



**UNITED STATES MARINE CORPS**

**PLACE LONG TITLE HERE IN ALL CAPS**

**VOLUMES 1-XX**

**NOTE:**

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

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**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

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).*

**VOLUME 1**

**“TITLE OF VOLUME”**

**SUMMARY OF VOLUME 1 CHANGES**

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

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VOLUME VERSION	SUMMARY OF CHANGE	ORIGINATION DATE	DATE OF CHANGES
ORIGINAL VOLUME	N/A	<b>DD MMM YYYY</b>	N/A

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

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**3000 Marine Corps Pentagon**  
**Washington, DC 20350-3000**

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REFERENCES

- (a) List references in order as they appear throughout the document.
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)

**\*\*Information below for instructional purposes only\*\***

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**VOLUME 1: CHAPTER 1**

**“GENERAL OVERVIEW”**

**SUMMARY OF SUBSTANTIVE CHANGES**

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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.

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(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. 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.

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

010202. Title of Section Here

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

010203. Title of Section Here

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

0103 PLACE TITLE HERE

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

0104 PLACE TITLE HERE

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

0105 PLACE TITLE HERE

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

**VOLUME 1: CHAPTER 2**

**“PLACE CHAPTER TITLE HERE”**

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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.



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.

(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.

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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.

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.

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**VOLUME 1: APPENDIX A**

**“PLACE APPENDIX TITLE HERE”**

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**APPENDIX A**

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**ACRONYMS**

AD Acronym Definition  
AD Acronym Definition  
AD Acronym Definition

**\*\*Information below for instructional purposes only\*\***

**ACRONYMS**

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**GLOSSARY**

A

A Term. Place Definition here.

A Term. Place Definition here.

B

B Term. Place Definition here.

B Term. Place Definition here.

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