



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 5215.1B
B 013
16 OCT 2002

MARINE CORPS BASE ORDER 5215.1B

From: Commanding General
To: Distribution List

Subj: "MUST HOLD" LIST OF NAVY DIRECTIVES

Encl: (1) "Must Hold" List of Navy Directives for Reporting Unit
Level Administration

1. Purpose. To establish a "must hold" list of Navy directives for subordinate units, and to establish procedures for notifying this Headquarters when additional mission-essential directives may be required.
2. Cancellation. MCBO 5215.111.
3. Information. The Central Files Section, Adjutant Branch maintains a library of Navy directives for MCCDC/MCB to assist any unit/section requiring a directive not maintained on their "must hold" list. These Navy directives are available for temporary use by the units/sections for matters of an unusual, nonroutine nature.
4. Action. Activity heads maintaining Navy directives will:
 - a. Review their Navy directives currently held to ensure they retain, where applicable, those directives listed on the enclosure.
 - b. Provide a listing of Navy directives determined to be mission-essential to the CG MCB (B 013) for adjudication. This listing should be updated as requirements change.
 - c. Prepare and maintain their own "must hold" list within their files.
 - d. Destroy all other Navy directives not required regardless of distribution.
 - e. Comply with reference (a) for requisitioning Navy directives and for requesting deletion from Navy distribution, as needed.


D. L. WRIGHT
Chief of Staff

DISTRIBUTION: INTERNET

"MUST HOLD" LIST OF NAVY DIRECTIVES FOR
REPORTING UNIT LEVEL ADMINISTRATION

ORIGINATOR	SSIC	SUBJECT	DATE
SECNAV	*1640.7D	Administering Correctional Custody, DON Corrections Manual	930122
SECNAV	1650.1G	Navy and Marine Corps Awards Manual	020107
OPNAV	5112.6C	DON Postal Instructions	980608
SECNAV	5210.11D	DON File Maintenance Procedures and Standard Subject Identification Codes (SSIC)	871020
SECNAV	5212.5D	Navy and Marine Corps Records Disposition Manual	980422
SECNAV	5216.5D	DON Correspondence Manual	960829
SECNAV	5370.5A	DoD/Navy Hotline Program	880226
SECNAV	5510.30A	DON Personnel Security	990310
SECNAV	5720.42F	DON Freedom of Information Act (FOIA) Program	990106
JAG	5800.7C	Manual of the Judge Advocate General (JAGMAN)	901003

*Maintained by only those CO's authorized to award correctional custody.