



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 5600.4D
RMD 3B
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COMBAT CENTER ORDER 5600.4D

From: Commanding General
To: Distribution List

Subj: LOCAL PRINTING AND PUBLICATIONS MANAGEMENT PROGRAM

Ref: (a) MCO 5600.31B
(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
(d) MARADMIN 056/14, Management of Copies, Printers, Fax Machines, Scanners, and Multi-Functional Devices
(e) DoDI 5330.03
(f) MCO 3104.1B
(g) JCP No. 26, Government Printing and Binding Regulations
(h) DoDM 5200.01, Volume 4
(i) DoDI 5230.24
(j) MARADMIN 375/11

Encl: (1) Best Printing Practices

1. Situation. References (a) through (e) 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. Cancellation. CCO 5600.4C.

3. 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.

4. 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.

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

a. Commander's Intent and Concept of Operations

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

(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. Per reference (a), there are two levels of enabling equipment.

1. Office-Level Equipment. This term includes reprographic equipment that copies, prints, scans, or provides facsimile capability (e.g., scanners, multifunctional devices, and document imaging equipment).

2. Production-Level Equipment. Production-level equipment is authorized in Communications Strategy & Operations (COMMSTRAT) print shops and is mandated as the provider of document services including printing and high speed-high volume duplicating.

(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 COMMSTRAT 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.

(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 other than what is authorized/directed by this Order and the references.

b. Subordinate Element Missions

(1) Commanding Officers and Officers-in-Charge

(a) Create a local printing and publications management program.

(b) Appoint in writing a Program Manager to ensure that the program is in compliance with this Order and the references.

(c) Ensure that the GCPC Holder and any personnel requesting enabling equipment or document services obtain all required approvals as authorized/directed by this Order and the references.

(d) For those with Individual Activity Account Codes (IAACs), maintain and order publications and manuals when requested, to include the

Marine Administrative Publications and Forms Electronic Library and PLMS (PCN 71000025200) for electronic distribution only (EDO).

(2) Assistant Chiefs of Staff (AC/S), Division Directors, and Special Staff Officers

(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 IAACs, maintain and order publications and manuals when requested, to include the Marine Administrative Publications and Forms Electronic Library and PLMS (PCN 71000025200) for EDO.

(3) Director, Government and External Affairs

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

(b) Deputy Director, COMMSTRAT. As the CPO your duties are as follows:

1. Per reference (a), provide command level oversight for all reprographics center operations including document services and the acquisition of production-level enabling equipment, which does not include office copy machines, printers, and scanners.

2. In accordance with reference (a), review and forward requests for production-level enabling equipment directly to the Office of United States Marine Corps Communication.

(4) AC/S Installation Support Directorate, Logistics Division. Ensure all government enabling equipment property is accounted for in accordance with references (a), paragraph 4a(2)(a)5, paragraph 4a(2)(d), and (k).

(5) 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 production-level equipment purchases, service and maintenance contracts, and lease contracts for enabling equipment have all the required clauses. In addition, add one locally drafted clause authorizing the government removal and retention of the internal hard drive and memory components per reference (a) paragraph 4c(2).

(c) GCPC Section. Per reference (a), the following applies:

1. Is prohibited from using the CGPC to procure document services from any other source other than DLADS.

2. Shall not process procurement actions for production equipment without an approved Information Technology Procurement Request (ITPR).

3. Shall not process procurement actions for office equipment without an approved ITPR.

(6) AC/S Resources Management Directorate, Manpower, 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 do so, to include the Marine Administrative Publications and Forms Electronic Library and PLMS for EDO.

(c) Assist those directorates without their own IAAC, to order directly from Publishing and Logistics Management Branch.

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

(e) Ensure all directives have a Distribution Code per reference (j). Any publications containing sensitive material such as budgetary information, individual personal identifying information, troop strength or equipment densities, training schedules or objectives, deployment dispositions, unit readiness statistics; or operational tactics, techniques, or procedures will be designated as "For Official Use Only" and assigned Distribution Statement other than "A".

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) Users shall refrain from printing publications in whole. Only print excerpts of directives for daily use or quick references when necessary. If a publication is downloaded for required use, ensure the user applies all applicable updates and changes to the publication. Any media used to retain this information shall be protected and regularly backed up.

(2) MAGTFTC, MCAGCC directives are available at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/>.

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

(4) Enabling Equipment and Document Services. Per reference (a), these items will not be purchased directly from a vendor.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center orders can be found at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/>.

6. Command and Signal

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

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


S.A. GEHRIS
Chief of Staff

Distribution: A

Best Printing Practices

1. Selective Printing

- a. Use hard copy printing only when necessary.
- b. Print only that which is needed. Select only specific pages to print. Minimize the printing of emails. Print only the part necessary from the email string that you need a hard copy of.
- 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 slide handouts must be printed, consider printing multiple slides per page and using 2-sided printing.

2. Make Best Use of Ink

- a. Set your word processor's default font size to 10 whenever practicable.
- b. Default to "standard" quality printing rather than "high resolution".
- c. 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 set for 2-sided printing.
- b. Default to narrow margins. Except for official letterhead correspondence and official documents, which require 1" left and right 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 approved 30 percent recycled paper whenever possible.
- c. Use standby and sleep modes whenever available.