



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

MCO 5600.31
ARD
26 Apr 2010

MARINE CORPS ORDER 5600.31

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PRINTING AND PUBLISHING REGULATIONS

Ref: (a) JCP #26, S.Pub 101-9, Government Printing and Binding Regulations
(b) Title 44 U.S.C. §501 and §502, Public Printing and Documents
(c) FAR Subpart 8.8, Federal Acquisition Regulations
(d) DoD Directive 5330.3, Document Automation and Production Service
February 8, 2006
(e) SECNAVINST 5210.6
(f) NAVSUPINST 4200.99
(g) MCO 3104.1
(h) MCO 5215.1K
(i) MCO P4400.150E
(j) SECNAV M-5214.1
(k) MCO 5214.2F

1. Situation. The references govern acquisition and management of Printing, Publications, Forms, and Reprographics equipment by the Marine Corps.
2. Cancellation. MCO P5600.31G, MCO 5213.7C, and MCO 5213.8.
3. Mission. To establish policy and procedures to ensure compliance with the references.
4. Execution
 - a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The following policies and designations are established to ensure Marine Corps compliance with the references.

(a) Printing and Publishing. The procedures and processes associated with printing, reproduction, and distribution of official documents, publications, and forms including digitization and dissemination in electronic formats, as well as acquisition and management of enabling equipment, are hereinafter referred to collectively as document services.

(b) Marine Corps Central Printing and Publications Management Organization (MCCPPMO). In accordance with the provisions of reference (a), 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 (MCCPPMO), responsible for providing oversight management and control of the Marine Corps printing, publishing, publications, and forms management programs; including issuance of policy and regulations governing acquisition and management of document services and enabling equipment.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(c) Table of Equipment (T/E) Assets. Acquisition and management of the Tactical Imagery Production System (TIPS) and related tactical assets procured and fielded by the Commander, Marine Corps Systems Command (MCSC) to the Marine Corps Combat Camera (COMCAM) activities for use while deployed are exempt from the provisions of this Order.

(d) Non-Appropriated Funds Assets. Acquisition and management of document services 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.

(e) Garrison Property Assets. Acquisition and management of garrison property assets including leased equipment acquired for use in support of garrison operations are governed by this Order.

(2) Concept of Operations

(a) Acquisition of Document Services

1. Per the provisions of references (a) through (f), Marine Corps commands and activities are prohibited from acquiring document services directly from commercial vendors.

2. Per the provisions of references (a) through (g), Marine Corps commands and activities shall obtain document services in the following order of preference: first preference is the local Marine Corps COMCAM activity; second preference is the local Document Automation and Production Service (DAPS); the third preference, is the MCCPPMO.

3. Per the provisions of reference (f) and this Order, Marine Corps Government Commercial Purchase Card (GCPC) holders are prohibited from procuring document services from any source other than DAPS.

4. Per the provisions of reference (g), Marine Corps units deployed shall obtain document services through their supporting COMCAM. The COMCAM may forward requirements beyond their capabilities to the deployed contracting office for procurement from host Nation; in the absence of a deployed contracting office, deployed COMCAM units may forward requirements beyond their capabilities to the MCCPPMO.

5. Per the provisions of reference (d), Marine Corps field commands, activities, and independent offices not collocated with a supporting COMCAM or DAPS may obtain document services from the MCCPPMO. Forward requirements to the following address.

Commandant of the Marine Corps (ARDE)
Attn: MCCPPMO
FB#2, Navy Annex, Room 1213
Washington, DC 20380-1775

6. All HQMC staff agencies, activities, and independent offices, regardless of location, shall obtain document services in the following order of preference: first preference is the HQMC COMCAM activity; second preference is the local DAPS using the HQMC Preferred Customer Card issued by the MCCPPMO; the third preference is the MCCPPMO. All document services requirements exceeding the capabilities of the HQMC COMCAM and the preset limits of the Preferred Customer Card, including printing and reproduction jobs for Marine Corps wide distributions, shall be passed to the MCCPPMO as the first preference provider.

(b) Acquisition of Enabling Equipment

1. Per the provisions of reference (a), paragraph 8-2, requirements for enabling equipment, including all copiers, multifunctional devices (MFD), and reprographics and document imaging equipment, listed with an "X" in columns (1) or (2) of the equipment tables, are controlled by the Government Printing Office (GPO) as printing equipment and must be approved by appropriate authority prior to acquisition; including short term leases, as follows.

a. Marine Corps field activities shall forward requirements for enabling equipment to the Officer in Charge (OIC) of their supporting COMCAM or Command Printing Office (CPO) for review and approval prior to purchase or lease.

b. Marine Corps field commands, activities, and independent offices not collocated with or supported by a CPO/COMCAM shall forward their requirements to ARDE at the following address.

Commandant of the Marine Corps (ARDE)
Attn: Program Manager, Office Automation
FB#2, Navy Annex, Room 1209
Washington, DC 20380-1775

c. The CPO/COMCAM shall forward to ARDE at the address above, under forwarding endorsement, all requirements for enabling equipment listed with an "X" in column (1) of the equipment tables in reference (a).

d. Marine Corps Regional Contracting Offices, independent Contracting Officers, their designated Buying Agents, and GCPC holders shall neither purchase nor lease enabling equipment absent written authorization from the local CPO/COMCAM or the MCCPPMO as prescribed above.

2. Acquisition and management of T/E allowance type items fielded by MCSC are excluded from these requirements.

b. Subordinate Element Missions

(1) Commanding Officers of Marine Barracks and District Headquarters, OICs of Security Detachments, Inspector Instructors, and other independent activities shall:

(a) Appoint in writing a commissioned officer, warrant officer or senior staff noncommissioned officer as the unit's Forms Management Officer (FMO) responsible for establishing and managing the unit's Forms management program in accordance with reference (e). Provide a copy of the appointing letter or orders along with complete point-of-contact (POC) information to ARDE.

