



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION NEW RIVER  
PSC BOX 20005  
JACKSONVILLE, NC 28542-0005

ASO 5215.1B  
ADJ

NOV 15 2021

AIR STATION ORDER 5215.1B

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

Subj: DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) MCO 5215.1K  
(b) MCO 5214.2G  
(c) SECNAVINST 5215.1E Ch 1  
(d) SECNAV M-5210.1  
(e) ASO 5605.2  
(f) MARADMIN 627/12 of 1 Nov 12  
(g) MCO 5200.24E  
(h) MCO 5216.20B  
(i) ASO 1301.24  
(j) Government Publishing Office Style Manual  
(k) JCS Pub 1-02  
(l) MCO P1070.12K Ch 1

Encl: (1) Sample Order  
(2) Sample Bulletin  
(3) Sample Policy Letter  
(4) Sample Letter of Instruction  
(5) Sample Annual Review Sheet  
(6) Command Letterhead  
(7) Directive Definitions

Report Required: I. Unit Inspection (Report Control Symbol:  
EXEMPT)

1. Situation. The Directives Management Program ensures consistency in preparation, approval, distribution, and maintenance of directives per the references and enclosures.

2. Mission. Marine Corps Air Station (MCAS) New River promulgates policy and procedural guidance for the preparation, approval, distribution, and maintenance of command-issued directives. All directives shall be written in compliance with the references and this Order.

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distribution is unlimited.

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### 3. Execution

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This program is implemented to maintain a single, streamlined, uniform system for the preparation, approval, distribution, and maintenance of directives within MCAS New River.

#### (2) Concept of Operations

(a) All Commanders and Department Heads shall comply with the references and this Order.

(b) References (a) and (b) provide detailed definitions, policy, and procedures for the preparation of directives.

(c) Sponsors shall review their directives annually to ensure they are necessary, current, and consistent with statutory authority. The results of the review shall be documented per enclosure (5) and retained according to reference (c).

(d) Sponsors shall staff all directives to the appropriate department, subordinate command, and tenant command. Sponsors shall forward the verbatim digitized version of the directive with all background material, comments, and recommendations. Upon completion of the staffing process, send the directive to the Directives Control Point (DCP) for formatting, editorial review, and to forward for signature.

(e) Once signed, the DCP will insert the date signed (day-month-year), upload the document to the Adjutant SharePoint site, and distribute the directive accordingly.

(f) For all directives, complete the following steps prior to submission:

1. Check format per enclosures (1) through (4).

2. Check framework.

a. Is letterhead correct/straight?

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b. Are there 1-inch margins?

c. Are page numbers centered 1/2 inch from the bottom of ONLY the second and succeeding pages?

d. Is there enough/too much room for the date?

e. Are all paragraphs aligned/indented properly?

1.\*\*Text

\*\*\*\*a.\*\*This line has four spaces preceding any text.

\*\*\*\*b.\*\*

\*\*\*\*\*(1)\*This line has eight spaces.

\*\*\*\*\*(2)\*

\*\*\*\*\*(a)\*This line has 12 spaces.

\*\*\*\*\*(b)\*

\*\*\*\*\*1.\*\*This line has 16 spaces.

\*\*\*\*\*2.\*\*

\*\*\*\*\*a.\*\*This line has 20 spaces.

\*\*\*\*\*b.\*\*

\*\*\*\*\*(1)\*This line has 24 spaces.

\*\*\*\*\*(2)\*

\*\*\*\*\*(a)\*Never subparagraph beyond this level.

\*\*\*\*\*(b)\*This line has 28 spaces.

f. Are all paragraphs sequentially numbered/lettered?

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g. Are all enclosure markings correct, and do all enclosure titles match the enclosure titles on the directive's cover page?

h. Is there enough room for the signature line?

i. Are there any orphan paragraphs?

3. Check for typographical and grammatical errors.

a. Check for misspelled words, improper punctuation, improper spacing, and incorrect grammar.

b. When using a word processing program, use spell check and grammar check as an additional tool.

b. Tasks

(1) Directives Control Point

(a) Establish a DCP to manage and administer the command's directives program.

