



UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES COMMAND
1775 FORRESTAL DRIVE
NORFOLK, VIRGINIA 23551-2400

IN REPLY REFER TO

5215

FADJ

26 JUL 2017

U.S. MARINE CORPS FORCES COMMAND POLICY LETTER 3-17

From: Commander

To: Distribution List

Subj: U.S. MARINE CORPS FORCES COMMAND DIRECTIVES MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5215.1D
(b) MCO 5215.1K

Encl: (1) Listing of U.S. Marine Corps Forces Command (MARFORCOM) Directives
(2) Directives Review Certification

1. Situation. To publish a Policy Letter listing current MARFORCOM directives per references (a) and (b) which requires all commanders to review their directives annually to ensure that the directives are necessary, current, and consistent with statutory authority.

2. Mission. Enclosure (1) lists all MARFORCOM directives currently in effect. Enclosure (2) is used to document and indicate which directive is current or requires update or revision.

3. Execution

a. All Assistant Chiefs of Staff and Special Staff will ensure all directives are maintained on a need-to-know basis and are updated in accordance with higher headquarters' directives. Directives issued by MARFORCOM prior to the date of this Policy Letter and not listed herein, are cancelled and will be removed from the files and destroyed.

b. Directives issued by MARFORCOM are published and distributed hard-copy and electronically. Electronic versions can be found in SharePoint under (Staff sites, G-1 Manpower, Personnel and Administration, MARFORCOM Orders.

4. Action. Assistant Chiefs of Staff and Special Staff are directed to verify current Directives, Orders, Policy Letters under their purview are reviewed annually.

POLICY LETTER 3-17

5. Command and Signal

a. Command. This Policy Letter is applicable to U.S. Marine Corps Forces Command.

b. Signal. This Policy Letter is effective the date signed.

A handwritten signature in black ink, appearing to read "J. M. McNeal". The signature is written in a cursive style with a large initial "J" and "M".

J. M. MCNEAL
Executive Director

Distribution: A2 and D

U. S. MARINE CORPS FORCES COMMAND DIRECTIVES

Order Number	Original Date	Subject	Section Responsible	Remarks
1001.1A	13 Jan 2015	INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PROGRAM MANAGEMENT	G-1/RLO	
1301.1	10 Sep 2015	SUCCESSION OF COMMAND	G-1 OCOS/FADJ	
1400.1K	24 Jun 2016	STAFF NONCOMMISSIONED (SNCO) MERITORIOUS PROMOTION BOARD	SGTMAJ/ FADJ	
1430.4E	21 Apr 2017	MERITORIOUS PROMOTION TO SERGEANT AND CORPORAL	SGTMAJ/ FADJ	
1550.2B	2 Nov 2012	MARINE CORPS FORCES COMMAND FOREIGN LANGUAGE PROGRAM	G-2 Mr. Montgomery	
1601.1D	13 Jan 2017	COMMAND DUTY OFFICER (CDO) RESPONSIBILITIES	G-3/5/7 AND ADJ AS CDO WATCHBILL COORDINATOR	
1650.1A With Ch 1	24 Nov 2015 18 Apr 2016	PERSONAL AND UNIT AWARDS	FADJ	
1700.1	18 Nov 2015	U.S. MARINE CORPS FORCES COMMAND SEA SAILOR OF THE YEAR (SOY) PROGRAM	CMDCM	
1700.2C	13 Jun 2016	U.S. MARINE CORPS FORCES COMMAND REQUEST MAST INITIATING DIRECTIVE	IG/G-9	
1752.1	11 Jul 2017	STANDARD OPERATING PROCEDURES FOR SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM	SAPR	
2282.1	13 Mar 2012	COMMUNICATION SECURITY STANDARD OPERATING PROCEDURES (COMSEC SOP)	G-6/ERMS	
3030.1	9 Apr 2009	CONTINUITY OF OPERATIONS PLAN (COOP)	G-3/5/7 Mr. Reppert	
3070.1A	5 Jun 2014	OPERATIONS SECURITY (OPSEC)	G-3/5/7	
P3100.1	4 Sep 2008	STANDARD OPERATING PROCEDURES (SOP) FOR THE U.S. MARINE CORPS FORCES COMMAND OPERATIONS CENTER (SHORT TITLE: SOP FOR MARFORCOM COC)	G-3/5/7	
3141.1C	18 May 2016	DESTRUCTIVE WEATHER MANUAL	G-3/5/7 Mr. Reppert	
3302.1B	27 Jan 2011	MISSION ASSURANCE	G-3/5/7	
3501.2	1 Sep 2016	FORCE READINESS ASSESSMENT	G-3/5/7 Mr. Reimer	
3523.1	20 Dec 2016	USE OF PERSONALLY OWNED AND U.S. GOVERNMENT OWNED/ISSUED PORTABLE ELECTRONIC DEVICES WITHIN U.S. MARINE CORPS FORCES COMMAND HEADQUARTERS FACILITIES	SECNGR	
4101.1	23 Apr 2015	UTILITIES AND ENERGY MANAGEMENT PLAN	G-4	
4400.19A	24 Oct 2001	POLICY AND PROCEDURES FOR THE MANAGEMENT OF DEPLOYING UNIT REMAIN BEHIND EQUIPMENT (RBE)	G-4	

