

Department of the Army
Headquarters, United States Army
Installation Management Command
2511 Jefferson Davis Highway
Arlington, Virginia 22202
28 March 2007

*IMCOM Regulation 25-35

Information Management

PREPARING AND PUBLISHING UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND (IMCOM) ADMINISTRATIVE PUBLICATIONS

Summary. This is the first publication of this regulation. This regulation prescribes policies, responsibilities, and procedures for preparing, publishing, and managing IMCOM administrative publications in accordance with AR 25-30, The Army Publishing Program and DA Pamphlet 25-40, Army Publishing: Action Officers Guide.

Applicability. The policy and guidance prescribed by this regulation applies to all official IMCOM administrative publications prepared by HQ IMCOM for headquarters and/or IMCOM-wide use, regardless of format or delivery medium. It is not mandatory that IMCOM organizations use this regulation for their own publication programs; however, it is permitted and highly recommended.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Commander, IMCOM, Human Resources Directorate (HRD), 2511 Jefferson Davis Highway, Arlington, Virginia 22202-3926.

Suggested Improvements. The proponent of this regulation is the Human Resources Directorate (HRD). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank forms) directly to Commander, IMCOM (IMHR-A), 2511 Jefferson Davis Highway, Arlington, VA 22202-3926, or electronically to imcompco@hqda.army.mil.

Distribution. This regulation is distributed solely through the IMCOM Homepage at <http://www.imcom.army.mil>.

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*This regulation supersedes IMA Policy Memorandum #1, dated 27 June 2006, and HQ IMA Policy Memorandum #1, dated 16 June 2003.

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Glossary

Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policies, responsibilities, and procedures for preparing, publishing, and managing IMCOM administrative publications in accordance with AR 25-30, *The Army Publishing Program* and DA Pamphlet 25-40, *Army Publishing: Action Officers Guide*. This regulation contains specific guidance for preparing IMCOM HQ and IMCOM-wide administrative publications and forms.

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 terms used in this regulation are explained in the glossary.

1-4. Records Management

Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS), and DA Pam 25-403, Guide To Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

Chapter 2 Responsibilities

2-1. Director, Human Resources (IMHR-A) will—

- a. Establish policies and procedures for life cycle management of IMCOM publications.
- b. Manage the publishing process through the IMCOM Homepage by converting IMCOM publications to a Portable Document Format (PDF) for on-line viewing and printing.
- c. Provide technical advice on preparing and publishing IMCOM publications.
- d. Edit IMCOM publications and ensure they conform to the policies in AR 25-30, and the processes and procedures in DA Pam 25-40, and meet the requirements for each type publication.
- e. Manage the numbering of IMCOM publications, and ensure each new or revised publication is in the correct series in accordance with DA Pam 25-40, appendix H.
- f. Date and authenticate publications after ensuring they receive the appropriate level of approval.
- g. Make digital versions of IMCOM publications available to the greatest audience by publishing on the IMCOM Homepage.

- h. Initiate a review of IMCOM publications every 18 months.
- i. Publish and maintain update an index of all IMCOM publications (IMCOM Pam 25-30).
- j. Maintain the official file of IMCOM publications in accordance with AR 25-400-2.
- k. Manage and electronically generate all IMCOM forms prescribed by IMCOM publications.

2-2. Proponents of IMCOM administrative publications . The proponent is the HQ staff element responsible for initiating, developing, coordinating, approving content and identifying publications for rescission within their functional area. Each publication will have only one proponent who will satisfy the requirements in this regulation. Proponents will—

- a. Ensure their publications are essential and current.
- b. Prepare their publications in accordance with the policies and procedures in this regulation and the guidance given in DA Pam 25-40.
- c. Submit their publications to IMHR-A for processing and approval in a timely and accurate manner.
- d. Submit requests for revisions in accordance with the policies of this regulation and the procedures of DA Pam 25-40.
- e. Determine to what extent IMCOM subordinates may supplement their IMCOM regulation(s) (i.e., prohibit, limit, or require) and include that level in the supplementation statement on the title page of their regulation(s).
- f. Properly coordinate their publications before submitting for processing.
- g. Determine appropriate audience and level of command for their publications.
- h. Evaluate proposed concepts and draft publications and forms sent by lower IMCOM organizational elements for publication consideration. For HQ IMCOM, these would be proposed publications/forms with HQ IMCOM or IMCOM-wide applicability.
- i. Ensure their publications do not duplicate or conflict with existing DA or IMCOM publications.
- j. Ensure compliance with:
 - (1) AR 335-15 for data collection requirements.
 - (2) AR 25-30 for forms requirements.
 - (3) AR 340-21 for Privacy Act requirements.
 - (4) AR 380-5 for security markings and downgrading instructions if the publication is classified.

