

Headquarters, U.S.
Marine Corps

MCO P5600.31
PCN 10208650000



MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO P5600.31G
ARD
23 Sep 93

MARINE CORPS ORDER P5600.31G W/CH 1-3

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS

Ref: (a) U.S. Navy Regulations 1990, Chapter 5
(b) MARCORMAN, par. 1010
(c) OPNAVINST 5510.1H

Encl: (1) Checklist for the Internal Management Control Program
(2) LOCATOR SHEET

Reports Required:

- I. Excess Printing Equipment (Report Control Symbol JP-5600-01), par. 2112.2
- II. Unserviceable Printing Equipment (Report Control Symbol JP-5600-02), par. 2113
- III. Production Report (Report Control Symbol J-5600-03), par. 2114.1d(2)
- IV. Commercial Printing Report (Report Control Symbol J-5600-04), par. 2114.2c

1. Purpose. Per references (a) and (b), this Manual revises the guidance, procedures, and standards for effective management, operation, and maintenance of the Marine Corps publications and printing program.

2. Cancellation. MCO P5600.31F, MCBul 5600 of 4 May 92, MCBul 5600 of 19 Sep 92, MCBul 5600 of 16 Oct 92, and MCBul 5600 of 14 Aug 92.

3. Background. To better accommodate the advancement of technology; The Paperwork Reduction Act; and the ACMC's Paperwork Reduction Initiative; policies, procedures, and standards for effective management, operation, and maintenance have been revised.

4. Summary of Revision. This Manual has been rewritten in its entirety and should be completely reviewed.

a. Chapters 1 and 2, update information per higher authority direction, redesignates the Navy Publishing and Printing Service as Defense Printing Service, the sole manager of DoD Printing.

b. Chapter 2 also delineates new reprographic equipment transactions; i.e., pertaining to approval authority.

c. Chapter 3 revises procedures on obtaining publications used by the Marine Corps; the Marine Corps Publications Distribution System (MCPDS), mission essential publications, Publications Listings (PL's) (establishment and maintenance), online ordering; updates method of controlling release of Marine Corps publications outside the DoD per reference (c), clarifies responsibilities (field, sponsors, and CMC (ARD)); publications review and disposition.

5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

23 Sep 93

6. Certification. Reviewed and approved this date.



LEO J. KELLY
By direction

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MARINE CORPS ORDER P5600.31G Ch 1

From: Commandant of the Marine Corps

To: Distribution List

Subj: MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS

Encl: (1) New page inserts to MCO P5600.31G

1. Purpose. To transmit new page inserts and direct pen changes to the basic Manual.

2. Information. This Change clarifies the contents of paragraph 2214, delegates the authority to approve decorative devices on official stationery in paragraph 2212.2, updates the originator's code, updates responsible office codes throughout the Manual, and updates the Defense Printing Service (DPS) as the Defense Automated Printing Service (DAPS).

3. Action

a. Remove enclosure (1) of the basic Manual and replace with the enclosure.

b. Pen change originator's code on the promulgation page with "ARD," and where "ARE" appears throughout the Manual.

c. Pen change throughout the Manual, codes "AREA," "AREB," and "AREC," to read "ARDE."

d. Pen change throughout the Manual, "Defense Printing Service (DPS)", to read "Defense Automated Printing Service (DAPS)."

4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Manual.

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FM CMC WASHINGTON DC//ARD/C4I//

TO ALMAR

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UNCLAS //N05600//

ALMAR 041/98

MSGID/GENADMIN//

SUBJ/MCO P5600.31G CH 2//

POC/MR DOUG REYNOLDS/GM14/PRIPHN:DSN 224-3075/PRIFRQ:XXXXXXX

/-/SECPHN:703 614-3075/SECFRQ:XXXXXXXX//

RMKS/1. PURPOSE. TO BROADEN POLICY TO INCLUDE DIGITIZED PUBLICATIONS. THIS CHANGE IS APPLICABLE TO ACTIVITIES ON DISTRIBUTION FOR PCN 10208650000.

2. CANCELLATION. ALMAR 403/97 IS CANCELED.

3. BACKGROUND. TO IDENTIFY, MANAGE AND LEVERAGE THE VARIETY OF NEW METHODS OF INFORMATION DISSEMINATION RESULTING FROM INFORMATION TECHNOLOGY ADVANCEMENT, CMC (AR) CHARTERED THE ELECTRONIC PUBLISHING WORKING GROUP (EPWG). DURING ITS INAUGURAL MEETING IN JANUARY 1998, THE EPWG RECOMMENDED CHANGES TO MCO P5600.31G THAT ADDRESS DIGITIZED PUBLICATIONS.

4. ACTION. CHANGE THE FOLLOWING PARAGRAPHS TO READ:

A. PAR 1215.3, ADD (REGARDLESS OF MEDIUM) TO LINE 1, BETWEEN PUBLICATIONS AND ISSUED.

B. PAR 2218, DELETE IN ITS ENTIRETY.

C. PAR 3206.1, REPLACE LINES 1 AND 2 WITH THE FOLLOWING:
EACH MARINE CORPS ACTIVITY SHALL MAINTAIN ON SITE PUBLICATIONS SUFFICIENT IN QUANTITY (REGARDLESS OF MEDIUM) TO SUSTAIN ITS OPERATIONS. DIGITIZED PUBLICATIONS OBTAINED FROM THE INTERNET, CD-ROMS OR OTHER SOURCES MUST BE DOWNLOADED AND MAINTAINED ON SITE AS EITHER ELECTRONIC FILES OR PAPER COPIES. FOR PURPOSES OF INSPECTION, ELECTRONIC FILES WILL SUFFICE AND NEED NOT BE PRINTED.

D. MAKE THE FOLLOWING ADMINISTRATIVE CHANGE TO PARS 3210.1 AND 3210.1B: CHANGE PARAGRAPH 1216 TO READ 1217.//

BT

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ZNR UUUUU

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FM CMC WASHINGTON DC//AR//

TO MARADMIN

BT

UNCLAS //NO5600//

MARADMIN 326/01

MSGID/GENADMIN/CMC ARDE//

SUBJ/MCO P5600.31G CH 3//

AMPN/REF/A/ MCO P5600.31G//

POC/MR BOB RENNERT/TEL:DSN 224-3075//

RMKS/1. PURPOSE. TO IDENTIFY THE OFFICIAL USMC HOMEPAGE FOR MARINE CORPS DIRECTIVES AND ADD PARAGRAPH CHANGES TO THE SUBJECT ORDER

2. BACKGROUND. MANY ORGANIZATIONS HAVE CREATED THEIR OWN WEBSITES AND POSTED DIRECTIVES TO THESE WEBSITES AFTER SIGNATURE TO FACILITATE ACCESS BY THE FIELD. CONTINUING THIS PRACTICE WILL RESULT IN A PROLIFERATION OF REPLICATED DIRECTIVES ON NUMEROUS WEBSITES, OUTDATED DIRECTIVES REMAINING POSTED ON THESE WEBSITES, DEGRADE THE CENTRAL REPOSITORY AND RESULT IN OUTDATED DIRECTIVES REMAINING POSTED OR RESTRICTED DIRECTIVES (I.E., OTHER THAN DISTRIBUTION STATEMENT "A") BEING MADE AVAILABLE TO THE PUBLIC.

3. ACTION

A. ON PAGE 3-1, TABLE OF CONTENTS ADD:

3113. OFFICIAL WEBSITE FOR PUBLICATIONS

B. UNDER PARAGRAPH 3112 ON PAGE 3-10 OF THE REFERENCE, ADD THE FOLLOWING PARAGRAPH:

"3113. OFFICIAL WEBSITE FOR PUBLICATIONS. THE MARINE CORPS HOMEPAGE AT HTTP://WWW.USMC.MIL IS THE OFFICIAL MARINE CORPS WEB PAGE TO ACCESS MARINE CORPS DIRECTIVES ONLINE. THEREFORE, MARINE CORPS DIRECTIVES WILL NOT BE POSTED TO ANY OTHER HOMEPAGE."

C. CHANGE PARAGRAPH 3206 TO READ:

"1. ACCESS TO AN ONLINE MEDIUM WILL SUFFICE FOR DIRECTIVES THAT CAN BE OBTAINED FROM THE INTERNET, CD-ROM OR OTHER SOURCES. FOR PURPOSES OF INSPECTION, ELECTRONIC FILES WILL SUFFICE AND NEED NOT BE PRINTED. FOR COMMANDS WITHOUT ACCESS TO THE INTERNET, HARDCOPY AND CD-ROM VERSIONS OF MARINE CORPS DIRECTIVES CAN BE OBTAINED THROUGH MCPDS."//

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MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS

MCO P5600.31G
23 Sep 93

LOCATOR SHEET

Subj: MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

ENCLOSURE (1)

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MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS

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CHAPTER 1

SCOPE AND RESPONSIBILITY

SECTION 1: INTRODUCTION

1100. PURPOSE. This Manual provides printing, publications, and reprographics policy, regulations, guidelines, and procedures to be employed in publications and printing matters as established by officials of the Federal Government exercising jurisdiction over such matters. It includes those procedures established by the Commandant of the Marine Corps to ensure understanding and application of authority and responsibility in these matters. Where necessary, this Manual will clarify the intent of basic laws and regulations applicable to the Marine Corps.

1101. SCOPE AND APPLICATION

1. Chapter 1 contains definitions of publications and printing terms as used in this Manual, and the chain of authority and responsibility of each in publications and printing matters within the Federal Government. This chapter is applicable to commands and activities having printing and publications programs.

2. Chapter 2 contains laws, regulations, and standards pertaining to printing, printing equipment, periodicals, newspapers, civilian enterprise publications, letterhead stationery, informal memoranda, use of the Marine Corps seal and emblem, funding, procurement, distribution, printing management, and controls/reports on printing equipment and production. This chapter is applicable to commands having printing, reprographics, and/or publishing programs.

3. Chapter 3 contains guidance pertaining to the Marine Corps Publications Management Program. It is applicable to all activities.

1102. COMPLIANCE. Compliance with the provisions of this Manual shall be considered as compliance with Government Printing and Binding Regulations published by the Joint Committee on Printing, Congress of the United States, and with the NAVS00 P-35, Department of the Navy Publications and Printing Regulations.

103. IMPLEMENTATION. The Commandant of the Marine Corps (CMC (ARD)) is responsible for administering the Marine Corps publications and printing program and for implementing policies, regulations, and procedures established by higher authorities exercising control over publications and printing matters.

1104. FIELD INQUIRIES. Unless specifically directed otherwise, correspondence from Marine Corps field activities regarding publications and printing matters will be addressed to the CMC (ARD).

CHAPTER 1

SCOPE AND RESPONSIBILITY

SECTION 2: DEFINITIONS OF TERMS

1200. GENERAL. This section defines publications and printing terms used in this Manual.

1201. AMERICAN FORCES PRESS SERVICE. The American Forces Press Service (AFPS) offers services to editors and supervising officers of service newspapers. See MCO P5720.60, Marine Corps Public Affairs Manual, for instructions on using AFPS services.

1202. CIVILIAN ENTERPRISE PUBLICATIONS. Civilian enterprise publications are limited to newspapers, area guides (directories), telephone books, supplements, and maps produced under specialized contracts with commercial vendors at no cost to the Marine Corps, per paragraph 2503.

1203. COMPONENTS OF THE NAVY DEPARTMENT. The term "components of the Navy Department" includes the Office of the Chief of Naval Operations; Headquarters, U.S. Marine Corps; the Office of the Comptroller of the Navy (acting for the immediate office of the Secretary and for the Department of the Navy staff offices); Bureau of Naval Personnel; Bureau of Medicine and Surgery; the Office of Naval Research; and the Headquarters of each systems command.

1204. FEDERAL PRINTING. The term "Federal printing" means all printing, as defined in paragraph 1211, for use by the Marine Corps, irrespective of the place of production or procurement origin or ultimate end use.

1205. FEDERAL PRINTING PLANT. A Federal printing plant is any plant which has been authorized to produce "printing," as defined in paragraph 1211, owned or operated wholly or in part by the Government or at Government expense, including all such plants located on property owned or controlled by the Government.

1206. GOVERNMENT FUND EXPENSE. Accountable public funds, appropriated and/or nonappropriated, which are subject to audit and/or must be accounted for to an agency of the Government and which are used to pay any expense incurred by Government officers, agents, or employees, acting for an instrumentality of the United States within the scope of their official duties.

1207. MICROPUBLISHING. Production of publications designated for mass or general distribution, produced in microimage format, as a substitute for conventionally printed material, but not including microfilming of administrative records, accounting reports, or similar items.

1. Microfilm. A fine-grain, high-resolution photographic film containing an image greatly reduced in size from the original; used in the process of recording microimages on film.

2. Microform. A generic term for any form, whether film, or other medium containing miniaturized or other compressed optical images which cannot be read without special display devices.

3. Microimage. A unit of information, such as a page of text or drawing, that has been made too small to be read without magnification.
4. Microform Production Unit. One roll of microfilm 100 feet in length or one microfiche.
5. Microfiche. A sheet of microfilm approximately 4 by 6 inches containing one or more microimages. Normally a 24X or 48X reduction factor is used to obtain 98 or 270 images per sheet of film, respectively.

1208. PERIODICALS. A Marine Corps periodical is defined in chapter 2, section 5 of this Manual. Such periodicals include recurring, nondirective publications financed fully or partially by Government funds, issued more than once a year and numbered or dated serially.

1209. PLANNING. Predetermining the necessity, purpose, physical form, method of production, method of procurement, and distribution of a publication.

1210. PREPARATION. Developing a manuscript or other text and illustrative material in final form for production, exclusive of composition.

1211. PRINTING. Includes and applies to the processes, mechanical and electronic, of composition, platemaking, presswork, binding, and the end items produced by such processes and equipment.

1. Exclusions. Excluded from the term "printing" is material, such as equipment, looseleaf binders, and mailing envelopes, that during the manufacturing process has words, lettering, instructions, or signs and symbols printed on it and the printed information is incidental or secondary in the use of the basic item. The item is not excluded if it is procured primarily for the printing and/or is submitted for a printing process after procurement of the basic item.

2. Composition. Setting type by hot-metal casting, strike on, phototypesetting, or electronic character generating device to produce publications using the composing and related equipment listed in paragraph 2108 (also see table 2-1) of this Manual.

3. Platemaking. Includes photographic or other production of negatives, positives, and other materials required to transfer graphic information or data to presswork printing plates.

4. Presswork. Includes the mass production of copies using equipment listed in paragraph 2108 (also see table 2-2) of this Manual.

5. Binding. Includes equipment and operations necessary to complete production, such as collating, gathering, folding, cutting, trimming, perforating, padding, stitching, sewing, punching, and drilling.

6. Micropublishing. Includes production and general distribution of publications in microimage format (but not including administrative records, accounting reports, or similar items). The definition includes equipment and operations necessary to create original microforms and make duplicate microforms of publications intended for general distribution.

1212. PRINTING PRODUCTION UNIT. A "production unit" means one sheet, size 8 1/2 by 11 inches (215 X 280 mm), one side only, one color. Compute production from presses of whatever size by multiplying the press unit size by the number of impressions obtained from that press.

1213. PUBLISHING. Management, development, production, procurement, and distribution of Marine Corps publications.

1214. DESKTOP PUBLISHING. Basic composition of camera-ready copy by end users rather than professional photocompositors.

1215. PUBLICATIONS. Includes, but is not limited to, end items of printing, reprographics, or micropublishing, as defined here, and any books, pamphlets, directives, forms, manuals, folders, brochures, periodicals, magazines, newspapers, microform, technical reports, charts, posters, maps, drawings, tags, placards, letterhead stationery and envelopes, blank books or cards printed by or for the Marine Corps, regardless of content, format, quantity, distribution, or intended end use. Exception: publications produced by suppliers and regularly carried as stock items for commercial sale or use.

1. Distribution. The delivery of publications in any manner to end users. (See paragraph 1216.)

2. Classified Publications. Those publications classified and controlled according to the provisions of OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation.

3. Official Publications. Includes all publications (regardless of medium) issued by Headquarters Marine Corps and Marine Corps field activities in conducting public business as required by law, regulation, or competent authority.

4. Promotional-Type Publications. Any publication that:

a. Is not required by law, regulation, or competent authority; and/or

b. Is distributed to individuals or organizations having no functional, management, or command responsibility with respect to the activity issuing the publication; and/or

c. The contents of which:

(1) Are directed to the invitation for or acquisition of work, responsibility, or resources; or

(2) Are actually, or can be construed as, an attempt to influence appropriation matters or legislation affecting weapons systems, defense concepts, or functional assignments; or

(3) Could be construed as an instrument of intradepartmental or interdepartmental rivalries.

1216. REPROGRAPHICS. The generic term "reprographics" includes high-speed duplicating, reproduction, and copying processes, as defined below, to produce no more than 5,000 production units of any one page or 25,000 production units in the aggregate of multiple pages. It also includes those processes used in conjunction with the above processes, such as mastermaking and bindery operations.

1. Duplicating. Includes all work produced on offset duplicators (maximum of 11 by 17 inches with image maximum of 10 3/4 by 14 1/4 inches) mimeograph, high-speed copier/duplicators, digital duplicators and laser printers with rated speeds of 71 copies per minute or faster, or similar processes. Work exceeding 5,000 production units of any one page, and work exceeding 25,000 production units in the aggregate of multiple pages, requires prior authorization of the DirDAPS, via the CMC (ARD). See paragraph 2207 for

copying or duplicating limitations for locations other than authorized mobile printing units and reprographic facilities.

2. Reproduction. Includes all work produced by diazo, electrostatic or photocopying, and laser printers.

3. Copying. A method specifically associated with office equipment used to produce facsimiles of page size documents. See paragraph 2207 for clarification of mid-range and low-volume copying.

4. Full Color Copying. A method specifically associated with office equipment used to produce full color facsimiles from full color page size documents. See paragraph 2207 for restrictions.

5. Reprographics Facility. Any location authorized by the CMC (ARD), excluding all mobile printing units, which employs at least one person to operate "reprographics" equipment on a full-time basis.

1217. SPONSOR

1. The activity or HQMC staff agency responsible for: determining the legality and necessity of the publication according to existing laws; planning and preparation of the manuscript or illustrative material for production/procurement; selecting existing publications from other sources; modifying or revising the publication to ensure current applicability and appropriateness; determining quantitative production requirements and distribution; ensuring cancellation and removal of the publication from stock and use when obsolete; and maintaining liaison with other military and Government agencies in the development of plans for joint publications.

2. In cases where joint staff office responsibility is involved, a coordinating sponsor will be determined on the basis of senior office and/or mutual concurrence, as appropriate.

1218. TECHNICAL MANUALS. Publications and other forms of documentation containing a description of equipment, or weapons systems, with instructions for effective use, including one or more of the following sections as required: instructions covering initial preparation for use; operational instructions; maintenance instructions; overhaul instructions; related technical information or procedures exclusive of those procedures of an administrative nature; and parts lists or parts breakdowns. MCO P5215.17, Marine Corps Technical Publications System, contains information for preparing this type publication.

1219. UNIT NEWSPAPER. Unit newspapers are authorized official or unofficial publications which convey information and local service news to military personnel. Civilians, such as Government employees and dependents of military personnel, may also be included in a typical newspaper target readership. In addition, newspapers may serve as forums for the exchange of ideas and opinions. This medium is frequently a primary source of general information available to Marines; therefore, its effect on their morale and welfare can be significant. There are two categories of unit newspapers within the Marine Corps: Armed Forces (AF) newspapers and Civilian Enterprises (CE) publications.

CHAPTER 1

SCOPE AND RESPONSIBILITY

SECTION 3: AUTHORITY AND RESPONSIBILITY

1300. GENERAL. This section establishes the chain of authority and responsibility in publications and printing matters within the Federal Government as it pertains to the Marine Corps.

