Department of the Army
Pamphlet 25–40

Information Management: Publishing and Printing

Army Publishing Program Procedures

Headquarters
Department of the Army
Washington, DC
3 June 2015

UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 25–40
Army Publishing Program Procedures

This major revision, dated 3 June 2015--

o Introduces and/or defines designated publishing roles and duties for publishing champions, publications control officers, equipment publications control officers, and forms management officers (paras 1-4 through 1-10).

o Introduces and defines initiatives to support the Secretary of the Army's requirement that all official Department of the Army administrative publications be revised, certified current, or proposed to be rescinded within a 5-year currency criterion (paras 1-11 and 1-12).

o Refers readers to the U.S. Army Records Management and Declassification Agency's Authorized Abbreviations, Brevity Codes, and Acronyms Web site as the official source for the abbreviations, brevity codes, and acronyms authorized for Army use (para 3-1i).

o Revises rules for using abbreviations, brevity codes, acronyms, and terms (para 3-5).

o Revises rules for using references and forms in publications (paras 3-18 through 3-24).

o Revises guidance for preparing figures and tables for Department of the Army publications (paras 3-25 through 3-29).

o Revises guidance for preparing and publishing Department of the Army administrative publications (chap 4).

o Revises guidance for preparing and publishing Department of the Army doctrinal and training publications (chap 5).

o Updates and expands guidance for preparing and publishing multi-Service Department of the Army publications (paras 7-1 through 7-3).

o Adds and expands guidance on processing electronic messages (paras 7-14 and 7-15).

o Revises guidance for preparing and publishing Department of the Army technical and equipment publications (chap 6).

o Updates procedures for numbering and indexing publications (chap 8).

o Updates printing procedures (chap 9).

o Incorporates and consolidates Department of the Army Pamphlet 25-33, 15 September 1996 (chap 11).

o Incorporates and consolidates Department of the Army Pamphlet 25-31, 31 July
   1995 (chap 12).

o Adds procedures for the Secretary of the Army Awards for Improving
   Publications and Publishing Processes Program (chap 13).

Headquarters
Department of the Army
Washington, DC
3 June 2015

Information Management: Publishing and Printing

Army Publishing Program Procedures

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:

GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This pamphlet provides information on how to prepare, publish, order, and distribute Department of the Army publications and forms.

Applicability. This pamphlet applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It is also applicable to our Foreign Military Sales customers, to other military Services and Department of Defense agencies, Department of Defense contractors, and any other organizations authorized to use Army published material. This pamphlet applies during partial and full mobilization.

Proponent and exception authority. The proponent for this pamphlet is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: Administrative Assistant to the Secretary of the Army (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Section I
Introduction

1–1. Purpose
This pamphlet provides procedures for policies established in AR 25–30. It contains instructions, processes, formats, reporting requirements, and guidelines used to carry out the Army's publishing program. It provides information on prioritizing, planning, developing, organizing, coordinating, authenticating, publishing, printing, and distributing Department of the Army (DA) publications, forms, and media products for three publishing domains: DA administrative, training and doctrinal, and technical and equipment publications. While this pamphlet primarily addresses DA publications applicable to all Soldiers (Active, Reserve, and Guard) and DA Civilians, it also contains procedures on the management of agency, command, and installation level publications and forms.

1–2. References
See appendix A.

1–3. Explanation of abbreviations and terms
See glossary.

Section II
Roles and Duties

1–4. Designated publishing roles
a. DA Soldiers and DA Civilians assigned publishing and printing responsibilities carry out the Army's publishing and printing missions on behalf of Headquarters, Department of the Army (HQDA) principal officials, commanders of Army commands (ACOMs), Army service component commands (ASCCs), direct reporting units (DRUs), and all other field activities to which they are assigned. In accordance with AR 25–30, HQDA principal officials and commanders of ACOMs will designate, in writing, the following publishing roles:
(1) Publishing champion (PC).
(2) Publications control officer (PCO).
(3) Equipment publications control officer (EPCO) (ACOM level only).
(4) Forms management officer (FMO).
b. See figures 1–1, 1–2, 1–3, and 1–4 for sample appointment memorandums.
Note. Contract personnel are prohibited from being appointed as PCs, PCOs, EPCOs, and FMOs.

1–5. Publishing champion duties
HQDA principal officials and ACOM commanders will appoint a PC in the rank of colonel or the grade of General Schedule (GS)-15 to perform the following duties:
a. Represent the HQDA principal official or ACOM commander to the Director, Army Publishing Directorate (APD).
b. Prioritize publishing actions for all DA publications for the HQDA principal official organization or ACOM (if delegated, in writing, by the HQDA principal official or ACOM commander).
c. Establish a Fiscal Year (FY) Projection Plan for DA administrative publications for the HQDA principal official organization or ACOM. (PCs should also establish annual publishing plans for all other DA publications at the discretion of their HQDA principal officials or ACOM commanders.)
d. Manage the HQDA principal official or ACOM commander's library for DA publications.
e. Track the status of new and existing DA publications through the entire publishing process.
f. Coordinate and obtain publishing approval from the HQDA principal official or ACOM commander.
g. Serve as liaison to APD for action officers, subject matter experts (SMEs), and/or authors writing, revising, and coordinating DA publications.
h. Attend publishing-related working groups and meetings and serve as the primary expert in publishing policies and procedures for the HQDA principal official organization or ACOM.
i. Sign DA publishing actions (including DA Form 260 (Request for Publishing – DA Administrative Publications) and DA Form 260–1 (Request for Publishing – DA Training, Doctrinal, Technical, and Equipment Publications)) and determine sufficiency of coordination.
j. Perform other duties as determined by the HQDA principal official or ACOM commander.

DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

[Office Symbol]   [Date]

MEMORANDUM FOR Director, Army Publishing Directorate (AAHS-PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060-5527

SUBJECT: Appointment of Publishing Champion

1. Effective [DAY MONTH YEAR], [APPOINTEE], [APPOINTEE POSITION], [APPOINTEE ORGANIZATION], [APPOINTEE PHONE], [APPOINTEE EMAIL], is appointed as the [ORGANIZATION] publishing champion (PC). I authorize (him or her) to have authority for me to set publishing priorities for my organization.

2. Authority: AR 25-30 (Army Publishing Program).

3. Purpose: The PC communicates directly with the [HQDA PRINCIPAL OFFICIAL OR ACOM COMMANDER] and coordinates all publishing activities for the [HQDA PRINCIPAL OFFICIAL OR ACOM COMMANDER]'s functional area. The PC will also prioritize publishing actions and resolve publishing conflicts. Duties are provided in detail in DA Pam 25-40 (Army Publishing Program Procedures).

4. Period: Indefinite.

5. Cancellation: I retain the authority to cancel or withdraw this appointment at anytime. The appointment is cancelled upon the resignation, retirement, change of duties, or change of position of the specified individual.

                                          [SIGNATURE BLOCK OF
                                          HQDA PRINCIPAL OFFICIAL
                                          OR ACOM COMMANDER]

Figure 1-1. Sample publishing champion appointment memorandum

1–6. Publications control officer duties

HQDA principal officials and commanders of ACOMs will appoint a PCO to perform the following duties:

a. Assist PC and support PC duties (see para 1–5), except those specifically assigned to the PC.

b. Manage printing actions and required funding for assigned DA publications.

c. Ensure DA publications meet publishing standards and follow processes in accordance with AR 25–30 and this pamphlet.

d. Review all submission packets submitted to APD to ensure they are complete and meet publishing requirements.

e. Identify and report the point of contact for each DA publication and alert APD when contact information changes.

f. Perform other duties as determined by the HQDA principal official or ACOM commander.

Note. The PCO may also be appointed as the FMO.

DEPARTMENT OF THE ARMY
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[Office Symbol]   [Date]

MEMORANDUM FOR Director, Army Publishing Directorate (AAHS-PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060-5527

SUBJECT: Appointment of Publications Control Officer

1. Effective [DAY MONTH YEAR], [APPOINTEE], [APPOINTEE POSITION], [APPOINTEE ORGANIZATION], [APPOINTEE PHONE], [APPOINTEE EMAIL], is appointed as the [ORGANIZATION] publications control officer (PCO).

2. Authority: AR 25-30 (Army Publishing Program).

3. Purpose: The PCO supports the publishing champion in managing all DA-authenticated publications within the [HQDA PRINCIPAL OFFICIAL OR ACOM COMMANDER]'s functional area. Duties are provided in detail in DA Pam 25-40 (Army Publishing Program Procedures).

4. Period: Indefinite.

5. Cancellation: I retain the authority to cancel or withdraw this appointment at anytime. The appointment is cancelled upon the resignation, retirement, change of duties, or change of position of the specified individual.

[SIGNATURE BLOCK OF
HQDA PRINCIPAL OFFICIAL
OR ACOM COMMANDER]

Figure 1–2. Sample publications control officer appointment memorandum

1–7. Equipment publications control officer duties
In accordance with AR 25–30, commanders of ACOMs may appoint an EPCO for each subordinate agency, command, or installation, as needed. The EPCO is primarily responsible for DA technical and equipment publishing and printing actions. Complete duties are described in chapter 6.

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[Office Symbol]   [Date]

MEMORANDUM FOR Director, Army Publishing Directorate (AAHS-PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060-5527

SUBJECT: Appointment of Equipment Publications Control Officer

1. Effective [DAY MONTH YEAR], [APPOINTEE], [APPOINTEE POSITION], [APPOINTEE ORGANIZATION], [APPOINTEE PHONE], [APPOINTEE EMAIL], is appointed as the [ORGANIZATION] equipment publications control officer (EPCO).

2. Authority: AR 25-30 (Army Publishing Program).

3. Purpose: The EPCO is responsible for DA-authenticated technical and equipment publishing and printing actions. Duties are provided in detail in DA Pam 25-40 (Army Publishing Program Procedures).

4. Period: Indefinite.

5. Cancellation: I retain the authority to cancel or withdraw this appointment at anytime. The appointment is cancelled upon the resignation, retirement, change of duties, or change of position of the specified individual.

