



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

IN REPLY REFER TO:  
StaO P5216.2B  
10S1  
14 NOV 2001

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

Subj: STANDING OPERATION PROCEDURES FOR ADMINISTRATION (SHORT TITLE SOP  
FOR ADMIN)

Ref: (a) SECNAVINST 5216.5D  
(b) SECNAVINST 5210.11C  
(c) SECNAVINST 5212.5D  
(d) MCO P1610.7E  
(e) MCO P2515.1G  
(f) StaO P5511.5C

Encl: (1) LOCATER SHEET

1. Purpose. To publish the standing operation procedures for administration for Marine Corps Air Station, Yuma, AZ.
2. Cancellation. StaO P5216.2A .
3. Action. On receipt of this Manual commanding officers and department heads will review administrative procedures and discontinue those in conflict herewith. All administrative personnel will be thoroughly indoctrinated in the contents of this manual and references (a) through (f).
4. Summary of Revision. This manual has considerable changes and must be reviewed in its entirety.

  
MARK E. CONDRA

DISTRIBUTION: B



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StaO P5216.2B Ch 1  
10S1  
12 MAR 2002

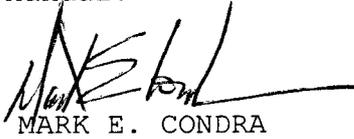
STATION ORDER P5216.2B Ch 1

From: Commanding Officer  
To: Distribution List

Subj: STANDING OPERATION PROCEDURES FOR ADMINISTRATION (SHORT TITLE:  
SOP FOR ADMIN)

Encl: (1) New page inserts to StaO P5216.2B

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action. Remove pages 2-3 and 2-4 of the basic Manual and replace them with the corresponding pages contained in the enclosure.
3. Summary of Changes. Marine Corps Community Services and Ground Electronic Maintenance Department have changed their Originator Codes.
4. Change Notation. Significant changes in the revised pages for this Change are denoted by the asterisk (\*) symbol.
5. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Manual.

  
MARK E. CONDRA

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change



SOP FOR ADMIN

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SOP FOR ADMIN

CHAPTER 1

CORRESPONDENCE AND RECORDS MANAGEMENT

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# SOP FOR ADMIN

## CHAPTER 1

### CORRESPONDENCE AND RECORDS MANAGEMENT

1000. GENERAL. All correspondence prepared by squadron, departments and sections will be in compliance with reference (a). In addition to correctness of content and spelling, correspondence should be in simple, direct language and in the active voice. Correspondence will use an SSIC designated in the current Command Files Outline and have an originator's code.

#### 1001. SIGNATURE

1. Correspondence, which embodies an expression of opinion of policy, a Command commitment or pertains to the mission or function of this Command will be signed by the Commanding Officer only.

2. Correspondence received or addressed to a higher echelon or Command, other than routine correspondence acted upon by a squadron, department or section will be signed by the Commanding Officer only.

3. Authority to sign "By direction" of the Commanding Officer is authorized by reference (a). The Station Executive Officer and Station Adjutant are granted the authority to sign routine administrative correspondence on any subject pertaining to this Command.

4. Limited "By direction" authorities granted by billet.

1002. CONGRESSIONAL CORRESPONDENCE. Congressional correspondence will be according to the instructions contained on each individual cover letter by the Station Inspector or as directed by the Commanding Officer.

#### 1003. CORRESPONDENCE PROCEDURES

1. The following points provide guidance for writing for the Commanding Officer:

a. Highlight the main point in the beginning - requests before justification; answers before explanations; conclusions before discussions; summaries before details.

b. Use short paragraphs. Mix long sentences and short ones, but average under twenty words per sentence.

c. Use personal pronouns. Speak of our command, your activity or office as "we", "us", or "our". Talk to a typical group of readers or one typical reader. Use "you" and "your" stated or implied.

d. Avoid the passive. Avoid "it is" and "there is". Use a who-does-what order.