1301. FEDERAL STATUTES. The Congress of the United States enacts and modifies Federal statutes as required to govern all aspects of Government publications and printing and binding. Congress established and empowered the congressional "Joint Committee on Printing" to adopt and employ such measures as, in its discretion, may be necessary to remedy any neglect, delay, duplication, or waste in the public printing, binding, and distribution of Government publications. (See 44 U.S.C. 103.)

1302. JOINT COMMITTEE ON PRINTING (JCP). The JCP, Congress of the United States, established by law, consists of members of the House of Representatives and the Senate. This committee promulgates its basic regulations and instructions in the publication entitled "Government Printing and Binding Regulations," identified by revision date and numerical series number. These regulations are applicable to and are mandatory for use by all departments of the Federal Government, unless otherwise authorized by the committee.

1303. PUBLIC PRINTER AND GOVERNMENT PRINTING OFFICE (GPO)

1. The Office of the Public Printer, established by Federal statute, directs the operation of GPO; and is authorized to determine the form and style of Government printing, subject to the approval of JCP. The U.S. GPO Style Manual is issued by the Public Printer, approved by JCP, and is to be used as a guide for the preparation of all material to be printed by GPO.

2. Federal statutes provide that all printing, binding, and blankbook work will be done by GPO, except:

a. Classes of work that JCP considers urgent or necessary to be done elsewhere.

b. Printing in field plants operated under authorization of JCP.

c. Printing purchased as commercial printing per JCP-issued regulations.

d. Printing authorized by law, that the Public Printer is not able or equipped to do at GPO. Such printing may be produced elsewhere under contracts made by the Public Printer with the approval of JCP.

3. Government Printing Office Field Service Offices. GPO operates field service printing plants. They are authorized to do urgent printing that any military service needs, if the need originates and the primary use will be in the geographical area serviced.

4. Government Printing Office Regions and Procurement Offices. Per JCP, the Public Printer establishes regions with procurement offices responsible for procuring Federal printing needs that are commercially procurable and originate or are for distribution within its region.

1304. SECRETARY OF DEFENSE (SECDEF). The SecDef is vested with management and technical direction on all matters pertaining to or exercised within the armed services in publications and printing matters. The SecDef or designated representatives issue supplemental instructions to basic law or special instructions and guidance as deemed necessary in memorandum format and/or in the DoD Directives System. Such media are normally addressed to the Secretary of each military department for the exercise of internal command and management and technical direction, as required for proper interpretation, further amplification, dissemination, and execution.

1. The Director of Administration and Management, Office of the Secretary of Defense, shall have principal OSD staff responsibility for the activities of the Defense Automated Printing Service (DAPS) and provide policy guidance regarding the operation and management of printing and duplicating services in the DoD.
2. Chair the DoD Printing and Duplicating Services Oversight Group, composed of senior-level representatives of the Secretaries of Military Departments; Assistant Secretary of Defense for Command, Control, Communications, and Intelligence; and Comptroller of the Department of Defense.
3. Represent the DoD on printing and duplicating policy matters with the JCP, GPO, Office of Management and Budget (OMB), and other Government agencies.

1305. SECRETARY OF THE NAVY (SECNAV)

1. SecNav is responsible for the executive administration of the Department of the Navy (DON) and is designated as the single manager for all DoD printing, to include the operation of DoD in-house printing and duplicating facilities and departmental printing procurement functions. SecNav exercises these responsibilities through delegation to civilian executive assistants (including the Director, Defense Printing Service (DirDAPS)) and staff assistants (including the Commandant of the Marine Corps), and such councils, advisors, boards, and staff offices, as may be required by law or as SecNav may determine to be necessary. SecNav provides guidance to the DPS regarding its management and relationships with other commands, organizations, and activities within the Navy, as well as other DoD components and Government agencies. The broad policies of SecNav in publications and printing related matters are set forth in U.S. Navy Regulations, 1990 and in the Department of the Navy Publications and Printing Regulations (NAVSO P-35); with day-to-day dissemination of additional regulations or procedural instructions in the form of SECNAVINST's and/or memoranda to designated assistants or components of the Navy Department. SecNav is responsible for financing the operations of DPS under the Printing and Publications Services business area of the Defense Business Operations Fund (DBOF).

2. SecNav is directed to:

a. Maintain direct supervision of a central publications and printing management organization with responsibility for conducting a coordinated program controlling the development, production, procurement, or distribution of materials by using conventional printing and binding methods or multicopy microform or alternative methods. The central publications and printing management organization is to maintain responsibility and control of duplicating equipment and automatic copy-processing or copier-duplicating machines.

b. Ensure that all contact and liaison by the DoD with the JCP is conducted through a sole representative source in the Department.

1306. ASSISTANT SECRETARY OF THE NAVY (RESEARCH, DEVELOPMENT AND ACQUISITION (ASN RD&A)). The ASN (RD&A) is assigned responsibility by the SecNav for all matters relating to printing and publications.

1307. DEFENSE AUTOMATED PRINTING SERVICE (DAPS)

1. DPS, under the direct authority, direction and control of SecNav, was established as the consolidated organization for printing and duplicating activities in DoD, excluding intelligence and tactical activities and National Guard and Reserve organizations. DPS is the Central Printing and Publications Management Organization (CPPMO) for DoD, conducting DoD's publishing and printing program, controlling the development of materials to be printed by conventional or alternative methods. To accomplish this, the DirDAPS, appointed by SecNav, organizes, directs, and manages DAPS and all assigned resources; produces or procures printing services; and administers, supervises, and controls all assigned programs, services, and functions. DAPS administers Department-wide printing management systems, programs, and activities, including technical assistance, support services, and information; provides advice and assistance on printing matters to the DoD components and other organizations, as appropriate. The DirDAPS acts as the DoD representative for technical printing and duplicating matters under DAPS cognizance with JCP, GPO, OMB, and other Government agencies, and receives advice and policy guidance on the functioning of the DBOF from the DoD Comptroller.

2. Organization

a. DPS is an organizational element of the Naval Supply Systems Command under a deputy commander/director. It consists of a headquarters staff (management office), areas (regions), detachment offices, detachment branch offices, and branch office reprographic facilities identified in supplemental provisions to the DBOF.

b. DPS areas, detachment offices, detachment branch offices, and branch office reprographic facilities are designated as staff to district commandants and area commanders at times. They function as follows:

(1) Advise and assist on all matters pertaining to publications, printing, and reprographics.

(2) Evaluate and advise on the capabilities, readiness, security, efficiency, and use of publishing and printing facilities, and coordinate plans for fulfilling Defense requirements for publications and printing services.

(3) Develop mobilization requirements for publications and printing services, and develop capability plans to ensure logistics support.

(4) Coordinate and administer publications distribution services, including distribution services provided to the operating forces.

(5) Analyze distribution effectiveness and make recommendations to the DirDAPS.

(6) Interpret, execute, and administer publications and printing policies, regulations, and implementing directives applicable to the development, planning, preparation, propriety, legality, format, production, procurement, and distribution of DoD publications financed in whole or in part by Government funds.

(7) Manage and operate publications and printing service areas, offices, and branches, including reprographic facilities. Provide publications and printing products and services, and receive reimbursement for them as authorized by DBOF.

(8) For other than DPS components, provide technical guidance to printing, duplicating, and reprographics facilities; and recommend improvements.

(9) Analyze the use of publications and printing facilities, reprographics facilities, and maintain a continuing review to effect improvements. Review all requests for printing and related graphic arts equipment, and make recommendations to the DirDAPS.

(10) Establish, direct, and coordinate local publications and printing procurement programs. Approve or disapprove local publications and printing procurements, including specifications.

(11) Implement graphic arts security instructions. Furnish technical guidance to the Defense Contract Administration Services on the protection of classified matter. Approve or disapprove using commercial facilities in the preparation, production, procurement, and distribution of classified publications.

(12) Establish and maintain liaison with all activities on matters related to the DoD publications and printing program. Plan, develop, and conduct publications management training programs for all activities.

3. Defense Business Operations Fund (DBOF). DBOF finances the operations of DPS. Within the provisions of its charter, DPS provides printing, reprographics, and related services for DoD and other agencies of the Government. DPS controls and coordinates DoD publications and printing work and other related functions. DPS bills activities for expenses incurred for services rendered by printing plants operated under DBOF and for processing of procurement from Government and commercial sources.

4. Defense Printing Service Detachment Offices (DPSDO's)

a. The mission of the DPSDO's is to serve as the publications and printing service for the naval district or command in which the DPSDO is located, as directed in DBOF, and to ensure the efficient procurement of the publications and printing requirements for the area serviced. They are under the military command of the commander or the district commandant, as determined by the Chief of Naval Operations (CNO), and the management control of the DirDAPS.

b. DAPSDO's geographic locations are contained in appendix A.

1308. CHIEF OF NAVAL OPERATIONS (CNO). The U.S. Navy Regulations, 1990, chapter 4, assigns responsibilities to CNO for supplementing U.S. Navy Regulations with detailed instructions to ensure the proper control of classified information. Such instructions include the OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation; the Registered Publications Manual; communications instructions; and Armed Forces Industrial Security Regulations.

1309. COMPONENTS OF THE NAVY DEPARTMENT. Each component, as defined in paragraph 1203, is to establish and maintain a CPPMO to act as the sole component liaison with DPS and be responsible for:

1. Applying the rules, regulations, policies, and standards DPS promulgates.
2. The technical and editorial content of the publications required for fulfillment of their assigned missions.
3. The planning of their publications.
4. Determining distribution requirements and providing instructions for distribution.

5. Providing management of publications originated by field activities under their cognizance by acting for such activities, or delegating publications management authority to such activities as appropriate.

1310. COMMANDANT OF THE MARINE CORPS (CMC). As established in the U.S. Navy Regulations, 1990, chapter 5; and the Marine Corps Manual, and subject to the laws, policies, regulations and guidelines in publications and printing matters established by higher authority; the CMC is responsible for the following:

1. Determining the publications and printing requirements for the Marine Corps, and maintaining effective budgetary and record control thereover.
2. Planning and preparation, promulgation, procurement, and distribution of Marine Corps publications.
3. Procurement, distribution and distribution control of the Marine Corps requirements of common service, single manager, Federal agency, and commercial-type publications.
4. Participating in the planning, preparation, promulgation and distribution of joint-service documents and publications which are applicable for Marine Corps use.
5. Ensuring adequate procurement and distribution of publications of the other Armed Forces as may be required to meet the needs of the Marine Corps; except those distributed direct by a component of the Navy Department within its assigned mission and area of responsibility in exercising direct operational and/or technical direction over functions of designated operating forces of the Marine Corps of the Marine Corps (refer to paragraph 3212 of this Manual.
6. Maintaining a system of continuing review of all official Marine Corps publications per requirements established by the JCP, SecDef and SecNav.

1311. USE OF DEFENSE AUTOMATED PRINTING SERVICE DETACHMENT OFFICES (DAPSDO'S) SERVICES. Marine Corps field commanders must comply with the laws, policies, regulations, and instructions of this Manual within their command over publications and printing matters within the Marine Corps (refer to paragraph 1102).

1. Marine Corps field activities using or planning to use services of DAPSDO's will budget for such printing.
2. The technical assistance and/or printing service of a DAPSDO will be used as required or when procuring commercial printing. Marine Corps field activities will use the services of the appropriate office listed in appendix A, except:
 - a. For printing and duplicating provided by Marine Corps mobile printing units and reprographic facilities.
 - b. When the servicing DAPSDO cannot meet the requested printing deadline. Marine Corps activities desiring to procure commercial printing costing \$1,000 or less, may submit a waiver request on a case-by-case basis to the local Marine Corps printing management officer or local reproduction officer for permission to allow direct purchase of the required printing.
 - c. Printing requirements originating in-field activities which must be procured by the CMC and any other printing subject to review and approval by the CMC (ARD) before production or procurement.

d. For printing or reprographics equipment allowance requests and scheduled or special printing equipment and/or production reports required by the CMC (ARD) or higher authority.

1312. LIAISON WITH OTHER COMPONENTS OF THE NAVY DEPARTMENT AND DEPARTMENT OF DEFENSE AGENCIES. Marine Corps liaison with and/or representation on Navy and other DoD component boards engaged in the formulation or revision of regulatory and supporting directives and publications affecting the Marine Corps will be assigned by the CMC.

1313. PRIMARY RESPONSIBILITY FOR PUBLICATIONS AND PRINTING

1. The CMC is vested with command responsibility for publications and printing within the Marine Corps. The primary responsibility for determining essentiality and necessity for the issuance of publications and printing, and for the propriety and content of such materials in the Marine Corps, rests with the Headquarters staff agencies; and with Marine Corps field commanders over materials produced and/or promulgated within their respective commands.

2. Marine Corps field commanders are responsible for compliance with the laws, rules, policies, regulations and instructions of this Manual within their area of responsibility over publications and printing matters within the Marine Corps (refer to paragraph 1102, above). Any inquiries regarding clarification of appropriate action regarding this Manual or subsequent directives received from any source in these matters will be addressed to the CMC (ARD).

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CHAPTER 2

GENERAL REGULATIONS

SECTION 1: PRINTING MANAGEMENT PROGRAM

2100. GENERAL. The policy provided in this section provides general guidance in determining the necessity and assignment of responsibilities for the management, establishment, and operation of mobile printing units, for the centralized management of reprographics facilities, and the procurement, rental, use, storage, inventory, transfer, and disposal of printing and reprographic equipment.

1. Commanders of field activities and organizations possessing a mobile printing unit or reprographics capability and/or having a requirement for the procurement of commercial printing on a continuing basis, will establish a printing management program to effect maximum efficiency and economy in planning, preparing, producing, and procuring printed and reprographic material required to accomplish the mission of the activity or organization.
2. No entity of the Marine Corps may obligate or expend for the procurement of any printing related to the production of Marine Corps publications (including printed forms), unless such procurement is by or through the GPO. Submit procurement requests to the local printing management officer or local reproduction officer for procurement action through the local DAPSDO and regional GPO.
3. If the work is not of a continuing or repetitive nature, paragraph 2100.2, above, does not apply to individual printing orders costing not more than \$1,000, and as certified by the Public Printer, cannot be provided more economically through GPO. Certification by the Public Printer is obtained through the local DAPSDO via the local printing management officer or local reproduction officer. The term "printing" means the process of composition, platemaking, presswork, silk screen process, binding, microform, and the end items of such processes.

2101. LOCAL PRINTING MANAGEMENT OFFICER OR LOCAL REPRODUCTION OFFICER. FMF commanders will assign the responsibility for administering the printing management program within each activity or organization to an individual designated as the local printing management officer or local reproduction officer. This individual must have a thorough basic knowledge of printing and reproduction (OccFld 1500) requirements; NAVSO P-35, Department of the Navy Publications and Printing Regulations; Government Printing and Binding Regulations, No. 26; published by the JCP. FMF organization assignments are to be at the wing, division, force service support group, or brigade level. The local printing management officer or local reproduction officer will be assigned the following responsibilities:

1. Maintain technical direction over the preparation, production, and/or procurement of printing and/or reprographics.
2. Maintain technical direction over printing and reprographics equipment under the jurisdiction of the activity or organization.
3. Establish and maintain a scheduled preventive maintenance program for all printing and reprographics equipment under the jurisdiction of the activity or organization; and direct proper packing and crating of such equipment to be transported in troop movements.
4. Maintain an inventory of all printing and reprographics equipment authorized as part of a mobile printing unit or reprographic facility, and be responsible for assuring timely submission of any requested equipment and production reports to the CMC (ARD).

5. Review and provide technical advice to the command regarding all requests for procurement, rental, transfer, storage, disposal, and use of printing and reprographics equipment.

6. Review all printing requests for legality and necessity, and certify all requisitions/contracts for commercial printing.

2102. CENTRALIZATION OF EQUIPMENT

1. Fleet Marine Force (FMF). Authorized FMF printing and reprographics equipment will be dispersed per with the unit allowances established in appropriate tables of equipment; subject to the provisions of this Manual, and as deemed appropriate by the senior commander concerned. Dispersion must meet the needs of the organization. Mobile printing plants must be maintained and operated as a unit.

2. Non-Fleet Marine Force

a. Centrally locate all printing and reprographic equipment to:

(1) Promote efficiency and reduce cost of operation by ensuring maximum utilization of each piece of equipment.

(2) Extend the serviceable life of the equipment through operation and maintenance by more experienced personnel.

(3) Avoid the multiple stockpiling of production supplies.

(4) Improve the quality of production.

b. Establishing satellite units of equipment is not authorized without prior written approval by the CMC (ARD). A satellite unit may be approved if the requesting units can justify the need based on the distance from a DAPS facility or mobile printing unit.

2103. ACTIVITY PRODUCTION RECORDS

1. All printing and duplicating requests for local work to be accomplished by mobile printing units, and/or reprographic facilities shall be submitted to the local printing management officer or local reproduction officer for signature and approval on the DD Form 844, Requisition for Local Duplicating Service.

2. Maintain completed DD Form 844's on file to reflect production and cost data, as required for reports purposes and periodic review by the local printing management officer or local reproduction officer to ensure compliance with this Manual.

3. Use the DD Form 844's as backup data in compiling requested production reports and schedule for disposal per the records disposition instructions promulgated in SECNAVINST 5212.5, Disposal of Navy and Marine Corps Records.

4. Use the DD Form 844 in other reprographics processes as deemed necessary for adequate control.

2104. MARINE CORPS MOBILE PRINTING UNITS

1. The Marine Corps operates six mobile printing units supporting the respective parent organization. Mobile printing units are currently operated and maintained in designated FMF organizations. They are equipped with combinations of equipment classified in paragraph 2108, below, and come under the definition of "Federal

printing plants." Submit requests for acquisition or disposal of these units and/or components to the CMC (ARDE) for approval by the JCP.

2. With the exception of the printing units referenced in paragraph 2104.1 above, Marine Corps field reprographic facilities, equipment, processes, and production are limited to those defined as "reprographics" in paragraph 1216. All other field printing requirements, as defined in paragraph 1215.1, must be approved by the local printing management officer or local reproduction officer and submitted to the local DAPSDO in appendix A.

2105. CERTIFICATIONS

1. Marine Corps local printing management officer or local reproduction officer will certify all Marine Corps field activity requisitions/contracts for commercial federal printing as follows:

"I hereby certify, as the responsible officer in the field, that the printing and/or binding covered by this requisition/contract is proper and legal commercial printing and is necessary for the public service; therefore, procurement is authorized. Accomplish this procurement per all applicable regulations."

(Name, Grade, Title)

2. Payment Vouchers. The Navy Comptroller Manual, Volume 4, requires the following certification by the paying office be entered on payment vouchers for commercial Federal printing:

"I hereby certify, as responsible officer in the field, that the commercial printing and/or binding covered by this voucher was, in my opinion, urgent or necessary to have done elsewhere than at the Government Printing Office and that it was procured in accordance with all applicable regulations."

*(Name, Grade, Symbol)

*When the above paying office certificate is combined with the paying office administrative certificate on the public voucher by inserting it in proximity to the administrative certificate, one signature on the public voucher will suffice. Properly certify all supporting requisitions/contracts per the provisions of this paragraph.

2106. PRINTING, BINDING, AND RELATED OR AUXILIARY EQUIPMENT

1. Operate, purchase, rent, exchange, transfer, or dispose of printing, binding, and related or auxiliary equipment per this Manual.

2. Equipment Classification and Approvals

a. JCP has classified certain basic types of equipment for guidance in procuring, using, and controlling printing and binding and related or auxiliary equipment. The following tables (2-1 through 2-4) list basic representative types of equipment only and are not to be considered as all-inclusive.

b. An "X" in column (1) of the tables indicates that JCP approval is required prior to acquisition.

c. Except as indicated by footnotes, an "X" in column (2) of the tables indicates that approval authority is vested in the CMC (ARDE).

d. Attention is directed to the Buy American Act (41 U.S.C. 10a-d) which provides that the Government give preference to domestic sources and products, pursuant to Executive Order 10582, dated December 17, 1954, as amended by Executive Order 11051, September 27, 1962.

