UNITED STATES MARINE CORPS
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE
II MARINE EXPEDITIONARY FORCE
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4790
MMO
29 APR 2014

CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE POLICY LETTER 2-14

From: Commanding Officer, Chemical Biological Incident Response Force
To: All Sections

Subj: PUBLICATION CONTROL

Ref: (a) MCO P4790.2C
(b) MCO 5600.31A
(c) CBIRFO 4790.1B
(d) MCO 5214.2F

Encl: (1) Publications Order Form

1. Purpose. The purpose is to clarify basic policy and procedures on publication control and distribution.

2. Cancellation. This letter will remain in effect until revision or when indicated by appropriate authority.

3. Information. In accordance with reference (a), the Adjutant, with the advice and assistance of the maintenance management office (MMO), is responsible for the maintenance and review of the unit publications listing (PL). The Adjutant will also ensure that all necessary publications are established and available as required.

a. Supervision. Each section Publications NCO will supervise the management and control of their publications library utilizing the Publication Library Management System (PLMS).

b. PLMS. PLMS is an automated system that allows complete management of a publications library.

(1) The PLMS system will be updated at the beginning of each month. The commodity's Publications NCO will download the update from www.usmc.mil. There will be a reconciliation of library changes done every month.

(2) The section Publications NCO will ensure their PLMS is updated monthly. The section will verify that all publications required to accomplish the mission are on-hand and accounted for.

c. NAVMC 10772. The purpose of the NAVMC 10772 is to recommend changes to technical publications only.

(1) The preferred method of submitting a NAVMC 10772 allows direct access to the Albany Publications/NAVMC SharePoint site. This requires LOGCOM SharePoint access and a Common Access Card (CAC). At https://portal.logcom.usmc.mil/sites/pubs/ Part I or Part II form can be submitted for action.

(2) All changes to non-technical publication, Marine Corps Orders, and Marine Corps Bulletins will be submitted by correspondence other than a Navmc 10772 and staffed via the chain of command.

d. Internal Distribution List (IDL). The IDL is a consolidated list of the unit's section libraries.

(1) Each section will bring their monthly reconciliation print out to the Adjutant and MMO. The S-1, with the assistance of the MMO, will sit down with the section and confirm that the changes needed to be made were done on the sections IDL.

e. Publications Listing (PL). The PL is a display of the unit's on hand publications resident in the Marine Corps Publication Distribution System (MCPDS). Utilizing MCPDS, the Unit PL will be extracted by the MMO and reconciled with the unit IDL. All publications that are not found in PLMS will be added to the unit IDL under MCPDS. The S-1 and MMO will conduct an annual PL review to ensure that all publication libraries are completely up to date.

f. Ordering Publications. When ordering publications between monthly updates, each section will complete the Publications Order Form in enclosure (1) and submit the request to the DCP NCO at the S-1 or the MMO. The DCP will validate the status of all outstanding requisitions monthly MCPDS.

g. Procedures. The procedures outlined in this policy letter will be strictly adhered to and are effective immediately,

(1) All reconciliations and reviews will be accomplished and returned in the time frames set forth in this policy letter.

(2) Sections will maintain a copy of this policy letter in their turnovers and desktops.

(3) Forms adopted for local use shall be assigned a local stock number and forms number and be reported to the CMC (ARDE).

(4) All information collections, including forms, must comply with reference (d) and be submitted to the reports control manager CMC (ARDE) for appropriate action.

(5) Electronic Distribution Only (EDO) Publications shall not be printed in whole by the commodities for purpose of inspections. However, specific parts which are frequently required as ready-reference materials supporting daily routine may be printed and retained in a desktop or turnover for quick-reference.

(a) All commodities will ensure the availability of EDO and other digitized publications are available whenever internet may be unavailable.

(b) Downloaded publications will be reviewed by the commodity monthly to ensure they are maintained current and with all applicable updates and changes.

(6) Any portable media containing digitized publications will be protected from the elements.

(a) Portable media containing any digitized publications will be reviewed monthly by the commodities to ensure they are routinely backed-up.

(7) Per reference (b), all commodities will adopt and adhere to the "Best Printing Practices".

4. Scope. This policy pertains to all military personnel assigned to Chemical Biological Incident Response Force.

5. Point of Contact. The point of contact in this matter is LCpl Richard D. Starr, Publications Non-Commissioned Officer at 301-744-2085.

S. E. REDIFER