



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD SUITE 20302  
ALBANY GEORGIA 31704-0302

MCLBAO 5000.1D  
CO  
1 Feb 24

MARINE CORPS LOGISTICS BASE ALBANY ORDER 5000.1D

From: Commanding Officer, Marine Corps Logistics Base Albany  
To: Distribution List

Subj: "BY DIRECTION" SIGNATURE AUTHORITY FOR MARINE CORPS LOGISTICS BASE  
ALBANY

Ref: (a) U.S. Navy Reg. 1990  
(b) SECNAV M-5216.5 Ch 1  
(c) MCM (2023 Edition)

Encl: List of Billets Authorized "By direction" Signature Authority

1. Situation. To promulgate instructions on authority for "By direction" signatures for the Commanding Officer (CO), Marine Corps Logistics Base (MCLB) Albany in accordance with the references.

2. Cancellation. MCLBAO 5000.1C

3. Mission. To publish a current list of billets authorized to sign correspondence "By direction" of the CO, MCLB Albany.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Per the references, the billets listed in the enclosure are authorized to sign correspondence "By direction" of the CO with respect to routine matters pertaining to their primary tasks and duties, unless such authority is restricted or withdrawn by the individual's supervisor.

(2) Concept of Operations. Routine correspondence may be signed "By direction" of the CO, MCLB Albany, if it does not pertain to:

(a) Policy

(b) Matters that center on the Command's missions, efficiency, or addressed to higher authority

(c) Congressional correspondence

(d) Disapproval of a subordinate commander's recommendation

(e) Discharge of individuals

(f) Correspondence by law or designed by higher headquarters

(g) Routine correspondence, in response to the offices of flag and general officers, may be signed "By direction" only if the incoming correspondence was signed "By direction" and the reply thereto does not disapprove or deny any request contained in the correspondence from the flag

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or general officer.

(h) Individuals who are temporarily filling any billet(s) listed in enclosure (1) are authorized to sign "By direction", only for the listed billet(s) they are assigned during the temporary period of which they are permitted.

(i) Copies of all correspondence signed "By direction" will be routed to the "By direction" folder within the correspondence tracker on SharePoint for CO review. "By direction" correspondence will be maintained for at least two years on SharePoint in the records section at which time the Adjutant will archive.

(b) Coordinating Instructions. Branch Head, Satellite Support Center (SSC) Albany is authorized to sign documents affecting pay for Marines aboard MCLB Albany. Further authorization to delegate in writing the authority to sign documents affecting commissioned officers' pay is not authorized.

5. Administration and Logistics. Authority to sign "By direction" shall remain in effect until revoked in writing by the CO, MCLB Albany.

6. Command Signal

(a) Signal. This Order is effective the date signed.

(b) Command. This Order is applicable to MCLB Albany personnel.

