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MARINE CORPS BULLETIN 5215

From: Commandant of the Marine Corps
To: Distribution List

Subj: NEW OPTIONAL FORMAT FOR MARINE CORPS ORDERS

Ref: (a) MCO 5215.1K
(b) SECNAVINST 5215.1E
(c) MCO 5214.2F
(d) MCO 5210.11F
(e) SECNAV M-5210.1
(f) 5 U.S.C. 552a
(g) SECNAVINST 5211.5E
(h) DoD Instruction 5025.01, "DoD Issuances Program (Incorporating Change 1, Effective October 17, 2014)," June 6, 2014

Encl: (1) Marine Corps Order with Volumes

1. Purpose. To provide the framework for a new optional format for Marine Corps Orders (MCO) as outlined in enclosure (1).

a. Enclosure (1) identifies and defines the new optional Marine Corps Order format, Marine Corps Order with Volumes (MCOV).

b. Information in this Bulletin can be tailored for use at the command level.

2. Background. The new format outlined in enclosure (1) of this Bulletin will best serve Marine Corps staff agencies that sponsor larger Marine Corps Orders (200 pages or greater) which undergo frequent changes. The MCOV format will serve as a useful tool for directives sponsors to successfully:

a. Consolidate existing policy into one overarching "go-to" source.

b. Assist efforts to eliminate overlapping and conflicting policy.

c. Ease administrative burden by implementing an in-demand expedited "change" process.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Per reference (a), the Marine Corps shall maintain a single, streamlined, uniform process for the preparation, approval, and management of directives.

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(b) The new formatting option outlined in enclosure (1) is immediately available for use upon release of this Bulletin.

(2) Concept of Operations. Headquarters Marine Corps (HQMC) principal subordinates, directives control points, and directives sponsors will ensure directives under their purview continue to comply with policy outlined in reference (a) and, if using the new format herein, will follow the parameters set within enclosure (1) of this Bulletin.

b. Subordinate Element Missions

(1) Records, Reports, Directives Management Section (ARDB), Administration and Resource Management Division, HQMC

(a) Develop directives management policy and manage the Marine Corps directives review process. Provide management oversight to ensure all directives achieve and maintain currency per references (a) through (e), and this Bulletin.

(b) Provide online guidance and templates for the new directives format, Marine Corps Order with Volumes.

(2) HQMC Principal Subordinates. Principal subordinates are individuals with "By title" or "By direction" signature authority for Marine Corps directives as listed in reference (a). Principal subordinates are responsible for implementing policy and programs as delegated by the principal official (in this case, the CMC for Marine Corps policy). Principal subordinates, as well as their DCPs and directives sponsors, will ensure directives under their purview comply with the format parameters of enclosure (1) of this Bulletin and reference (a). Principal subordinates will re-sign all Directives which undergo substantive changes.

(3) Directives Control Point (DCP). DCPs are appointed in writing by commands throughout the Marine Corps.

(a) Direct and oversee organizational directives management processes.

(b) Ensure enclosure (1) formatting parameters are followed and are correct in format prior to release of draft MCOV to HQMC ARDB.

(4) Directives Sponsors

(a) Adhere to organizational directives management processes as established by reference (a).

(b) If enclosure (1) format is used, adhere to parameters as written.

4. Administration and Logistics

a. Privacy Act Statement. The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information will be in accordance with the Privacy Act of 1974, as amended, per references (f) and (g). Any unauthorized review, use, disclosure or distribution is prohibited.

b. Records Management. Records created as a result of this Bulletin shall be managed according to National Archives and Records Administration

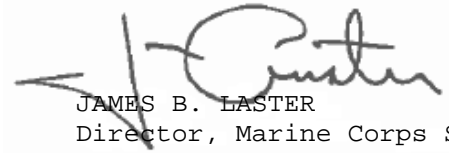
approved dispositions per reference (e) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

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

5. Command and Signal

a. Command. This Bulletin is applicable to the Marine Corps Total Force.

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



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MARINE CORPS ORDER WITH VOLUMES

1. Directives are written communication for issuing policy and procedures. This Bulletin introduces a new type of order format, the Marine Corps Order with Volumes (MCOV).

a. A MCOV is a directive containing authority or information consisting of volumes (or collection of orders), meant to be a permanent reference, and requiring continuing action. A MCOV is directed to the command's overall functions rather than to individualized functions. Marine Corps directives that would benefit from this type of format are, but not limited to: MCO 4400 series, MCO 7300 series, and MCO 11000 series.

b. MCOVs must have a single Marine Corps Order announcing and supporting the established Volumes as authoritative "go-to" sources.

c. The MCOV is formatted as volumes concurrent with each other or that coincide to establish an overarching umbrella policy. The use of this format is considered an option in an effort to reduce and consolidate policy as a whole.

d. The MCOV allows for the identification of "in-text" changes to aid and expedite the directives review process.

2. MCOVs may be published and changed per volume. Per reference (e), all changes will use strikethrough and blue font in order to expedite review process.

a. Changes to MCOVs consist of:

- (1) The addition and/or deletion of Volume(s) within MCOV.
- (2) Substantive changes made to any existing verbiage within MCOV.

b. Upon revision, all strikethroughs will be deleted and blue font will revert to black font; the MCOV will reset and become a revision. Revision to MCOVs in its entirety is required when:

(1) Ten changes have been made as per reference (a); after the tenth change and upon the 11th change, the entire MCOV will be revised.

(2) 50% of cumulative changes throughout the MCOV have been made.

(3) The MCOV has reached its 6-year anniversary from date of last full revision per reference (b).

3. MCOV templates and formatting guides may be retrieved from:
<https://ehqmc.usmc.mil/sites/ard/dirrev/Directive%20Templates/Forms/AllItems.aspx>