



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 5600.4
4D

JUL 30 2015

COMBAT CENTER ORDER 5600.4

From: Commanding General
To: Distribution List

Subj: LOCAL PRINTING AND PUBLICATIONS MANAGEMENT PROGRAM

Ref: (a) MCO 5600.31A
(b) Memorandum of Agreement between the United States Marine Corps and the Defense Logistics Agency, Document Automation and Production Services of 17 May 2007
(c) DoDI 5000.64, "Accountability and Management of DoD Equipment and Other Accountable Property"
(d) MARADMIN 056/14, Management of Copies, Printers, Fax Machines, Scanners, and Multi-Functional Devices
(e) CCO 3104.1A
(f) MCO 3104.1B
(g) JCP No. 26, Government Printing and Binding Regulations

Encl: (1) Printing Best Practices

1. Situation. References (a) through (d) govern acquisition and management of Printing, Publications, Forms, and Reprographics equipment by the Marine Corps. The purpose of this Order is to publish installation procedures regarding local printing and publications management aboard Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC).

2. Mission. This Order shall establish policy for managing document services and enabling equipment, assign responsibility, and provide guidance for implementing a local printing and publications management program for MAGTFTC, MCAGCC.

3. Execution. Reference (b) is a Memorandum of Agreement (MOA) that exists between the U.S. Marine Corps and the Defense Logistics Agency (DLA), Document Automation and Production Service (DAPS), now known as DLA Document Services (DLADS). This MOA establishes a business relationship and understanding for mutual support between DLADS and Headquarters, U.S. Marine Corps. This MOA delineates the responsibilities of both parties relative to the acquisition, maintenance, and management of reprographics equipment for all activities under the cognizance of the Commanding General (CG), MAGTFTC, MCAGCC.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The following policies and designations are established to ensure MAGTFTC, MCAGCC is in compliance with the references. For the purposes of this installation Document Services is defined below.

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

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(a) Document Services. The procedures and processes associated with printing, reproduction, distribution of publications and forms, including digitization and dissemination in electronic formats are hereinafter referred to as document services.

(b) Enabling Equipment. This term includes all copiers, multifunctional devices, and reprographic and document imaging equipment (e.g., scanners).

(2) Concept of Operations. Acquisition of document services or enabling equipment shall be as follows:

(a) Per the provisions of reference (a), Marine Corps commands and activities are prohibited from acquiring document services or enabling equipment directly from commercial vendors. MAGTF/TC, MCAGCC activities shall obtain document services in the following order of preference: first preference will be the local Combat Center Combat Camera (COMCAM) activity; second preference, is the local DAPS [located at 1261 Graeber Street, Building 2313, Room 24, March ARB, CA 92518 (951) 655-3686]; the third preference, is the Marine Corps' Central Printing and Publications Management Organization (MCCPPMO).

(b) The Combat Center Regional Contracting Office (RCO), independent Contracting Officers, their designated Buying Agents, and Government Commercial Purchase Card (GCPC) holders shall neither purchase nor lease enabling equipment unless there is written authorization from the local COMCAM or the MCCPPMO as prescribed above.

b. Subordinate Element Missions

(1) Commanding Officers, Assistant Chiefs of Staff, Special Staff Officers, and Officers-in-Charge

(a) Ensure that the GCPC Holder and any personnel requesting enabling equipment or document services obtain all required approvals from the Command Printing Officer (CPO) and the RCO.

(b) For those with Individual Activity Account Codes (IAAC), maintain and order publications and manuals when requested, to include the electronic distribution only (EDO) for Marine Administrative Publications and Forms Electronic Library and PLMS (PCN 71000025200).

(2) Assistant Chief of Staff G-3

(a) In accordance with reference (a), appoint in writing the Director, COMCAM as the CPO.

(b) Director, Combat Camera. As the CPO your duties are as follows:

1. Per reference (a), provide command level oversight for all COMCAM and reprographics center operations including document services and the acquisition of production level enabling equipment.

