



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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I MEFO 5215.1
G-1/ADJ

21 APR 2021

I MARINE EXPEDITIONARY FORCE ORDER 5215.1

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) MCWP 5-1, Appendix G 04
(b) MCO 5215.1K
(c) DOD Directive 5025.1, "DOD Directives System," of 14 Jul 04
(d) SECNAV M-5210.1
(e) SECNAV 5215.1E CH 1

Encl: (1) I Marine Expeditionary Force Orders
(2) I Marine Expeditionary Force Policy Letters
(3) I Marine Expeditionary Force Bulletins

1. Situation. The directives management program ensures consistency in preparation, approval, distribution, and maintenance of directives, in accordance with reference (a) through (e).

2. Mission. This order provides policy for the preparation, approval, and maintenance of I Marine Expeditionary Force (I MEF) directives. All directives shall be written in compliance with this order.

3. Definitions

a. Directives. A directive is a written communication for issuing policy and procedures.

b. Order. An order is a directive of continuing authority or information, meant to be a permanent reference, and requires continuing action. An order is directed to the command's overall functions rather than to individualized office functions. An order shall:

(1) Establish, describe, or change existing policy, programs and major activities, and organizations.

(2) Define missions.

(3) Delegate authority.

(4) Assign responsibilities.

(5) Issue procedural guidance, when necessary.

(6) Be written in 5 paragraph order ("SMEAC") format as prescribed in reference (a) of this order.

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c. Bulletin. A bulletin is a directive of a short term nature. It has the same force and effect as an order, may require a one-time report, and must have a self-canceling provision. Bulletins will remain in effect up to 12 months, but no longer. Action required by a bulletin (e.g., submission of reports, use of forms, maintaining and disposing of records, or following a specific procedure) is cancelled when the bulletin cancels, unless the requirement is incorporated in another directive. If a bulletin with a given cancellation date has cancelled and the material is still required, reissue the material in another directive. Bulletins shall be written in the format prescribed in Chapter 3 of reference (b).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. I MEF shall maintain a single, streamlined, uniform system for preparing, approving, and maintaining directives in order to effectively function administratively per established orders, directives and policies.

(2) Concept of Operations

(a) Each staff section requires certain directives in order to be administratively functional. Those directives will be created at the section level and forwarded to the Directives Control Point (DCP) Manager in the I MEF G-1. Once processed, the DCP Manager will forward directives to the Commanding General for signature to approve and effect the policy contained within the directive.

(b) When creating a directive the section for the respective directive will be referred to as the "sponsor". All directive sponsors shall create directives utilizing the I MEF letterhead and according to the format listed within reference (c).

(c) All I MEF directives shall be issued in the name of the Commanding General. I MEF directives shall be issued as an order or bulletin. I MEF directives shall be issued using the designation "I MEF ORDER" (I MEFO) or "I MEF BULLETIN" (I MEFBul) as appropriate.

(d) The I MEF G-1 Adjutant is the DCP Manager. The I MEF G-1 Adjutant Chief is the Assistant DCP Manager, and the Adjutant's office personnel are DCP clerks. The DCP acts as a centralized control point that contains all directives. All hard copy originals will be e-filed.

(e) Directives, when created, require routine administrative maintenance to ensure they remain current and, if necessary, may be required to be revised according to the guidelines below:

1. As directives are revised, they shall comply with this order.

2. A directive shall not have more than nine changes. A change will be issued when less than 50 percent of the total number of pages are modified. The directive shall be revised when a directive exceeds nine changes, or 50 percent or more of the total number of pages are modified.

3. Issue changes (e.g., I MEFO 5215.1J Ch 1, I MEFO 5215.1J Ch 2) to directives published prior to this order in the same format that they were issued.

4. Sponsors will ensure directives under their purview comply with this order.

5. Internal reviews. Sponsors shall review their directives annually to ensure they are necessary, current, and consistent with statutory authority. The results of the review will be documented by the DCP manager, in accordance with reference (d). Sponsors will review their directives within the same month as originally signed.

b. Subordinate Element Missions

(1) I MEF G-1 Adjutant's Office Personnel

- (a) Be assigned in writing as the DCP manager, DCP assistant manager, and DCP clerks.
- (b) Manage and administer the command's directives program.
- (c) Comply with reference (c) when preparing, reviewing, staffing, and promulgating directives.
- (d) Ensure an assumption of command directive is published identifying the principal officer in command.
- (e) Ensure all command issued directives are published on the command or unit letterhead.
- (f) Upon receipt of a new, revised, or changed directive from a directive sponsor, review for compliance with references (a), (c), and (e).
- (g) Post directives to the I MEF SharePoint.
- (h) Coordinate with the sponsor of the directive to incorporate any recommended changes, if applicable, once staffing is complete.
- (i) Complete final review of directives to ensure accuracy, paying particular attention to grammatical errors and paragraph format.
- (j) Prepare directives for signature by the Commanding Officer, as required.
- (k) Ensure the Master Directives File is maintained to identify and provide easy access to current and cancelled directives.
- (l) Remind directive sponsors of their requirement per reference (c) and this order to review directives they sponsor annually.
- (m) Utilize NAVMC 10974 to document the annual review of local directives.
- (n) Conduct functional area checklist inspections utilizing checklist 5215, Directives Management Program.

(o) Conduct internal inspections annually.

(2) General and Special Staff Sections: G-1, G-2, G-3, G-4, G-5, G-6, G-7, G-8, Staff Secretary (SSEC), Staff Judge Advocate (SJA), Communications Strategy (CommStrat), Inspector General (IG), Health Services, Security Manager (SecMan), Safety, Force Chaplain, Equal Opportunity Advisor (EOA), Information Management Office(IMO)

(a) Comply with this order when preparing, reviewing, staffing and promulgating directives.

(b) Conduct a directives review by:

1. Reviewing directives to revise, combine similar subjects into one directive, issue a change, or cancel as appropriate.

2. When an order reaches six years old, a complete revision of the content must be completed.

3. Reviewing and updating a directive when it previously supplemented/implemented a higher authority's directive that has been modified.

4. Justifying and documenting your records when a directive cannot be updated or cancelled; monitor target dates for completion or cancellation.

5. Reviewing directives on their anniversary dates or at a prescribed time each year. When a new change is issued, review the basic directive and any changes.

6. Submitting to the DCP all background materials and all staffing comments for retention per reference (d).

c. Coordinating Instructions

(1) All I MEF directives, changes and revisions shall be fully coordinated with the appropriate I MEF general and special staff sections and routed to the DCP manager. A draft copy of the directive will be circulated to the appropriate general and special staff sections in I MEF for input, edits, coordination, etc. Once each general and special staff section has had an opportunity to see the draft directive, the sponsor will make final edits and/or corrections and forward to the DCP manager.

(2) Upon completing initial staffing and resolving comments, the sponsor shall send the original electronic copy of the directive and all background material (i.e. enclosures) to the DCP manager for processing. If any changes are required, the complete package will be sent back to the sponsor for correction. Upon signature, the final package is archived in the DCP and a scanned copy will be uploaded and published on the I MEF SharePoint.

5. Administrative and Logistics. Recommendations concerning the contents of this order may be forwarded to the I MEF G-1 Adjutant via the appropriate chain of command.

6. Command and Signal

- a. Command. This order is applicable to the I MEF Total Force.
- b. Signal. This order is effective the date signed.



K. S. HECKL

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