M. J. MCKINNEY

DISTRIBUTION: A

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**LIST OF BILLETS AUTHORIZED "BY DIRECTION": SIGNATURE AUTHORITY**

Title/Department	Matters Pertaining to:	Reference(s)
Executive Director	<ul style="list-style-type: none"> <li>• Administrative TOECR Changes</li> <li>• Directed TOECR Changes</li> <li>• Alternate to XO</li> </ul>	<ul style="list-style-type: none"> <li>• SECNAV M-5216.5</li> <li>• MARCORMAN W/CH1-3, PARA 1007</li> </ul>
Executive Officer	<ul style="list-style-type: none"> <li>• MCLBAOs/Policies</li> <li>• Letters of Instruction</li> <li>• IDC Reports</li> <li>• FAP Reports</li> <li>• FPC Reports</li> <li>• Safety Council</li> <li>• Safety Inspections</li> <li>• CDO/ACDO Bulletins</li> <li>• AFDCB</li> <li>• Welcome Aboard Packets</li> <li>• Awards and Endorsements</li> <li>• Exit Interviews</li> <li>• Checkout Sheets</li> <li>• SkillBridge</li> <li>• Out of country travel requests</li> <li>• Cmd Ht/Wt/Cmd Photos</li> </ul>	<ul style="list-style-type: none"> <li>• MCO 6400.1</li> <li>• MCO 1754.11A</li> <li>• MCO 1500.60</li> <li>• MCO 5100.29B</li> <li>• MCO 5100.29</li> <li>• MCO 1620.2D</li> <li>• MCO 1320.11H</li> <li>• MCO 1650.1J</li> <li>• MCO 1752.5C</li> <li>• MCO 1900.16 CH2</li> <li>• MARADMIN 350/18</li> <li>• MCO 8300.1D/ MCLBABul 1601.12A</li> </ul>
Adjutant	<ul style="list-style-type: none"> <li>• Sponsorship Welcome Aboard</li> <li>• Forwarding Award Endorsements</li> <li>• Battalion Special Orders (BSO)</li> <li>• Statement of Service (SoS)</li> <li>• CDO Bulletins</li> <li>• Vehicle Tax Exemptions</li> <li>• Certifying DD214/215</li> <li>• Temporary Additional Duty (AD) Orders</li> </ul>	<ul style="list-style-type: none"> <li>• SECNAV M-5216.5</li> <li>• MARCORMAN W/CH1-3, PARA 1007</li> <li>• MCO 1320.11H</li> <li>• MCLBAO 1320.2H</li> <li>• MCLBAO 1601.12E</li> <li>• Title 10 USC 936/1044</li> <li>• MCTFS PRIUM PARA 10300</li> <li>• MCO 1900 PARA 1203</li> <li>• MCLBAO 1320.9F</li> </ul>
Adjutant Chief	<ul style="list-style-type: none"> <li>• Alternate to Director</li> </ul>	
Branch Head, SSC Albany	<ul style="list-style-type: none"> <li>• PCS Orders</li> <li>• Military Separation/Retirement</li> <li>• Certifying DD214</li> <li>• Certifying Unit Diaries</li> <li>• Officers Resignation Orders</li> <li>• Documents affecting pay and allowances to enlisted, warrant officers, and commissioned officers.</li> </ul>	<ul style="list-style-type: none"> <li>• SECNAV M-5216.5</li> <li>• MARCORSEPMAN 190 para 1203</li> <li>• PRIUM PAR 10300</li> <li>• MCO 1300.8</li> <li>• DOD FMR 700.14R</li> <li>• DODI 5154.31</li> </ul>

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SNCOIC SSC Albany	<ul style="list-style-type: none"> <li>• Alternate to Director</li> </ul>	
Directors, Logistics Support Division (LSD)	<ul style="list-style-type: none"> <li>• Appt GME Fleet Manager</li> <li>• Appt Responsible Officers</li> <li>• Class B Assignment</li> <li>• Pre-Expended Bins</li> <li>• Insurance Items</li> <li>• Permissible Operating Distance</li> <li>• Appt Installation Explosives Drivers Course and Material Handling Equipment Instructor/License Official</li> </ul>	<ul style="list-style-type: none"> <li>• MCO P11240.106B</li> <li>• MCLBAO P11240.16C</li> <li>• MCO 4400.150</li> <li>• MCLBAO 4400.11B</li> <li>• SECNAV 5200.45</li> <li>• MCO P10150.14M</li> <li>• MCO P11240.106B</li> <li>• CG, MCLB, ALBANY ltr 11240 CODE 595 OF SEPT 30, 1996</li> <li>• MCO P8020.10</li> <li>• NAVSEA SW020-AF HBK-010</li> <li>• NAVSEA SW020-AF-HBK</li> <li>• NAVSEA SW023-AH WHM-010</li> <li>• TM 11240-15/3F</li> </ul>
Deputy Director, LSD	<ul style="list-style-type: none"> <li>• Alternate to Director</li> </ul>	
Director, Installation and Environment Division (I&E)	<ul style="list-style-type: none"> <li>• Appt Environmental Management System Senior Working Group Member</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Order 13834</li> <li>• DODI 4715.17 of 15 April 09</li> <li>• MCO 5090.2 Volume 2 Chapter 3 of 11 June 18</li> </ul>
Deputy Director, I&E	<ul style="list-style-type: none"> <li>• Alternate to Director</li> </ul>	
Police Chief, Provost Marshall Office	<ul style="list-style-type: none"> <li>• Dog Team Certification</li> </ul>	<ul style="list-style-type: none"> <li>• MARCORMAN, PAR. 1007</li> <li>• SECNAVINST 5216.5D</li> <li>• MCO 5585.5A</li> </ul>
Security Manager	<ul style="list-style-type: none"> <li>• Accepting the SF 312 on behalf of the U.S. Government</li> </ul>	<ul style="list-style-type: none"> <li>• SECNAVINST 5510.30C paragraph 3 (2) h</li> </ul>
Staff Judge Advocate	<ul style="list-style-type: none"> <li>• Tax Exemption</li> <li>• Vehicle Tax Exemption</li> </ul>	<ul style="list-style-type: none"> <li>• USC TITLE 10</li> </ul>
Deputy Staff Judge Advocate	<ul style="list-style-type: none"> <li>• Alternate to SJA</li> </ul>	