



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

ASO 5000.2B
ADJ

13 JUN 2022

AIR STATION ORDER 5000.2B

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

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

Ref (a) Marine Corps Manual
(b) SECNAV M-5216.5
(c) MCO 5215.1K

Encl: (1) List of Authorized Signature Authorities
(2) Sample "By direction" Letter
(3) FRC "By direction" delegation of authority for approval of A&E SOP

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

2. Cancellation. ASO 5000.2A.

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

4. 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CO with respect to routine matters pertaining to their primary tasks and duties, unless such authority is restricted or withdrawn by the individual's supervisor. Individual's authority to sign "By direction" will be delegated in writing, and all personnel are required to maintain a copy of their delegation letter on hand. This authorization will remain in effect unless revoked in writing or the individual holding the authority vacates the billet.

(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 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 and must be appointed in writing by the CO prior to executing By direction.

(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 CHERPT.

5. 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.

6. Command and Signal

a. Command. This Order is applicable to MCAS CHERPT.

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


M. R. HUBER

DISTRIBUTION: A

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

AUTHORITY TO SIGN BY TITLE

BILLET

Executive Officer

DIRECTORATE/OFFICE

CO

AUTHORITY TO SIGN BY DIRECTION

PRIMARY STAFF

Executive Officer
 Adjutant
 Command Chaplain
 Comptroller
 Deputy Comptroller
 Director
 Director
 Deputy Director
 Fire Chief
 Inspector
 Deputy Inspector
 Director
 Deputy Director
 Director
 Deputy Director
 Director
 Deputy Director
 Director
 Deputy Director
 Security Manager
 Director
 Deputy Director
 Provost Marshal
 Deputy Police Chief
 Director
 Deputy Director
 Staff Judge Advocate
 Director
 Deputy Director
 Director

DIRECTORATE/OFFICE

CO
 ADJ
 CHAP
 COMP
 COMP
 CPLO
 FAC
 FAC
 FD
 INSP
 INSP
 COMMSTRAT
 COMMSTRAT
 LOG
 LOG
 MCCS
 MCCS
 MPR
 MPR
 MA
 OPS
 OPS
 PMD
 PMD
 SSD
 SSD
 SJA
 TISD
 TISD
 T&E



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1000
SECTION
XX Mon XX

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Captain Ivan M. Marine XXXXXXXXXXXX/XXXX USMC

Subj: DELEGATION OF AUTHORITY TO SIGN "BY DIRECTION"

Ref: (a) Marine Corps Manual, par. 1007
(b) SECNAV M-5216.5, Chap 2, par. 5

1. In accordance with the provisions of the references, you are hereby granted authority to sign "By direction" in matters involving official correspondence in the performance of your duties as the Installation **BILLET**. You are not authorized to use this authority in any matter except those concerning your immediate billet assignment and this authority does not extend to matters relative to the formulation of statement or policy.
2. Correspondence that criticizes, opposes, or recommends alternatives to the action or positions of the command, agencies, or civilian contractors will be signed only by the Commanding Officer (CO).
3. 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 disapprove or deny any request contained in the correspondence from the flag or general officer;
 - f. Matters pertaining to officers or potential officers;
 - g. Final legal documents awarding punishment;
 - h. Controversial subjects or matters that are otherwise potentially embarrassing or which might bring discredit upon Marine Corps Air Station, Cherry Point.
4. This authority is automatically revoked upon your transfer, reassignment, or separation from your present duties.

M. R. HUBER

Enclosure (2)



UNITED STATES MARINE CORPS
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POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0033

8023
SSD/ESO
20 AUG 2018

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Commanding Officer, Fleet Readiness Center East

Subj: BY DIRECTION DELEGATION OF AUTHORITY FOR APPROVAL OF AMMUNITION AND
EXPLOSIVES STANDARD OPERATING PROCEDURES

Ref: (a) U.S. Navy Reg. 1990
(b) Marine Corps Manual
(c) SECNAV M-5216.5
(d) NOSSAINST 8023.11C
(e) MCO 8020.10
(f) MCO 5215.1K

1. Per the references, the tenant Commanding Officer of Fleet Readiness Center East is delegated "By direction" authority by the Commanding Officer, Marine Corps Air Station to manage and sign Ammunition and Explosive (A&E) Standard Operating Procedures (SOP) under their cognizance. This delegation of authority will not be sub delegated to senior managers consistent with "By direction" signature authority.
2. Standard Operating Procedures for A&E operations will be developed and formatted in accordance with Ref: (e). The SOP review process will include the Explosive Safety Officer for the installation as per Ref: (d & e).
3. Copies of SOP's signed "By direction" will be forwarded to the Installation Commander's administrative assistant on a weekly basis for inclusion in the CO's "By direction" binder and the command files.
4. This delegation is effective the date signed and will remain in effect unless revoked in writing.
5. Questions pertaining to this matter may be directed to the Explosives Safety Officer, Mr. William Westerfield at COM: (252)466-3994, DSN: 582-3994 or william.westerfield@usmc.mil.


T. W. FERRY

DISTRIBUTION: MCAS A

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

ENCLOSURE (3)

Summary of Revision (ASO 5000.2A to ASO 5000.2B):

This paragraph will be used to briefly summarized the changes that are listed below.

ASO 5000.2A (Current)	ASO 5000.2B (Revision)
Ref (a) US Navy Reg 1990	Removed since no longer applicable
Enclosure 2	Added a sample by direction letter
Paragraph 4.a.(1)	Added "Individual's authority to sign 'by direction' will be delegated in writing and all personnel are required to maintain a copy of their delegation letter on hand."
Paragraph 4.a.(2)(f)	Added "and must be appointed in writing by the Commanding Officer prior to executing by direction;"
Change IRAM Abbreviations	"MCAS Cherry Point" to "MCAS CHERPT"
Enclosure 1	Removed IPAC permissions, added Fire Department, Renamed SES, added FRC-East CO