



MARINE CORPS ORDER  
VOLUME FORMAT  
GUIDE TO INCORPORATING CHANGES

Base MCO SSIC  
remains the same

Note: A change must be processed when:

- Volumes are added or cancelled
- Substantive changes are warranted for any volume within MCO

Note: For sake of size of this Guide, Volumes 2 through 6 are not physically included.

**PLACE LONG TITLE HERE IN ALL CAPS**

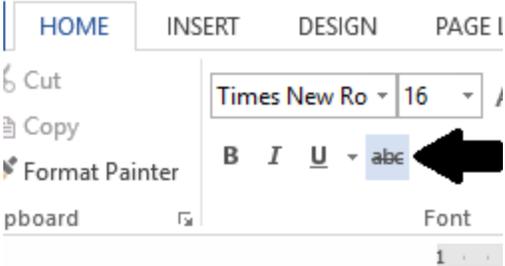
**VOLUMES 1-~~36~~**

All original content will be in red font with strike-through.  
New content or content replacing old content will be in blue font.



Blue Font:  
“Dark Blue, Text 2, Lighter 40%”  
  
Red Font: “Red”

Note: Only 10 total changes are warranted.  
  
After 10 changes, a revision of this MCO in its entirety is required.  
  
Order must not exceed 50% cumulative changes or a revision in its entirety is required.  
Exception: The addition of new Volumes.  
  
A revision of this MCO in its entirety must be staffed, approved, and signed within 7 years.



Strikethrough feature is located on Home tab of Microsoft Word

**COMMANDANT OF THE MARINE CORPS  
(DEPUTY COMMANDANT, NAME OF DEPARTMENT)**



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON DC 20350-3000

CH 2 Transmittal  
Pages will be placed in  
front of CH 1.

Identify most recent change  
# throughout entire MCO.

MCO XXXX.XX W/CH 2  
OFC CODE  
DD MMM YYYY

Identify most recent  
change # throughout  
entire MCO.

MARINE CORPS ORDER XXXX.XX W/CH 2

From: Commandant of the Marine Corps  
To: Distribution List

Subj: USE SAME TITLE AS BASE ORDER

Ref: (a) U.S.C.552a  
(b) SECNAV M-5211.5E  
(c) SECNAV M-5210.1  
(d) See Volume Reference List

Note: For sake of size  
of this Guide,  
Volumes 4 through 6  
are not physically  
included.

1. Situation. This paragraph defines reasons for which a Marine Corps Order with Volumes is being written and what led to the adoption of a specific plan. This paragraph will also refer to references cited in order to justify the creation or adaptation of policy. Characteristics may include:

a. Volumes 4 through 6 have been added to this Marine Corps Order.

b. A requirement to update current Marine Corps policy; i.e., integrating viable policies currently within several policies into one single policy.

c. To disseminate information to the Marine Corps

d. To acknowledge references cited above. References aid in the development of this policy.

Anytime Volumes are  
added or cancelled,  
the next Change #  
must be applied.

Cancel previous  
version of MCO.

2. Cancellation. MCO XXXX.XX W/CH 1.

3. Mission. To notify all on the distribution list of policy change within this Order.

4. Execution. In accordance with the references (a) through (XX) in Volume 1, Chapter 1 contains content changes in regards to:

a. Justification X and Y.

b. Justification Z.

Provide brief synopsis  
of change.

DISTRIBUTION STATEMENT A: Approved for  
distribution is unlimited.

5. Administration and Logistics

a. Definition of Administration and Logistics: To outline the administrative and logistical details of how the policies within an order will be implemented and executed. *paragraph can also include recommendations concerning contents of the Order (see MCO 5215.1K, page 4).*

b. Please note that *auto-formatting* was not used in this template and is therefore not acceptable for submitting the Directive.

c. *The following information is mandatory for all directives:* The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (*cite where 5 U.S.C.552a and SECNAV M-5211.5E are within the reference list*). Any unauthorized review, use, disclosure or distribution is prohibited.

d. *The following information is mandatory for all directives:* Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (*cite where SECNAV M-5210.1 is within the reference list*) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

6. Command and Signal (*This paragraph is standard throughout the Marine Corps*)

a. Command. *If this Order applies to all active duty, reserve and civilian Marines, this paragraph will read as follows:* This Order is applicable to the Marine Corps Total Force.

