

UNITED STATES MARINE CORPS  
Logistics Operations School  
Marine Corps Service Support Schools  
Training Command  
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F105

**STUDENT OUTLINE**

**PUBLICATIONS PACKAGE**

**LEARNING OBJECTIVES**

1. Terminal Learning Objective: Given the billet of a maintenance management chief and the references, identify publications library allowance control procedures, to ensure adequate publication are on hand and current per the references.
  
2. Enabling Learning Objectives: Given the billet of a maintenance management chief and the references, identify:
  - a. The types of publication inventories.
  - b. The types of publications.
  - c. The characteristics of publications.
  - d. The publications required by equipment type.
  - e. The seven steps to establish a publications library.
  - f. The characteristics of a publication listing.
  - g. The characteristics of a publication library.
  - h. The characteristics of a Publications Library Management System (PLMS).
  - i. Conduct research using PLMS.
  - j. Selected data from the SL-1-2/SL-1-3 within PLMS.
  - k. How changes should be made to publications.
  - l. How to properly dispose of publications.
  - m. What actions should be taken when the contents of a publication are incorrect.
  - n. Requirements for controlled publications.
  - o. The four functional areas of publication control.
  - p. The characteristics of publications distribution.
  - q. Characteristics of the publication control system.

To ensure adequate publications are on hand and current per the references.

**OUTLINE**

## 1. TYPES OF PUBLICATIONS

a. Technical Manuals (TM) furnish technical information, instructions, and procedures of a permanent nature on the operation, maintenance, and handling of equipment or material.

b. Lubrication Instructions (LI) and Lubrication Orders (LO) furnish technical information and instructions on the service, lubrication, and related preventive maintenance checks and services requirements for equipment or material.

c. Modification Instructions (MI) authorize the modification of equipment or material and furnish technical instructions on how to accomplish the modification.

d. Technical Instructions (TI) furnish technical advice or information on equipment or materiel.

e. Supply Instructions (SI) furnish supply support information on specific supply problems or procedures for specific equipment or classes of materiel.

f. Support Concepts (SC) establish the support policies developed for the logistic support of specific items of equipment.

g. Stock Lists (SL) provide all levels of the Marine Corps supply and maintenance operations with essential, up to date information for Marine Corps-managed items.

h. Users Manual (UM) provide procedures for formatting and entering information into the AIS.

i. Marine Corps Orders (MCO) are directives that are permanent in nature.

j. Marine Corps Bulletins (MCBUL) are temporary in nature.

2. INDEX OF PUBLICATIONS. The Marine Corps has two types of publications, technical and nontechnical. Technical publications are divided into two types, equipment associated and non-equipment associated.

a. Technical publications: TM, UM, MI, etc.

b. Nontechnical publications: MCO, MCBul, etc.

**3. USE OF THE SL-1-3.** The SL-1-3 is the listing for all publications authorized for use by the Marine Corps and stocked at the publications stock control point. Included are publications adopted for Marine Corps use that have been prepared by other Department of Defense activities and by commercial contractors. The website for the SL-1-3 is: <http://mcsd4.ala.usmc.mil/MCSD/SL>.

- a. Revised. Weekly
- b. Sponsor. MCLB Albany, GA
- c. Contents of the SL-1-3

(1) Section A - List of publications for an input PCN or short title.

(2) Section C - List of superceded publications searching by PCN or short title.

(3) Section D - List of publications that are new items searching by PCN, short title, or long title.

**4. USE OF THE SL-1-2.** The SL-1-2 is the listing for all equipment associated publications. The SL-1-2 is used by all echelons of maintenance to determine the authorized publications to accomplish the mission. The website for the SL-1-3 is: <http://mcsd4.ala.usmc.mil/MCSD/SL>.

- a. Revised. Weekly
- b. Sponsor. MCLB Albany, GA
- c. Contents of the SL-1-2

(1) Part I - Find equipment Item Designator (ID) Numbers for Name/Model/Type.

(2) Part II - Find publications by ID numbers, short title, TAMCN, or PCN.

(3) Part III - Find all superceded data for publications by PCN.

