

U.S. Marine Corps



**TECHNICAL PUBLICATION
FORMAT**

DISTRIBUTION STATEMENT "A"

PCN 186 527104 00



UNITED STATES MARINE CORPS
MARINE CORPS COMPUTER AND TELECOMMUNICATIONS ACTIVITY
QUANTICO, VIRGINIA 22134-5010

IN REPLY REFER TO:
5271/04A
CTAS-60
01 MAR 1993

From: Director, Marine Corps Computer and Telecommunications Activity

Subj: INFORMATION RESOURCES MANAGEMENT (IRM) STANDARDS AND GUIDELINES PROGRAM TECHNICAL PUBLICATION FORMAT

Ref: (a) MCO 5271.1

Encl: (1) IRM-5271-04A

1. PURPOSE. To provide guidance on the format of technical publications that are published under the Marine Corps Information Resources Management (IRM) Standards and Guidelines Program as defined in the reference.
2. CANCELLATION. IRM-5271-04.
3. AUTHORITY. The information promulgated in this publication is based on policy and guidance contained in reference (a).
4. APPLICABILITY. The format standards detailed in the enclosure are applicable to all contractors and Marine Corps personnel who develop technical publications under the IRM Standards and Guidelines Program. This standard is applicable to the Marine Corps Reserve.
5. DISTRIBUTION. This technical publication will be distributed as indicated.
6. SCOPE
 - a. Compliance. Compliance with the provisions of this publication is required unless a specific waiver is authorized.
 - b. Waivers. Waivers to the provisions of this publication will be authorized only by CMC (MCCTA) on a case by case basis.

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Subj: INFORMATION RESOURCES MANAGEMENT (IRM) STANDARDS AND
GUIDELINES PROGRAM TECHNICAL PUBLICATION FORMAT

7. SPONSOR. The sponsor of the technical publication is CMC
(MCCTA).



D. P. HOUSTON
Colonel, U.S. Marine Corps
Director, Marine Corps
Computer and
Telecommunications Activity

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DISTRIBUTION: PCN 186 527104 00

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UNITED STATES MARINE CORPS
Information Resources Management (IRM) Standards
and Guidelines Program

Technical Publication Format
IRM-5271-04A

Enclosure (1)

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TECHNICAL PUBLICATIONS FORMAT
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TECHNICAL PUBLICATION LIBRARY MAINTENANCE

The Information Resources Management Standards and Guidelines Program publications will be maintained at each receiving activity. Each activity is responsible for ensuring that their set of technical publications is complete, and that all published changes are promptly incorporated.

RECORD OF CHANGES

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

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REPORTS REQUIRED

Reports Title

Reports Control Symbol

HQMC Code

N/A

N/A

N/A

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Chapter Table of Contents

Chapter 1

GENERAL

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Application	1.1.1.	1-3
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Chapter 1

GENERAL

1.1. MEDIUM. This section identifies the medium requirements for a technical publication.

1.1.1. Application. The requirements contained within this chapter apply to all IRM Technical Publications developed at the direction of the CMC (MCCTA).

1.1.2. Format. All documents will be stored on 5-1/4" inch diskettes which are readable by an IBM or compatible PC. All documents will contain as part of the HEADER a DATE CODE. All drafts and/or copies will include the DATE CODE. The originator of the technical publication will provide CMC (MCCTA) with a diskette of the complete publication and a letter quality master (MINUS THE DATE CODE) that is suitable for reproduction. The diskette must be Marine Corps procured, with a Write Protect Tab, and certified VIRUS FREE by the originating agency.

1.2. ORGANIZATION.

1.2.1. Technical Publication Numbering. The numbering system for the IRM Standards and Guidelines Program technical publications is based on the DON Standard Subject Identification Codes (SECNAVINST 5210.11). (See Figure 1-01.)