Enclosure (1)

P4600.33C	11 Dec 2009	STANDARD OPERATING PROCEDURES FOR STRATEGIC MOBILITY (SHORT TITLE: SOP FOR STRATEGIC MOBILITY)	G-4/SMO
5000.1C	17 Jun 2016	STAFF TASK MANAGEMENT PROCEDURES (FORMERLY MCATS)	COS/ G-3/4/7 and G-9
5000.2	25 Jul 2014	STAFF REGULATIONS	G-9/IG
5040.1B	3 May 2016	INTERNAL INSPECTION PROGRAM	G-9/IG
5041.1F	8 Dec 2015	COMMAND INSPECTION PROGRAM	G-9/IG
5200.1C	23 Dec 2013	MANAGERS INTERNAL CONTROL (MIC) PROGRAM	G-8
5211.1	11 Apr 2014	PRIVACY ACT	G-1/FADJ
5222.1	14 Jan 2015	MONITORED COMMAND CODE (MCC) ACCOUNTABILITY PROCESS	G-9/BN
5224.1B	19 Oct 2016	CONTINUOUS PROCESS IMPROVEMENT (CPI) PROGRAM	G-9
5239.1	27 Mar 2015	MARFORCOM CYBER SECURITY PROGRAM	G-6
5270.3	6 Apr 2010	CHAIN ELECTRONIC MAIL (EMAIL)	G-6
5298.1	7 Nov 2013	INFORMATION TECHNOLOGY (IT) SUPPORT OF MARINE CORPS UNITS IN HAMPTON ROADS	G-6
5350.6A	18 Mar 2014	EQUAL OPPORTUNITY PROGRAM	EOA
5370.1	27 May 2014	U.S. MARINE CORPS FORCES COMMAND HOTLINE PROGRAM	CTG/G-9
5510.18B	28 May 2011	U.S. MARINE CORPS FORCES COMMAND STANDING OPERATING PROCEDURES FOR INFORMATION AND PERSONNEL SECURITY PROGRAM (SHORT TITLE: IPSP SOP)	Security Manager
5510.20A	9 Jan 2015	STANDARD OPERATING PROCEDURES FOR THE COMMAND SECURITY MANAGEMENT OFFICE (SHORT TITLE: SOP FOR CSMO)	Security Manager
5510.22	25 Apr 2011	DISCLOSURE OF MILITARY INFORMATION TO FOREIGN GOVERNMENTS AND INTERESTS	Security Manager
5530.1A	26 May 2011	U.S. MARINE CORPS FORCES COMMAND SECURITY PLAN	Security Manager
5605.3A	8 Sep 2016	U.S. MARINE CORPS FORCES COMMAND (MARFORCOM) STANDARD DISTRIBUTION LIST	G-1 FADJ
5720.1A	27 Jun 2011	FREEDOM OF INFORMATION ACT (FOIA) PROGRAM MANAGEMENT	G-1/Adj
5820.1D	14 Mar 2000	CONSULAR PROTECTION OF FOREIGN NATIONALS SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE	SJA
6025.1A	16 May 2013	INDIVIDUAL MEDICAL READINESS (IMR)	HSS
P6320.2	5 Feb 2014	CREDENTIALS REVIEW AND PRIVILEGING PROGRAM	HSS
7000.2I	5 Jun 2014	FINANCIAL MANAGEMENT MANUAL	G-8
7300.1B	29 Jan 2014	PROGRAM AND BUDGET ADVISORY COMMITTEE	G-8
7540.3E	15 Aug 2016	COMMAND MANAGEMENT AND RESPONSIBILITIES TO HOUSE APPROPRIATIONS COMMITTEE SURVEYS AND INVESTIGATIONS STAFF (HAC S&S), GENERAL ACCOUNTABILITY OFFICE (GAO), DEPARTMENT OF DEFENSE INSPECTOR GENERAL (DODIG), NAVAL AUDIT SERVICE (NAS), AND THE MARINE CORPS NON-APPROPRIATED FUND AUDIT SERVICE (MCNAFAS) AUDITS	G-8