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

DC Signature BLock  
Deputy Commandant for  
Installations and Logistics

Distribution: PCN (*this number is attained through ARDE*)

Identify most recent change # throughout entire MCO in header of this Change Transmittal Page.

*Marine Corps Orders to include MCO volumes as written and incorporated will only be signed by official Delegating Signature Authority per MCO 5215.1K, enclosure (1), chapter 1, paragraphs 7.a.(1) and 7.a.(2).*



This remains applicable to ALL substantive changes.



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON DC 20350-3000

CH 1 Transmittal  
Pages will be placed in  
front of Base Order.

Identify most recent change  
# throughout entire MCO.

MCO XXXX.XX W/CH 1  
OFC CODE  
DD MMM YYYY

Identify most recent  
change # throughout  
entire MCO.

MARINE CORPS ORDER XXXX.XX W/CH 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: USE SAME TITLE AS BASE ORDER

Ref: (a) U.S.C.552a  
(b) SECNAV M-5211.5E  
(c) SECNAV M-5210.1  
(d) See Volume Reference List

1. Situation. This paragraph defines reason(s) for which a Marine Corps Order with Volumes is being written and what led to the adoption of a specific plan. This paragraph will also refer to references cited in order to justify the creation or adaptation of policy. Characteristics may include:

a. A requirement to update current Marine Corps policy; i.e., integrating viable information currently within several policies into one single policy.

b. To disseminate new, ongoing Marine

c. To acknowledge the references listed in the MCO. These references aid in the development of this policy.

Cancel previous version of MCO.

2. Cancellation. MCO XXXX.XX.

3. Mission. To notify all on the distribution list of policy change within this Order.

4. Execution. In accordance with the references (a) through (XX) in Volume 1, policy changes are as follows:

a. Chapter 1 contains changes in regards to X, Y, and Z.

b. Chapter 2 contains changes in regards to X, Y, and Z.

c. Appendix A contains changes in regards to X, Y, and Z.

Provide brief synopsis of change.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

5. Administration and Logistics

a. Definition of Administration and Logistics: To outline the administrative and logistical details of how the policies within an order will be implemented and executed. *paragraph can also include recommendations concerning contents of the Order (see MCO 5215.1K, page 4).*

b. Please note that *auto-formatting* was not used in this template and is therefore not acceptable for submitting the Directive.

c. *The following information is mandatory for all directives:* The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (*cite where 5 U.S.C.552a and SECNAV M-5211.5E are within the reference list*). Any unauthorized review, use, disclosure or distribution is prohibited.

d. *The following information is mandatory for all directives:* Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (*cite where SECNAV M-5210.1 is within the reference list*) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

6. Command and Signal (*This paragraph is standard throughout the Marine Corps*)

a. Command. *If this Order applies to all active duty, reserve and civilian Marines, this paragraph will read as follows:* This Order is applicable to the Marine Corps Total Force.

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

DC Signature Block  
Deputy Commandant for  
Installations and Logistics

Distribution: PCN (*this number is attained through ARDE*)

Identify most recent change # throughout entire MCO in header of this Change Transmittal Page.

*Marine Corps Orders to include MCO volumes as written and incorporated will only be signed by official Delegating Signature Authority per MCO 5215.1K, enclosure (1), chapter 1, paragraphs 7.a.(1) and 7.a.(2).*



This remains applicable to ALL substantive changes.



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCO XXXX.XX  
OFC  
DD MMM YYYY

MARINE CORPS ORDER XXXX.XX

Base Order remains  
the same until MCO is  
revised in its entirety.

From: Commandant of the Marine Corps  
To: Distribution List

Subj: TEMPLATE FOR WRITING A MARINE CORPS ORDER WITH VOLUMES

Ref: (a) U.S.C.552a  
(b) SECNAV M-5211.5E  
(c) SECNAV M-5210.1  
(d) See Volume Reference List

1. Situation. Definition of Situation: This paragraph defines reason(s) for which a Marine Corps Order with Volumes is being written and what led to the adoption of a specific plan. This paragraph will also refer to references cited in order to justify the creation or adaptation of policy. Characteristics may include:

a. A requirement to update current Marine Corps policy; i.e., integrating viable information currently within several policies into one single policy.

b. To disseminate new, ongoing Marine Corps policy.

c. To acknowledge the references listed above and how those references aid in the development of this policy.

