



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5000.2
ADJ
10 MAR 2015

AIR STATION ORDER 5000.2

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: "BY DIRECTION" AND "BY TITLE" SIGNATURE AUTHORITIES

Ref: (a) U.S. Navy Reg. 1990
(b) Marine Corps Manual
(c) SECNAV M-5216.5
(d) MCO 5215.1K

Encl: (1) List of Authorized Signature Authorities

1. Situation. To promulgate instructions on authority for "By direction" and "By title" signatures for the Commanding Officer (CO), Marine Corps Air Station (MCAS) Cherry Point, per the references.

2. Mission. To publish a current list of billets authorized to sign correspondence "By direction" and "By title" of the CO.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Per the references, the billet holders listed in the enclosure are authorized to sign correspondence either "By direction" or "By title" (Executive Officer) of the CO with respect to routine matters pertaining to their primary tasks and duties, unless such authority is restricted or withdrawn by the individual's supervisor. This authorization will remain in effect unless revoked in writing.

(2) Concept of Operations. The Executive Officer is authorized to sign directives and correspondence "By title." Routine correspondence may be signed "By direction" of the CO as long as it does not pertain to the following:

(a) Setting policy;

(b) Changes to the Command's mission that is addressed to higher authority;

(c) Congressional correspondence (only exception may be signed by the Executive Officer);

(d) Correspondence that, by law or designated by higher headquarters, must be signed by the CO;

(e) Routine correspondence in response to the offices of flag and general officers may be signed "By direction" only if the incoming correspondence was signed "By direction" and the reply thereto does not

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disapprove or deny any request contained in the correspondence from the flag or general officer;

(f) Persons temporarily filling any of the billets listed in the enclosure are authorized "By direction" signature authority, but only for the temporary period for which they are assigned to the listed billet;

(g) Matters pertaining to officers or potential officers;

(h) Final legal documents awarding punishment;

(i) Controversial subjects or matters that are otherwise potentially embarrassing or which might bring discredit upon MCAS Cherry Point.

4. Administration and Logistics. As appropriate, copies of correspondence signed "By direction" will be forwarded to the CO's administrative assistant on a weekly basis for inclusion in the CO's "By direction" binder and the command files. Appropriate copies for the CO's "By direction" binder are any correspondence not of a routine nature and/or in the signer's professional judgment, the CO should be aware.

5. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point.

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


C. PAPPAS III

DISTRIBUTION: A

The signatures of the personnel holding the following billets constitute the complete concurrence of the CO. As such, every piece of correspondence shall accurately reflect the dignity, style, and tone of the CO.

AUTHORITY TO SIGN BY TITLE

<u>BILLET</u>	<u>DIRECTORATE/OFFICE</u>
Executive Officer	CO

AUTHORITY TO SIGN BY DIRECTION

<u>BILLET</u>	<u>DIRECTORATE/OFFICE</u>
Executive Officer	CO
Director	MPR
Deputy Director	MPR
Adjutant	MPR
Military Personnel Officer	MPR
Security Manager	MPR
Director	OPS
Deputy Director	OPS
Director	FAC
Deputy Director	FAC
Facilities Development Officer	FAC
Environmental Affairs Officer	FAC
Public Works Officer	FAC
Motor Transportation Officer	FAC
Director	MCCS
Deputy Director	MCCS
Director	TISD
Deputy Director	TISD
Comptroller	COMP
Deputy Comptroller	COMP
Inspector	INSP
Deputy Inspector	INSP
Director	T&E
Director	SSD
Deputy Director	SSD
Director	JPAO
Deputy Director	JPAO
Staff Judge Advocate	SJA
Director	SUP
Deputy Director	SUP
Director	CPLO
Deputy Director	CPLO
Command Chaplain	CHAP
Director	SES
Deputy Director	SES
Director	IPAC
Deputy Director	IPAC
Operations Officer	IPAC
Branch Officers in Charge	IPAC