                                        [SIGNATURE BLOCK OF
                                        HQDA PRINCIPAL OFFICIAL
                                        OR ACOM COMMANDER]

Figure 1–3. Sample equipment publications control officer appointment memorandum

1–8. Forms management officer duties

HQDA principal officials and commanders of ACOMs will appoint an FMO to perform the following duties:

a. Establish and manage forms management programs for their agency to implement the policy in AR 25–30 and the procedures in this pamphlet.

b. Act as liaison between their agency and the Army Forms Manager and assist their agency users on all forms matters.

c. Review the use of personally identifiable information (PII) thoroughly—to include Social Security numbers (SSNs)—on all forms and reduce collection wherever possible.

d. Establish internal procedures for creating, revising, distributing, and cancelling agency, command, and installation forms.

e. Ensure agency, command, and installation forms are properly identified by form number and edition date.

f. Review active agency, command, and installation forms periodically for continued need and conformity to policy and procedures; eliminate duplicate forms.

g. Ensure agency, command, and installation forms are at the highest level of forms designation.

h. Ensure Department of Defense (DOD) and Army standards are used in designing agency, command, and installation forms.

i. Ensure agency, command, and installation forms asking for personal information contain an appropriate Privacy Act Statement and reduce and/or eliminate SSN use.

j. Maintain an accurate inventory of all current agency, command, and installation forms.

k. Maintain necessary management information and historical records for agency, command, and installation forms.

l. Perform other forms-related duties as determined by the HQDA principal official or ACOM commander.

Note. The FMO may also be appointed as the PCO.

DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

[Office Symbol]   [Date]

MEMORANDUM FOR Director, Army Publishing Directorate (AAHS-PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060-5527

SUBJECT: Appointment of Forms Management Officer

1. Effective [DAY MONTH YEAR], [APPOINTEE], [APPOINTEE POSITION], [APPOINTEE ORGANIZATION], [APPOINTEE PHONE], [APPOINTEE EMAIL], is appointed as the [ORGANIZATION] forms management officer (FMO).

2. Authority: AR 25-30 (Army Publishing Program).

3. Purpose: The FMO is responsible for establishing and managing forms management programs for the [HQDA PRINCIPAL OFFICIAL OR ACOM COMMANDER]'s functional area. Duties are provided in detail in DA Pam 25-40 (Army Publishing Program Procedures).

4. Period: Indefinite.

5. Cancellation: I retain the authority to cancel or withdraw this appointment at anytime. The appointment is cancelled upon the resignation, retirement, change of duties, or change of position of the specified individual.

[SIGNATURE BLOCK OF
HQDA PRINCIPAL OFFICIAL
OR ACOM COMMANDER]

Figure 1–4. Sample forms management officer appointment memorandum

1–9. Other command-level designated publishing roles and duties

HQDA principal officials, commanders of ACOMs, and other commanders may assign additional publishing duties and establish additional publishing roles at their discretion to meet requirements at the headquarters and subordinate command levels.

1–10. Types of publishing roles and duties at subordinate agencies, commands, and installations

Commanders of subordinate agencies, commands, and installations may appoint personnel to manage DA-authenticated publishing, printing, and stocking and oversee development and distribution of command-level publications and forms.

a. Personnel should be appointed to manage the functions of publishing, printing and reproduction control, and forms management and enforce Departmental policies, regulations, and instructions governing these publishing and printing functional areas.

b. Maintain an index of all command publications and forms.

c. Review stockroom inventory of both DA-authenticated and agency, command, and/or installation publications and forms annually (or prior to initiating a reprint action, whichever is sooner). Appointed personnel should review to ensure that:

(1) Editions present are adequate.

(2) Redundancies, conflicts, and required changes are identified.

(3) Publications are scheduled for revision or nominated for rescission.

d. Administer the agency, command, or installation publications and distribution system.

e. Provide guidance to supported activities on managing publications accounts and preparing initial distribution requirements.

f. Review all requests from supported activities to establish new accounts, classified accounts, and blank forms accounts.

g. Verify publications account addresses and ensure that accounts authorized to receive classified publications are still current.

h. Provide guidance on the preparation of DA Form 12 (Request for Establishment of a Publications Account) or DA Form 12–99 (Initial Distribution Requirements for Publications).

i. Review annual funding requirements for printing within their agency, command, or installation and coordinate this review with resource managers.

j. Manage the agency or command forms program. Duties include:

(1) Review, in conjunction with their publications review, the forms for which their agency or command is responsible, or when a reprint action is initiated to make sure the forms are essential and current.

(2) Analyze all new and revised forms submitted for approval to ensure that they are essential and that each request is fully justified.

(3) Ensure that higher echelon forms are used as much as possible in lieu of creating agency, command, and installation forms.

(4) Maintain an inventory and index of forms, including accountable and sensitive forms; issue and update annually the inventory and index.

(5) Reduce the number of forms in use by eliminating nonessential or duplicate forms and combining similar or related forms, especially when one higher echelon form can replace two or more lower echelon forms.

(6) Maintain records on the use of forms, including accountable and sensitive forms, to avoid procuring excessive stocks, to ensure that forms ordered are consistent with expected usage, and to ensure accountability of accountable and sensitive forms.