2. Cancellation. This paragraph includes directives (if any) or volumes within this Order which are cancelled by this Order. Only Orders that are sponsored by the governing staff agency can be cancelled with this paragraph. If no directives or volumes will be cancelled, then this paragraph is not included.

3. Mission. Definition of Mission: To provide decision makers and stakeholders with the main and supporting efforts and associated risks in implementing an order. Characteristics may include:

DISTRIBUTION STATEMENT A: *See MCO 5215.1K, Encl (1), page 1-8, paragraph 19 for Distribution Statement usage. Choose the statement most appropriate for this Order. This statement will always be at the bottom of the first page of an order.*

a. An overview of what is to be accomplished based on planning factors and resources available (in I&L's case, this Order will integrate and update several HQMC policies into one streamlined policy).

b. To establish tasks and intent to implement an order.

4. Execution Definition of Execution: The 'who, what, when, where, why' of an order. Characteristics must include the Commander's Intent and the Concept of Operations.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Definition of Commander's Intent: To ensure unity of effort in the enforcement and implementation of an order. The Commander's Intent outlines the intent and provides guidance to put into operation the actions to accomplish a mission.

(2) Concept of Operations. Definition of Concept of Operations: The Commander's plan translates his guidance and describes the expectations that result in the proper employment of an order.

b. Subordinate Element Missions. Definition of Subordinate Element Missions: To outline all responsibilities delegated within the parameters of an order. Characteristics must include:

(1) The purpose of the task.

(2) Identification of each Subordinate Element.

(3) An overview of intended actions and specific tasks assigned to each Subordinate Element.

(4) The following subparagraphs and content are listed as examples:

(a) Deputy Commandant, Manpower and Reserve Affairs (M&RA) shall:

1. Capture DC M&RA roles and responsibilities within these subparagraphs.

2. Ensure all policies and procedures outlined in this Order are upheld and easily accessible.

(b) Deputy Commandant, Programs and Resources shall:

1. Capture DC P&R's roles responsibilities.
2. If the Directive contains a subparagraph "a" there *must* be a succeeding subparagraph "b".
3. Likewise if a further subparagraph (1) is use, there must be a succeeding subparagraph (2).

5. Administration and Logistics

a. Definition of Administration and Logistics: To outline the administrative and logistical details of how the policies within an order will be implemented and executed. *This paragraph can also include recommendations concerning the contents of the Order (see MCO 5215.1K, page 4).*

b. Please note that *auto-formatting* was not utilized in this template and is therefore not acceptable for submitting the Directive.

c. *The following information is mandatory for all directives:* The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (*cite where 5 U.S.C.552a and SECNAV M-5211.5E are within the reference list*). Any unauthorized review, use, disclosure or distribution is prohibited.

d. *The following information is mandatory for all directives:* Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (*cite where SECNAV M-5210.1 is within the reference list*) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

6. Command and Signal (*This paragraph is standard throughout the Marine Corps*)

a. Command. *If this Order applies to all active duty, reserve and civilian Marines, this paragraph will read as follows:* This Order is applicable to the Marine Corps Total Force.

MCO XXXX.XX  
DD MMM YYYY

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

DC Signature Block  
Deputy Commandant for  
Installations and Logistics

Distribution: PCN (*this number is attained through ARDE*)

*Marine Corps Orders to include MCO volumes as written and incorporated will only be signed by official Delegating Signature Authority per MCO 5215.1K, enclosure (1), chapter 1, paragraphs 7.a.(1) and 7.a.(2).*

Cover page of Volume will always reflect most recent change.

**VOLUME 1**

**“TITLE OF VOLUME”**

**SUMMARY OF VOLUME 1 CHANGES**

Hyperlinks are denoted by *[bold, italic, blue and underlined font.](#)*

The original publication date of this Marine Corps Order (right header) will not change unless/until a full revision of the MCO has been conducted.