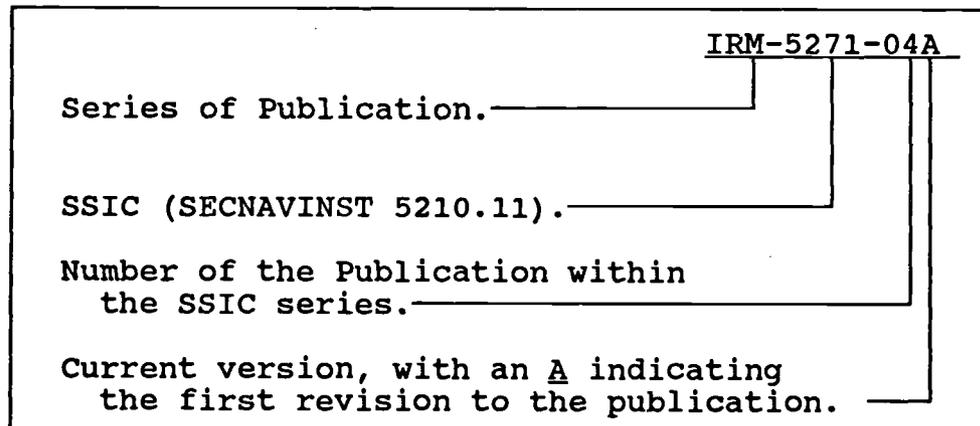


Figure 1-01
Example of Technical Publication Numbering

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1.2.2. Requests and Recommendations. Requests and recommendations concerning technical publications should be forwarded to the following address:

Director
Attn CTAS
MARCORCOMTELECT
3255 Myers Ave
Quantico VA 22134-5048

MARCORCOMTELECT QUANTICO VA OMB (GICIZZ:MQGMCCTA)

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Chapter Table of Contents

Chapter 2

TYPOGRAPHY

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Chapter 2

TYPOGRAPHY

2.1. TECHNICAL PUBLICATION REQUIREMENTS. This section identifies the format requirements of a technical publication. A complete listing of requirements, with the order in which they must appear in the publication, is contained in Appendix C.

2.1.1. Cover Pages. A front and back cover page will be provided by CMC (MCCTA).

a. Front Cover. The front cover will have the title, technical publication number, and publication control number (PCN).

b. Back Cover. The back cover is blank.

2.1.2. Promulgation Letter. A promulgation letter will be included with each technical publication. This letter will include the purpose, authority, applicability, distribution, scope, sponsor, and distribution list for the technical publication. See Figure 2-01.

2.1.3. Title Page. The title page will begin on an odd numbered page. The following information will be centered on the page:

a. Authority. Two lines from top of page, center and type, in capital letters, "UNITED STATES MARINE CORPS." Skip one line, then center and type "Information Resources Management (IRM) Standards." On the next line, center and type "and Guidelines Program."

b. Technical Publication Number and Title. The title of the technical publication will be centered and underlined. The technical publication's assigned number will be centered on the following line.

c. Enclosure. Type one inch from bottom ending at right margin, "Enclosure (1)."

2.1.4. Technical Publication Library Maintenance. The library maintenance page will begin on an odd numbered page and will include the following information:

a. Four lines from the top of page, center, underline and type, in capital letters, "TECHNICAL PUBLICATION LIBRARY MAINTENANCE." Skip one line, than type beginning at the left margin the following statement:

TECHNICAL PUBLICATIONS FORMAT

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380-0001

IN REPLY REFER TO:

5271/04
CTAS-
Date

From: Commandant of the Marine Corps

Subj: INFORMATION RESOURCES MANAGEMENT (IRM) STANDARDS AND
GUIDELINES PROGRAM TECHNICAL PUBLICATION FORMAT

Ref: (a) MCO 5271.1

Encl: (1) IRM-5271-04A

1. PURPOSE. This paragraph is to provide guidance on the intent of the technical publication in accordance with Marine Corps Information Resource Management (IRM) Standards and Guidelines Program as defined in their respective references.

2. CANCELLATION. IRM-5271-04A. (This paragraph will cancel a basic, revised or changed technical publication.

3. AUTHORITY. This paragraph will provide the promulgating authority for technical publications as defined in Marine Corps Orders.

4. APPLICABILITY. This paragraph will indicate to whom this technical publication will apply e.g. Contractors, Marine Corps Personnel and Marine Corps Reserves.

