

**National Guard Pamphlet 25-31
Air National Guard Instruction 33-360**

Information Management

Administrative Guidance for the Receipt of NGB Publications and Blank Forms

**National Guard Bureau
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SUMMARY of CHANGE

NG Pam 25-31/ANGI 33-360

Administrative Guidance for the Receipt of NGB Publications and Blank Forms
Revision dated 4 December 2009

- o Updates instructions for completing prescribed forms.
- o Minor changes to clarify policies, procedures, and guidance.
- o NGB Forms 12R, 13R, and 14R now listed as Prescribed Forms.

Information Management

Administrative Guidance for the Receipt of NGB Publications and Blanks Forms

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History. This publication is a minor revision of NG Pam 25-31/ANGI 33-360.

Summary. This pamphlet establishes policy, procedures, and guidance for NGB Publications and Forms account management; requisition and distribution of materials; indexes and bulletins; and component listings, as associated with the NGB Publications Management Center.

Applicability. This pamphlet applies to all elements of the National Guard Bureau to include Army and Air National Guard.

Proponent and exception authority. The proponent of this pamphlet is the Chief, NGB Publications Management Center (NGB-DMJ-P).

Suggested Improvements. Users of this pamphlet are invited to submit comments and suggested improvements using DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-DMJ-P, Bldg 34, Camp Keyes, Augusta, ME 04333-0032.

Distribution. A/F.

Table of Contents

Chapter 1

Introduction

- 1-1. Purpose
- 1-2. References
- 1-3. Explanation of abbreviations and terms
- 1-4. Publications and Forms Library Web sites
- 1-5. Indexes
- 1-6. NGB Publications Bulletin

Chapter 2

Publications Accounts

- 2-1. Establish and manage an NGB Publications Account
- 2-2. NGB 14R, Request for and Record of NGB Publications Account
- 2-3. NGB 13R, NGB Materials Requisition Sheet

2-4. NGB 12R, NGB Initial Distribution Requirements Sheet (Applies to ARNG accounts only)

Chapter 3

Distribution

3-1. Standard Distribution (Forced)

3-2. Distribution Symbols

Chapter 4

Component Listings (Applies to ARNG only)

4-1. Establish and manage an NGB Publications Account for Component Listings

4-2. Index

4-3. Ordering

Chapter 5

Historical Prints

Appendix A

References

Glossary

Chapter 1 Introduction

1-1. Purpose

This pamphlet will provide policies and procedures used to access and request NGB publications, forms, and component listings. This pamphlet will explain in detail how to—

- a. Establish and manage a publications account.
- b. Prepare and submit requests for materials.
- c. Establish requirements for new or existing publications.

1-2. References

Required and related publications, and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this pamphlet are explained in the glossary.

1-4. Publications and Forms Library Web sites

National Guard publications and forms approved for public access are available, in electronic format, on the NGB Publications & Forms Library web site, <http://ngbpd.c.ngb.army.mil>. Draft or incomplete publications will not be displayed on the NGB Publications and Forms Library web site. In the event this web site is not accessible, publications and forms may be accessed through Guard Knowledge Online (GKO), <https://gko.ngb.army.mil>. This is a secure site and therefore may include documents not approved for public release. Air National Guard (ANG) publications may also be found on the AF ePublishing web site, <http://www.e-publishing.af.mil>.

1-5. Indexes

- a. NG Pam 25-30, Index of Applicable NG and NGB Administrative Publications.
- b. NG Pam 25-32/ANG Index 9, Numerical List of Current Blank Forms
- c. ANG On-Line Master Catalog has replaced ANG Index 2, Index of Applicable Air National Guard Publications, effective May 2003.
- d. ANG On-Line Master Catalog has replaced ANG Index 18, Air National Guard Manpower Standards (ANGMS), effective December 2005.

1-6. NGB Publications Bulletin

a. The NGB Publications Bulletin is published once a month. The information provided in each bulletin includes new, revised, obsolete and superseded publications, forms and component listings; information of general interest concerning publications, blank forms, and component listings to include advance information on changes and corrections; and excess publications, blank forms, and component listings. These bulletins are available on the NGB Publications & Forms Library web site in Adobe (PDF) format.

b. The NGB Publications and Forms History is a compilation of past NGB Publications Bulletins, indexes, and publication communications. The information provided includes short title, date of publication or form, action taken, and source of data. This document is available on the NGB Publications & Forms Library web site in Adobe (PDF) format.

Chapter 2 Publications Accounts

2-1. Establish and manage an NGB Publications Account

To receive publications and blank forms from the NGB Publications Management Center you must have an account. The following forms are used in support of this function. A designated account representative will, on behalf of their organization, establish or update a publications account (NGB 14R), request materials (NGB 13R), and establish requirements (NGB 12R). Inactivity for more than 12 months may result in account cancellation (*excludes ARNG accounts*).

