**DEPARTMENT OF THE NAVY**

HEADQUARTERS UNITED STATES MARINE CORPS

3000 MARINE CORPS PENTAGON

WASHINGTON DC 20350-3000

SHORT TITLE CH-#

AGENCY (SECTION)

DATE SIGNED

MARINE CORPS ORDER (SSIC, point number, iteration letter,) CHANGE #

From: Commandant of the Marine Corps

To: Distribution List

Subj: TEMPLATE FOR WRITING A CHANGE TRANSMITTAL FOR MARINE CORPS ORDERS

Ref: (a) References are listed the same as the original order

(b) Update iterations and dates of references as necessary

(c) If date is pertinent, it must be included

(d) If longer than a single line, vertically align with the beginning  
 of the text, and do not split dates

(e) If references are added by the change, add them at the end

(f) SECNAV M-5210.1 CH-1 (Records Management Statement)

(g) MCO 5210.11F (Records Management Statement)

(h) 5 U.S.C. 552a (Privacy Act Statement)

(i) SECNAVINST 5211.5F (Privacy Act Statement)

Encl: (1) If references were over 12 lines, this should be References

(2) If references were over 12 lines and not previously in an  
 enclosure, do not shift to an enclosure during a change.

(3) List all enclosures here

(4) The glossary should be an appendix, and thus not listed

1. Situation. Define the reason(s) for why this change transmittal is needed. If specific higher direction caused the necessity, state those references here for added clarity.

2. Mission. To implement changes to the Order.

3. Execution. Changes to the Order are as follows:

a. Enclosure (#), Page number, Chapter #, paragraph #, explanation of changes.

b. Enclosure (#), Page number, Chapter #, paragraph #, explanation of changes.

4. Administration and Logistics

a. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. Refer to   
MCO 5210.11F for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

c. Recommendations. Mandatory paragraph worded similar to: recommendations concerning the contents of this Order are welcomed and may forwarded to (sponsor) via the appropriate chain of command or to an organizational email box or mailing address.

6. Command and Signal

a. Command. Identical to the order being changed.

b. Signal. This Order is effective the date signed. (For change transmittals, this will always be the date signed.)

I. M. DEPUTY

Billet (without rank)

By Direction (if applicable)

Distribution: PCN identical to the order being changed with the exception of the last (11th) number, which will coincide with the number of the change.

There are no longer “Copy To” lines, Record of Changes pages, or intentionally blank pages.