



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-0301

LOGCOMO 5000.1
L13
24 May 04

MARINE CORPS LOGISTICS COMMAND ORDER 5000.1

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S POLICY STATEMENTS

Ref: (a) SECNAVINST 5210.11D

Encl: (1) Format for Policy Statements

1. Situation. Policy Statements are vehicles by which the Commanding General (CG) conveys his thoughts or views to Commanding Officers and Directors on subjects of current interest. They are not intended to supplant or duplicate current LOGCOM directives; nor are they designed to tell Commanding Officers and Directors how to do what the CG desires. They are intended to clarify, reinforce, or direct action in regard to specific subject areas. While policy statements will not be included in the Command Directives System, the content may be directive in nature and therefore will be published and maintained in accordance with the instructions provided herein.

2. Cancellation. BO 5000.19B.

3. Mission. Establish procedures for the publication, maintenance, control, and dissemination of policy statements issued by the Commanding General.

4. Execution. Policy Statements will be prepared at the direction of the Commanding General in the following manner:

a. Standard Subject Identification Code (SSIC). Identification symbols will contain the SSIC file number appropriate for the subject to facilitate filing for future reference. Refer to the reference for SSIC information.

b. Numbering. Statements will be numbered consecutively by the calendar year.

c. Format. The format contained in the enclosure will be utilized.

d. Length. Statements will not exceed two pages.

5. Administration and Logistics

a. If a topic requires long-term attention, it will become the subject of, or be incorporated with an appropriate directive.

b. Commanding Officers, Commanders/Officers in Charge of Tenant Activities, Headquarters Staff Officers, Special Staff Officers, Principle Directors of Directorates, and Division Directors, as applicable, will ensure that:

(1) Upon publication, policy statements are disseminated to all personnel.

(2) Current policy statements are maintained in a three ring binder in sequential order. The checklist of effective statements will be filed in the front of the binder. Cancelled or superseded statements will be removed and destroyed.

(3) All newly joined personnel are provided the opportunity to read current policy statements.

c. Command Adjutant. The Command Adjutant will be responsible for:

(1) Assigning sequential numbers to policy statements.

(2) Maintaining a master file of all current policy statements.

(3) Publishing an annual checklist of effective policy statements.

6. Command and Signal

a. This Order is applicable to Marine Corps Logistics Command.

b. This Order is effective the date signed.

H. MASHBURN, JR.

DISTRBUTION: A

FORMAT FOR POLICY STATEMENTS

(HEADING)

(Identification
Symbols)

POLICY STATEMENT (No.)-(YR)

From: Commanding General

To: Distribution List

Subj: (As appropriate)

Ref: (If required)

1. Situation. If required, utilize this paragraph to briefly place the subject matter in perspective in relationship to guidance and authority as outlined by higher headquarters.

2. Cancellation. If required. (Can only cancel previous policy statements)

3. Mission. A concise statement outlining the purpose for the statement.

4. Policy. Statement of the Commanding General's policy.

5. Command and Signal

a. Command. Indicate applicability to subordinate commands.

b. Signal. This policy statement is effective the date signed.

D. COMMANDER

ENCLOSURE (1)