Updated: 12/14/2021

ARDB / Directives Management Program Office (DMPO)

Directives Review Process (DRP)

1. Overview. This Directives Review Process (DRP) applies to Marine Corps directives (Marine Corps Orders (MCOs), and Marine Corps Bulletins (MCBULs)) only. Marine Corps directives are the only authorized publications for disseminating policy in the Marine Corps. No other formats are authorized, ***no exceptions***. Marine Corps directives are processed in coordination with ARDB Directives Program Management Office (DMPO) and are published on the Marine Corps Publications Electronic Library (MCPEL) on www.marines.mil > News > Publications > MCPEL.

2. Description. There are five distinct phases to the DRP. Each phase must be completed prior to proceeding to the next.

3. Timelines for Processing. The timeline for processing directives is dependent on many variables. Timelines are based on best case scenarios. Timelines can sometimes change due to complications, backlogs, personnel shortages, and resolution of identified non-compliance, and/or non-concurrence. All directives are important and are processed in the order they are received.

4. Directives Managers (DMs). The DM is the facilitator of all things directives for their Divisions / Office of Primary Responsibility (OPRs) / Sponsors. They are the Subject Matter Experts (SMEs) of all matters directives management for their organization, and are the gatekeepers and enablers of directives management. It is the DM who sets up a newly assigned Action Officer (AO) for success, and it is the DM who verifies and signs off on the AO's work when it is ready for submission to Phase 2. DMs must engage with, and mentor their OPRs / Sponsors, and AOs on how to manage a directives program, and how to navigate the DRP. DMs are required to know when a directive begins Phase 1, and when it is ready for Phase 2. DMs are the key to a successful DRP, for their agencies, and their stakeholders.

5. Action Officers (AOs). Assigned by the OPRs / Sponsors as the Primary Point of Contact (POC) for a particular directive being authored, revised, or cancelled. The AO becomes responsible for that directive all the way through to publication, and is responsible for all the necessary staffing, consolidation, coordination, and adjudication. Their DM is their most knowledgeable mentor and advisor in this process, and for managing their directives. It is highly encouraged that the assigned AO be the actual individual doing the work. It is also highly encouraged that the AO have enough time on station to carry their directive through to publication.

Special Instructions

1. Standard Subject Identification Codes (SSICs). The SSIC is the combination of the level of authority (MC), the type of directive (O or BUL), the SSIC (1234), the identifying point number (.56), and the revision number as applicable (A-Z, excluding I, O, and Q). The Short Title IS NOT an acronym, abbreviation, or nickname for the subject, directive, or program.

(1) For new directives, the SSIC selection is the responsibility of the OPR / Sponsor. SECNAV M-5210.2 Standard Subject Identification Code (SSIC) Manual is the resource and guide for selecting the 4-digit SSIC. Selected SSICs must be confirmed with ARDE Publishing to ensure de-confliction, and for the assignment of the associated point numbers.

(2) For existing directives, the SSIC, to include the point number, will remain the exact same for all changes and revisions. Revision iterations are identified solely with the letter that follows the SSIC.

2. Publication Control Numbers (PCNs). The PCN is similar to an ISBN assigned to a book you buy in a bookstore. It used as a unique identification number for a particular publication, it is an 11-digit number, is the responsibility of the OPR / Sponsor, and is confirmed by ARDE Publishing.

- The PCN for an MCO w/Volumes series is identified in the Base Order and applies to all volumes in that series.

- The PCN for a revision is the same as the preceding order ending in "0".

- The PCN for a change reflects the change number in its final digit. Example: Change 1 would have "1" as its 11th digit. Change 3 would have "3" as its 11th digit.

- The PCN for a new MCO, or a MCBUL is assigned by ARDE Publishing. Coordination must be conducted between the AO, and ARDE Publishing for the assignment of a new PCN.

