

UNITED STATES MARINE CORPS
Logistics Operations School
Marine Corps Service Support Schools
Training Command
PSC Box 20041
Camp Lejeune, North Carolina 28542-0041

RLO D302

STUDENT OUTLINE

PUBLICATIONS

LEARNING OBJECTIVES

1. Lesson Purpose.

OUTLINE

1. TYPES OF PUBLICATIONS

- a. Technical Manuals (TM) - provides technical information for equipment.
- b. Lubrication Instructions (LI) and Lubrication Orders (LO) - furnishes information on lubrication of equipment.
- c. Modification Instructions (MI) - provides information on how to conduct modifications to equipment.
- d. Technical Instructions (TI) - provides technical information for equipment.
- e. Supply Instructions (SI) - provides supply information.
- f. Support Concepts (SC) - establishes support Policies.
- g. Stock Lists (SL) - provides up to date information for Marine Corps Items.
- h. Users Manual (UM) - gives procedure information.
- i. Marine Corps Orders (MCO) - permanent directives.
- j. Marine Corps Bulletins (MCBUL) - temporary directives.

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

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 Marine Corps use that have been prepared by other Department of Defense activities and by commercial contractors.

- a. Revised: Quarterly
- b. Sponsor: MCLB Albany, GA

4. **COMPOSITION OF THE SL-1-3**

a. Section A - List of Publications in Prefix Control Number Sequence. This section of the index divides the various types of publications into major categories.

b. Section B - Cross-Reference List of Publications in Short Title Sequence. This section is a listing of publications by short title, long title, and PCN.

c. Section C - List of Superseded or Canceled Publications in Short Title Sequence. This section lists superseded, rescinded, obsolete, deleted, and canceled publications since the last revision of the SL-1-3.

d. Section D - List Those Publications That Are New Items in Prefix Control Number Sequence. This section lists new publications and changes to publications since the last revision of the SL-1-3.

5. **USE OF THE SL-1-2**

a. The SL-1-2 is a listing for all equipment associated publications.

b. The SL-1-2 is used by all echelons of maintenance to determine the authorized publications to accomplish the mission.

- c. Revised: Quarterly
- d. Sponsor: MCLB Albany, GA

6. COMPOSITION OF THE SL-1-2

a. Part I - Cross Reference List of Equipment to Item Designator (ID) Numbers. This part lists end items, major components, and collection-type items in alphabetical sequence with their ID numbers to provide a cross-reference to Part II.

b. Part II - Cross Reference List of Equipment to Item Designator (ID) Numbers. This part is arranged with the ID number sequence as a major entry on the same line with the name of the equipment.

c. Part III - Index of Superseded or Rescinded Publications. This part lists superseded, rescinded, obsolete, canceled, and deleted publications in PCN sequence with the publication title, or number, and date.

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

a. Publication Type. Denotes type of publication (i.e. TM - Technical Manual, SL - Stock Listing, MI - Modification Instruction, etc).

b. Basic Number. This field is assigned by using one of the following:

(1) Item Designator number (ID)

(2) Federal Supply Classification (FSC)

(3) Standard Subject Identification Code (SSIC)

c. Maintenance Echelon Number. The echelon of maintenance (EOM) 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.

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.

8. 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.

9. SCOPE OF 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 (SL1-2/1-3). The SL1-2/1-3 and are updated quarterly by Marine Corps Logistics Base (MCLB), Albany Ga. MCLB then writes the updated SL1-2/1-3 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 SL1-2/1-3 data and writes it into its internal files. The updated PLMS is then made available to the field via the distribution process.

10. PLMS MENUS. There are several menus to PLMS. All functions within PLMS are accessed through these menus.

a. 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 2002.

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

b. 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

c. 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          52350049
Reqr:    7 1 1  ARDE           2 0  ARDF
O/H:     5 0 0
On Ord:  2 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

(1) 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:

- (a) I = Enter ID number to search for using scroll list.
- (b) P = Enter PCN to search for using scroll list.
- (c) N = Enter Short Title for search using scroll list.

(d) D = Delete Record from SECTION library

(e) X = Exit (Return to Main Menu)

(f) F2 = Enter quantity of copies on hand, and their locations.

(g) F3 = Indicate amount of copies to order through the MCPDS system.

(h) F4 = Input document number (normally used for pubs ordered by letter).

(i) F6 = List all ID numbers that the current PCN is associated with.

(j) F9 = Left Arrow, Scroll back one record.

(k) F10 = Right Arrow, Scroll forward one record.

(l) Alt+N = Toggle the indicator for Non Equipment Associated.

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

(3) The technical information is contained within the Tech Format screen about the publication. Using the I, P, or N Hot-Keys the user can execute searches that will reveal other information. To search by ID numbers press the [I] hot key. A user would search by ID # when the ID # is known and the user needs to find the TAMCN, PCN, Short Title, or Date of publication.

(4) To search by Publication Control Number press the [P] hot key. A user would search by PCN when the PCN is known and the user needs to know the ID #, TAMCN, Short Title and Date of publication.

(5) To search by Short Title press the [N] hot key. A user would search by name when the short title is known and the user needs to find the Long Title or date of publication.

(6) A user can also search by TAMCN by first typing [I] for ID # and then pressing **F4** to search by TAMCN.

d. General Format (SL 1-3). By selecting option #2 in the Edit Data Sub-Menu brings 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:  Unclassified  Date: 18 Apr 86  Changed:

PL/IDL 0/0

NEA-YES (AltN)      LIBRARY Information for DCP

REQ O/H  LOCATION 1/3/5/7  REQ O/H  LOCATION 2/4/6/8  DOC NUM
Require: Y 1 1  ADMIN      3 3  ADMIN      52350049
# 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 3: PLMS General Format (SL 1-3) Data Entry Window

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

- (a) P = Enter PCN to search for using scroll list.
- (b) N = Enter Short Title for search using scroll list.
- (c) D = Delete Record from Section library.
- (d) X = Exit (Return to Main Menu).
- (e) F2 = Enter quantity of copies on hand, and their locations.
- (f) F3 = Indicate amount of copies to order through the MCPDS system.

