



UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2033 BARNETT AVE SUITE 315
QUANTICO, VIRGINIA 22134-5010

MARCORSYSCOMO 5216.2D w/ch 1,2
CS
19 Oct 99

MARINE CORPS SYSTEMS COMMAND ORDER 5216.2D w/ch 1,2

From: Commander
To: Distribution List

Subj: POLICY FOR MARINE CORPS SYSTEMS COMMAND (MARCORSYSCOM)
CORRESPONDENCE

Ref: (a) SECNAVINST 5216.5D
(b) MCO 5216.20
(c) U.S. Government Printing Office Style Manual, 1984
(d) MARCORSYSCOMO 5216.1E

Encl: (1) Command Correspondence Guidance
(2) Controlled Correspondence

1. Purpose. To establish policy on the use of letterhead stationery, proper style for correspondence, controlled correspondence, and addressing correspondence for MARCORSYSCOM per the references.

2. Cancellation. MARCORSYSCOMO 5216.2C.

3. Summary of Revision. This revision contains a substantial number of changes and must be read in its entirety.

4. Policy

a. Only MARCORSYSCOM, Quantico, VA letterhead stationery will be used for official communications outside of MARCORSYSCOM.

b. All official correspondence from MARCORSYSCOM will be addressed from the Commander. Personnel authorized to sign "By direction" of the Commander will sign using the words "By direction" except the Deputy Commander and the Chief of Staff, who have authority to sign over their titles. Personnel with this authority are designated in the current version of reference (d).

c. All correspondence to be signed by the Commander, Deputy Commander, or Chief of Staff will be delivered to the

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Staff Secretary with the appropriate information as listed in enclosure (1). Correspondence not meeting this requirement will be returned to the originator without action.

d. All official correspondence will comply with the references. The command standard for all correspondence is Courier New (10 or 12 pitch). Guidelines for specific features, including italic's, bold, etc. are outlined in reference (a).

e. Controlled correspondence will be handled in strict accordance with enclosure (2). Preparation of such correspondence is outlined in the references.

f. All questions, comments, and recommendations regarding correspondence style, format, or procedure will be addressed to the Staff Secretary.

g. The command standard software suite is Microsoft Office. All correspondence submitted on disk will be a Microsoft format (Word, Excel, Power Point, etc.).

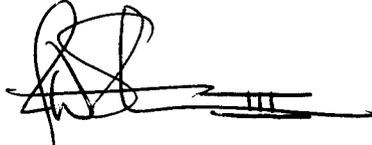
5. Action

a. Only MARCORSYSCOM, Quantico, VA stationery will be used and addressed according to the provisions of paragraph 4a and 4b above.

b. Submit two copies of all official correspondence, signed "By direction" to the Commander, MARCORSYSCOM (~~CSA~~^(Sec-A)) for insertion into the command's official files and for routing on the Commander's Read Board.

c. Comply with proper style and controlled correspondence preparation and processing as specified in the enclosures.

6. Applicability. This Order is not applicable to Marine Corps Tactical Systems Support Activity.



J. W. SENTER III

By direction

DISTRIBUTION: B



UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2033 BARNETT AVE SUITE 315
QUANTICO, VIRGINIA 22134-5010

MARCORSYSCOMO 5216.2D Ch 1
SEC-A
7 Nov 00

MARINE CORPS SYSTEMS COMMAND ORDER 5216.2D Ch 1

From: Commander
To: Distribution List

Subj: POLICY FOR MARINE CORPS SYSTEMS COMMAND (MARCORSYSCOM)
CORRESPONDENCE

1. Purpose. To direct a pen change to the basic Order.
2. Action. Page 2, paragraph 5b, second line, change "(CSA)" to read "(SEC-A)."
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "S. K. Muladore", with a long horizontal stroke extending to the right.

S. K. MULADORE
By direction

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UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2033 BARNETT AVE SUITE 315
QUANTICO, VIRGINIA 22134-5010

MARCORSYSCOMO 5216.2D Ch 2
SEC-A
18 Oct 01

MARINE CORPS SYSTEMS COMMAND ORDER 5216.2D Ch 2

From: Commander
To: Distribution List

Subj: POLICY FOR MARINE CORPS SYSTEMS COMMAND (MARCORSYSCOM)
CORRESPONDENCE

1. Purpose. To direct a pen change to the basic Order.
2. Action. Enclosure (1), page 2, paragraph 4d, after "package" insert "or an incomplete package."
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


P. J. DARCY
By direction

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COMMAND CORRESPONDENCE GUIDANCE

1. Guidelines. All correspondence should be:
 - a. Clear and concise to the reader.
 - b. Written in proper grammatical format without error in syntax or spelling.
 - c. Written in the approved command correspondence standard for font and pitch.
 - d. Unless otherwise approved, correspondence will be in strict compliance with this Order and its references.
2. Approval. All correspondence to be signed by the Commander, Deputy Commander, or Chief of Staff will be reviewed by the program manager, director, or appropriate deputy prior to forwarding to the Staff Secretary.
3. Helpful tips
 - a. Check spelling.
 - b. Check grammar.
 - c. Check mathematical/statistical data.
 - d. Read for clarity and completeness.
 - e. Use first person, active voice, wherever possible.
 - f. Check for consistency of meaning in all documents and enclosures.
 - g. All documents signed out of the command are From: Commander.
 - h. USE THE REFERENCES.

ENCLOSURE (1)

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4. Common reasons for staff work to be returned

- a. No due date.
- b. Confusing instructions or no instructions on route sheet.
- c. No route sheet.
- d. Too much material in package, or an incomplete package.
- e. Confusing or incorrect package.
- f. No signature tabs; background information not clearly marked.
- g. Program managers or directors did not check material.
- h. No explanation for tardiness.

ENCLOSURE (1)

CONTROLLED CORRESPONDENCE

1. Controlled correspondence is defined as:
 - a. White House inquiries and requests.
 - b. Congressional correspondence.
 - c. Secretary of the Navy's Administrative Office coordinated correspondence.
 - d. CMC/ACMC correspondence.
 - e. General Officer correspondence.
 - f. Freedom of Information Act requests.
 - g. Any correspondence that may be initiated by a special interest office (Inspector General, Congressional, etc.) that is both subject and time sensitive.
 - h. All negative responses to General/Flag Officers.
2. The following policies are in effect:
 - a. All controlled correspondence will be reported directly to the Staff Secretary.
 - b. Responses to controlled correspondence will be signed by the Commander unless otherwise directed. As directed by the CMC, all negative responses or non-concurrence to a General/Flag Officer will be signed by the Commander; Deputy Commander; Deputy Commander for Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance; or Deputy Commander for Financial Management. The signature must be a General or Flag (SES) Officer.
 - c. Deadlines for final replies to controlled correspondence will be met. If, after review, it is determined that a final reply cannot be provided in the time allotted, the section assigned for action will coordinate with the Staff Secretary to

ENCLOSURE (2)

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extend the deadline for the final reply. However, every effort will be made to complete the action required in the time period originally assigned.

ENCLOSURE (2)