

NAVMC 10772 Submittal.

1. The preferred method of submitting a NAVMC 10772 allows direct access to the Albany Publications/NAVMC SharePoint site. This requires a Common Access Card (CAC). At <https://mceits.usmc.mil/sites/pubs/> Part I or Part II form can be submitted for action.
 2. An alternate method of submitting a NAVMC 10772 does not require a CAC. At <https://navalforms.documentservices.dla.mil/web/public/home> select **Forms** tab. Click **Keyword Search** button and enter **10772** in the **Search Criteria** box. Click **Search**. Click page icon below **Type**. Click PDF icon to download form and enter data in the appropriate fields. On both forms (Part I and Part II) Unit address and telephone number are required in the **SUBMITTED BY** field. Click envelope icon on tool bar. Select **Send Copy** and click **OK**. MS Outlook will open with your NAVMC 10772 .pdf file attached. Type any additional information in body of email and send to SMB.LOG.Tech.Pubs.fct@usmc.mil.
 3. If your recommendation cannot be submitted digitally, a paper NAVMC 10772 can be mailed to: Commander, Marine Corps Systems Command, Attn: Director, Acquisition Logistics and Product Support (D ALPS)/TP, 814 Radford Blvd., STE 20343, Albany, Georgia 31704-0343.
- NOTE: It may be necessary to print using the menu. Click **File**, then **Save As** on the menu. Save as a .pdf file on your computer, then print.
4. Questions or concerns regarding the NAVMC 10772 program should be reported via email to SMB.LOG.Tech.Pubs.fct@usmc.mil. A response will be provided to you.