- e. Avoid the word "subject". ("The report" vice "The subject report")
2. Do not use the phrase "due to" when writing for the Commanding Officer unless it is used in context of collecting monies. Likewise, do not use the word "felt" unless you are describing the sense of touch.
3. The following points provide guidance on typing a standard letter:
  - a. Use larger 12 point font rather than smaller 10 point font.
  - b. Use the following three sender's symbols in the "In Reply Refer To" section:
    - (1) SSIC
    - (2) Originator's code by itself
    - (3) Date (day-month-year order; first three letters of the month and last two digits of the year.)
    - (4) Do not date correspondence to be signed by the CO/XO. It will be dated in the Station S-1 office after signed.
  - c. Abbreviate months and years in any heading of a letter. Spell out the months in the text of the letter.
  - d. "From" line - use the Commanding Officer's title, the activity name and geographic location. Use this:
    - (1) "From: Commanding Officer, Marine Corps Air Station, Yuma"
    - (2) "From: CO, MCAS Yuma"
  - e. "To" line - Use the same guidance in paragraph 3d. Be sure to use the same method of spelling in both "From" and "To" lines.
    - (1) If the addressee is not in the military, use a title such as "Mr.", "Mrs.", "Miss", or "Ms."
    - (2) Codes are encouraged, whenever practical. Include in parentheses right after the activity's name. Add the word "Code" before codes that start with numbers.
- f. "Via" line - List commanding officers as detailed in paragraph 3d. Routing starts with the addressee listed first.
- g. "Subj" line - This is a sentence fragment usually 10 words or less. Use normal word order and capitalize every letter of every word. Do not abbreviate. Example:

(Right) Subj: REQUEST FOR AUTHORIZATION TO REMAIN ON ACTIVE DUTY

(Wrong) Subj: AUTHORIZATION TO REMAIN ON ACTIVE DUTY;  
REQUEST FOR

h. Downplay the use of references. Use these for examples:

Ref: (a) NAS North Island ltr 4710 ICA of 14 Aug 88  
(b) CMC 111300Z Sept 89  
(c) SECNAVINST 5216.5C  
(d) My ltr 5216 of 2 Jun 89 or Your MSG 221501Z Jul 89  
(e) Phoncon MCAS Yuma (Code3BD) PFC Smith/COMCABWEST (Code 1BD) Mr. Jones of 17 Aug 88

i. Describe an enclosure in the exact same manner as the references described in paragraph 3h. In the text, spell out "Enclosure". Normally send one copy of the basic letter plus any enclosures to all addressees.

j. Mark an enclosure on the first page only in the lower right hand corner. Type, stamp or write "Encl" plus its numbers in parenthesis. Pencil may be used to mark. Arrange pages typed lengthwise so the title is along the left hand margin.

k. Signature - Use the signer's preference to compose the name on the signature block. The name appears in all capital letters on the fourth line below the text and if there is no preference, use initial(s) and last name. This applies to a naval standard letter.

(1) Use the following when drafting a business letter for the Commanding Officer's signature:

MARK E. CONDRA  
Colonel, U. S. Marine Corps  
Commanding Officer

(2) Use the following when drafting a business letter for signature by direction:

R. D. Rutledge  
Lieutenant Colonel, U. S. Marine Corps  
Executive Officer  
By direction of the Commanding Officer

l. Identify the second and later pages by repeating the subject shown on the first page on the sixth line from the top of all later pages.

m. Center page numbers 1/2 inch from the bottom edge, starting with page number 2.

n. If subparagraphs are needed, use at least two. When citing a paragraph or subparagraph, write numbers and letters without periods or spaces. Example is "paragraph 4b(1)(a)". Underline any heading and capitalize its key words.

o. Use letters or numbers in parenthesis as shown in the next sentence to emphasize a few short statements without the added emphasis of separate lines for each. "This format (a) highlights ideas, (b) improves readability, and (c) saves space."

p. Start a paragraph near the end of a page if there is room for two lines or more. Continue a paragraph on the following page only if two lines or more can be carried over. A signature page must have at least two lines of text.

q. Business letters - Express dates in month-day-year order when readers are likely to use the format, though military format is allowed. Use sender's symbols and page numbers to identify second and succeeding pages of business letters.

r. If positive identification is essential, fully identify the member when you first mention him or her. Do not capitalize every letter of a member's last name unless it appears in the subject.