(7) Minimize the requirements for paper-based and centrally stocked forms by promoting the use of electronic forms.

(8) Maintain and operate an overseas publication center and stockroom as necessary when paper copies are required to support sustaining base and mobilization contingency requirements.

(9) Control the storage and issue of classified and accountable publications, including accountable forms, as required by each item's security classification, AR 380–5, and DODM 5200.01.

(10) Provide guidance to units on the operation and management of their publication accounts in accordance with AR 25–30 and this pamphlet.

(11) Conduct a complete inventory of the stockroom each year and account for all classified publications, accountable blank forms, and sensitive forms, ensuring that inventory records are accurate.

Section III
Prioritizing and Planning a Publication Plan

1–11. 5–Year Allocation Plan
The 5–Year Allocation Plan supports the Secretary of the Army's (SECARMY's) requirement that DA administrative publications remain within a 5-year currency window. Each HQDA principal official is given a minimum FY allocation based on the number of DA administrative publications for which he or she is the proponent. This allocation states the minimum number of publishing actions the HQDA principal official must complete in an FY in order to maintain publication currency. See AR 25–30 for additional information.

1–12. Fiscal Year Projection Plan
a. PCs, in coordination with their principal officials and APD, are responsible for developing an FY Projection Plan. This is a rolling, 5-year plan that lists each publication and the FY and month it will be authenticated and published. The plan is flexible in that PCs can adjust as needed by adding, removing, or reprogramming publications. At a minimum, PCs should review their FY Projection Plan with APD on a quarterly basis.

b. The FY Projection Plan assigns a proposed authentication date to each publication for which the PC has oversight. The proposed authentication date consists of the month and FY that a publication will be authenticated and published. In theory, the proposed authentication date can be no more than 5 years from the publication's current issue date to ensure that it does not exceed the 5-year currency window. In practice, the process for revising a publication can take a year or more to complete, which means this time should be part of the backward planning when selecting proposed authentication dates to ensure the currency window is maintained.

1–13. Community of interest
AR 25–30 and this pamphlet prescribe the requirement and certain duties for PCs, PCOs, EPCOs, and FMOs, while principal officials play a key role in defining their proponent publishing operations. However, opportunities exist for publishing and printing appointees to collaborate as a community or communities of interest. Lessons learned and best practices should be shared among peer roles, as well as throughout the proponent publishing and printing community.

Chapter 2
Developing Publications

2–1. Getting started
Publication/form action officers should determine the best approach to use in developing and processing a publication, to include creating milestones and consulting their PCOs as appropriate. A list of PCOs is maintained on the official Army publications Web site (http://www.apd.army.mil). Also check with APD (AAHS–PAP) to see if files already exist for your publication. (Remember that when proponents revise a publication, they must use as a basis for that revision an electronic file copy of their publication obtained from APD.) For reference, review similar publications. When planning your publication, ask yourself some of the following questions:

a. What type of publication will you be preparing?

(1) Consolidating publications? Consider combining two or more separate publications into one. Consolidation usually means combining whole publications or parts of publications, but it may also include adding new material to an existing publication. Guidelines for consolidating material are as follows:

(a) Consolidate material that covers the same subject or closely related subjects.

(b) Consolidate material that has the same intended use. Do not combine directive, informational, and reference materials. Also, do not combine temporary material with permanent material.

(c) Include any supplemental guidance that has been issued separately and is currently in effect when consolidating publications.

(d) Rewrite and reorganize the affected publications. Remove all repetitious material and give the material a logical order and smooth transitions.

(2) Revising a publication? A revision supersedes the previous edition of that publication or a number of publications that have been consolidated. The publication/form action officer revises a publication when its contents need to be updated, when mandated by law, or when directed by a higher authority.

(3) Are you preparing a new publication? New publications may be developed for publishing recently agreed-upon policies, procedures, information on new weapon and equipment systems, and information needed to perform a mission or function. If possible, policies or procedures should be incorporated into existing publications. Guidance for preparing a new publication is the same as that for revisions and consolidations.

(4) Are you preparing a periodical or nonrecurring publication? See appendix C.

b. What distribution medium will you use? Publications may be distributed using one of the publishing media specified in AR 25–30.

c. What type of publishing media will it be? The authorized publishing media are listed in AR 25–30.

d. For training, doctrinal, technical, and equipment publications only: Creating a change? A change to an existing training and doctrinal or technical and equipment publication is appropriate to correct known errors isolated to a specific page(s) and will not require Armywide coordination.

e. Will your publication have figures or other graphics? If so, contact the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527 for coordination.

2–2. Initial guidelines for publishing actions

Proponents must:

a. Ensure that the information in their publication agrees with established policies regarding their functional areas.

b. Correlate their proposed publications with existing related publications, to include—

(1) Removing conflicting instructions by simultaneously preparing revisions to other affected publications.

(2) Requesting that other interested agencies prepare pertinent material for inclusion in the proposed publication or in revisions to other affected publications. This material should be published and distributed at the same time as the proposed publication. Rather than unnecessarily repeating existing information, use uniform resource locators (URLs) to Web sites of other information resources, especially when the other information resource is dynamic.

