



UNITED STATES MARINE CORPS  
Marine Corps Recruit Depot/Western Recruiting Region  
1600 Henderson Avenue Suite 238  
San Diego, California 92140-5001

DepO 5215.8U  
1A  
FEB 27 2002

DEPOT ORDER 5215.8U

From: Commanding General  
To: Distribution List

Subj: INVENTORIES, DISTRIBUTION, AND REQUISITIONING OF PUBLICATIONS

Ref: (a) MCO P5600.31G  
(b) MCO P5215.1H  
(c) MCO P5215.17C  
(d) MCO P4790.2C  
(e) NAVMC 2761  
(f) SL 1-3 (Index of Publications Authorized and Stocked by the Marine Corps) (NOTAL)

1. Situation. The dynamic nature of publication libraries requires that firmly established procedures be implemented for the development, upkeep, and control of required unit publications. Insufficient or outdated publications could impede a unit's mission. This Order is in place to ensure that all sections aboard the Marine Corps Recruit Depot (MCRD) and Western Recruiting Region (WRR) maintain sufficient publications on hand to effectively sustain unit operation and to provide guidance and instructions concerning the inventory, distribution, and requisitioning of publications in accordance with references (a) through (f) to effectively establish a Publications Control System.

2. Cancellation. Depot Order 5215.8T

3. Mission. Each Marine Corps activity assigned within MCRD and WRR shall maintain on-site publications sufficient in quantity (regardless of medium) to sustain its operations. Factors determining the scope of an activity or command Publications Listing (PL) include its mission, number of personnel assigned or attached, type and quantity of equipment held, contingency plans applicable, and physical layout. Local internal distribution is based upon requests and recommendations from cognizant sections and activities.

4. Execution

a. Commander's Intent. MCRD and WRR units having an Individual Activity Code (IAC) will assign an appropriate person as the Directives Control Point (DCP) Clerk to control and maintain internal distribution of publications.

b. Concept of Operations

(1) Commanding Officers and Assistant Chiefs of Staff. Ensure a thorough review of publications inventories is conducted upon receipt of the command Publication Listing and recommendations for increase/decrease of distribution quantities are submitted to the DCP Clerk with a complete justification for the requested changes.

(2) DCP Clerk

(a) Maintain the unit Publication Listing (PL) and conduct a quarterly inventory to ensure that an effective Publications Control System is maintained. A computer printout will be furnished and reconciled with each subordinate command or section. Updated listings will be provided as changes/additions/deletions to publications inventories occur.

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(b) To avoid maintaining obsolete publications, DCP Clerks should be familiar with references (e) and (f). These indexes are the primary sources of new, cancelled, superseded, or revised publications. Publications and changes will be distributed to addressees. The distribution addressees are responsible for maintaining all publications in a current status and readily available for use or inspection.

(c) The DCP Clerk will screen all requests for publications and changes to ensure that requesting sections or activities are on distribution for all publications being requested. The DCP Clerk for each unit that has been assigned an IAC is responsible for follow-ups, status control procedures, and maintenance of pending files for all publications and changes that have been requisitioned.

5. Administration and Logistics

a. Directives issued by the Commandant of the Marine Corps are published electronically and can be accessed online via the Marine Corps homepage at <http://www.usmc.mil>.

b. Access to an online medium will suffice for directives that can be obtained from the Internet, CD-ROM, or other sources. For purposes of inspection, electronic files will suffice and need not be printed. For commands without access to the Internet, hard copy and CD-ROM versions of Marine Corps directives can be obtained through the Marine Corps Publications Distribution System (MCPDS).

6. Command and Signal

a. Command. The provisions of this Order are applicable to all personnel, both military and civilian, at Marine Corps Recruit Depot, San Diego, and throughout the Western Recruiting Region.

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



T. W. SPENCER  
Chief of Staff

DISTRIBUTION: A