



UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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I MEFO 5000.4B

ADJ

DEC 7 2009

I MARINE EXPEDITIONARY FORCE ORDER 5000.4B

From: Commanding General
To: Distribution List

Subj: AUTHORIZATION TO USE THE AUTOPEN SIGNATURE SYSTEM

Ref: (a) Marine Corps Manual, 1980
(b) SECNAVINST 5216.5D

1. Situation. As authorized by paragraph 1007 of reference (a) and paragraph 1-10b of reference (b), this order delegates autopen signature authority for Commanding General, I Marine Expeditionary Force (I MEF).

2. Cancellation. I MEFO 5000.4A.

3. Mission. To provide guidance on the authorized use of the Autopen Signature System for Commanding General, I Marine Expeditionary Force.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Chief of Staff is the only staff member authorized to direct the Adjutant to use the autopen signature for routine correspondence requiring the Commanding General's signature.

(2) Concept of Operations. The Chief of Staff authorizes the use of the autopen signature system to sign the name of the Commanding General by signing an official authorization letter.

(a) Adjutant. The Adjutant shall sign the Commanding General's name with the autopen as directed by the Chief of Staff. The Adjutant is authorized to utilize the autopen to sign citations for awards in cases where the

Commanding General has already signed the Personal Award Recommendation form (NAVMC 1650). This does not require additional authorization by the Chief of Staff.

5. Administration and Logistics. Requests for changes to this order will be made via the Assistant Chief of Staff, G-1.

6. Command and Signal

a. Command. This Order is applicable to all I MEF units.

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


G. M. RYAN
Chief of Staff

DISTRIBUTION: A