(5) AR 25-55 for proper markings and removal instructions if the publication is "For Official Use Only."

k. Retain an archival record copy of each version of a publication issued in accordance with established records retention policies in AR 25-400-2.

l. Develop life cycle management plans for their publications to include-

(1) Reviewing their publications every 18 months as required by AR 25-30, or as IMHR-A directs, and revising at least every 3 years, as appropriate.

(2) Rescinding IMCOM publications that are obsolete. When a publication is rescinded, all prescribed forms and reports are also rescinded. The proponent will notify IMHR-A when rescinding an IMCOM administrative publication by providing the publication's number, title and effective date of the rescission. Notify IMHR-A through one of the following methods:

(a) Information memorandum sent to HRD (IMHR-A).

(b) Email to imcompco@hqda.army.mil.

CHAPTER 3 Planning Publications

3-1. General.

a. Before starting a publication, proponents should contact the IMCOM Publications Control Officer (IMHR-A) to determine the best approach to developing and processing an IMCOM publication. IMCOM publications disseminate policy, responsibilities, and procedures to organizations and are applicable only within the command.

b. Multiple-addressee correspondence, ordinary memorandums of instruction, and policy memorandums, will not be used as substitutes for permanent official IMCOM publications.

c. All IMCOM organizations may use any of the delivery media listed in Table 3-1.

**Table 3-1
Authorized publication types**

Medium	Type	Contains	Applies	Effective	Authentication
Supplements	Directive	Policies, responsibilities, and administrative procedures required to implement ARs or higher command regulations	Throughout the command	Remain in effect until superseded or rescinded. Rescinded automatically upon revision of AR.	Chief of Staff
Regulations	Directive	Policies, responsibilities, and administrative procedures related to subjects not contained in ARs' - limited to a single subject.	Throughout the command	Remain in effect until superseded or rescinded.	Chief of Staff

Circulars	Directive or informational	Transitory material that needs to be published only once - limited to a single subject.	Throughout the command	For only 2 years or less.	Chief of Staff
Pamphlets	Informational, guidance, or reference	Material of a continuing nature.	Throughout the command	Remain in effect until superseded or rescinded.	Chief of Staff
Command Policy	Directive or information	Policies, responsibilities, and administrative procedures related to the Commander's Policy of the Command (i.e., Open Door Policy; EEO/EO - limited to a single subject.	Throughout the command	Remain in effect until superseded or rescinded.	Commanding General, Deputy Command General, Chief of Staff, or Command Sergeant Major

3-2. Choosing a publication delivery medium.

a. Choosing a delivery medium (type publication) is a two-step process. The selection of delivery medium dictates how the material will be prepared for publication. The proponent must determine which delivery medium best suits the material being disseminated. The proponent must determine:

- (1) Its intended purpose.
- (2) The intended treatment of the content (directive, informational, or reference).
- (3) The length of time the publication will be in effect (permanent or temporary).
- (4) The target audience (e.g., HQ IMCOM only or IMCOM-wide).

b. The second step is to decide whether to add the material to an existing publication, or prepare a new publication.

(1) If an AR exists on the same subject matter, the material should be published as a supplement to that AR (see para 3-3 for instructions on supplements).

(2) Check IMCOM Pam 25-30 for any IMCOM publications assigned the same series title. Review all publications that seem closely related to the material. If the information is added to an existing publication, publish a revision to that publication. Consolidate publications, if necessary. If no publication exists on the subject matter, prepare a new publication.

(3) For new publications, refer to DA Pam 25-40, appendix H, to determine the appropriate series title that describes the subject of the material.

3-3. Types of Publications, their uses, and instructions. The following types of official IMCOM administrative publications will assist you in determining the appropriate publication delivery medium.

a. IMCOM Supplements to ARs. See figure 3-1 for a sample format.