The date denoted by [blue font](#) (left header) will reflect the date this Volume was last updated.

All Volume changes denoted in [blue font](#) will reset to black font upon a full revision of this Volume.

<b>VOLUME VERSION</b>	<b>SUMMARY OF CHANGE</b>	<b>ORIGINATION DATE</b>	<b>DATE OF CHANGES</b>
ORIGINAL VOLUME	N/A	DD MMM YYYY	N/A
<a href="#">CHANGE 1</a>	<a href="#">Chapter 1 contains changes in regards to X, Y, and Z.</a>		<a href="#">DD MMM YYYY</a>
<a href="#">CHANGE 1</a>	<a href="#">Chapter 2 contains changes in regards to X, Y, and Z.</a>		<a href="#">DD MMM YYYY</a>
<a href="#">CHANGE 1</a>	<a href="#">Appendix A contains changes in regards to X, Y, and Z</a>		<a href="#">DD MMM YYYY</a>
<a href="#">CHANGE 2</a>	<a href="#">Chapter 1 contains content changes in regards to X,Y, and Z</a>		<a href="#">DD MMM YYYY</a>

Submit recommended changes to this Volume, via the proper channels, to:

CMC (OFC CODE)  
 3000 Marine Corps Pentagon  
 Washington, DC 20350-3000

DISTRIBUTION: PCN XXXXXXXXXX

List of changes will continue to build until a full revision of the MCO in its entirety is conducted.

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Table of Contents of VOLUME will always reflect most recent change.

VOLUME 1: TITLE OF VOLUME

TABLE OF CONTENTS

**REFERENCES.....REF-1**

**CHAPTER 1: GENERAL OVERVIEW .....1-3**

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0102 GENERAL.....1-3

010201 TITLE OF SECTION HERE. ....1-3

010202 TITLE OF SECTION HERE.....1-7

010203 TITLE OF SECTION HERE.....1-7

0102034 TITLE OF SECTION HERE.....1-7

0103 ~~PLACE TITLE HERE~~ NEW SECTION TITLE .....1-7

FIGURE 1-1: PARAGRAPH NUMBERING SYSTEM .....1-3

**CHAPTER 2: PLACE CHAPTER TITLE HERE .....2-3**

0201 GENERAL .....2-3

0202 PLACE TITLE HERE .....2-3

020201 TITLE OF SECTION HERE. ....2-3

020202 TITLE OF SECTION HERE. ....2-7

020203 TITLE OF SECTION HERE. ....2-7

0203 PLACE TITLE HERE .....2-7

0204 PLACE TITLE HERE .....2-7

0205 PLACE TITLE HERE .....2-8

FIGURE 2-1: PARAGRAPH NUMBERING SYSTEM .....2-3

This paragraph was added during Change 1.

VOLUME 1: TITLE OF VOLUME

TABLE OF CONTENTS

APPENDICES

A PLACE TITLE HERE.....A-1

**LONG TITLE OF MCO GOES HERE**

**References**

Change 2, DD MMM YYYY

**MCO XXXX.XX-V1**

DD MMM YYYY

Place "Change #" and most current date of change in blue font. Red strike-through not needed for this header.

Base MCO SSIC, Volume #, and original publication date remains the same until MCO is revised in its entirety.

**REFERENCES**

- (a) List references in order as they appear throughout the document.
- (b) MCO 5215.1K
- (c) ~~MCO 5210.11E~~ MCO 5210.11F
- (d) ~~NAVMC DIR 5210.11E~~ (cancelled by MCO 5210.11F, no replacement)
- (e) MCO 5214.2F

Update all references with each change to ensure currency.

In the event a reference has been cancelled in its entirety use strike-through and note there is no replacement. Change or strike-through any/all content in directive using cancelled reference to ensure compliance.

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If a change was made within the Chapter the cover page of Chapter will always reflect most recent change as applicable below.

