



UNITED STATES MARINE CORPS  
MARINE FORCES RESERVE  
MARINE FORCES NORTH  
2000 OPELOUSAS AVENUE  
NEW ORLEANS, LA 70114-1500

5215  
G-1  
MAR 11 2016

FORCE ORDER 5215.1

From: Commander  
To: Distribution List

Subj: DIRECTIVES PREPARATION

Ref: (a) MCO 5215.1K  
(b) ForO 5605.2B

1. Situation. Changes to reference (a) require an update regarding policy and procedural guidance for the preparation and publication of Marine Forces Reserve (MARFORRES) and Marine Forces North (MARFORNORTH) directives. Directives are defined as Orders, Bulletins, and Policy letters.

2. Cancellation. Force Policy letter 16-11.

3. Mission. To ensure all directives issued by Commander, MARFORRES/MARFORNORTH (COMMARFORRES/MARFORNORTH) are prepared in accordance with this Order and references (a) and (b).

4. Execution

a. Commander's Intent. This Order is intended to provide succinct, standardized guidance regarding the management and creation of Force Directives.

b. Concept of Operations. The Force Adjutant is responsible for maintaining the Force Directives Control Point (DCP) Program. Additionally, the Force Adjutant will work with the staff sections to ensure compliance, provide templates, and assistance as needed.

c. Tasks

(1) MARFORRES Adjutant

(a) Review and revise all initial, working, and final drafts of directives by COMMARFORRES/MARFORNORTH, annually.

(b) Verify proper formatting for all directives, per reference (a).

(c) Assign Standard Subject Identification Codes (SSIC) and consecutive point numbers.

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- (d) Maintain the numerical listing of directives.
- (e) Prepare and submit all finalized directives to the command deck for signature.
- (f) Distribute signed directives per the distribution codes listed on the directives as contained in enclosure (1) of reference (b), and post to the MARFORRES Share Portal and web page.
- (g) Distribute a semiannual directives checklist.

(2) Major Subordinate Commands

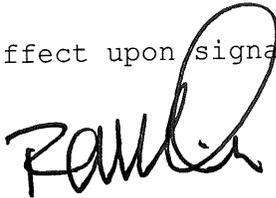
- (a) Submit all directives in five paragraph order format, in accordance with reference (a).
- (b) Obtain an SSIC and consecutive point number from the DCP.
- (c) Route draft documents internally, among the MARFORRES/MARFORNORTH staff for concurrence, as necessary.
- (d) Evaluate and update directives annually, to include consolidation and cancellation. Submit all directives to the G-1, Adjutant and include a hard copy with route sheet. Electronic copies will be forwarded as appropriate to the G-1, Adjutant.

5. Administration. Classified directives will be prepared per reference (a) and coordinated through the Officer in Charge, Classified Material Control Center (CMCC).

6. Command and Signal

a. Command. Responsible Officers will follow the guidance of this Order and ensure timely submission of documents in accordance with the references.

b. Signal. This Order is in effect upon signature.

  
REX C. MCMILLIAN

DISTRIBUTION: C, D

Directives issued by this Headquarters are published and distributed electronically.