



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO  
ASO 5600.1  
ADJ

16 APR 2021

AIR STATION ORDER 5600.1

From: Commanding Officer, Marine Corps Air Station Beaufort  
To: Distribution List

Subj: PRINTING AND PUBLICATIONS MANAGEMENT PROGRAM

Ref: (a) MCO 5600.31B  
(b) JCP No. 26, "Government Printing and Binding Regulations"

Encl: (1) Best Printing Practices

1. Situation. The references govern acquisition and management of printing, publications, forms, and reprographics equipment by the Marine Corps.

2. Mission. To establish policy for the printing and publications management program aboard Marine Corps Air Station (MCAS) Beaufort to ensure compliance with the references.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent of this Order is to ensure MCAS Beaufort has a standardized, uniform system for the approval, implementation, acquisition, and tracking of document services, enabling equipment, and publications management.

(2) Concept of Operations

(a) Acquisition of Document Services

1. Per reference (a), MCAS Beaufort is prohibited from acquiring document services directly from commercial vendors.

2. Per reference (a), MCAS Beaufort shall obtain document services in the following order of precedence:

a. Utilize the MCAS Beaufort Communication Strategy and Operations office (COMMSTRAT).

b. Utilize the Defense Logistics Agency Document Services (DLADS) via MCAS Beaufort Supply when the printing and duplication of bulk documents is required.

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3. Per reference (a), MCAS Beaufort Supply Government-wide Commercial Purchase Card program (GCPC) holders are prohibited from using the GCPC to procure document services from any source other than the DLADS, unless a waiver has been issued.

(b) Acquisition of Enabling Equipment

1. All requests for procuring enabling equipment to include all copiers, multifunctional devices (MFD), reprographics, and document imaging equipment must be coordinated via the S-6, MCAS Beaufort Comptroller, and G-6 Regional Contracting Office (RCO) at (910) 451-8855.

2. Per reference (b), paragraph 8-2, requirements for enabling equipment, including all copiers, MFDs, reprographics, and document imaging equipment, listed with an "X" in columns (1) or (2) of the equipment tables are controlled by the Government Printing Office (GPO) and must be approved by the appropriate authority prior to acquisition, including short-term leases.

3. The Command Printing Officer (CPO) shall forward requirements for production level enabling equipment to the Marine Corps Central Printing and Publications Management Organization (MCCPPMO) for review and approval prior to procurement at the following address:

Commandant of the Marine Corps (ARDE)  
Attn: MCCPPMO  
3000 Marine Corps Pentagon (Room 2B253)  
Washington, DC 20350-3000

4. All requests to acquire enabling equipment must be formally approved in writing prior to acquisition and copies of approvals must be retained in the contract file as part of the procurement record.

5. Marine Corps Regional Contracting Officers, Independent Contracting Officers, their designated Buying Agents, and GCPC holders shall neither purchase nor lease enabling equipment without written authorization from the local CPO.

6. All government owned and leased document service items of enabling equipment shall be accounted for as Information Technology Asset Management items on the using-units garrison property records irrespective of whether it is accounted for by the DLADS in the Equipment Management System.

(c) Publications Management

1. Publicly releasable official documents and publications shall be disseminated electronically whenever practicable. Distribution Statement A publications shall be made accessible via the MCAS Beaufort Adjutant's unit website in lieu of distributions as printed matter.

2. Electronic Distribution Only (EDO) publications shall not be stocked for requisitioning at the publications stock point in whole by end-users for purposes of inspections. However, specific pages, paragraphs, appendices, enclosures, tables, charts, or portions thereof, that are

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frequently required as ready-reference materials supporting daily routine business may be printed and retained in a desktop turnover file for quick reference.

3. Disseminate all MCAS Air Station EDO publications via the MCASB Beaufort Adjutant's unit website at <https://www.beaufort.marines.mil/Resources/Adjutant/> in lieu of distribution as printed matter.

4. Ensure all portable media holding such records are safeguarded from the elements and routinely backed up to ensure continuous content availability.

5. The command shall ensure the best printing practices are adopted and adhered to wherever practicable, per enclosure (1).

b. Tasks

(1) CPO

(a) Provide a copy of your appointment letter and point of contact (POC) information to the Commandant of the Marine Corps, Publishing and Logistics Systems Management Section and carbon copy the MCAS Beaufort Adjutant.

