%20View.aspx>

5. Command and Signal

a. Command. This Bulletin is applicable to all active duty, reserve, civilian personnel, and all units that fall under the cognizance of the Commanding Officer, HQBN, MAGTFTC, MCAGCC.

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

  
S. A. EDWARDS

DISTRIBUTION: A

NUMERICAL CHECKLIST OF EFFECTIVE DIRECTIVES  
HQBN, MAGTFTC, MCAGCC

BnBul 5215

Subect Directive #	Cancellat ion Date/Notes	Subject	Distro Code	Date of Directive	Date Directive Reviewed	Orig Code
<b>Headquarters Battalion Bulletins (BnBul)</b>						
1601	1-Mar-19	Officer of the Day Duty	A	1-Feb-19	20-Jan-19	S-1
1600	1-Mar-19	Barracks Duty	A	1-Feb-19	20-Jan-19	A Co/B Co
5215	25-Feb-20	Quarterly Checklist of Effective Directives	A	25-Feb-19		S-1
<b>Battalion Orders (BnO)</b>						
1050.D		LEAVE AND LIBERTY	A	1/16/18		ADJ
1301.27 K		ASSUPMPTION OF COMMAND	A	6/5/19	N/A	CO
1320.1A		PERSONNEL SPONSORSHIP PROGRAM	A	8/4/14	4/15/2018	ADJ
1600.4H		HQBN OOD	A	11/7/14	4/15/2018	CO
1600.8		BACHELOR ENLISTED QUARTERS AND BARRACKS DUTY STANDERS POLICIES AND PROCEDURES	A	7/12/17	4/15/2018	CO
1610		PERFORMANCE EVALUATION SYSTEM MANAGEMENT	A	2/20/14	4/15/2018	XO
1650.1E		HQBN AWARDS PROGRAM	A	1/22/19		S-1
1700.23 B		REQUEST MAST PROCEDURES	A	9/20/16	4/15/2018	CO
1720.2A		SUICIDE PREVENTION PROGRAM	A	11/20/18		ADJ
1730.1E		COMMAND RELIGIOUS PROGRAM	A	2/4/19		CHAP
3010		HQBN CRISIS PLAN	A	12/12/14	4/15/2018	B CO
3010.1		EMERGENCY ACTION PLAN	A	11/19/18		B CO
3070.1B		OPSEC PROGRAM	A	3/27/17	4/15/2018	XO
5100.2		HQBN FORCE PRESERVATION COUNCILS	A	7/27/16		XO
5112.2F		MAIL HANDLING AND BATTALION MAIL ROOM PROCEUDRES	A	10/31/18		S-1
5210		VITAL RECORDS PROGRAM	A	2/25/19		ADJ
5210.4A		RECORDS MANAGEMENT PROGRAM	A	12/22/18		ADJ/S-1

ENCLOSURE ( 1 )

5213.1		FORMS MANAGEMENT PROGRAM	A	2/25/19		ADJ/S-1
5214.2A		INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM	A	11/19/18		ADJ/S-1
5215.10 A		DIRECTIVES MANAGEMENT PROGRAM	A	1/18/19		ADJ/S-1
5300.17 A		SUBSTANCE ABUSE PROGRAM	A	12/27/18		SACO
5320.1C		BATTALION ORGINAZATION CHART	A	10/23/14	4/15/2018	XO
5600.4A		LOCAL PRINTING AND PUBLICATIONS MANAGEMENT PROGRAM	A	1/14/19		ADJ
6100.1		BATTALION MEDICAL AND DENTAL READINESSS PROCEDURES	A	2/20/14	4/15/2018	ACO
6100.2		COMBAT CONDITIONING PROGRAM	A	3/24/17	4/15/2018	S-3
6100.3		REMEDIAL PHYSICAL CONDITIONING PROGRAM	A	3/24/17	4/15/2018	S-3
6110.2		BATTALION BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM	A	2/24/17	4/15/2018	S-3
6300.1E		MEDICAL RELATED TRAVEL REIMBURESMENTS	A	2/25/19		S-4
10110.1 G		BASIC ALLOWANCE FOR SUBSISTENCE	A	5/7/2018		HQBN
<b>POLICY LETTERS</b>						
5211		Privacy Act	A	3/7/2018		XO

ENCLOSURE ( 1 )