



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

II MEFO 5215.1
G-1
MAY 07 2019

II MARINE EXPEDITIONARY FORCE ORDER 5215.1

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

Subj: II MARINE EXPEDITIONARY FORCE DIRECTIVES PROGRAM

Ref: (a) MCO 5215.1K
(b) MCO P5600.31G
(c) NAVMC DIR 5210.11E

Encl: (1) Annual Review of Directives

1. Situation. Per the references, the Directives Control Point (DCP) is established to manage and maintain all orders, bulletins, and policy letters pertaining to II Marine Expeditionary Force.

2. Mission. The DCP will establish procedures in a program designed to manage all orders, bulletins, and policy letters by ensuring all sponsors are informed of their responsibilities to maintain their directives up to date, accurate, and non-repetitive in order to keep all Marines, Sailors, and civilians informed of current policies.

3. Execution

a. Commander's Intent. To maintain a single, streamlined, effective uniform system for the preparation, approval, and maintenance of directives in order to provide guidance, defined responsibilities, clarify procedures and policies, and give direction.

b. Concept of Operations. All directives will be reviewed annually and updated as necessary per the references by the sponsor. Only current directives will be posted in the II Marine Expeditionary Force (II MEF) Directives SharePoint. All P-type orders will be changed from MEFO PXXXX.X to MEFO XXXX.X upon their next annual review. The inventory of current MEF Bulletins, Orders, and Policy Letters will be located in the Adjutant's SharePoint and the hard copy in the DCP files.

c. Tasks

(1) Directives Control Point

(a) Provide guidance and help with issues regarding the references.

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(b) Provide a copy of enclosure (1) to each sponsor by the fifth day of the promulgation month to remind that sponsor that their directive is due for its annual review.

(c) Publish all updated directives in the II MEF SharePoint.

(d) Request for cancellation of directives in the website.

(e) Challenge sponsors that publish for the sake of publishing and repetition.

(2) Directives Sponsor

(a) Ensure all directives pertaining to your organization are reviewed annually and that changes are made as necessary, checking for currency, accuracy, and relevance.

(b) Refrain from unnecessary duplication of existing higher orders and from publishing for the sake of publishing.

(c) Carefully review the content of your order to ensure the value of the information is of the quality needed to accomplish its purpose.

(d) Return enclosure (1) to the DCP Clerk by the 15th of the promulgation month.

(e) Utilize your internal routing procedures when outside agencies, or other directorates, are required to concur with your directives.

(f) Submit all changes and revisions in a completed form, in hard copy, and electronically to the DCP Clerk.

(g) Ensure the directive is in correct format and structure per reference (a).

(3) Subordinate Element Missions

(a) Create your own directives as deemed necessary to accomplish your mission and maintain your DCP in accordance with the references.

(b) Do not duplicate orders already created at a higher level; use those directives as references.

d. Coordinating Instructions

(1) Orders that are 20 pages or less, will be completed within 60 days.

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(2) Orders that are 21-60 pages, will be completed within 90 days.

(3) Orders that are more than 60 pages, will be completed within six months.

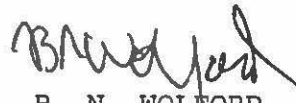
(4) Request for extensions will be addressed to the DCP Clerk in order to update the enclosure (1) of new date of completion.

4. Administration and Logistics. All directives and examples will be posted on the II MEF SharePoint under the Adjutant's folder <https://eis.usmc.mil/sites/IIMEF/G1/II%20MEF%20Directives/Forms/AllItems.aspx>. Hard copies of directives will be held by the DCP clerk.

5. Command and Signal

a. Command. The Adjutant is the II MEF DCP Program Manager. The DCP clerk will be located in the II MEF G-1 Adjutant Office.

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


B. N. WOLFORD
Chief of Staff

DISTRIBUTION: A



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5215
G-1/ADJ
1 Jan 17

MEMORANDUM

From: Commanding General, II Marine Expeditionary Force
(Attn: DCP)
To: Surgeon, II Marine Expeditionary Force
Subj: ANNUAL REVIEW OF COMMAND DIRECTIVE

Encl: (1) II MEFO 6300.1
(2) MCO 5215.1K Excerpt covering "Directives Management"

1. The enclosure is due for annual review. As the originator, please review, indicate below the action required and return to Sergeant Martinez, Jessika (II MEF DCP Clerk) no later than 15 Jan 17.

2. Order long title is: DEPLOYMENT HEALTH ASSESSMENT PROGRAM.

A. DAROCA-COSULICH
By direction

Date _____

FIRST ENDORSEMENT

From: Surgeon, II Marine Expeditionary Force
To: Commanding General, II Marine Expeditionary Force (Attn: DCP)

1. The enclosure has been reviewed and is:

___ Current.

___ Needs revision. Estimated time of completion _____.

___ Needs change issued. Estimated time of completion is
_____.

___ The Order is no longer valid and should be cancelled (Note: all cancellation requests must be signed by AC/S vice AO).

PRINT

SIGN

PHONE NUMBER

Enclosure (1)