(1) Navy requirements - Use abbreviated rank or rate first name, middle initial, if any, and last name; branch of service; Social Security number; designator for an officer. Example - CAPT Robert W. Doe, USN, 123-45-6789/1110.

(2) Marine Corps requirements - Use unabbreviated grade, first name, middle initial, and last name; Social Security number, without hyphens; MOS; branch of service. Example: Staff Sergeant James P. Jones 123 45 6789/0411 USMC.

(3) Note these abbreviations for Marine Officers - WO; CWO for all Chief Warrant Officers; 1stLt; all Navy officer abbreviations are capitalized.

s. Distribution of correspondence going to all department heads should read: "Distribution: D" or "Distribution: E".

(1) Distribution: D will cover all Station department heads.

(2) Distribution: E will cover all Station department heads and tenant units.

#### 1004. INCOMING CORRESPONDENCE

1. Correspondence received by the Command is handled through the Station Adjutant's office and forwarded to the responsible section for review

action or filing. A correspondence control sheet and brief sheet will be prepared by the submitting department for each piece of correspondence going into the CO/XO for signature.

2. All correspondence will be handled expeditiously. All incoming classified correspondence received by this Command will be delivered to the Station Classified Material Control Center for processing and routing.

#### 1005. OUTGOING CORRESPONDENCE

1. The original of all correspondence prepared for the Commanding Officer's signature will be on letterhead stationery with the date and signature lines left blank.

2. Correspondence that is not entirely within the purview of the originating section will be routed to other staff sections concerned for concurrence or comment prior to submission for signature. Attach a correspondence routing sheet and brief sheet with supporting documents.

3. Correspondence to be signed or reviewed by the Commanding Officer or Executive Officer will be attached to a folder on the inside right side with the signature place annotated by a tab or paper clip. The inside left side will have a completed brief sheet with supporting documents attached underneath.

a. All Command correspondence will be routed to the Commanding Officer via the Station Adjutant.

b. The correspondence routing sheet must be attached to the cover of the package.

4. All correspondence will be returned to the originating office for mailing off-base.

5. All outgoing classified correspondence from this Command will be serialized and must have the format proofed by the Station Classified Material Control Center. As per reference (f) all incoming and outgoing classified material must be processed by the Station Classified Material Control Center.

1006. ENDORSEMENTS. Endorsements may be submitted in various ways. Via addresses with no comment may endorse correspondence by signing and placing a date and initials opposite their title. All endorsements should include sufficient copies for "Via" and "copy to" addresses or addressees.

#### 1007. FILE COPIES

1. Photocopies of all "By direction" correspondence will be forwarded to Station S-1 for filing in official command files, submit enclosures with copies when feasible.



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CHAPTER 2

CODES

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CHAPTER 2

CODES

2000. ORIGINATOR CODES. Codes may not be changed, nor additions or deletions made, without the approval of the Station Adjutant. Sections desiring additional codes, or changes thereto, will submit a written request to the Station Adjutant for staffing and subsequent approval/disapproval.