3. Forms, Reports, and Records. Should a directive include, and/or require the use of Records, Systems of Records, Reports, and/or Forms, to execute the intent and purpose of the directive, coordination must be conducted between the AO, and the respective ARDB Program Managers (PMs) of Forms, Reports, and Records prior to, or while in Phase 1, but definitely before submitting a directive package to Phase 2 for Compliance, and Legal review. *(See POC contact information on Page 10)*

4. When submitting a directive package to ARDB DMPO for Phase 2 review, ***do not*** staff the directive in DON TRACKER to AR, ARD, or ARDB. Coordination must be conducted between the AO/Sponsor, and their DM, in order submit a completed directives package to Phase 2. The DM is responsible for package content verification, and submission to ARDB Directives for Phase 2 processing. Directives packages must be submitted to the ARDB DMPO organizational mailbox at smb_hqmc_directives@usmc.mil

Phase 1: OPR/Sponsor Independent Review

1. Context. Phase 1 typically begins at the conclusion of a directive's required annual review, conducted by the OPR/Sponsor, should the OPR/Sponsor determine that an update, change, or the need to create a new directive is necessary. This is the phase where content is created, revised, changed, and/or cancelled. Once a directive has been submitted for Phase 2 review, substantive changes are unauthorized, unless directed by the Compliance/Legal review team in Phase 2, and in coordination with ARDB DMPO.

2. Timeline. The duration of Phase 1 is dependent on the amount of time it takes the OPR/Sponsor to write/revise a directive, and the required staffing to the AO/SME level, O6/GS15 level, and finally the GO/SES level respectively. At the conclusion of the GO/SES level staffing, the assigned AO must complete their review and submit their directive package within 6 months, otherwise the Phase 1 staffing process must begin again. Phase 1 staffing is only valid for 6 months after the GO/SES level staffing has concluded. This lifespan is to ensure the changes made to policy are current. Policy changes regularly, is time sensitive, and must be managed accordingly.

3. Process

(1) This process begins when an OPR/Sponsor determines that a new policy or change to existing policy is required, upon which time an AO is assigned by the OPR/Sponsor to oversee, and manage the process in coordination with their organization's DM.

(2) The AO must establish contact and coordination with their division's DM, who shall assist them with the process and its requirements. A NAVMC HQ 942 must be started by the AO, by completing sections 1 through 9, and the DM completing section 10, and signing it. The NAVMC 942 must remain in its PDF format, and digitally signed. Scanned copies will be rejected, they are unusable. The NAVMC 942 becomes the cover page of the directive's package, and initiates the process.

(3) Once a DM has been notified by an AO that a directive is being written, or revised, and has submitted their NAVMC 942, the DM shall notify ARDB-DMPO with an email to smb_hqmc_directives@usmc.mil, by submitting the NAVMC 942 completed, and signed by the DM in section 10. The AO must also be cc'd on that email. This will inform ARDB DMPO of Phase 1 being initiated for a particular directive. This will also signal ARDB-DMPO to check archived case files, for the original approved Word document for that directive, to provide to the AO. ARDB DMPO retains records of

directives case files previously processed. Providing the AO the last version created, will save the AO time in revision and ensure version control, and mitigate any Word compatibility issues.

(a) All applicable Reports, Records, and Forms requirements coordination are to be initiated with their respective ARDB PMs and worked simultaneously with the below staffing.

(b) The draft is then staffed via DON TRACKER for the stakeholders and AO/SME level review. These responses are consolidated into the draft, and a detailed report of the staffing is produced as a PDF from DON-TRACKER to be included in the package.

(c) The draft is then staffed again via DON-TRACKER for the O6/GS15-level review. These responses are consolidated into the draft, and a detailed report of the staffing is produced as a PDF from DON-TRACKER to be included in the package.

(d) The draft is then staffed once again via DON-TRACKER for the GO/SES-level review. These responses are consolidated into the draft, and a detailed report of the staffing is produced as a PDF from DON-TRACKER to be included in the package.

(e) Finally, this draft is staffed once more via DON-TRACKER to the signing authority's senior staff. This is the last opportunity for them to provide their input on all content and wording. Once completed, this review will be considered the "signature ready draft" of the directive. As with the other level staffing, a detailed PDF report from DON-TRACKER must be included in the Package.

Important: This step does not apply to directives being signed by DMCS, ACMC, or CMC. For directives to be signed by the DMCS, ACMC, or CMC, your staff agency's Signing Authority (SA) will be the final approving authority prior to submitting for Phase 2 review. Do not staff to DMCS, ACMC or the CMC for final review.