2107. NEW DEVELOPMENTS. Business markets continuously develop new or improved printing, phototypesetting, and reprographic devices and digitized media. Prior to procuring or using such equipment, provide the CMC (ARDE) all available information about the equipment. The CMC (ARDE) will take action as follows:

1. To determine if such items come under the classification of printing, binding, and related or auxiliary equipment.
2. When available, provide technical advice and assistance to the command regarding any like equipment or processes having similar capabilities that are more economical and/or more efficient than the item being considered.

2108. EQUIPMENT CONTROL

1. As defined and classified in paragraphs 1211 and 2106 of this Manual, "printing" equipment and production/procurement are subject to authorization and reports control procedures established by the JCP, Congress of the United States.
2. Reprographics equipment and production (paragraphs 1216 and 2107) are excluded from said control procedures unless the equipment is used in conjunction with and/or the material is produced in a mobile printing unit as defined in paragraphs 1205 and 2104. All printing and reprographics equipment is subject to approval by the CMC (ARD).

Table 2-1.--Composing and Related Equipment.

(1)(2)

CAMERAS, composing-----	X
CASTING MACHINES, lead and rule-----	X
COMPUTER OUTPUT MICROFORM (COM) DEVICES-----	X1/
CUTTERS, lead, rule, and slug-----	X
KEYBOARDS, TAPE ACTIVATED,for operating phototypesetting machines	X
MITERING MACHINES, printers'-----	X
MOLDING MACHINES, rubber or plastic, molding from type-----	X
MORTISING MACHINES-----	X
PHOTOCOMPOSITION DEVICES, display matter-----	X
PHOTOGRAPHIC/ELECTRONIC CHARACTER GENERATING DEVICES-----	X1/
PHOTOTYPESETTING MACHINES-----	X
PROOF PRESSES, letterpress or offset-----	X
ROUTERS AND TYPE-HIGH MACHINES-----	X
SAWS, metal-trimmer, printer's-----	X
STEREOTYPE CASTING MACHINES-----	X
TABLES, imposing, correcting-----	X
TYPECASTING AND TYPESETTING MACHINES-----	X

1/ JCP authorization is required only when used in the printing process as defined in paragraph 1211.

Table 2-2.--Printing Presses and Related Equipment.

	(1)	(2)
COPIERS/DUPLICATORS:		
Automatic copy-processing or copier-duplicating machines, producing copies by electrostatic, thermal, or other copying processes-----		X
DAMPENER CLEANERS, press-----	X	
DRYERS, press-----	X	
DUPLICATORS:		
Offset, lithographic, sheet-fed, perfecting, and tandem: Single unit, or two-unit perfecting and tandem, sheet-fed (11 by 17 inches with image maximum of 10 3/4 by 14 1/4 inches)-----		X1/
PRESSES, printing:		
Combination offset lithographic and letterpress-----	X	
Electrostatic-----	X	
Engraving-----	X	
Flexographic or Aniline-----	X	
Gravure and rotogravure-----	X	
Imprinting-----	X	
Letterpress, rotary, wraparound, cylinder, flatbed, web, or platen-----	X	
Offset, lithographic, other than duplicators-----	X	
Silk screen process unit, power-operated-----	X	
Thermographic or embossing-----	X	

1/ Acquisition of tandem or two-unit perfecting presses by nonprinting facilities shall be reported to the JCP via the CMC (ARDE) within 30 days.

Table 2-3.--Platemaking and Related Equipment.

	(1)	(2)
BEVELING MACHINES, printers'-----	X	
CAMERAS, process-----		X1/
COPY-PROCESSING MACHINES, not requiring the use of negatives or metal plates-----		X
DRIERS, print and film-----		X1/
LAMPS, camera and platemaking-----		X1/
LETTERPRESS, PLATEMAKING UNITS-----	X	
LETTERPRESS PLATEMAKING UNITS, photopolymer-----	X	
MICROFORM PLATEMAKER-----		X
MICROGRAPHIC DUPLICATOR-----		X
MORTISING MACHINES-----	X	
OFFSET PLATEMAKING UNITS, not requiring the use of negatives-----	X	
OFFSET PLATEMAKING UNITS, requiring the use of negatives-----		X1/
OFFSET PLATEMAKING UNITS, projection with or without negatives-----	X	
PHOTOCOMPOSING MACHINES, step and repeat-----	X	
PLANERS, power-operated-----	X	
PLATE COATER, offset, automatic-----		X1/
PRESSES, molding-----	X	
PROCESSORS, film-----		X1/
PROCESSORS, plate, offset automatic-----		X1/
PROOF PRESSES, letterpress, offset-----	X	
ROUTERS and TYPE-HIGH MACHINES-----	X	
SAW TRIMMERS, power-operated-----	X	
SINKS, temperature-control-----		X1/
TABLES, plate rub-up, opaquing, lineup and register, etc.-----		X1/
VACUUM FRAMES, printing, plate-----		X1/

1/ Not authorized for use in connection with duplicating/copying as defined in paragraph 2110.2.

Table 2-4.--Binding and Related Equipment.

	(1)	(2)
ADDRESSING AND MAILING MACHINES, hand-operated and automatic-----		X
BINDING MACHINES, adhesive, wire or plastic, hand-operated and electric table models-----		X
BINDING MACHINES, adhesive (perfect), wire or plastic, power-operated, except electric table models-----	X	
BOOK CARTON INSERTER AND SEALER-----	X	
BUNDLING MACHINES OR PRESSES-----		X
COLLATING MACHINES, including stitching attachments, power-operated:		
Sheet only-----		X1/
Signatures, or sheet and signatures-----	X	
COLORING MACHINES, paper, web- or sheet-fed-----	X	
CONDITIONING MACHINES, paper-----	X	
CORNERING MACHINES, paper, power-operated-----	X	
CUTTERS, paper, up to 31 inches-----		X
CUTTERS, paper, over 31 inches-----	X	
DRILLING MACHINES, paper, power-operated, over 3-spindle-----	X	
DRILLING MACHINES, paper, power-operated, up to 3-spindle-----		X
EYELETTING MACHINES, tag, power-operated-----	X	
FOLDING MACHINES, sheet-size capacity 14 by 24 inches or less-----		X
FOLDING MACHINES, sheet-size capacity larger than 14 by 24 inches--	X	
FOLDING MACHINES, sheet-fed, for folding diazo prints, etc.-----		X
GATHERING MACHINES, power-operated-----	X	
INSETTING MACHINES, signature-----	X	
JOGGING MACHINES, power-operated, except portable and electric table models-----	X	
LAMINATING MACHINES-----		X
PACKAGING AND TYING MACHINES-----		X
PERFORATOR, power-operated-----	X	
PRESSES, binders, backing, die-cutting, stamping, etc.-----	X	
PUNCHING MACHINES, paper, power-operated, except electric table models-----	X	
PUNCHING MACHINES, hand-operated and electric table models-----		X
SEALING MACHINES, pamphlet, automatic-----		X
SEWING MACHINES, book-----	X	
STAPLING MACHINES, wire spools or preformed staples, power-operated, except electric table models-----	X	
STITCHING AND STAPLING MACHINES, box-----		X
STITCHING MACHINES, paper, power-operated (single- and dual-head, maximum capacity 7/8 of an inch)-----		X
STITCHING MACHINES, paper, power-operated (multihead)-----	X	
STRIPPING MACHINES, book-----	X	
TABLES, binders, gathering, rotary, power-operated-----		X
THERMOGRAPHIC OR EMBOSSING PRESS-----	X	
TRIMMER, book, power-operated-----	X	
WRAPPER AND/OR BANDING MACHINES (kraft paper or shrink film)-----		X

1/ Department Headquarters will report all such machines acquired by Government installations other than printing plants to the JCPon JCP Form No. 3.

2109. EQUIPMENT ALLOWANCES

1. Stock Items. - The issue of reprographics equipment carried in stock in the Marine Corps supply system is restricted to FMF organizations.

2. FMF

a. Printing and reprographics equipment allowances are included in appropriate tables of equipment to establish and maintain unit personnel and tonnage table factors, and the equipment is procured and supported by the Marine Corps supply system.

b. Current allowances have been approved by the authorities referenced in this Manual. Any subsequent change in allowances requires action per this section.

3. Non-FMF. Printing and reprographics equipment is included in the classification of "decontrolled" items of equipment. No allowances are established for "supply management" purposes. When authorized, commanders may determine and procure from commercial sources using available allotted funds, the quantity, type, make, model, and capacity of printing and reprographics equipment required to accomplish the unit mission.

2110. PURCHASE, RENTAL, EXCHANGE, OR TRANSFER OF EQUIPMENT

1. Printing Equipment. Prior authority must be obtained from the CMC (ARDE) for the purchase, rental, transfer, or exchange of any printing and binding related equipment (see paragraph 2108 and tables 2-1 through 2-4). Prepare an authorization request and process per paragraph 2111 below.

2. Reprographic Copying Equipment. To rent, lease, purchase, transfer, exchange, or dispose of high-speed reprographic copying equipment (includes cost-per-copy) with rated speeds of 71 copies per minute or faster, submit a DAPS Form 5600/14 (Rev. 4-92) to the CMC (ARDE) for approval by the regional DAPSDO (DPS Form 5600/14 is available from the local DAPSDO). If the CMC (ARDE) and DAPSDO approve the request, DAPSDO will assign a Reprographics Equipment Acquisition Number (REAN) and return the request to the CMC (ARDE) for cost analysis validation. The CMC (ARDE) returns the DAPS Form 5600/14 (Rev. 4-92) to the requester for acquisition.

a. To rent, lease, purchase, transfer, exchange, or dispose of mid-range copying equipment (includes cost-per-copy) with rated speeds of 31 to 70 copies per minute, submit a written request to the CMC (ARDE) for approval per paragraph 2111.1, below.

b. The local printing management officer or local reproduction officer are authorized to approve acquisitions of copiers with rated speeds of 30 copies per minute or less, and requests for Electronic Copy Boards. The CMC (ARDE) must be notified in writing within 30 calendar days of equipment acquisition. Written justifications (per paragraph 2111.1) must accompany the notification.

3. Acquisition of printing and reprographic equipment, defined as garrison plant equipment, which meets the investment criteria must comply with MCO P10150.1 for budgeting, property accounting, and disposal procedures.

2111. REQUESTS FOR EQUIPMENT AUTHORIZATION. Submit a separate letter-type authorization request for each of the following categories of equipment, or equipment components, as appropriate. The request for equipment authorization should comply with the guidance in MCO P10150.1, appendices L-13 and L-18 for acquisition of investment plant equipment.

1. Printing Plant (Component Printing and Reprographic Equipment). Submit the request in duplicate, addressed to the CMC (ARDE). The request must contain or be supported by:

a. A complete justification (intended use, production units planned or anticipated; any savings to be realized in operating costs, etc.).

b. All available data regarding the cost of the equipment and the availability of allotted activity funds for procurement, if approved. Use cost analysis to determine the most economical method of acquisition, either lease or purchase, of the equipment. Cost analysis factors will include equipment surveyed (purchase/rental), maintenance, supplies, and personnel.

c. All available data regarding the make, model, capacity, size (11- by 17-inch presses must show unit or plate image size), and production process of the equipment; include data regarding required production supplies and maintenance support and their costs and accessibility.

d. Information regarding lack of availability or suitability of like services offered by civilian, other military, or Government printing facilities located in the geographical area; include comparative cost factors, if available.

e. If appropriate, complete identification, age, and serviceability condition of any equipment anticipated to become excess to the needs of the activity if the request is approved. (Do not prepare or submit [Standard Form 120](#), Report of Excess Property, until directed.)

f. Proposed location (activity building number).

2. Mobile Printing Unit (Component Printing and Reprographic Equipment). Submit the request to the CMC (LFS and ARDE). Where new and different component equipment and processes are desired (paragraph 2107, above, applies), submit the data required in paragraph 2111.1, above, as appropriate; otherwise, base the justification on the required additional like component item or unit.

3. Reprographic Equipment (Locations Other Than That Included in Printing Plants or Mobile Printing Units)

a. FMF Requests

(1) Submit the request to increase or decrease FMF allowances to the CMC (LPP) for those items of reprographic equipment carried in stock in the Marine Corps supply system.

(2) For new and different reprographic equipment (paragraph 2107, above, applies), submit the request to the CMC (LPP and ARDE), with the supporting data required in paragraph 2111.1 above, except paragraph 2111.1d.

b. Non-FMF Request. Submit the request for duplicating/copying equipment to the CMC (ARDE). It must contain or be supported by the applicable data required in paragraph 2111.1, above.

2112. DISPOSAL OF EXCESS EQUIPMENT

1. Disposal Authorization. Disposal of excess printing or reprographic equipment will not be effected prior to authorization by the CMC (ARD).

2. Report Form and Procedures

a. When submitting reports of excess printing and reprographic equipment to the CMC (ARDE), use Standard Form 120. Report Control Symbol J-5600-01 is assigned to this reporting requirement.

b. Data Required. Each report will contain the following data, as applicable:

(1) Description. Make, model, age, capacity (size of press or unit production), and serial number.

(2) Condition. Use standard supply system condition codes; include data regarding completeness and serviceability of components, if appropriate.

(3) JCP equipment authorization number (not applicable for reprographic equipment which is not a component of a printing plant or mobile printing unit).

(4) Original cost (if known) and current estimated value.

3. Reporting Completed Disposal Action. Unless directed otherwise in the letter of authorization for disposal, make a report of disposition to the CMC (ARD) within 10 days after completing disposal action.

2113. UNSERVICEABLE EQUIPMENT

1. Report unserviceable mobile printing unit equipment to the CMC (ARDE). Use Standard Form 120, providing the data required in paragraph 2112 above, and state whether a replacement is required and activity funds are available for procurement. Report Control Symbol J-5600-02 is assigned to this reporting requirement.

2. Do not report unserviceable reprographic equipment. Follow appropriate supply system procedures for disposal; request needed replacements per paragraph 2111, above.

2114. PROCUREMENT, PRODUCTION, AND EQUIPMENT REPORTS

1. General

a. Negative reports are not required.

b. Backup Data and Reports Supervision

(1) In-Use Equipment. Maintain records as required under the supervision of the local printing management officer or local reproduction officer of the immediate command in which the mobile printing plant is maintained and operated.

(2) Maintain production records per paragraph 2103 and use them as backup material for compiling production reports. These production reports have been assigned Report Control Symbol J-5600-03.

c. Exclusions(1) Equipment (Other Than Component Items of Printing Plants).

Except for the equipment authorization and disposal requirements set forth in paragraphs 2111 and 2112, neither reprographic equipment nor production reports are required unless specifically requested.

(2) Mobile Printing Units. Although mobile printing units are considered printing plants because of the classification of component items, they are not required to submit scheduled production reports. Proper supervision shall be exercised, however, to assure that use and production is limited to that for which the equipment was authorized and that production otherwise complies with this Manual. Maintain production records per paragraph 2103. The activity concerned should be prepared to furnish data and production samples as may be directed by the CMC or higher authority.

2. Scheduled Report. Commercial Printing Report is a semiannual report covering all transactions concerning composition, printing, binding, and blankbook work which are procured directly from commercial sources. Use JCP Form No. 2, revised March 1971. Local reproduction of this form is authorized.

a. Do not report work procured through any DAPS or GPO source, printed envelopes ordered through GSA contracts, rebinding publications of any description, or tabulating cards procured from any source. In addition, do not include orders procured outside the 50 states, provided the areas of origin and distribution of such orders are restricted to the non-U.S. area.

b. Negative reports are not required.

c. Reporting Dates. Submit an original, to arrive at the CMC (ARD) no later than 30 days after the close of each reporting period of October-March and April-September but not later than 30 April and 31 October. Report Control Symbol J-5600-04 has been assigned to this reporting requirement.

CHAPTER 2

GENERAL REGULATIONS

SECTION 2: GENERAL RESTRICTIONS

2200. GENERAL. The restrictions in this section apply to all publications and printing applications.

2201. LEGALITY AND NECESSITY

1. All printing, binding, or blankbook work must be authorized by law.
2. All printed matter issued shall be devoted to the work which the Marine Corps is required by law to undertake (which includes matters pertaining to the health and welfare of personnel). It shall not contain matter which is unnecessary to transact public business or matters relating to work which any other branch of the Government is authorized to perform.
3. All printing and binding work must be certified as necessary for the public service.
4. The content, editorial and physical format, production, procurement, and distribution of duplicated or copied publications must comply with the printing-laws and this Manual.

2202. ADVERTISEMENTS, COMMERCIAL

1. No Marine Corps publication or other printed matter, prepared or produced with Government funds or identified with an activity of the Marine Corps, shall contain any advertisement inserted by or for any private individual, firm, or corporation. It shall contain no material that implies in any manner that the Government (Marine Corps) endorses or favors any specific commercial product, commodity, or service. This paragraph is not applicable to area guides, civilian enterprise newspapers, or comics supplements.
2. Periodicals and other printed matter will not contain editorials, book reviews, or articles which are intended solely to foster or obtain the support of persons outside the Government for the Marine Corps, or which can be construed as advocacy of increased appropriations or legislation.

2203. ARTWORK SIGNATURE. Artwork for publications may be signed, provided that such signatures are in proportion or relation and subordinate to the design. Signatures of technical illustrators, designers, typographers, or layout artists shall not be printed.

2204. BLANK PAGES. Blank pages will be eliminated when possible, with due consideration for economies inherent in the use of signatures in production. Format and page makeup shall be adjusted to reduce wasted blank space to a minimum.

2205. CARDS, CALLING/GREETING (INCLUDING CHRISTMAS, ETC.). Even though for official use, Government funds will not be used in the printing, engraving, or embossing of calling or greeting cards, except as noted in paragraph 2402.

2206. DECORATIONS AND MIXTURES OF TYPE. Typographic decorations; mixtures of linotype, monotype, and handset type on a single page; and "runarounds" or type that follows odd contours will not be used in Marine Corps publications.

2207. COPYING OR DUPLICATING LIMITATIONS FOR LOCATIONS OTHER THAN AUTHORIZED MOBILE PRINTING UNITS AND REPROGRAPHIC FACILITIES

1. High Speed Duplicating. Includes all work produced on any electronic copier/duplicator, laser printer, or digital duplicator, with rated speeds of 71 copies per minute (cpm) or higher. This work is restricted to not more than 100 copies per original, and not exceeding 2,500 total aggregate impressions (pages x copies) per job.

2. Mid-range Copying. Includes all work produced on any copier with rated speeds of 31 to 70 cpm. This work is restricted to not more than 50 copies per original, and not exceeding 1,000 total aggregate impressions (pages x copies) per job.

3. Low-Volume Copying. Includes all work produced on any copier with rated speeds of 30 cpm or less. This work is restricted to not more than 15 copies per original, and not exceeding 300 total aggregate impressions (pages x copies) per job.

4. Full Color Copying. Includes all work produced on any full color copier regardless of equipment rated speed. Due to the expense associated with full color reproduction, a limit of 40 copies per original, and not exceeding 400 total aggregate impressions (pages X copies) per job. For work exceeding these limitations, contact the local printing management officer or local reproduction officer.

2208. ENVELOPES/LABELS

1. Preprinting or imprinting by engraving and/or die embossing processes is not permitted.

2. Borders, markings, slogans, or designs shall not be printed on mailing envelopes or labels except when specifically approved by the General Services Administration (GSA) and in conformity with postal laws and regulations. As a general policy, both to reduce costs and prevent undue publicizing of some Government activities in contrast to others, the use of borders, markings, slogans, or designs to support an agency or its program shall not be authorized in any form, whether printed, stamped, or otherwise affixed. Requests for specific approval, with complete justification, shall be submitted to the CMC (ARD).

