



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
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MCO 5215.20
ARE
7 Dec 93

MARINE CORPS ORDER 5215.20

From: Commandant of the Marine Corps
To: Distribution List

Subj: POLICY AND PROCEDURES FOR IMPLEMENTING SECRETARY OF
DEFENSE ISSUANCES AND COORDINATING DOD COMPONENTS' DRAFTS

Ref: (a) SECNAVINST 5215.1C, part II, table 1, item 14d
(b) MCO 5600.20M
(c) MCO 5600.48A

Encl: (1) Implementation of DoD Directives and Instructions
(2) Coordination of DoD Drafts
(3) Coordination of Navy Department Drafts and
Disposition of the Official Copies
(4) Final Coordination of Drafts of Joint Departmental
Publications (JDP's)/Directives and Joint Munitions
Effectiveness Manuals (JMEM's)
(5) Final Coordination of Drafts of Joint Technical
Manuals (JTM's)

1. **Purpose.** To publish policy and procedures for implementing
and coordinating the subject material.

2. **Cancellation.** HQO 5215.9F and HQO 5215.12D.

3. **Policy**

a. The Secretary of the Navy has directed compliance with
DoD issuances at all organizational levels throughout the
Department of the Navy. Implementation of DoD issuances is
executed (signed) at the department level (seat of Government).

b. Reference (a) directs that Navy Department directives
proposed for distribution to Marine Corps commands be coordinated
with and referred to the CMC for recommendation, applicability,
printing and distribution requirements, and signature, as
required.

c. Any document issued jointly with other departments
(regulations, directives, publications, etc.) will be signed on
behalf of the Department of the Navy by the official(s) who
would normally promulgate it in the Department. Jurisdiction is
the basis for determining who signs a joint departmental
directive. Joint departmental directives exist between or among
DoD components "on behalf of the Department of the Navy" is
interpreted to mean broad jurisdiction and departmental level.

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

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d. This Order is not applicable to multi-Service, joint doctrine, joint tactics and techniques, and Joint Chiefs of Staff (JCS) publications. Procedures and responsibilities for Marine Corps participation in these publications are contained in references (b) and (c).

4. **Administrative Procedures and Instructions.** Enclosures (1) through (5) set standards, procedures, and provide examples for oversight authorities to follow concerning the subject material.

5. **Definitions**

a. **senior Officials or Common superiors of the Marine Corps**

(1) The Commandant of the Marine Corps.

(2) The Assistant Commandant of the Marine Corps.

(3) Director Marine Corps Staff.

(4) A senior official or a common superior signs all documents that:

(a) Establish or make major changes to existing Marine Corps policy, or

(b) Implement directives of higher authority, or

(c) Assign responsibilities across organizational lines and beyond the jurisdictional authority of the cognizant oversight authority.

(d) Are prepared by an echelon 2 oversight authority and the documents incorporate the elements of paragraphs 5a(4) (a), (b), or (c), above.

b. **Principal Subordinates and Staff Officials of ROMC**

(1) **Principal Subordinates.** Principal subordinates are heads of departments and heads of separate divisions who are not subordinate to a department and who have been formerly delegated authority to sign Marine Corps directives, and report directly to a senior official or a common superior; e.g., DC/S M&RA, DC/S I&L, DC/S PP&O, DC/S Avn, DC/S P&R, AC/S C4I, DirPA, DirAR, DirMCH&M, President MCUB, DNIGMC.

(2) **Staff Officials.** Special staff officers to the CMC: Counsel for the CMC; Legislative Assistant for the CMC; The Staff

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Judge Advocate to the CMC; The Medical Officer, U.S. Marine Corps; The Dental Officer, U.S. Marine Corps; The Chaplain, U.S. Marine Corps. Authority to sign Marine Corps directives has not been delegated to all staff officials, although they author directives and share the same common superior as principal subordinates.

c. **DoD component (the headquarters executive level - echelon 1 activity)** - Directors of DoD agencies (e.g., Director, Defense Logistics Agency, etc.); secretaries of the military departments (e.g., Secretary of the Army, etc.); Navy Department (e.g., CMC, CNO, NavCompt, CHNAVPERS, etc.); and the Commandant, Coast Guard (when a participant); i.e., an echelon 1 activity is a seat of Government activity that includes principal subordinates and staff officials.