**5. TECHNICAL PUBLICATION IDENTIFICATION.** The numbering of Marine Corps technical publications can contain up to five elements:

a. Type Publication. The first two letters are the abbreviation of the publication; for example, TM - Technical Manual, SL - Stock Listing, MI - Modification Instruction, etc.

b. Basic Number. One of three kinds of basic numbers will be assigned as described below:

(1) Item Designator (ID) number. The equipment ID number consists of five digits suffixed by a letter of the alphabet (excluding O and I) assigned to a system, major item, or multiple-use major component.

(2) Federal Supply Classification (FSC) number. The four digit FSC number assigned to the materiel based on the group and class of materiel rather than on the ID number; for example, 1005, 2320.

(3) Standard subject identification codes (SSIC). The four- or five-digit SSIC is used when the publication provides general information on a wide range of equipment; for example, electronics and motor transport. SSIC codes are listed in SECNAVINST 5210.11 and NAVMC 2761.

c. Maintenance Echelon Number. The echelon of maintenance (EOM) indicator is a significant information number provided to show the user the echelon of maintenance covered.

d. Sequence Number. The sequence number follows the basic number or maintenance echelon indicator, as appropriate. The EOM indicator is not considered as part of the assigned sequence number. The sequence number indicates a manual as being one of a series for specific equipment.

e. Edition Designator. The edition designator, if applicable, is an alphabetic character, starting with capital suffix "A," that indicates each revision of a publication after its initial printing.

## 6. ARMY PUBLICATION NUMBERING SYSTEM

a. Publication Type. Same as Marine Corps.

b. Commodity Designator. Army separates commodities into commodity groups, and numbers them (e.g. "5" - Engineers, "9" - Ordnance, and "55" - Transportation).

- c. Basic Number. Same as Marine Corps.
- d. Sequence Number. Same as Marine Corps.
- e. Maintenance Echelon Number. Same as the Marine Corps.
- f. Parts Designator. Identified by the letter "P." If the letter "P" follows the Maintenance Echelon Number; it denotes that the publication contains a parts number.

## 7. PUBLICATIONS LIBRARY MANAGEMENT SYSTEM (PLMS)

a. PLMS is a logistics system, intended to assist the heads of staff agencies and activity commanders in complying with the requirement to establish an effective internal publications distribution and retrieval program that ensures publications received and maintained are essential and not duplicated. PLMS is not a portion of Marine Corps Publications Distribution System (MCPDS).

b. Sponsor. All official Marine Corps Class I, II, and III Logistics Systems PLMS are sponsored by Administration and Resource Management Division, Headquarters Marine Corps (HQMC (AR)). The Printing Management and Logistics Branch (ARD) is responsible for the continued distribution and use of PLMS.

c. Updated. Updated and distributed quarterly, the PLMS data source is the Stock List 1-2 and 1-3 (SL-1-2/1-3). The SL1-2/1-3 and are updated weekly by Marine Corps Logistics Base (MCLB), Albany Ga. MCLB then writes the updated SL-1-2/1-3 to a magnetic tape and forwards that tape to the Marine Corps Computer and Telecommunications Activity (MCCTA), at Marine Corps Base, Quantico VA. Upon receipt MCCTA runs the tape against PLMS in an update process wherein PLMS extracts all the SL-1-2/1-3 data and writes it into its internal files. The updated PLMS is then made available to the field via the distribution process.

d. PLMS Menus. There are several menus to PLMS. All functions within PLMS are accessed through these menus.

(1) Like most information systems, PLMS has a Main Menu or starting point, in which the user types the number corresponding to the desired option, and then presses enter. The main menu will be similar to the one in Figure 1 following:

```
PUBLICATIONS SYSTEM MAIN MENU

Files Current From 01 Apr 2000.

1. Edit Data
2. Make Reports
3. Quarterly Reconciliation
4. Order Publications
5. Edit Basic Unit Data
6. Save PL Changes to Disk
7. Save Library Changes to Disk

Your Choice->
```

Figure 1: PLMS Main Menu

(2) Sub-Menu for Edit Data. The first option on the PLMS is for "Edit Data." This option will in turn give the user another menu from which the user types the corresponding number for the desired option, and then presses enter. The Edit Data Sub-Menu is available to all PLMS users and is similar to the one in Figure 2 following:

```
EDIT DATA

1. Tech Format (SL-1-2/3)
2. General Format (SL 1-3)
3. Edit PL/IDL
4. Receipt for Pubs
5. Rollup Intermediate DCP
6. Read Section Required

Your Choice->
```

Figure 2: PLMS Edit Data Sub-Menu

(3) Tech Format (SL-1-2/3). Selecting option #1 in the Edit Data Sub-Menu will bring the Tech Format data entry window to the screen. This screen will contain information from both the SL-1-2 and the SL-1-3. This screen will also contain information from the unit PL/UDL. This screen will default to the first record in the SL-1-2.