3. Names of officials or offices shall not be printed on mailing envelopes or labels.

2209. ILLUSTRATIONS

1. Illustrations are to be used in printed matter only when they:

a. Relate entirely to the transaction of public business and are in the public interest.

b. Relate directly to the subject and are necessary to explain the text.

c. Do not serve to aggrandize any individual.

d. Are in good taste and do not offend proper sensibilities.

e. Are restricted to the minimum size necessary to accomplish their purpose.

f. Illustrate employees actually engaged in an act or service related to their official duties.

2. Public Law 85-921, 85th Congress, permits illustrations and films of the United States and foreign obligations and securities under certain circumstances. Prior to the inclusion of illustrations of such items in printed, duplicated, or reproduced material, the legality of such use should be ascertained.

2210. ITEMS OF PRINTING. Items which require printing operations to fit them for the particular needs of the Marine Corps are subject to the printing laws. As such, they shall be prepared, produced, and procured according to those laws.

1. Any production or procurement of decalcomania is "printing" and provisions of this Manual apply.

2. Tabulating card requirements for blank or imprinted tabulating cards should be procured through Federal Supply Schedule contracts covering FSC Group 75, part VIII.

3. Marginally punched continuous form requirements should be procured using the nearest DAPSDO contracted for marginally punched continuous forms.

2211. ITEMS OF SUPPLY. Publications, including blankbooks produced by commercial suppliers and regularly carried as "off-the-shelf" stock items for commercial sale or use, and binders for looseleaf material, printed or stamped in the course of manufacturing are items of supply. As such, they are not subject to the printing laws and may be procured according to Navy procurement directives, GSA schedules, Federal Property Management Regulations, and Federal Acquisition Regulations.

1. Calendars. Standardized Government desk and wall calendars, except those produced for personnel procurement advertising purposes, are the only calendars authorized for procurement at Government expense. They shall be ordered from GSA.

2. Blankbooks. Blankbooks not available through GSA, but regularly carried in stock by commercial dealers, that require no printing and/or binding operation after receipt of order, may be procured without obtaining a waiver from the CMC (ARD): provided, no order or orders for each type of blankbook exceeds \$500 in any 1 year.

3. Blank Forms

a. Instructions regarding the sources of supply, procedures governing inventory control, and requisitioning of blank forms are contained in applicable supply procedural manuals, directives, and stock lists.

b. Locally Designed and Produced Blank Forms

(1) Plan and use local forms according to MCO 5213.7 and MCO 5213.8.

(2) The production of local forms under reprographics processes shall not exceed a total annual quantity of 5,000 production units per individual form.

(3) Quantities of local forms required in excess of the 5,000 production units limitation, shall be procured as printing.

2212. LETTERHEAD STATIONERY

1. Procure stocks of letterhead stationery only after due consideration of use requirements and longevity, as may be dictated by address changes/ deployments, and proper supply economy. When the using commander determines that procuring letterhead stationery would be uneconomical, commands will prepare correspondence on plain paper per the instructions in SECNAVINST 5216.5, Department of the Navy Correspondence Manual.
2. Borders, slogans, markings, designs, or other decorative devices shall not be imprinted on official stationery without specific approval by the local printing management officer.

2213. MARINE CORPS BALLS, DINNING-INS, MESS NIGHTS. Unless specifically sanctioned by the SecNav or CMC, Marine Corps balls, dining-ins, and mess nights are social, not official functions; and accountable public funds may not be used to defray associated printing costs.

2214. PRINTED MATTER FOR CEREMONIES. Printed matter for official ceremonies purchased with accountable funds is limited to the items prescribed in SECNAVINST 5603.2, Printed Matter for Official Ceremonies, and paragraph 2419 of this Manual. Retirement ceremonies in and of themselves are social rather than official functions. However, there are two instances that permit payment of accountable funds for printed materials for retirement ceremonies:

- a. When a retirement ceremony is held in conjunction with a change of command, or
- b. When a military retirement is judged to be an official military function by the senior military officer of the activity concerned, and the officer provides this written determination to the Director of the local Defense Automated Printing Service (DAPS).

2215. PRIVATE OR COMMERCIAL WORK. No work of a private or commercial nature may be accomplished at any Marine Corps printing plant or facility even though the Government is reimbursed for it. When appropriated funds are used to create information for publication, the printing and binding of that information is subject to the provisions of 44 U.S.C. 103 and 501. Such information shall not be made available to a private publisher for initial publication without the prior approval of the CMC (ARDE).

2216. PROMOTIONAL-TYPE WORK. Producing and issuing promotional-type publications, except for personnel procurement advertising material, by or for any element or organizational entity of the Marine Corps, or using Government funds in the commercial production and issuance of such publications is prohibited. Publications suspected of being promotional should be forwarded to the CMC (ARDE) for a determination and specific guidance.

2217. PUBLICATIONS FINANCED FROM NONAPPROPRIATED FUNDS. Using nonappropriated funds to procure publications by or for an instrumentality of the United States performing governmental functions shall not, by reason of such use, constitute an automatic waiver from public law and provisions of this Manual governing the procurement of publications. Marine Corps components are authorized to produce or procure publications financed from nonappropriated funds for morale, recreational, welfare, and similar activities having official recognition.

2218. This paragraph deleted by Ch 2 (ALMAR 041/98)

2219. REPRODUCTION OF STANDARD AND DEPARTMENTAL BLANK FORMS

1. The local reproduction or printing in whole or in part of any numbered standard or departmental form is prohibited, except when specifically authorized. Standard forms are subject to the approval of GSA, the General Accounting Office, or other responsible agency. Departmental forms are any forms prescribed at departmental level for departmental-wide application or use by subordinate commands; e.g., DD, NAVEXOS, NAVMC, NAVCOMPT, NAVPERS, OPNAV, DA, AF, VA, TD, etc.

2. Departmental forms may be reproduced for instructional purposes provided the word "SAMPLE" is overprinted on each copy thus nullifying its use for the basic purpose of the form (not applicable when "partial fill-in" is used in directives or other publications to denote proper use of the forms).

2220. SEAL AND EMBLEM. Reproduction and use of the official Marine Corps Seal and the Marine Corps Emblem shall be per paragraph 2416 of this Manual.

2221. STATIONERY, INFORMAL MEMORANDA, PERSONALIZED. Printing names on official stationery and on informal memoranda is prohibited. Informal memoranda (memorandum sheets or pads) may be identified with the word "Memorandum" and the agency name, or an equivalent identifier. One color of ink is authorized, printed on JCP 065, white recycled plain copier paper, 20 pounds; JCP A60, white offset book, 50 pounds; or JCP D10, white or colored writing paper, 20 pounds. Trim sizes are: 5-1/2 by 8-1/2 inches, or 8-1/2 by 11 inches. All pads will consist of 100 sheets of paper.

2222. TECHNICAL PUBLICATIONS. Technical publications are procured through the local DAPSDO via the CMC (ARD).

2223. TEXT CONTENT AND SCOPE. The text and scope of all official Marine Corps printed matter produced by any method of printing, duplicating, reproduction, or binding shall not exceed that authorized by law and for which the Marine Corps is required by law to undertake.

CHAPTER 2

GENERAL REGULATIONS

SECTION 3: COPYRIGHT AND THE USE OF COPYRIGHTED MATERIAL

2301. PERMISSION TO COPY MATERIALS SUBJECT TO COPYRIGHT. To prescribe procedures for obtaining permissions from copyright owners for use of copyrighted materials in the Marine Corps comply with SECNAVINST 5870.5, Permission to Copy Materials Subject to Copyright.

2302. REQUESTING/PRINTING ACTIVITY RESPONSIBILITY. Copyrighted materials will not knowingly be included in Marine Corps publications without license or consent of the copyright owner. In this regard, the requesting and/or printing activity will ensure:

1. That a copy of the letter granting permission to use the copyrighted material is retained in the printing record jacket.
2. That copyright notices are as specified by copyright owners and are included and properly located in publications.

2303. CONTRACTS INVOLVING COPYRIGHT. If material subject to copyright is furnished to the Marine Corps, either as the main item of a contract or incidental to it, the procurement contract should contain provisions whereby the Government is granted a royalty-free, nonexclusive, irrevocable license with respect to use of the material subject to copyright, produced or composed under the contract.

2304. CREDIT LINES (COURTESY AND COPYRIGHT). Credit lines are permissible for the following:

1. Personnel within the Marine Corps in news dissemination-type publications.
2. Uncopyrighted materials contributed or loaned by non-Government parties.
3. The material or subject matter has been furnished without charge by activities outside the naval service and acknowledgment of such furnishing activities has been duly approved by the commander vested with authority and responsibility for issuance of the publication.
4. Authors' names may be used on publication covers when the author is a recognized authority on the subject treated and when the name adds appreciably to the significance of the text. In addition, authors' names may be used on covers of scientific documents, research reports, treatises, etc., particularly when distribution will include use of the Defense Technical Information Center and/or the National Technical Information Service. When necessary to the function and/or identification of a publication, authors' names may be imprinted on backstrips (spines), self-covers, or title pages.
5. When all or a majority of the illustrations, charts, photographs, or other material within a publication come from a single source other than Government, credit shall be given in an undisplayed preliminary paragraph instead of being repeated individually.
6. Publication and periodical by-lines for Government photographers and writers in Marine Corps periodicals and station newspapers shall be printed in exact juxtaposition with the articles or pictures they created.

7. American Forces Press Service (AFPS) Materials

a. When published verbatim, in part or in full, AFPS material will carry individual credit lines.

b. AFPS material may be edited or revised by editors of service newspapers as required by newspaper space limitations or as advisable for local appeal. In such cases, no AFPS credit line is required. When AFPS material is edited or revised, maintain accuracy and conformance to accepted standards of good taste.

8. Copyright lines are permissible for copyrighted materials; the same provisions regarding size of type for courtesy line shall apply.

CHAPTER 2

GENERAL REGULATIONS

SECTION 4: SPECIFICATIONS AND CERTIFICATIONS

2400. GENERAL SPECIFICATIONS. Specifications for Government or commercial production of printing shall be written to allow for the selection and use of materials, processes, techniques, and equipment which will provide for maximum economy in preparing illustrative material, in composition, in the camera and platemaking processes, in presswork, and in binding. Descriptions and provisions in specifications must be concise, detailed, and susceptible to only one interpretation. Phrases such as "see sample attached" may be used to support such descriptions and provisions, but not in lieu of the details required for economical and efficient production. The conditions under which options or substitutions may be made will be clearly stated.

2401. BLEED PAGES. Bleed pages must be designed in accordance with imposition requirements and final trim sizes and will not be used in publications prepared for and produced by the letterpress process. (As it pertains to printing, "imposition requirements" are the limits of the design and/or other printed matter which are imposed by the image (plate) size of the particular printing equipment or process.)

2402. CARDS, OFFICIAL. Official cards identifying personnel engaged in recruiting programs are considered as business cards and may be procured for those personnel who are actively engaged in recruiting programs. Commanding officers of Marine Corps districts and the CG MARRESFOR, shall establish necessary local procedures covering the authorization for and use of these cards. The cards shall be procured from available funds through the Director, Defense Printing Service Detachment Office, Naval Training Center, Building 2A, Great Lakes, Illinois, 60088-5700 according to the following specifications:

1. Quantity. Not to exceed 1,000 cards per recruiter annually. Exception: in areas where population dictates increased recruiter requirements, the quantity will not exceed 1,500 cards per recruiter annually.
2. Format. Approved formats (officer selection, recruiting service, and Reserve recruiting) are available from DAPSDO, Great Lakes (paragraph 2402).
3. Size. 3 1/2 by 2 inches.
4. Paper Stock. Not to exceed 110-pound white index (JCP K10).
5. Color of Ink. One; black ink only.
6. Content. All cards procured will show the following information:
 - a. Address and activity represented.
 - b. Name and telephone number of the individual recruiter.
 - c. The Marine Corps Emblem, name, or insignia.

2403. COLOR PRINTING. In all instances where two or more colors are desired, it shall be the responsibility of the local printing management officer or local reproduction officer to make the final determination as to whether or not such additional colors provide a demonstrable value as required by public law. If further clarification is required, contact the CMC (ARDE).

1. Demonstrably valuable multicolor printing, for the purpose of this Manual includes the following categories:

a. Maps and technical diagrams where additional color is necessary for clarity;

b. Object identification (medical specimens, diseases, plants, flags, uniforms, etc.);

c. Safety programs, fire prevention, savings bonds programs, and competitive areas of personnel recruiting;

d. Areas wherein clearly identifiable savings in cost can be soundly predicated on multicolor use;

e. Printing for programs required by law, whose relative success or failure is in direct proportion to the degree of public response, and where that response can be logically attributable to the number of colors planned and the manner in which they are proposed to be used.

2. Color for promotional or motivational purposes such as programs concerning public health, safety, and consumer benefits; or to encourage use of Government facilities such as programs for social security, medicare, and certain areas of need for veterans. The use of more than one color ink in unit newspapers on certain occasions is contained in paragraph 2502.3c.

3. Multicolor printing which does not meet the demonstrably valuable contribution requirement of these regulations includes, but is not exclusively limited to, the following categories:

a. Printed items where additional color is used primarily for decorative effect.

b. Printed items where additional color is used primarily in lieu of effective layout and design;

c. Printed items where additional color is used excessively; i.e., four colors when two or three will fulfill the need, three colors-when two are adequate; two colors when one, with or without reverse treatment, is adequate.

d. Printed items where the inclusion of multicolor does not reflect careful, competent advance planning that recognizes how the use of color is expected to contribute to the ultimate purpose of the item.

2404. COVERS, BINDERS, AND BINDING. Separate covers may, in some instances, be specified or used for publications of a permanent nature consisting of 100 pages or more. Self-covers will be used on Marine Corps publications to the maximum possible extent. Unless specifically excepted, all periodicals will be self-covered.

1. Binders for looseleaf material, printed or stamped in the course of manufacturing them, are not subject to the printing laws. Binders requiring any printing or stamping after manufacture of the binder are subject to the printing laws. Regular stocks of binders and binding materials are available from General Supply Schedules established by GSA.

2. Metal prong, hidden hinge, and metal or plastic spiral or comb binders may not be used unless the additional expense can be justified.

3. Cased binding will be used only if a specific functional requirement exists.

4. Stamping or printing with metallic inks on covers or binders will not be used for technical manuals or reports.

2405. DIVISION OF PUBLICATIONS. Publications may be divided by volume, chapter, section, part, paragraph, or other means appropriate for the intended application of the material. Material will not be used for the sole purpose of appearance and/or to create a manual-type publication. To promote economy in the production and distribution processes and where feasible considering the intended distribution and use, related material that is not subject to constant and large change should be consolidated in pamphlet or manual form as appropriate.

2406. ENVELOPES-LABELS

1. Procurement. Printed envelopes and labels are procured under the terms of GSA's Federal Supply Schedule contracts. Requirements should be limited to sizes and types available under the Federal Supply Schedule.

2. Preprinting and Imprinting. Preprinting and imprinting of identification or return address, shall comply with postal laws and regulations; SECNAVINST 5216.5, Department of the Navy Correspondence Manual; and this Manual.

3. The designation "Department of the Navy" will be printed in 12-point heavy plate Gothic, small caps or equivalent type faces, 3/8 of an inch from the top of envelopes 8 by 11 inches and larger. Return addresses may be typed or stamped, but if imprinted, shall be in 12-point light plate Gothic, small caps or equivalent type faces. All lines will be centered horizontally with the longest line beginning 3/8 of an inch from the left of the envelope or label.

4. Marginally punched mailing labels must conform to the foregoing-type specifications. The top and left printing margins may be varied to accommodate the punched portion of the form. The upper right corner is always blank.

5. Preprinting and imprinting will be in black ink. Contact the CMC (ARA) for guidance regarding return address, preparation of Business Reply Mail, FIM Mark and Indicia of Official Mail Inscriptions.

2407. FOLD-IN PAGES. The need for fold-in pages for certain types of illustrative materials such as schematics, engineering drawings, organization charts; etc., is recognized for technical and administrative publications only. Such material must be planned for binding with the basic publication.

2408. FORM AND STYLE. The Government Printing Office Style Manual (021-000-00-120-1) and the Word Division Manual/Supplement to U.S. GPO Style Manual 1987 (021-000-00-139-2), approved by JCP, were specifically published by the Public Printer to meet the requirements of the law that all printing and binding for general use be standardized. The style manual and supplement are used to establish uniformity in Marine Corps directives and publications. Field activities may purchase the style manual and supplement from the Government Printing Office, Office of the Superintendent of Documents, North Capitol and H Streets, NW, Washington, DC 20402.

2409. IDENTIFICATION

1. The name of the issuing command or activity and the date of issuance will be printed on all Marine Corps publications and printed matter. Identify

publications alphanumerically according to the established publications management policies and procedures of the issuing organization. If copies are for sale, also show the source.

2. Instructions regarding the identification data required on unit newspapers are set forth in paragraph 2502.

2410. INDEXES, TABBED. Using tabbed indexes in Marine Corps publications is not considered economical or necessary; use them only if a demonstrable need exists and can be justified for expending the required additional funds.

2411. INDEXING OF PUBLICATIONS. Appropriate indexes shall be issued and maintained covering all publications promulgated by and/or issued and distributed at the direction of the CMC. These indexes may be published in paper or other media.

2412. TYPOGRAPHY. Text printed on invitations will be in 18-point lower case "Typo Script Extended," 18-point lower case "Embassy Script," or equivalent.

2413. LETTERHEAD STATIONERY

1. All sizes and grades of letterhead stationery will be packaged loose not less than 500 sheets to a package.

2. Embossing or engraving is not permitted.

3. Continuation sheets shall be:

a. 8 1/2 by 11 inches in size only.

b. Ordered in the same grade and weight substance as the letterhead.

c. White in color.

d. Blank - no printing shall appear on continuation sheets.

4. Department of Defense Seal. The Department of Defense Seal will be 1 inch in diameter and placed 1/2 inch from the upper left and top edge of the sheet. (Sample cuts may be obtained from the CMC (ARD).)

5. Color. Print letterhead (including seal) in blue (PMS-288U) or black ink.

2414. LETTERHEAD FOR FIELD ACTIVITIES. Commanders are authorized to procure locally printed letterhead stationery as prescribed below, as appropriate, for their own use. The specifications in paragraph 2413, above, apply in addition to the following:

1. SIZE: 8 1/2 by 11 inches

2. PAPER: JCP G40, 25 percent bond, white, 20 pound substance weight (computed on the basis of pounds per 1,000 sheets, size 17 by 22 inches)

3. PRINTING: Center "UNITED STATES MARINE CORPS" horizontally 5/8 of an inch from the top of the sheet; print in 12-point heavy plate Gothic, small caps, or equivalent faces.

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Immediately under "United States Marine Corps," center the name of the command or activity; print in 6-point heavy plate Gothic, large caps, or equivalent faces.

Immediately under the name of the command or activity, center horizontally, the street address and 9-digit ZIP Code; print in 6-point heavy plate Gothic, large caps, or equivalent faces. The bottom of the printing shall be 1 1/16 inches from the top of the trimmed sheet.

On the right-hand side, print the phrase "In reply refer to" in 5-point light plate Gothic large caps, or equivalent faces, starting 2 inches from the right edge and aligning horizontally with the last line of the address.

2415. LETTERHEAD FOR COMMANDING GENERALS. Commanding generals are authorized to procure locally printed letterhead stationery as prescribed below, as appropriate, for their own use. Specifications in paragraph 2413, above apply in addition to the following:

1. SIZE: 8 1/2 by 11 inches.
2. PAPER: Quality of paper shall not exceed JCP G40, white, 25 percent bond, (computed on the basis of pounds per 1,000 sheets, size 17 by 22 inches).
3. PRINTING: Center "COMMANDING GENERAL" horizontally 5/8 of an inch from the top of the sheet; print in 12-point heavy plate Gothic, small caps, or equivalent type faces.