(3) Verifying currency of URLs to Web sites of other information resources.

c. Review all proposed publications for forms implications (see chap 12).

d. Avoid excessive references to or duplication of material already in other publications. Maximum use of URLs to Web sites of other information resources is encouraged, although this must be weighed carefully in the case of embedding Web resources in Army regulations (ARs).

e. For DA administrative publications, develop life-cycle management plans for their publications, to include the scheduling of revisions. Proponents should plan to revise those ARs that contain procedures and place these procedures in a DA pamphlet.

f. Follow instructions for each type of publication. These instructions are explained in subsequent chapters of this pamphlet.

g. Check citations, URLs to Web sites, and cross-references to other publications for accuracy.

h. Analyze all existing systems, as well as new acquisitions, to determine the best mix of media for electronic dissemination of operation and maintenance instructions.

i. Decide if there are some needed publishing tasks that the proponent is incapable of performing. If there are, contact APD (AAHS–PA) for further information on services that may be procured on a reimbursable basis.

2–3. Researching the subject

During the planning stage of the publication, communicate with other agencies and ACOMs familiar with the subject area. Contact them informally, tell them of the plans for the publication, and ask for comments or suggestions. The agencies or commands may suggest covering topics or problem areas that you have not considered.

2–4. Determining audience and command level of distribution

Early in the process, identify those who read and use the publication. This target audience affects the preparation of a publication in several ways.

a. Distribution level. The distribution level of the publication is determined by assessing who will read the publication. First, identify who should actually use the publication, then identify their distribution levels using the guidelines in paragraph 10–3.

b. Audience capability. Some publications serve specialized audiences who may have greater or lesser automation capabilities than the Army as a whole. For example, a publication intended for ACOM, ASCC, and DRU office use may take more advantage of Internet information resources than a publication used primarily at the company level or for field use.

2–5. Staffing

The overall staffing process has two components: internal staffing and Armywide staffing. Internal staffing consists of the publication/form action officer coordinating the draft publication with offices and SMEs that are internal to his or her organization. These offices and SMEs provide valuable assistance in writing and revising the information before Armywide staffing is conducted. Publication/form action officers should conduct internal staffing throughout their initial writing and revising phase, and finalize it immediately before conducting Armywide staffing.

2–6. Post-publication comments

After a publication has been published/issued, users are encouraged to submit recommended changes, suggested improvements, and reports of errors to proponents. To submit comments, follow these instructions:

a. Use a separate DA Form 2028 (Recommended Changes to Publications and Blank Forms) or correspondence for each publication.

b. Give a brief reason on the form for each proposed change or comment to ensure proper evaluation. If the form does not have enough space for all comments, use blank sheets of paper as continuation sheets.

c. Complete the DA Form 2028 or correspondence and send it directly to the proponent shown in the publication. If the proponent is not shown and cannot be found in DA Pam 25–30 or other sources, send comments to the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

d. Mark the DA Form 2028 used for a classified publication with the appropriate classification marking, and safeguard and transmit the form in accordance with the requirements in AR 380–5 and DODM 5200.01.

2–7. Using copyrighted material
See AR 27–60 for guidance on using copyrighted material in Army publications. For guidance on preparing copyright notices and releases, consult your local intellectual property legal counsel.

2–8. Implementing Department of Defense guidance in Army publications
The HQDA agency with functional responsibility for the subject matter prepares the Army implementation of a DOD directive (DODD) or DOD instruction (DODI) in one of the following ways:

a. Applies the DODD or DODI to the Army and issues that material in an Army publication. This method of implementation is preferred.

(1) Usually the appropriate type of implementing publication is an AR. The proponent prepares the publication and coordinates it as any AR (see chap 4).

(2) The DODD or DODI being implemented is referenced in the summary statement of the Army publication title page. For example: "This regulation implements DODD 5200.10."

b. Prepares an Army implementing publication and includes the DODD or DODI as a required reference in appendix A.

(1) Usually the type of implementing publication that is appropriate is an AR. The proponent prepares the manuscript and coordinates it as any AR (see chap 4).

(2) The publication should include whatever responsibilities and procedures are needed to implement the DODD or DODI.

c. Prepares a DOD publication, such as a DOD regulation, manual, handbook, or pamphlet, if so directed in the DODD or DODI.

d. Prepares a multi-Service publication.

(1) The Service or Defense agency acting as executive agent selects the type of publication to be used. A multi-Service publication for which the Army is executive agent and/or lead Service may be an AR or a DA pamphlet.

(2) The Army coordinates a multi-Service publication with the other affected military Services or Defense agencies.