<u>BILLET</u>	<u>CODE</u>
COMMANDING OFFICER, MCAS YUMA	CO
EXECUTIVE OFFICER, MCAS YUMA	XO
ADJUTANT, MCAS YUMA	ADJ
SERGEANT MAJOR, MCAS YUMA	SGTMAJ
S-1	1OS1
MANPOWER MANAGEMENT/PERSONNEL	MMS1
STATION INSPECTOR	INSP
STATION EQUAL OPPORTUNITY ADVISOR	EOA
S-3	3OS3
AIRFIELD OPERATIONS	3OPS
AIR TRAFFIC CONTROL	3ATC
CRASH, FIRE, & RESCUE	3CFR
*GROUND ELECTRONIC MAINTENANCE	3GEM
IMA	3IMA
FLIGHT CLEARANCE	3OFC
FLIGHT SUPPORT	3OFS
RECOVERY	3REC
ATC RANGE SCHEDULING	YRMD
SEARCH AND RESCUE	3SAR
WEATHER	3WEA
S-4	4OS4
FOOD SERVICE	4OFS
DINING FACILITY	4OFS
ORDNANCE	4ORD
ARMORY	4ARM
BILLETING	4BOQ
SUPPLY	4SUP
TRAFFIC MANAGEMENT OFFICE	4TMO
RANGE MANAGEMENT DIVISION	YRMD
MARKSMANSHIP TRAINING	MTU
RANGE MAINTENANCE	YRMD
S-6	6OS6
COMMUNICATIONS CENTER	6ITD
INFORMATION SYSTEMS MANAGEMENT	6ITD

STATION TELEPHONE	6ITD
CVIC	6CVI
FACILITIES MANAGEMENT	FMD
COMPTROLLER	8COM
DISBURSING OFFICE	8DIS
ACCOUNTING	8DIS
BUDGETING	8DIS
*MCCS-ADMINISTRATION	MCCS
BUSINESS OPERATIONS	MCCS1
SEMPER FIT	MCCS2
SUPPORT	MCCS3
PSD	MCCS4
MCFTB	MCCS5
PROVOST MARSHAL	9PMO
PROVOST SERGEANT	9PMO
OPERATIONS	9PMO
SERVICES	9PMO
ACCIDENT INVESTIGATION	9PMO
CRIME PREVENTION	9PMO
DETENTION FACILITY	9PMO
CID	9PMO
KENNELS	9PMO
ADMIN SUPPORT	9PMO
LAW CENTER, MCAS YUMA	OJAD
LEGAL ASSISTANCE	OJAD
PUBLIC AFFAIRS	5PAO
SAFETY & OCCUPATIONAL HEALTH	DOSS
H&HS	SQCE
CO	SQCE
XO	SQCE
SGTMAJ	SQCE
PERSO	SQCE
CAREER PLANNER	SQCE
TRAINING	SQCE
ADMIN	SQCE
SACO	SQCE
LEGAL	SQCE
ENVIRONMENTAL	ENVL
BASE SERVICES DIVISION	BSD
MAINTENANCE	BSDM
LOGISTICS	BSDL
DENTAL	DEN
MEDICAL	MED
COMMUNITY PLANNING AND LIAISON	CP&L

2001. DISTRIBUTION CODES. The following list will apply for distribution codes and distribution of Station Directives and Correspondence.

1. The originating office, at the time of preparation of the directive, is responsible for indicating the desired distribution.

2-4

Ch 1

DISTRIBUTION: A - Station  
 DISTRIBUTION: B - Station and Tenant Units  
 DISTRIBUTION: C - Civilian Personnel Information

2. Distribution other than standard will be indicated in the following manner:

DISTRIBUTION: A plus MED(10)

3. Distribution for correspondence will be marked as shown:

DISTRIBUTION: D - Will cover correspondence for Station Department Heads only.

DISTRIBUTION: E - Will cover correspondence for Station Department Heads and Tenant Units.

4. DISTRIBUTION LIST:

DEPARTMENT SECTION

DISTRIBUTION CODES

A    B    C    D    E

5. Directives containing a concurrence paragraph or need to be distributed to tenant units should read, "Distribution: B".