5. DISTRIBUTION. This paragraph will indicate the distribution of the technical publication.

6. SCOPE. This paragraph will provide the requirements for compliance and waivers to the provisions of the technical publication.

7. SPONSOR. This paragraph indicates the sponsor of the technical publication.

/Signature/

DISTRIBUTION: PCN 186 527104 00

Copy to: 8145001

Figure 2-01
Example of a Promulgation Letter

The Information Resources Management Standards and Guidelines Program publications will be maintained at each receiving activity. Each activity is responsible for ensuring that their set of technical publications is complete, and that all published changes are promptly incorporated.

2.1.5. Record of Changes. Five lines from the end of the above statement, center, underline and type, in capital letters, "RECORD OF CHANGES." Skip one line and enter in the format indicated in figure 2-02, the Change Number, Date of Change, Date Received, Date Entered, and Signature of Person Entering Change.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

Figure 2-02
Example of Record of Changes

2.1.6. Publication Table of Contents. There will be a table of contents for the technical publication listed down to the section level. The table of contents will begin on an odd numbered page. See Figure 2-03.

a. Paragraph Heading. The Paragraph heading should begin 5 inches from the left margin, two lines below the Publication Table of Contents line.

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b. Page Heading. The Page heading should begin 6.2 inches from the left margin, two spaces to the right of Paragraph heading.

c. Chapter and Number. The chapter and number (e.g., Chapter 1) should be underlined and centered two lines below Paragraph and Page heading line.

d. Chapter Title. Center and type in capital letters on the second line following the chapter and number, the subject title of the chapter.

e. Section Number and Title. At the first position from the left margin, type "Section" followed by one space, the section number followed by a period and two spaces, the section title in capital letters followed by a space, then periods up to the 47th position. If the section title requires more than one line, begin the subsequent line(s) under the third character of the first line of the section title.

f. Paragraph Number. The paragraph number should begin under the "r" in "Paragraph."

g. Page Number. Page numbers should begin under the "a" in Page.

h. Spacing Between Chapter Title and Section Listing. In general, there should be two lines between the chapter title and section listing for that chapter. However, where the "Publication Table of Contents" would exceed three pages, one line will be sufficient.

i. Spacing Between Section Listings and Chapter Numbers. There should be a minimum of two lines between the last line of the section listing for a chapter and the next chapter and number.

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PUBLICATION TABLE OF CONTENTS

		<u>Paragraph</u>	<u>Page</u>
	2 lines		
	2 lines		
	<u>Chapter 1</u>		
	1 line		
	GENERAL		
	2 lines		
Section 1.	FORMAT	1.1.	1-3
Section 2.	ORGANIZATION	1.2.	1-3
	2 lines		
	<u>Chapter 2</u>		
	1 line		
	TYPOGRAPHY		
	2 lines		
Section 1.	TECHNICAL PUBLICATION		
	REQUIREMENTS	2.1.	2-3
Section 2.	CHANGES AND REVISIONS TO		
	TECHNICAL PUBLICATIONS	2.2.	2-12
	2 lines		
	<u>APPENDICES</u>		
	2 lines		
A.	GLOSSARY		A-1
B.	REFERENCES		B-1
C.	TECHNICAL PUBLICATION REQUIREMENTS LIST .		C-1
D.	BIBLIOGRAPHY		D-1

(at least 2 lines between end of text and page number)

v

Figure 2-03
Example of Publication Table of Contents

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2.1.7. List of Figures. The list of figures will begin on an odd numbered page and identify each figure included in the text and appendixes of the technical publication. The figure number, title, and a beginning page number will be indicated for each figure. (e.g., Figure 1-01, Example of Technical Publication Numbering, 1-3).

2.1.8. Reports Required. If required, a reports required listing will begin on an odd numbered page, and will include the following:

- a. Report Title. The title of the report.
- b. Report Control Symbol. The number of the report, (e.g., MC-5271-01).
- c. HQMC Code. The HQMC code where the report should be forwarded.

