



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 5000.3H
ADJ

JUL 24 2023

AIR STATION ORDER 5000.3H

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: "BY DIRECTION" SIGNATURE AUTHORITY FOR MARINE CORPS AIR
STATION NEW RIVER

Ref: (a) SECNAVINST M-5216.5
(b) MCM (2019 edition)

Encl: (1) Billets Authorized "By direction" Signature Authority

1. Situation. This Order authorizes specified billets to sign with "By direction" authority on behalf of the Commanding Officer (CO) in accordance with the references.

2. Cancellation. ASO 5000.3G.

3. Mission

a. To establish "By direction" authority for the CO, Marine Corps Air Station (MCAS) New River per the references and the enclosure.

b. Summary of Revision. This Order has been revised and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The billet holders listed in the enclosure are authorized to sign correspondence with "By direction" authority of the CO, MCAS New River within the area of responsibility of the billet(s) concerned and for which good judgment indicates need not be submitted to the CO for signature. Authorization of "By direction" authority is granted, unless such authority is revoked by the CO or department head in writing. Persons authorized to sign with "By

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direction" authority will familiarize themselves with the references and this Order.

(2) Concept of Operations. Routine correspondence may be signed "By direction" of the CO, MCAS New River, except for the following:

- (a) Sets Command policy.
- (b) Changes to the Command's mission.
- (c) Congressional correspondence.
- (d) Disapproval or non-concurrence with a tenant or subordinate CO's request or recommendation.
- (e) Discharges or dismissal of personnel.
- (f) Legal matters that award punishment or finalize legal decisions.
- (g) Matters pertaining to officers or potential officers.
- (h) Controversial subjects or matters that are otherwise potentially embarrassing or which might bring discredit upon the U.S. Government, Department of Defense, and/or the U.S. Navy and Marine Corps.
- (i) Matters by law or designated by higher headquarters that must be signed by the CO, MCAS New River.

b. Coordinating Instructions

(1) Routine correspondence in response to general or flag officers may be signed with "By direction" authority only when the incoming correspondence was signed with "By direction" authority and the reply thereto does not disagree with, disapprove of, or deny any request contained in the correspondence.

(2) Persons temporarily filling a billet listed in the enclosure are authorized "By direction" authority for the temporary period for which they are assigned.

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5. Administration and Logistics. A copy of this Order will be maintained by all personnel with "By direction" authority.

6. Command and Signal

a. Command. This Order is applicable to Headquarters, MCAS New River.

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



G. W. BURNETT

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Billets Authorized "By direction" Signature Authority

Executive Officer

Security Manager

Assistant Security Manager (in the absence of the Security Manager)

Adjutant

Deputy Adjutant (in the absence of the Adjutant)

S-1 Officer

Deputy, S-1 Officer (in the absence of the S-1 Officer)

Military Manpower Specialist (in the absence of the S-1 Officer)

Operations Officer

Deputy Operations Officer (in the absence of the Operations Officer)

Airfield Operations Officer

S-4 Officer

Assistant S-4 Officer (in the absence of the S-4 Officer)

Communications Officer

Communications Chief (in the absence of the Communications Officer)

Installation Safety Manager

Director, Installation and Environment Department

Deputy Director, Installation and Environment Department (in the absence of the Director, Installation and Environment Department)

Supply Officer

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Comptroller

Deputy Comptroller (in the absence of the Comptroller)

Staff Judge Advocate

Command Chaplain

Installation Victim Witness Liaison Officer