T E C H F O R M A T ( S L - 1 - 2 / 3 )

SL 1-2 INFORMATION

PCN: 12200491000      Short Title: FSC 4910-IL M/F  
 Long Title: VEH MAINT & RPR SPEC EQPT  
 Classification:      Date: 01 May 91    ID Number: 01210A (F6 for other ID#)

SL 1-3 INFORMATION

PCN: 12200491000      Short Title: FSC 4910-IL M/F  
 Long Title: VEH MAINT & RPR SPEC EQPT  
 Classification: Unclassified    Date: LATEST    Changed:

PL/IDL 0/0

| NEA-YES (AltN) | LIBRARY Information for DCP |          |         |         |          |         |         |
|----------------|-----------------------------|----------|---------|---------|----------|---------|---------|
|                | REQO/H                      | LOCATION | 1/3/5/7 | REQ O/H | LOCATION | 2/4/6/8 | DOC NUM |
| Require:       | Y 2 2                       | SUPPLY   |         | 2 2     | ADMIN    |         | 5235    |
| Reqr:          | 7 1 1                       | ARDE     |         | 2 0     | ARDF     |         |         |
| O/H:           | 5 0 0                       |          |         | 0 0     |          |         |         |
| On Ord:        | 2 0 0                       |          |         | 0 0     |          |         |         |

[I]d [P]cn [N]ame [D]el e[X]it F2 OH-Loc F3 Order F4 Doc Num F9 Bkwd F10 Fwd

Figure 3: PLMS Tech Format (SL 1-2/3) Data Entry Window

(a) The Tech Format screen allows the user to execute several options with a series of "Hot-Keys." Hot-Keys are available at the bottom of each screen. Applicable Hot-Keys are a single key selected from a term or word and are offset from the word or term by square brackets (e.g., the "X" in the word exit is frequently used as a Hot-Key and is offset as: e[X]it). The "F1" through "F12" keys are also used extensively. When these keys are used, they also appear at the bottom of the screen and are followed by an explanation of what pressing the key will accomplish (e.g., F2 OH-Loc [means the cursor can be moved to the OH Location field simply by pressing the F2 key]). There are 12 hot-keys available on the Tech Format screen. They accelerate performing the following:

1. I = Enter ID number to search for using scroll list.
2. P = Enter PCN to search for using scroll list.
3. N = Enter Short Title for search using scroll list.

4. D = Delete Record from SECTION library.
5. X = Exit (Return to Main Menu).
6. F2 = Enter quantity of copies on hand, and their locations.
7. F3 = Indicate amount of copies to order through the MCPDS system.
8. F4 = Input document number (normally used for pubs ordered by letter).
9. F6 = List all ID numbers that the current PCN is associated with.
10. F9 = Left Arrow, Scroll back one record.
11. F10 = Right Arrow, Scroll forward one record.
12. Alt+N = Toggle the indicator for Non Equipment Associated.

(b) There are four different ways of searching in Tech Format: ID#, PCN, Short Title, and TAMCN.

