



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

ASO 5215.1
ADJ
18 Aug 10

AIR STATION ORDER 5215.1

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

Subj: MARINE CORPS AIR STATION CHERRY POINT 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 all orders, bulletins, and policy letters pertaining to Marine Corps Air Station Cherry Point (MCASCHERPT).

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. Cancellation. AirStaBul 5215.

4. 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 website. All P-type orders will be changed from ASO PXXXX.X to ASO XXXX.X upon their next annual review. The inventory of current Air Station Bulletins, Orders, and Policy Letters is located in the Adjutant's website and hard copies in the DCP files.

DISTRIBUTION STATEMENT A: Approved for public release,
distribution is unlimited.

c. Tasks

(1) Directives Control Point

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

(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 website.

(d) Request for cancellation of directives that have not been properly maintained by the sponsor.

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

(2) Directive 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 25th 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.

(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 orders as references.

d. Coordinating Instructions

(1) Orders being revised, that are 20 pages or less, will be completed within 45 days.

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

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

(4) Requests for extensions will be addressed to the Executive Officer using the format of a "Position Paper". An example can be found in MCO 5216.20.

5. Administration and Logistics. All directives and examples will be posted on the MCAS Adjutant's webpage <http://www.marines.mil/unit/mcascherrypoint/Pages/adjutant/adjutant.aspx>. Hard copies of these will be safeguarded with the DCP clerk.

6. Command and Signal

a. Command. The Adjutant is the MCASCHERPT DCP Program Manager. The DCP clerk will be located in the Manpower office.

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



ROBERT D. CLINTON
Executive Officer

DISTRIBUTION: A



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POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NC 28533-0003

5215
ADJ
Date

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

Subj: ANNUAL REVIEW OF DIRECTIVES

Ref: (a) MCO 5215.1K
(b) ASO 5213.1B
(c) ASO 5214.1A

1. Per the instructions contained in the references, the directive listed below is forwarded for your review. Use the references as necessary. A copy of this Station Order is available through the Adjutant's office or
<http://www.marines.mil/unit/mcascherrypoint/Pages/adjutant/adjutant.aspx>.

- a. Directive Number XXXX.XX
- b. Directive Subject Title
- c. Date Promulgated Date Originated

2. After review, complete the below endorsement and return this letter to the Directives Control Point Clerk, no later than (NLT) _____.

I. M. THEADJ
By direction

(DATE)

FIRST ENDORSEMENT

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

1. A review of the above directive was conducted and the following information is submitted:

- ☐ Reviewed and current.
- ☐ Reviewed and will be revised NLT _____.
- ☐ Reviewed; request cancellation.
- ☐ Reviewed and will be consolidated with MCAS directive XXXX.XX NLT _____.
- ☐ Reviewed and will submit a change NLT _____.

2. Additional Comments: _____

Print: Rank/Last Name of Reviewing Official

Signature

ENCLOSURE (1)