(4) With all Phase 1 staffing levels completed, reports and feedback consolidated, and the office of the SA approving the final signature ready draft, the AO must ensure that the formatting is correct as per guidance, and any identified Forms, Reports, and Records requirements have been coordinated with their respective ARDB PMs.

(5) The DM, along with the AO, will verify package contents, staffing reviews conducted and adjudicated, formatting completed properly, and ARDB PMs coordinated with as necessary.

(6) Package contents must include:

1) NAVMC HQ 942
   Titled: NAVMC 942 (MCO 1234.12)
2) DON-TRACKER PDF Report of SME/AO-level review
   Titled: DON T Report_SME-AO Level Review
3) DON-TRACKER PDF Report of O6/GS15-level review
   Titled: DON T Report_O6-GS15 Level Review
4) DON-TRACKER PDF Report of GO/SES-level review
   Titled: DON T Report_GO-SES Level Review
5) DON-TRACKER PDF Report of the Signing Authority's staff's review
   Titled: DON T Report_SA Level Review
6) HQMC Coordination Page (Directives signed by CMC/ACMC/DMCS)
   Titled: HQMC Coordination Page (MCO 1234.12)
7) Comment Response/Resolution Matrix (CRM)
   Titled: CRM (MCO 1234.12)
8) Formatting Checklist
   Titled: Formatting Checklist (MCO 1234.12)
9) Signature Ready draft of the directive
   Titled: MCO 1234.12

(7) The DM, and only the DM, will then send the completed and verified package to smb_hqmc_directives@usmc.mil, using only the Short Title/SSIC as the subject line, with the AO cc'd on the email. Only packages being sent by the DM will be accepted by ARDB Directives.

Note: All future email correspondence with ARDB shall include the Short Title/SSIC in the subject line. ARDB Directives manages the processing of many directives at the same time, this will ensure efficient and accurate communication among all concerned parties.

Phase 1.5: Formatting Review

1. Purpose. To verify the package contents, and time allowing, refine the formatting in coordination with the AO, otherwise formatting verification will occur in Phase 2.

2. Timeline. Reviewing Directive Package contents and verifying the formatting of a directive takes approximately 24-72 hours. Once provided back to the AO for either formatting corrections, or retrieval of missing documents, the timeline is entirely dependent on the AO. Additional time may be required for improperly adjudicated reviews, incorrectly staffed taskers, and unresolved non-concurrences.

Phase 2: Compliance and Legal Review

1. Context. Compliance, and Legal Review exists to verify that Marine Corps Directives align with regulations and statutes set forth by mandates, and higher authority.

2. Timeline. The amount of time required is dependent on the length of the directive and the workload of the Compliance and Legal Review team. Directives are currently being staffed in Phase 2 review at 45 working days (60 calendar days) per 100 pages for orders, and 20 working days (30 calendar days) for bulletins under 15 pages.

3. Process

(1) Phase 2 begins once ARDB Directives has verified and accepted the package for Phase 2 review. Once Phase 2 has initiated, substantive edits to the directive are not authorized. Should the OPR / Sponsor have to conduct any substantive updates or edits to the directive at this stage, they will be required to begin the process over again from Phase 1, staff for SME/AO, O6/GS15, and GO/SES stakeholder reviews once again, and obtain concurrence from all stakeholders on the changes applied.

(2) Phase 2 is coordinated and managed by the ARDB Directives and is staffed to the following agencies for compliance and legal review.

(a) Forms Program Management (ARDB)

(b) Records Program Management (ARDB)

(c) Reports Program Management (ARDB)

(d) FOIA/Privacy Act (ARSF)

(e) M&RA/PMC-40 Labor Union Relations

(f) Judge Advocate Division (JAD)

(g) Commandant's Legal Counsel (CL)
*(If signed by CMC/ACMC/DMCS)

(3) Phase 2 reviewers are given **45 business** days per 100 pages for MCOs, and **21**

business days for MCBULs less than 15 pages, to complete their reviews and submit their responses in DON TRACKER.

