



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS, UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON DC 20350-3000

MCO 5600.31B  
ARDE  
17 JAN 2018

MARINE CORPS ORDER 5600.31B

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS PRINTING, PUBLISHING, AND REPROGRAPHICS EQUIPMENT  
REGULATIONS

Ref: (a) 44 U.S.C. §501 and §502  
(b) Joint Committee on Printing, US Congress No. 26, Government  
Printing and Binding Regulations, February 1990  
(c) FAR Subpart 8.8, Acquisition of Printing and Related Supplies  
(d) DoD Instruction 5330.03, Defense Logistics Agency (DLA) Document  
Services, May 18, 2011  
(e) Executive Order 13589, Promoting Efficient Spending, November 9,  
2011  
(f) USD Memo, Campaign to Cut Waste (CCW) Preliminary Guidance for  
Reducing Printing Costs Throughout the Department of Defense  
(DoD), March 9, 2012  
(g) MCO 4400.150  
(h) MARADMIN 623/10  
(i) MARADMIN 375/11  
(j) MARADMIN 411/14  
(k) DoD Manual 5200.01, Vol 4, DoD Information Security Program:  
Controlled Unclassified Information (CUI), February 24, 2012  
(l) MCO 5215.17D  
(m) MCO 5000.14D  
(n) NAVMC 3500.3D Personnel and Administration Training and  
Readiness Manual, May 17, 2016  
(o) NAVSUPINST 4200.99C, DON Government-Wide Commercial Purchase Card  
Program Policy, November 3, 2015  
(p) MCO 3104.1B  
(q) MARADMIN 056/14  
(r) Message 291542Z Jan 16, Updated Guidance on the Management of  
Copiers, Printers, Fax Machines, Scanners (CPFS), Multifunctional  
Devices via Defense Logistics Agency Document Services (DLADS),  
and Plotter Devices  
(s) MCO 5215.1K  
(t) SECNAV M-5210.1  
(u) MCO 7040.11A  
(v) Memorandum of Agreement between MCCPPMO and DLADS  
(w) SECNAVINST 5211.5E  
(x) 5 U.S.C. §552a

Encl: (1) Best Printing Practices

1. Situation. The Marine Corps Total Force (MCTF) requires publication, printing, and reprographics equipment for mission accomplishment. References (a) through (d) provide the broad regulatory and policy direction. A single official publication activity for Marine Corps documents ensures common

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policy, dependable currency of publications, and access by users across the MCTF to include retirees and dependents as required. A policy for hard copy printing ensures that printed material is produced cost effectively and in compliance with applicable regulations, and that the Marine Corps uses electronic distribution of documents and publications both for ready access and for cost efficiency purposes. Reprographics policy ensures that office-level equipment is acquired appropriately and in a cost effective manner. For production printing capabilities like those seen in printing shops, this policy ensures maximum use of Marine Corps Combat Camera (COMCAM) facilities and Department of Defense (DoD) capabilities; further, it ensures proper justification for unit owned and operated production capabilities required for special circumstances. The references govern acquisition and management of printing, publications, and reprographics equipment by the Federal Government, DoD, and the Marine Corps.

2. Cancellation. MCO 5600.31A.

3. Mission. To establish policy and procedures to accomplish Marine Corps publishing, printing, and reprographics equipment requirements in order for authorized users to have access to Marine Corps publications and reprographics equipment, to ensure cost efficiency whenever possible, and to comply with applicable regulations and directives.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Fulfill the Marine Corps requirements for printing, publishing, and reprographics equipment effectively and with cost efficiency. The following policies and designations are established to ensure Marine Corps compliance with the references. Documents and publications will be distributed and used electronically to the extent practicable as a cost saving measure and as a means to quickly disseminate the most current information.