(4) General Format (SL 1-3). Selecting option #2 in the Edit Data Sub-Menu will bring the General Format window to the screen. Similar to Figure 4 following, the screen contains SL-1-3 data as well information from the PL/IDL. This screen will default to the first record in the SL-1-3. The user, however, may select any PCN and/or change/update the quantity and location data displayed.

```

GENERAL FORMAT (SL 1-3)
SL 1-3 INFORMATION

PCN: 10000001500      Short Title:  UM-OLDS
Long Title:  ON-LINE DIARY SYSTEM (OLDS)  Sponsor: 425: MI
Classification:  Unlassified  Date: 18 Apr 86  Changed:

PL/IDL 0/0

NEA-YES (AltN)          LIBRARY Information for DCP

      REQO/H  LOCATION 1/3/5/7  REQ O/H  LOCATION 2/4/6/8  DOC NUM
Require: Y 1 1  ADMIN          3 3  ADMIN          5235
# Reqr: 7 1 1  SUPPLY         2 0  ARDF
O/H:    5 0 0
On Ord: 2 0 0

[P]cn [N]ame [D]el e[X]it F2 OH-Loc F3 Order F4 Doc Num F9 Bkwd F10 Fwd

```

Figure 4: PLMS General Format (SL 1-3) Data Entry Window

(a) There are 10 hot-keys available on the General Format screen. They accelerate performing the following:

1. P = Enter PCN to search for using scroll list.
2. N = Enter Short Title for search using scroll list.
3. D = Delete Record from Section library.
4. X = Exit (Return to Main Menu).
5. F2 = Enter quantity of copies on hand, and their locations.
6. F3 = Indicate amount of copies to order through the MCPDS system.
7. F4 = Input document number (normally used for pubs ordered by letter).
8. F9 = Left Arrow, Scroll back one record.
9. F10 = Right Arrow, Scroll forward one record.

10. Alt+N = Toggle the indicator for Non Equipment Associated.

(b) There are two ways of searching in General Format: PCN and Short Title.

## 8. PUBLICATION DISTRIBUTION

a. Definition. Distribution is the process of getting the required publication, in the right quantity, to the user of the publication. Publication distribution consists of two phases:

(1) Marine Corps Publication Distribution. From the publications stock control point, to the activity.

(2) Activity Internal Distribution. From the receiving point in the activity, to the technical library.

b. In addition to the two phases of distribution, there are two types of distribution:

(1) "Push" or Automatic Distribution. Result of automatic distribution based on allowances established in the publication listing (PL). Quantities reflected on the PL will be automatically distributed to the activity only when a publication change or revision is published.

(2) "Pull" or Requisitioning. Result of the activity submitting a requisition to the publications stock control point.

### c. Noncontrolled and Controlled Publications

(1) Noncontrolled Publications. A publication is non-controlled unless it meets the definition of a controlled publication. Noncontrolled are those that apply to training, supply, technical, or other miscellaneous publications stocked and distributed through the use of standard distribution list. Noncontrolled publications may be requisitioned directly from the stock control point. PCN's are listed in the NAVMC 2761 and the SL-1-3/1-2.

(2) Controlled Publications. Request for controlled publications must have a system sponsor approval via CMC (AREB) whether for a one-time issue or continuing distribution. A letter of justification must be accompanied by properly prepared DD Form 1348. If approved by the

sponsor, the request will be added to the activity's PL and the approved requisition will be forwarded to the publications stock control point for appropriate action. Request disapproved by sponsor will be returned without further action. Controlled publications are listed, identified, and regulated under standard PCN's in NAVMC 2761. Controlled publications are defined as:

(a) Classified.

(b) For Official Use Only.

(c) Costly to print, for example; some TM's publications containing foldout pages/color, and recruiting aids.

(d) Intended for HQMC use only.

**9. EXCESS AND OUTDATED PUBLICATIONS.** When the following publications are in excess or outdated, they are not authorized for return to the stock. They will be disposed of locally in the best interest of the Marine Corps.

a. Obsolete or unserviceable publications.

b. Letter-type directives.

c. Publications that have a change(s) incorporated in the basic manual.

d. Publications that cost less than \$50. The intent is to dispose of all printed matter locally whose value is less than the administrative cost involved in returning the material to stock.

e. Publications not listed in the SL-1-3/1-2, except for current joint and other service publications, exceeding a value of \$50.00. These should be reported to the CMC (ARE) for determination of possible usage by other services.

**10. PUBLICATIONS LISTING (PL).** A PL is an electronic display of all publications in MCPDS. Each PL is unique because the PL shows a value in the quantity field for a PCN for which the activity is currently on distribution. MCO P5600.31 contains the policy for the PL.