(4) Once all Compliance / Legal reviewers have completed their reviews, ARDB Directives then delegates the DON TRACKER tasker to the OPR/Sponsor, and the AO via their DON-TRACKER, to the address provided on the NAVMC 942, for the AO to begin their final review.

Phase 2.5: Final AO Review

1. Purpose. To allot time for the AO to review Phase 2 reviewer notes and apply them to the directive. This is also to allow further coordination and action with specific reviewers as necessary.

2. Timeline. Dependent on the AO to adjudicate Phase 2 review comments, and/or non-concurrences, and coordination with any necessary Phase 2 reviewers.

3. Process

(1) The OPR/Sponsor receives the tasker from DON TRACKER and addresses any/all comments and non-concurrences, using the "Formatted" draft as the primary working draft, incorporating all external comments into it. It is the OPR/Sponsor's responsibility to coordinate directly with a reviewer to address and resolve any issues.

(2) The AO makes adjustments as required by the reviewers and produces an updated clean "signature ready draft", with tracked changes where the corrections/adjustments were made, for ARDB Directives to verify and adjudicate the "Final ReviewDraft".

(3) The AO uploads the "Final Review Draft" into DON TRACKER as their official response to the tasker. The AO also notifies ARDB Directives of their submission, by email.

(4) ARDB Directives receives the revised '"Final Review Draft" and prepares for Phase 3 (Final Review).

Phase 3: Final Review

1. Purpose. To verify that all Compliance/Legal Review comments/recommendations have been properly adjudicated by the AO, and any non-concurrences approved by the non-concurring entity.

2. Process

(1) ARDB Directives has 15 business days per 100 pages for MCOs, and five business days for MCBULs to complete Phase 3.

(2) Once the final review has concluded satisfactorily, ARDB Directives signs the NAVMC HQ 942 authorizing the directive for Phase 4.

(3) The "Final Approved" signature ready draft is uploaded as a PDF to DON-TRACKER along with the signed NAVMC HQ 942, and the AO is notified. The AO retrieves the directive and the NAVMC form and prepares the package for Phase 4 (Signature Processing).

Phase 4: Signature Processing

1. Timeline. Dependent on the amount of time it takes the AO to receive the signature of the SA on the document. Once signed and returned to ARDB Directives, submission to publishing, and publishing is approximately 24-48 hours.

2. Process

(1) The AO and the DM coordinate directly with their SA's front office to obtain the signature.

Important: All directives signed by the CMC, the ACMC, and/or DMCS require a route sheet, coordination page(s), and an executive summary.

Note: Directives requiring CMC/ACMC/DMCS signature must be routed through the DMCS office.

(2) The directive must be signed by the SA on the signature page, at the signature block, and **date stamped** in the top right corner of the signature page below the directive's date place holder DD MMM YYYY.

(3) Once the directive has been signed, the wet signature hard copy of the directive is sent to ARDB Directives (Room 2B253) in order to complete the process and submit to publishing. Also, a scanned copy of the signature page must be emailed to ARDB Directives to complete signature processing, and publishing.

Important: Any grammatical, spelling, or other minor errors found at this phase must be coordinated with ARDB Directives. Do not make corrections without coordination with ARDB Directives first, as any changes will not be reflected in the published directive, and could render the directive void, returning it to Phase 1.

Phase 5: Publishing

1. Timeline. Dependent on the time it takes for ARDB Directives to finalize the process, verify accuracy and completeness, and submit to ARDE for publishing. ARDE receives the completed directive and prepares the directive for publishing. Publishing can take approximately 24-48 hours to complete. ARDB Directives will notify the AO, and the DM when published, and provide the link to the webpage on the MCPEL on marines.mil.

2. Process

(1) ARDB Directives receives the hard copy with wet signature from the AO when delivered, and the scanned copy of the signature page by email.