Chapter 3
Style and Format for All Department of the Army-Authenticated Publications

Section I
Style Requirements for All Department of the Army-Authenticated Publications

3–1. Guidelines for preparing well-written publications
Ensure that your publication has all of its required parts, fully meets the prescribed format standards, and complies with the basic principles of writing. Good writing includes plain language: writing the publication in active voice (when possible) and being grammatically correct. (See the Official DOD Plain Language Web Site at http://www.dtic.mil/whs/directives/plainlanguage.html for more information on plain language.) Other elements of good writing include the following:

a. Use simple words and phrases instead of unnecessarily complicated and wordy ones.

b. Use reader-oriented writing. Write for your customers.

c. Use short sentences.

d. Identify your audience.

e. Write to one person, not a group.

f. Make your paragraph titles informative.

g. Use lists, tables, and figures as frequently as possible. They are usually easier to understand than lengthy narratives.

h. For a more indepth reference, refer to the Government Printing Office Style Manual. If neither this pamphlet nor

the Government Printing Office Style Manual supply the information needed, the writer may also consult the Chicago Manual of Style or use a standard dictionary. Remember, however, that APD uses the Government Printing Office Style Manual as its primary style guide. Any required departure from these resources needs to be clearly explained when your manuscript is presented to APD.

i. When preparing administrative or technical and equipment publications, the writer should consult the U.S. Army Records Management and Declassification Agency's (RMDA's) Authorized Abbreviations, Brevity Codes, and Acronyms (ABCAs) Web site (https://www.rmda.army.mil/abbreviation/), which contains the authorized ABCAs for Army use. For DA-authenticated doctrinal and training publications, the writer should refer to ADRP 1–02 and JP 1–02.

3–2. Formal versus informal style

Official publications must be concise, clear, factually accurate, and pertinent. Make the style of a publication appropriate for the user and the purpose intended. Styles of writing depend on whether the information being presented is directive or informational. The differences are discussed below.

a. Mood, tense, and voice.

(1) The imperative mood ("do"), the future tense ("will"), and the word "must" are the language of command. Since they indicate no choice of action, use them in publications that are directive and those that prescribe procedures.

(2) "Shall" is reserved for legal obligations and must not be used in Army publications; use "will" instead.

(3) "Can" and "may" are used to permit a choice and express a guideline.

(4) "Should" is advisory and indicates a desirable procedure.

(5) The present tense ("does" and "is") is descriptive rather than directive. Use it to explain standard practice.

(6) Use the active voice when possible.

b. The use of personal pronouns. The use of personal pronouns is limited in both directive and informational publications. Use personal pronouns as follows:

(1) The words "I" and "we" are not to be used in either directive or informational publications.

(2) The word "you" may be used in informational publications but not in directive ones. However, imperative sentences, which contain an understood "you," may be used in directive publications. For example, "Mail two copies of the form."

(3) "He," "she," and "they" are the most commonly used pronouns in both directive and informational publications. However, when using "he" and "she," observe neutral language requirements (see para 3–3).

c. The use of command language. Directive publications are more formal because their sentences state mostly commands. Informational publications are informal because their sentences are mostly descriptive. The reader interprets a statement as a command, recommendation, suggestion, or description, depending on the verb forms used.

(1) To command an action, use—

(a) A verb in the imperative mood ("do"). Verbs in the imperative mood are often used in procedures. For example, "Set up a printer."

(b) The verb "will." The word "will," as used in statements of command, is generally restricted to statements of responsibility. For example, "Battery commanders will set up a perimeter defense."

(c) The verb "must." For example, "Battery commanders must set up a perimeter defense."

(2) To recommend or suggest an action rather than command it, use—

(a) The verb "should." This verb strongly recommends an action. For example, "Battery commanders should include automatic weapons in the perimeter defense."

(b) The verbs "may" and "can." These verbs suggest an action, leaving the choice to the reader. For example, "The chief of a firing battery may assign section chiefs to set up perimeter defenses for their areas."

(3) To describe a standard practice, use a verb in its present tense, indicative mood (as in "is" or "does"). For example, "Battery commanders assign perimeter defense responsibilities to the chief of the firing battery."

3–3. Neutral language

Most Army publications apply to both men and women. To write in neutral language, use gender-neutral terms instead of gender-specific ones.

a. Do not specify gender unless it is necessary. When the publication applies to both men and women, avoid using terms or phrases that apply to only one gender. For example, do not write "officers and their wives." Instead, write "officers and their spouses." At times, the writer must use gender-specific wording. For example, if writing about uniforms for female Soldiers, use gender-specific feminine pronouns.

b. Reword sentences to remove gender-specific pronouns as in the following examples:

(1) *Gender specific.* The commander may not direct that an evaluation be changed. He may not use command influence to alter an honest evaluation.

(2) *Neutral.* Commanders may not direct that an evaluation be changed. They may not use command influence to alter an honest evaluation.

c. Use variations of "he" or "she" when a singular pronoun is needed to refer to both genders as in the following examples:

(1) *Gender specific.* The rated officer will perform each assigned or implied duty to the best of his ability.

(2) *Neutral.* The rated officer will perform each assigned or implied duty to the best of his or her ability.

3–4. Army word usage and jargon

Jargon is a special vocabulary used in a particular art or profession.

a. The Army has its own jargon, and use of this jargon is often unavoidable. If all Soldiers can understand a term or it describes a function that no other term describes as well, its use in a publication is usually acceptable. In general, limit the use of jargon as much as possible when writing an Army publication.

b. Do not use hyper-formal tone, run-on sentences, or passive verbs. This type of problem can be seen when many little words creep into a sentence. Search for and correct sentences with a lot of small connector words, such as "with," "in," and "of." For example, instead of writing "..., in accordance with the appropriate provisions of AR XX–XX" you can write, "..., which conforms with AR XX–XX." (See DOD Manual 5110.04–M–V1 for helpful tables on word usage.)

c. The term "Soldier(s)" will be capitalized in Army publications when referring to Army uniformed personnel.

d. Do not use the term "rank" for civilians; use the term "grade" instead.

e. ""Use the term "DA Civilian(s)" in Army publications when referring to an individual DA Civilian or group of DA Civilians.