(g) F4 = Input document number (normally used for pubs ordered by letter).

(h) F9 = Left Arrow, Scroll back one record.

(i) F10 = Right Arrow, Scroll forward one record.

(j) Alt+N = Toggle the indicator for Non Equipment Associated.

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

(3) The information contained within the General Format screen is technical information about the Publication. Using the [P] Hot Key the user can execute a search that will reveal a list PCNs.

(4) Using the [N] Hot Key the user can search through all of the short title. The user will utilize the [N]ame search when only the short title is known. This is used to find the PCN so the publication can be placed on order.

11. PUBLICATION DISTRIBUTION

a. Definition. Distribution is a 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 publication stock 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).

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

12. NON-CONTROLLED AND CONTROLLED PUBLICATIONS

a. Non-controlled Publications. Any publication that does not meet the definition listed above for a controlled publication is considered non-controlled. Non-controlled publications may be ordered on-line through MCPDS. The PCNs are listed in the NAVMC 2761 and the SL 1-2/1-3.

b. Controlled Publications. Request for controlled publications must have sponsor approval via CMC (ARE) whether it's a one time or continuing requirement. Controlled publications are identified as follows:

(1) Classified;

(2) Official use only;

(3) Costly to print, (e.g.) technical manuals with continuing fold out pages/color and recruiters aids; or

(4) Intended for HQMC use only.

13. DISPOSITION OF EXCESS AND OUTDATED PUBLICATIONS

a. The following categories of publications will not be returned to the stock point and will be disposed of locally in the best interest of the government.

(1) Obsolete or unserviceable publications.

(2) Letter-type directives.

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

(4) Publications that cost less than \$50. The intent is to dispose of all printed matter locally whose value is less than the administrative cost to return the material to the stock point.

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

b. All material returned to the stock point must be currently published in the SL-1-3 and shall be in "issue ready" condition without changes inserted by other than the original printing process.

(1) Publications in significant quantities such as ten or more copies may be returned to the stock point for reissue.

(2) Serviceable binders

14. PUBLICATIONS LISTING (PL). The PL is an electronic display of all publications in MCPDS. Each PL is unique because the PL shows in the quantity field the number of each individual publication the unit has on distribution.

a. The publication listing changes when the sponsor adds a new publication or the activity (unit) makes additions, changes or deletions to their own PL.

b. Publication Listing reconciliation is conducted quarterly upon receipt of the SL-1-2/SL-1-3.

c. The publication listing is grouped into non-technical and technical publications. Non-technical publications are numbered by the SSIC. Technical publications are number by the ID number.

15. ESTABLISHMENT OF PUBLICATIONS CONTROL SYSTEM. A team, consisting of the S-1/Adjutant; who has primary staff cognizance in the area of publication control, the MMO; who has primary staff cognizance in the area of technical publications, the executive officer, and special staff and subordinate unit commanders, will operate the publications control system, and assist the commander in the operation of a system to control publications.

16. FUNCTIONAL AREAS OF PUBLICATION CONTROL. There are four interrelated functional areas the UPCP and MMO will use in the development of the publications control system.

a. Publication allowance control - determines what publications are required.

b. Internal distribution control - identifies how publications are handled to ensure that the right publications get to the right place in the right quantity.

c. Inventory control - dictates how publications are maintained once they are in the library.

d. Requisition control - identifies how publication shortages are filled.

e. Allowance Control. The publication allowance control functional area consists of step-by-step procedures beginning with what and how 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 T/O cover page and any special maintenance authorizations granted by higher headquarters will indicate your authorized EOM.

1 All MI 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?

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

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 that may simultaneously require a given publication.

(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.

c. 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) Publications received on automatic distribution, the UPCP must make direct distribution based on copy location found on the internal distribution control document.

(2) Publications received in response to a requisition the UPCP will forward the publications to the maintenance/commodity section that requisitioned them and close out the pending requisition on file.

d. Inventory Control

(1) The inventory control functional area consists of procedures for handling publications once they arrived at the shop or office when they are received.

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

(a) The number of 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 per MCO P5215.1 (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 Library inventory procedures. There are two types of library inventories: wall-to-wall and update.

a A wall-to-wall inventory is needed to initially establish what is on hand.

b An update inventory will be conducted quarterly each time a new NAVMC 2761, Catalog of Publications and a SL-1-2/SL-1-3 are received.

c Procedures must be established for keeping track of publications checked in and out on a daily basis.

4 Publication changes. Specific instructions should be provided to librarians on how to enter changes to the different types of publications, and how to update records to reflect new publications or new changes.

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 page with the latest transmittal page on top. Annotation of the change is the same as with the non-technical publications.

(3) 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 to fill out a NAVMC 10772.

e. 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 publication shortages is accomplished during a wall-to-wall or an update inventory as discussed earlier. 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 units control section by submitting a letter which must have approval from CMC (AREB).

(4) Stocked publications (publications listed in the NAVMC 2761 and SL-1-2/SL-1-3) 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 which provides services in support of initial issuance by Marine Corps publication

sponsors. MCPDS provides distribution of Marine Corps publications to other government and non-government agencies.

REFERENCES:

1. MCO P4790.2_
2. UM PLMS
3. TM 4700-15/1_