2.1.9. Chapter Table of Contents. A chapter table of contents is required for each chapter, and is listed to the paragraph level. The chapter table of contents will begin on an odd numbered page. Center, underline and type on the third line from the top "Chapter Table of Contents." See Figure 2-04.

- a. Chapter and Number. The chapter and number should be underlined and centered on the second line following the "Chapter Table of Contents."

- b. Chapter Title. Centered on the second line following the chapter and number, type in capital letters the title of the chapter.

- c. Paragraph Heading. The "Paragraph" heading should begin five inches from left margin two lines below the chapter title line.

- d. Page Heading. The "Page" heading should begin two spaces to the right of the Paragraph heading.

- e. Section Number and Title. At the first position from the left margin, type "Section" followed by one space, the section number followed by a period and two spaces, the section title (underlined and in capital letters) followed by a space, then periods up to the 47th position. If the section title requires more than one line, begin subsequent line(s) under the third character of the first line of the section title (underlined).

- f. Paragraph Number. The paragraph number should begin under the "r" in "Paragraph."

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g. Page Number. Single-digit page numbers should begin under the "a" in "Page." Double-digit page numbers should begin under the "p" in "Page."

h. Subparagraph Title. There should be one line between the section title and subparagraph listing for that chapter. Beginning under the "t" in "Section," type the subparagraph title (in upper and lower case letters - no underlining) followed by a space, then periods up to the 47th position. If the subparagraph title requires more than one line, begin the subsequent line(s) under the third character of the first line of the subparagraph title.

i. Spacing Between Chapter Title and Section Listing. In general, there should be two lines between the chapter title and section listing for that chapter. However, when the "Chapter Table of Contents" would exceed three pages, one line will be sufficient.

j. Spacing Between Section Listings and Chapter Numbers. there should be a minimum of two lines between the last line of the section listing for a chapter and the next chapter.

2.1.10. Technical Contents (text). The text will begin on an odd numbered page and be written in a clear, easy-to-read writing style.

a. Page Format. Text, tables, and figures will be placed on lines 7 through 60. Both the left and right margins will be indented one inch from the page's edge.

b. Page Headers. Every page in the publication, except the covers, letter of promulgation, and title page will have a header. Headers will appear on line 3. The header will be system controlled, (e.g., not part of the text). It will contain the publication's title in capital letters, underlined and centered. The publication number will be centered on line four.

c. Page Numbering.

(1) The table of contents, list of figures, and reports required will be numbered in the center of line 63 using small Roman numerals.

(2) Each chapter will begin on an odd numbered page and will have a table of contents listed to the paragraph level. The page numbers are centered on line 63 of each page, in a separate series, preceded by the number of the chapter. For example, the third page of chapter 1 is: 1-3. To facilitate pagination, page numbers will be generated as page footers and will not be included as part of the text.

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<u>TECHNICAL PUBLICATION FORMAT</u>			
IRM-5271-04A			
3 lines			
<u>CHAPTER TABLE OF CONTENTS</u>			
1 line			
<u>Chapter 1</u>			
TYPOGRAPHY			
2 lines			
		<u>Paragraph</u>	<u>Page</u>
	1 line		
Section 1.	<u>TECHNICAL PUBLICATION</u>		
	<u>REQUIREMENTS</u>	2.1.	2-3
	1 line		
	Cover Pages	2.1.1.	2-3
	Promulgation Letter	2.1.2.	2-3
	Title Page	2.1.3.	2-4
	2 lines		
Section 2.	<u>CHANGES AND REVISIONS</u>	2.2.	2-12
	1 line		
	Changes	2.2.1.	2-12
	Revisions	2.2.2.	
(At least 2 lines between end of text and page number			
v			

Figure 2-04
Example of Chapter Table of Contents

d. Paragraph Numbering. Paragraph numbering (see Figure 2-05) is a 3-position number followed by an alphabetized subparagraph designator.