d. **Executive agent (the headquarters executive level - echelon 1 activity)** - The DOD component that is the primary independent principal who prepares and obtains clearances and authentications from other participating independent principals. (Refer to paragraph 5c, above.)

e. **Service component - echelon 2 activity)** - A flag billet in a commanding position of an organization at the field level.

f. **Lead service component - echelon 2 activity)** - A flag billet in a commanding position that is the primary independent service component that prepares and obtains clearances and authentications from other like independent service components. (Refer to paragraph 5e, above.)

g. **Oversight authority** - May be a principal subordinate or an echelon 2 activity assigned responsibilities to implement CMC's policies, organize and establish functions and operations concerning specific subject matter.

h. **Joint departmental publication (JDP)/directive and JMEM's** - A document issued in a single version (in a directive system or as a publication) with two or more DoD components when a requirement exists for uniformity in language, form, or timing. These documents are identified as Marine Corps orders (MCO's); NAVMC's; and when issued as Joint Munitions Effectiveness Manuals (JMEM's), are identified as Fleet Marine Force Manuals (FMFM's) and Fleet Marine Force Reference Publications (FMFRP's). JDP's do not include nor applicable to joint publications published by the JCS.

i. **Joint technical manual (JTM)** - A document issued at the service component level (echelon 2 activity) in a single version

by two or more service components when a requirement exists for uniformity in language, form, or timing.

j. **Tasker** - A routing sheet that is affixed to a component's draft by the DirAR (ARE) to obtain comments, recommendations, and distribution requirements from the the point-of-contact (POC).

6. Signing Intra-Navy Department Directives and Authenticating Joint Departmental Publications (JDP's)/Directives

a. One of the senior officials (See paragraph 5a.) signs an intra-Navy Department directive or the authentication sheet of a JDP when it establishes policy, makes major changes to existing policy, or assigns responsibilities across organizational lines which is beyond the jurisdictional authority of the Marine Corps oversight authority. The Marine Corps oversight authority forwards the draft to a senior official (paragraph 5a, above) for signature. (Also, see paragraph 6c, below.) After signature, the entire package is returned to the DirAR (ARE) for further processing.

b. When the Marine Corps is a signer, submit the directive to the HQMC principal subordinate cognizant of the subject matter or to a senior official for signature (paragraph 5a). (See enclosures (3) and (4) for more details on intra-Navy Department directives and JDP's, respectively.)

c. The CMC (AR) (Director of Administration and Resource Management) will sign an intra-Navy Department directive and sign the authentication sheet of a JDP when:

(1) The draft is of a routine or technical nonpolicy-determining nature, the directive has been reviewed and approved by the oversight authority (echelon 1 activity) who is not authorized to sign these documents, and when paragraph 5a above, does not apply, or

(2) The draft is of a routine nature, an echelon 2 activity is the oversight authority and has formerly cleared the directive as applicable for distribution to Marine Corps commands.

d. When the Marine Corps is a signer for an intra-Navy Department directive, a Marine Corps service identification (SSIC) is not assigned. A Marine Corps service identification (SSIC) is not assigned to a JDP when it is identified as a SecNav directive (e.g., SECNAVINST).

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7. Action

a. HQMC, CG MCCDC, and COMMARCORSYSCOM organizations will comply with the policies and procedures contained in this Order and the following:

(1) Deliver all DOD components' drafts of DoD, Navy and intra-Navy directives, and joint departmental publications (JDP's) to the DirAR (ARE) when received first, to facilitate documentation, processing, and control.

(2) Provide the name, grade (required for military), office code, and phone number of the Marine Corps point of contact (POC) to the DirAR (ARE) within 48 hours of receipt of the DirAR (ARE) tasker, by phone. Also, annotate the POC nomenclature on the tasker. Return the tasker to the DirAR (ARE) when action is completed. **The tasker is a separate action and must not be compiled with the Marine Corps implementing directive or any other related or separate staffing package.**

(3) Control, monitor/track due dates, and be responsible for all internal organizational routing to ensure DoD components' requirements are met, the CMC's position is included, and the draft is returned to the DirAR (ARE) on time.

(4) If the draft requires a report, obtain a staff clearance from the DirAR (ARA) before returning the draft to the DirAR (ARE).

