



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

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ARDB
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MARINE CORPS BULLETIN 5215

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) MCO 5215.1K
(b) DOD Instruction 5025.01, "DOD Directives Program w/Change 2," July 1, 2010
(c) SECNAV M-5210.1 w/Change 1
(d) MCO 5214.2F
(e) DMCS Memo 01-09 of 31 Mar 09 (NOTAL)
(f) MCO 5210.11E
(g) DITPR DON NAVMSG 081526Z dtd Feb 2011 (NOTAL)
(h) MCO 5600.31

Encl: (1) HQMC Directives Review Process and Timelines
(2) HQMC ARDB Directives Management Checklist

1. Purpose

a. To issue interim policy and procedural guidance on directives management pending revision of reference (a). Policy and procedures relate to Marine Corps Directives Management, including types of directives, lifespan, currency, review, revision, change, cancellation, and roles and responsibilities are contained in references (b) through (h).

b. To facilitate, achieve, and maintain currency of Marine Corps directives.

2. Background

a. The Records, Reports, and Directives Management Branch (ARDB), Administration and Resource Management Division, Headquarters, U.S. Marine Corps (HQMC), is responsible for administering the Marine Corps Directives Management Program, with ARDB being the Marine Corps Directives Control Point (DCP).

b. Marine Corps directives capture policy and provide direction for the management, operations, and functional responsibilities of the Marine Corps.

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

c. Directive Types. There are two types of Marine Corps directives: Marine Corps Orders (MCOs) and Marine Corps Bulletins (MCBuls).

(1) MCOs establish policy, delegate authority, assign responsibilities, and provide general procedures to implement policy.

(2) MCBuls serve the same purpose as orders, but are temporary as they only have a one-year life span. They are used to issue policy when time constraints prevent publication of a new or updated MCO.

3. Lifespan of Marine Corps Directives

a. MCO Five-Year Review. To stay current, MCOs must be reviewed every five years. This review is to ensure orders are necessary, current, and consistent with Department of Defense policy, existing law, and statutory authority. MCOs will be changed, revised, or cancelled within five-years of the publication date.

b. Notification. Every January, ARDB will notify each MCO sponsor of the directives due for review within the next 18 months.

c. Achieve and Maintain Currency. An MCO is current when stated policies, responsibilities, authorities, references, organizational entities, and information are accurate and in effect per reference (a).

d. MCBul Review. MCBuls have a one-year lifespan and will not be extended. MCBuls will either be incorporated into an existing MCO, converted to a new MCO, revised and reissued, or cancelled within the one year anniversary publication date.

4. Directive Review Process. The Directive Review Process applies to MCOs and MCBuls and consists of four phases. The review process is managed through the ARDB Directives Review Portal at <https://ehqmc.usmc.mil/org/ar/ard/ardb/default.aspx>.

a. Phase I: Independent Review. Phase I is when the sponsor originates/ revises a directive and coordination with internal and external stakeholders is complete. Phase I starts when the sponsor drafts the directive or ARDB notifies the sponsor a directive review is required, and ends when the sponsor uploads a directive for Compliance Review in the ARDB

Portal. Per enclosure (1), Phase I completion averages 60 to 120 days for MCOs and 30 to 60 days for MCBuls.

b. Phase II: Compliance Review. Independent Review results are required to initiate Phase II. Phase II starts when the sponsor uploads the directive and supporting documents in the ARDB Portal. Supporting documents include evidence of coordination and/or resolution with stakeholders/independent reviewers.

(1) ARDB manages coordination efforts during Phase II, to include final adjudication and resolution by the sponsor. ARDB will staff the draft directive to compliance reviewers to ensure consistency with policy, existing law, and statutory authority. Compliance reviewers include ARDB Records, Reports (Information Collection) and Directives Management; ARDE Forms Management; ARSF Freedom of Information Act/Privacy Act; Civilian Workforce Management Branch (MPC); Staff Judge Advocate to the Commandant (SJA); and, the Office of Counsel for the Commandant (CL), as required.