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CHAPTER 3

DIRECTIVES

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CHAPTER 3

DIRECTIVES

3000. DIRECTIVES. Reference (e) sets forth detailed instructions on the format procedures for preparing directives. Each section is responsible for originating and revising directives within their areas of responsibility.

3001. RESPONSIBILITIES OF ORIGINATORS

1. Originators will include detailed information essential to all recipients for the comprehension and execution of higher command instructions. Directives shall be written in a clear and comprehensive manner in order to avoid misinterpretations and delays in taking required action.

2. Originators will ensure all proposed directives and changes are routed to the Directives Control Point (DCP) in the Station S-1 office, including a completed Directives Control Sheet. All supporting information is routed through all action sections prior to submission to the DCP. All directives applicable to tenant unit personnel must be routed through the Commanding Officers of MAG-13, MACS-1, MAWTS-1, VMFT-401, MWSS-371, and CSSD-16 prior to submission for signature.

3. Originators will revise their duties as needed to incorporate applicable changes from higher command directives. All station directives will be reviewed annually to ensure concurrency and accuracy. Originators will complete a Station Directives Review Form, prepared by the DCP for each annual review.

4. Do not use "Justification" mode in typing directives.

3002. DIRECTIVE CONTROL POINT

1. A DCP is established in the Station S-1's office.

2. The DCP will perform the following functions:

a. Review each proposed directive for appropriate subject numerical designation, proper format, arrangement of contents, possible duplication of an existing directive and referral of discrepancies to the originator for corrections.

b. Assign consecutive numbers to orders.

c. Maintain a current numerical index of directives issued by this Headquarters.

d. Provide reference service for directives released through DCP.

e. Periodically review the directives file to ensure its completeness that proper filing practices are being maintained, and to ensure all directives containing cancellation provisions are removed when required.

f. Maintain the signed Official File Copy of effective and cancelled directives released by this Command.

g. After an Order is nine years old, either cancel, revise and republish or consolidate with a directive of similar subject.

h. Publish semi-annually, as of 30 June and 30 December, a checklist of effective directives.

i. Make appropriate distribution of directives upon signature by the Commanding Officer.

### 3003. TYPES OF DIRECTIVES

1. Bulletin. A bulletin is a directive that is basically informative or of a temporary nature. Bulletins should be staffed through the Adjutant's office no later than 20 working days prior to effective date.

a. Type the cancellation date of a bulletin inside the upper right-hand margin on the first page, on the second line above the normal position of the SSIC (do not type a cancellation paragraph in the body of directives).

b. If the cancellation date is for record purposes (frp), with a contingent provision, show "Canc frp: May 91". Include as last paragraph, headed "Cancellation Contingency" and state the contingency, but do not repeat the cancellation date.

2. Order. An order is an authorized directive of continuing value; it is effective until canceled or superseded. Orders are issued as letter-type or manual-type directives.

3. Manual-Type. Manual-type directives are better known as "P" type directives and are normally maintained outside the command master directives file. These directives generally consist of 20 pages or more and are divided into Chapters. A running head (title and major paragraph number) will be placed on every page of a manual-type directive except the promulgation page, change transmittal pages and the locator sheet. All manual-type directives shall contain a certification paragraph. A locator sheet will also be included as an enclosure on the promulgation page of the order. On odd-numbered pages use the last major paragraph.

### 3004. FORMAT AND SEQUENCE FOR DIRECTIVES

1. Subject. State the subject briefly. (Ensure subject and SSIC in originator code correspond.) The subject line should be typed in capital letters.

2. Reference. References are normally listed in a directive as in a Naval letter. References in the text of a manual-type directive or in an enclosure to a letter-type directive shall be cited in the text thereof by directive identification and short title (if any). References shall be listed in the sequence in which they first appear in the body of the directive. Since a consecutive number is not assigned to a bulletin, its standard subject identification code and its issue date must reference it. When Marine Corps Orders and Bulletins are used as references in manual-type directives or as in enclosures to letter-type directives they will be typed in the following manner: MCO 5600.20G, MCBul 5600 of 5 May 1985; or MCO P1080.35B, PRIM, paragraph 4001.2a. It is not necessary to publish a change to a directive merely to show a referenced document has been revised unless the content is affected. However, if there are other changes or revisions to the basic directive, references will be brought up to date.