(b) Ensure the DCP appointment letter is updated upon the appointment of a new DCP per reference (a).

(c) Ensure the command has established, in writing, a Directives Management Program and turnover procedures per reference (b).

(d) Ensure an Assumption of Command directive, reference (i), has been published identifying the Principal Officer in command.

(e) Disseminate the Assumption of Command directive to all seniors in the chain of command, subordinate MCAS New River units, and adjacent major subordinate commands as required.

(f) Ensure all command issued directives are published on the command letterhead utilizing the correct paragraph elements and format per the references and enclosures.

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(g) Ensure the command does not have any directives six years or older; orders will be revised prior to reaching their six-year anniversary.

(h) Ensure command directives are reviewed annually to evaluate necessity, validate currency, track consistency with Marine Corps policy, and ensure laws and statutory authority are being followed. Annotate the annual review by utilizing enclosure (5).

(i) Utilize Navy Marine Corps Form (NAVMC) 10974, Directives Review Card, to document the annual review of local directives. NAVMC 10974 is located on the Naval Forms Online site at <https://forms.documentservices.dla.mil>. Use the same card until the last edition of the directive is completely canceled (no longer used). Update the card electronically on the Adjutant Department SharePoint Online (SPO) site, noting the change number or revision letter and, if a revision, the new promulgation date and month. The Adjutant SPO site is located at the following web address: [https://usmc.sharepoint-mil.us/sites/MCIEAST\\_NRAS\\_ADJ](https://usmc.sharepoint-mil.us/sites/MCIEAST_NRAS_ADJ).

(j) Cancel bulletins within 12 months of the promulgation date. Revisions cannot be made after the cancellation date. Policies and guidance set forth by a bulletin should only be enforced during the 12-month time period during which the bulletin is current. If a bulletin needs multiple revisions or reissuances, consider publishing an order instead.

(k) Ensure the command's directives inventory is maintained to provide easy access to the command's current and canceled directives.

(l) Upon receipt of a new, revised, or changed directive from a directive sponsor, review for compliance with the references and this Order.

(m) Coordinate with the sponsor of the directive to incorporate any recommended changes, if applicable, once staffing is complete.

(n) Complete final review of directives to ensure accuracy, paying particular attention to grammatical errors and paragraph formatting.

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(o) Prepare directives for signature by the Commanding Officer (CO), MCAS New River as required.

(p) Once a directive is signed by the CO, post the signed directive to the Adjutant SPO site and disseminate to subordinate commands and MCAS New River departments in accordance with reference (c).

(q) Save the signed original copy of the directive in PDF format, all background materials, and any staffing comments to the Adjutant SPO site for retention per references (a) and (d).

(r) Remind directive sponsors of their requirement to review directives annually within their anniversary month (month of promulgation) by utilizing enclosure (5), per reference (a) and this Order.

(s) Publish MCAS New River Bulletin 5215, Checklist of Effective Directives, on a semi-annual basis.

(t) Conduct Commanding General Inspections utilizing the Functional Area Checklist, 5215 Directives Management Program.

(u) Conduct annual self-inspections of the directives management program and conduct internal inspections as required by reference (e).

(2) Department Heads

(a) Completely revise any MCAS New River directives prior to their six-year anniversary. If more time is needed to complete the revision, contact the DCP and request an extension of up to one year. If the Order is no longer applicable, provide written justification for cancelation to the CO, MCAS New River.

(b) Review directives the department sponsors annually, during the month in which they were promulgated, to ensure they are necessary, current, and consistent with statutory authority. The results of the review shall be documented per enclosure (5) and retained according to reference (c).

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(c) Revisions and changes to a directive must be completed within 90 days of the review date and routed to the CO for signature.

(d) Staff all directives to the appropriate department, subordinate command, and tenant command. Sponsors shall forward the verbatim digitized version of the directive with the original, all background material, and comments/recommendations. Upon completion of the staffing process, send the directive to the DCP for formatting and editorial review and to forward for signature.

(e) Review and update any directive that originally supplemented or implemented a directive sponsored by a higher authority when the higher authority's directive is modified.

