



# UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION YUMA

BOX 99100

YUMA, ARIZONA 85369-9100

StaO 5720.5E

PAO

**AUG 12 2008**

STATION ORDER 5720.5E

From: Commanding Officer  
To: Distribution List

Subj: STATION GUIDE, TELEPHONE DIRECTORY AND MAP

Ref: (a) DoD Instruction 5120.4M  
(b) MCO 5600.47

Encl: (1) Distribution Plan

1. Purpose. To establish policies and procedures for the production and distribution of the annual Marine Corps Air Station Yuma Station Guide, Telephone Directory and Station Map.

2. Cancellation. StaO 5720.5D.

3. Background. Each year, a civilian publisher produces, at no cost to the government in accordance with references (a) and (b), approximately 3,000 copies of the Station Guide, 3,000 copies of the Telephone Directory, 1,000 copies of the Station Guide and Telephone Directory (CD-ROM), 250 copies of the Station Guide (without telephone listings or advertisements), and 6,000 copies of the map of the air station and the local area. The informational content of these publications is provided by MCAS Yuma. The publications are intended for use by military and civilian personnel assigned to MCAS Yuma, its tenant units and their families. These publications serve as a general information tool to provide personnel an overview of the Air Station and the local community.

4. Actions.

a. Public Affairs Officer. Supervise annual production of Station Guide, Telephone Directory and map. Provide all station departments, services and tenant units with previous year's content to provide necessary updates prior to publication. Coordinate design and production of publications with civilian

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publisher. Upon receipt of completed publications, coordinate distribution according to enclosure (1).

b. All Hands. Review previous year's content as directed by Public Affairs Office and provide updated information.

c. Director, Communications, Data and Electronics. Provide Public Affairs Office with updated and accurate telephone listings for the Station Telephone Directory. Upon receipt of completed Telephone Directory, distribute to station personnel.

d. Director, Marine Corps Community Services. Ensure distribution of Station Guide and Telephone Directory (printed or CD-ROM versions) to new personnel at Welcome Aboard Briefs or via mail to incoming personnel. Ensure placement of Station Guide and Telephone Directory in each room of Dos Rios Inn.

e. Provost Marshal. Maintain a supply of the Visitors Map at gates and the Pass and Registration Office for dissemination to station visitors upon request.

f. Director, Installation and Logistics. Ensure copies of Station Guide and Telephone Directory are available to personnel using Bachelor Officer Quarters and are placed in VIP suites.

g. Station Adjutant. Maintain a supply of the Station Guide for dissemination to distinguished visitors as required.

h. Director, Community Planning and Liaison. Maintain a supply of the Station Guide for dissemination to community leaders as required.



M. A. WERTH

DISTRIBUTION: B

## DISTRIBUTION PLAN

### Station Guide and Telephone Directory

Total Printed: 3,000

Department	Initial Issue	Reserve	Intended Use
MCCS	1,000		Welcome Aboard Briefs
I&L	100		BOQ & VIP Suites
PAO		1,900	

### Telephone Directory (w/o Station Guide)

Total Printed: 3,000

Department	Initial Issue	Reserve	Intended Use
CDE	2,500		Station Telephone
PAO		500	

### Visitors Map (Fold-Out)

Total Printed: 6,000

Department	Initial Issue	Reserve	Intended Use
PMO	1,000		Visitors
PAO		5,000	

### Station Guide and Telephone Directory (CD-ROM)

Total Produced: 1,000

Department	Initial Issue	Reserve	Intended Use
MCCS	500		Relocation Assistance
PAO		500	

### Station Guide (w/o Telephone Directory or Ads)

Total Printed: 250

Department	Initial Issue	Reserve	Intended Use
CP&L	100		Community Leaders
ADJ	100		Distinguished Visitors
PAO		50	

NOTE: PAO will maintain reserve supply of publications and replenish the departments listed above as requested until reserve supply is depleted. Previous editions of publications should be considered obsolete and be discarded.

Enclosure (1)