



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788200
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IN REPLY REFER TO:
BnO 5215.10A
S-1
18 Jan 19

BATTALION ORDER 5215.10A

From: Commanding Officer, Headquarters Battalion
To: Distribution List

Subj: DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) SECNAV 5215.1K
(b) SECNAV M-5210.1 CH 1
(c) SECNAVINST 5215.1 CH 1
(d) MCO 5200.24E
(e) CCO 5210.4D
(f) CCO 5210.5C
(g) CCO 5214.2C
(h) CCO 5215.10C

Reports Required: I. Management Control Program Annual Report (Report
Control Symbol DD-5200-05)
II. Unit Inspection Reports

1. Situation. The Directives Management Program ensures consistency in preparing, approving, distributing, and maintaining directives in accordance with the references.

2. Mission. To promulgate policy and procedural guidance for preparing, approving, distributing, and maintaining command issued directives within Headquarters Battalion (HQBN) per references (a) through (d).

3. Execution

a. Commanders Intent. The Directives Management Program implements a single, streamlined, uniform system for preparing, approving, distributing, and maintaining directives within HQBN.

b. Concept of Operations. All companies and staff sections shall comply with the references and this order.

c. Tasks

(1) S-1

(a) Assign, in writing, a Directive Control Point (DCP), per reference (a).

(b) Establish a DCP to manage and administer the command's Directives Management Program.

(c) Ensure publication of the assumption of command directive identifying the principle officer in command.

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- (d) Ensure command issued directives are published on the command or unit letterhead.
- (e) Ensure published directives utilize the correct paragraph elements and formats, per reference (a).
- (f) Ensure service members are properly trained in records management.
- (g) Ensure the command does not have any directives six years or older; directives older than six years must be revised.
- (h) Establish a records management file plan and turnover procedures within the command.
- (i) Ensure command directives are reviewed annually to evaluate necessity, validate currency, track consistency with Marine Corps policy, and comply with laws and statutory authority.
- (j) File the signed original copy of directives in the Master Directive File, including all background materials, and staffing comments for retention per references (a) and (b).
- (k) Maintain the Master Directive File in the S-1 to identify and provide access to current and cancelled directives.
- (l) Ensure Directives are distributed through the Headquarters Battalion SharePoint website:
<https://vce.tecom.usmc.mil/sites/msc/magtftc/HQBN/Battalion%20Directives/Forms/Default%20View.aspx>

(2) Company Commanders and Staff Sections

- (a) Review section sponsored directives on their anniversary date to revise, combine similar subjects into one directive, issue a change, or cancel.
- (b) Revise directives that are six years old.
- (c) Submit new directives, those requiring revision, changes, or cancellation to the DCP for appropriate action or disposition.

4. Administration and Logistics. Point of contact for this order is the Battalion S-1.

5. Command and Signal

- a. Command. This order is applicable to all HQBN permanent and attached personnel.
- b. Signal. This order is effective the date signed.



S. A. EDWARDS

DISTRIBUTION: A