**11. ESTABLISHMENT OF PUBLICATIONS CONTROL SYSTEM.** A team assists the commander in operating a system to control publications. The team consists of the unit publication control point (UPCP), which is normally the S-1/Adjutant, and the MMO who develop the system, and the executive officer and special staff officers and subordinate activity commanders who operate the system.

**12. FUNCTIONAL AREAS OF PUBLICATION CONTROL.** The UPCP and the MMO must work together to develop the publications control system. There are four interrelated functional areas of the system:

a. Publications Allowance Control. Which publications are required.

b. Internal Distribution Control. How publications are handled to ensure that the right publications get to the right place in the right quantity.

c. Inventory Control. How publications are maintained once they are in the library.

d. Requisition Control. How publication shortfalls are replaced.

e. Allowance Control. The publication allowance control functional area consists of step-by-step procedures beginning with what and how many publications are required and ending with a PL update. There are three categories of publications involved:

(1) Technical publications that are associated with specific items of equipment; for example, LO for the M998 truck, SL-3 for the LAV, and TM for the M1A1 tank.

(2) Technical publications that are nonequipment associated; for example, TM 4700-15/1, SL-1-3/1-2, and UM 4790-5.

(3) Nontechnical publications or directives; that is, orders and bulletins.

(4) These three categories of publications will be taken through a series of seven steps that will culminate in an updated PL. The steps are as follows:

(a) Step 1. Determine what equipment is rated or supported by each maintenance/commodity section. Using your activity's T/E, activity allowance list, and any special allowances prepare a publication control form for each type of equipment rated.

(b) Step 2. Determine what publications are associated with each type of equipment rated using the SL-1-2. Locate each type of equipment in the SL-1-2 and record all the publications that are associated with that piece of equipment and within the authorized EOM for the activity on the publication control form. Your activity's table of organization (T/O) cover page and any special maintenance authorizations granted by higher headquarters will indicate your authorized EOM.

1. All MI's will be maintained regardless of the authorized EOM. They are required to operate effective modification control and maintenance management programs.

2. Support maintenance units require the publications for the T/E equipment of all units they support.

3. Some end items of equipment have components that have publications of their own. The publications for those components are not always listed under the major end item in the SL-1-2. The component, that may be an end item itself, may have to be researched separately in the SL-1-2.

(c) Step 3. Determining the number of copies for each publication needed requires a judgment call based on how many technical libraries are to be maintained and how many copies are needed in each library. Enter the quantity required per location and the total quantity required.

1. Factors to be considered in determining the number of libraries are as follows:

a. The activity's concept of employment contained in the T/O cover page.

b. Contingency plans and periodic deployments, as well as mobilization.

c. Is the shop spread out over several buildings or is it centralized?

2. Factors to be considered in determining the number of copies of each publication in each library are:

a. The quantity of each type of equipment to be supported by the library.

b. The number of maintenance/operator teams which may simultaneously require a given publication.

3. Is the publication going to be used in a clean shop, or will it be used outside in the rain, snow, or around oil or grease where it will only last a short time.

(d) Step 4. Determine and record the PCN on the publication control form for each required publication. For technical publications, the only sure way is to check the PCN for each publication in the SL-1-3/1-2.

(e) Step 5. Decide what publications you need, the quantity required, and record that information on the publication control form. Now it's time to sit down and really analyze and refine your requirements for the various publications.

1. On a sheet of paper, list the PCN's you require and the quantity. You may need to change some of your original quantities.

2. Be alert to duplication, because some publications will apply to more than one type of equipment. (Example: TM 4750-15/2-4, Camouflage Paint Pattern; is listed under a few ID numbers; you may only need one copy for your library).

(f) Step 6. Consolidate activity requirements at the activity level in preparation for updating the PL and recommending changes to PCN's for directives from senior commands. The UPCP and MMO should chair a meeting of the heads of all of the shops, sections, and offices that have a requirement for publications down to the chaplain and career planner. The publication control form should be used to record the information.

(g) Step 7. The UPCP can prepare the necessary correspondence to update the PL per MCO P5600.31.

f. Internal Distribution Control. The internal distribution control functional area consists of procedures

designed to assign a chain of responsibility and designate the specific steps and tasks involved in getting a publication from the mail room, where it has arrived, through the UPCP, shop offer or section head, and the publications librarian to the shelf of the proper library.