Immediately under "COMMANDING GENERAL" center the name of the command or activity; print in 6-point heavy plate Gothic, Large caps, or equivalent type faces.

Immediately under the name of the command or activity, center the street address or box horizontally; print in 6-point heavy plate Gothic, large caps, or equivalent type faces.

Immediately under the address, center the city, state, and 9-digit ZIP Code.

2416. MARINE CORPS SEAL AND EMBLEM

1. By Executive Order 10538 of 22 June 1954, the President of the United States approved the Marine Corps Seal as the official seal of the United States Marine Corps. Coincident with the approval of the seal by the President, the Marine Corps Emblem centered on the Marine Corps Seal was adopted as the official Marine Corps Emblem.

2. Reproduction and Use. The following general rules regulate the printing, reproduction and use of the Marine Corps Seal, Emblem, names, and initials "U.S. Marine Corps, Marines, or USMC."

a. Seal. The reproduction and use of the Marine Corps Seal is restricted to documents and publications emanating from the Headquarters, U.S. Marine Corps. Examples of these documents are manuals, Marine Corps orders, discharge certificates, and promotion warrants. There will be no deviations or modifications in the reproduction of the Seal, except to increase or decrease size as required. Reproduction of the Marine Corps Seal by civilian manufacturers on merchandise is prohibited. Permission for all other uses of the Marine Corps Seal must be obtained in writing from the CMC (ARD).

b. The reproduction and use of the Marine Corps Emblem (also referred to as "eagle, globe and anchor"), names, and initials "U.S. Marines, Marines, or USMC," is authorized for all appropriate official publications and papers other than those categorized in paragraph 2416.2a, above. Examples of such use are Marine Corps birthday menus, unit newspapers, and printed matter for Marine Corps ceremonies. Use of the official Marine Corps Seal on the referenced material is prohibited. The Marine Corps Emblem shall be displayed with the eagles head facing left.

c. The Marine Corps Emblem may be reproduced as necessary, when used, there will be no deviations or modifications in the reproduction (except to increase or decrease size as required). Sample cuts may be obtained from the CMC (ARD). Appendix B contains approved samples of the Marine Corps Emblem and Seals.

d. Civilian manufacturers proposing unofficial use of the Marine Corps Emblem, names or initials on merchandise by printing process must obtain approval from the CMC (ARD). Requests must include the information specified in MCO 5030.3, paragraphs 4c(1)-(5).

e. Civilian manufacturers may be required to complete a "Limited License Agreement for Marine Corps Insignia." The CMC (ARD) is responsible for determining if the agreement is required.

2417. PAGE NUMBER. Page numbers, also called folios, in a publication always begin on the right. This means that the right-hand page always has an odd number and the left an even number. For purposes of identification and expansion, page numbers may be prefixed by a chapter number; i.e., 1-1, 2-1, 3-1. Small Roman numerals may be used to number the front matter in publications.

2418. PAPER STOCK. Only those types, grades, weights, and colors of paper included within the Government Paper Specifications Standards issued by JCP may be procured or specified for printing or duplicating and binding Marine Corps publications. Fifty pound offset book (JCP A60) for text pages, and 50 pound vellum finish cover (JCP L20) for covers are considered adequate for the majority of Marine Corps publications. Other types, grades, and weights of paper shall not be used without a demonstrable requirement and justification.

2419. PRINTED MATTER FOR OFFICIAL CEREMONIES. The following specifications apply to all ceremonial printed matter to be produced or procured, and comply with SECNAVINST 5603.2, Printed Matter for Official Ceremonies.

1. Printing Process. Printing may be produced by letterpress, offset, or thermographic process (when printing can be produced more economically and expeditiously by this process). Embossing or engraving processes are prohibited. General officers flags are red with white stars, each with gold border and gold spear. Ink colors are: gold; PMS-872U and red; PMS-186U.

2. Invitations

a. Invitations for brigadier generals, major generals, and lieutenant generals are available through the Marine Corps supply system. Commandant and Assistant Commandant of the Marine Corps invitations are available through the CMC (ARD). All envelopes are available through the Marine Corps supply system. All invitations display appropriate flag, and are "plain" or "printed." Plain invitations may be issued for such functions as memorial services, changes of command, military reviews, etc. They may also be used for replies to invitations. Printed invitations are complete with appropriate flag and standard language in black ink to the extent possible. Additional

wording to complete the invitations is to be entered by hand. When this is impracticable because the quantity is over 50, plain invitations incorporating the standard language may be overprinted.

b. CMC invitations are 5 7/8 by 4 1/2 inches. All other invitations are limited to a 5 3/8 by 4 1/4 inches. Officers in the grade of colonel and the Sergeant Major of the Marine Corps may obtain approval on a case-by-case basis to use invitations with a 1/2 inch Marine Corps Emblem centered horizontally and three-eighths of an inch down from the top edge of the invitation. Printing of the emblem can be in gold ink (PMS-872U), and text in black ink on white 170 pound "25 percent index paper" (JCP Code K20).

3. Place Cards. Place cards for brigadier generals, major generals, and lieutenant generals are available through the Marine Corps supply system. Commandant and Assistant Commandant of the Marine Corps place cards are available through the CMC (ARD). Face dimensions of 3 1/8 by 2 1/16 inches, die-cut and scored for folding to stand upright. Paper stock is white, 110 pound Index (JCP K10) or equivalent.

4. Note Paper. Note paper for brigadier generals, major generals, and lieutenant generals are available through the Marine Corps supply system. Commandant and Assistant Commandant of the Marine Corps note paper is available through the CMC (ARD). Commandant and Assistant Commandant and Commandant of the Marine Corps note paper is 8 1/2 by 11 inches or 7 by 8 1/2 inches. All other general officer note paper is limited to 7 by 8 1/2 inches. All note paper displays appropriate flag on white, 100 percent fine writing (JCP D50) or equivalent.

5. RSVP Cards. RSVP cards are 5 by 3-1/2 inches on white, 110 pound Index (JCP K10) or equivalent. Printing is black ink, typography to match style of invitations. For mailing purposes, one side will be printed to conform with the business reply format required to comply with OPNAVINST 5218.7, Navy Official Mail Management Instructions.

6. Illustrations. The use of illustrations is limited; any illustrations must pertain to the ceremonial occasion. To ensure that there is no aggrandizement of any person in an official publication, pictures of individuals will not be used unless shown engaged in action directly related to the text, or when the intent is to show support of a program or subject. The use of the Marine Corps Seal or Emblem on programs will be according to the provisions of paragraph 2416.

2420. PROGRAMS

1. Color of Ink. Not more than one color of ink may be used for printing text pages and not more than two colors of ink may be used for printing program covers.

2. Paper. The paper stock for separate cover programs shall not exceed 65 pound white or colored vellum finish cover, (JCP Code L20) or equivalent. The paper stock for text pages shall not exceed 60 pound white offset book, (JCP A60) or equivalent.

3. Binding. Limited to saddle or side stitching. Do not use metal prong, hidden hinge, and metal or plastic spiral or comb binding.

2421. SELF-MAILER TECHNIQUE. Official return address and mailing addresses shall be imprinted directly on publications rather than using separate envelopes for mailing, provided that this technique is feasible, economical, and according to postal regulations.

2422. TINT BLOCKS/GRADUATED SCREENS. Tint blocks and graduated screens used solely for aesthetic design or other purely decorative devices and techniques will not be used in Marine Corps publications.

2423. TYPEFACES AND SIZES

1. For composition performed by the GPO, Washington, DC, you are restricted to typefaces available at that office.

2. Chapter, section, part, other headings, and related display matter shall be composed in the same typefaces and by the same process as the text matter.

3. Except for mathematical and chemical formulas, tabular material, and similar matter, mixtures of composition processes for a single page shall not be specified or used.

4. Size

a. Ten-point type or equivalent is considered the maximum point size for body text; wherever practical, smaller type sizes shall be used.

b. One- or two- point leading or equivalent between lines is considered adequate for Marine Corps publications.

c. Double-spaced typewritten pages shall not be submitted for reproduction unless planned and prepared for a substantial reduction in image size.

d. Copyright and credit lines will be set in the smallest practical type size per section 3 of this chapter.

CHAPTER 2

GENERAL REGULATIONS

SECTION 5: PERIODICALS, UNIT NEWSPAPERS, AND COMMERCIAL-TYPE BOOKS

2500. PERIODICALS

1. A periodical is any classified or unclassified Marine Corps magazine or newsletter published at regular intervals, at least semiannually, for the purpose of disseminating information and material necessary to the issuing activity and which has a continuing policy as to format, content, and purpose.
2. Periodicals are nondirective in nature and are usually published to inform, motivate, increase knowledge, and improve performance. Periodicals are limited to the dissemination of technical information to a specific segment of the Marine Corps or to general information within a prescribed area of interest.
3. Not included are unit newspapers, civilian enterprise publications (as defined here), manuals, pamphlets, directives, regulations, opinions, decisions, circulars, reports, bulletins issued by a headquarters, and primarily (75 percent or more) statistical materials. Currently, the only approved Marine Corps periodical is MARINES magazine, published by the CMC (PAM).
4. Approved periodicals will be financed using available appropriated or nonappropriated funds and will be produced as economically as possible consistent with the need for efficient communication. Funding will comply with established management practices of the Marine Corps activity.
5. Submit requests for approval of periodicals to the CMC (ARDE) on DD Form 1909, Annual Report of DoD Periodicals and Request for Approval. Paragraph 2501 contains information relevant to completing DD Form 1909.

2501. CLASSES/CATEGORIES OF PERIODICALS

1. Classes of periodicals are defined as follows:
 - a. Class I. Those having a total annual cost of \$20,000 or more.
 - b. Class II. Those having a total annual cost of less than \$20,000 but more than \$5,000.
 - c. Class III. Those having a total annual cost of \$5,000 or less.

NOTE: In determining the appropriate class of each periodical, the total annual cost shall include all editorial, administrative, printing, distribution, postal, and other costs incurred in publishing the periodical as described in Part II of DD Form 1909, Costs Data and Specifications of DoD Periodicals and Request for Approval. (DD Forms 1909 and 2291 are available from the CMC (ARDE).)

2. Each periodical will be classified within one of the following categories and that category will be entered on DD Form 1909 under "Control Data."

Administration	Finance	Military Operation
Chaplains	Food Service	Military Personnel Affairs
Civil Preparedness	Historical	Procurment
Civilian Personnel Affairs	Intelligence, Security	Recruiting
Club/Mess	Legal Affairs	Research and Development
Communication	Logistics and Supply	Reserve Affairs
Conservation	Maintenance	ROTC
Data Processing	MARS	Safety
Education	Medical	Special Services
Engineering	Meteorology	Troop Public Information
Family Service	Military Aviation	

2502. ARMED FORCES (AF) NEWSPAPERS

1. Authorization. The Marine Corps Manual authorizes commanders to publish AF newspapers (also known as base, station, or unit newspaper).

2. Standards and Specifications

a. Printing. Newspapers shall be printed per regulations contained in MCO 5600.47.

b. Procedures and Editorial Policy. Commanders shall ensure that the contents of their newspapers conform to generally accepted standards of good taste and are in accordance with policies of the CMC. Newspapers shall operate under the general supervision of the CMC (PA).

c. Masthead. In addition to listing the names of local staff members, the following shall be included within the masthead of an AF newspaper:

(1) The name of the commander, officer in charge, or the head of the activity.

(2) A statement certifying compliance with the publications and printing regulations of the Navy and Marine Corps.

(3) Frequency of issue (daily, weekly, monthly).

(4) Source of funds appropriated or nonappropriated. If 100 percent nonappropriated funds are used, a statement that the newspaper is published at no cost to the Government shall be inserted.

(5) A disclaimer to the effect that views and opinions expressed are not necessarily those of the DoD and that the newspaper is for informational purposes only and in no way shall be considered directive in nature.

3. Restrictions

a. One newspaper shall normally serve an entire base, camp, post, station, or facility, regardless of the number of major commands located there. Requests for exceptions to this policy will be submitted to the CMC (PA) with full justification.

b. AF newspapers shall be printed in the minimum quantities necessary to support the target audience.

c. Spot color (second color) may be used to highlight important features or emphasize pictures or diagrams. Its use shall be controlled so that the aggregate total of pages containing spot color in any consecutive 12-month period does not exceed a number equal to the total pages in three regular editions. For example, a weekly newspaper that regularly contains eight pages per edition would be limited to 24 instances of spot color usage per year.

d. The source of printing shall not appear in an AF newspaper.

e. AF newspapers will not contain material in the following categories:

(1) Articles that imply endorsement of a commercial product, commodity, or service.

(2) Articles, editorials, polls, surveys, or straw votes pertaining to political campaigns or political candidates. This restriction shall not be construed to include information covering the Absentee Voting Assistance Program, or articles covering polls authorized by commands on matters of local interest; e.g., command Christmas decorations contest, etc.

(3) Advertisements by private individuals, companies, or corporations. This restriction does not include noncommercial classified ads containing items of personal property, real property, or services offered by and for personnel within the command or installation, provided that such ads represent incidental exchanges between such personnel and are not sustained business operations.

4. Funding. Costs of AF newspapers must be paid with appropriated funds.

2503. CIVILIAN ENTERPRISE PUBLICATIONS

1. Civilian enterprise (CE) publications result from contracts between Marine Corps commands and commercial publishers. These publications include newspapers that serve major commands or installations, including groups of commands/installations located within close proximity. CE newspapers contain advertisements sold by the publisher to cover costs and secure profits. In addition to newspapers, CE publications include:

a. Supplements. Comic strips, cartoons, and special features produced by the Armed Forces Press Service or produced by military personnel (on a no-cost basis) are allowed. Funded or CE command or installation newspapers normally shall not be authorized the use of commercial news and opinion sources. The use of such sources is beyond the scope of the mission of command or installation newspaper and puts them in direct competition with commercial newspapers. The use of such sources may be authorized for a specific AF or CE newspaper by the cognizant DoD component only when other sources of national and international news and opinion are not available.

b. Guide or Directory. A publication devoted to a specific Marine Corps installation/command which provides historical data and general information, such as availability of services aboard the installation and in the surrounding community. Advertisements (including classified ads) also may appear in this type of CE publication.

c. Special Audience Publication. A publication designed to serve a specific audience whose size and characteristics create a need for information covering a general subject area and make the publication economically feasible. (Example: A mission, installation, and service pocket guide for

students at a military school. Such a guide may contain advertisements for businesses in the local community whose services transient personnel would likely use.)

d. Installation Map. A publication designed for orienting new arrivals and/or to guide visitors.

2. Policy

a. Marine Corps personnel on active duty, or civilian employees of the Armed Forces, may not be assigned duty on the premises of a civilian enterprise publisher. This should not be interpreted as prohibiting distribution of news releases through normal public information channels to civilian enterprise publications; nor does the regulation prohibit the names of military or civilian personnel from appearing as by-lines to stories, articles; etc., in CE publications. Pre-publication visits to the printing plant to inspect/proofread copy and layout are also permitted.

b. News and information made available to a CE publication should also be provided to any legitimate publication upon request.

c. Government funds shall not be used to pay the cost of publishing CE publications. This proscription shall not apply to the mandatory distribution requirements in paragraph 2514.6, below. Official indicia may also be used for mailing CE publications to Marine Corps public affairs officers and to deployed units of major FMF commands which are normally served by such publications at their home base.

d. AF newspapers will not be distributed as supplementary inserts to CE publications.

e. CE publications will not carry advertisements which imply bias or discrimination against or for persons because of race, religion, national origin, age, or sex. If this proscription is violated, commanders shall discontinue distribution of the perpetrating publication(s) within their commands/installations or take other action deemed appropriate.

f. Although a commander entering into a contract with a civilian enterprise publisher provides articles, photographs, and other material for inclusion in the publication, the actual operations of the newspaper or other publication fall under private control.

g. Commanders shall prohibit distribution within their commands/installations of CE publications that they deem to contain material and/or advertisements which are unlawful or prejudicial to good order or discipline, or considered to be in poor taste.

h. Commanders will review CE publications for items that may be misleading or inappropriate. The primary criterion or question which must be met or answered affirmatively in this area is: Does the item or advertisement appear to be in the best interests of the Marine Corps?

i. An unequivocal statement will appear in each issue that the publication has no official connection with the DoD or the Marine Corps. Further, references to the DoD or any military service shall not be used in a manner that would imply official sanction. This restriction also applies to military seals, insignia, or emblems.

3. Selection. Care should be exercised in the selection of a company to print and distribute a CE publication to Marines within a particular command/installation. A selection process must be planned in advance, ensuring that fair and equal opportunity to bid is afforded all responsible potential publishers. Proposals inviting such bids shall specify, within the guidelines

contained in this section; the categories of news, comics, features, and factual information to appear in the publication. A commander should base each selection on the best obtainable offer, price per copy (if any) and other relevant factors.

4. Written Terms and Conditions. Before agreeing to accept any CE publication for distribution, the cognizant commander shall notify the publisher in writing of the terms and conditions which must be met. The criteria previously discussed and the following specific points (more frequently applicable to area guides and directories) constitute these terms and conditions.

a. The inclusion of telephone numbers, addresses, charts or listings of personnel or organizations in CE publications is prohibited. At the discretion of the cognizant commander, emergency and service telephone numbers; e.g., military police, hospital, base library, etc. may be listed.

b. Verbal or written solicitations for advertisements in CE publications will be accompanied by clear reiterations concerning the unofficial nature of this category of publications.

c. The publisher's name will be printed prominently just before the disclaimer on the front page or cover of area guides or directories. Each issue will show the words "Guide" or "Directory" on the front page or cover, preceded by the word "Unofficial" in type at least as large as the succeeding word.

d. The publisher's name, business address, and telephone number shall be shown plainly on the first inside page.

e. Neither the name of the military installation nor a military post office address will be included in the publisher's letterhead or mailing address.

f. The following statement will appear on the front page or cover of each CE publication distributed on a Marine Corps installation. The type shall be legible and at least 10-point in size:

Published by (name of publishing company), a private firm in no way connected with the Department of Navy or the U.S. Marine Corps. Opinions expressed by the publishers and writers herein are their own and are not to be considered an official expression by the Department of the Navy or the U.S. Marine Corps. The appearance of advertisements in this publication, including inserts, does not constitute endorsement by the Department of the Navy or the U.S. Marine Corps of the firms, products, or services advertised.

g. CE publications will prominently print the following statement in each issue:

Everything advertised in this publication must be made available for purchase, use, or patronage without regard to race, color, national origin, age, or sex of the purchaser, user, or patron. A confirmed violation or rejection of this policy of equal opportunity by an advertiser will result in the refusal to print advertising from that source.

5. Contracts for CE Publications

a. Once selected, the publisher and commander shall enter into a written contract for a period not to exceed 2 years. As a result of decisions from the Joint Committee on Printing, American Forces Information Service prohibits any profit sharing arrangements.

b. Two copies of each new contract and renewal, and such change/ amendment will be provided to the CMC (ARD) and CMC (PAM).

6. Newspapers Mandatory Distribution. Copies of each issue of Marine Corps funded base and CE newspapers shall be provided to the following:

a. Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775, as follows: CMC (PAM) (1 copy), CMC (ARD) (1 copy), CMC (HD) (2 copies), CMC (MWM) (2 copies), and CMC (MPC) (1 copy if intended readership contains Government civilian employees).

b. American Forces Press Service (AFPS), Plaza West Building, room 210, 1735 N. Lynn Street, Arlington, VA 22209 (1 copy).

2504. HOLIDAY GREETINGS. In order to assist in maintaining a close relationship between cognizant officials and the personnel to whom periodicals are distributed, periodicals may contain greetings from appropriate officials at Christmas and other holiday seasons. In addition, the holiday issues of the periodicals may contain decorative artwork indicative of the holiday spirit, provided that no additional color ink is used.