(1) Supplements are issued to provide additional instructions needed to implement an AR. Supplements cannot supersede, change, or rescind any portion of an AR.

(2) Only supplement an AR if allowed.

(3) Obtain the DA proponent's approval, if required. Provide IMHR-A a copy of the approval along with the draft supplement.

(4) Limit the contents of the supplement to vital information that is not included in the AR.

(5) Match the paragraphs of the supplement to proper paragraphs within the AR. Add chapters, paragraphs, tables, figures, and appendices, as required.

(6) When an AR is rescinded or superseded, all of its supplements are cancelled automatically (see DA Pam 25-40, para 18-13).

b. IMCOM Regulations. See figure 3-2 for a sample format.

(1) IMCOM Regulations are permanent directives and are effective until superseded or rescinded.

(2) Confine each IMCOM regulation to a single subject.

(3) Use an IMCOM regulation to:

(a) Establish policy IMCOM-wide.

(b) Assign mission responsibilities.

(c) Delegate authority.

(d) Prescribe procedures in sufficient detail to make sure basic policies are carried out uniformly throughout IMCOM.

(e) Prescribe IMCOM forms.

c. IMCOM Circulars. See figure 3-3 for a sample format.

(1) IMCOM circulars are temporary publications that are either directive or informational. They usually expire 2 years after their date of issue; however, they may expire earlier.

(2) Use circulars to publish-

(a) Instructions for one-time actions that apply IMCOM-wide, to include forms. (A form becomes obsolete when the circular that prescribes it expires.)

(b) General information or policies and procedures that are designed to be effective for 2 years or less.

(c) New policy until it is included in the appropriate IMCOM regulation. Once the policy is published in an IMCOM regulation, the circular is rescinded.

(d) Information on a single subject only.

(3) Do not use circulars to-

(a) Change information in permanent publications, such as IMCOM regulations or pamphlets.

(b) Publish long-term policies or procedures.

(c) Prescribe forms or reports that are permanent.

d. IMCOM Pamphlets. See figure 3-4 for a sample format.

(1) Pamphlets are permanent instructional publications that apply IMCOM-wide. They are not directive but provide guidance, information, or reference material needed to carry out policies and procedures established by IMCOM regulations. Pamphlets—

(a) Provide information of a continual nature.

(b) Remain in effect until superseded or rescinded.

(2) A pamphlet can prescribe a form, when the form is for optional use only, not mandated, since pamphlets are not directive.

(3) Do not use a pamphlet to prescribe policies, procedures, or responsibilities. Use a pamphlet to explain the policies, procedures, and responsibilities set by an IMCOM regulation.

e. IMCOM Command Policy. Command Policies provide policy concerning special interest areas (e.g., Open Door, Equal Opportunity, prevention of sexual harassment, etc.) and to communicate the highest level of command interest in areas that may or may not be covered in Army publications. Command Policies are applicable throughout the command and remain in effect until superseded or rescinded. They are prepared in a modified correspondence format rather than normal manuscript format, using IMCOM letterhead stationary as the first page. See figure 3-5 for a sample format.

f. IMCOM Forms.

(1) Any document within a publication that has blank spaces for the insertion of information is considered a form and will be controlled. If in doubt, contact the IMCOM Forms Management Officer (IMHR-A).

(2) All IMCOM forms must have a prescribing publication. The prescribing publication will provide the form title and information on how to obtain, complete, and

submit the form. If the prescribing publication is rescinded or expires, any forms prescribed by the publication are automatically rescinded.

(3) All IMCOM forms will be created for electronic generation, completion, and submission.

(4) A form that duplicates a higher headquarters form will not be created or used.

(5) Analysis and design of forms will be in accordance with DA Pamphlet 25-31, Forms Management, Analysis, and Design.

(6) To request the design of a new form, prepare a DD Form 67 (see DA Pam 25-31) and send with a draft copy of the proposed form to IMHR-A.

(7) If a form requires the user to submit personal identifier information, it must include a Privacy Act Statement. Include the IMCOM Privacy Act Officer (IMHR-A) in the initial coordination process whenever forms require personal information.