(a) Document Services. Per references (a) through (d), the processes and procedures associated with printing, high speed-high volume duplicating, and document reproduction, including digitization in electronic formats, are hereinafter referred to collectively as document services. The DoD Logistics Agency (DLA) Document Services (DLADS) shall serve as the DoD single manager for printing and high speed-high volume duplicating, including both the operation of DoD in-house facilities and the procurement of these services from outside the DoD. Because DLADS recognizes the Marine Corps requirement for COMCAM capabilities, the Marine Corps retains organic high speed-high volume printing capability. Marine Corps units and activities will use the supporting COMCAM as the first source for production printing and then DLADS. DLADS is the preferred provider of document conversion/digitization services. Excluded from DLADS single manager responsibilities are intelligence agencies and tactical activities.

(b) Marine Corps Central Printing and Publications Management Organization (MCCPPMO). In accordance with reference (b), paragraph 30, the Publishing and Logistics Systems Management Section (ARDE), Publishing and Logistics Management Branch (ARD), Administration and Resource Management Division (AR), Headquarters Marine Corps (HQMC), is designated as the Marine Corps' Central Printing and Publications Management Organization responsible

for providing oversight management and control of the Marine Corps printing, publishing, publications, and reprographics enabling equipment programs, including issuance of policy and regulations governing acquisition and management of document services.

(2) Concept of Operations

(a) General

1. Command Printing Officers. The Command Printing Officer (CPO) is a collateral duty assigned in writing, and the CPO is responsible for providing command level oversight for implementation of this Order and acquisitions of document services and reprographics equipment by the command/activity. The CPO shall provide a copy of their appointing letter/orders along with contact information to ARDE at the following address:

Commandant of the Marine Corps  
Attn: AR Div/ARD/ARDE  
3000 Marine Corps Pentagon (2B253)  
Washington DC 20350-3000  
smb.hqmc.arde@usmc.mil

a. Major Subordinate Commands (MSC) and installations with a COMCAM activity shall assign the military or civilian officer in charge as the CPO for the command. Operating force subordinate units do not need to assign their own CPO while they are under the operational control of their MSC. Similarly, subordinate units of installations commands that have organic COMCAM offices do not need to assign their own CPO. Non-organic units (e.g., attached units to an MSC or tenant supporting establishment units at an installation) may use the local COMCAM activity as their CPO. This relationship may be documented in a memorandum of understanding or as deemed appropriate by other local procedures. Non-organic units are not automatically supported by the local COMCAM activity, so they must provide to ARDE a copy of the documentation that assigns CPO support.

b. Marine Air-Ground Task Forces (MAGTFs) (i.e., formed for exercises or deployments; not standing MAGTFs like MEFs) who have a COMCAM activity should assign the officer in charge (OIC) of the COMCAM as the CPO to support all the subordinate commands for that MAGTF. However, operational and organizational requirements may dictate other CPO assignment and support arrangements.

c. Commanding officers and OICs of independent activities such as Marine Barracks, Security Detachments, and Recruiting Commands shall appoint in writing a commissioned officer, warrant officer, senior staff non-commissioned officer, or a civilian employee equivalent as the CPO. The assigned CPO is responsible to become familiar with the contents of this Order and the related references.

2. Electronic Distribution Only. Printed documents will be reduced to the extent practicable, and electronic distribution only (EDO) should be the singular or augmenting dissemination means in lieu of printing hard copy documents when possible. Following the guidance in references (e) and (f), as both a policy matter and cost avoidance measure, all publications, forms, and other official documents approved for public release

(i.e., distribution statement A publications and uncontrolled blank forms) shall be disseminated electronically via the Marine Corps Publications website [<http://www.marines.mil/News/Publications.aspx>], the Marine Corps Publications Electronic Library (MCPEL) website [<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>], the Naval Forms Online website [<https://navalforms.documentservices.dla.mil/web/public/home>], and via the MCPEL and forms DVDs produced and distributed by HQMC. The COMCAM print shops are not permitted to print distribution statement A, EDO publications in their entirety unless the print request has been approved by the MCCPPMO. COMCAM print shops and individual units may print portions of EDO publications as determined by a commander as necessary for operations such as training, desk top procedures, and other situations where portions of a publication are needed in hard copy.