(1) In the case of publications received on automatic distribution, the UPCP must make direct distribution based on copy location information found on the internal distribution control document.

(2) In the case of publications received in response to a requisition, UPCP must send the whole package to the supply officer who will forward the publications to the maintenance/ commodity section that requisitioned them and close out the pending requisition on file.

g. Inventory Control

(1) The inventory control functional area consists of procedures for handling publications once they arrived at the shop or office. The procedures established in the inventory control functional area must be thoroughly employed by your publications librarians on a day-to-day basis to ensure that Marines have up-to-date publications available to them for daily tasks as well as operational deployments.

(2) Inventory control procedures must address the following facets of library management:

(a) The libraries to be established and their locations.

(b) The physical arrangement of different types of publications within a library.

1. Nontechnical publications (Marine Corps Orders and bulletins) are maintained in SSIC sequence.

2. Technical publications may be arranged in two ways: nonequipment associated publications in short title numerical sequence and equipment associated publications by equipment type with each equipment type in publication short title numerical sequence.

(3) Two types of publication inventories, wall-to-wall inventories and update inventories.

(a) In setting up a publications control system, there may have to be a wall-to-wall inventory to initially establish what is on hand.

(b) Update inventories will be conducted each time a new NAVMC 2761 or SL-1-3/1-2 is published.

(4) Procedures must be established for keeping track of publications checked in and out on a daily basis, for example; logbook, sign-out card, etc.

(5) Publication Changes. Procedures must be established on how to enter changes to the different types of publications and how to update records to reflect new publications, new changes, or requisitions that have been filled.

(a) Nontechnical Publications. The change transmittal page will be filed in numerical sequence immediately following the signature page of the basic directive or the signature page of the latest change transmittal. A written notation of each change should be entered after the SSIC on the letterhead page of the basic letter-type directive. (Example: Marine Corps Order 1500.40 w/ch 1, err to ch 1, ch 2.) In addition, on classified directives, enter the change notation on the locator sheets; and for manuals on the "RECORD OF CHANGE" page. There is no need to annotate the basic promulgation page of a manual type directive.

(b) Technical Publications. The transmittal page, directing a change to the basic publication, shall be filed behind the promulgation (signature) page with the latest transmittal page on top. Annotation of the change is the same as with the nontechnical publications.

(6) NAVMC 10772 is used to report errors or discrepancies in technical publications. Publications must be found in the SL-1-3 in order for a NAVMC 10772 to be completed. TM 4700-15/1H pg 2-23-1 provides guidance on the procedures for preparing the NAVMC 10772.

h. Requisition Control. The requisition control functional

area consists of procedures designed to ensure that publications' shortages are properly identified and promptly requisitioned, and that pending requisitions are updated in a timely fashion.

(1) The identification of publications' shortages is accomplished during a wall-to-wall or an update inventory. A visual inspection of the "No. Rated on the PL" and "Publications On Hand" listed on the left hand margin is a good way to begin the requisition process. The accurate and careful use of the publication control form to properly document the status of a publications library cannot be overemphasized.

(2) Once publication shortages have been identified, the missing publications must be ordered per MCO P5600.31.

(3) Controlled publications must be ordered through the UPCP by submitting a letter, which must have approval from CMC (AREB).

(4) Stocked publications (publications listed in the NAVMC 2761 and SL-1-3/1-2) are obtained in two ways:

(a) Through initial issue by the publications sponsor.

(b) Ordering Publications Through MCPDS. If there is a requirement for the basic publication and continuing distribution of its changes and revisions, the following independent actions are necessary; the title and quantity must be added to the PL by publications control personnel; and on-line in MCPDS. MCPDS is a system that provides services in support of initial issuance of publications by Marine Corps publications sponsors and supports publications management by field commanders including the reserve component. MCPDS provides distribution of Marine Corps publications to other government agencies and non-government entities with a bona fide reason for receiving them.

#### **REFERENCES:**

1. MCO P4790.2\_
2. TM 4700-15/1\_
3. MCO P5215.17
4. UM-PLMS
5. PLMS
6. <http://mcsd4.ala.usmc.mil/MCSD/SL/>