(8) Forms prescribed and/or referenced in an administrative publication are identified in appendix A.

(9) Form numbers are established based on the publication number of the prescribing directive. The publication number is derived from DA Pam 25-40, appendix H, based on the subject matter. Forms prescribed by IMCOM regulations or circulars will carry the same basic number as the prescribing directive and will be assigned by IMHR-A.

3-4. Assigning a publication number

The IMHR-A assigns the number to all draft publications at the initial review stage. Publication numbers (and dates) serve as a unique identifier and provide a point of reference for determining the currency of the information.

a. Publications will be numbered in accordance with specific guidance provided in DA Pam 25-40; i.e., they will consist of a functional category, a basic series number, and one or more consecutive sub-numbers.

b. Command Policies will be numbered consecutively.

c. Rescinded numbers will not be reused.

3-5. Coordination

a. Proponents are responsible for properly coordinating publications before submitting them to IMHR-A for final review and authentication. Proponents will make every effort to ensure that each organization affected by the content of a publication is given an opportunity to review, internally staff, and submit comments.

b. Publication proponents must:

(1) Coordinate the draft publication with the appropriate staff principals, regions, subordinate commands, and/or installations. The proponent will include a statement in the coordinating transmittal that the draft publication is for review and comment only and will not be used as an official document.

(2) Allow at least 30-calendar days from the date the draft was distributed for reviewers to return comments.

(3) Consider all received comments and integrate those that are relevant in the final publication.

(4) Address each non-concurrence with the reviewer and make every effort to resolve issues.

(5) Retain copies of incoming reviewer comments/non-concurrences and the outgoing responses as supporting documentation for inclusion in the publications archival record.

(6) Coordinate with IMHR-A when a form or forms is/are prescribed by the publication.

c. Coordination by email. Include in the email, a request that addressees return an acknowledgement along with the name, title/grade/rank, email address, office name and symbol, street mailing address, and telephone/fax number(s) of the primary and alternate points of contact for the reviewing organization. Attach the draft publication manuscript in one of the following formats:

(1) Portable Document Format (PDF).

(2) Rich Text Format (RTF).

(3) Word processing format (state software and version in the email).

d. Proponents should contact each organization to which the transmittal was addressed after the suspense date has passed, verifying that the organization has no comments to submit. A non-response cannot be considered a concurrence.

e. Proponents should consider developing an internal suspense log to monitor the coordination progress. Suspense logs provide an accurate audit trail of comments received from reviewers and the status of replies and/or issue resolution. The use of a suspense log is not mandatory, but is highly recommended. Efficient organization and collection of suspense log data will benefit the DA Form 260 preparation, thus speeding up the remainder of the process. (See DA Pam 25-40, Appendix K, Preparing the DA Form 260.)

f. Email concurrence is encouraged; however, concurrence by telephone is allowed. Proponents must verify that the individual giving the telephone concurrence is authorized to do so. Proponents should also note the caller's name, title/grade/rank, email address, office name and symbol, street mailing address, telephone/fax number(s), and date of concurrence in the suspense log.

g. Coordination dates on the DA Form 260 are acceptable up to 1 year from the date of the initial publishing request. Coordination dates more than 1 year old must be accompanied by a waiver obtained from the IMCOM Chief of Staff, ATTN: IMCS, 2511 Jefferson Davis Highway, Arlington, VA 22202-3926.

3-6. The publication process.

a. The following table identifies the publication process and delineates proponent and editor responsibilities.

Table 3-2
The publication process

<p>Proponent</p>	<ul style="list-style-type: none"> • Receives publication requirement • Contacts IMHR-A who will provide guidance on: <ul style="list-style-type: none"> • Type of publication • Formatting • Coordination requirements • Publication series, if new • Researches and writes publication • Prepares staffing package • Coordinates draft publication with all affected activities • Incorporates comments from coordination and prepares a 'best effort' publication. This is not a rough draft. • Provides the following to IMHR-A: <ul style="list-style-type: none"> ◦ DA Form 260 and DD Form 67 (if applicable). ◦ Corrected digital file via e-mail to imcompco@hqda.army, or ◦ Diskette. • Any background files.
<p>IMHR-A</p>	<ul style="list-style-type: none"> • Edits draft electronically • Verifies references, figures, tables, and paragraph numbering • Ensures forms, reports, and Privacy Act requirements are identified • Assigns the publication number, if new • Attaches any locally reproducible ("R") forms • Assists with new forms design, if required • Converts final draft publication to .PDF format and forwards to Chief of Staff for approval and signature • Indexes approved/signed publication in IMCOM Pam 25-30 • Provides the digital .PDF (printable format) file to the IMCOM webmaster for posting to the IMCOM Homepage

b. Before the formal editing process, proponents will ensure their publication-

(1) Is in the correct format and has the following required statements on the title page for the specific type publication:

(a) Summary (required on supplements, regulations, and pamphlets). The summary statement is optional on circulars.

(b) Applicability (required on supplements, regulations, circulars, and pamphlets).

(c) Supplementation (required on regulations only).

(d) Suggested improvements (required on all publications).

(e) Distribution restriction (when applicable).

(f) Availability. For publications distributed on the IMCOM Homepage, this statement will read: This publication is distributed solely through the IMCOM Homepage at <http://www.imcom.army.mil>.

(2) Does not duplicate material in existing DA or IMCOM publications.

(3) Meets formatting requirements specific for each type publication (see chap 4).

(4) Conforms to the guidance in AR 25-30 (chap 2 and sec VIII of chap 3), DA Pam 25-40, and this regulation.

(5) Complies with AR 335-15 to ensure data collected from IMCOM subordinates, and the public, is properly controlled. Coordinate with the IMCOM Information Management Control Officer (IMHR-A) during the initial coordination if the publication has reporting requirements.

(6) Complies with AR 25-30, chapter 4, for forms requirements. Coordinate with the IMCOM Forms Management Officer (IMHR-A) early in the development process when a form(s) is prescribed by the publication.

(7) Complies with AR 340-21 for Privacy Act requirements. Coordinate with the IMCOM Privacy Act Officer (IMHR-A) in the initial coordination process whenever forms require the collection of personal information.

(8) Are coordinated with the appropriate level(s).

(9) Complies with/meets the requirements of AR 380-5 for security markings and downgrading instructions if the publication is classified. Coordinate with the IMCOM Security Manager in the initial coordination process whenever the publication is classified.

(10) Complies with AR 25-55 for proper markings of "For Official Use Only" and include a specific date, or event, when removing the markings is allowed in accordance with AR 25-55.

c. When the publication is ready for final processing, submit the revised draft publication, along with the accompanying DA Form 260 and DD Form 67 (if applicable) to IMHR-A.

Department of the Army
Headquarters, United States Army
Installation Management Command
2511 Jefferson Davis Highway
Arlington, Virginia 22202
1 April 2007

IMCOM Suppl 1 to AR 380-5

Security

DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM

Summary. This supplement provides policy on use of electronic devices during classified meetings, conferences and sessions.

Applicability. This supplement is applicable to all IMCOM organizations.

Suggested Improvements. The proponent of this supplement is Plans Directorate, HQ IMCOM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank forms) directly to Commander, IMCOM (IMS0), 2511 Jefferson Davis Highway, Arlington, VA 22202-3926.

Distribution. This pamphlet is distributed solely through the IMCOM Homepage at <http://www.imcom.army.mil>.

AR 380-5, 20 September 2000, is supplemented as follows:

Paragraph 6-18. Classified meeting and conferences.

6-18b(10) (Add the following at the end of the paragraph): "The use of cellular phones, pagers, and other unauthorized electronic devices is prohibited while attending classified meetings, sessions, and conferences."

IMPL

FOR THE COMMANDER:

JOHN DOE
Lieutenant General, USA
Commanding

OFFICIAL:



SIGNED:
JANE DOE
Colonel, GS
Chief of Staff

Sample IMCOM Supplement
Figure 3-1

Department of the Army
Headquarters, United States Army
Installation Management Command
2511 Jefferson Davis Highway
Arlington, Virginia 22202
1 April 2007

*IMCOM Regulation 25-35

Information Management

**PREPARING AND PUBLISHING UNITED STATES ARMY INSTALLATION
MANAGEMENT COMMAND (IMCOM) ADMINISTRATIVE PUBLICATIONS**

Summary. This is the first publication of this regulation. This regulation prescribes policies, responsibilities, and procedures for preparing, publishing, and managing IMCOM administrative publications in accordance with AR 25-30, *The Army Publishing Program* and DA Pamphlet 25-40, *Army Publishing: Action Officers Guide*.