(2) Phase II ends when the sponsor completes compliance edits and the directive is ready for pre-signature. Per enclosure (1), completion of Phase II takes 20 to 40 days for MCOs and 15 to 25 days for MCBuls.

c. Phase III: Pre-Signature. Phase III is when the sponsor completes compliance edits and prepares the directive for signature. Phase III starts with completion of Compliance Review and ends when the final directive is signed and forwarded for publication. Compliance approval may be withdrawn if the directive is not signed within 90 days of completing Phase II. If this happens, Phase II will have to be repeated. Per enclosure (1), completion of Phase III takes 30 to 60 days for MCOs and 10 to 15 days for MCBuls.

d. Phase IV: Directive Publication. Directive publication is when the directive is signed and distributed for use. Phase IV starts when the sponsor delivers the signed directive to ARDB and ends when it is posted on the Marine Corps Publications Electronic Library at: <http://www.marines.mil/news/Pages/OrdersAndDirectivesSearch.aspx?pid=frontpage> Directives. Per enclosure (1), Phase IV takes two to three days to complete.

5. Five Types of Directives Actions

a. Cancellation. A directive will be cancelled when the sponsor determines it has served its intended purpose; is no longer needed; or is not appropriate for incorporation into a new, revised, or existing directive. The sponsor must coordinate and document cancellation with stakeholders on NAVMC Form 10974. Submit the completed form to ARDB within 60 days. The form is available at <http://www.marines.mil/unit/dmcs/ar/ard/Pages/ardb.aspx>. Select "NAVMC 10974" under the "Training and Tools" tab.

b. Administrative Change. Administrative Changes are nominal and minor amendments that do not impact policy, statutory authority or alter meaning; i.e., format, sponsor codes, organizational names/symbols, and titles/dates of references. On average, administrative changes take 90 days to complete per enclosure (1).

(1) ARDB will review all directives with administrative changes. Directives Review Process Phases I, II, and III are not required.

(2) A new signature is not required, the directive will be published as an administrative change, not a revision.

c. Change. Changes are minimal amendments that affect less than 25 percent of the directive and are necessary to ensure consistency with policy, existing law, and statutory authority. On average, changes take 180 days to complete per enclosure (1).

(1) Directives Review Process Phases I, II, and III are required.

(2) A new signature is required. The directive will be published as a change, not a revision.

d. Revision. Revisions are amendments to policy that affect more than 25 percent of the directive and/or are necessary to ensure consistency with policy, existing law, and statutory authority. On average, revisions take 12 to 18 months to complete per enclosure (1).

(1) Directives Review Process Phases I, II, and III are required.

(2) A new signature is required. The directive will be published as a revision with a new publication date.

e. Changing a Directive's Sponsor

(1) Functional area management responsibilities are sometimes realigned among HQMC staff agencies because of organizational and/or mission changes. This may result in one office assuming sponsorship of an existing directive published by a realigned office; when this happens, the directive's sponsorship should also be realigned. To formalize changes, both the losing and gaining sponsor will sign a single NAVMC Form 10974 and submit it to ARDB within 30 days.

(2) The new sponsor will initiate an administrative change to the MCO. Thirty days is allowed for stakeholder coordination.