3. Enclosure. The enclosure will have the title centered and in all capital letters, on the first page with the same title as listed in the enclosure section. Each enclosure will be identified on the enclosure page (flush with the left margin on even-numbered pages and the right margin on odd-numbered pages), one inch above the bottom edge of the page.

4. Reports Required. This line is required only when the directive requests the submission of reports. It will be placed before the text of the directive.

5. Paragraph Titles. Paragraph titles will be assigned for all major paragraphs and may be assigned for subparagraphs in letter-type directives and the promulgation page of manual-type directives. Such paragraph titles are written as follows:

a. The first letter of the main words in the title are capitalized; articles, conjunctions, two and three letter prepositions are not.

b. A period is used after a title when it is followed by text material on the same line. No period is used after a title that stands alone.

c. In all cases, triple-line space before typing a different major paragraph; double-line space between all subparagraphs.

d. Each paragraph and subparagraph title is underscored throughout.

6. Purpose. This paragraph will state the specific purpose of the directive, consistent with the subject line. Avoid using the word "promulgation."

7. Cancellation. A cancellation paragraph, when used, is the second paragraph of a directive.

a. Cite the directive number for directives being cancelled.

- b. A revision must always cancel the directive(s) it supersedes.
  - c. Directives being cancelled because they served their purpose will be cancelled on the annual review form and deleted from the next checklist; or by a Station Bulletin in the 5215 series.
8. Action. An action paragraph states what action is required to comply with the instruction contained in the directive.
  9. Summary of Revision/Changes. A "Summary of Revision/Changes" paragraph will be included on the promulgation page of all manual-type directives.
  10. Change Notation. This paragraph will be used to explain the use of an attack and arrow indicators to denote location of new material inserted by changes and revisions.
  11. Fiscal Instructions. This paragraph will be used when directives include fiscal accounting instructions or budget information.
  12. Filing Instructions. This paragraph is required and must appear on the signature page of each change to a directive.
  13. Concurrence. Directives that require concurrence and coordination with tenant units must be routed through the Commanding Officer of the tenant unit(s), prior to being forwarded to the DCP and must contain a "Concurrence" paragraph.
  14. Certification. A certification will appear on the promulgation page and changes to manual-type directives.
  15. Signature. Only the Commanding Officer or Executive Officer can sign directives.
  16. Distribution Section. Refer to paragraph 2001 for distribution information.

### 3005. CHANGES/REVISIONS

1. Changes. When changes to a directive are not extensive, page replacements, pen changes, or a combination of both will be used. Each change will be assigned a consecutive change number such as Ch1, Ch2, etc. References will not be used unless required for clarification. The first page of every change will continue in sequence of the last page number. If a blank page is the last page, the blank side shall be counted. Changes to a directive always begin on odd-numbered pages.

a. Page Replacements. A page replacement indicates a change to a letter-type directive and uses the same SSIC symbols and the original date of the page being replaced; use the same page number as the

superseded page. In addition, at the bottom outside corner (right for odd-numbered pages; left for even-numbered pages) place the designation and date of change; i.e., Ch 1 (date). Identify page replacements for manual-type directives only by typing Ch 1, Ch 2, etc., indicated in the action paragraph of the signature page, unless a list type of effective pages is included as an enclosure in the case of manual-type directives. When it is necessary to expand the page being replaced, additional pages may be added. Only even-numbered pages may be designated as expansion pages, differentiated by an alphabetical designation such as 4a, 4b, 6c, etc.

b. Change Notations. An asterisk (\*) will be placed in the left margin to denote changes in letter-type directives. An arrow ( ) shall be used in manual-type directives.

c. Pen Changes. Pen changes are to be used for minor changes, and will not be used for the insertion of more than one line. Directions for making pen changes will be included in the change. Page replacements are to be given preference over pen changes as they consume less time and decrease the chances of error.