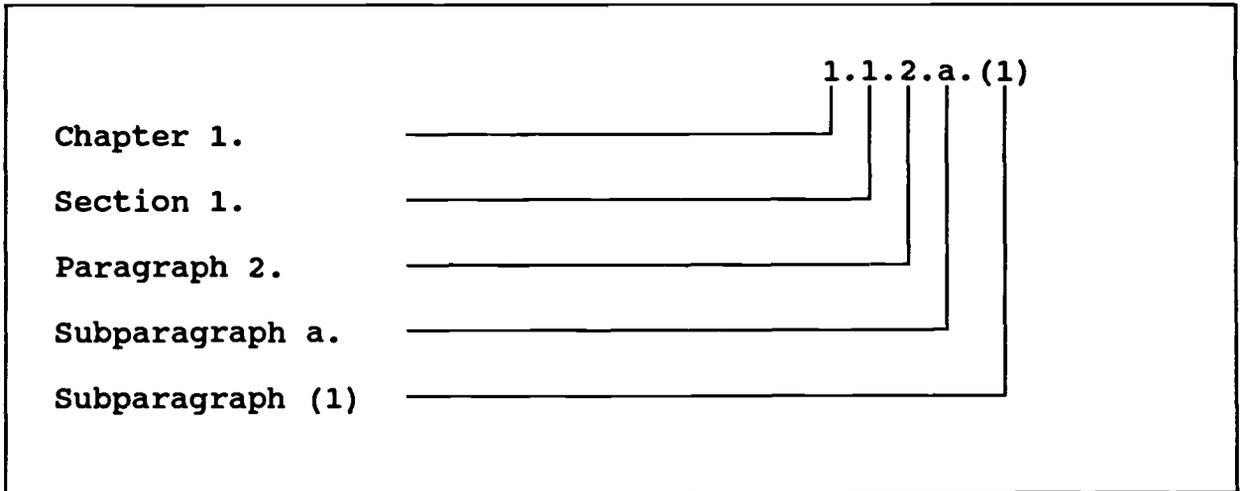


Figure 2-05
Example of Paragraph Numbering

e. Section Titles. Each section will be titled. Section titles will be capitalized and underlined.

f. Paragraph Titles. Each paragraph will be titled. The first letter of each word will be capitalized and the title will be underlined.

g. Subparagraph Titles. Subparagraph titles are not required. If titled, capitalize the first letter of each word and underline the title. Subparagraph titles below this level are optional.

h. Figures. Figures should be used within the text to clarify or illustrate the technical content. Each figure shall be shown with the chapter and figure number centered under the displayed figure. The title of the figure will be centered under the figure number.

2.1.11. Appendixes. Appendixes will be at the end of the document. Pages will be numbered with Arabic numerals, prefixed by a capital letter, (e.g., A-1).

a. Glossary. The glossary will contain the acronyms and technical terms used throughout the document in alphabetical order. A definition of the acronym and brief description will be included. See Appendix A for an example of a glossary.

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b. References. The references will contain a list of sources, such as Marine Corps Orders, used to write the document. References will be listed in the order they appear in the technical publication. Each reference will include document number and subject. See Appendix B for an example of a references appendix.

c. Footnotes. Footnotes will appear as an appendix to the publication. They will be listed numerically in the order they appear in the technical publication.

d. Other. Other appendixes will appear after the glossary, references, footnotes, and before the bibliography.

e. Bibliography. The bibliography, when required, will provide a list of indirect references which are worthy of note. References with no identifiable author will be listed first. The information for each reference will be presented as shown in Appendix D. A short summary, usually not to exceed four lines, may be provided. The sources will be listed by publication type as follows:

(1) Directives will be listed first by order of precedence within the government and then within each group by numerical order.

(2) Books will be listed in alphabetical order by the author.

(3) Periodicals will be listed in alphabetical order by the author of the article being cited.

2.2. CHANGES AND REVISIONS TO TECHNICAL PUBLICATIONS.

2.2.1. Changes. A maximum of ten (10) changes to an IRM technical publication is permitted. Any subsequent modification must be promulgated as a complete revision (See paragraph 2.2.2.) of the publication.

a. Promulgation Letter. When changes to a technical publication are not extensive, they will be issued as page replacements, pen changes, or a combination of both. Each change will be given a consecutive number such as Ch 1, Ch 2, etc. (See Figure 2-06) The promulgation transmittal letter of a change will be formatted the same as the basic technical publication with the following exceptions:

(1) The issuing authority and technical publication number (SSIC) will include the change designation; e.g., 5271/04 Ch 1. (See Figure 2-06)

(2) The "From:" and "Subj:" lines remain the same as the basic publication.