(f) Justify and document internal records when a directive cannot be updated or canceled. Monitor target dates for completion or cancelation.

(g) Submit any new directives, those requiring revision, change transmittals, or cancelation to the DCP for appropriate action.

### (3) Subordinate Commanders

(a) Appoint in writing a DCP per reference (a) and this Order.

(b) Establish a DCP to manage and administer the command's directives program.

(c) Publish an Assumption of Command directive identifying the Principal Officer in command.

(d) Ensure dissemination of the Assumption of Command directive to all seniors in the chain of command, subordinate units, and adjacent Major Subordinate Commands as required.

(e) Comply with the contents of the references and this Order.

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(f) Ensure the command issues directives that are in compliance with Orders issued by this headquarters and other higher headquarters.

c. Coordinating Instructions

(1) Format for Directives. Utilize the format for directives located in enclosures (1) through (4) and in the references.

(2) Annual Review Sheet. The DCP and Department Heads shall complete the annual review sheet during the directive's promulgation month utilizing enclosure (5).

4. Administration and Logistics

a. Administration

(1) Letterhead Stationery and Style of Type

(a) Command Letterhead. Use the official command or unit letterhead stationery for the first page per enclosure (6). The letterhead should be in all upper case letters beginning 5/8 of an inch from the top edge of the paper. All lines should be centered.

(b) Size and Style of Type. Use Courier New typeface; 10 or 12 point.

(c) Margins. The top, bottom, left, and right margins and header must be 1 inch; the footer must be 1/2 inch. Page numbers must be centered in the top line of the footer. The margins of enclosure(s) or appendices in landscape orientation may vary to allow for text, tables, diagrams, et cetera, to fit properly.

(2) Reference Aids. Use the following resources for punctuation, capitalization, spelling, numerals, compound words, use of military terms, acronyms, et cetera:

(a) Reference (j), United States Government Publishing Office (GPO) Style Manual, contains the preferred spelling of certain words, rules for punctuation, compounding, citing numerals, capitalization, pluralization, and guidance on



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other matters of style and grammar. The GPO Style Manual is available at <https://www.govinfo.gov/browse-a-z>.

(b) Reference (k), Joint Chief Staff Publication (JCS Pub) 1-02, Department of Defense Dictionary of Military and Associated Terms, contains the authority for the definition and usage of military terms. It is available at <http://www.jcs.mil/Doctrine/Joint-Doctrine-Pubs/Reference-Series/>.

(c) Reference (l), Marine Corps Order P1070.12K Ch 1, Individual Records Administration Manual (IRAM) contains a list of acronyms and abbreviations that apply to the Marine Corps. If an abbreviation is not listed in the IRAM, consult references (j) and (k). Do not use acronyms or abbreviations not found in the references in this paragraph or not commonly used throughout the Marine Corps.

b. Logistics. This Order is located on the Adjutant SPO site.

5. Command and Signal

a. Command. This Order is applicable to MCAS New River Staff Departments and subordinate commands.

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

  
C. V. EBITZ

DISTRIBUTION: A

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## SAMPLE ORDER



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

ASO SSIC  
SECTION  
DATE SIGNED

AIR STATION ORDER ALL CAPS AND UNDERLINED

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

Subj: SUBJECT LINE SHOULD BE ALL CAPS AND WITHOUT ACRONYMS

Ref: (a) List references in the same sequence in which they first appear in the text of the basic directive  
(b) All references must be mentioned in the text  
(c) Cite only current references and include the alpha suffix of the edition  
(d) When citing bulletins, MARADMINs, or any correspondence with an expiration date as a reference in a directive, place the cancelation date in parentheses; i.e., (canc: Aug 06)

Encl: (1) The enclosure title in this section must read exactly the same as shown on the actual enclosure  
(2) Use initial capital letters for main words, but not for articles, conjunctions, or two and three-letter prepositions  
(3) List enclosures in the same sequence in which they first appear in the text of the basic directive

1. Situation. This paragraph describes the purpose and defines the reason(s) for which the ASO is being written. It must be the first paragraph of the directive.