Enclosure (1)

11000.1	29 Jan 2015	U.S. MARINE CORPS FORCES COMMAND INSTALLATION MANAGEMENT ROLES AND RESPONSIBILITIES	G-4	
				Mr. Steinberg
12000.1A	7 Oct 2015	STANDARD OPERATING PROCEDURES FOR CIVILIAN PERSONNEL ADMINISTRATION (SOP FOR CIVPERSADMIN)	G-1/CHRB	
12312.1C	15 Oct 2015	CIVILIAN POSITION MANAGEMENT	G-1/CHRB	
12410.1	1 Oct 2015	CIVILIAN EMPLOYEE TRAINING AND DEVELOPMENT	G-1/CHRB	
12451.1	25 Jan 2011	CIVILIAN INCENTIVE AWARDS PROGRAM (CIAP)	G-1/CHRB	
W/ CH 1				
12630.1	Ch 1 7 Oct 2015	TIME AND ATTENDANCE FOR CIVILIAN EMPLOYEES	G-/CHRB	Ch-1 dtd 1 Aug 2017
12792.1A	25 Aug 2011	HEALTH AND WELLNESS PROGRAM (HWP)	G-1/CHRB	

U. S. MARINE CORPS FORCES, ATLANTIC ORDERS (MARFORLANTO) / U. S. MARINE CORPS BASES, ATLANTIC ORDERS (MARCORBASESLANTO)

Order Number	Original Date	Subject	Section Responsible	Remarks
P4400.10	1 Aug 1990	STANDING OPERATING PROCEDURES FOR SUPPLY (SHORT TITLE: SUPPLY SOP)	G-4	
P4680.1	12 Apr 2000	STANDARD OPERATING PROCEDURES FOR CONTAINER CONTROL (SHORT TITLE: SOP FOR CONTAINER CONTROL)	G-4	

COMARFORCOM AND COMARFORPAC JOINT ORDER

Order Number	Original Date	Subject	Section Responsible	Remarks
3125.4B	4 Mar 2010	OVERSEAS CONTINGENCY OPERATIONS (OCO) AVIATION LOGISTICS READINESS PLAN (ALRP) ORDER	ALD	
P11240.7A	17 May 2010	STANDING OPERATING PROCEDURES FOR TACTICAL MOTOR TRANSPORT (MT) AND GARRISON MOBILE EQUIPMENT (GME) (SHORT TITLE: SOP FOR MT/GME)	G-4	

Enclosure (1)

COMNAVFORPAC/COMMARFORCOM/COMMARFORPAC JOINT ORDER

Order Number	Original Date	Subject	Section Responsible	Remarks
4621.1	7 Feb 2008	LANDING FORCE SPACE, SHIP'S LOADING CHARACTERISTICS PAMPHLETS (SICP), TROOP REGULATIONS (TROOPS REGS) AND AMPHIBIOUS EMBARKATION DOCUMENTATION	G-4	COMNAVFOR- PACTINST 4621.1 COMMARFORCOMO 4621.1 COMMARFORPACO 4621.1b

U. S. PACIFIC FLEET/U. S. ATLANTIC FLEET AND MARFORCOM/MARFORPAC JOINT ORDER

Order Number	Original Date	Subject	Section Responsible	Remarks
4080.1	19 Mar 12	LANDING FORCES OPERATIONAL RESERVE MATERIEL (LFORM) ABOARD AMPHIBIOUS WARFARE SHIPS OF THE U. S. ATLANTIC AND PACIFIC	G-4	SURFPAC/SURFLANT 4080.1G MARFORPAC 4080.2E

Enclosure (1)