**VOLUME 1: CHAPTER 1**  
**“GENERAL OVERVIEW”**

**SUMMARY OF SUBSTANTIVE CHANGES**

Hyperlinks are denoted by *[bold, italic, blue and underlined font.](#)*

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

<b>CHAPTER VERSION</b>	<b>PAGE PARAGRAPH</b>	<b>SUMMARY OF SUBSTANTIVE CHANGES</b>	<b>DATE OF CHANGE</b>
CHANGE 1	1-7 010203	New paragraph added due to X, Y, and Z. Other paragraphs adjusted accordingly.	DD MMM YYYY
CHANGE 2	1-7 0103	Paragraph title changed; content changed to reflect cancelled policy.	DD MMM YYYY

List of changes will continue to build until a full revision of the MCO in its entirety is conducted.

Note: Chapter 1 was only affected during the “Change 2” of this Volume; therefore there is no “Change 1” reflected.

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CHAPTER 1

GENERAL OVERVIEW

0101 SCOPE

This Order prescribes strategic policy, procedures, and responsibilities for managing property under Marine Corps control in order to ensure complete and accurate accountability, auditability and valuation of property. The strategic goal of this directive is to achieve full inventory accountability and visibility of property in accountable property systems of record (APSR), financial systems of record, and Department of Defense (DoD)-compliant procurement and requisitioning systems in accordance with DoD laws and regulations for resource management.

0102 GENERAL

This Volume prescribes basic guidance and responsibilities for managing property under Marine Corps control. All accountable property falls within the three major categories of (1) Property, Plant and Equipment (PP&E), (2) Operating Materials and Supplies (OM&S), and (3) Inventory.

010201. Title of Section Here

Paragraph begins here. All Sub Headers shall be underlined. This is a sample formatting method. Sponsor has the leniency to format paragraphs differently to ensure fluency to the reader. All Volumes must follow the same paragraph formatting and paragraph numbering system such as Figure 1-1 below. This Figure is displayed here for the sole purpose of showing how to cite and label a figure; figures in this paragraph regarding paragraph numbering systems are not required for this paragraph.

<b>01</b>	<b>01</b>	<b>01</b>	<b>A.1.a.(1)(a)</b>
CHAPTER 1	SECTION 1	PARAGRAPH 1	SUBPARAGRAPHS

Figure 1-1.--Paragraph Numbering System

A. Sub Header

Paragraph begins here. Paragraph “A” must be followed by paragraph “B”. This is the next sentence. This is the next sentence.

1. Sub Header. Paragraph begins here. Paragraph “1” must be followed by Paragraph “2”. This is the next sentence. This is the next sentence.

a. Sub Header. Paragraph begins here. Paragraph “a.” must be followed by paragraph “b.”. This is the next sentence. This is the next sentence.

b. Sub Header. Paragraph begins here. Paragraph “a.” must be followed by paragraph “b.”. This is the next sentence. This is the next sentence.

(1) Sub Header. Paragraph begins here. Paragraph “(1)” must be followed by paragraph “(2)”. This is the next sentence. This is the next sentence.

(2) Sub Header. Paragraph begins here. Paragraph “(1)” must be followed by paragraph “(2)”. This is the next sentence. This is the next sentence.

(a) Sub Header. Paragraph begins here. Paragraph “(a)” must be followed by paragraph “(b). This is the next sentence. This is the next sentence.

(b) Sub Header. Paragraph begins here. Paragraph “(a)” must be followed by paragraph “(b). This is the next sentence. This is the next sentence.

2. Sub Header. Paragraph begins here. Paragraph “1” must be followed by Paragraph “2”. This is the next sentence. This is the next sentence.

3. Sub Header. Paragraph begins here. Paragraph “1” must be followed by Paragraph “2”. This is the next sentence. This is the next sentence.

B. Sub Header

Paragraph begins here. Paragraph “A” must be followed by paragraph “B”. This is the next sentence. This is the next sentence.

1. Sub Header. Paragraph begins here. Paragraph “1” must be followed by Paragraph “2”. This is the next sentence. This is the next sentence.

a. Sub Header. Paragraph begins here. Paragraph “a.” must be followed by paragraph “b.”. This is the next sentence. This is the next sentence.

b. Sub Header. Paragraph begins here. Paragraph “a.” must be followed by paragraph “b.”. This is the next sentence. This is the next sentence.

