**DEPARTMENT OF THE NAVY**

HEADQUARTERS UNITED STATES MARINE CORPS

3000 MARINE CORPS PENTAGON

WASHINGTON DC 20350-3000

SHORT TITLE

AGENCY (SECTION)

DATE SIGNED

MARINE CORPS ORDER SSIC, point number, iteration letter

From: Commandant of the Marine Corps

To: Distribution List

Subj: TEMPLATE FOR WRITING MARINE CORPS ORDERS

Ref: (a) No particular order of precedence required

(b) Current iteration letter 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 using more than 12 lines, shift to enclosure (1)

(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 will be References

(2) List all enclosures here

(3) The glossary will be an appendix, and thus not listed

1. Situation. Define the reason(s) for why this Marine Corps directive is being written and what led to the adoption of a specific plan. This paragraph will refer to references cited to justify the adaptation using a blanket statement of “This directive is in accordance with references (a) through (z). Characteristics may include:

a. A requirement to update current Marine Corps policy; i.e., integrating information currently within several policies into one single policy.

b. To disseminate new, ongoing Marine Corps policy.

c. To acknowledge updates higher direction, such as the NDAA or DoD/SecDef directions, and identified/listed for clarity.

d. Cancellation. List directives (if any) which are cancelled by this Order. If no directives will be cancelled, then this subparagraph is not included.

2. Mission. What is this directive to do, in order to accomplish what.

3. Execution. The ‘who, what, when, where, why’ of an order. Characteristics must include the Commander’s Intent and the Concept of Operations, along with subordinate elements tasked, if any.

a. Commander’s Intent and Concept of Operations

(1) Commander’s Intent. To ensure unity of effort in the enforcement and implementation of an order, the Commander’s Intent outlines the intent and desired end state in order to provide a goal for the directive.

(2) Concept of Operations. The Commander’s plan translates their guidance and describes the expectations that result in the proper employment of an order.

b. Subordinate Element Tasks

(1) Starting with the Office of Primary Responsibility (OPR) (otherwise known as sponsor or sponsoring office), list out the key staff agencies, billets, and/or offices that are tasked in support of this directive and enable it to function and what they shall serve as or do.

(2) If the responsibilities list for an element is extensive, limit this list to what they shall serve as, and shift the more extensive responsibilities list to an enclosure or chapter within an enclosure titled as “Roles and Responsibilities”.

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. Forms. Forms used in this directive are:

(1) List all forms mentioned within the directive.

(2) If no forms are used, after “Forms.” State: No forms used in this directive.”

d. Records Dispositions

(1) This directive is assigned record schedule 5000-8. (All Marine Corps Orders and Marine Corps Bulletins are 5000-8. Subordinate directives are 5000-66.)

(2) Records schedules used within the directive are:

(a) List all records schedules used within this directive.

(b) If no records schedules are used, change (2) to: No records schedules are used within this directive.”

e. Updates. Updates made to this directive shall be done in accordance with the current iteration of MCO 5215.1, Marine Corps Directives Management Program.

f. 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.

5. Command and Signal

a. Command. If this Order applies to all active duty, reserve and civilian Marines, this paragraph will read as follows: This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed. (Can be a specific date independent of the date signed, but cannot be retroactive.)

I. M. DEPUTY

Billet (without rank)

By Direction (if applicable)

Distribution: PCN (this number is attained from ARDE either directly or through ARDB for new directives, or carried over from the previous “whole” iteration)

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

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Chapter 1

Chapter Title

1. Margins. Margins must be set to “Normal” for the entire document.

2. Headers/Footers. Headers and footers must be 0.5”.

3. Headers. Headers must contain the complete Short Title and the date placeholder, plus an additional empty line to ensure a visual gap between it and text on the page. This is in the same font type and size as the body of the directive.

4. Footers. Footers must contain a formatted page number. Additional numbering for the chapter number and enclosure number are applied in addition to the formatted page number. This is in the same font type and size as the body of the directive.

a. Subparagraph. See MCO 5215.1K, pg. 1-15 for paragraph format and structure.

b. Subparagraph. Paragraph “a” must be followed with paragraph “b.”

(1) One space after parenthesis.

(a) Still one space.

1. Two spaces after periods.

a. A trick for checking spacing

(1) Keep formatting marks on all the time

(a) And use the search function to search for four spaces and see every series of four spaces highlight for you as blocks.

Page numbering: first digit is the chapter number, second digit is the page number specifically within that chapter.

Chapter 2

Chapter Title

1. Topic. Paragraph here.

2. Topic. Paragraph here.

a. Subparagraph. See MCO 5215.1K, pg. 1-15 for paragraph format and structure.

b. Subparagraph. Paragraph “a” must be followed with paragraph “b.”

APPENDIX A

Glossary of Acronyms and Abbreviations

|  |  |
| --- | --- |
| ABC | Alpha Bravo Charlie |
|  |  |
|  | The table allows for automated alphabetical order |
|  | The table borders can be removed after |
|  | This list can also be created by hand if you prefer |
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APPENDIX B

Glossary of Terms and Definitions

Alpha. The first letter of the phonetic alphabet.

Bravo. The second letter of the phonetic alphabet.

Etcetera. Indicating that a list is too tedious to give in full.