2505. COMMERCIAL-TYPE BOOKS, PERIODICALS, AND NEWSPAPERS

1. HQMC-Selected Publications. Available contracts for HQMC-selected magazines; i.e., The Marine Corps Gazette and Leatherneck, has been determined by CMC (MW) to be mission essential. Identification, cost data, and instructions are published annually as a Marine Corps directive in the 5604 series.

2. Local Procurement. The local procurement of magazines and subscriptions to newspapers not listed in the above-referenced contracts, and the local procurement of legal, technical and reference books, guides, tariffs, and other periodicals required in the mission of the activity, for other than general library purposes, is authorized within available allotted funds.

CHAPTER 2

GENERAL REGULATIONS

SECTION 6: FUNDING, PROCUREMENT, DISTRIBUTION, AND RECORDS CONTROL

2600. FUNDING FOR SERVICES AND MATERIALS. Field commanders shall include in budget forecasts their funding requirements for supplies and materials needed for activity production of printed or duplicated matter, and/or for procurement of printing services and publications required in the mission of their activities.

2601. RECEIPTS, ISSUES, AND RECORDS CONTROL

1. Publications Issued and Distributed at the Direction of HQMC. With the exception of the Marine Corps publications stock point and unless specifically directed otherwise; receiving (using) activities shall not take up or account for directives, publications, and personnel procurement publicity materials on their unit property account records.

2. Activity Produced and-or Procured Publications. When appropriate, locally produced and/or procured publications will be identified per the Marine Corps Manual, paragraph 2202; i.e., controlled in the activity directives system. Such publications will not be taken up or accounted for on the unit property account records maintained under supply system procedures.

3. Procurement Documents. Across-the-counter purchase requisitions and/or contract documents substantiating local procurement of publications will be vouchered to the unit property account "FOR RECORD PURPOSES ONLY" in accordance with supply system procedures. The file copy of the voucher will be supported by a copy of the document effecting issue to the local using or control office with no further receipt records being required or maintained.

2602. DISTRIBUTION OF MARINE CORPS PUBLICATIONS

1. HQMC Distribution. All directives, manual-type and pamphlet-type publications, and recruiting publicity manuals procured, stocked, and distributed through the Marine Corps Publications Distribution System (MCPDS) at the direction of CMC (ARD), are issued without charge against the allotted funds of the receiving Marine Corps activities.

2. Sale of Marine Corps Publications. Unclassified Marine Corps publications not available by sale through the Superintendent of Documents or the National Technical Information Service will be sold per Marine Corps directives in the 5000 series which implement the Freedom of Information Act.

3. Free Distribution of Publications

a. Regulations issued by JCP provide that no individual connected with the Government shall furnish any publication for free distribution to any private individual or private organization, in lots to exceed 50 copies unless the cost is less than \$100, without prior approval of JCP. This includes the free distribution in bulk of any material to private individuals or organizations for redistribution to names on their mailing lists. JCP approval is not required when facilities other than Government make distribution to departments.

b. Official Use and Free Distribution of Periodicals. The OMB must approve issuing copies of periodicals for official use and free distribution to offices and officers of the Government and others "as necessary to the transaction of public business

transactions of public business required by law." The command may print, in addition to those above, no more than 10 percent (not to exceed 2,000) of the total quantity printed "free distribution" for exchanges, courtesy copies, and similar purposes between Government agencies.

c. Distribution to the General Public. Unclassified publications are considered to be in the public domain, and as such, shall be made available to the public according to the public law and the provisions of this Manual. This provision is not applicable to domestic or foreign governments, agencies, or their representatives. The cost of furnishing copies of official Marine Corps publications not intended for distribution to the public must be self-sustaining to the maximum possible extent. Accordingly, requests from the public for Marine Corps departmental publications will be directed to the CMC (ARD).

d. The CMC further provides that no individual in the Marine Corps or personnel employed by the Marine Corps shall furnish free copies or distribution of publications without prior approval of the commander exercising command control over such stocks of "in use" publications and as noted in paragraph 2602.3b, above. The latter does not preclude the following:

(1) The distribution of journals, magazines, newspapers, and other periodicals with the intended and authorized distributions.

(2) The furnishing of publications for use as manuscript copies in the production and procurement of printing or as guides in the production or procurement of services and materials by responsible personnel.

(3) The distribution of personnel procurement advertising material through official channels.

(4) Distribution and issue of any printed matter per official allowances, distribution lists, agreements in force, joint regulations, and/or instructions issued by proper authority exercising control over such matters.

e. Publications distributed by or at the direction of the CMC shall not be issued or otherwise furnished to individuals for permanent retention without specific authorization of the CMC (ARD).

2603. SUPERINTENDENT OF DOCUMENTS

1. The Superintendent of Documents sells various publications to governmental agencies and the general public under laws other than those regulating printing. In this regard, it has been determined that Marine Corps activities can be authorized "deposit accounts" pursuant to 31 U.S.C. 686 for procuring publications from the Superintendent of Documents. Marine Corps activities shall ensure that DoD publications are requested from the appropriate military service/agency per MCO 5215.16 or other applicable directives even though they are stocked for sale by the Superintendent of Documents.

2. Procedure

a. New Accounts. A "deposit account" may be established with the Superintendent of Documents in an amount not less than \$50 by issuing an Order for Supplies or Services (DD Form 1155 citing the activity O&MMC, or O&MMCR OPBUD, or OPTAR authorization and indicating in block 19 "to establish a deposit account). The original and two copies of the completed DD Form 1155 are then sent to the local disbursing officer for preparation of a check which, along with a copy of DD Form 1155, is to be forwarded to the Superintendent of Documents. The Superintendent of Documents will, upon receipt, assign an account number and furnish a supply

receipt, assign an account number and furnish a supply of order forms to the ordering activity. Publications may then be obtained by processing an order form directly to the Superintendent of Documents. Monthly statements will be furnished provided there is activity on the account during the month, or if the account is overdrawn.

b. Replenishment of Account. Accounts may be replenished by repeating the basic cycle (paragraph 2603.2a, above). Block 19 of [DD Form 1155](#) should contain the current statement "to replenish deposit account," and cite the account number.

c. Limited Requirements. In some cases, establishment of a "deposit account" is not feasible because of one-time, limited cost (less than \$50 annually) requirements. In such circumstances, publications requests should be submitted to the CMC (ARD) by letter citing the title, quantity required, and total cost of the order. Action will be taken to provide the material to the requester without reimbursement by the activity.

3. Receipt of Shipment. Upon receipt of the requisitioned material, the unit supply officer will complete the receiving portion of a [DD Form 1155](#) as a voucher to the unit property account "FOR RECORD PURPOSES ONLY."

2604. HOMC PRINTING SUPPORT. With the exception of those publications available only from the Superintendent of Documents, Marine Corps field activities will not negotiate or order the printing of any-matter directly from GPO. If unable to obtain the required printing from the local DAPSDO, commercial, or other sources referenced in this Manual, the requirements, including all specifications, will be forwarded to the CMC (ARD) supported by complete data in letter form as follows:

a. Justification and intended use (whether one-time application or a continuing requirement is planned).

b. Certification of legality and necessity (refer to paragraph 2200.1); and where appropriate, certification of specification requirements which exceed the restrictions and standards of this Manual.

c. Quantity required.

d. Documentation that the estimated production costs (dollar value) have been obligated against activity allotted funds, citing appropriate appropriation accounting data.

2605. COMMERCIAL SOURCES

1. Paragraph 2503 contains instructions regarding established annual contracts for certain commercial-type newspapers, magazines, and other periodicals selected and considered appropriate by the CMC for general distribution and use within the Marine Corps. It also authorizes the local procurement of other newspapers, magazines, technical books, and periodicals required for administrative use or of a technical and professional nature which will further educate and benefit personnel of the activity in performance of their duties.

2. The requisitioning/contracting of printing services and/or procurement of publications from commercial sources shall comply with this Manual, and appropriate instructions contained in the Navy Comptroller Manual and Marine Corps supply system procedural manuals and directives regarding the procurement of supplies and services from commercial sources.

a. Such purchases will be charged to local allotment under applicable appropriations and to the appropriate expenditure accounts for maintenance, operations, or services of the activity concerned. Procurement orders will contain instructions that invoices (billing) should be addressed to the activity concerned for payment by the disbursing officer.

b. Payment of Subscriptions in Advance. Subscriptions to newspapers, magazines, and other periodicals for official use may be made for 1 year or more. Such subscriptions will be charged under an appropriation current when the order for subscription is placed, notwithstanding that deliveries of the periodicals may be made in succeeding fiscal year or years. Payments will not be made in advance for subscriptions exceeding 1 year except when it is advantageous for the purpose of economy or other reasons to subscribe for longer periods or when it is impossible to obtain subscriptions for a single year.

2606. DEFENSE AUTOMATED PRINTING SERVICE (DAPS)

1. Requisitions for printing and other services to be performed by a DAPSDO (refer to appendix A), and reimbursement shall comply with appropriate SECNAV and NAVPUB instructions and/or directives issued by the service facility.

2. Funds available to the activity will be obligated on such requisitions, and reimbursement will be effected by the disbursing officer of the activity concerned.

2607. OTHER GOVERNMENT DEPARTMENTS

1. Printing Service. When such services are available and appropriate for use, printing requests will be prepared following instructions issued by the department and/or facility concerned.

2. Publications. The procurement and use of publications published by other military and Government agencies shall comply with instructions contained in paragraph 2603 and chapter 3 of this Manual.

2608. REIMBURSEMENT/PAYMENT. Government Departments (Other than Military). Reimbursement will be effected by the local disbursing officer per the Navy Comptroller Manual, Volume 4, chapter 6 and Marine Corps supply system procedural instructions, as appropriate.

2609. PRINTING REQUIREMENTS RESULTING FROM CONTRACTS AND/OR GRANTS FOR EQUIPMENT AND SERVICES

1. It is not intended that contractors/grantees shall become prime sources of printing for departments or agencies. Therefore, the inclusion of printing, as defined in this Manual, within contracts/grants for the manufacture and/or operation of equipment and for services such as architectural, engineering, and research is prohibited unless authorized by JCP. This Manual does not preclude the procurement of writing, editing, preparation of manuscript copy, or preparation of related illustrative material; the duplicating of such material within the production limits cited in paragraph 1216.1 of this Manual; or printing required by contractors for their own use in responding to the terms of their contract; or the procurement of publications produced by commercial suppliers and regularly carried as "off the shelf" items for commercial sale or use.

2. Requests for authorization to procure printing resulting from contracts for equipment and services and/or grants, together with supporting justification, shall be forwarded via official channels to the CMC (ARD). Specifications shall comply with this Manual. Reports on costs and samples of work shall be submitted when and as required by the CMC (ARD).

2610. CONTRACTS FOR PREPARATION OF ARTWORK, MANUSCRIPTS, AND FOR ADVERTISING AGENCY SERVICES. Publications and printing shall not be procured as part of contracts for advertising agency services, for the preparation of artwork, or for the writing, editing, or preparation of manuscripts. This provision shall not preclude the procurement of a small initial quantity of draft publications necessary for review prior to final preparation.

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CHAPTER 3

PUBLICATIONS MANAGEMENT

SECTION 1: PUBLICATIONS IN USE BY THE MARINE CORPS

3100. SCOPE AND APPLICATION

1. This section describes the various publications programs at HQMC and the command elements. Publications used by the Marine Corps emanating from other sources are also discussed. An explanation is provided concerning the indexes of these publications to assist in acquiring the publications.

2. The term "publications" applies to manual-type and letter-type directives, books, pamphlets, manuals, printed personnel procurement aids, and graphic training aid charts and posters.

3101. MARINE CORPS PUBLICATIONS PROGRAMS. Marine Corps publications are in the following programs and categories:

1. Marine Corps Directives Program. This is the primary directives management program within the Marine Corps. All orders, bulletins, manuals, and certain joint publications are issued in this program unless another program is prescribed or specifically authorized by the CMC. Detailed regulatory instructions are contained in MCO P5215.1.

2. The Marine Corps Technical Publications Program. The technical publications program is designed to support items of equipment by providing instructions for their maintenance, modification, operation, and supply. Each technical publication is numbered in a manner that identifies it with a specific item, group, or class of equipment or by subject. Detailed instructions regarding identification, applicability, and use of these publications are contained in MCO P5215.17. All technical publications are under the central management of the Commander (PSD), Marine Corps Systems Command, 2033 Barnett Avenue, Suite 315, Quantico, VA 22134-5010 per MCO P5215.17.

3. Marine Corps Administrative, Organizational Training Publications. These are instructions and information regarding policies, administrative organization, doctrine, tactics, techniques, and procedures in publications such as user manuals, FMFM's and FMFRP's. They also provide instruction and reference material relative to military training and operations.

4. Marine Corps Tables of Organization and Tables of Equipment. These tables prescribe the personnel allowances, organizational structure, and equipment allowances of a specific organization or type of organization. Each table is numbered to identify the command to which it pertains.

5. Marine Corps Departmental "NAVMC" Publications. NAVMC publications pertain to training, career planning, and other areas determined by the publication sponsor. Formats of these publications may be in the form of manuals, pamphlets, posters, or charts. (Forms issued under a NAVMC number are controlled by the CMC (ARAE.)) NAVMC publications may contain instructions which are directive in nature but may not establish policy.

6. Information Resources Management (IRM) Standards and Guidelines. These publications disseminate technical standards, procedures, and guidelines relating to management of IRM activities. Publications in this category cover all aspects of managing information resources and include such topics as requirements determination, software development, configuration management, automated information system planning, and data processing installation management. Detailed regulatory instructions are contained in MCO 5271.1.

7. Marine Corps Formal Schools Publications

a. Marine Corps formal schools are defined as those schools established and managed per MCO 1500.42.

b. For the purpose of correlating instructions in common subject matter, direct exchange of manuals, texts, lesson plans, lectures, and information between Marine Corps formal schools is authorized and encouraged. A similar exchange by Marine Corps formal schools with those of the other military services or activities within DoD is also authorized.

c. Marine Corps commands and activities may request nominal quantities of instructional material and publications directly from Marine Corps formal schools. Testing materials will be provided at the discretion of the formal school commander. When the requested support cannot be provided, requests may be referred to local or supporting training and audiovisual support centers for resolution.

d. Marine Corps officers serving in an instructional or staff capacity at joint schools or formal schools and courses of other military services and activities within DoD may also request nominal quantities of instructional material and assistance directly from commanders of Marine Corps formal schools. The provisions of paragraph 3101.7c, above, apply in processing these requests.

e. Requests from major commands and activities of other military services for materials may be approved by commanders of Marine Corps formal schools. Questionable cases should be referred to the Commanding General, Marine Corps Combat Development Command (CG MCCDC (C 46)), Training and Education Division, 2013 Barnett Avenue, Quantico, VA 22134-5050 for resolution.

f. Requests for Marine Corps formal schools materials from other than the activities or individuals specified in the foregoing subparagraphs require approval of the CG (C 46) MCCDC.

g. Commanders of formal schools listed in NAVMC 2771, Marine Corps Formal Schools Catalog, may order publications directly from the stock point.

8. Foreign Military Sales. This publications program is in support of the Foreign Military Sales Act (FMSA) and is administered by the COMMARCORSYSCOM (PSL-LA). As program manager, the COMMARCORSYSCOM (PSL-LA) exclusively coordinates with the publications stock point for release of certain technical, doctrinal, operational, and other categories of Marine Corps publications to foreign instrumentalities per the terms of the FMSA.

9. Regular and Reserve Personnel Procurement Advertising Materials Program

a. Regular. Personnel procurement advertising items, (commonly called recruiter support materials within the Marine Corps recruiting service), consist of various collateral pieces such as booklets, folders, bumper stickers, and posters. These items are designed to increase the general public's awareness of the Marine Corps and assist recruiters in attaining their mission.

(1) Quantity Requirements. Quantity requirements are determined by an annual survey in which a portion of the CMC (MRM) annual printing budget is allocated to recruiter support materials. Each recruiting station and officer selection office receives a budget and a "shopping list" with approximate cost for the next fiscal year.

(2) Distribution. Distribution is limited to each recruiting station and officer selection office within the recruiting service. Materials are usually distributed on a

usually distributed on a semiannual basis. Exceptions are time sensitive items such as calendars. Recruiter support materials do not contain PCN or NAVMC numbers and are not available through the stock point.

b. Reserve. The Reserve recruiting mission is split between prior service and non-prior service accession requirements. The Marine Corps Reserve Support Command (MCRSC), Overland Park, KS, is charged with prior service recruiting while non-prior service recruiting is supported by the CMC (MRM). Both CMC (MRM) and MCRSC produce Reserve recruitment advertising materials designed to inform the general public about the mission of the Marine Corps Reserve and to support the overall Marine Corps recruitment mission. These materials are not assigned PCN or NAVMC numbers and are not issued through or stocked at the stock point. Distribution is made directly to recruiting stations per their annual orders.

c. Regular Establishment. Primary support to commanding generals of the Regular Establishment is provided through career planners. Materials in the NAVMC program (paragraph 3101.5) are force-fed to career planners on a regular basis. Requests for additional quantities may be made in writing to the CMC (MRM).

3102. OTHER MILITARY SERVICE PUBLICATIONS. The Marine Corps shares with the other military services common interest in many subjects. Much of the equipment in use by the Marine Corps is used by the other services as well. In many instances, publications containing information relating to subjects and equipment applicable to the Marine Corps have been printed by another service. Similarly, the Marine Corps originates publications often applicable to the other services. In the interests of economy, facilitating common objectives and expediting support to the field, publications with interservice applicability may be developed by one military service and distributed to multiple services. A publication sponsored by two or more military services is referred to as a "joint document." Joint documents are defined and discussed in paragraph 3107 of this Manual.

3103. DEFENSE LOGISTICS AGENCY PUBLICATIONS

1. Defense Logistics Agency (DLA) publications used by the Marine Corps include:

a. Policy Issuances. Issuances which enunciate operating policies, assign responsibilities, or prescribe procedures which regulate or place requirements upon the military departments; i.e., DLA regulations and circulars.

b. Procedural Issuances. Issuances which further implement DLA operating policies and procedures previously coordinated with the military departments. These are field publications of which many are currently issued through various media and included in the Marine Corps technical publications program.

c. Information Issuances. Issuances supporting routine operations (such as catalog-type and information publications) nonregulatory in content.

d. Emergency Issuances. Issuances which are of an emergency nature and urgently required for the protection of life, property, or material.

2. Application and Identification

a. Publications selected for implementation at the military department (HQMC) level are identifiable by the DLA identification symbol only. Applicability to the Headquarters is determined by the staffing process to cognizant staff agencies.

b. Publications applicable to Marine Corps field activities may be assigned Marine Corps identification symbols in addition to those assigned by DLA. Distribution of these publications to field commands is initiated by HQMC.

3104. DEFENSE STANDARDIZATION PROGRAM PUBLICATIONS. The Defense Standardization Program is established by law (10 U.S.C. 145) and implemented by DoD directives. The Office of the Assistant Secretary of Defense (Production and Logistics) is responsible for DoD-wide guidance and administration of the program. Work under this program is accomplished within the scope of policies and procedures promulgated in DoD 4120.3-M, Defense Standardization Manual.

1. DoD 4120.3-M, Defense Standardization Manual, pertains to standardization of materials, components, equipments, processes, and engineering practices essential to research, design, procurement, manufacture, production, inspection, documentation, and preparation for the delivery of military items of supply.

2. Standardization decisions are promulgated as specifications, standards, and handbooks. These documents are published and maintained by preparing activities in DoD and other Federal agencies. All unclassified documents approved for use within DoD are listed in the DoD Index of Specifications and Standards published under the authority of the Office of the Assistant Secretary of Defense (Production and Logistics) by the Naval Publications and Forms Center (NPFC), Philadelphia, PA.