(1) Sub Header. Paragraph begins here. Paragraph “(1)” must be followed by paragraph “(2). This is the next sentence. This is the next sentence.

(2) Sub Header. Paragraph begins here. Paragraph “(1)” must be followed by paragraph “(2). This is the next sentence. This is the next sentence.

(a) Sub Header. Paragraph begins here. Paragraph “(a)” must be followed by paragraph “(b). This is the next sentence. This is the next sentence.

(b) Sub Header. Paragraph begins here. Paragraph “(a)” must be followed by paragraph “(b). This is the next sentence. This is the next sentence.

2. Sub Header. Paragraph begins here. Paragraph “1” must be followed by Paragraph “2”. This is the next sentence. This is the next sentence. This is the next sentence.

is the next sentence. This is the next sentence. This is the next sentence. This is the next sentence.  
This is the next sentence. This is the next sentence.

This is the only page within the chapter reflecting "Change 2" therefore the header of this page is the only page in the chapter identifying the change.

Header. Paragraph begins here. Paragraph "1" must be followed by sentence. This is the next sentence.

This was added during Change 1 however a paragraph below was changed during Change 2.

010202. Title of Section Here

Paragraph begins here. This is the next sentence. This is the next sentence.

010203. Title of Section Here

This paragraph is new. This is the next sentence.

The addition of the paragraph above moved this paragraph down.

010203~~4~~. Title of Section Here

Paragraph begins here. This is the next sentence. This is the next sentence.

This was modified during Change 2, therefore the header reflects Change 2.

0103 ~~PLACE TITLE HERE~~ NEW SECTION TITLE

~~Paragraph begins here. This is the next sentence.~~ Content in this section changed due to the cancellation of reference (d) for this volume. The sentences in blue are the changes to this policy. The change number and date of change is reflected in the header of only the pages containing change. This is the next sentence. This is the next sentence.

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**VOLUME 1: CHAPTER 2**

“PLACE CHAPTER TITLE HERE”

**SUMMARY OF SUBSTANTIVE CHANGES**

Changes are denoted by *bold, italic, blue and underlined font*.

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in *blue font* will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE
CHANGE 1	2-5 020201B	Content changed due to X, Y, Z.	DD MMM YYYY

If a change was made within the Chapter the cover page of Chapter will always reflect most recent change as applicable below.

List of changes will continue to build until a full revision of the MCO in its entirety is conducted.

Note: Chapter 2 was only affected during the “Change 1” of this Volume; therefore there is no “Change 2” reflected.

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CHAPTER 2

PLACE TITLE HERE

0201 GENERAL

Paragraph begins here. All headers and sub headers shall be underlined. This is a sample formatting method. Sponsor has the leniency to format paragraphs differently to ensure fluency to the reader. All Volumes must follow the same paragraph formatting and paragraph numbering system such as Figure 2-1 below. This Figure is displayed here for the sole purpose of showing how to cite and label a figure; figures in this paragraph regarding paragraph numbering systems are not required for this paragraph.

0202 PLACE TITLE HERE

Paragraph begins here. This is the next sentence. This is the next sentence.

020201. Title of Section Here

Paragraph begins here. This is the next sentence. This is the next sentence.

<b>02</b>	<b>01</b>	<b>01</b>	<b>A.1.a.(1)(a)</b>
CHAPTER 2	SECTION 1	PARAGRAPH 1	SUBPARAGRAPHS

Figure 2-1.--Paragraph Numbering System

A. Sub Header

Paragraph begins here. Paragraph “A” must be followed by paragraph “B”. This is the next sentence. This is the next sentence. This is the next sentence. This is the next sentence.

This is the next sentence. This is the next sentence. This is the next sentence. This is the next sentence. This is the next sentence.

1. Sub Header. Paragraph begins here. Paragraph “1” must be followed by Paragraph “2”. This is the next sentence. This is the next sentence.

a. Sub Header. Paragraph begins here. Paragraph “a.” must be followed by paragraph “b.”. This is the next sentence. This is the next sentence.

b. Sub Header. Paragraph begins here. Paragraph “a.” must be followed by paragraph “b.”. This is the next sentence. This is the next sentence.