(1) The term "DA Civilian(s)" will be capitalized in Army publications.

(2) Never capitalize the term "civilian" when it is used as an adjective (for example, civilian equivalent).

f. The term "Family(ies)" will be capitalized in Army publications when referring to Army Families only when this term is used together with "Soldier(s)" and "DA Civilian(s)."

3–5. Using abbreviations, brevity codes, acronyms, and terms

a. Abbreviations, brevity codes, and acronyms. ABCAs may be used in publications, to include ones that are not listed in an authorized military dictionary. ABCAs may also be given new meanings that are not included in an authorized military dictionary. If an ABCA is used that is not listed in a dictionary or if one is given a new meaning, request that it be included via RMDA's ABCAs Web site (https://www.rmda.army.mil/abbreviation/). (See the glossary for definitions of ABCAs.)

(1) *Rules.* Guidelines for using ABCAs are as follows:

(a) Limit the use of ABCAs. Excessive use of ABCAs impairs the readability of a publication. When a publication includes many ABCAs, the user has trouble remembering all their meanings.

(b) Do not use shortened forms of words in the body of the publication, to include tables and figures. For example, do not use "thru," "ASAP," or "avn" in a narrative; instead, spell out "through," "as soon as possible," and "aviation."

(c) Do not use ABCAs on the summary of change or title pages (see exception in para 3–5*a*(2)).

(d) Do not use ABCAs in headings or titles (see exception in para 3–5*a*(2)).

(e) Define an ABCA only if it is used more than once in a publication; that is, an ABCA is used at least once by itself after being defined.

1. To define an ABCA, spell out the term the first time it is used in the text and follow it with the ABCA in parentheses (see exception in para 3–5*a*(2)). For example, "The publications stockroom manager (PSM) will manage the installation stockroom. The PSM will ensure publications are stocked as appropriate."

2. Do not define an ABCA if the ABCA is not used by itself later in the text. In this case, spell out the term but do not include its associated ABCA.

(f) Do not show the full form of an ABCA again once it is introduced in the text, except in headings and titles; titles of tables and figures; the glossary; proper names; and when the complete phrase forms a part of another longer phrase that is also a formally defined term or proper name (see exception in para 3–5*a*(2)).

(g) Do not use an ABCA to represent more than one term in a single publication. If, for example, a publication uses both "infrared" and "information requirement," the acronym "IR" can only represent one of these terms; the other must always be written out when used.

(h) Do not use a new ABCA when another is commonly used throughout the Army. For example, do not use "private motor vehicle (PMV)" instead of privately owned vehicle (POV)."

(i) For DA-authenticated doctrinal and training publications, do not create an acronym for a defined term listed in ADRP 1–02 or JP 1–02 that has no associated acronym. Do not create an acronym if it does not appear in the acronym sections of these two publications.

(j) Do not define acronyms currently defined as words in a standard dictionary (for example, radar and laser) or list them in the glossary.

(k) Do not include in the glossary ABCAs that are not used in the text.

(l) List and define all ABCAs used in the publication alphabetically in section I of the glossary. ABCAs beginning with numbers (such as "1SG") should be listed numerically immediately after the alphabetical listing.

(2) *Exception to rules.* ABCAs used as part of form or publication nomenclature (that is, form or publication numbers) may appear anywhere in the text of the publication without first being defined at first use. Add such ABCAs and their meanings to the glossary.

b. Terms. Define applicable terms used in the publication alphabetically in section II of the glossary. Avoid including terms that are already defined in JP 1–02, ADRP 1–02, or a standard dictionary unless the term is given a new special meaning. (If a term with a new meaning is included, contact the proponent of the military dictionary in which the term is defined and have the new meaning added.)

(1) Avoid placing definitions, especially Joint Chiefs of Staff (JCS) definitions, in the body of your publication. JCS definitions conform to the style requirements of the originating Service and rarely are consistent with the style prescribed for Army publications. Therefore, confine them and as many other definitions as possible to the glossary.

(2) Do not include terms that are obsolete, dialectal, substandard, or slang. To reach the widest audience, avoid regional or archaic words, jargon, and verbiage that are either too pretentious or too colloquial for its subject and audience.

(3) Do not include terms that are newly coined, jargon borrowed from other specialized fields, or parts of speech used abnormally, since they can interrupt the flow of information by forcing readers to pause to consider the meaning.