6. Marine Corps Bulletins. A MCBul is a short-term directive and holds the same legal authority as a MCO. MCBuls issue policy when time constraints prevent development of a new directive or to quickly update an existing directive. Bulletins adhere to the same Directive Review Process as MCOs. There are two types of MCBuls:

a. Letter-Type MCBul. Letter-Type MCBuls are used to publish policy when time constraints do not allow the sponsor to compose or update a MCO. Per enclosure (1), the timeline for MCBuls to complete the Directive Review Process is 60 to 120 days.

b. Time-Sensitive MCBul. Time-Sensitive MCBuls are issued using the message-type format. The timeline for Time-Sensitive MCBuls to complete the Directive Review Process is six to nine days per enclosure (1) and must meet the following criteria:

(1) Directed by an Executive Order;

(2) Directed by the Secretary of Defense, Deputy Secretary of Defense, Secretary of the Navy, Under Secretary of the Navy, or Commandant of the Marine Corps;

(3) A matter of urgent national security;

(4) Required by recent (less than 90 days) change in law, statute, or Government-wide regulation; and,

(5) Necessary to prevent loss of life or limb per reference (a).

7. Strikethrough. Strikethrough is an option in Microsoft Word that allows tracked changes. Because strikethrough readily identifies and communicates changes or revisions, it is an acceptable method to publish a directive. Directives that adopt strikethrough are considered temporary until the final directive is received by ARDB. The sponsor will complete the directive process outlined in paragraph 5 and submit the final directive to ARDB according to the timelines listed in enclosure (1).

a. Temporary and final directives require signature.

b. When the final directive is received, ARDB will remove the temporary directive from the Marine Corps Publications Electronic Library and replace it with the final directive.

8. Distribution. HQMC and field command directives sponsors must comply with the distribution requirements in reference (a) and (h). Field command sponsors may add additional distribution lists as deemed necessary.

9. Action

a. ARDB Roles and Responsibilities

(1) Develop Directives Management policy and manage the Directive Review Process. Provide management oversight to ensure all directives achieve and maintain currency per references (a) and (c).

(2) Coordinate with sponsors and notify HQMC staff agencies when action is required, including but not limited to review, revision, cancellation, and reporting.

(3) Provide web-based communication and collaborative workspaces to develop and manage the Directive Review Process.

(4) Pre-screen directives for compliance with enclosure (2) before acceptance into Phase II of the Directive Review Process. Return non-compliant directives to the sponsor for correction.

(5) Coordinate directives publication with ARDE.

(6) Communicate the status of in-progress directives on the ARDB Portal.

(7) Cancel directives after coordination with the sponsor.

b. Commander Roles and Responsibilities

(1) Establish a Directives Management process to achieve and maintain currency of locally issued directives within your command per reference (a) and this Bulletin.

(2) Designate a DCP in writing to the Major Subordinate Command level to manage command directives per reference (a) and this Bulletin. Submit copies of DCP appointment letter(s) to ARDB via email to the organizational mailbox at smb_hqmc_directives@usmc.mil.

c. Directives Sponsor Responsibilities

(1) Direct and oversee organizational directives management process, i.e., draft, staff, collaborate, review, and achieve and maintain currency.

(2) Designate a DCP in writing for the review and management of directives per reference (a). Submit a copy of the appointment letter to ARDB via email to the organizational mailbox at smb_hqmc_directives@usmc.mil.

(3) Adhere to the Directive Review Process timelines per enclosure (1).

(4) Coordinate with internal and external stakeholders (i.e., staff agencies and commands) to draft and/or review the directive during Phase I of the Directive Review Process.

(5) Adopt exact format requirements of reference (a), specifically pages 1 through 5 and chapter 1, page 1-15.

(6) Use the ARDB Portal to upload directives for Phase II of the Directive Review Process, and user guidance. Use the Directives Management organizational mailbox at smb_hqmc_directives@usmc.mil for general directives management communications.

d. Stakeholder/Independent Reviewer Roles and Responsibilities

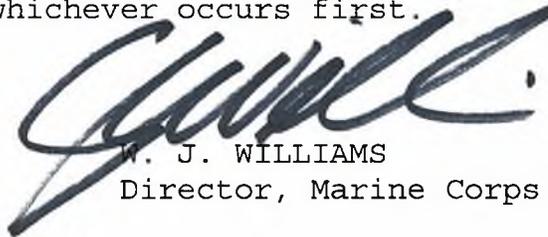
(1) Each HQMC staff agency will appoint a DCP for directives management per reference (a). Submit a copy of the appointment letter to ARDB via email to the organizational mailbox at smb_hqmc_directives@usmc.mil.

