PUBLICATIONS AND DIRECTIVES
What is a directive?

- Written communication that incorporates one or more of the following:
  - 1. Establishes or revises policy.
  - 2. Delegates authority or assigns responsibility.
  - 3. Assigns a mission, function or task.
  - 4. Issues plans or programs; establishes/disestablishes/relocates organizations
5. Establishes reporting requirement, imposes maintenance and disposition or records.

6. Directs courses or action or conduct; regulates admin practices.

7. Establishes a procedure, standard, guide or method of performing a duty.

8. Makes a modification/change to or cancels a directive.
TYPES OF DIRECTIVES

ORDER- Directive of continuing authority and a permanent reference. May remain in effect for up to 9 years or until revised or canceled. There are two types:

- Letter-Type Order- Similar in format to that of a naval letter. Used periodically and may contain a given cancellation date.
- Manual- Type Order- Divided into chapters. Sections and parts. Used in day-to-day functions.
Bulletin- Directive of a one-time or brief term. Has the same force as an order. Must have a self-canceling provision. Normally remains in effect for up to 12 months, but MAY NOT remain in effect for any longer.
RESPONSIBILITIES OR THE DIRECTIVES CONTROL POINT

- Revise when an order has 10 changes!
- Revise when 9 years old: but do not republish for that reason.
- Review your directives on their anniversary or at a set time each year.
- Stock your directives in adequate supply.
A copy of each directive or respective locator sheet, issued by the command or received from higher authority, will be filed in the command’s master directive file.

House the directives in three-ring binders of 2 inch capacity.
File printed copies of directive apart from the correspondence files. File by command. SSIC (latest bulletins in front of orders in same SSIC); or interfile by SSIC and then in command seniority.
ORDERING AND DISTRIBUTION OF PUBLICATIONS

CATALOGUE OF PUBLICATIONS (NAVMC 2761)
- Quarterly list of Pubs (current/canceled)
- Chap 1-Non-technical Pubs
- Chap 2-USMC Directives by SSIC

PUBLICATION LIST (PL)
MCO P5600.31 (pubs and printing regs)
ORDERING AND DISTRIBUTION OF PUBLICATIONS

Marine Corps Publications Distribution system (MCPDS)

- Pubs may be requisitioned directly from the stock point on-line using 3270 access
- Individual Activity code (IAC)
  - Number assigned by CMC
- Publication Control Number (PCN)
  - Numerical code assigned to each Pub