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Maintenance, Requisitioning, and Distribution
of Doctrinal Publications

I. INTRODUCTION

1. Doctrinal publications facilitate mission accomplishment, therefore commanders must take a personal interest in publications ordering and maintenance. Marine Corps units, both Regular and Reserve, shall maintain doctrinal publications appropriate to the mission of the organization.
2. Page 5 of this enclosure contains a table that depicts a consolidated listing of stock points, method of requisitioning, and references for all publications identified throughout this Bulletin. This table complements the amplifying instructions that follow and is intended to be used as a quick reference guide.
3. Instructions contained in this enclosure are written with the assumption that Marine Corps users have at least a working knowledge of maintenance and requisitioning procedures for doctrinal publications within the Marine Corps Publications Distribution System (MCPDS), to include ordering of classified publications. The MCPDS Field User System is an on-line interactive system that facilitates continuing distribution of changes and revisions for basic publications held by a command or activity that has been assigned an Individual Activity Code (IAC). Traditionally, users of MCPDS reside in the Adjutant, S-1, or Administrative Section of an activity. The MCPDS Users Manual (UM-MCPDS 5605 [Publication Control Number (PCN): 187 300000 00]) contains detailed instructions for establishing access to MCPDS and also provides commanders specific information for maintenance and ordering procedures.

II. ESTABLISHING PUBLICATION REQUIREMENTS

1. Publication Listing (PL). The PL is an electronic display in MCPDS which lists every publication which is to be distributed automatically to a unit.
 - a. Every unit that receives publications has an IAC and PL. Commanders for each unit must determine publications requirements because every unit is unique. This uniqueness is derived from, among other things, mission, geographic location, and experience of the members of the unit. Since the missions and the experience level of personnel change there can be no fixed unit requirement for publications. Publication requirements should be realistic and based on mission-essential criteria.
 - b. Before a change or revision of a publication is printed, the number of copies the Marine Corps needs is determined. This total is determined by adding all the inventories for a particular publication in all unit PL's and then adding 30 percent more for stock. Changes or revisions are then distributed automatically to units possessing that doctrinal publication on their PL in the numbers indicated. Commanders must continue to make their needs known by periodically reviewing and updating the unit PL.
 - c. Units should take a methodical approach to ordering doctrinal publications. Every unit must also develop an efficient system for ordering and replacing publications. Compared to the cost of equipment and training, manuals are very inexpensive.

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2. Maintaining a PL

a. Supervision is the most important action taken in maintaining and revising a PL and ordering publications. PL managers should aggressively review and follow-up on the status of all publication requests, as well as closely track unit requirements for additional or replacement publications.

b. Commanders enjoy significant latitude in adjusting total publication quantities listed on their PL. The number of doctrinal publications identified should reflect the quantity the commander considers **mission-essential**.

c. The commander (or designated agent) accesses the PL via the Marine Corps data system to report the unit's requirements for mission-essential doctrinal publications.

III. REQUISITIONING PROCEDURES

1. MCPDS On-Line Doctrinal Publications Requisitioning. MCPDS is a system that provides support of the initial issuance of publications by sponsors and allows electronic management of the activity's requirements for publications.

a. Marine Corps Publications. Most Marine Corps publications are stocked at the Marine Corps Logistics Base (MCLB), Albany, GA, and can be ordered electronically by PCN through the MCPDS. Publications listed in enclosure (3) of this Bulletin that have PCN's can be ordered through MCPDS. MCPDS users will submit requests for publications not stocked in the MCPDS in standard Naval letter format to the CMC (ARD) and include the following information:

(1) Complete identification of the publication(s) including number, title, and stock number (if known), and the source document in which identified.

(2) Equipment Item Designator Number, if applicable.

(3) Source of supply, if known.

(4) Justification for the publication.

(5) Point of contact, telephone/FAX numbers, IAC, E-Mail address, and whether the requirement is for one-time issue or continuing distribution.

Note: MCLB, Albany, GA has a USMC publications website (<http://pubs.ala.usmc.mil/FRONT.htm>) where FMFM's, FMFRP's, and OH's can be viewed and downloaded in PDF format. Access to this website can only be obtained on a .mil land area network connection.

b. Classified Marine Corps Publications

(1) Marine Corps activities with a requirement for classified Marine Corps publications will requisition by PCN through the MCPDS.

(2) Services outside of the Marine Corps with a requirement for classified Marine Corps publications will submit a written request to CMC (ARDE) in Standard Naval Letter format to include the following:

(a) Statement attesting that classified storage capabilities exist.

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- (b) Publication short title and subject, if known.
- (c) Number of copies required, with justification.
- (d) Point of contact to include name and telephone number.
- (e) Complete military mailing address.

(3) CMC (ARDE) will coordinate with the sponsoring activity of the classified publication prior to authorizing release to the requesting unit. For additional information, contact CMC (ARDE) at DSN 224-2580, Com1 (703) 614-2580, extension 148 or 150.

c. Joint and Multi-Service Publications. Most joint and multi-Service publications are stocked at the MCLB, Albany, GA, and can be ordered electronically by PCN's through the MCPDS. Multi-Service publications and joint publications identified on the Doctrine homepage can be ordered through the MCPDS.

d. Army Publications. Army publications that are distributed, stocked, and issued through the Marine Corps publications distribution system are stocked in MCLB, Albany, GA, and can be ordered electronically by PCN's through the MCPDS. Army FM's identified on the Doctrine homepage can be ordered through the MCPDS. MCPDS users will submit requests for Army publications which are not stocked in Albany, GA, in the same manner as prescribed in subparagraphs III.1a(1)-(5) above.

