



**UNITED STATES MARINE CORPS**  
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE  
II MARINE EXPEDITIONARY FORCE  
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4790

MMO

MAR 17 2010

POLICY LETTER 4-10

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

Subj: PUBLICATION CONTROL

Ref: (a) MCO P4790.2C

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 the references, the following guidelines are provided:

a. Supervision. Each section OIC/SNCOIC 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 quarter. The commodity's Publication NCO will download the update from [www.usmc.mil](http://www.usmc.mil). Upon receipt of the update, a reconciliation of library changes in PLMS will be made within two weeks.

(2) The section OIC/SNCOIC will ensure their PLMS is updated quarterly. The section will verify that all publications required to accomplish the mission are on-hand and accounted for in their library using the "Make Reports" option in PLMS.

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

(1) Any personnel requesting a change to a technical publication will type such a request on a NAVMC 10772 and submit it

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via the Maintenance Management Office (MMO) to MCLB Albany website <http://pubs.ala.usmc.mil>.

(2) All changes to non-technical publications, Marine Corps Orders, and Marine Corps Bulletins will be submitted by Naval Correspondence 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 section's library disk to the MMO quarterly. The MMO will combine all the disks utilizing the PLMS system to ensure all required publications are resident on the Battalion's IDL.

(2) Upon completion of the MMO's IDL rollup, the MMO publications clerk will take his/her Directives Control Point (DCP) disk to the S-1, for the inclusion of the battalion headquarters shops.

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 S-1 and reconciled with the unit IDL. All publications that are not found in PLMS will be added to the unit IDL under MCPDS.

f. Ordering Publications. When ordering publications between quarterly updates, each section will complete the Publications Order Form in enclosure (1) and submit the request to the publications NCO at the MMO. The MMO will take the order form to the S-1 Publications NCO, who will validate the status of all outstanding requisitions quarterly using MCPDS. The S-1 Publications NCO will return order sheets with status updates to the MMO Publications NCO within two weeks.

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

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

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

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



J. M. POLLOCK