2. Cancelation. This paragraph includes directives (if any) that are canceled by this Order. If no directives will be canceled, this paragraph is not included.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited. (This statement must always be listed on the first page.)

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ASO SSIC

DATE SIGNED

3. Mission. This paragraph answers the "who, what, where, when, and why" questions regarding the mission.

4. Execution. This paragraph contains clear and concise statements of the commander's intent to implement the directive to accomplish the mission and amplifies paragraph 3, "Mission." The paragraph breaks down into the following subparagraphs:

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The commander's intent is the commander's personal expression of the purpose of the order.

(b) It must be clear, concise, and easily understood.

(c) It may include how the commander envisions achieving a decision, as well as the end state or conditions that accomplish the purpose.

(2) Concept of Operations. The concept of operations is an overview of how the commander plans to accomplish the mission.

b. Subordinate Element Missions

(1) The purpose of the task.

(2) Identification of each subordinate element.

(3) An overview of intended actions and specific tasks assigned to each subordinate element.

(4) The following subparagraphs and content are listed as examples:

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ASO SSIC  
DATE SIGNED

(a) S-4 Officer

1. Post this directive on all bulletin boards within the M&RA agency.

2. Ensure all policies and procedures outlined in this Order are upheld and easily accessible.

(b) Comptroller:

1. Execute all financial documents required for this endeavor.

2. Etc...

c. Coordinating Instructions

(1) This paragraph provides detailed and specific instructions and tasks that apply to two or more units. This includes items such as order of movement, planned formations, control measures, and any other tasks that pertain to the mission.

(2) Submit all recommendations concerning this Order to the Station Adjutant via the appropriate chain of command.

5. Administration and Logistics

(1) This paragraph contains information regarding administrative action, logistics and supply detail, and other considerations pertaining to the execution of the prescribed mission.

(2) This Order can be accessed via the Adjutant SharePoint site: [Adjutant.com](http://Adjutant.com).

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DATE SIGNED

6. Command and Signal

a. Command

(1) This paragraph details to whom the order applies and identifies items such as the chain of command.

(2) For example, "This Order is applicable to all station personnel and tenant commands."

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

I. M. COMMANDER

DISTRIBUTION: A (Refer to ASO 5605.2 for more information on distribution statements for MCAS New River.)

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## SAMPLE BULLETIN



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

Canc frp: Jan 2022

ASBul SSIC  
SECTION  
DATE SIGNED

AIR STATION BULLETIN SSIC

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

Subj: FORMAT OF A BULLETIN WITH A CANCELATION CONTINGENCY

Ref: (a) MCO 5215.1K

Encl: (1) Subject of First Enclosure  
(2) Show Exact Title of Enclosure

Reports Required: I. Review of Publications (Report Control  
Symbol MC-5600-OT), par. 2  
II. Special Directives (Report Control Symbol  
EXEMPT), par. 3

1. Purpose. To show the format of a bulletin with a cancellation contingency, per the reference.
2. Cancellation. Identify directives being canceled, if any.
3. Background. Bulletins have the same force and effect as orders; they transmit information, require action, and request one-time reports, but are effective for a term of no more than 12 months.
4. Action. Show the cancellation date inside the upper right margin on the first page, on the second line above the SSIC. If the cancellation date is for record purposes, with a contingency

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Enclosure (2)

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ASBul SSIC  
DATE SIGNED

provision, abbreviate the month (cancels last day), and use the four-digit year; e.g., "Canc frp: Oct 2022." Include as the last paragraph headed "Cancellation Contingency" and state the contingency but do not repeat the cancellation date.

5. Reserve Applicability. This Bulletin is applicable to Marine Corps Air Station New River.

6. Cancellation Contingency. This Bulletin is canceled when incorporated in reference (a).

I. M. GREAT  
By direction

DISTRIBUTION: A

Copy to: (Unit/Section)