3. Coordinated Federal and military specifications, standards, and handbooks are mandatory for use in the design and procurement of the items, materials, processes, or services which they cover. Requests for such publications will be submitted per instructions published in NAVSUP PUB 2002D directly to the Commanding Officer, Code 101 COG 1 Support Branch, Aviation Supply Office, 5801 Tabor Avenue, Philadelphia, PA 19120-5099.

3105. DEPARTMENT OF DEFENSE (DOD) PUBLICATIONS. Applicability of DoD publications to Navy and Marine Corps activities is promulgated in Department of the Navy (DON) and/or Marine Corps implementing directives, as appropriate. The DoD publications applicable to the Marine Corps are indexed, stocked, and distributed by the Marine Corps; however, DoD directives are not distributed to field commands and are not stocked by the Marine Corps.

3106. DEFENSE MAPPING AGENCY (DMA) CATALOGS. The DMA Catalog of maps, charts, and related products is organized into seven parts:

1. Aerospace products.
2. Hydrographic products.
3. Topographic products.
4. Target material products.
5. Submarine navigational products.
6. General purpose products.
7. Digital data products.

These catalogs may be requested by writing to: Director, Defense Mapping Agency Combat Support Center (ATTN: PMSR), 6001 MacArthur Boulevard, Bethesda, MD 20816-5001.

3107. JOINT DEPARTMENTAL PUBLICATIONS (JDP) AND MULTI-SERVICE DOCUMENTS.

Joint departmental publications are directives, regulations, and other publications issued in a single version by two or more Government departments or military services. JDP's are issued on occasions when a requirement for interdepartmental uniformity necessitates identical language, form, or timing. Only publications approved and promulgated by the Joint Chiefs of Staff are referred to as "joint publications." Publications involving two or more services that have not been reviewed and approved by the Joint Chiefs of Staff shall be referred to as "multi-service" and shall identify the participating services (e.g., Army and Air Force doctrine or Army, Navy and Air Force procedures.) (See MCO 5215 series for more details.)

1. The CMC (ARD) is responsible for coordinating with the "lead" agency for authentication and identification of multi-service or JDP's in which the Marine Corps participates.
2. When the Marine Corps has been designated as the lead agency or service, it is responsible for determining whether the joint document is required, by law or otherwise, to be printed in the Federal Register. The CMC (JA) is responsible for overseeing Marine Corps compliance in this matter and the CMC (ARAD) is responsible for implementing the publication when required. If publishing in the Federal Register is required, the document will be prepared according to the Regulations, Administrative Committee of the Federal Register, 1CFR 1.0-40.15, 24 F. R. 2343.

3108. NAVY PUBLICATIONS1. Navy publications used by the Marine Corps

- a. Those distributed directly to Marine Corps activities by the respective components of the Navy Department shown in U.S. Navy Regulations as having management control or technical direction authority.
- b. Those stocked, distributed, and issued through the Marine Corps Publications Distribution System for direct distribution to lower echelons.
- c. Those publications not stocked by the Marine Corps stock point that are distributed directly to the requesting staff agency or field command by CMC (ARD); e.g., NAVCOMPTMAN.

2. Navy Directives

- a. MCO 5215.12 provides instructions concerning distribution, file maintenance, and requisitioning Navy directives. NAVSUP PUB 2002D, Unabridged Navy Index of Publications and Forms, lists directives and stock numbers to facilitate requisitioning from the Commanding Officer, Aviation Supply Office (ASO), 101 COG 1 Support Branch, 5801 Tabor Avenue, Philadelphia, PA 19120-5099. For assistance, contact ASO Customer Research Desk, DSN: 442-2626/2997 or commercial (215) 697-2626/2997. Some Navy directives are listed in NAVMC 2761.
- b. Indexes and checklists in which Navy directives are listed are:
 - (1) NAVPUBINST 5215.1, Consolidated Subject Index.
 - (2) NAVPUBINST 5215.3, Department of the Navy Directives Issuance System Consolidated Checklist.

3. Naval Air Systems Command Publications

- a. These publications are related to training and operation and maintenance of aircraft and related equipment. OPNAVINST 4790.2 provides information about these publications.

b. Initial issue of these publications is made by the Commanding Officer, Aircraft Intermediate Maintenance Support Office, Patuxent River, MD 20660-5106, NAVAIR 00-500 A, Naval Aeronautic Publication Index contains procedures for including aviation activities on distribution. Requisitioning instructions are included in NAVSUP PUB 2002D, Unabridged Navy Index of Publications and Forms.

4. Communications Security Material System (CMS) Publications. Certain publications requiring special control measures are distributed within the Department of the Navy (DON) through the Communications Security Material System (CMS) by the Communications Security Material Issuing Offices (CMIO's) at the direction of the Director, Communications Security Material System (DCMS). Distribution of publications requiring special control measures is restricted to commands/units with active CMS accounts. The categories of CMS publications are:

a. CMS 4, Communications Security Material System (CMS) Manual, provides regulations and guidance for establishing and administering DON CMS accounts; including receipting, issuing, accounting, handling, safeguarding, and destroying material.

b. CPS 1, Cryptographic Security Policy and Procedures, provides DON implemented policies and procedures for applying cryptographic and physical measures to CMS material.

c. CSPM-3, COMSEC Publication Memorandum for Status and Disposition, provides status information on communications security (COMSEC) keying material and equipment related publications in the DON CMS system. Issue of the CSPM-3 is restricted to commands/units with active CMS accounts.

5. Special Categories

a. Department Intelligence Publications. These nonregistered publications are stocked by various sources. A secret publication, NIC-2600A-001A, Naval Intelligence Products Register (NIPR), contains a listing of publications, procurement instructions, and information on establishing and changing basic allowance lists. Correspondence requesting the NIPR should be submitted to the Commander (NIC-102), Naval Intelligence Command, 4600 Silver Hill Road, Washington, DC 20389-5000.

b. COMTAC/Naval Warfare Publications are nonregistered publications of the Navy Tactical Doctrine publications series and the communications publications series stocked in the Navy supply system. These publications provide doctrine, tactics, techniques, and procedures for naval operations. They also describe the administrative organization of many of the units which participate in such operations. Some COMTAC publications are essential for units participating or training in amphibious operations. Copies are available in hard copy and microfiche. To establish a COMTAC publications allowance and request additions, increases, and deletions of copies on distribution, or changes in format (microfiche or hard copy), Marine Corps commands will submit their requests to: Director (Code 13), Navy Tactical Support Activity, Washington Navy Yard, 901 M Street S.E., Washington, DC 20374-5079 via the appropriate chain of command. The Tactical Doctrine publications series consists of Naval Warfare (NWP), Naval Warfare Information (NWIP), Fleet Exercise (FXP), Allied Exercise (AXP), Allied Tactical (ATP) publications, and the NATO Glossary of Military Terms (AAP-6A). The communication publications series consists of Allied Communication (ACP), Joint Army-Navy-Air Force (JANAP) and Naval Telecommunications Procedures (NTP) publications. General information is contained in OPNAV directives (5600-5605 series). Indexes and distribution and requisition procedures are published in OPNAVINST 5605.19 for the operating forces and OPNAVINST 5605.20 for shore activities as well as NAVSUP PUB 2002D. Some JCS sponsored COMTAC/NWP publications listed in

COMTAC/NWP publications listed in OPNAVINST 5605.19 and OPNAVINST 5605.20 are stocked by the Marine Corps and should be ordered from the appropriate stock point.

c. Special Weapons Ordnance Publication (SWOP) Series. SWOP is the Department of the Navy designation for a joint special weapons publications series with applicability to the Marine Corps. General information on this series is contained in a classified index SWOP 0-1, Numerical Index to Joint Nuclear Weapons Publications (Including Related Publications) (Navy Supplement). This index provides information on establishing accounts. To receive copies of publications in the SWOP series including the index, the request should be submitted via the appropriate chain of command to CMC (ASL-30) for aircraft units and CG (C 42) MCCDC for ground units.

d. Joint Munitions Effectiveness Manuals (JMEM's). JMEM's is a series of joint publications concerning nonnuclear munitions and related subjects. Within the Marine Corps, these manuals are identified as Fleet Marine Force Manuals (FMFM's) and Fleet Marine Force Reference Publications (FMFRP's). The FMFM 4-7 series on nonnuclear surface-to-surface and surface-to-air munitions and the FMFM 5-2 series on air-to-surface munitions provide weapons effectiveness and selection criteria, target vulnerability, weapon characteristics, and delivery accuracy and reliability. The Joint Technical Coordinating Group for Munitions Effectiveness (JTTCG/ME) publishes specialized technical handbooks amplifying JMEM's with special interest information and training material for schools. MCO 5600.43 gives directions concerning these publications. Requirements for specific JTTCG/ME publications should be submitted on the forms found in the Joint Service Index of Specialized Technical Handbooks (61JTTCG/ME 1-2), Part VI, directly to the JTTCG/ME Publications Manager, OC-ALC/TILUB, 7851 2nd Street, Suite 204, Tinker AFB, OK 73145-9147. Changes and revisions to publications are distributed once requirements are established. Subsequent to initial distribution, Marine Corps field requests for additional copies or deletion of distribution of individual manuals should be submitted to the same address.

3109. ARMY PUBLICATIONS

1. Army publications used by the Marine Corps:

a. Those distributed, stocked, and issued through the Marine Corps publications distribution system.

b. Those distributed through the Marine Corps publications distribution system on a one-time basis but not stocked by the Marine Corps.

2. Modification of Army Publications. Army publications may be modified by the Marine Corps as required. Army publications do not supersede Marine Corps policy or instructions in Marine Corps publications. Requests for Army publications and DA forms nonstocked at MCLB Albany must be submitted to the CMC (ARD).

3. Field Manuals (FM's) and Training Circulars (TC's). FM's and TC's contain military doctrine, tactics, techniques, and procedures as well as instructional, informational, and reference material relative to military training and operations.

4. Technical Manuals (TM's). TM's are related to either equipment or general subjects. Equipment TM's contain instructions pertaining to installation, operation, maintenance, repair parts/special tools support, and related technical information for specific items or groups of equipment. General subjects TM's are prepared on various subject areas such as communication/electronics fundamentals, painting, welding, and demolition.

3110. COMMERCIAL PUBLICATIONS

1. Commercial publications will be procured by the COMMARCORSYSCOM and distributed through the Marine Corps publications distribution system when required to support weapons systems. Any commercial publication not included in SL-1-2/1-3, Index of Publications Authorized and Stocked by the Marine Corps, may be procured locally.

2. Commercial manuals are procured for non-FMF/garrison organizations as off-the-shelf items; e.g., buses, forklifts, warehouse tractors, and administrative-type motor vehicles. Publications prepared by contractors are procured and shipped with the end items.

a. Parts lists, lubrication instructions, and maintenance manuals prepared by the manufacturer are used in support of commercial equipment. Local procurement is authorized.

b. When modifications to commercial equipment are required, all necessary publications will be provided by the COMMARCORSYSCOM.

3111. MARINE CORPS PUBLICATIONS INDEXES. The following publications indexes and checklists are published for guidance in maintaining publications.

1. Marine Corps Bulletin 5600 series, Marine Corps Warfighting Publications Status.

2. SL-1-2, Marine Corps Stock List - Index of Authorized Publications for Equipment Support.

3. SL-1-3, Marine Corps Stock List - Index of Publications Authorized and Stocked by the Marine Corps.

4. NAVMC 2761 - Catalog of Publications. This index categorizes nontechnical publications in the Standard Subject Identification Code format by PCN.

3112. OTHER SERVICES' PUBLICATIONS. Other services' publications are identified in their respective publications indexes and will be requisitioned from the appropriate source of supply unless indicated as a controlled publication. Other services' publications stocked and distributed by the Marine Corps are listed in SL 1-3 (M/F). Army publications are listed in DA PAM 25-30 (M/F) (PCN: 30501253000); Navy in NAVSUP PUB 2002D (M/F) (PCN: 20800500000). To obtain Air Force Regulations, send a request to CMC (ARD).

3113. OFFICIAL WEBSITE FOR PUBLICATIONS. The Marine Corps homepage at <http://www.usmc.mil> is the official Marine Corps web page to access Marine Corps directives online. Therefore, Marine Corps directives will not be posted to any other homepage.

CHAPTER 3

PUBLICATIONS MANAGEMENT

SECTION 2: THE MARINE CORPS PUBLICATIONS DISTRIBUTION SYSTEM (MCPDS)

3200. SCOPE. This section describes responsibilities and procedures applicable to Headquarters staff agencies, the command elements, and activities that receive publications support through the MCPDS. HQMC staff agencies and certain command elements sponsoring and receiving publications through MCPDS have dual publications management responsibilities as described in this section.

3201. THE MARINE CORPS PUBLICATIONS DISTRIBUTION SYSTEM (MCPDS). MCPDS is a system that provides services in support of the initial issuance of publications by Marine Corps publications sponsors and supports publications management by field commanders including the Reserve Component. MCPDS provides distribution of Marine Corps publications to other Government agencies and non-Government entities with a bona fide reason for receiving them.

3202. MCPDS AUTOMATED INFORMATION SYSTEM (AIS). A central component of MCPDS is the on-line, interactive Automated Information System (AIS) resident on a mainframe-computer located at Quantico, VA. MCPDS provides:

- a. Sponsor support - Allows publications sponsors to electronically establish initial distribution for a new publication.
- b. Field user support - Allows electronic management of the activity's requirements for publications.
- c. Other Government agencies and non-Government entities - Support is provided by the CMC (ARD).

3203. INDIVIDUAL ACTIVITY CODE (IAC)

1. Definition. An IAC is a 7 digit number that identifies an activity that has been given authority to receive Marine Corps publications. An IAC consists of a 4-digit Type Activity Code that identifies activities of similar-composition combined with a 3-digit suffix that makes a unique identifying number. IAC's in the 1000 through 8000 series are assigned to Marine Corps activities while the 9000 series is reserved for non-Marine Corps organizations. All IAC's and their respective addresses are available for viewing in the MCPDS on-line system and the Headquarters LAN bulletin board.

2. Establishing an IAC

a. IAC's are assigned by the CMC (ARD). HQMC staff agencies, Marine Corps activities including the Reserve Establishment and detachments with non-Marine Corps organizations may request an IAC for their command. An activity must have approval of the senior commander to request its own IAC. By virtue of having an IAC, an electronic, interactive listing of publications available for distribution to the activity is established. Per paragraph 3210.2b, activities without Marine Corps Data Network (MCDN) access that find it necessary to have their own IAC will ensure support is available to maintain their publications current. Requests for an IAC will be submitted via letter to the CMC (ARD). The letter must provide the following information:

- (1) reason the IAC is being requested;

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(2) whether or not classified publications are required;

(3) a statement that the activity has adequate safeguarding capability if classified publications are required;

(4) identification of individuals authorized to access the MCPDS AIS, including name, grade, and mainframe user id's;

(5) complete official mailing address to include street or box, city state, state, and ZIP Code; and

(6) point of contact with phone number (DSN and commercial), fax number, and ELMS address, if available.

b. Confirmation from the CMC (ARD) of a request for an IAC will include the assigned IAC and instructions explaining how to access, review, and update the listing of publications.

c. Initial issuance of publications from the stock point must be input and requested through the MCPDS AIS per paragraph 3303.

d. Non-Marine Corps organizations shall provide a letter stating the reason for requiring Marine Corps publications. Requests from this category will be reviewed for necessity and conformity with public law.

3. Deactivating an IAC. Activities no longer requiring an IAC due to redesignation or other cause will notify the CMC (ARD) in writing as soon as practicable. The IAC assigned will be placed in a deactivated status for a period of 12 months and then deleted from the system.

4. Correspondence. Requests for publications and correspondence addressed to the CMC (ARD) must include the IAC and a point of contact with telephone number and, if available, fax number, and ELMS address.

3204. PUBLICATION CONTROL NUMBER (PCN). A PCN is a unique number assigned to a publication and its changes and revisions. The first 3 digits of a PCN are referred to as a PCN-prefix. PCN-prefixes categorize publications listed in NAVMC 2761. PCN's for nontechnical publications are assigned by the CMC (ARD) and PCN's for technical publications are assigned by the COMMARCORSYSCOM (PSD).

3205. PUBLICATIONS LISTING (PL)

1. A PL is an electronic display of all publications in MCPDS. Each PL is unique because the system shows a value in the quantity field for a PCN for which the activity is currently on distribution. The PL is dynamic. It changes when:

a. The sponsor adds a new publication for the specific IAC through initial distribution, or

b. The activity chooses to make additions, changes, or deletions to their PL.

2. To provide support to supply, administrative, and other personnel with functional responsibility, the PL is separated into nontechnical and technical sections. Nontechnical publications are numbered per SECNAVINST 5210.11, Standard Subject Identification Codes (SSIC) and technical publications are categorized by item designator (ID) per tables of equipment.

3206. MISSION ESSENTIAL PUBLICATIONS

>CH 3 1. Access to an online medium will suffice for directives that can be obtained from the internet, CD-ROM or other sources. For purposes of inspection, electronic files will suffice and need not be printed. For commands without access to the internet, hardcopy and CD-ROM versions of Marine Corps directives can be obtained through MCPDS.

3207. DISTRIBUTION STATEMENTS

1. To facilitate information security, dissemination of Marine Corps publications was formerly restricted only by designating a publication either "controlled" or "noncontrolled." DoD 5200.1-R states "certain information that would otherwise be unclassified may require classification when combined or associated with other unclassified information." For this reason, sponsors shall identify the degree of restriction of distribution for each of their nontechnical and technical publications based on the distribution statements in OPNAVINST 5510.1. For users of the MCPDS reference, the seven distribution statements are defined in NAVMC 2761.

2. All publications in the MCPDS are available to Marine Corps activities except that classified publications are restricted to those activities with documented safeguarding capability. Additionally, all Marine Corps publications may be released to non-Marine Corps organizations and the general public unless otherwise restricted by a sponsor's distribution statement. Since sponsors determine the degree of dissemination based on the compilation of information discussed above, they shall respond to the CMC (ARD) requests received from the public for their restricted publications, both current and superseded. If a request is per the Freedom of Information Act, the CMC (ARAD) will complete all required action. All requests for Marine Corps publications from the public are principally coordinated by the CMC (ARD) per paragraph 2602. 3c.

3208. CLASSIFIED PUBLICATIONS. Activities with a requirement for classified publications distributed through the MCPDS must send a letter to the CMC (ARD) that states classified publications are required and that an approved storage facility for safeguarding classified documents is on site. Activities without a letter on file can neither view titles of classified publications nor order them in the system. Whenever an activity relocates, its title redesignated, or its mission substantially changed, a review must be conducted to determine a continuing need for classified publications. Any change in classified storage authority will be promptly reported by message to the CMC (ARD).

3209. INITIAL DISTRIBUTIONS. Initial distribution of Marine Corps publications is a shared responsibility. The publications sponsor plans the distribution. The CMC (ARD) provides distribution control; i.e., the facility for distribution. The recipient performs publication control of the initial distribution by making a determination if it is mission essential and subsequently making internal distribution or disposal of the publication. These responsibilities are described in detail in the following paragraphs.

3210. RESPONSIBILITIES

1. Sponsors. The primary responsibility for essentiality and necessity for issuing a publication rests with the sponsor. An inseparable function within this responsibility is the determination of distribution requirements by

quantity, by activity missions or organic equipment, and maintenance responsibilities. Sponsors shall fulfill these responsibilities and those outlined in paragraph 1216 of this Manual by:

- a. originating publications in support of their programs;
- b. selecting and sponsoring publications from external sources in support of their programs per paragraph 1217;
- c. assigning distribution statements for publications under their cognizance;
- d. determining the initial distribution, to include IAC's (see paragraph 3203.1) and quantities;
- e. ensuring data entry of initial distribution for their publications in the MCPDS AIS;
- f. serving as approval authority for release of their publications restricted from non-DOD entities by the sponsors' distribution statements;
- g. performing review and certification of their publications for currency per section 4 of this chapter and notifying the CMC (ARD) to facilitate removal of outdated publications when applicable;
- h. submitting camera-ready copy and verbatim digitized copy for changes, revisions, and new unclassified directives to the CMC (ARD) for printing, distribution, and uploading to the HQMC LAN (include all original background material); and
- i. informing the CMC (ARD) whether or not their publication is current when stock replenishment is being considered.

