



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
SAN DIEGO, CALIFORNIA 92140-5001

DepO 5600.5E  
5D  
12 7 JUL 1995

DEPOT ORDER 5600.5E

From: Commanding General  
To: Distribution List

Subj: CIRCULATION OF NONGOVERNMENTAL PRINTED MATERIAL ABOARD THE  
DEPOT

Ref: (a) MCO 5370.4A (NOTAL)  
(b) MCO P5600.31G  
(c) Title 18, U.S. Code, Sections 1381, 1382, 2385 and  
2388 (NOTAL)  
(d) Article 82, 89, 91, 117 and 134, Uniform Code of  
Military Justice (NOTAL)

Encl: (1) Sample letter of distribution request  
(2) Sample letter of removal

1. Purpose. To establish policy and provide regulations governing the circulation and distribution of nongovernmental printed material (newspapers, pamphlets, fliers, media released, etc) aboard the Depot.

2. Cancellation. Depot Order 5600.5D

3. Policy. It is the policy of this Headquarters to permit and support freedom of verbal and written expression. Such freedom of expression must, however, be balanced with propriety in accordance with federal law, standards established by the United States Supreme Court and the Court of Military Appeals, and lawful military regulations.

4. Action

a. The circulation or distribution of nongovernmental printed material is prohibited aboard the Depot without prior approval of the Commanding General or his designated representative. Approval of requests for circulation or distribution will be granted only where the printed material does not present a clear danger to the loyalty, discipline, or morale of members of this Command; does not materially interfere with the security or the performance of the mission of this Command; or does not contain matter violative of any law or regulation. Requests for circulation or distribution of nongovernmental printed material will be renewed

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annually during the month of September. References (a) through (c) apply, but are not exclusive as to the controlling law on the subject.

b. All requests for circulation or distribution of nongovernmental printed material shall be forwarded in writing to the Public Affairs Office and shall contain the following:

(1) The name, address, and telephone number of the individual responsible for the circulation and distribution of the subject material aboard the Depot.

(2) A provision agreeing to comply with all applicable regulations aboard the Depot.

(3) A provision agreeing to limit distribution of the printed material to the quantity, days, times, and locations determined by the Commanding General.

(4) A provision that agrees to provide the means or equipment (newspaper racks) necessary for distribution as determined by this Command. If it is determined that newspaper racks will be required, the racks will prominently display the following notice: "The availability of these materials does not express or imply endorsement by the Department of Defense, the United States Marine Corps or the Federal Government."

(5) A provision that agrees to provide for the upkeep of all newspaper racks.

(6) The number of issues, annually, and the distribution days requested.

(7) A provision acknowledging the requirement to renew the nongovernmental printed material circulation or distribution request annually.

c. All requests to circulate or distribute nongovernmental printed material shall be expeditiously processed to provide the Commanding General or his designated representative an opportunity to act on the request within a reasonable time. Unless an extension of time is approved by the Commanding General, all requests shall be forwarded to the Commanding General within ten (10) working days of receipt of the request by the Command.

d. The following procedures shall be utilized in the processing of all requests to circulate or distribute nongovernmental printed materials:

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(1) The Public Affairs Officer shall assume staff cognizance and is designated as the point of contact for all such request.

(2) A review board consisting of representatives from the Public Affairs Office; the Assistant Chief of Staff, Morale, Welfare, and Recreation; and the Assistant Chief of Staff, Staff Judge Advocate will informally convene to investigate the request and make recommendations to the Commanding General.

(3) The Public Affairs representative is designated as the chairman of the review board. The chairman shall be responsible for convening and conducting the meeting and forwarding the request with recommendation to the Commanding General within the time limits prescribed in subparagraph 4c above.

(4) The review board shall conduct a thorough but expeditious review of the request and the contents of the printed material to determine if compliance with this Order, other applicable orders and regulations, and reference (d) has been accomplished, and to determine if restrictions on the circulation or distribution are warranted.

(5) Without control, distribution of printed materials can become an administrative burden, interfering with the operation, appearance and main purpose of a facility. In determining possible distribution locations, the review board should seek input from facility managers in regard to impact of newsracks on facility operations.

(6) Upon completion of the review, the request and recommendations of the review board shall be immediately forwarded to the Commanding General.

