



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO:
1000
CMD

MAY 22 2003

FORCE POLICY LETTER 3-03

From: Commander
To: Distribution List

Subj: DIRECTIVES PREPARATION

Ref: (a) 5215.1C w/ch 1-4

1. All directives issued by the COMMARFORRES will be prepared per the provisions of the current edition of SECNAVINST 5215.1C w/ch 1-4 (Directive Issuance System).
2. The Force Adjutant will maintain a Directives Control Point (DCP), which is responsible for the following:
 - a. Reviewing and editing all drafts/final drafts of directives.
 - b. Assigning SSICs and consecutive point numbers.
 - c. Ensuring that all directives are in proper format per the current edition of the reference.
 - d. Maintaining numerical listing of directives.
 - e. Issuing a checklist semiannually.
 - f. Forwarding signed directives to the Force Reproduction Section.
 - g. Distributing directives per the distribution codes listed on the directive, and post to G-1 web page.
 - h. Maintaining annual review of all directives issued by COMMARFORRES.

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3. Divisions/branches preparing directives are responsible for the following:

a. Obtaining an SSIC and consecutive point number from the DCP.

b. Routing the draft for staff concurrence, as necessary.

c. Proof-reading and reviewing.

4. All directives requiring the provision of a report will be routed to the Force Adjutant (DCP) for assignment of a report symbol.

5. Classified directives will be prepared per the current edition of the reference. The OIC, CMCC will be responsible for reproduction and issuance.

6. Manual-type directives shall be reviewed as set forth in the current editions of MCO P5600.31G W/CH 1-3 (Marine Corps Publications and Printing Regulations) and SECNAVINST 5215.1C(Directive Issuance System).

7. Letter-type directives shall be reviewed annually on the anniversary date of the directive.


R. L. HUDON
Chief of Staff

Distribution: A