a. Exceptions to this policy will be submitted on a case-by-case basis as explained subsequently in this Order. Publication sponsors are encouraged to also consider EDO for other restricted distribution, controlled unclassified information (CUI) documents. There are two occasions for exceptions. The first is when a publication is first published (or revised). In this case, the publication sponsor determines that the publication is distribution statement A/available to the public but deems that the publication is required in hard copy; i.e., the sponsor does not want to make the publication EDO despite it being distribution statement A. The second occasion is when the publication sponsor has designated a publication as distribution statement A and EDO, but a user wants to print copies for local use.

b. Exceptions to have initial/revised publications that are distribution statement A/publicly releasable issued in hard copy must be submitted to the MCCPPMO at:

Commandant of the Marine Corps  
Attn: AR Div/ARD/ARDE  
3000 Marine Corps Pentagon (2B253)  
Washington DC 20350-3000  
smb.hqmc.arde@usmc.mil

The request will be submitted in regular Naval Letter format (may be submitted electronically) signed by the publication releasing authority, a General Officer (GO), or Senior Executive Service (SES) in the publication sponsor's chain of command. The letter should explain in detail why electronic distribution will not suffice. Justification should include an explanation as to why dissemination via the official web page on the internet and on the MCPEL DVD are insufficient means to reach the target audience or constitute a hindrance to the documents' ability to fulfill its intended purpose. The letter should also provide the detail of the publication to include the number of pages, the number of pictures/graphics, hardback or softback, and the number of copies requested for hard copy print. The MCCPPMO will coordinate additional detail as necessary with the publication sponsor and provide a reply in writing. If approved, the publication will still be published as distribution statement A, but it will not be designated as EDO. The publication sponsor will develop a distribution list/ mailing list for submission with the print package, and stock will be maintained at the publications stockage point in Albany, GA. In very select cases, the publication sponsor may desire for the publication to be distributed to select units/organizations but for it not to be available for all units to

order for their publications libraries. If this is the case, the publication sponsor must request and justify this in the print waiver request to the MCCPPMO. If approved, the publication will be listed in the Marine Corps Publications Distribution System (MCPDS) with the assigned distribution statement and designated EDO. The publication sponsor will submit a special print order to ARDE. All hard copy prints of the publication will be delivered to the publication sponsor, and the sponsor will be responsible for distribution to include all mailing costs. No stock will be ordered for the publications warehouse in Albany, GA.

c. Exceptions submitted by units/organizations to print copies for local use may be submitted to the MCCPPMO at the same address as the paragraph above. The request will be submitted in Naval Letter format justifying the waiver to policy in references (e) and (f) and explaining why electronic copies and/or printing only select pages do not satisfy the task/mission/requirement. The letter will be signed by the first GO or SES in the requesting unit's chain of command. The MCCPPMO will coordinate with the publication sponsor and provide a written response. The requesting unit will be responsible for all printing expenses. The local COMCAM will be the first option for any approved print requirements; if the COMCAM is unable to provide support, the unit will use the local DLADS office. If these two options are not available, the unit will request printing support from the MCCPPMO.

3. Table of Organization and Equipment (T/O&E) Assets. Deployable reprographics assets are exempt from the provisions of this Order and are governed by the provisions delineated in reference (g). This includes acquisition and management of T/O&E assets such as the printing equipment used by the COMCAM sections. It includes reprographic equipment used in the operating forces which are procured and fielded for use while deployed. This also applies to deployable office level reprographics equipment used by operational units.

4. Non-Appropriated Funds Assets. Acquisition and management of document services and enabling equipment using non-appropriated funds are exempt from the provisions of this Order and remain governed by those policies and regulations dedicated to the management of non-appropriated fund activities.

5. Garrison Property Assets. Following the guidance in references (g) through (j), all government owned and leased document services items of enabling equipment, as discussed herein, shall be entered as Information Technology Asset Management items and shall be accounted for on the Defense Property Accountability System on the general/garrison property records regardless of whether the equipment is Marine Corps owned or leased.