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(3) The "Ref:" section will not be shown in a change. Additions of new references will be added to the basic publication by either a pen change or page replacement.

(4) The "Encl:" section will only be shown when the change is transmitting new page replacements or adding new appendixes not issued with the basic publication. When page replacements are being transmitted by the change, the "Encl:" section will read the same as it appears in Figure 2-06.

(5) The "Purpose" paragraph is always the first paragraph shown in a change. The information in this paragraph merely states the transmitting of page inserts/or directing of pen changes to the basic publication. See Figure 2-06 for different examples of this paragraph.

(6) The "Action" paragraph is required in all changes. The action to be taken will be cited in the following sequence:

(a) Cite the present corresponding pages of the basic publication to be replaced in numerical sequence and the replacement pages.

(b) Cite appendix(es) being changed or added in consecutive order.

(c) Pen changes will be shown in paragraph sequence and are used for minor alterations. Pen changes are not used for the insertion of more than five (5) words.

(d) When an IRM technical publication is to be cancelled, it appears in the "Action" paragraph.

(7) The "Summary of Change" paragraph is used when it is necessary to clarify the change to the publication. This paragraph is not required.

(8) The "Change Notation" paragraph is used when the page replacements differ from the superseded pages. Paragraphs containing changes are denoted by an arrow () symbol in the left margin by the specific paragraph.

(9) The "Filing Instructions" paragraph should be included to give direction where to file the transmittal letter.

(10) The "Certification" paragraph will read the same as in Figure 2-06.

(11) The "Distribution:" and "Copy to:" sections will read the same as the basic publication, unless there is a change. If a change is necessary, it must be reflected in the "Action" paragraph. The below paragraph is an example:

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Change the "DISTRIBUTION:" section of the basic technical publication to read the same as shown in the "DISTRIBUTION:" and/or "Copy to:" section(s) of this Change.

(12) The publication control number (PCN) will appear on the bottom right margin of the first page of the change transmittal. (See Figure 2-06)

(13) The page number(s) of the change transmittal will continue the page numbering sequence from the signature page of the letter of promulgation or previously issued change transmittal letter.

b. Enclosure. The change designation will be shown on the bottom of each replacement page. If it is an odd-numbered page, the designation will appear on the right hand side ending at the margin. If it is an even-numbered page, the designation will appear on the left hand side beginning at the margin.

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380-0001

IN REPLY REFER TO:

5271/04 Ch1
CTAS-
Date)

From: Commandant of the Marine Corps

Subj: INFORMATION RESOURCES MANAGEMENT (IRM) STANDARDS AND
GUIDELINES PROGRAM TECHNICAL PUBLICATION FORMAT

Encl: (1) New page inserts to IRM-5271-04

1. PURPOSE. To transmit new page inserts and direct pen changes to the basic technical publication. (This statement is used when a combination of page replacements and pen changes is required.)

or

1. PURPOSE. To transmit new page inserts to the basic technical publication. (This statement is used when only page replacement are required.)

or

1. PURPOSE. To direct pen changes to the basic technical publication. (This statement is used when only pen changes are required.)

2. ACTION

a. Remove present page x, page 2-1, and pages 2-5 through 2-10, and replace them with corresponding pages contained in the enclosure hereto.

b. Insert new Appendix G, pages G-1 to G-16.

c. Change the "Distribution:" of the basic promulgation letter to read the same as shown in the "Distribution:" section of this change.