(7) Following a decision by the Commanding General, the Public Affairs Office shall notify the persons responsible for the circulation with an affirmative or negative response. The letter granting permission shall state specifically the times, dates and quantities approved for circulation; a statement that the request must be renewed annually; as well as the information contained in paragraph 4b of this Order.

e. Nongovernmental printed material found aboard the Depot in violation of this Order shall be confiscated. If the individual responsible for the unauthorized circulation and distribution of such material can be determined, he shall be notified in writing of the infraction and directed to immediately desist from further unauthorized circulation and distribution. He shall also be provided with instructions on how to come in compliance with this Order.

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f. Any person entering the Depot for the purpose of circulation or distribution, or who actually circulates or distributes, any printed material knowingly in violation of this Order shall be prosecuted under applicable law and/or shall be subject to appropriate administrative measures.

g. The circulation, sale, or distribution of nongovernmental printed material by military or government officials for official purposes, Marine Corps Exchange facilities and the Depot Library, is governed by other directives.



J. M. GUERIN  
Chief of Staff

DISTRIBUTION: A

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(SAMPLE LETTER OF DISTRIBUTION REQUEST)

\_\_\_\_\_  
(Name of point of contact)

\_\_\_\_\_  
(Name of company)

\_\_\_\_\_  
(Company address)

\_\_\_\_\_  
(Company telephone number)

Commanding General  
Marine Corps Recruit Depot  
1600 Henderson Avenue, Suite 120  
San Diego, Ca 92140-5000

\_\_\_\_\_  
(Date)

Dear Sir:

The \_\_\_\_\_ Company requests permission to distribute our publication, \_\_\_\_\_, aboard the Marine Corps Recruit Depot.

If approval is granted, we agree to comply with all applicable Depot regulations, including:

-- Limiting distribution of our publication to the quantity, days, times and locations determined by the Commanding General.

-- If required by the Commanding General, provide newspaper/magazine racks for our publication at all approved distribution points. The following notice will be prominently displayed on each rack, "The availability of these materials does not express or imply endorsement by the Department of Defense, the United States Marine Corps or the Federal Government."

-- Providing for the upkeep of all of our newspaper/magazine racks.

-- Limiting distribution of our publication to a total of \_\_\_\_\_ issues annually.

-- Renewing our request for distribution of our publication annually during the month of September.

Sincerely,

ENCLOSURE (1)



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(SAMPLE LETTER OF REMOVAL)

Public Affairs Office  
Marine Corps Recruit Depot  
1600 Henderson Ave, Suite 120  
San Diego, California 92140-5001

(Vendor's address)

Dear Vendor:

You have been determined to be the source of nongovernmental printed material (i.e. newspapers, pamphlets, fliers, media releases, etc.) found circulated or distributed aboard the Depot in violation of Depot Order 5600.5E. Your unauthorized printed material has been removed and disposed of. In accordance with the above order and Title 18, U.S. Code, sections 1381, 1382, 2385 and 2388, you are directed to immediately desist from circulating or distributing your nongovernmental printed material aboard the Depot, under penalty of law.

Provisions are provided for vendors to request permission to circulate or distribute their nongovernmental printed material at MCRD. Such requests shall be forwarded in writing to the Public Affairs Office at the above address and shall contain the following:

(1) The name, address, and telephone number of the individual responsible for the circulation and distribution of the subject material aboard the Depot.

(2) A provision agreeing to comply with all applicable regulations aboard the Depot.

(3) A provision agreeing to limit distribution of the printed material to the quantity, days, times, and locations determined by the Commanding General.

(4) A provision that agrees to provide the means or equipment (newspaper racks) necessary for distribution as determined by the Command. If it is determined that newspaper racks will be required, the racks will prominently display the following notice: "The availability of these materials does not express or imply endorsement by the Department of Defense, the United States Marine Corps or the Federal Government."

(5) A provision that agrees to provide for the upkeep of all newspaper racks.

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(6) The number of issues, distributed annually, and the distribution days requested.

(7) A provision acknowledging the requirement to renew the nongovernmental printed material circulation or distribution request annually.

Your written request will be processed within ten (ten) working days of receipt and you will be notified, in writing, of the Commanding General's decision.

E. K. HADDOCK  
Major, U.S. Marine Corps

ENCLOSURE (2)