(b) Technical and Non-Technical Publications

1. Marine Corps publications fall into one of two broad categories, technical and non-technical publications. Technical publications support specific equipment items. All other publications are non-technical publications. Both types of publications have a publication sponsor for each document and are managed using MCPDS. While MCPDS denotes a specific information technology (IT) tool, the larger processes and tools that enable publications management across the Marine Corps include a warehouse and shipping management system at Albany, user interface applications to manage

unit libraries and requisition publications, a weapon system-publication interface in the Total Force Structure Management System, an electronic and DVD publications library, and the array of other processes to make publications available for the Marine Corps total force, to include retirees and dependents in some cases. The publication sponsor is responsible to ensure the currency and accuracy of the publication, to manage access to the publication per reference (k), and to load and maintain the publication's data in MCPDS.

2. Technical publications include those publications that support sustainment and maintenance of equipment items. Reference (l) provides policy regarding management of technical publications. The Marine Corps Systems Command (MCSC) coordinates with other DoD acquisition activities and with the Marine Corps Logistics Command (MCLC) to manage technical publications. MCSC weapon systems managers serve as the publications sponsors for the publications. These publications are maintained electronically by MCLC via a controlled access website, <https://mceits.usmc.mil/sites/pubs/default.aspx>. Authorized users can also access the Marine Corps Technical Publications website via the Marine Corps Publications website. Weapons system managers determine which publications are required in hard copy, and coordinate printing, distribution, and stockage requirements through the MCCPPMO. Units may order hard copy publications via MCPDS.

3. Non-technical publications include a wide variety of publications including Marine Corps doctrine, Marine Corps orders, Navy-Marine Corps publications, and Marine Corps history publications. There are also a number of documents such as Commandant of the Marine Corps (CMC) White Letters, recruiting posters, CMC Separation Packages, and other miscellaneous official documents. Non-technical publications are available electronically via the MCPDEL website and DVD sets that are produced quarterly by the MCCPPMO and distributed via mail to commands per the MCPDS distribution list. Because the MCPDEL website is publicly accessible, only publications with distribution statement A (available to the public) are on that website. Publications with a restricted distribution (i.e., access by only select categories per reference (k)) and unrestricted publications are on the DVD sets. There are no classified publications on the website or the DVD set.

4. Per reference (m), it is the responsibility of the G/S-1/Administration Officer to manage the acquisition, distribution control, and accountability of the command's publications and to manage the Directive Control Point. Development and management of a unit library is either taught at the Personnel Administration School or is taught by senior Marines via managed on-the-job training per reference (n). Authorized publications users procure hard copies of technical and non-technical publications via MCPDS.

5. The MCCPPMO/HQMC ARDE manages the Publications Library Management System (PLMS) to assist publications library management at the unit level. The purpose of PLMS is to provide operational users with a tool in Microsoft to help them manage their unit publications libraries; it does not provide images of the publications or direct access to MCPDS. The system is a database containing metadata on publications. It is a point-in-time status of technical and non-technical publications that is updated monthly by a mainframe process that extracts data about publications from MCPDS and Albany Publication System. For technical publications, it cross references publications metadata to equipment identification codes. The PLMS

application is installed on the end-user's computer by MCEN and, once installed, it runs in stand-alone mode. Monthly updates are provided via the Publications website on marines.mil. Stand-alone software and monthly updates are also available on the quarterly DVD set.

(c) Acquisition of Document Services

1. Per references (a) through (d), Marine Corps commands and activities are prohibited from acquiring document services from commercial vendors.

2. Marine Corps commands and activities shall obtain document services in the following order of preference: first preference is the local COMCAM activity; the second preference is the local DLADS activity; and the third preference is via the MCCPPMO.

3. Per reference (o) and this Order, Marine Corps Commercial Government Purchase Card (GCPC) holders are prohibited from using the GCPC to procure document services from any other source other than DLADS.