2-2. NGB 14R, Request for and Record of NGB Publications Account

Used to establish or update a publications account to request and receive materials. Instructions for completing NGB 14R are as follows:

- a. Type of Submission. New, change, or cancel account.
- b. Account ID. Account identification is required for changes and cancellations only. New accounts will be notified of their Account ID upon receipt of request.
- c. Date. Enter date of request.
- d. Type of Organization. Enter the type of organization that the account will be supporting. For Active components, please specify. Special accounts may be requested by libraries, schools, and other organizations. These options require a statement of justification to include reason for requiring National Guard materials.
- e. Organization Name and Location. Include office symbol. Enter the address of the organization.
- f. Shipping Address. Enter address where materials are to be shipped (*base post office, warehouse, etc*). FedEx shipping will not accept Post Office box (P.O. Box) addresses.
- g. Unit Identification Code (UIC). For Army Users Only. This may be required for bulk shipments. If you do not know your UIC, contact your supply or personnel office.
- h. DOD Activity Address Code (DODAAC). May be required for some shipments. If you do not know your DODAAC, contact your supply or personnel office.
- i. Primary Account Representative Name, Grade, and Title. Enter person designated by organization.
- j. Phone Numbers. Enter Commercial, DSN and Fax.
- k. Email Address and Alternate. Enter individual's organizational email address (*your.name@your.work.mil*). Alternate may be an organizational email address (*i.e. ngbpdc@me.ngb.army.mil*).
- l. Alternate Account Representative Name, Grade and Title, Phone, and Email. Enter information for person designated by Primary Account Representative.
- m. Remarks. List any justifications or circumstances (*temporary duty, leave status, deployment, etc*).
- n. Approving Authority Name, Grade, Title, Signature and Date. Enter person assigned as the organization's immediate supervisor (*branch chief, wing information resource manager*). May be same as Primary Account Representative.

2-3. NGB 13R, NGB Materials Requisition Sheet

Used to request materials. All requisitions will be submitted by the account representatives only. Requests not approved by the account representatives will be returned and the customer will be informed of the ordering process.

- a. Instructions for completing NGB 13R are as follows:
 - (1) Account Representative Name, Grade, and Title. Self-explanatory.
 - (2) Account ID. Enter account identification assigned.
 - (3) Date. Enter date of request.
 - (4) E-mail Address. Enter individual's organizational email address (*your.name@your.work.mil*).
 - (5) Shipping Address. Enter address where material is to be delivered. (*P.O. Boxes not accepted by FedEx*)
 - (6) Phone Numbers. Enter Commercial, DSN and Fax.
 - (7) Short Title. Enter the publication or form number. Title only will not be accepted.
 - (8) Quantity. Enter quantity required. Annotate justification for large quantities.
 - (9) Shipped. To be completed by the Publications Management Center. Used to annotate quantity shipped.
 - (10) Dueout. To be completed by the Publications Management Center. Used when quantity requested exceeds quantity in stock. When item is re-stocked, remaining "dueout" quantity will automatically be shipped.
 - (11) Remarks. Used to annotate justifications. Used by shipping department to annotate corrections or discontinued items. Also used by representatives to indicate rush item need by a specific date.
- b. Emergency Requisitions. When failure to have a publication or blank form would result in mission impairment or work stoppage, call the NGB Publications Management Center for assistance. All emergency requisitions must be justified and legitimate.

2-4. NGB 12R, NGB Initial Distribution Requirements Sheet (Applies to ARNG accounts only)

Used to establish a requirement for new and existing publications. NGB 12R will be submitted by the account representatives only. When submitting an NGB 12R for new publications announced in the NGB Publications Bulletin, information will be recorded and publications listed will be shipped as an initial distribution. Any NGB 12R's received after the suspense date will not receive an initial distribution, information will be for record purpose only. When submitting an NGB 12R for existing publications, you will not be shipped the quantity specified until the publication has been revised or superseded. Blank forms are not authorized as a requirement item.

- a. Instructions for completing NGB 12R are as follows:
 - (1) Account Representative Name, Grade, and Title. Self-explanatory.
 - (2) Account ID. Enter account identification assigned.
 - (3) Date. Enter date of request.
 - (4) E-mail Address. Enter individual's organizational email address (*your.name@your.work.mil*).
 - (5) Shipping Address. Enter address where material is to be delivered. (*P.O. Boxes not accepted by FedEx*)
 - (6) Phone Numbers. Enter Commercial, DSN and Fax
 - (7) Short Title and Quantity. Prior to submission, the account representatives will request, receive and consolidate requirements on behalf of their organization. Enter the publication number and the total required.
 - (8) Remarks. Used to communicate any necessary information.
- b. Annually, each account representative will receive a requirements extract for verification of requirements. The extract consists of all current National Guard publications and the quantities specified by your organization. Please review all entries and make corrections as needed. Return the document by the specified suspense date. This process does not initiate a distribution.