(1) Sub Header. Paragraph begins here. Paragraph “(1)” must be followed by paragraph “(2). This is the next sentence. This is the next sentence.

(2) Sub Header. Paragraph begins here. Paragraph “(1)” must be followed by paragraph “(2). This is the next sentence. This is the next sentence.

(a) Sub Header. Paragraph begins here. Paragraph “(a)” must be followed by paragraph “(b). This is the next sentence. This is the next sentence.



sentence. This is the next sentence.

b. Sub Header. Paragraph begins here. Paragraph “a.” must be followed by paragraph “b.”. This is the next sentence. This is the next sentence.

(1) Sub Header. Paragraph begins here. Paragraph “(1)” must be followed by paragraph “(2). This is the next sentence. This is the next sentence.

(2) Sub Header. Paragraph begins here. Paragraph “(1)” must be followed by paragraph “(2). This is the next sentence. This is the next sentence.

(a) Sub Header. Paragraph begins here. Paragraph “(a)” must be followed by paragraph “(b). This is the next sentence. This is the next sentence.

(b) Sub Header. Paragraph begins here. Paragraph “(a)” must be followed by paragraph “(b). This is the next sentence. This is the next sentence.

2. Sub Header. Paragraph begins here. Paragraph “1” must be followed by Paragraph “2”. This is the next sentence. This is the next sentence.

3. Sub Header. Paragraph begins here. Paragraph “1” must be followed by Paragraph “2”. This is the next sentence. This is the next sentence.

020202. Title of Section Here

Paragraph begins here. This is the next sentence. This is the next sentence.

020203. Title of Section Here

Paragraph begins here. This is the next sentence. This is the next sentence.

0203 PLACE TITLE HERE

Paragraph begins here. This is the next sentence. This is the next sentence.

0204 PLACE TITLE HERE

Paragraph begins here. This is the next sentence. This is the next sentence.

0205 PLACE TITLE HERE

Paragraph begins here. This is the next sentence. This is the next sentence.

If a change was made within the Appendix the cover page of this Appendix will always reflect most recent change as applicable below.

**VOLUME 1: APPENDIX A**

**“PLACE APPENDIX TITLE HERE”**

**SUMMARY OF SUBSTANTIVE CHANGES**

Links are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in *blue font* will reset to black font upon a full revision of this Volume.

<b>CHAPTER VERSION</b>	<b>PAGE PARAGRAPH</b>	<b>SUMMARY OF SUBSTANTIVE CHANGES</b>	<b>DATE OF CHANGE</b>
<i>CHANGE 1</i>	<i>A-3</i>	<i>Content changed due to X, Y, Z.</i>	<i>DD MMM YYYY</i>

List of changes will continue to build until a full revision of the MCO in its entirety is conducted.

Note: Appendix A was only affected during the “Change 1” of this Volume; therefore there is no “Change 2” reflected.

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**APPENDIX A**

**PLACE TITLE HERE**

New content has been added with Change 1.

Appendix A was only affected during “Change 1” therefore the header of this page reads “Change 1” not “Change 2”.

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**LONG TITLE OF MCO GOES HERE**

**Acronyms**

Change 2, DD MMM YYYY

**MCO XXXX.XX**

DD MMM YYYY

Place "Change #" and most current date of most recent change in blue font.  
Red strike-through not needed for this header.  
Change # must reflect most recent change made anywhere throughout this MCO in its entirety.

**ACRONYMS**

AD	Acronym Definition

Every time a Volume within this MCO is added or changed, the ACRONYMS for this MCO must be revisited to ensure currency.

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**LONG TITLE OF MCO GOES HERE**

**Glossary**

Change 2, DD MMM YYYY

**MCO XXXX.XX**

DD MMM YYYY

Place "Change #" and most current date of most recent change in blue font.  
Red strike-through not needed for this header.

Change # must reflect most recent change made anywhere throughout this MCO in its entirety.

**GLOSSARY**

A

A Term. Place Definition here.

A Term. Place Definition here.

B

B Term. Place Definition here.

B Term. Place Definition here.

C

C Term. Place Definition here.

C Term. Place Definition here.

Every time a Volume within this MCO is added or changed, the GLOSSARY for this MCO must be revisited to ensure currency.