(2) During Phase I of the Directives Review Process, draft, review, and/or comment on directives that affect policy or business processes to achieve and maintain currency of Marine Corps directives.

(3) Adhere to timelines in enclosure (1).

10. Reserve Applicability. This Bulletin is applicable to the Marine Corps Total Force.

11. Cancellation Contingency. This Bulletin is cancelled one year from the date of publication or when incorporated into references (a) and (d), whichever occurs first.



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HQMC DIRECTIVE REVIEW PROCESS & TIMELINES		NUMBER OF DAYS BY DIRECTIVE TYPE		
		MCO	REGULAR or Letter-Type MCBUL	"Time Sensitive" or Message-Type MCBUL
Phase I: INDEPENDENT REVIEW: Sponsor initiates Directive collaboration with internal and external stakeholders PRIOR to coordination with HQMC ARDB. INDEPENDENT REVIEW IS NOT ACCOMPLISHED THROUGH THE HQMC ARDB SHAREPOINT PORTAL.		60 to 120 DAYS	30 to 60 DAYS	2 to 3 DAYS
Step 1	Sponsor initiates internal and external stakeholder review of the draft Directive for stakeholder consensus.			
Step 2	Stakeholders review and/or comment on the draft Directive and submit responses to Sponsor.			
Step 3	Sponsor receives stakeholder reviews and/or comments.			
Step 4	Sponsor incorporates Independent Reviews and/or comments into the draft Directive.			
Step 5	Sponsor uploads the draft Directive into HQMC ARDB SharePoint Portal for Compliance Review.			
Phase II: COMPLIANCE/CONSENSUS REVIEW: HQMC ARDB conducts preview of the draft Directive, creates workspace and staffs the draft Directive to Compliance reviewers.		20 to 40 DAYS	15 to 25 DAYS	2 to 3 DAYS
Step 1	Sponsor uploads the draft Directive into the HQMC ARDB SharePoint Portal for Compliance Review at https://ips.usmc.mil/sites/ard/dirrev/default.aspx .			
Step 2	HQMC ARDB performs a preview of the draft Directive using the HQMC ARDB Directives Management Checklist.			
Step 3	If preview is successful and formatting is correct, HQMC ARDB will create a workspace for the draft Directive.			
Step 4	Sponsor is granted permission to the workspace and uploads all Independent Reviews/Comments into the Independent Review Library within the workspace. HQMC ARDB will initiate Compliance Review when all Independent Reviews/Comments are uploaded into the Independent Review Library.			
Step 5	Sponsor uploads Directive enclosures (if applicable) to the 'Active Review Package' of the workspace.			
Step 6	HQMC ARDB initiates Compliance Review and staffs the draft Directive to Compliance reviewers.			
Step 7	Compliance Reviewers upload comments into the Compliance Review Library.			
**	Consensus Review only occurs if draft Directive did not gain approval in Compliance Review or if draft Directive requires an O-6/GO review.			
Phase III: PRE-SIGNATURE: HQMC ARDB submits an approved NAVMC HQ 942, <i>Clearance of Proposed Issuance</i> , to the Sponsor.		30 to 60 DAYS	10 to 15 DAYS	1 to 2 DAYS
Step 1	Upon successful completion of Compliance/Consensus Review, HQMC ARDB approves the Directive for signature. The NAVMC HQ 942 grants authorization to the Sponsor to forward the Directive for signature.			
Step 2	Sponsor is responsible for signature coordination.			
Phase IV: DIRECTIVE PUBLICATION: Sponsor submits the signed Directive for publishing.		2 to 3 DAYS	2 to 3 DAYS	1 DAY
Step 1	Sponsor uploads Portable Document Format (.PDF) of the original "wet signature" Directive, a verbatim MS Word version of the Directive (unsigned), and additional supporting documentation for publishing.			
Step 2	Sponsor hand delivers the original "wet signature" Directive and supporting documentation to HQMC ARDB.			
Step 3	HQMC ARDB posts the Directive on HQMC ARDB SharePoint Portal at https://ehqmc.usmc.mil/org/ar/ard/ardb/default.aspx . HQMC ARDB delivers the Directive to HQMC ARDE for publication on Marine Corps Publications Electronic Library website at http://www.marines.mil/news/publications/Pages/default.aspx .			
TOTAL TIME TO COMPLETE DIRECTIVES PROCESS		112 to 223 DAYS	57 to 103 DAYS	6 to 9 DAYS
CURRENCY REVIEW REQUIREMENTS		5 Yr Review	1 Yr Review	1 Yr Review
TYPES OF ACTIONS		Compliance Review	New Signature Required	Total Time to Complete
CANCELLATION Sponsor determines Directive has served its purpose or is no longer needed, or is not appropriate for incorporation into a new, revised, or existing directive.		NO	YES	60 DAYS
ADMINISTRATIVE CHANGE Nominal, non-substantive amendments that do not impact policy or alter meaning; i.e., editorial changes to clarify or consolidate information, format, sponsor codes and organizational information.		NO	NO	90 DAYS
CHANGE Minimal amendments that affect <i>less than 25%</i> of the Directive and are necessary to ensure consistency with policy, existing law, and statutory authority.		YES	YES	180 DAYS
REVISION Revision to the policy that affects <i>more than 25%</i> of the Directive and relates to situation, mission, execution, responsibility, procedure, distribution, requirements, and/or applicability.		YES	YES	12 to 18 months
TRANSFER SPONSORSHIP Transfer of function or realignment of program to another Staff Agency.		YES	YES	30 DAYS

