

DETAILED INSPECTION CHECKLIST

FA SC STMT	TEXT
068	MARINE CORPS PUBLICATIONS MANAGEMENT PROGRAM Functional Area Manager: ARDE Point of Contact: MR. ROBERT W. RENNER (DSN) 224-1713 (COML) 703-1713 E-mail: robert.w.renner@usmc.mil Date Last Revised: 15 August 2012
068 00	DOCUMENT SERVICES MANAGEMENT
068 00 001	Do the records indicate the unit has procured document services directly from commercial vendors? Reference MCO 5600.31A, PAR 4.A (2) and (A).
068 00 002	Do the records indicate the unit's has procured document services in the order of preference specified; using the local COMCAM as the first order of preference to the maximum extent of its capabilities before using other sources? Reference MCO 5600.31A, PAR 4.A (2) and (A) (3).
068 00 003	Do the records indicate the unit's GCPC holder has procured document services from entities other than the Defense Logistics Agency, Document Servicers (DLADS) – formerly the DAPS? Reference MCO 5600.31A, PAR 4.A (2) and (A) (3).
068 00 004	Has the commander appointed in writing the Command Forms Management Officer? Reference MCO 5600.31A, PAR 4.B (1) (A) and 4.B (2) (B).
068 00 005	Has the FMO forwarded copies of their appointing letter or orders along with POC information to CMC (ARDE)? Reference MCO 5600.31A, PAR 4.B (1) (A) and 4.B (2) (B).

- 068 00 006 Has the commander appointed in writing the Command Printing Officer (CPO)?
Reference
MCO 5600.31A, PAR 4.B (1) (B) and 4.B (2) (A).
- 068 01 007 Has the command CPO forwarded their POC information to CMC (ARDE)?
Reference
MCO 5600.31A, PAR 4.B (1) (B).
- 068 01 008 Has the commander appointed in writing the unit's Directives Control Point Clerk (CPC)?
Reference
MCO 5600.31A, PAR 4.B (1) (C).
- 068 01 009 Has the unit obtained required approvals prior to procuring enabling equipment; includes purchase, lease, or short term rentals)?
Reference
MCO 5600.31A, PAR 4.A (2) (B) 1.A and 4.A (2) (B) 1.B.
- 068 01 010 Has the CPO forwarded requirements for production level enabling equipment to the MCCPPMO for review and approvals prior to procurement?
Reference
MCO 5600.31A, PAR 4.A (2) (B) 1.C.
- 068 01 011 Do the procurement files for acquisition of enabling equipment contain copies of all required approvals?
Reference
MCO 5600.31A, PAR 4.A (2) (B) 2 and 4.A (2) (B) 3.
- 068 01 012 Has the commander added all unit owned and leased enabling equipment to the unit's property control records as Information Technology Asset Management (ITAM) items?
Reference
MCO 5600.31A, PAR 4.A (1) (F) and 4.A (2) (B) 1.
- 068 01 013 Do the records indicate that any individual has been appointed to serve as the FMO and CPO simultaneously?
Reference
MCO 5600.31A, PAR 4.B (1) (D).

- 068 01 014 Are the unit's Publications and Forms Management programs clearly established and managed in accordance with the appropriate references?
Reference
MCO 5600.31A, PAR 4.C (2)
- 068 01 015 Do locally issued contracts contain the required clauses?
Reference
MCO 5600.31A, PAR 4.C (3).
- 068 01 016 Does the unit have an active Individual Activity Account Code (IAAC aka: IAC) established and properly maintained in the Marine Corps' Publications and Distribution System (MCPDS)?
Reference
MCO 5600.31A, PAR 4.C (4).
- 068 01 017 Does the unit's IAAC contain current and accurate POC information for each individual responsible for accessing MCPDS to order publications on behalf of the command (MCPDS allows each IAAC (unit) to assign two individual user-IDs (aka: Accessor Identification Codes (ACIDS)); a primary and a back-up?
Reference
MCO 5600.31A, PAR 4.C (4).
- 068 01 018 Is the unit's address recorded in the MCPDS correct for receipt of U.S. Mail and Freight?
Reference
MCO 5600.31A, PAR 4.C (4).
- 068 01 019 Have all forms adopted for local use been properly reported?
Reference
MCO 5600.31A, PAR 5.A.
- 068 01 020 Have all local information collections using local forms been properly reported?
Reference
MCO 5600.31A, PAR 5.A.
- 068 01 021 Is there evidence members of the command are printing EDO publications in-whole?
Reference
MCO 5600.31A, PAR 5.B.

- 068 01 022 Has the command taken action to ensure availability of EDO and other digitized pubs whenever the Internet is unavailable?
Reference
MCO 5600.31A, PAR 5.B.
- 068 01 023 Has the command established procedures to ensure downloaded pubs are maintained current with all applicable updates and changes?
Reference
MCO 5600.31A, PAR 5.B.
- 068 01 024 Has the command taken action to protect portable media containing digitized publications from the elements and established means to ensure they are routinely backed-up?
Reference
MCO 5600.31A, PAR 5.B.
- 068 01 025 Is there evidence the unit has adopted the "Best Printing Practices" as delineated at enclosure (1) of MCO 5600.31A?
Reference
MCO 5600.31A, PAR 4.B (4) (C).