2. Heads of Staff Agencies and Commanders

a. Heads of staff agencies and activity commanders are responsible for establishing an effective internal distribution and retrieval program that ensures publications received are essential and not duplicated per NAVSO P-35, Department of the Navy Publications and Printing Regulations. The methods employed in the performance of internal distribution and retrieval are at the discretion of the commander. They shall be established in consideration of available manpower and technological resources.

b. Commands and activities assigned an IAC will review and update their PL, to include mailing address, electronically. Marine Corps commands and activities and Marines assigned to non-Marine Corps organizations unable to access their PL via MCDN, shall submit their publications requirements to their Marine Corps administrative supporting activity per paragraph 3203.2. The exact method for submitting requirements to the support activity will be as mutually agreed upon; e.g., submit via floppy disk, by periodically accessing the supporting activity's MCDN assets, or by adding the PCN's and quantities to the supporting activity's PL.

c. A PL reconciliation will be conducted upon receipt of the quarterly issuances of NAVMC 2761, Catalog of Publications; the SL 1-2/1-3, Index of Publications Authorized and Stocked by the Marine Corps; and Marine Corps bulletins in the 5600 series. These indexes are the sources from which to determine titles of new publications and those that have been canceled, superseded, or revised. Changes to the PL will be made to ensure the mission essential criterion is met. Since information concerning each new publication is simultaneously displayed to all IAC's when it is established by the sponsor, more frequent reviews are possible but quarterly reviews are considered minimally adequate.

3. CMC (ARD). Per paragraph 2602, the CMC (ARD) is responsible for distribution control of initial publications requirements to using activities. This responsibility entails determining the methods and facilities for accomplishing initial distribution and coordinating with publications sponsors. In exercising this responsibility, the CMC (ARD):

- a. Serves as the Marine Corps central publications and printing management organization.
- b. Is functional manager of the MCPDS AIS.
- c. Facilitates printing and Marine Corps-wide distribution of publications planned by HQMC staff agencies ensuring 30 percent of distribution quantity is shipped to the publications stock point for issue.
- d. Provides guidance and training on the publications and printing management programs and system procedures.
- e. Provides departmental level support for the Marine Corps with other Government agencies and non-Government entities for publications and printing matters.

4. CG MCLB. The stock point for classified and unclassified, technical and nontechnical Marine Corps publications is the Commanding General (Code 876), Marine Corps Logistics Base, 814 Radford Boulevard, Albany, GA 31704-1128. The publications stock point shall receive, account for, stock, distribute, issue, and dispose of all nontechnical publications per instructions provided by the CMC (ARD). All technical publications are under central management of COMMARCORSYSCOM (PSD), 2033 Barnett Avenue, Quantico, VA 22134-5010 per MCO P5215.17. Procedures relating to storing and issuing publications are established by CG MCLB, Albany, GA.

5. UNITS DEPLOYING

- a. Units will deploy with all publications, except those publications unique to the geographical location.
- b. Deploying units shall change (or cause the change to) the address of the IAC if distribution of publications is to be made to the deployed location.
- c. Deployed units without direct access to their PL, may transfer management of their PL to an activity having administrative control or a supporting unit if support is necessary. The commander of a unit preparing to deploy must consider the currency of the PL and any requirement for additional publications when determining if support is needed.
- d. Upon completion of deployment, the commander shall review and update the unit's PL to reflect current address and publications requirements.

3211. STANDARD NAVY DISTRIBUTION LIST (SNDL). The SNDL lists addresses that are used to distribute certain publications of the Department of the Navy. It is published in two parts, OPNAV P09B2-107, Operating Forces of the Navy, Unified and Specified Commands, U.S. Elements of International Commands; and OPNAV P09B2-105, Catalog of Naval Shore Activities. The structure sponsors should notify the CMC (MPC) when there is a change of status of a Marine Corps activity; i.e., activation, deactivation, title, redesignation, or relocation. The activity must have an approved T/O and mission statement from the CMC (MPC). The provisions of OPNAVINST 5450.169 must be adhered to in all relocations or deactivations of non-FMF activities.

3212. NAVY DIRECTIVES. A command is assigned an SNDL distribution code when a commissioning allowance for Navy directives is initiated by the Defense Automated Printing Service (DAPS). Changes to the SNDL distribution must be requested through the Navy sponsor (see sponsor code Part II, Numerical Listing, under "code" column in NAVPUBINST 5215.1, DON Directives Issuance System Consolidated Subject Index).

3213. NAVY DIRECTIVES "MUST HOLD" LIST. Commands should review Navy directives onhand and determine their mission-essentiality by using NAVSUPINST 5215.1, Navy Consolidated Subject Index; and NAVPUBINST 5215.3, Standard Navy Distribution List Consolidated Checklist, to establish a "Must Hold" List. Establish procedures to review Navy directives as received. Retain only those Navy directives deemed mission-essential on the "Must Hold" list unless directed by higher authority to do otherwise. Dispose of nonmission-essential directives (some Navy directives are issued with Marine Corps PCN's (prefix control number 720 series) and those directives should be eliminated from continuing distribution by accessing the command's PL via the MCPDS (see MCO 5215.12)).

CHAPTER 3

PUBLICATIONS MANAGEMENT

SECTION 3: PROCUREMENT OF STOCKED AND NONSTOCKED PUBLICATIONS

3300. GENERAL. Instructions in this section apply to procurement of publications from the stock point and other sources.

3301. THE MARINE CORPS PUBLICATIONS STOCK POINT. The stock point for classified and unclassified, technical and nontechnical Marine Corps publications is the Commanding General (Code 876), Marine Corps Logistics Base, 814 Radford Boulevard, Albany, GA 31704-1128. The publications stock point shall receive, account for, stock, distribute, issue, and dispose of all nontechnical publications per instructions provided by the CMC (ARD). All technical publications are under central management of the COMMARCORSYSKOM (PSD), 2033 Barnett Avenue, Quantico, VA 22134-5010 per MCO P5215.17. Procedures relating to storing and issuing publications are established by the CG MCLB Albany, GA.

3302. PROCURING PUBLICATIONS WITH PCN'S

1. Stocked publications are obtained in one of two ways:

a. through initial issue by the sponsor; or

b. the MCDN user (or the activity's support activity) orders publications through the MCPDS. If there is a requirement for the basic publication and continuing distribution of its changes and revisions, two independent actions are necessary:

(1) title and quantity are added to the PL; and

(2) an order for the publication is made online in the MCPDS. (If the requirement is a one-time issue, order the publication without adding it to the PL.) Delivery from the stock point takes 2 to 4 weeks. The system informs the user if the publication is not in stock. When this occurs, the user must periodically check the PCN for availability until the order is accepted.

2. Some publications published in the NAVMC 2761, Catalog of Publications, are nonstock items although they are assigned PCN's. Basic manuals represented by PCN prefixes 710, 720, 730, and 740 must be ordered directly from the appropriate service's stock point, but continuing distribution of changes and revisions is assured by entering the PCN on the PL.

3303. BULK ISSUE FOR NEW IAC'S. Upon notification of assignment of an IAC, the command will review the appropriate publications indexes for determination of mission essential publications. Once that determination has been made and validated with all command personnel exercising functional responsibility, the command will enter the PCN's and quantities on the PL electronically. The systems users manual provides guidance for making the appropriate entries to the MCPDS. Following data entry, the command will submit a letter request for the publications to CG (Code 876), MCLB, 814 Radford Boulevard, Albany, GA 31704-1128 for bulk issue. The letter shall specify the TACIADD assigned, IAC, and point of contact. This procedure enables the stock point to prepare a bulk shipment thereby minimizing postal costs. Ordering publications by letter from the stock point is available on a one-time basis only to establish the new command's library.

MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS

3304. COMMERCIAL PUBLICATIONS. Chapter 2 of this Manual contains instructions regarding procurement of publications from commercial sources.

3305. GOVERNMENT PRINTING OFFICE PUBLICATIONS. Chapter 2 of this Manual contains instructions regarding procurement of publications from the Government Printing Office, Superintendent of Documents, North Capitol and H Streets, NW, Washington, DC 20401.

3306. NAVY PUBLICATIONS. Navy publications, other than those stocked by the Marine Corps or which have special requisitioning instructions in paragraph 3108, may be requisitioned directly from the Navy supply source.

3307. OTHER MILITARY SERVICE AND FEDERAL AGENCY PUBLICATIONS. Where applicable for Marine Corps use, such publications are assigned PCN's, stocked at the stock point, and listed in SL-1-2/SL-1-3. All other publications in this category not stocked by the Marine Corps publications stock point will be procured per the requisitioning instructions contained in the service/agency publications index.

3308. FORMAL SCHOOLS PUBLICATIONS. Issuance of Marine Corps formal schools publications is governed by instructions set forth in paragraph 3101.7. Commands ordering unusually high numbers of publications for classroom or similar application from the stock point will limit their stock to a 1 year supply.

3309. NONSTOCKED PUBLICATIONS. Requests for nonstocked publications will be submitted to the CMC (ARD) and include the following:

- a. Complete identification of the publication(s) including publication number, title, and stock number, if known, and the source document in which identified.
- b. Equipment Item Designator (ID) Number, if applicable
- c. Source of supply, if known.
- d. Justification for the publication.
- e. Point of contact, telephone number, IAC, fax number, ELMS address, and whether requirement is for one-time issue or continuing distribution.
- f. Recommendations for addition of specific publications should be submitted directly to the appropriate subject matter expert for consideration for entry into MCPDS.

CHAPTER 3

PUBLICATIONS MANAGEMENT

SECTION 4: PUBLICATIONS REVIEW AND DISPOSITION

3400. REVIEW OF OFFICIAL PUBLICATIONS* As required by the Secretary of Defense, Secretary of the Navy, and Commandant of the Marine Corps, these instructions provide the scope and procedures for a systematic review of Marine Corps publications.

1. Official Publications. Includes all publications issued by HQMC and Marine Corps field activities in the conduct of public business which the Marine Corps is required by law to undertake. Whether for regulatory, administrative, training, indoctrinational purposes, conduct of personnel, or for logistical purposes, official publications shall be subject to a program of continuing review for appropriateness and applicability to the needs of the Marine Corps.

2. Review Criteria. In addition to other provisions of this Manual regarding control of publications and printing, the following establishes a system of continuing review of official publications within the Marine Corps.

a. Policy. Official Marine Corps publications shall be reviewed before issuance and reissuance. These publications shall be reviewed for necessity, accuracy, current applicability, judiciousness of purpose and good taste; and to ensure consonance with existing law and with national, DoD, and naval policy. If it is determined a publication does not meet these requirements, it will not be published, or it will be withdrawn or modified as necessary.

b. Responsibility. The responsibility for effective review of an official publication shall be at the highest level of the command having cognizance of the subject matter of the publication. Delegation of authority and final responsibility for review shall be held to the absolute minimum necessary to carry out the purpose of these instructions (U.S. Navy Regulations, article 0813 and SECNAVINST 5600.16, Review of Department of Navy (DN) Publications; Procedures Governing, apply).

(1) HQMC. Responsibility for review of publications emanating from HQMC is placed upon the respective heads of staff agencies originating such publications.

(2) Field Activities. Unless responsibility for review is assumed by higher command authority, Marine Corps field commanders shall review their publications at the respective command levels of promulgation. Exception: Marine Corps commanders of activities under the administrative control, but not the operational control of the CMC, shall review only publications dealing with the primary Marine Corps functions: all other publications shall be reviewed by responsible officials so designated in appropriate SecNav and/or bureau and office instructions.

3. Review Procedures

a. Official Marine Corps publications, except directives, shall be reviewed prior to printing and distribution of the basic or revised issuance for conformance with the criteria set forth in paragraph 3400.3, above. Directives shall be reviewed initially prior to printing and annually thereafter for conformance with the criteria set forth in paragraph 3400.3a, and per MCO P5215.1, Marine Corps Directives System.

b. Publications, except edition-bound publications and directives, approved for issuance shall include a certification of review by signature in a letter or on the inside bottom of the first printed sheet/cover, as follows:

Reviewed and approved _____
(DATE)

(Signature, reviewing official)

c. Case-bound publications shall be certified by memorandum and maintained by the originating activity.

d. The certifying signature indicates the publication conforms to the stipulations of paragraph 3400.3a and that it is necessary in the conduct of public business the activity is required by law to undertake.

e. Certification of review and the indication of continued approval or cancellation of publications shall be on NAVMC 10974, Directive Review (available through the Marine Corps supply system). The forms and the original or certified copies of the promulgating letters of publications shall be maintained by the command responsible for promulgation of the publications.

f. The review certification for joint publications shall be processed per procedures prescribed for signing such publications.

5. Review Control. Commanders of bases, camps, divisions, wings, and other separate administrative commands shall take action they deem necessary to assure compliance with these review requirements.

6. Retention of Review Records. Retention and retirement of records and memoranda required in these procedures shall comply with SECNAVINST 5212.5 and SECNAVINST 5600.16.

3401. DISPOSITION OF EXCESS PUBLICATIONS

1. Material not Authorized for Return to Stock. The following categories of publications shall not be returned to the stock point and will be disposed of locally in the best interest of the Government.

a. Obsolete or unserviceable publications.

b. Letter-type directives.

c. Publications which have a change(s) incorporated in the basic manual.

d. Publications of small cost; i.e., normally less than \$50. The objective is disposal of all printed matter locally when the value is less than the administrative cost to return the material to stock.

e. Publications not listed in the SL-1-2/1-3, except current joint and other service publications, exceeding a value of \$50, should be reported to the CMC (ARD) for determination of possible use by other services.

2. Material Authorized for Return to Stock. All material returned to stock must be currently published in the SL 1-3 and shall be in "issue ready" condition without changes inserted by other than the original printing process.

a. Publications in significant quantities; i.e., 10 or more copies, may be returned to the stock point for reissue.

b. Serviceable binders.

MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS

3. CMSICOMTAC/Naval Warfare Publications, COMTAC/Naval Warfare and CMS material will be returned/disposed of as prescribed by the current regulations governing such materials.
4. Classified Publications. Classified publications will be disposed of locally in compliance with OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulations.
5. Personnel Procurement Advertising Materials (Regular, Reserve and Retention). Recruiting station commanding officers, inspector-instructors, active site commanding officers, and career planning officers shall judge the accuracy of literature in their possession and may destroy literature which becomes inaccurate through changes in law or policy to the point of impairing their recruiting or retention efforts. Upon deactivation of a unit or recruiting office, usable literature shall be reported to the appropriate district commander.

APPENDIX A

Defense Printing Service
National Capital Area

Director
Defense Automated Printing Service Detachment Office
Pentagon Building Room BD831
Washington DC 20350-3000

Director
Defense Automated Printing Service Detachment Office
Washington Navy Yard Bldg 143-1
901 M St SE
Washington DC 20374-5030

Director
Defense Automated Printing Service Detachment Office
Aberdeen Proving Ground Bldg 342
Aberdeen MD 21005-5001

Director
Defense Automated Printing Service Detachment Office
United States Marine Corps Academy Bldg 1001
1001 Barnett Ave
Quantico VA 22134-5007

Defense Printing Service
Northeast Area

Director
Defense Automated Printing Service Detachment Office
Military Ocean Terminal Bldg 42
E 32nd St
Bayonne NJ 07002-5598

Director
Defense Automated Printing Service Detachment Office
Naval Education and Training Center
47 Chandler Street
Newport RI 02841-1707

Director
Defense Automated Printing Service Detachment Office
700 Robbins Avenue Bldg 4 Section D
Philadelphia PA 19111-5094

Director
Defense Automated Printing Service Detachment Office
5450 Carlisle Pike Bldg 410
PO Box 2020
Mechanicsburg PA 17055-0788

Defense Automated Printing Service
Southeast Area

Director
Defense Automated Printing Service Detachment Office
Building KBB
Naval Station
1641 Morris Street
Norfolk VA 23511-6294

MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS

Director
Defense Automated Printing Service Detachment Office
Naval Base
Building 1628
Charleston SC 29408-6700

Director
Defense Automated Printing Service Detachment Office
Building 655
Fort Eustis VA 23604-5093

Defense Automated Printing Service
Southern Area

Director
Defense Automated Printing Service Detachment Office
Redstone Arsenal
Building 5688
Redstone Arsenal AL 35898-7464

Director
Defense Automated Printing Service Detachment Office
255 Cahran Street Suite C12
Robbins AFB GA 31098-1623

Director
Defense Automated Printing Service Detachment Office
Naval Air Station
Building 721
Jacksonville FL 32212-0003

Director
Defense Automated Printing Service Detachment Office
Naval Training Center
Building 2049
Orlando FL 32813-5002

Director
Defense Automated Printing Service Detachment Office
250 South Ramp Road
Gunter AFB AL 36114-5000

Director
Defense Automated Printing Service Detachment Office
Naval Air Station
Building 461
Pensacola FL 32508-6900

Defense Automated Printing Service
Central Area

Director (ATTN DAPSDO-RI)
Defense Automated Printing Service Detachment Office
Rock Island Arsenal
Rock Island IL 61299-7520

MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS

Director
Defense Automated Printing Service Detachment Office
Bldg 700 East
901 South Dr
Scott AFB IL 62225-5000

Director
Defense Automated Printing Service Detachment Office
Attn DAPSDN Bldg 2647
Fort Knox KY 40121-5000

Director
Defense Automated Printing Service Detachment Office
Bldg 281 Door 18 Areas A and B
Wright Patterson AFB OH 45433-5000

Director
Defense Automated Printing Service Detachment Office
Naval Training Center
Bldg 2A
Great Lakes IL 60088-5700

Defense Automated Printing Service
Southwest Area

Director
Defense Automated Printing Service Detachment Office
Grant & Reynolds Avenues
Building 77
Fort Leavenworth KS 66027-5009

Director
Defense Automated Printing Service Detachment Office
58 Doniphan Street
Fort Bliss, TX 79916-0058

Director
Defense Automated Printing Service Detachment Office
Building 1552
Kelly AFB TX 78241-5000

Director
Defense Automated Printing Service Detachment Office
Building 1 - Room 105
Tinker AFB OK 73145-5000

Director
Defense Automated Printing Service Detachment Office
4400 Dauphine Street
Unit 601-3B
New Orleans LA 70146-6300

Defense Automated Printing Service
Western Area

Director
Defense Automated Printing Service Detachment Office
Naval Station Box 368148
4300 Hoover Street
San Diego CA 92136-5595

MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS

Director
Defense Automated Printing Service Detachment Office
Naval Air Warfare Center
575 I Street
Point Mugu CA 93042-5027

Director
Defense Automated Printing Service Detachment Office
Naval Supply Center
Building 441W
Oakland CA 94625-5045

Defense Automated Printing Service
Northwest Area

Director
Defense Automated Printing Service Detachment Office
Puget Sound Naval Shipyard
Bldg 530
Bremerton WA 98314-5290

Director
Defense Automated Printing Service Detachment Office
Ogden Air Logistics Center
6011 Gum St (Ogden/PS)
Hill AFB UT 84056-5826

Director
Defense Automated Printing Service Detachment Office
Harmon Hall Room B9
USAF Academy CO 80840-5000

Director
Defense Automated Printing Service Detachment Office
Box 126
Pearl Harbor HI 96860-5133

MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS

APPENDIX B

MARINE CORPS EMBLEM AND SEALS

Department of Defense Seal



Marine Corps Seal



For use in pairs only.



Marine Corps Emblem

When only one
Emblem is used



Marine Corps Emblem