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| --- | --- | --- | --- |
|  | **DIRECTIVES CHECKLIST** |  | |
|  | **Margins/Font/Paragraph numbering and Requirements (Ref: MCO 5215.1K, SECNAV M-5216.5, and IG Checklist)** | **YES** | **NO** |
| 1 | Are margins set for **1 inch** for top, bottom, left and right and header?  (Note: Letterhead is 5/8 of an inch from the top edge of the paper and Page number must be center in bottom footer 1/2 inch) |  |  |
| 2 | Have you used **Times New Roman** 11 or 12 point? |  |  |
| 3 | Have you arranged paragraphs following the format in Chapter 7 of SECNAV M-5216.5? |  |  |
| 4 | Has our new command name "3d MLG" been reflected in the letterhead and content of your directive?  Long Name: "**3d Marine Logistics Group**" Short Name: "**3d MLG**" |  |  |
| 5 | Has "**SMEAC**" format been used in your order and bulletin? (**S**ituation, **M**ission, **E**xecution, **A**dministration and **L**ogistics, **C**ommand and **S**ignal) |  |  |
|  | **References and Enclosures (Ref: MCO 5215.1K pages 1-10 through 1-11)** | **YES** | **NO** |
| 6 | Are all references listed in the "Ref:" section current edition? (NOTE: Cancelled directives/draft directives **will not** be listed) |  |  |
| 7 | Are all the references listed in the "Ref:" section used in the text of directive? (e.g., Per reference (a) / Per the references ) |  |  |
| 8 | Are all the references in the "Ref:" section listed in the same sequence in which they first appear in the text of the basic directive? |  |  |
| 9 | Is the enclosure title in "Encl:" section on page 1 read exactly the same as shown on the actual enclosure? |  |  |
| 10 | Are all enclosures listed in the "Encl:" section used in the text of directive? |  |  |
| 11 | Are all enclosures in the "Encl:" section listed in the same sequence in which they first appear in the text of the basic directive? |  |  |
|  | **Acronyms/Abbreviations, Distribution Statement, and Distribution List (Ref: MCO 5215.1K, Pages 1-6 and 1-8)** | **YES** | **NO** |
| 12 | Are **ALL** acronyms and abbreviations **spelled out** the first time they appear in the text? (NOTE: **Do not** use an acronym if it is not repeated.) Consider enclosures are separate documents. Even though the acronyms/abbreviations are spelled out in the basic directive, they need to be spelled out again in the enclosures. |  |  |
| 13 | Is appropriate Distribution **STATEMENT** placed on the **1st page of the order/bulletin**? Select one from a list in page 1-8 of MCO 5215.1K) (e.g. DISTRIBUTION STATEMENT A: Approved for public release, DISTRIBUTION STATEMENT B: Distribution authorized to, and etc.) |  |  |
| 14 | Is appropriate distribution list placed the second line below **the last line of the signature block**?  DISTRIBUTION: List A (All commands under MCIPAC-MCBB) DISTRIBUTION: List B (3D MLG Commands in Japan only)  DISTRIBUTION: List C (3D MLG commands only) |  |  |
|  | **Applicability of Directives** | | |
| 15 | Does this directive apply to the 3d MLG total force (*Check if "Yes"*) : □ | | |
| 16 | Is applicability of this directive clearly stated in "Command" paragraph to ensure all subordinate commands understand which directive applies to them? | **YES** | **NO** |
|  |  |
|  | **The following sections will be filled out after the review** |  |  |
|  | **REVIEW** | **YES** | **NO** |
| 17 | Has this directive been reviewed by stakeholders and General/Special Staff and Subordinate commands (if applicable) |  |  |
| 18 | Has this directive been staffed to your counterpart at 3d MLG? (**ALL** "3d MLG directives must be coordinated with your counterpart within the 3d MLG) |  |  |
|  | **FINALIZATION (After Review)** | | |
| 19 | Have you included the following documents in your final directive package? (*Check if "Yes"*)  **Directives Routing Sheet Previous Order Directives Checklist (*this check list*)**  **Please deliver the above hard-copy to the G-1 as first step of Admin review process.** | | |
| Above templates can be downloaded at G-1 Directives SharePoint site: **https://usmc.sharepoint-mil.us/sites/3mlg\_g1?e=1%3Ae0ad84d64708423989bca87eff4999b9** | | | |
| **PRINT RANK AND FULL NAME: PFC HERNANDEZ ALONSO, GADIEL**  **DATE:** 20231130 | | | |
| **DIRECTIVE NUMBER AND TITLE:** 3D MARINE LOGISTICS GROUP ORDER 1700.3B SAILORS OF THE QUARTER AND YEAR PROGRAM | | | |