



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 5215.1A  
ADJ  
17 May 25

AIR STATION ORDER 5215.1A

From: Commanding Officer, Marine Corps Air Station Beaufort  
To: Distribution List

Subj: DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) MCO 5215.1K W/ADMIN CH-2  
(b) SECNAV M-5210.1  
(c) MCIEAST-MCB CAMLEJO 5215.1B  
(d) MCO 5200.24F

1. Situation. The Directives Management Program ensures consistency in preparation, approval, distribution, and maintenance of directives, in accordance with references (a) through (d).

2. Cancellation. ASO 5215.1

3. Mission. To promulgate policy and procedural guidance for the preparation, approval, distribution, and maintenance of command issued directives. All directives shall be written in compliance with the references and this Order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This program is implemented to maintain a single, streamlined, uniform system for the preparation, approval, distribution, and maintenance of directives within Marine Corps Air Station (MCAS) Beaufort.

(2) Concept of Operations

(a) All commanders and department heads shall comply with the references and this Order.

(b) References (a) and (b) provide detailed definitions, policy, and procedures for the preparation of directives.

b. Tasks

(1) MCAS Beaufort Adjutant

(a) Serve as the formally appointed Directives Control Point (DCP) per reference (a) for the command.

(b) Manage and administer the command's directives program.

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(c) Ensure an Assumption of Command directive has been published, identifying the principal officer in command.

(d) Disseminate the Assumption of Command directive to all seniors in the chain of command, Headquarters and Headquarters Squadron (HQHQRON), and adjacent commands as required.

(e) Ensure all command issued directives are published on the command letterhead.

(f) Ensure published directives utilize the correct paragraph elements (Situation, Mission, Execution, Administration and Logistics, Command and Signal) and format.

(g) Ensure the command does not have any directives nine years or older; orders older than nine years must be revised.

(h) Ensure command directives are being reviewed annually to evaluate necessity, validate currency, track consistency with Marine Corps policy, and ensure laws and statutory authority are being followed.

(i) Utilize the NAVMC 10974, Directives Review Card, to record the completion of the annual reviews. Use the card until the last edition is cancelled.

(j) Ensure bulletins over 12 months old are not used. Additionally, ensure policy guidance is not being enforced for such bulletins without revising the bulletin. If this is the case, consider publishing an order instead.

(k) Ensure the command's directives inventory is maintained to provide easy access to the command's current and cancelled directives.

(l) Upon receipt of a new, revised, or a changed directive from a directive sponsor, review for compliance with the references and this Order.

(m) Coordinate with the sponsor or action officer of the directive to incorporate any recommended changes.

(n) Complete final reviews of directives to ensure accuracy, paying particular attention to grammatical errors and paragraph format.

(o) Once a directive is signed by the CO, post the signed directive to the MCAS Beaufort Sharepoint site at [https://usmc.sharepoint-mil.us/sites/MCIEAST\\_BFRT\\_Adjutant/Directives/Forms/AllItems.aspx](https://usmc.sharepoint-mil.us/sites/MCIEAST_BFRT_Adjutant/Directives/Forms/AllItems.aspx).

(p) File the signed original copy of the directive in the Master Directives Files, to include all background materials and any staffing comments for retention, per references (a) and (b).

(q) Ensure the Master Directives File is maintained to identify and provide easy access to current and cancelled directives.

(r) Remind directive sponsors of their requirement, per reference (a) and this order, to review the directives they sponsor their anniversary dates.

(s) Conduct Courtesy readiness inspections utilizing the Functional Area Checklist, 5215 Directives Management.

(2) Department Heads

(a) Review directives the department sponsors on the anniversary dates or a pre-established time each year no later than one year from the anniversary date of publication.

(b) Directives covering similar subjects shall be combined into a singular directive, issued changes, or cancelled as appropriate.

(c) Revise any directives that have nine changes or when they reach nine years in age.

(d) When a higher authorities directive has been revised, review and update any directives pertaining to that policy.

(e) Submit new directives, those requiring revision, minor changes, or cancellation to the DCP for appropriate action or disposition.

(3) Commanding Officer, HQHQRON:

(a) Establish a subordinate unit DCP.

(b) Appoint in writing a DCP manager to administer the subordinate unit command directives program.

(4) DCP Manager, HQHQRON

(a) Serve as the manager/administrator for the subordinate unit command directives program.

(b) Publish an Assumption of Command directive identifying the principal officer in command.

(c) Comply with all pertinent policy requirements pertaining to the directives program.

(d) Ensure command directives are issued in compliance with orders from higher headquarters.

5. Administration and Logistics

a. This Order will be reviewed annually. Comments and recommendations concerning the contents of this Order are invited. Recommendations for changes should be forwarded to the Commanding Officer, Marine Corps Air Station Beaufort, (Attention: Office of the Adjutant).

b. Controlled Unclassified Information (CUI)

(1) Unless specifically marked as classified (e.g. Confidential, Secret, and Top Secret) the following are categories are subsets of Controlled Unclassified Information (CUI) and are to be protected in accordance with 32 CFR Part 2002: Agriculture, Critical Infrastructure, Emergency Management, Export Control, Financial, Geodetic Product Information, Immigration, Information Systems Vulnerability Information, Intelligence International Agreements, Law Enforcement, Legal, Natural and

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Cultural Resources, NATO Controlled, Nuclear, Patent, Privacy, Procurement and Acquisition, Proprietary Business Information, SAFETY Act Information, Statistical and Tax.

(2) All individuals handling this information are required to protect it from unauthorized disclosure. Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

(3) Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

c. Records Management. Records created as a result of this Order shall be managed according to national archives and records administration (NARA) approved dispositions, SECNAV Notice 5210 Implementation of New Department of the Navy Bucket Records Schedules and SECNAV M-5210.1 Records Management Manual to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to MCO 5215.1K W/ADMIN CH-2 Marine Corps Directives and MCO 5210.11F Marine Corps Records Management Program for Marine Corps records management policy and procedures.

6. Command and Signal

a. Command. This Order is applicable to all commands and tenant commands aboard MCAS Beaufort.

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

  
T. J. FELTER