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Supplementation. Supplementation of this regulation is prohibited without prior approval from the Commander, IMCOM, Human Resources Directorate (HRD), 2511 Jefferson Davis Highway, Arlington, Virginia 22202-3926.

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*This regulation supersedes IMA Policy Memorandum #1, dated 14 Sep 2006, and HQ IMA Policy Memorandum #1, dated 27 June 2006.

Sample IMCOM Regulation
Figure 3-2

Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policies, responsibilities, and procedures for preparing, publishing, and managing IMCOM administrative publications in accordance with AR 25-30, *The Army Publishing Program* and DA Pamphlet 25-40, *Army Publishing: Action Officers Guide*. This regulation contains specific guidance for preparing IMCOM-wide administrative publications and forms.

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Chapter 2 Responsibilities

2-1. Director, Human Resources (IMHR-A) will—

- a. Establish policies and procedures for life cycle management of IMCOM publications.
- b. Manage the process of publishing through the IMCOM Homepage by converting IMCOM publications to a Portable Document Format (PDF) for on-line viewing and printing.
- c. Make digital versions of IMCOM publications available to the greatest audience by publishing on the IMCOM Homepage.
- d. Provide technical advice on preparing and publishing IMCOM publications to HQ IMCOM staff proponents.
- e. Edit IMCOM publications and ensure they conform to the policies in AR 25-30, and processes and procedures in DA Pam 25-40, and meet the requirements for each type publication.
- f. Manage the numbering of IMCOM publications, and ensure each new or revised publication is in the correct series in accordance with [DA Pam 25-40, appendix H](#).
- g. Date and authenticate publications after ensuring they receive the appropriate level of approval.

Sample IMCOM Regulation
Figure 3-2

Department of the Army
Headquarters, United States Army
Installation Management Command
2511 Jefferson Davis Highway
Arlington, Virginia 22202
10 April 2007

IMCOM Circular 385-07-01

(Expires 10 April 2009)
Safety

IMCOM PORTABLE SPACE HEATER POLICY

Summary. This circular establishes policies, procedures, and responsibilities for the use of portable spaces heaters on IMCOM installations. The next revision of IMCOM Reg 385-2 will incorporate this guidance.

Applicability. This circular is applicable to all IMCOM organizations.

Suggested Improvements. The proponent of this circular is the Safety Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank forms) directly to Commander, IMCOM (IMS0), 2511 Jefferson Davis Highway, Arlington, VA 22202-3926.

Distribution. This pamphlet is distributed solely through the IMCOM Homepage at <http://www.imcom.army.mil>.

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1. Purpose. This circular prescribes the responsibilities, policies, and procedures for the use of portable space heaters on IMCOM installations.

Sample IMCOM Circular
Figure 3-3

Department of the Army
Headquarters, United States Army
Installation Management Command
2511 Jefferson Davis Highway
Arlington, Virginia 22202
1 April 2007

IMCOM Pamphlet 25-30

Information Management

**CONSOLIDATED INDEX OF UNITED STATES ARMY INSTALLATION MANAGEMENT
COMMAND (IMCOM) ADMINISTRATIVE PUBLICATIONS**

Summary. This is the first publication of this pamphlet. This pamphlet provides a link to a consolidated listing of US Army Installation Management Command (IMCOM) administrative publications.

Applicability. This pamphlet is applicable to all IMCOM organizations.

Suggested Improvements. The proponent of this pamphlet is the Human Resources Directorate (HRD). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, HQ IMCOM, HRD (IMHR-A), 2511 Jefferson Davis Highway, Arlington, VA 22202-3926.

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Chapter 1
Introduction

1-1. Purpose. This pamphlet provides a link to a consolidated listing of US Army Installation Management Command (IMCOM) administrative publications.