Chapter 3 Distribution

3-1. Standard Distribution (Forced)

Proponents will designate standard distribution of publications by a letter, a combination of letters, or a distribution statement for a given publication based on who needs the publication to support their mission. This information then becomes part of the regulation. To determine applicability, refer to the distribution information listed on each publication.

3-2. Distribution Symbols

- a. ARNG distribution symbols are A, B, C, and Special.
 - (1) A - Requires distribution down through the company level.
 - (2) B - Requires distribution down through group, regiment, brigade, and battalion levels.
 - (3) C - Requires distribution down through division level.
 - (4) Special - This distribution allows customers to determine who needs the publication to support their mission and set up requirements through their account representative.
- b. ANG distribution symbols are F, and F;X.
 - (1) F - Available to anyone needing the publication. This allows customers to set up requirements through their account representative.
 - (2) F;X - Allows customers to set up requirements through their account representative, but there is also a forced distribution.
- c. Joint publications will refer to both ARNG and ANG distribution symbols.

Chapter 4 Component Listings (Applies to ARNG only)

4-1. Establish and manage a NGB Publications Account for Component Listings

The Army National Guard uses Component Listings to control components of end items. NGB-DMJ-P is the proponent agency responsible for the preparation, revision and publication of Component Listings specific to the ARNG. Guidance listed in Chapter 2 applies to establish and manage an NGB Publications Account for Component Listings. ARNG account representatives are responsible for the distribution of the Indexes and Component Listings to units, property book officers, and necessary levels of command; representatives may delegate this responsibility to the Director of Logistics, upon mutual agreement.

4-2. Index

The Index is your guide to current component listings used in establishing and maintaining property accountability. NGB Component Listings are considered "for official use only" (FOUO) and are available, in electronic format, at Guard Knowledge Online (GKO) for immediate viewing or downloading.

4-3. Ordering

Use NGB 13R to order preprinted component listings, but do not combine them with NGB publications or forms. Use the Index to ensure the Component Listings are current, not rescinded or superseded. Enter the number of the component listing in the short title column.

Chapter 5**Historical Prints**

Historical prints to include Heritage Series, Presidential Series, or State Mission Series are available for order. To view prints, ordering instructions, and print sizes, visit <http://www.ngb.army.mil/gallery/ordering.asp> . Complete NGB 13R and submit through the appropriate office.

a. If you represent a National Guard unit, you may order prints through your state Public Affairs Office. Each PAO has an account established with the NGB Publications Management Center and may order directly. Submit orders exceeding authorized limits directly to the NGB Public Affairs Office for approval.

b. If you are a member of the general public (*libraries, schools, etc*), you may order directly through the NGB Public Affairs Office at the mailing address listed on their web site. The prints are free, but there is a limit on how many you may order.

Appendix A
References

Section I
Required Publications

This section contains no entries.

Section II
Related Publications

NG Pamphlet 25-30

Index of Applicable NG and NGB Administrative Publications

NG Pam 25-32/ANG Index 9

Numerical List of Current Blank Forms

Section III
Prescribed Forms

NGB 12R

NGB Initial Distribution Requirements Sheet

NGB 13R

NGB Materials Requisition Sheet

NGB 14R

Request for and Record of NGB Publications Account

Section IV
Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

Glossary

Section I

Abbreviations

ANG

Air National Guard

ARNG

Army National Guard

FOUO

For Official Use Only

GKO

Guard Knowledge Online

NGB

National Guard Bureau

PB

Publications Bulletin

PDF

Portable Document Format

Section II

Terms

Draft publication

A manuscript circulated to solicit comments or to satisfy coordination requirements before submission for final composition in page form or for printing.

Form

A fixed arrangement of prepared, captioned spaces designed for entering and extracting prescribed information. Certificates are included in this definition, and although items such as labels, stickers, tags, instruction sheets, notices, and file cover sheets do not require insertion of information, they may still be considered forms if they meet the standards for size, item sequence, wording, design, and construction.

Obsolete

Rescinded or superseded.

Proponent

The office of primary responsibility for writing and issuing a publication or form.

Publication

An officially produced and approved document issued for public use (i.e., for compliance, implementation, and information).

Rescind

To do away with or cancel. A publication (or part of a publication) or form is rescinded when it has served the purpose for which it was issued or when the material becomes obsolete.

Revision

A new edition of a publication or form; it replaces the previous edition in its entirety.

Supersede

To replace a publication or form with a new or revised version. Noun form: *supersession*.

Section III

Special Terms

Electronic format

Electronic format is the digital version of a form, publication or component listing, available online for immediate reference.

For Official Use Only

Information not appropriate for public release.

Procedure instructions, protocol, an established way of doing things. Procedures carry out policy and explain how a program operates.