4. Per reference (p), Marine Corps deployed units shall obtain document services through their supporting COMCAM. The COMCAM may forward requirements beyond their capabilities to the deployed contracting office for procurement from the host nation. In the absence of a deployed contracting office, deployed COMCAM units may forward requirements beyond their capabilities to the nearest DLADS or the MCCPPMO.

5. Marine Corps commands, activities, and independent offices not collocated with a COMCAM activity or DLADS office may obtain document services directly from the MCCPPMO. Requirements should be forward to the following address:

Commandant of the Marine Corps  
Attn: AR Div/ARD/ARDE  
3000 Marine Corps Pentagon (2B253)  
Washington DC 20350-3000  
smb.hqmc.arde@usmc.mil

(d) Enabling Equipment

1. General. This Order pertains only to enabling equipment used in a garrison environment. Tactical/deployable assets are managed by MCSC and the Marine Corps supply system. The basis for enabling equipment regulations are in reference (b) with special emphasis on paragraph 8-2. Though reference (b) is a current publication, the technical information is dated to a great extent. For the purpose of Marine Corps policy, there are two basic categories of enabling equipment: production-level and office-level. Production-level machines are capable of full-color printing and/or reproduction at speeds exceeding 55 pages per-minute (PPM) or black & white capabilities exceeding 75 PPM or any device rated by the manufacture for a duty-cycle exceeding 150,000 images per month regardless of production speed; also included is any large format device capable of printing, copying, scanning, or faxing a document with a surface area volume greater than 188 square inches or exceeding Tabloid size paper stock at 11 inches by 17 inches. These are the types of equipment that are normally found in Combat Camera printing facilities. Reprographics equipment items under that threshold are considered office-level machines. Many office-level machines

are also called multi-functional devices (MFD) because they combine two or more of the enabling equipment functions. Units with questions can contact ARDE for clarification. Plotters and 3D printers do not fall under the scope of this Order.

## 2. Production-Level Equipment

a. Production-level equipment is authorized in COMCAM print shops. Requests to procure non-deployable equipment for COMCAM shops are submitted to the Office of United States Marine Corps Communication (OUSMCC). OUSMCC will coordinate the requested equipment with DLADS and with the MCCPPMO.

b. As noted previously, COMCAM shops and DLADS are mandated as the providers of document services including printing and high speed-high volume duplicating. Non-COMCAM organizations who require a production-level print capability must request authority from the MCCPPMO for this capability. The request must be submitted by the requesting command in standard naval letter format and forwarded via the assigned CPO. The letter must justify the volume and/or quality requirements, and must specifically address why the local COMCAM organization and/or the local DLADS office cannot satisfy the requirements. Response/Approval will be documented via letter from the MCCPPMO. The request and approval letters will remain on file under the procurement action. For procurement of replacement equipment of the same or similar capabilities, the assigned CPO may approve the procurement. The MCCPPMO reserves the right to request revalidation of production capabilities on a case-by-case basis.

c. Procurement of production equipment will be coordinated through the assigned CPO. OUSMCC and the MCCPPMO coordinate closely on procurement requests for production equipment. Base/Station COMCAM shops should coordinate directly with OUSMCC for equipment requirements. Non-COMCAM units should coordinate directly with the MCCPPMO. Per the definition provided in reference (i), reprographics equipment is considered an IT asset. Therefore, procurement of production equipment, to include leases, requires an approved IT procurement request (ITPR) to be processed via the IT Procurement Request/Review and Approval System (ITPRAS). Units will document in the ITPR via the business case analysis or with an attachment that their requirement was validated and approved by the supporting CPO. The preferred source for procurement of production equipment is DLADS, however, DLADS is not the mandatory source. Procurement will include a maintenance contract unless a waiver is specifically requested and approved. Leases through DLADS usually include maintenance and supplies (less paper) which should be factored into cost comparison. Contracting offices and GCPC holders shall not process procurement actions for production equipment without an approved ITPR.