3. SUMMARY OF CHANGE. This Change adds an appendix regarding the alfa-rays coding standards.

4. CHANGE NOTATION. Significant changes contained in the revised pages of this Change are denoted by an arrow () symbol.

5. FILING INSTRUCTIONS. This Change transmittal will be filed immediately following the signature page of the basic technical publication. The Change transmittal for Ch2 will be filed immediately following the signature page of Ch1

PCN 186 527104 01

Figure 2-06, Page 1 of 2
Example of a Change Promulgation Letter

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5271/04 Ch1
CTAS-

Subj: INFORMATION RESOURCES MANAGEMENT (IRM) STANDARDS AND
GUIDELINES PROGRAM TECHNICAL PUBLICATION FORMAT

6. CERTIFICATION. Reviewed and approved this date.

/Signature/

DISTRIBUTION: PCN 186 527104 01

Copy to: 8145001

Figure 2-06, Page 2 of 2
Example of a Change Promulgation Letter

2.2.2. REVISIONS. When an IRM technical publication is substantially changed, or 50 or more percent of the total number of pages will be replaced, it will be issued as a revision.

Note: A publication having every paragraph or the majority of paragraphs affected by a revision will not be marked by an arrow () symbol. Arrows should be used in a revision when only a few pertinent parts have been drastically changed.

a. Promulgation Letter. The promulgation letter will be included with each revision of a technical publication. This letter will include the original subject, references (if applicable), enclosure (with suffix capital letter), and the following paragraphs: Purpose, Cancellation (see Figure 2-07 for examples), Summary of Revision (if necessary), Authority, Applicability, Distribution, Scope, and Sponsor. See Figure 2-07 for a sample letter.

(1) The issuing authority and technical publication number (SSIC) will be the same as the publication it supersedes, and will be further identified by a suffix capital letter, the first revision, 5271/01A, the second 5271/01B, etc. (See Figure 2-03). When a change is made to a revision, it will reflect the SSIC as 5271/01A Ch 2, etc.

(2) The "Encl:" section will be shown and include the suffix capital letter showing the current revision; e.g., IRM-5271-01A, IRM-5271-01B, etc.

b. Enclosure. The revised IRM technical publication becomes the new enclosure to the promulgation letter (revision transmittal letter).

(1) The header for the revised enclosure will contain the publication's title in capital letters, underlined, and centered on line three, and the publication number with the latest suffix capital letter centered on line four.

TECHNICAL PUBLICATIONS FORMAT
IRM-5271-04A



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380-0001

IN REPLY REFER TO:
5271/04A
CTAS-
(Date)

From: Commandant of the Marine Corps

Subj: INFORMATION RESOURCES MANAGEMENT (IRM) STANDARDS AND
GUIDELINES PROGRAM TECHNICAL PUBLICATION FORMAT

Ref: (a) MCO 5271.1
(b) MCO P5600.31

Encl: (1) IRM-5271-04A

1. PURPOSE. To provide guidance on the format of technical publications that are published under the Marine Corps Information Resource Management (IRM) Standards and Guidelines Program as defined in the references.

2. CANCELLATION. IRM-5271-01. (This will cancel a basic technical publication.)

or

2. CANCELLATION. IRM-5239-04A. (This will cancel the last revised technical publication.)

or

2. CANCELLATION. IRM-5271-01, IRM-5231-03, and IRM-5231-04A. (This will cancel more than one publication.)

3. SUMMARY OF REVISION. This paragraph provides a brief summary of the major changes that the new publication contains. (This paragraph is optional.)

4. AUTHORITY. The information promulgated in this publication is based on policy and guidance contained in reference (a).

5. APPLICABILITY. The format standards detailed in the enclosure are applicable to all contractors and Marine Corps personnel who develop technical publications under the IRM Standards and Guidelines Program. This standard is applicable to the Marine Corps Reserve.

6. DISTRIBUTION. This technical publication will be distributed as indicated. Appropriate activities will receive updated individual activity Table of Allowances for Publications. Requests for changes in allowance should be submitted in accordance with reference (b).

Figure 2-07, Page 1 of 2
Example of a Revision Promulgation Letter

5271/04A
CTAS-

Subj: INFORMATION RESOURCES MANAGEMENT (IRM) STANDARDS AND
GUIDELINES PROGRAM TECHNICAL PUBLICATION FORMAT

7. SCOPE

a. Compliance. Compliance with the provisions of this publication is required unless a specific waiver is authorized.

b. Waivers. Waivers to the provisions of this publication will be authorized only by CMC (MCCTA) on a case by case base.