2. Activities outside of the Marine Corps. Activities outside of the Marine Corps that do not have access to the MCPDS will requisition doctrinal publications (regardless of type) in the following manner:

- a. Submit a written request to CMC (ARDE) in Standard Naval Letter format via mail or FAX DSN 224-1463, Com1 (703) 614-1463.
- b. Requests should include the publication short title, subject, number of copies required, point of contact (name, grade, phone, and FAX numbers), and a complete mailing address where publications should be mailed.
- c. Additional ordering information can be obtained from CMC (ARDE) at DSN 224-2580, Com1 (703) 614-2580, extension 148 or 150.

3. Special Categories

a. Naval Doctrine Publications (NDP). NDP's identified in enclosure (3) may be requisitioned by PCN through the MCPDS. Electronic versions of these publications are also accessible from the Doctrine Division website.

b. Tactical Memorandums (TACMEMO) and Naval Warfare Publications (NWP). Current TACMEMO's and NWP's are identified and contained in the Navy Warfare Electronic Library (NWEL) CD. Requisitioning procedures for TACMEMO's, NWP's, and the NWEL are contained in OPNAVINST 5605.19.

c. Operational Handbooks (OH)

(1) OH's identified in enclosure (3) are being phased out and replaced by MCWP's and MCRP's, therefore copies are not available for distribution.

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(2) For additional information contact the Support Branch, Doctrine Division, MCCDC, at DSN 278-6230/6233, Coml (703) 784-6230/6233.

d. Joint Munitions Effectiveness Manuals (JMEM). JMEM's are not stocked in the Marine Corps supply system. They are available to the Marine Corps by ordering from the Joint Technical Coordinating Group for Munitions Effectiveness (JTCG/ME) publications manager, OCALC/MMDUD, Tinker AFB, OK 73145-5979. To contact the publications manager by telephone, call DSN 336-5468/5568/2707, commercial (405) 736-xxxx.

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DOCTRINAL PUBLICATIONS
STOCK POINTS AND REQUISITION METHODS

TYPE PUB	STOCK POINT	REQUISITION METHOD	REMARKS
MARINE CORPS	Marine Corps Logistics Base Attn: Publications 814 Radford Blvd Suite 20321 Albany, GA 31704-0321 DSN: 567-5818/9 COML: 229-439-5818/9	MCPDS (Marine Corps Activities) or Standard Naval Letter (Non-Marine Corps Activities)	References: MCO P5600.31 MCO 5600.49 UM-MCPDS 5605 MCCDC POC: Mrs. Morgan DSN 278-6233 Coml: 703-784-6233
MULTI-SERVICE AND JOINT	Marine Corps Logistics Base Attn: Publications 814 Radford Blvd Suite 20321 Albany, GA 31704-0321 DSN: 567-5818/9 COML: 229-439-5818/9 CMC (ARED) POC for Non-Marine Corps Activities DSN: 224-2580, ext 148 or 150 COML: 703-614-2580, ext 148 or 150	MCPDS (Marine Corps Activities) or Standard Naval Letter (Non-Marine Corps Activities)	References: MCO P5600.31 MCO 5600.48 JtPub 1-01 UM-MCPDS 5605 OPNAVINST 5605.19
NDP's	Marine Corps Logistics Base Attn: Publications 814 Radford Blvd Suite 20321 Albany, GA 31704-0321 DSN: 567-5818/9 COML: 229-439-5818/9	MCPDS (Marine Corps Activities) or Standard Naval Letter (Non-Marine Corps Activities)	References: MCO P5600.31 UM-MCPDS 5605
	CMC (ARED) POC for Non-Marine Corps Activities DSN: 224-2580, ext 148 or 150 COML: 703-614-2580, ext 148 or 150		
NWP's AND TACMEMO'S	Navy Warfare Development Command 686 Cushing Road Newport, RI 02841 DSN: 948-1004/2627 COML: 401-841-4626/1004	Standard Naval Letter or Message or MILSTRIP or Telephonically	References: OPNAVINST 5605.19 NWEL CD-ROM
ARMY PUBS	Marine Corps Logistics Base Attn: Publications 814 Radford Blvd Suite 20321 Albany, GA 31704-0321 DSN: 567-5818/9 COML: 229-439-5818/9	MCPDS	References: MCO P5600.31 UM-MCPDS 5605
JMEM'S	JTCG/ME Attn: Publications Manager OCALC MMUDD Tinker AFB, OK 73145-5979	Standard Naval Letter or Telephonically	Telephonic POC: DSN 336-5468/5568/2707 Coml: (405) 736-xxxx
AIR FORCE PUBS	AFPDC 2800 Eastern Blvd Baltimore, MD 21220 DSN 584-4529 Coml: (410) 687-xxxx FAX: DSN 584-4629	Order Form or Telephonically / FAX or On-line	Web: http://afpubs/hq.af.mil/OnLineOrder/orderinfo.asp

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