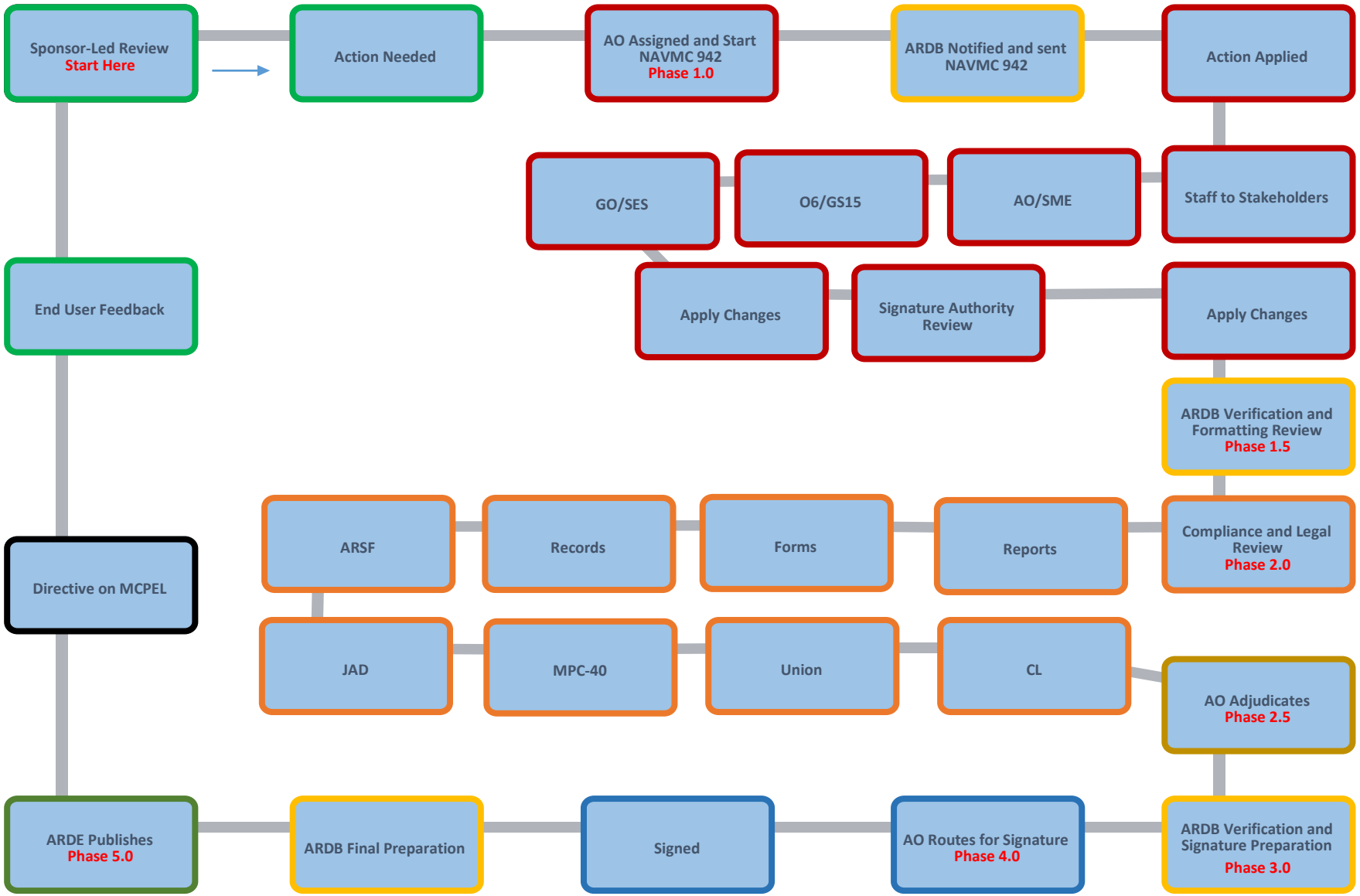
(2) The directive is then submitted to ARDE for publishing to the MCPEL at: https://www.marines.mil/News/Publications/MCPEL/

(3) The MCPEL is the official resource for all Marine Corps Publications including Marine Corps Directives.

(4) ARDB completes the tasker in DON TRACKER and concludes the process.