(5) Return the entire package immediately to the DirAR (ARE) when the organization is not cognizant of the subject matter with the appropriate comments.

b. DirAR (ARE)

(1) Control, record, and staff all DoD components' implementation action items and draft documents to the cognizant organization's admin office to obtain CMC's position; comments and recommendations; Marine Corps service identification; applicability; list of IAC's for distribution; funding citation; and authentication (signature), as applicable.

(2) Affix a tasker to the document and send it to the cognizant organization for comment, recommendation, concurrence, or information and retention, as appropriate.

(3) provide assistance and act as the liaison between DoD components for HQMC staff agencies, CG MCCDC, and COMMARCORSYSCOM organizations.

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(4) Prepare the official reply and send it to the lead DoD or service component's organization, to include the Marine Corps printing, distribution, and shipping requirements, and signature, as appropriate.

(5) Furnish two copies of a directive implementing a DoD issuance to the SECNAV/OPNAV Directives Control Office. Furnish two copies of each CMC reply (less the implementing directive) to the DirAR (ARA) with the SecNav Admin routing sheet (DCN). Provide the reason to the SECNAV/OPNAV directives Control Office when Marine Corps implementation of a DoD issuance is not required.

(6) Ensure official (printed) copies of DoD components' issuances are disseminated to Marine Corps organizations for action or information and retention.

(7) Forward the original comments and recommendations with related papers on completed actions to the CMC (ARA) (Administrative Programs/Central Files Section) for research and archival purposes, including those issued jointly with other DoD and service components.


W. E. BOOMER
Assistant Commandant
of the Marine Corps

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IMPLEMENTATION OF DOD DIRECTIVES AND INSTRUCTIONS

1. DoD implementation documents are assigned Department of the Navy control numbers (DCN's) and forwarded to the CMC under SecNav Admin routing sheets. These documents are entered into the HQMC Controlled Correspondence System by the Director of Administration and Resource Management (DirAR (ARA)). These documents are referred to the CMC for action, implementation, or information.

2. The DirAR (ARE) staffs DoD issuances to HQMC, CG MCCDC, or COMMARCORSYSCOM organizations cognizant of the subject matter for implementation and sends copies to other interested offices. Normally, the CMC receives approximately 15 copies when implementation action is required. Two copies are affixed with a ladder stamp showing the organizations receiving copies; one for the primary organization cognizant of the subject matter, one remains with the DirAR (ARE) as the official file copy, and one furnished to the DirAR (ARA) Administrative Programs/Central Files Section which can be obtained by HQMC staffs on a "loan" basis. Information addressees receive an unmarked copy, and all extra copies are furnished to the primary organization and should be retained or disposed of in the best interest of the Government.

3. **When a Marine Corps Directive will Implement a DoD Issuance.** The General Counsel of the DoD requires that all DoD components publish required implementing documents within a prescribed time period. The time period is tasked by higher headquarters generated correspondence and action offices should ensure suspense dates are met in a timely fashion.

4. **Action.** HQMC, CG MCCDC, and COMMARCORSYSCOM organizations will:

a. Comply with the requirements of the DoD issuance and any supplemental instructions indicated on the SecNav Admin routing sheet. Coordinate directly with other joint-action addressees as indicated on the SecNav Admin routing sheet. Respond to any additional requirements indicated on the DirAR (ARE) tasker.

b. Develop the Marine Corps implementing directive so that subordinate units do not have to issue a local directive, unless essential.

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c. When requested by SecDef or the designated SecDef official, submit the draft of the Marine Corps implementing directive to the SecDef or the designated SecDef official for approval via the SecNav or the responsible civilian executive assistant before it is signed.

d. After signature, send the Marine Corps implementing directive under a new routing sheet to the DirAR (ARE). (Do not combine or intermix the tasker with a different action, although related, treat as a separate action item.) Show the identification of the DoD issuance that the Marine Corps directive implements; e.g., DoD number, date, or if a change.

e. Furnish a 5 1/4- or 3 1/2-inch diskette in WordPerfect 5.1 or ASCII verbatim of the signed Marine Corps directive along with the camera copy, and all original staffing background material to the DirAR (ARE) for publishing. Include the date signed and the signature block on the diskette. Also, include two official copies of the implementing directive to the DirAR (ARE) (printed or reproduced) with date and signature.