HQMC ARDB DIRECTIVES MANAGEMENT CHECKLIST

Prior to submitting a draft Directive into the HQMC ARDB Directives Review Portal, complete and sign this checklist. It will become part of the draft directive package included in the Directive Review Process.		YES	NO
<i>FOR MARINE CORPS ORDERS ONLY:</i>			
1	Did I use the 'SMEAC' format in my Marine Corps order? Situation, M ission, E xecution, A dministration and Logistics, C ommand and Signal		
2	Does my Directive satisfy the requirements per this Bulletin, and have I included this information in the ' <i>Administration and Logistics</i> ' paragraph of my Directive?		
<i>FOR MARINE CORPS BULLETINS ONLY:</i>			
3	Did I use the correct format for my Bulletin per Chapter 3 of MCO 5215.1K?		
<i>FOR ALL MARINE CORPS DIRECTIVES:</i>			
4	Is the format of my Directive in compliance with chapter 1, page 1-15 of MCO 5215.1K? **DO NOT USE the MicroSoft Word 'AUTO FORMAT' FEATURE**		
5	Did I pre-coordinate my Directive with internal and external stakeholders (Independent Review)?		
6	What type of action was required for my Directive? Cancellation <input type="checkbox"/> Administrative <input type="checkbox"/> Change <input type="checkbox"/> Revision <input type="checkbox"/> Transfer <input type="checkbox"/>		
7	Has enough time been allotted to meet the time needed to complete review of my Directive? Administrative Changes require 90 days; Changes require 180 days; Revisions require 12 to 18 months.		
8	Did I request a MCEITS account to gain access to the HQMC ARDB Directives Review Portal?		

This checklist can be found at https://ehqmc.usmc.mil/org/ar/ard/ardb/_layouts/viewlsts.aspx .
TODAY'S DATE:
SPONSOR CODE:
POC NAME:
POC EMAIL ADDRESS/PHONE NUMBER:
MARINE CORPS DIRECTIVE NUMBER AND TITLE: