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AIR STATION ORDER 5215.1

From: Commanding Officer
To: Distribution List

Subj: DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) MCO 5215.1K
     (b) SECNAV M-5210.1
     (c) MCIEAST-MCB CAMLEJO 5215.1A
     (d) MARADMIN 627/12 of 1 Nov 12
     (e) MCO 5200.24D

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

2. <u>Mission</u>. 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.

3. <u>Execution</u>

    a. <u>Commander's Intent and Concept of Operations</u>

        (1) <u>Commander's Intent</u>. 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) <u>Concept of Operations</u>

            (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. <u>Subordinate Element Missions</u>

        (1) MCAS Beaufort Adjutant shall:

            (a) Be assigned in writing as the Directives Control Point (DCP), per reference (a) for this command.

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

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

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(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 and format.

(g) Ensure the command does not have any directives seven years or older; orders older than seven 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) Conduct a five-year review of all directives, per reference (d).

(j) Utilize the NAVMC 10974, Directives Review Card, or an automated database containing the same information, as an alternative option to document the annual review of local directives.

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

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

(m) Establish an Individual Activity Code account and enter distribution data for issuances into Marine Corps Publications Distribution System.

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

(o) Coordinate with the sponsor of the directive to incorporate any recommended changes.

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

(q) Prepare directives for signature by the Commanding Officer (CO).

(r) Once a directive is signed by the CO, post the signed directive to the MCAS Beaufort Sharepoint site at https://beaufort.mcieast.usmc.mil/Command%20and%20Staff0/Adjutant/Pages/default.aspx.

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

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

(u) Remind directive sponsors of their requirement, per reference (a) and this Order, to review the directives they sponsor on the anniversary of the date signed (promulgation dates).

(v) Publish a quarterly Air Station Bulletin 5215, Checklist of Effective Directives.

(w) Conduct courtesy readiness inspections utilizing the Functional Area Checklist, 5210 Records, Reports, and Directives Management Programs.

(x) Conduct annual self-inspections of your program and internal control management inspections, as required by reference (e).

(2) Department heads shall:

(a) Review directives the department sponsors on the respective anniversary of the date signed, to revise, combine similar subjects into one directive, issue a change, or cancel as appropriate.

(b) Revise any directives that have nine changes or when they are seven years old.

(c) Review and update a directive when it previously supplemented/implemented a higher authority's directive that has been modified.

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

(3) Commanding Officer, HQHQRON shall:

(a) Appoint, in writing, a DCP.

(b) Manage and administer a command directives program.

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

(d) Ensure dissemination of the Assumption of Command directive to all seniors in the chain of command and all department heads.

(e) Comply with the contents of the references and this Order.

(f) Ensure your command issues directives in compliance with orders issued by this headquarters and other higher headquarters.

5. <u>Administration and Logistics</u>. Not applicable.

6. <u>Command and Signal</u>

   a. <u>Command</u>. This Order is applicable to all MCAS Beaufort department heads and HQHQRON.

b. <u>Signal</u>. This Order is effective the date signed.

T. P. MILLER

DISTRIBUTION: A