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## SAMPLE POLICY LETTER



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

SSIC  
SECTION  
DATE SIGNED

COMMANDING OFFICER'S POLICY LETTER X-XX

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

Subj: EXAMPLE POLICY LETTER CONCERNING REQUESTS FOR SPECIAL  
DUTY

Ref: (a) MCO 5215.1K

Encl: (1) Financial Screening Checklist

1. Purpose. To establish policy for Marines desiring to request special duty assignments.
2. Cancellation. Only use a cancellation paragraph if canceling a previous policy letter.
3. Information. Reference (a) establishes procedures for Marines desiring special duties, i.e. Drill Instructor, Marine Security Guard, Recruiting, or School of Infantry Instructor. These special duty assignments are encouraged; however, the mission of the unit supersedes the desire of the Marine. The enclosure must be completed by all applicants.
  - a. Drill Instructor Duty. Marines requesting this duty will interview with the Sergeant Major.
  - b. Recruiting Duty. Marines requesting this duty will interview with the career planner for screening.
  - c. Marine Security Guard Duty. Marines requesting this duty will be required to complete a security investigation at the S-2 prior to submission.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

Enclosure (3)



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Subj: EXAMPLE POLICY LETTER CONCERNING REQUESTS FOR SPECIAL DUTY

d. School of Infantry Duty. Marines requesting this duty will see the career planner to set up an interview with the Sergeant Major, School of Infantry East/West.

4. Scope. In order to ascertain the duty to which an individual is best suited, and to ease the paperwork burden, the directions in the above paragraphs must be carried out prior to an actual request being submitted. This will ensure that Marines are prepared for the special duty requested prior to departing this unit.

5. Certification. (If necessary, this and other paragraphs can be utilized.)

I. M. COMMANDER

DISTRIBUTION: A (Policy letters will be submitted for the installation commander's signature only.)

Copy to: 6th Mar, 2d MarDiv

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POLICY LETTER GUIDELINES

1. The policy letter is written to provide the commander's guidance on policy within a particular unit.
2. Majority of format is based on standard letter (SECNAV M-5216.5) and Marine Corps directive (MCO 5215.1K).
3. Title paragraphs as necessary to clearly convey the intent of the commander or establish the policy.
4. Provide the information needed for instruction, but be concise.
5. Annotate references as applicable.
6. Enclosures are authorized and should be included with the policy letter when published.
7. Ensure that the subject line is 1 inch down from the top of each successive page.
8. Policy letters are designated chronologically and by calendar year (CY). Below is an example of the designation line for the first Policy Letter typed in CY 2027:

POLICY LETTER 01-27

9. Policy letters should be signed by the commander due to the legal nature of establishing unit policy.
10. Air Station CO's Policy Letters can be accessed via the Adjutant's SPO site.

## SAMPLE LETTER OF INSTRUCTION

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

SSIC  
SECTION  
DATE SIGNED

LETTER OF INSTRUCTION X-XX

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

Subj: SAMPLE LETTER OF INSTRUCTION WITH TITLE AND DATE

Ref: (a) Marine Corps Manual  
(b) Communication or document that deals directly with  
the subject at hand

Encl: (1) Title of Material  
(2) Title of Material

1. Situation. This Letter of Instruction (LOI) provides information and tasking of the event within Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC). Enclosures (1) and (2) must be mentioned in the body of the document.

2. Mission. This paragraph provides the reason as to why the LOI was written. It answers the "who, what, where, when, and why" questions regarding the mission.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The commander's intent is the commander's personal expression of the purpose of the LOI.

(b) It must be clear, concise, and easily understood.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

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Subj: SAMPLE LETTER OF INSTRUCTION WITH TITLE AND DATE

(c) It may also include how the commander envisions achieving a decision, as well as the end state or conditions that accomplish the purpose.

(2) Concept of Operations

(a) The concept of operations is an overview of how the commander plans to accomplish the mission. It provides details and tasks for the "who, what, where, when, and why" questions.

(b) If you have a subparagraph a or number one, you must have a subparagraph b or number two.

b. Subordinate Element Missions/Tasks

(1) Comply with the intent of the references and the content of this LOI.

(2) LOI sponsors are responsible for ensuring that their directives are in the correct format per SECNAV M-5216.5.

c. Coordinating Instructions. This paragraph provides detailed and specific instructions and tasks that apply to two or more units. This includes items such as order of movement, planned formations, control measures, and any other tasks that pertain to mission.

