



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
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BnO 5600.4A

S-1

14 Jan 19

BATTALION ORDER 5600.4A

From: Commanding Officer

To: Distribution List

Subj: LOCAL PRINTING AND PUBLICATIONS MANAGEMENT PROGRAM

Ref: (a) MCO 5600.31B
(b) MARADMIN 056/14, Management of Copies, Printers, Fax Machines, Scanners, and Multi-Functional Devices
(c) CCO 5600.4B
(d) JCP No. 26, Government Printing and Binding Regulations
(e) CCO 5600.4B

1. Situation. The purpose of this Order is to publish Headquarters Battalion (HQBn) procedures regarding local printing and publications management. References (a) through (c) establish Marine Corps and installation guidance on printing and publications management.

2. Cancellation. BnO 5600.4.

3. Mission. This Order establishes policy for managing document services and enabling equipment and assigns responsibility.

4. Execution

a. Commander's Intent and Concept of Operations

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

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

(a) Per the provisions in reference (a), HQBn personnel are prohibited from acquiring document services or enabling equipment directly from commercial vendors. HQBn activities shall obtain document services first from Communications Strategy & Operations (COMMSTRAT), then to Defense Logistics Agency Document Services (DLADS), then to the Marine Corps' Central Printing and Publications Management Organization (MCCPPMO).

(b) Ensure that all Government Commercial Purchase Card (GCPC) holders and any personnel requesting enabling equipment or document services obtain all required approvals from the Command Printing Officer (CPO), Director, Communications and Strategic Operations.

(c) For those with Individual Activity Account Codes (IAC), 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).

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

b. S-1

(1) Establish and maintain an active IIAC within the Marine Corps Publications and Distribution System (MCPDS).

(2) Order publications and manuals upon request.

c. Coordinating Instructions

(1) Publications Designated EDO

(a) User's are encouraged to use the electronic version of the Marine Corps Administrative Publications and Forms Electronic Library which is available for 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 reference when necessary.

(2) Best Printing Practices. All HQBn personnel will use and adhere to reference (c), for best printing practices within all offices.

(3) Members of HQBn will take precautions to safeguard all electronic media from the elements within their scope to include filing cabinets, locked containers, etc. Members will also ensure that their electronic portable is routinely backed up, either through the unit Shared Drive, SharePoint account, or other means.

5. Administration and Logistics. Directives issued by the Commanding Officer are published electronically and can be accessed online via the HQBn homepage at <http://www.29palms.marines.mil/units/Headquartersbattalion.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all personnel assigned to HQBn.

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


S. A. EDWARDS

Distribution: A