Sample IMCOM Pamphlet
Figure 3-4



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
600 ARMY PENTAGON
WASHINGTON, DC 20310-0600

IMZA

MEMORANDUM FOR ALL US ARMY INSTALLATION MANAGEMENT COMMAND
PERSONNEL

SUBJECT: Command Policy # 1 – Open Door Policy

1. The most effective means for solving problems faced by Soldiers and employees is open communication using the chain of command. Therefore, I encourage all personnel to use this highly effective tool to resolve issues at the lowest possible level. On occasion, a Soldier or employee may believe it is necessary to talk directly to me about those few complex problems, which because of sensitivity or magnitude, cannot be solved through the chain of command and other conventional means. It is my policy to be available to discuss those matters with the person concerned.
2. If any person wishes to talk with me directly, he or she should call my Executive Assistant at 703-692-3233 to schedule an appointment. I will make myself available at the earliest convenient time, consistent with operational requirements, for a meeting.
3. I expect leaders to inform personnel of this policy and to fully support it. Leaders are responsible for the prompt and appropriate resolution of minor problems at the lowest level.
4. This policy may not be used to circumvent established administrative processes that are available to resolve employee and Soldier grievances, complaints, problems, and other similar issues.
5. As a matter of courtesy, I encourage, but do not require, all enlisted Soldiers desiring to see me to first contact the my Command Sergeant Major at 703-602-6257. Similarly, I encourage officer and civilian employees to first contact my Chief of Staff at 703-602-1730. These notifications are for courtesy and possible assistance in resolving the issue; it is not a requirement to see me.

JOHN DOE
Lieutenant General, USA
Commanding

Sample IMCOM Command Policy
Figure 3-5

Chapter 4 Formatting Publications

4-1. Required elements. Publications will be prepared following the samples shown in this regulation. The format will be MS-Word, Verdana font, size 10 pt. With the exception of a Command Policy, all publications will contain three major components—front, body, and rear. Each component contains required and optional elements as explained below.

4-2. Front of publications. The title page contains the elements that identify the publication's proponent, authenticating authority, and other information pertinent to the publication. The title page may have other elements but at a minimum must include the following:

- a. Publication number and title.
- b. Issuing headquarters and address.
- c. Issue date, also effective date and expiration date (when applicable).
- d. Distribution statement.
- e. Distribution restriction statement (when applicable).
- f. Security classification (when applicable).
- g. Supersession Notice (when applicable)

4-3. Body of publications. The body of a publication contains all the policy and procedures pertinent to the subject matter. It may contain policy, procedures, or instructions for the use of forms or prescribe the use of reports, tactics, techniques, technical data, or maintenance information. The body of a publication must have at least two paragraphs. If sections are used, each section must contain at least two paragraphs. The first four paragraphs in the body of an IMCOM Regulation and an IMCOM Circular are:

Purpose

References

Explanation of Abbreviations and Terms

Responsibilities

a. Purpose paragraph. The purpose paragraph describes the entire publication. Write only one purpose paragraph for the publication, not one for each chapter. In a purpose paragraph, state the function of the publication. The following paragraph is an example of a purpose paragraph:

1. Purpose

This regulation sets policies and procedures for preparing and managing medical records. It applies to the principal patient treatment records used at all Army medical treatment facilities. This regulation reforms current recordkeeping practices by setting a standard for preparing and managing records.

b. References paragraph. The references paragraph refers the reader to appendix A, which lists the publication's references. The references paragraph refers to required publications, related publications, prescribed forms, and referenced forms cited in the publication. The following paragraph is an example of a references paragraph:

2. References

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

c. Explanation of abbreviations and terms paragraph. The abbreviations and terms paragraph always refers the reader to sections I and II of the glossary. If there are no special abbreviations and terms, section III would contain only the following: "This section contains no entries." The following paragraph is an example of an abbreviations and terms paragraph:

3. Explanation of abbreviations and terms

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

d. Responsibilities paragraph. In the responsibilities paragraph, identify the individuals who must carry out the policies and procedures prescribed by the publication and specify the functions each person must perform. When writing a responsibilities paragraph, keep the following in mind:

(1) Identify the individuals and list their specific primary functions. Avoid explaining in detail what the functions are or how to do them. These details should be explained elsewhere in the publication. If the user is to take special note of the details, refer to where the details are explained.

(2) Identify individuals (duty titles or positions), not organizations. If responsibilities are to be assigned to an entire organization rather than to specific people within it, name the head of the organization. It is understood that he or she is ultimately responsible for the performance of the functions but will not perform them personally. If the term *commander* is used, specify the level of command (for example, IMCOM commander).