## 2. Revision.

a. When there is a substantial change (50% or more) to a directive, it will be reissued as a revision. Each revision will be assigned the same SSIC and consecutive point number as the directive it supersedes, and will further be identified by a suffix capital letter; the first revision, A; the second revision, B.

b. The revised directive will bear the same general subject as the directive being revised.

c. The directive being revised, and any other directive being incorporated in the revision, will be cancelled by the revision.

d. A directive must be revised after being in force for nine (9) years.

e. One-page orders cannot have changes. A revision is necessary vice a "change."

3006. FILING OF DIRECTIVES. File copies of directives and locator sheets in numerical sequence by subject identification number and by originating activity in number of command seniority.

EXAMPLE:        MCBul        5510 of 5 May 1989 (latest bulletin on top)  
                 MCBul        5510 of 7 Mar 1989  
                 MCO            5510.1  
                 MCO            P5510.4  
                 ABBul        5510 of 19 Apr 1989  
                 ABO            5510.1  
                 StaBul       5510 of 10 Jun 1989  
                 StaO            5510.1

1. Changes. The signature page for changes will be filed in numerical order immediately following the signature page of the basic directive. Enter a written notation of each change after the subject identification number on the first page of the basic directive. EXAMPLE: STATION ORDER 5215.12E w/CH 1. In addition, on manual-type directives, enter the change notation on the Record of Changes page.

2. Locator Sheets. Locator sheets will be filed in numerical order in the master directives file. A locator sheet will always be listed as the only enclosure to a manual-type order.

### 3007. DIRECTIVES REQUISITIONS

1. When ordering directives, a MCASY 5519/2 is to be submitted to the department head who will then submit a list from the department to Station S-1.

2. Copies of Station Directives are kept in the Station S-1 office and can be obtained from the Station Directives file clerk.

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CHAPTER 4

FITNESS REPORTS

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CHAPTER 4

FITNESS REPORTS

4000. GENERAL. A fitness report is one of the most important records of an individual's performance of duty and attainment of professional qualification. Fitness reports are vital in determining duty assignments and in selection for promotion. Individuals submitting reports must realize the significance of the reports and exercise the utmost care and thoroughness in completing these reports. Each report must be an accurate and comprehensive portrayal of the individual reported on. Sergeants and above will be completed in accordance with reference (c). Reference (c) contains instructions for the submission of fitness reports on Navy officers.

4001. RESPONSIBILITY. Each individual for whom a report is required has the responsibility for ensuring that the appropriate fitness report is submitted to the reporting senior. In order to provide complete records, prompt submission of fitness reports is mandatory. The reporting senior will forward fitness reports for review within 15 days after the terminal date of the period covered.

4002. ACTION. The individual Marine (officer and enlisted) is responsible for ensuring that a Fitness Report (NAVMC 10835) with Section A and item 22 of Section D is complete and delivered to the reporting senior for marking and forwarding to the reviewing officer.

4003. REPORTING SENIORS

1. The Commanding Officer is reporting senior for:

- a. Executive Officer
- b. S-1 Officer
- c. S-3 Officer
- d. S-4 Officer
- e. Station Inspector
- f. CO, H&HS
- g. All Navy Officers in the grade of Commander and above
- h. All department heads in the grade of Major and above

2. Department heads will report on all officers assigned to them except for those officers of equal grade. Under these circumstances the Commanding Officer will designate a reporting senior.

3. The Executive Officer is the reporting senior for:

a. All staff officers and officer heads not assigned to a department.

b. All Navy officers in the grade of Lieutenant Commander and Marine officers in the grade of Captain and below who are assigned as Department heads (all remaining Navy Officers' fitness reports will be completed by the Department Heads).