## 3. Office-Level Equipment

a. For this Order, office equipment pertains to reprographics equipment that copies, prints, scans, or provides facsimile capability that perform under the thresholds for production-level equipment. Print-only devices are not normally considered reprographics equipment, and fall outside the scope of this Order. However, print-only devices are less common than in the past; most office machines provide multiple capabilities



and therefore fall under the category of MFD. An MFD that includes printing does fall under the scope of this Order.

b. References (q) and (r) establish the policy for procurement of non-deployable office copiers, printers, facsimile machines, and scanners and for procurement of MFDs. Units requiring office equipment for garrison use should read these references in detail and coordinate with the local base property office. The unit's supporting CPO has the technical expertise to assist units with their reprographic equipment requirements, and units should coordinate with the CPO as needed. Most office MFD requirements will be satisfied by leasing equipment through DLADS or procurement of a DLADS-recommended device. The references also offer instructions for waivers to using DLADS; the waiver must be processed through DLADS and approved by HQMC C4. Procurement of office equipment requires an approved ITPR to be processed via ITPRAS. The ITPR should specifically address that the unit is using DLADS as their source of supply. In cases where the unit cannot use DLADS, the ITPR should have documentation attached from DLADS that verifies they are unable to support the requirement. Contracting offices and GCPC holders shall not process procurement actions for office equipment without an approved ITPR.

b. Subordinate Element Missions

(1) Commanders of MSCs and installation commanders with a COMCAM activity shall assign the military or civilian officer in charge as the CPO and establish and maintain unit level Publications Management programs per references (m) and (s). Establish and maintain an Individual Activity Account Code (IAAC or IAC) in MCPDS complete with unit contact information and a complete street address suitable for receipt of U.S. Mail and bulk deliveries; pay particular attention to providing updated mailing addresses in MCPDS as required.

(2) All operational forces commanders shall establish and maintain a unit level Publications Management program per references (m) and (s). Establish and maintain an IAAC or IAC in MCPDS complete with unit contact information and a complete street address suitable for receipt of U.S. Mail and bulk deliveries; pay particular attention to providing updated mailing addresses in MCPDS as required.

(3) Independent commanders and OICs of activities such as Marine Barracks, Security Detachments, Directors of District Headquarters, Inspector-Instructors, and other independent activities shall assign a CPO and establish and maintain a unit level Publications Management program per references (m) and (s). Establish and maintain an IAAC or IAC in MCPDS complete with unit contact information and a complete street address suitable for receipt of U.S. Mail and bulk deliveries; pay particular attention to providing updated mailing addresses in MCPDS as required.

c. Coordinating Instructions

(1) The MCCPPMO shall:

(a) Manage the Marine Corps Printing, Publishing, and Reprographics Equipment Management Programs providing effective oversight for production, procurement, and distribution of publications, and other official documents destined for distribution to the Marine Corps total force. This

includes issuing policy and guidance, and implementing procedures to ensure compliance with the references and other higher authority policies governing the acquisition and management of document services and enabling equipment.

(b) Serve as the Marine Corps representative for acquisition and management of document services.

(c) Establish and maintain the official MCPEL web page on [www.marines.mil](http://www.marines.mil) as the authoritative, official source for dissemination of public releasable Marine Corps publications and related materials.

(d) Establish and maintain effective means to disseminate publications, forms, and other official documents to the Marine Corps total force in digitized formats in lieu of and as an alternative to distributions of printed matter.

(e) Establish, maintain, and administer Marine Corps Automated Information Systems (AIS) used for Marine Corps publications management including sponsoring systems administration, coordinating technical assistance, and providing information access management support services for those AIS.

(f) Provide efficient document services to the Marine Corps by managing acquisition and distribution of all official publications, forms, and other documents destined for distribution to the Marine Corps.

(g) Provide departmental level oversight for all printing performed by or on behalf of the Marine Corps ensuring the best printing practices delineated at enclosure (1) are adhered to wherever practicable.