(3) State the person's specific duties. Avoid using vague language.

(4) List the individuals and their functions according to the chain of command; identify the person at the highest level first and then proceed down through the chain. If several individuals are at the same level, list them according to the size or importance of their responsibilities, naming the one with the most responsibility first. Individuals at the same organizational level are listed in protocol order.

e. Policies and procedures paragraphs. Policies and procedures are the main contents of the body of a publication. Most of the paragraphs, sections, and chapters of a publication explain policies and procedures. Policies are general courses of action to be taken. Procedures are an orderly series of specific actions taken to carry out policy. Regulations establish policies; only those procedures necessary to provide clarity to the statements of policy should be included in a regulation. The more detailed step-by-step instructions on how to achieve what is prescribed by the regulation should be published in a pamphlet. More simply, policies are statements of what to do; procedures are statements of how to do it.

4-4 Rear of publications. The rear of a publication contains additional information pertinent to the publication. If an appendix and glossary are used they are placed in the rear in accordance with the guidance below:

a. Appendix A. The reference paragraph in the body (always inserted as “References”) refers the reader to appendix A. Appendix A is divided into four sections—one for required publications, one for related publications, one for prescribed forms, and one for referenced forms. If there are no entries in a section, insert the section heading and the following text, “This section contains no entries.”

(1) A required publication is a source the user must refer to. Without reading that publication, the user cannot understand or comply with your publication.

(2) A related publication is a source of additional information that will provide a user a better understanding of the subject matter of the publication.

(3) Prescribed forms are mandated by the publication; that is, the publication directs the use of the form.

(4) Referenced forms are prescribed by another publication, not the publication mentioning the forms.

b. Glossary. The glossary lists and explains the abbreviations, terms, and special abbreviations and terms used in a publication. It is located after the last appendix.

(1) Contents of the glossary. The glossary consists of the following three required sections.

(2) Section I—Abbreviations. The abbreviations section consists of abbreviations used within the publication. Abbreviations are to be in alphabetical order, in a list format.

(3) Section II—Terms. The terms section provides an explanation of terms in alphabetical order. The term itself is placed on one line and the explanation begins on the next line. The first sentence in the explanation is never a complete sentence. Omit the subject and verb as in dictionary definitions. Do not include directive material in a term; that is, do not prescribe policies, procedures, or responsibilities in a term. This section must contain at least one term.

(4) Section III—Special Abbreviations and Terms. Special abbreviations and terms consist of those abbreviations and terms that are unique to the publication.

(5) Section without entries. If there are no special abbreviations and terms unique to that publication, use only sections I and II. In this instance, section III and any section with no entries, insert the following sentence: “This section contains no entries.”

(6) Placement of the glossary. The glossary is located after the last appendix.

IMHR-A

FOR THE COMMANDER:

ROBERT WILSON
Lieutenant General, USA
Commanding

OFFICIAL:



SIGNED:
CHRISTOPHER G. ESSIG
Colonel, GS
Chief of Staff

Appendix A References

Section I Required Publications

AR 25-30

The Army Publishing Program

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 340-21

The Army Privacy Program

DA Pam 25-31

Forms Management, Analysis, and Design

DA Pam 25-40

Army Publishing: Action Officers Guide

IMCOM Pam 25-1

Index of IMCOM Administrative Publications and Forms

Section II Related Publications

AR 25-1

Army Knowledge Management and Information Technology

AR 25-50

Preparing and Managing Correspondence

AR 25-52

Authorized Abbreviations, Brevity Codes, and Acronyms

DA Pam 25-30

Consolidated Index of Army Publications and Blank Forms

Section III Prescribed Forms

DA Form 260

Army Publishing Request

DD Form 67

Form Processing Action Request

Section IV Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

Glossary

Section I Abbreviations

AR
Army Regulation

ARIMS
Army Records Information Management System

HQ
Headquarters

IMA
Installation Management Agency

IMCOM
Installation Management Command

PDF
Portable Document Format

RTF
Rich Text Format

Section II Terms

This section contains no entries.

Section III Special Abbreviations and Terms

This section contains no entries.