5. When the DoD Deadline Date Cannot Be Met. Actions officers will:

a. Contact the DoD project officer and obtain a new deadline date.

b. Report the new deadline date to the DirAR (ARE), by phone. Give the name, grade (military only), and telephone number of the DoD project officer who granted the new deadline date, as well as the Marine Corps action officer, as soon as possible.

c. Retain the original tasker until the Marine Corps implementing directive is signed. Annotate the tasker with the POC nomenclature. Return the original tasker with two copies of the official implementing directive with all related papers to the DirAR (ARE).

6. Navy Directive or Joint Departmental Publication (JDP) Implements a DoD Issuance for the Marine Corps. When a Navy directive or a joint departmental publication will implement a DoD issuance for the Navy and the Marine Corps or participants in a joint effort, provide the DirAr (ARE) with the name, grade (military only), organization/code, and phone number of the executive agent's POC. Also, provide the name, grade (military

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only), office code, and phone number of the Marine Corps POC. Annotate the POC nomenclature on the tasker (or attach) and return it with all related papers immediately to the DirAR (ARE).

7. **When a Marine Corps Implementing Directive is not Required.** Provide the reason, the name, grade (military only), office code, and phone number of the Marine Corps POC on the tasker or in a separate statement. Promptly return the tasker with all related papers to the DirAR (ARE).

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COORDINATION OF DOD DRAFTS

1. DoD drafts are assigned DCN's and forwarded to the CMC under SecNav Admin routing sheets. These documents are entered into the HQMC Controlled Correspondence System under the cognizance of the Director of Administration and Resource Management (DirAR (ARA)). These documents are referred to the CMC for appropriate action or information and retention.

2. The DirAR (ARE) staffs all DoD drafts to the organization cognizant of the subject matter for comment, recommendation, concurrence, or information and retention.

3. **Action.** HQMC, CG MCCDC, and COMMARCORSYSCOM organizations will:

a. Comply with the requirements of any supplemental instructions indicated on the SecNav Admin routing sheet and coordinate directly with other joint-action addressees as directed on the SecNav Admin routing sheet (white). Also, provide all information requested on the DirAR (ARE) tasker.

b. When the primary sponsor's comments are involved, substantial, and technical, prepare the official letter directly to the cognizant SecDef or SecNav official, signed by a senior official or the head of the primary sponsor's department, as appropriate. Attach a copy of that reply to the tasker and return it with all related papers to the DirAR (ARE). Make sure the copy of the primary sponsor's reply is affixed with the signature block and date of signature. The DoD draft copy may be retained.

c. As the **primary action organization**, obtain comments and recommendations from other organizations outside the primary sponsor's immediate organization and responsibility, resolve or obtain resolution of differences, and consolidate all comments and recommendations into a single official reply for signature by the primary sponsor's principal subordinate or a senior official, as appropriate. Forward the reply directly to the SecDef or SecNav official, as appropriate. Attach a copy of that reply to the tasker and return it with all related papers to the DirAR (ARE). Make sure the copy of the primary sponsor's reply is affixed with the actual signature and signature block and date signed.

ENCLOSURE (2)

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**COORDINATION OF NAVY DEPARTMENT DRAFTS AND DISPOSITION
OF THE OFFICIAL COPIES**

1. Navy Department organizations individually forward their drafts directly to the CMC for comment, recommendation, applicability, distribution and printing requirements, and joint signature. SECNAVINST 5215.1, Department of the Navy Directives Issuance System, states that directives proposed for distribution to Marine Corps field activities (less those pertaining only to Navy personnel) shall be coordinated with the Commandant of the Marine Corps for advice as to Marine Corps applicability and for distribution designation. Also, it states that the Commandant of the Marine Corps shall designate any distribution required in addition to that included in the Standard Navy Distribution List (SNDL), Parts 1 and 2. In addition to designating a specific distribution, a statement regarding the extent and kind of action required by Marine Corps activities should be included in the text when needed to clarify Marine Corps action.

2. The DirAR (ARE) staffs drafts of Navy directives to the organization cognizant of the subject matter for comment, recommendation, applicability, distribution list, printing and distribution requirements, and signature, as applicable.

3. **Action.** HQMC, CG MCCDC, and COMMARCORSYSCOM organizations will:

a. Provide all information requested on the tasker to the DirAR (ARE). Determine if the draft is applicable to Marine Corps functions, operations, or personnel (to include Navy personnel on the T/O of Marine Corps commands). Differences in context of a directive must be resolved and finalized through direct liaison with the Navy Department action officer. Return the final resolution on the draft with all related papers to the DirAR (ARE).