(b) Appoint in writing a commissioned officer, warrant officer or senior staff noncommissioned officer as the CPO, responsible for providing command level oversight for implementation of this Order and acquisitions of document services by or on behalf of the activity. Provide a copy of the appointing letter or orders along with complete POC information to ARDE.

(c) Appoint in writing a staff noncommissioned officer, noncommissioned officer, or civilian employee equivalent as the command

Directives Control Point (DCP) clerk, responsible for establishing and managing the command's publications and forms library in accordance with the provisions of this Order and reference (h).

(d) Responsibility for administration of the DCP may be assigned as either a primary or collateral duty.

(e) Individuals may not be appointed to serve as both the FMO and the CPO simultaneously.

(2) Commanders of Major Subordinate Commands (MSC) and Marine Corps Installations with COMCAM activities attached shall:

(a) Designate in writing the OIC of the COMCAM activity, or a senior officer, as the CPO. Provide a copy of the appointing letter or orders along with complete POC information to ARDE.

(b) Appoint in writing a commissioned officer, warrant officer, or senior staff noncommissioned officer as the FMO responsible for establishing and managing the installation's Forms management program. Provide a copy of the appointing letter or orders along with complete POC information to ARDE.

(3) In all instances, CPOs shall be responsible for:

(a) Providing command level oversight for all COMCAM activities including in-garrison operations of the reprographics center and printing facilities.

(b) Performing command level oversight for acquisition of enabling equipment whether Marine Corps owned or leased, ensuring government owned enabling equipment in use throughout the installation is properly accounted for on the owning unit's property records.

c. Coordinating Instructions

(1) The MCCPPMO shall:

(a) Manage the Marine Corps Printing, Publishing, Publications, and Forms Management Programs. This includes issuing policy, directives, and regulations establishing and implementing procedures to ensure compliance with the references and other higher authority policies and regulations governing the acquisition and management of document services and enabling equipment.

(b) Perform departmental level oversight for Marine Corps owned and leased enabling equipment procured for use in garrison operations.

(2) MSC and Marine Corps Installation commanders; commanding officers of field activities, Marine Barracks, and District Headquarters; Security Detachment OICs, Inspector Instructors, and other independent activities shall establish and maintain unit level Publications and Forms management programs following the guidance in this Order and references (e) through (h).

(3) Regional Contracting Offices (RCO) shall ensure equipment lease contracts for enabling equipment include clauses authorizing the government to remove and retain internal hard drives and memory components of any equipment used for reproduction, scanning, faxing, or imaging of classified material; both at lease-end and any interim interval where such equipment is removed

from service. Additionally, all lease and service maintenance contracts must include clauses requiring the vendor service technicians to have a Department of Defense-issued security clearance equal to or higher than that of the materials imaged on the device to be serviced. Documentation of these security clearances must be presented before a vendor's bid can be accepted for consideration during the contract competition process.

(4) The commanding officer of battalion/squadron and larger Operating Force units, Marine Barracks, and District Headquarters; OICs of Security Detachments, Inspector-Instructors, and the heads HQMC staff agencies shall establish and maintain an Independent Activity Account Code (IAAC aka: IAC) in the Marine Corps Publications Distribution System with a current street address suitable for delivery of U.S. Mail and Freight.

(5) Publication sponsors shall ensure all publications regardless of type, source, or format, acquired by them or produced at their direction for distribution to the Operating Forces are assigned a Publications Control Number (PCN) by ARDE. The PCN is displayed on all copies of the publication on the authentication page, appearing justified to the left margin and two lines below the authentication signature. Additionally, sponsors shall ensure all PCNs assigned their publications are recorded in the Marine Corps Publications Distribution System (MCPDS) with complete metadata.

5. Administration and Logistics

a. All forms acquired or produced by or on behalf of the Marine Corps for use by the Operating Forces shall be assigned a National Stock Number (NSN) and a Forms Number (FN) through the Defense Logistics Agency (DLA), Defense Logistics Supply Center (DLSC), and DAPS; and recorded in the Stock List SL-8-09993A, and the Marine Corps Electronic Forms System (MCEFS). Forms adopted for local use by field activities shall be assigned a local stock number and forms number and reported to ARDE. All forms must be registered; local forms not properly registered by the unit FMO are considered to be "bootleg" forms and are not authorized for distribution or use by Marine Corps activities for any purpose regardless of circumstance. All information collections, including forms, must be in compliance with references (j) and (k) and submitted to the reports control manager, ARDB, for appropriate action.

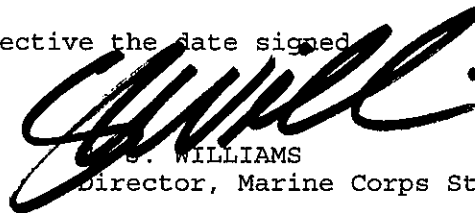
b. Publications declared Electronic Distribution Only (EDO) shall not be printed in whole by using commands for purposes of inspections or use; however, specific pages, paragraphs, appendices, enclosures, tables, charts or portions thereof which are frequently required as ready-references to perform daily routine business may be printed and retained in a desktop turn-over file or standard operating procedure for quick-reference. Publications distributed in electronic formats through the Internet should be downloaded and retained on portable media for ready-reference upon demand; reliance upon availability of the Internet while deployed is discouraged. Local procedures must be established to ensure the aforementioned are maintained current with changes and that portable media holding such records are safeguarded from destructive or damaging elements and routinely backed-up to ensure continuous content availability.

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

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed



S. WILLIAMS
Director, Marine Corps Staff

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