(b) Coordinate the procurement of equipment purchases with department's requests and the G-6/RCO to ensure proper tracking and authorization.

(c) Forward all requirements for production level enabling equipment to the MCCPPMO for review and approval prior to procurement.

(2) Adjutant Section

(a) Ensure a Commissioned/Warrant Officer, Senior Staff Noncommissioned Officer, or equivalent civilian employee is appointed in writing to perform the duties of the CPO and maintain a copy of the appointment letter.

(b) Establish and maintain an Individual Activity Account Code in the Marine Corps Publications Distribution System (MCPDS) complete with unit POC information and a complete street address suitable for receipt of United States Mail and bulk deliveries.

(c) Log on to the MCPDS website monthly in order to track publications and update the publications tracker on the Adjutant SharePoint site for dissemination to the Departments.

(3) Department Heads/Headquarters and Headquarters Squadron (HQHQRON) Commanding Officer (CO)

(a) Obtain document services in the following order of precedence: MCAS Beaufort COMMSTRAT; the local DLADS activity; the MCCPPMO.

(b) Ensure strict adherence is taken to not procure document services via commercial vendors.

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(c) Coordinate all equipment purchases, service/maintenance contracts, and lease contracts for enabling equipment via the S-6.

(d) All requests to acquire enabling equipment must be formally approved in writing prior to acquisition and copies of approvals must be retained in the contract file as part of the procurement record.

(e) Annually review the submission of the HQHQRON Publications Bulletin in order to update, revise, or concur with current publication orders.

(f) Ensure the best printing practices are adopted and adhered to wherever practicable, per enclosure (1).

(4) S-6

(a) Coordinate the procurement of equipment purchases with department's requests and the G-6/RCO to ensure proper tracking and authorization.

(b) All requests to acquire enabling equipment must be formally approved in writing prior to acquisition and copies of approvals must be retained in the contract file as part of the procurement record.

c. Coordinating Instructions

(1) All current and updated Marine Corps publications can be accessed via the following website:

<http://www.marines.mil/News/Publications/ELECTRONIC-LIBRARY/> and/or on the MCPEL in lieu of distribution as printed matter.

(2) All MCAS Beaufort publications can be accessed via the following website at <https://www.beaufort.marines.mil/Resources/Adjutant/Air-Station-Orders/>.

4. Administration and Logistics. This Order can be accessed via the Adjutant's web page at <https://www.beaufort.marines.mil/Resources/Adjutant/Air-Station-Orders/>.

5. Command and Signal

a. Command. This Order is applicable to all MCAS Beaufort Staff Departments and HQHQRON.

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



K. R. ARBOGAST

DISTRIBUTION: A

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## Best Printing Practices

1. Selective printing

a. The best printing practice anyone can adopt is to print only when necessary.

b. Print only what is needed to meet mission requirements. In all instances, a best printing practice is to select specific pages; such as those which are frequently required as ready-reference material supporting daily routine business and limit printing to this select content, and then retain the printed matter in a desktop turnover file for reuse.

c. Conduct paperless meetings and briefings whenever feasible, using overhead projectors, video displays, etcetera, in-place of printed handouts.

2. Personal-use printers, copiers, scanners, and facsimile machines should be replaced with shared or community-use Multifunctional Devices (MFD) (also known as Multifunctional Printers (MFP)) wherever a Cost Benefit Analysis (CBA) supports the move as a practical cost saving measure. An MFD is a device that performs all four functions - copy, print, scan, and fax.

a. Before purchasing or leasing an MFD to replace existing desktop peripherals, the CPO must conduct a thorough CBA to determine which is cheaper - a purchase or lease, an MFD or single function device; e.g., a desktop copier, printer, scanner, or facsimile machine. The command should lease an MFD only when a CBA clearly establishes at least three of the four functions will be used at a recurring rate sufficient to ensure cost effectiveness of the lease.

b. Devices should be distributed throughout the command at the absolute minimum density necessary to support all end-users per device. Nor should they be distributed in densities less than five end-users per device.

3. Default to monochrome or "black on white" (B&W) print whenever practical.

a. Where color printers or MFDs, which have an on-board black-ink or toner cartridge, are available, default all print to B&W settings. In these instances, construct the document for B&W presentation from the start; print in color only when color is required to add emphasis to the information being presented.

Enclosure (1)