**UNITED STATES MARINE CORPS**
4TH MARINE LOGISTICS GROUP
MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

Canc: 1 Jun 07

GruBul 5215
G-1
1 Jun 06

GROUP BULLETIN 5215

From: Commanding General
To: Distribution List

Sub: ANNUAL CHECKLIST OF EFFECTIVE GROUP DIRECTIVES

Ref: (a) MCO P5215.1H
(b) ForO 5605.2A

Encl: (1) Group Directives Checklist
(2) Group Policy Letter Checklist
(3) Requisition for Missing Directives

1. Situation. To publish an annual checklist of effective Group directives and policy letters per the references.

2. Cancellation. GruBul 5215 Dec 05.

3. Mission. Units will review current holdings of Group directives and Policy Letters to purge files of those directives and Policy Letters no longer in effect.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Directives issued by this headquarters are intended to be maintained by the addressees only. To that end, directives will be forwarded to recipients designated by distribution list.

(2) Directives issued prior to June 2006 not listed in this Bulletin are hereby cancelled and shall be destroyed.

(3) Addressees shall use enclosures (1) and (2) to purge files and requisition missing directives within 30 days from receipt of this bulletin.

5. Administration and Logistics

6. Command and Signal

a. Command. This bulletin is applicable to the Marine Corps Reserve.

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

C. K. NOLLETTE
By direction

DISTRIBUTION: A/B

# GROUP DIRECTIVES CHECKLIST

1. The following is a complete listing of all current Group orders/directives as of 1 June 2006. Read columns as indicated below:

A - Directive Number

B - Number of Changes Issued

C - Title

D - Distribution List

E - Date of Directive (year, month, day)

F - Origination Section

**Bold** - Group Orders/Directives up for review

| A | B | C | D | E | F |
|---|---|---|---|---|---|
| 1110R.1C | | SPONSORSHIP PROGRAM FOR NEWLY JOINED MARINES | A/B | 030728 | G-1 |
| 1301R.12 | | ASSUMPTION OF COMMAND | A/B | 050710 | G-1 |
| 1302R.2E | | RESERVE OFFICER ASSIGNMENTS | A/B | 030728 | G-1 |
| 1420.1A | | LCPL THROUGH SGT MERITORIOUS PROMOTIONS | B/D | 030603 | G-1 |
| **1501R.1** | | **SOP FOR OCONUS, JOINT SERVICES OPERATIONS/ EXERCISES, AND HAZARDOUS TRAINING SAFETY CONFIRMATION BRIEFS** | **B** | **990908** | **G-3** |
| **1510R.1A** | | **SOP FOR FORMAL SCHOOLS** | **A/B** | **990510** | **G-3** |
| **1610.2G** | | **PERFORMANCE EVALUATION SYSTEM (PES)** | **A/B** | **000106** | **G-1** |
| 1650.9B | | MARINE CORPS INCENTIVE PROGRAM (BENEFICIAL SUGGESTIONS) | C | 030728 | G-1 |
| **1650.10** | | **MARINE OF THE YEAR** | **A/B** | **001004** | **CMD** |
| 1650.12A | | UNIT AND PERSONAL AWARDS SUBMISSION POLICY | A/B | 060601 | G-1 |
| 1700.1L | | REQUEST MAST | A/B | 051014 | G-1 |
| 1700.2 | | SUBSTANCE ABUSE ADMINISTRATION AND MANAGEMENT | A/B | 030728 | G-1 |
| 1730.1 | | LAY LEADER PROGRAM | B | 040405 | CHAP |
| 1900.1A | | MARINE CORPS ENLISTED ADMINISTRATIVE SEPARATIONS | B | 051103 | G-1 |
| 3000 | | 4TH MLG SOP FOR OPERATIONS | A/B | 060601 | G-3 |
| P3000R.1D | | SOP FOR CSSE | A | 050318 | G-1 |
| **P3100.1** | | **SOP FOR REAR AREA SECURITY** | **A** | **910910** | **G-3** |
| 3440 | | EVACUATION/COTINUITY OF OPERATIONS (ECOP) PLAN | A | 060524 | G-3 |

| A | B | C | D | E | F |
|---|---|---|---|---|---|
| **3501R.1C** | | **MARINE CORPS COMBAT READINESS EVALUATION SYSTEM** | **A/B** | **931123** | **G-3** |
| **4400R.5** | | **SOP FOR EQUIPMENT CUSTODY** | **A** | **920521** | **G-3** |
| 5040.1B | | COMMAND INSPECTION PROGRAM | A/B | 041014 | INSP |
| 5216.1E | 1 | CORRESPONDENCE CODES FOR HEADQUARTERS, 4TH MARINE LOGISTICS GROUP | A | 030728 | G-1 |
| 5510.2 | | EMERGENCY ACTION PLAN (EAP) FOR THE PROTECTION AND DESTRUCTION OF CLASSIFIED INFORMATION | * | 060516 | SECMGR |
| 5605.1D | | DISTRIBUTION LIST | A/B | 060601 | G-1 |

GROUP POLICY LETTERS

| NUMBER | SUBJECT | DIST | DATE | ORIG |
|---|---|---|---|---|
| 01-03 | DESERTERS | A | 030409 | SJA |
| 02-03 | SMCR INACTIVE DUTY TRAINING ACCOUNTING PROCEDURES | * | 031209 | G-1 |
| 02-04 | CONTROL/ADMINISTRATIVE SUPPORT OF 4TH FSSG MARINE LOGISTICS COMMAND DETACHMENTS | A | 41006 | G-1 |
| 01-06 | GUIDANCE FOR THE COMMANDING OFFICER ADDITIONAL TRAINING PERIOD (CD ATP) PROGRAM | A | 060310 | G-1 |
| 02-06 | GUIDANCE CONCERNING SCHEDULING OF IDT PERIODS OR RECENTLY DEMOBILIZED MARINES | A | 060319 | G-1 |
| 03-06 | STANDARD OPERATING PROCEDURES FOR OFFICIAL TRAVEL | A | 060512 | G-1 |
| 04-06 | GUIDANCE FOR THE ADMINISTRATION AND MANAGEMENT OF VIRTUAL DRILL PERIODS | A | 060512 | G-1 |
| 05-06 | 4TH MARINE LOGISTICS GROUP COMMUNITY RELATIONS (COMREL) GUIDANCE | B | 060512 | G-3 |

* Denotes special distribution among Headquarters Staff Sections

Format for Requisition for Missing Directives

From: Inspector-Instructor, _____
To: Commanding General (Attn: DCP), 4th Marine Logistics Group, 4400 Dauphine Street, New Orleans, LA 70146-5400

Subj: REQUEST FOR MISSING DIRECTIVES

Ref: (a) GruBul 5215 of 1 May 06

1. Per the reference, request the following directives required to be maintained by this unit be forwarded to the address in paragraph 2 below:

| Directive | Qty |
|---|---|
| GruO 1650.1A | 1 |
| GruO 1900.1 | 1 |
| GruO 1700.1A | 1 |

2. The point of contact is Staff Sergeant I. M. Motivated at commercial (123) 456-7890. The complete mailing address for this unit is:

_____
(unit name)

_____
(street address)

_____
(bldg/room number/if applicable)

_____
(city, state & zip code)

I. M. INCHARGE

Note: The complete unit mailing address is required to complete the requisition.

ENCLOSURE (3)