4. Administration and Logistics

a. This paragraph contains information regarding administrative action, logistics and supply details, and other considerations pertaining to the execution of the prescribed mission.

b. Access to an online medium will suffice for directives that can be obtained from the Internet, CD, or other sources.

Subj: SAMPLE LETTER OF INSTRUCTION WITH TITLE AND DATE

5. Command and Signal

a. Command. This paragraph details to whom the LOI applies and identifies items such as the chain of command, their location, and other command considerations.

b. Signal. This paragraph gives signal instructions for the execution of the mission pertaining to items such as frequencies, call signs, brevity codes, and other communication measures.

I. M. COMMANDER

DISTRIBUTION: A

LETTER OF INSTRUCTION (LOI) GUIDANCE

1. Utilize LOIs for coordinating one-time events or for providing commander's guidance on a particular item.
2. The majority of format is based on the standard letter (SECNAV M-5216.5) and Marine Corps directive (MCO 5215.1K).
3. Utilize the five-paragraph order format (SMEAC).
4. Provide the information needed for instruction, but strive to be concise.
5. Annotate references as needed.
6. Enclosures are authorized and should be included with the LOI when published.
7. Ensure that the subject line is 1 inch down from the top of each successive page.
8. LOIs are issued by calendar year (CY). Below is an example of the designation line for the first LOI typed in CY 2027:

LETTER OF INSTRUCTION 01-27

9. LOIs can be signed "Acting" or "By direction" but should be issued directly from the commander.
10. Air Station LOIs can be accessed via the Adjutant's SPO site.

# SAMPLE ANNUAL REVIEW SHEET

ASO 5215.1B  
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Reviewers: Please ensure Track Changes is ON—this can be verified by clicking “Review” on the blue ribbon at the top of the screen. The Track Changes button should be darker than the surrounding menu bar. Do not download the file before editing. Instead, click on the document link to open the SharePoint file directly on your computer. When finished updating, click the Save and Sync icon in the top left corner.

Name of Directive	Review Assigned Date ADI Dept Completes	Review Date	Current/Revision Required/Cancel	Expected Completion Date (only if revision is required)	Cancellation Justification (complete only if cancelling)	Signature of Reviewer
ASO 5215.1	24 May 2017	25 May 2017	The directive is current.	Date	Cancellation justification	Darryl Rozek
ASO 5215.1	5 Jul 2018	5 Jul 2018	The directive requires revision.	20 Jul 2018	Cancellation justification	Charles Westkams
ASO 5215.1 Ch 1	24 Jun 2019	25 Jun 2019	The directive is current.	Date	Cancellation justification	Patricia Malone
ASO 5215.1 Ch 1	18 Jun 2020	7 Jul 2020	The directive requires revision.	31 Aug 2020	Cancellation justification	Darryl Rozek
ASO 5215.1A	20 Sep 2021	20 Sep 2021	The directive requires revision.	31 Oct 2021	Cancellation justification	Asia Shannon
Name	Date	Date	Choose an item.	Date	Cancellation justification	Signature
Name	Date	Date	Choose an item.	Date	Cancellation justification	Signature
Name	Date	Date	Choose an item.	Date	Cancellation justification	Signature

Verify any non-tracked signatures (those made before 2021) using the Annual Review Sheet PDFs in the document set for this directive.



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

ASO 5215.1B

**NOV 15 2021**

Enclosure (6)



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### DIRECTIVE DEFINITIONS

1. Directive. A written communication for issuing policy and procedures.

2. Order. An order is a directive of continuing authority or information. It is intended 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:

a. Establish, describe, or change existing policy, programs and major activities, and organizations.

b. Define missions.

c. Delegate authority.

d. Assign responsibilities.

e. Issue procedural guidance, when necessary.

f. Be written in the five-paragraph format as prescribed in reference (a).

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

4. Policy Letter. A policy letter is written to provide the commander's guidance on policy within the unit. Policy letters shall be written in the format prescribed in this Order.

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5. Letter of Instruction. A letter of instruction is used for coordinating one-time events or providing commander's guidance on a particular item. Letters of instruction shall be written in the format prescribed in this Order.