4. The reporting senior will ensure that the Marine/Sailor reported on has seen the completed appraisal.

4004. REVIEWING OFFICER. The Reviewing Officer will submit all fitness reports written to their own Reporting Senior for review.

4005. CONSOLIDATED MAILING

1. All officer fitness reports that the CO or XO writes or reviews will be forwarded to the Station Adjutant. Fitness Reports will be submitted within 30 days after the terminal date of the report.

2. All other fitness reports will be submitted to H&HS S-1 for consolidated mailing to HQMC.

SOP FOR ADMIN

CHAPTER 5

GUARD MAIL

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SOP FOR ADMIN

CHAPTER 5

GUARD MAIL

5000. GENERAL

1. Guard mail is for intra-Station routing of unclassified correspondence.
2. This service does not replace the functions performed by the Station Post Office and will not under any circumstances be utilized for the purpose of transmitting U.S. Government, personal, or official mail.
3. The guard mail service is forbidden to deliver any classified material or official mail.
4. Designated guard mail drivers for each section listed in paragraph 6001 will pick up/deliver correspondence to the guard mail room located in Building 980, south entrance.
5. All intra-Station guard mail will be enclosed in the U.S. Government Messenger Envelope, "Standard Form 65." The envelope is maintained in stock in Serv-Mart.

5001. GUARD MAIL ROOM. The guard mail room will maintain a distribution box for each delivery point below:

BASE SERVICES DIVISION/MAINTENANCE & LOGISTICS

CHAPLAIN

CHILD DEVELOPMENT CENTER (CDC)

CDE, ISMO, STATION TELEPHONE

COMMISSARY

COMPTROLLER

CP&L (COMMUNITY PLANNING AND LIAISON)

CPAC

CPAC (MAG-13 AND ALL FLYING SQDRNS)

DRMO/DLA

DOSS

ENVIRONMENTAL

FACILITIES

FAMILY SERVICES

HQ&HQ SQDRN

HRO

HOUSING

PUBLIC AFFAIRS OFFICE

MAWTS-1

MEDICAL/DENTAL

MCCS

NAGE

NATEC

NAVY AND MARINE CORPS RELIEF SOCIETY (RED CROSS)

NAVY PSD

NTSC/FLT SIMULATOR

PMO/FIRE NCIS

RANGE MANAGEMENT

ROICC

SACC

STATION CO, XO, SGTMAJ

STATION S-1

STATION S-3

STATION S-4

STATION ID CARD CENTER

STATION INSPECTOR, EQUAL OPPORTUNITY ADVISOR

STAFF JUDGE ADVOCATE

STATION TRAINING

SUPPLY

TACTS

TQL

VMFT-401



SOP FOR ADMIN

CHAPTER 6

MISCELLANEOUS

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SOP FOR ADMIN

CHAPTER 6

MISCELLANEOUS

6001. OFFICIAL MARINE CORPS SEAL

1. The official Marine Corps Seal is issued to posts, stations, organizations, activities and units whose duties of work require possession thereof.
2. In view of the historical background, significance, and dignity of seals and their use, the Commanding Officer of each post, station, organization, activity or unit authorized possession of the official seal will designate a custodian thereof and will establish such rules as may be necessary to ensure its proper safeguarding and usage.
3. The Station Adjutant is responsible for the official Marine Corps Seal issued to Marine Corps Air Station, Yuma, Arizona. Personnel requiring the official Marine Corps Seal on documents should contact the Station Adjutant.

6002. Duplicating and Printing Facilities. The Duplicating and Printing Facilities are now being performed in the Combat Visual Information Center located in Building 507.

LOCATOR SHEET

Subj: STANDING OPERATION PROCEDURES FOR ADMINISTRATION (SHORT TITLE SOP  
FOR ADMIN)

Location: \_\_\_\_\_  
(Indicate location(s) of copy(ies) of this Order.)