8. SPONSOR. The sponsor of the technical publication is CMC (MCCTA).

/Signature/

DISTRIBUTION: PCN 186 527104 00

Copy to: 8145001

TECHNICAL PUBLICATIONS FORMAT
IRM-5271-04A

2.3. PUBLICATIONS PREPARED BY AGENCIES OTHER THAN THE MARINE CORPS.

2.3.1. Federal Agencies. The Marine Corps will use technical publications prepared by other Federal agencies whenever practicable. The publication will be identified by the appropriate Marine Corps IRM Technical Publication number to include the standard subject identification number and sequence number (Para. 1.2.1.). Cover pages (Para. 2.1.1.) and a Promulgation Letter (Para. 2.1.2.) will be prepared for each publication. Changes may be made to adapt the publication to the needs of the Marine Corps. Changes can be in the form of pen changes, page changes or a supplement to the publication.

2.3.2. Commercial Agencies. The Marine Corps will use technical publications prepared by commercial agencies whenever practicable, and authorized as required. The publication will be identified by the appropriate Marine Corps IRM Technical Publication number to include the standard subject identification number and sequence number (Para. 1.2.1.). Cover pages (Para. 2.1.1.) and a Promulgation Letter (Para 2.1.2.) will be prepared for each publication. If necessary, changes to commercial publications will be made to adapt the publication to the needs of the Marine Corps. The changes will be in the form of a supplement to the publication.

TECHNICAL PUBLICATIONS FORMAT
IRM-5271-04A

Appendix A

GLOSSARY

AIS: AIS is an acronym for "Automated Information System." Supported Activities Supply System (SASSY), Marine Integrated Maintenance Management System (MIMMS), On-Line Diary System (OLDS), and Automated Leave and Payroll System (ALPS) are examples of AIS's.

DON: DON is an acronym for "Department of Navy."

IRM: IRM is an acronym for "Information Resource Management."

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IRM-5271-04A

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TECHNICAL PUBLICATIONS FORMAT
IRM-5271-04A

Appendix C

TECHNICAL PUBLICATION REQUIREMENTS LIST

Front Cover	Mandatory/will be provided by MCCTA
Promulgation Letter	Mandatory
- Purpose	
- Authority	
- Applicability	
- Distribution	
- Scope	
- Sponsor	
Title Page	Mandatory
Library Maintenance Page	Mandatory
Publication Table of Contents	Mandatory
List of Figures	As Required
Reports Required	As Required
Chapter Table of Contents	Mandatory
Technical Contents (Text)	Mandatory
Appendixes:	
- Glossary (Terms & Abbr)	Mandatory
- References	As Required
- Others	As Required
- Bibliography	As Required
Comments/Revisions	Mandatory
Back Cover	Mandatory

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TECHNICAL PUBLICATIONS FORMAT

IRM-5271-04A

Appendix D

BIBLIOGRAPHY

OMB - OMB circular number, Agency name (e.g., OMB, etc.), "subject of the circular," date, and pages being cited.

Instructions - Instruction number (e.g., SECNAVINST 5239.1), Agency name, "subject of the instruction," date, and pages being cited.

Orders - Order number (e.g., MCO 5510.14), Agency name, "subject of the order," date, and pages being cited.

Book - Author's name, name of the book, book identification number (if any), (place of publication, name of the publisher, date of edition), and pages being cited.

Periodicals - Author's name, "title of the article," name of periodicals, volume number (if any), date, and pages being cited.

Figure D-01
Example of Bibliography Listings

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COMMENTS/REVISIONS

Technical publications under the Information Resources Management (IRM) Standards and Guidelines Program (MCO 5271.1) are reviewed annually. Your comments and/or recommendations are strongly encouraged.

IRM Tech Pub

Name: _____

IRM-____-____ (Number) Date of Tech Pub:

COMMENTS/RECOMMENDATIONS:

Name/Rank: _____ (optional)

Unit: _____ (optional)

Mail To: Director
Attn CTAS
MARCORCOMTELECT
3255 Myers Ave
Quantico VA 22134-5048

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