(1) Review the Navy SNDL Distribution shown on the draft to ensure it is appropriate for distribution to the Marine Corps activities.

(2) Provide a list of individual activity codes (IAC's) so that appropriate distribution of copies can be made to Marine Corps activities when published. Refer to MCO P5600.31 or contact the DirAR (ARE) for more instructions on developing and transmitting IAC's to DirAR (ARE) electronically, for new publications.) Return all related papers to the DirAR (ARE).

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b. Reply officially and directly to the Navy originator when the primary sponsor's comments are involved, substantial, and technical. Attach a copy of the sponsor's reply to the tasker with the date and the signature block affixed, and return it to the DirAR (ARE) with all related papers. Indicate on the tasker if return of the draft for further review is required before it is signed by the Navy.

c. As the primary action organization, obtain comments and recommendations from other organizations outside the primary sponsor's immediate organization and responsibility, resolve or obtain resolution of differences, and consolidate all comments and recommendations into a single reply and forward it directly to the Navy originator. Attach a copy of the official reply to the tasker and return it with all related papers to the DirAR (ARE). Make sure the copy of the primary sponsor's reply is affixed with the actual signature and signature block and date signed. Also, indicate on the tasker if return of the draft for further review is required before it is signed by the Navy.

d. When the Marine Corps is a signer on an intra-Navy Department directive (i.e., between CNO and CMC, etc.), the draft will be signed by a principal subordinate (echelon 1 activity). (See paragraphs 5a(4) and 6c of the basic Order.) All intra-Navy Department directives will be signed over the title of the principal subordinate as shown in paragraph 3e, below.

e. The Marine Corps official signs at the left margin and the Navy Department official signs near the right margin. The Marine Corps signature block will include only the signer's name, official billet title, and the organization typed in the style shown below (military/civilian grade not included):

/s/ Signer's Signature
SIGNER'S NAME
Director of Administration and
Resource Management
Headquarters, U.S. Marine Corps

f. The letterhead page of the Navy directive will include the HQMC address just under the Navy originator's preprinted letterhead as follows:

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**FINAL COORDINATION OF DRAFTS OF JOINT DEPARTMENTAL PUBLICATIONS
(JDP'S) /DIRECTIVES AND
JOINT MUNITIONS EFFECTIVENESS MANUALS (JMEM'S)**

1. **Joint Departmental Publications (JDP's)/Directives and JMEM's**. Preliminary work is normally accomplished by a joint **departmental** working group. A preliminary draft is prepared by the executive agent (paragraph 6d of basic Order) and copies sent to each participating DoD component for review. Any differences or necessary changes are resolved before the final draft is resubmitted to each DoD participating component for final verification of service identification, funding citation, printing and distribution requirements, and authentication (signature).

2. The DirAR (ARE) staffs all drafts of JDP's and JMEM's to the organization with subject matter cognizance for review of applicability, assignment of Marine Corps service identification, list of IAC's for distribution, printing requirements, funding citation, and authentication (signature).

3. **Action**. HQMC staff agencies, CG MCCDC, and COMMARCORSYSCOM organizations who participate in JDP's and JMEM's will:
 - a. Deliver all drafts to the DirAR (ARE), if the draft is received by the agency first, so proper documentation, processing, staffing, and control can be effected to include CMC's position and to meet DOD components' requirements.

 - b. Determine if the draft is applicable to Marine Corps functions, operations, and/or personnel. Differences in context must be resolved through direct liaison with the executive agent's POC.

 - c. Except for JMEM's, provide the individual activity codes (IAC's) to the DirAR (ARE) to facilitate distribution to Marine Corps activities when published. (Refer to MCO P5600.31 or contact the DirAR (ARE) for more instructions on developing and transmitting IAC's to DirAR (ARE) electronically, for new publications.)

 - d. Submit the approved draft with the authentication sheet to include signature block (appendix A) to the appropriate official to be signed. (See paragraphs 5a and 6c of the basic Order.)

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e. After the authentication sheet is signed, return the entire package with all related papers to the DirAR (ARE) for final processing and return to the executive agent.