(2) Regional Contracting Offices shall ensure equipment purchases, service & maintenance (S&M) contracts, and lease contracts for enabling equipment include required clauses such as DFARS 252.232-7003 and one locally drafted clause authorizing the government to remove and retain internal hard drives and memory components of any equipment used for reproduction, scanning, faxing, or imaging of official documents both at lease-end and during any interim interval whenever the equipment is removed from service. Additionally, all lease and S&M contracts must include clauses requiring the vendor's service technicians to have a DoD issued security clearance equal to or higher than that of the materials imaged on the device to be serviced. Documentation of the technicians' security clearances must be presented before a vendor's bid can be accepted for consideration during the contract competition process.

(3) Publication sponsors shall ensure all publications acquired by them or produced at their direction are managed as follows.

(a) Distributed as digitized material whenever possible to implement effective cost avoidance measures by reducing reliance upon distributions of printed matter.

(b) Recorded in MCPDS, complete with all elements of metadata and the publication's distribution list where applicable.

(c) Assigned a distribution statement code per reference (k) and (s). Even though most of the non-technical publications are not "technical

documents" as defined in reference (k) and not all of them are directives, the distribution statement codes that are defined in these references provide the best coding system for unclassified restricted distribution publications.

1. The distribution statement code assigned shall be based upon the sensitivity of the publication's content and serve to denote the extent to which the publication may be made available for distribution, release, and dissemination without further authorization from the sponsor.

2. Any publication containing sensitive material such as budgetary information, individual personally identifiable information (PII), troop strength or equipment densities, training schedules or objectives, deployment dispositions, unit readiness statistics, or operational tactics, techniques, or procedures should be considered for designation as "For Official Use Only" (FOUO). All FOUO documents must be assigned a distribution statement other than "A". Publications may have a restricted distribution statement even if no section is specifically designated as FOUO; i.e., the publication sponsor may determine that the body of work/information taken together requires restricted distribution. If a doctrinal publication is FOUO, the FOUO paragraph(s) must be marked clearly with FOUO at the beginning of the paragraph. Publication sponsors are responsible to make distribution statement determination in accordance with the statutes, directives, and guidance implementing the Freedom of Information Act, Privacy Act, and management of CUI.

3. The distribution statement assigned shall be displayed centered and one inch from the bottom-edge of the first page of the publication and in the same location on the outside of the publication cover page where applicable.

(d) Reported to CMC (ARDE) for assignment of a Publication Control Number (PCN) and for ensuring the PCN assigned is displayed properly on all copies of the publication as follows:

1. On Marine Corps Orders and Bulletins, and all letter-type publications, the PCN shall be printed on the authentication page, appearing justified to the left margin and two lines below the authentication signature.

2. On perfect-bound, hard-bound, and hard-cover publications where no authentication page is present, the PCN shall be printed on the title page, centered one inch above the bottom-edge.

3. Doctrinal publications will follow current doctrinal guidelines established by Deputy Commandant, Combat Development & Integration, Capabilities Development Directorate, MAGTF Integration Division, Doctrine Control Branch.

4. On periodicals, the PCN shall be printed on the inside of the cover at or near the bottom-edge of the page in the left-most column or as the last line of the production & distribution authority statement.

5. On technical publications, the PCN shall be printed and displayed on the authentication page following the format guidance in reference (1).

6. Recruiting materials, posters, pamphlets, brochures, tri-fold and bi-fold hand-outs, maps, and other miscellaneous administrative publications shall have the PCN printed on them for identification purposes only. In these instances, the PCN display location is left to the discretion of the sponsor as long as it is easily identifiable and legible. It may be displayed in any obscure area, including on the reverse or back-side of posters, where it does not distract from the document's content. Additionally, these types of miscellaneous administrative documents are considered public releasable by nature and do not require a distribution statement unless the content is sensitive, classified, or otherwise dictates restricting distribution. In such instances, a distribution statement other than "A" shall be assigned and clearly displayed on the front, centered 1 inch from the bottom edge, in a type set larger than 10 point.