MARFORCOM POLICY LETTERS

Policy Number	Published Date	Subject	Review Date	Section Responsible	Remarks
3-11	2 Feb 2011	PROCEDURES FOR PROCESSING COMMON ACCESS CARDS (CAC) FOR CONTRACTORS		SEC6MR	
4-11	28 Jul 2011	INTERIM PERFORMANCE MANAGEMENT SYSTEM POLICY		G-1/CHRB	
6-11	26 Sep 2011	INTERIM PERFORMANCE MANAGEMENT SYSTEM (IPMS) PERFORMANCE AWARD REVIEW BOARD (PARB) BUSINESS RULES		G-1/CHRB	
1-12	19 Nov 2012	POLICY REGARDING THE USE OF PRIVATELY OWNED AND GOVERNMENT ISSUED PERSONAL ELECTRONIC DEVICES (PEDS)		SEC6MR	
2-13	13 May 2013	MARFORCOM COMMERCIAL INTERNET SERVICE (MARFORCOM-CIS) USAGE POLICY		G-6	
5-13	19 Dec 2013	U.S. MARINE CORPS FORCES COMMAND ATHOC MASS NOTIFICATION SYSTEMS (MNS)		G-3/5/7	
1-14	24 Mar 2014	MARFORCOM POLICY LETTER REGARDING DOCUMENTATION OF ADMINISTRATIVE USERS AND THE USE OF THEIR ACCOUNTS TO ACCESS INTERNET CAPABLE APPLICATIONS		Mr. Reppert G-6	
3-14	11 Jul 2014	AWARDS		G-1/FADJ	
6-14	24 Sep 2014	MARFORCOM DASHBOARD EMPLOYMENT AND MANAGEMENT		G/3/5/7	
1-15	8 Apr 2015	INFORMATION SYSTEMS COORDINATOR (ISC)		G-6	
2-15	12 Apr 2015	TRAINING IN DEGRADED SPACE, ELECTROMAGNETIC SPECTRUM, AND CYBER ENVIRONMENT		G-6	
5-15	10 Jul 2015	MARFORCOM SECURITY ACCESS BADGES		SEC6MR	
6-15	22 Jul 2015	MARFORCOM 8-DAY BRIEF SUBMISSION POLICY		G-10/DSS	
9-15	14 Dec 2015	AUTHORITY TO SIGN BY DIRECTION (LTGEN WISSLEY)			
1-16	15 Mar 2016	DEPARTMENT OF DEFENSE PRIORITY PLACEMENT PROGRAM		G-1/CHRB	
2-16	8 Nov 2016	USE OF PERSONAL PORTABLE ELECTRONICS DEVICES WITHIN MARFORCOM		OCOS/G-6	
3-16	4 May 2016	GUIDANCE ON CONDUCT OF DRILL AND CEREMONIES		SGTMAJ	
5-16	27 Jun 2016	FITNESS REPORT RESPONSIBILITY FOR MARFORCOM AND MSE'S		G-1/FADJ	
6-16	1 Jul 2016	NON-COMMISSIONED OFFICER PROMOTION PANEL POLICY		SGTMAJ/G-1	
7-16	8 Jul 2016	MARFORCOM MEDALLION PROGRAM		OCOS	
8-16	13 Sep 2016	SPECIAL VOLUNTARY DIVINE SERVICES AND PRAYERS		CHAPLAIN	
9-16	11 Aug 2016	NAVY AND MARINE ASSOCIATION LEADERSHIP AWARD		SGTMAJ/G-1	
10-16	20 Sep 2016	STORAGE AND ACCOUNTABILITY OF COUNTERINTELLIGENCE BADGES AND		G-2	

Enclosure (1)

CREDENTIALS

11-16	13 Jan 2017	MARFORCOM MASS NOTIFICATION SYSTEM	G-2
1-17	Being Staff	RECORD AND COMMAND FILE MANAGEMENT	G-1/EADJ
2-17	12 May 2017	CASUALTY REPORTING PROCEDURES FOR MARFORCOM	G-1/EADJ

DIRECTIVES REVIEW CERTIFICATION

Date

From: _____

To: Force Adjutant

Ref: (a) MCO 5215.1K

Subj: ANNUAL REVIEW OF ORDER OR DIRECTIVE

1. Per reference (a), the below listed Order or Directive was reviewed:

a. Title/Subject: _____

b. Order or Directives number: _____

c. Security Classification: UNCLASS

d. Promulgating section: _____

e. Date of Order or Directive: _____

g. Reviewed and found to be:
(Please circle the identifying number)

(1) Current and applicable (No Change Required)

(2) Cancel (Memorandum for the Record Required)

(3) Revised Order pending _____ (Date)

Reviewing Officer Signature

Print Name

Date

Enclosure (2)