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**EXAMPLE OF AN AUTHENTICATION SHEET FOR A DRAFT JDP
AND A JOINT MUNITIONS EFFECTIVENESS MANUAL (JMEM)**

Subj: SUBJECT OF A DRAFT JOINT DEPARTMENTAL PUBLICATION (JDP)/
DIRECTIVE OR JMEM

BY ORDER OF THE SECRETARY OF THE NAVY:

**When a civilian official signs, type the signature block in the
style below (do not include grade):**

/s/ Signer's Signature
SIGNER'S NAME
Director of Administration and
Resource Management
Headquarters, U.S. Marine Corps

**When a military official signs, type the signature block in the
style below (include military grade):**

/s/ Signer's Signature
SIGNER'S NAME
Deputy Chief of Staff
for Plans, Policies and Operations
Lieutenant General, U.S. Marine Corps
Headquarters, U.S. Marine Corps

1. The "Subj:" line is in all capital letters and begins at the very top of page at the left margin.
2. The "BY ORDER OF...." phrase, actual signature, and the signature block will show on the authentication sheet at least three lines below that phrase.

Appendix A to
ENCLOSURE (4)

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FINAL COORDINATION OF DRAFTS OF JOINT TECHNICAL MANUALS (JTM'S)

1. **Joint Technical Manuals (JTM's)**. Preliminary work is accomplished by a joint working group. The preliminary draft is coordinated by the lead service component (echelon 2 activity) for review by other participants. Any difference or necessary changes are resolved before the final draft is resubmitted for further review. The final draft is concurrently submitted to each participant for verification of service identification, funding citation, printing and distribution requirements, and authentication (signature). When the Marine Corps participates in the development of a JTM, the Marine Corps identification number will be assigned and an authentication sheet shall be included to show that it has been approved for Marine Corps use. (See MCO P5215.17.)
2. The Commander, U.S. Army Publications and Printing Command (Cdr USAPPC) forwards JTM's to the CMC (ARE) for final coordination for Marine Corps service identification, funding citation, printing and distribution requirements, and authentication.
3. The DirAR (ARE) staffs JTM's to the COMMARCORSYSCOM who is primary organization cognizant of the subject matter.
4. **Action**. COMMARCORSYSCOM organizations who participate in JTM's will:
 - a. Provide all information requested on the tasker. Determine if the JTM is applicable to the Marine Corps. Differences in context must be resolved through direct liaison with the lead service component.
 - b. Provide the name, grade (military only), office code, and phone number of the Marine Corps POC to the DirAR (ARE) upon receipt of the tasker, by phone. Also, annotate the POC nomenclature on the tasker or attach.
 - c. Control, monitor/track due dates, and be responsible for all internal organizational routing to ensure all requirements are met, completed, and returned to the DirAR (ARE) on time.
 - d. Provide the DirAR (ARE) with a copy of the service identification, PCN, printing and distribution requirement (to include stock), and the authentication sheet. The authentication sheet must show the signature in the signature block and may be an original or reproduced copy of the original.

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5. **Authority to sign a JTM.** The Commander, Marine Corps Systems Command (COMAARCORSYSCOM) is the primary participant in JTM's for the Marine Corps. Authority to authenticate JTM's issued jointly with other military service components has been delegated to the COMAARCORSYSCOM.

6. **When the Marine Corps is a Signer.** The sponsor will complete the authentication sheet (i.e., add signature block) and submit it with the JTM for the actual signature of the appropriate official. JTM's are signed by cognizant service component officials. (See appendix A of this enclosure for an example of a JTM authentication sheet with signature block.)

ENCLOSURE (5)

EXAMPLE OF AN AUTHENTICATION SHEET FOR A DRAFT JTM

Subj: SUBJECT OF A DRAFT JOINT TECHNICAL MANUAL (JTM)

BY DIRECTION OF THE COMMANDANT OF THE MARINE CORPS

When a civilian official signs, type the signature block in the style below (do not show arade):

/s/ Signer's Signature
SIGNER'S NAME
Signer's Billet Title
Name Of Organization

When a military official signs, type the signature block in the style below (include military grade):

/s/ Signer's Signature
SIGNER'S NAME
Signer's Billet Title
Brigadier General, U.S. Marine Corps
Name of Organization

1. The "Subj:" line is in all capital letters and begins at the very top of page at the left margin.
2. The "BY DIRECTION OF...." phrase, actual signature, and the signature block will show on the authentication sheet at least three lines below that phrase.

Appendix A to
ENCLOSURE (5)