#### 5. Administration and Logistics

a. Publications designated as EDO shall not be stocked for requisitioning at the publications stock point and may not be printed in whole by end-users. However, specific pages, paragraphs, appendices, enclosures, tables, charts, or portions thereof which are frequently required as ready reference materials supporting daily routine business may be printed and retained in desktop turn-over files. Similarly, select pages/tables/figures of publications may be printed for training and education classes to enhance and emphasize the period of instruction. Local procedures must be established to ensure the aforementioned extracts are maintained current with changes to the basic publication and that portable media holding such records are safeguarded and routinely backed-up to ensure continuous content availability.

b. Publications accessible only through the Internet should be downloaded and retained on portable media for ready-reference upon demand; reliance upon Internet access while deployed is discouraged.

c. The publications MCPEL and forms DVD sets shall be updated and distributed quarterly by ARDE as a complete library containing all Marine Corps Orders and other Marine Corps administrative type publications to include publicly releasable documents and CUI. This eliminates the need to stockpile dated MCPEL DVDs.

d. Local directives and supplements may be issued to amplify this Order; however, such local directives or supplements shall not contradict or repeat information contained in this Order.

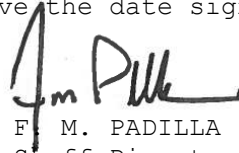
e. Records created as a result of this Order shall be managed according to the National Archives and Records Administration approved dispositions and reference (t) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

f. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or

dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (w)) and implemented per reference (x).

6. Command and Signal

- a. Command. This Order is applicable to the MCTF.
- b. Signal. This Order is effective the date signed.



F. M. PADILLA  
Staff Director,  
Headquarters Marine Corps Staff

DISTRIBUTION: PCN 10208650000

Best Printing Practices

1. Selective printing:

a. Use hard copy printing only when necessary. Learn/adapt to use of electronic media, reference materials, and files to the extent practicable.

b. Print only that which is needed. Select only specific pages to print. Minimize the printing of emails. When printing an email is required, restrict it to the portion of the email string that you need in hard copy.

c. Conduct paperless meetings and briefings whenever feasible. Avoid printing the full brief for all attendees. Maximize the use of read-aheads and after action reports. If the slide handouts must be printed for the brief, consider printing multiple slides per page and using 2-sided printing.

d. Adopt the use of electronic records where possible. Use word processing applications such as Adobe Acrobat Professional, MS Word, or similar applications to generate Portable Document Format (PDF) files for retention as electronic records in lieu of printed records.

2. Make best use of ink.

a. Certain type fonts are less toner-intense such as: Century Gothic, Garamond 1 or Times New Roman. Fonts, such as Arial, are toner-heavy or toner-intense fonts. This can save as much as 30% of ink use.

b. Avoid using "block" or "fixed" character type fonts such as Courier or Courier New; instead use "proportional" type fonts such as Times New Roman. The block or fixed character type fonts always use the same amount of page space for each character irrespective of the character's actual size; e.g., they use the same amount of space to print an "I" as they do to print an "M" whereas proportional type fonts use less space for the "I" than that used for the "M".

c. Set your word processor's default font size to 10 wherever practicable.

d. Default to "standard" quality printing rather than "high resolution".

e. Consider using black and white printing when possible and especially for large print jobs.

3. Make best use of page space.

a. Ensure the default printing setting is 2-sided printing.

b. Default to narrow margins. Except for official letterhead correspondence and official documents, which require 1" margins, set the default margin size to three quarters of an inch (.75 inches) or less whenever possible.

4. Reduce waste.

a. Use print "preview" to thoroughly proof documents before printing.

b. Use General Services Agency (GSA)-approved 30% recycled paper whenever possible.

c. Use standby and sleep modes whenever available. Most government print devices are on all day and in many instances all night, but are used only a small portion of the time. Users can lower costs and reduce energy consumption by changing the device settings so that the device converts to "sleep mode" when not used for a specified period of time.