ARDB / Directives Management Program Office (DMPO)

Directives Review Process (DRP)



Directive Package Checklist for Phase 2 Submission

- ☐ NAVMC HQ 942 (Titled: NAVMC 942 (MCO 1234.12))
  - ☐ Sections 1 through 9 filled out accurately
  - ☐ AO/Sponsor's DON-TRACKER address in the Other Documents box
  - ☐ DM filled out and signed section 10

- ☐ DON-TRACKER PDF Report of SME/AO-level review (Titled: DON T Report_SME-AO Level Review)
  - ☐ All "non-concurs" are resolved and updated to show "concur"
  - ☐ Any "non-concurs" still showing on the report:
    - Has the "non-concur" been resolved
    - Has an explanation been provided

- ☐ DON-TRACKER PDF Report of O6/GS15-level review (Titled: DON T Report_O6-GS15 Level Review)
  - ☐ All "non-concurs" are resolved and updated to show "concur"
  - ☐ Any "non-concurs" still showing on the report:
    - Has the "non-concur" been resolved
    - Has an explanation been provided

- ☐ DON-TRACKER PDF Report of GO/SES-level review (Titled: DON T Report_GO-SES Level Review)
  - ☐ All "non-concurs" are resolved and updated to show "concur"
  - ☐ Any "non-concurs" still showing on the report:
    - Has the "non-concur" been resolved
    - Has an explanation been provided

- ☐ DON-TRACKER PDF Report of the Signing Authority's staff's review (Titled: DON T Report_SA Level Review)
  - ☐ All "non-concurs" are resolved and updated to show "concur"
  - ☐ Any "non-concurs" still showing on the report:
    - Has the "non-concur" been resolved
    - Has an explanation been provided

- ☐ HQMC Coordination Page (only required for directives signed by the CMC/ACMC/DMCS) (Titled: HQMC Coordination Page (MCO 1234.12))
- ☐ Comment Response/Resolution Matrix (CRM) (Titled: CRM (MCO 1234.12))
- ☐ Formatting Checklist (see next page) (Titled: Formatting Checklist (MCO 1234.12)
- ☐ "Signature Ready" draft of the directive in Word (Titled: MCO 1234.12)
  - ☐ All substantive content finalized
  - ☐ Formatted correctly as per the formatting checklist
  - ☐ Clean. No tracked changes. No comments. Ready for the signing authority.

Marine Corps Order (MCO) / Marine Corps Bulletin (MCBUL) Formatting Checklist

DM: _____

OPR / Sponsor: _____

Division / Command: _____

SSIC: _____

- Verify SSIC for the new directive.
- Verify SSIC being cancelled or superseded.
- **Header:** Use header from template, "Univers" font size 10 for the DON, size 8 for the remainder. No comma between Washington and DC.
- **From Line**: Commandant of the Marine Corps for all HQMC directives (MCOs/MCBULs)
- **To:** Distribution List for all HQMC directives (MCOs/MCBULs)
- **Subject Line**: All Capitals NOT underlined. Spell out any acronyms, parenthesize abbreviation afterwards.

Reference Section:

- All references used in the directive must be listed, and current.
- If references are more than half the first page, create an **'Enclosure I'** for references, and move.
- Marine Corps, Navy, USC references list as SSIC only (ex. MCO 1234.12, SECNAVINST 1234.12, 10 U.S.C etc.), no titles or dates required.
- All other references must have SSIC codes, titles, and dates in this format (Month DD, YYYY).
- Add the Privacy Act and Records Management references listed below
  - SECNAV M-5210.1 CH-1
  - MCO 5210.11F
  - 5 U.S.C. 552a
  - SECNAVINST 5211.5F
- Add blanket statement for references in the "Situation or Mission" paragraphs **"This Order is in accordance with references (a) through (z)"**
- In the body of the directive use "reference" or "references" **NOT** "ref" or "refs"

Enclosure Section:

- Listed enclosure titles in the **'Encl'** section, must read exactly as the titles on the enclosures.
- Enclosures must be listed in same order as inserted in the directive.
- In the body of the directive use "enclosure (1)" or "enclosures (1) and (2)" **NOT** 'encl'