2. In accordance with reference (a), review, approve, or disapprove requests for production level enabling equipment prior to purchase or lease.

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(3) Assistant Chief of Staff G-4, CLD

(a) Work within the CPO recommendations in procuring production enabling equipment, and forward all requests for production enabling equipment to MCCPPMO.

(b) Ensure all government property is accounted for in accordance with references (a) and (c).

(4) Director, RCO

(a) Ensure requests to acquire enabling equipment are formally approved in writing prior to acquisition and copies are retained in the contract file as part of the procurement record.

(b) Per reference (a), ensure equipment purchases, service and maintenance contracts, and lease contracts for enabling equipment have all the required clauses.

(c) GCPC Section. Per reference (a), notify and work in concert with the CPO in procuring enabling equipment or document services.

(5) Assistant Chief of Staff G-1, Adjutant

(a) Establish and maintain an active IAAC within the Marine Corps Publications and distribution system.

(b) Order publications and manuals for the MAGTFTC, MCAGCC staff when requested to include the EDO for Marine Administrative Publications and Forms Electronic Library and PLMS.

(c) Assist those directorates without their own IAAC, to order directly from ARDE.

(d) Manage publications listing of all directives required for effective management of MAGTFTC, MCAGCC.

c. Coordinating Instructions(1) Publications Designated EDO

(a) Users are encouraged to use the electronic version of the Marine Corps Administrative Publications and Forms Electronic Library which is available to all for EDO use when the internet is down (PCN 71000025200).

(b) If a publication is downloaded for required use, ensure the user applies all applicable updates and changes to the publication.

(c) Users shall refrain from printing publications in whole. Only print excerpts of directives for daily use or quick references when necessary.

(2) MAGTFTC, MCAGCC directives are available at <http://www.29palms.marines.mil> and by doing the following:

(a) Click on the "CENTER INFORMATION" bar on the right side of the screen.

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(b) Click on the "+" sign next to the "Combat Center Publications".

(c) Click on the type of directive you want to see (order, bulletin, etc.).

(d) Click on the respective directive/LOI/Policy letter or statement you are looking for.

(3) Best Printing Practices. Everyone will use and adhere to the enclosure for best printing practices within all offices aboard the Combat Center.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center orders can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

5. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities that fall under the cognizance of the CG, MAGTF/TC, MCAGCC.

b. Signal. This Order is effective the date signed.


J. B. HANLON
Chief of Staff

Distribution: A

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Printing Best Practices

1. Print only when absolutely needed. Minimize the printing of emails.
2. Use "print preview" to proof documents before printing to cut down on paper and toner.
3. Ensure a default setting for black and white printing is used. Choose color only if necessary, if it adds unique value to the information being presented.
4. Ensure a default setting for duplex (double-sided) printing is used.
5. For Microsoft PowerPoint presentations, print using the "handout" mode, with multiple (e.g., 6, 4, 2) slides per page.
6. Default to "draft" quality printing rather than "high" quality.
7. Effectively use standby and sleep modes. Most government print devices are generally on all day, but are used only a portion of the time. Information technology personnel can lower costs and reduce energy consumption by changing device settings so that the device moves to "sleep mode" at the end of the working day and on weekends. End users should also fully power off devices over the weekends and holidays.
8. To the maximum extent practicable, ensure the default font used is a toner efficient font, (e.g., Times New Roman uses less toner than Arial Font).
9. To the maximum extent practicable, except for official letterhead correspondence, which requires 1-inch margins, use .75 inches as the default margin size for printing.
10. Conduct paperless meetings whenever feasible, using overhead projectors, video displays, etc., in place of hard copy handouts.
11. Completely exhaust toner before changing toner cartridges and ensure cartridges are retained for recycling, which is provided by Defense Logistics Agency (DLA) Document Services.