- **Text:** Courier New font size 10 - 12 only.
- **Paragraph and Line Spacing:** Use Courier New paragraph formatting, **see enclosure below**. Do not use any other 'Style' than 'Normal' (no headings 1, subtitles, etc.) Lines are single spaced 1.0 with **NO** additional spaces before and after lines and/or paragraphs.
- **Margins:** 1-inch margins all around.
- **Footers and Headers:** ½ inch, with 1-inch margins
- **Acronyms:** All acronyms used in the directive must be listed in a table as **APPENDIX A**, titled **"Glossary of Acronyms and Abbreviations"**. (See MCO, MCBUL template provided)
- **In the body**: All acronyms **must** be spelled out and capitalized then parenthesized the first time used in the body of the directive, then **only** the acronym after the first time used.
- **In Paragraph Titles**: Unlike the body of the directive, acronyms **must** be spelled out, capitalized then parenthesized in all paragraph titles, **every time**. (Paragraph titles are usually underlined)
- Verify signing authority as listed in MCO 5215.1K pages 1-3 and 1-4. No others are authorized.
  Page Numbers: First page footer is reserved for the Distribution Statement. Start page numbering on page two footer.
- **Base Order Page Numbering**: 2, 3, 4 etc.
  - **Enclosure Page Numbering:** 1-1, 2-1, 3-1 etc.
  - **Table of Contents:** i, ii, iii, iv, v etc.
  - **Appendices:** A-1, B-1, C-1 etc.
- **Privacy Act and Records Management:** Insert Privacy Act and Records Management paragraphs as subparagraphs in the "ADMIN & LOGISTICS" paragraph of the base order.
- **Distribution Statement:** Verify the correct Distribution Statement is being used for the directive, and placed in the footer of the first page, only. (See page 1-8 in MCO 5215.1K)

IMPORTANT!

If your directive mentions, uses, or references any **Forms, Reports, and/or Records or Systems of Record**, you **MUST** contact the Forms, Reports, and/or Records Program Managers to clear your directive, prior to proceeding to Phase 2 of the Directives Review Process. This will mitigate any delays and/or unnecessary stoppages in Phase 2. See POCs below.

Reports Program Manager:
Mr. David Tucker
Reports Program Manager
HQMC Records, Reports, Directives, and Forms Mgmt Section (ARDB)
Pentagon Rm 2B253 Office: 703-614-1081
Direct Line: 571-256-8883
Email: davidjohn.j.tucker@usmc.mil

Forms Program Manager:
Mr. Ernest W. Williams
USMC Forms Program Manager
HQMC Records, Reports, Directives, and Forms Mgmt Section (ARDB)
Pentagon Rm 2B253 Office: 703-614-1081
Direct Line: 703-614-3076
Email: ernest.williams@usmc.mil

Records Program Manager:
Mr. Charles Dundon / Mr. David Spenner
Records Program Manager
HQMC Records, Reports, Directives, and Forms Mgmt Section (ARDB)
Pentagon Rm 2B253 Office: 703-614-1081
Direct Line: 703-695-6569

(*) an asterisk indicates a space. Use the proper number of spaces for the appropriate paragraph.
Tabbing and Times New Roman are unauthorized for use with MCOs or MCBULs

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1.**Arrange paragraphs following the formats below.
%
2.**If subparagraphs are needed, use at least two; e.g., a(1) must have a
(2).
%
****a.**Indent each subdivision four spaces and start typing at the fifth
space.
%
****b.**Text.
%
********(1)*Documents rarely require subdividing to the extent shown below.
%
********(2)*Text.
%
************(a)*Do not subparagraph past this level unless you have exhausted
all reparagraphing.
%
************(b)*Text.
%
****************1.**Text.
%
********************a.**Text.
%
************************(1)*Text.
%
****************************(a)*Never subparagraph beyond this level.
%
****************************(b)*Text.
%
************************(2)*Text.
%
********************b.**Text.
%
****************2.**Text.
%
10.**When using two digits, continue to indent each new subdivision four
spaces and start typing on the fifth space (paragraphs will not
line up).




NOTE:
* AN ASTERISK (*) INDICATES A SINGLE BLANK SPACE.
% A PERCENT SIGN (%) INDICATES A SINGLE BLANK LINE.
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