3–6. Mailing and email addresses, titles, dates, and telephone numbers
a. Mailing addresses. In developing the publication, make sure that all mailing addresses are complete and correct and include ZIP Codes. Formats and content for mailing addresses are prescribed in AR 25–50 and AR 25–51.

b. Email addresses. The email address of an organization (not a personal email address) is encouraged and may be used in DA-authenticated publications. Email addresses containing proper names must not be used. When an email address is used, enter the complete email address in all lower-case letters.

c. Titles. When referring to the head of an organization in other than an address, use his or her official title.

d. Dates. All publication dates on covers and title pages must be fully written out (for example, 31 March 2015). All dates in the text of publications must also be fully written out. The date on the cover of doctrinal and training publications must be written as month and year (for example, June 2015).

e. Telephone numbers. Do not use telephone numbers in publications unless the number—
(1) Supports health or safety issues.
(2) Contributes to the prevention of personal injury or loss of life.
(3) Supports some other critical or emergency function.
(4) Is an organizational telephone number (not a personal telephone number assigned to only one individual).
(5) Supports operational feedback.

f. Facsimile numbers. The facsimile (fax) number belonging to an organization (not a personal fax number assigned to only one individual) may be used in publications.

3–7. Using office symbols
Office symbols may be used in publications, but they should be used sparingly. Guidelines for using office symbols are as follows:

a. An office symbol may be used to identify a certain office within an organization within a mailing address. The format to be used is "Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527."

b. Office symbols may be used to identify a certain office within an organization. For example, to refer to the Publishing Division within APD, "APD (AAHS–PAP)" should be used. If a writer refers only to the command, the acronym (for example, APD) should be used only if the acronym has already been defined within the publication. Otherwise, the writer should spell out "Army Publishing Directorate (AAHS–PA)."

c. When writing a series of office symbols that belong to the same organization, use the command title only once (APD), then provide the series of office symbols. For example, "APD (AAHS–PAP, AAHS–PAR, and AAHS–PAT)."

3–8. Using textual notes
A textual note is an explanatory comment inserted in the text. Textual notes are to be used sparingly and kept brief.

a. Use a textual note only to add vital information to explain a subject more clearly. Avoid using a textual note to set apart or emphasize a particular point.

b. Use a note only when the material to be added cannot be worked smoothly into the paragraph where it is applicable or cannot be inserted as a parenthetical comment. Most textual notes are not needed.

c. Insert a textual note after the paragraph to which it applies. Put it immediately below the last line, introducing it with the word "*Note.*" in italics.

3–9. Footnotes

For doctrinal, training, technical, and equipment publications, use footnotes in text only when necessary. Number them consecutively within each chapter (or section, if the publication has no chapters). In figures and tables, number footnotes consecutively from left to right across and then down the page. Textual footnotes appear at the bottom of a page and refer to information presented in the narrative of the page. The only references to be cited in these footnotes are non-Government publications. Footnotes are seldom needed in publications because most additional material can be inserted into a paragraph as ordinary text or added as a parenthetical expression. When preparing textual footnotes using a word processing program with footnote and endnote capability, use the footnote option.

3–10. Parenthetical comments

a. A parenthetical comment is text enclosed within parentheses and inserted into a sentence. It offers additional information related to the subject of the sentence. Parenthetical comments are often introduced with such terms as "for example," "including," and "such as." Spell out the introductory phrases instead of using the abbreviations "e.g." or "i. e."

b. Enclose a parenthetical comment in parentheses and put it next to the related subject. Avoid placing a parenthetical comment that is a full sentence into a sentence. By doing so, you may confuse readers, especially if the parenthetical sentence is long. If possible, put a parenthetical sentence after the sentence it relates to or at the end of the paragraph.

3–11. The use of "Commander" versus "Commanding General"

a. When citing a mailing address, use "Commander" when the head of the organization has the official title of commanding general (CG) or commander. When the head of the organization has another official title (such as director, superintendent, or commandant), use that title in the mailing address.

b. When referring to the head of an organization in narrative text, use the individual's official title.

c. Examples of proper title use follow:

(1) The Commanding General, U.S. Army Forces Command (FORSCOM) must approve all requests. Submit requests in writing to Commander, U.S. Army Forces Command, 4700 Knox Street, Fort Bragg, NC 28310–5000.

(2) The Commander, U.S. Army Special Operations Command, must approve all requests. Submit requests in writing to Commander, U.S. Army Special Operations Command, 2929 Desert Storm Drive, Fort Bragg, NC 28310–9114.

3–12. Names of individuals

DA-authenticated publications must not contain names of individuals except for signature blocks on the forward and authentication pages.

3–13. Recognition of agencies or individuals (not including multi-Service publications for which the Army is not the lead)

Since only DA-authenticated general historical publications may contain the insignia or a notice indicating the preparing agency, they must identify the author by name and essential biographical data and include:

a. "Front" (preliminaries) of a general historical volume, including the foreword and author's preface.

b. A statement in the author's preface of a general historical volume that the author is responsible for interpretations and conclusions made and any errors of omission or commission.

3–14. Advertisements and trade names

a. Army publications or other Army printed matter prepared or produced with either appropriated or nonappropriated funds or identified with a Government activity must not contain—

(1) Any advertisement inserted by or for any private individual, firm, or corporation.

(2) Any material that implies that the Government endorses or favors a specific commercial product, commodity, or service.

b. Commercial advertising is acceptable in—

(1) Civilian enterprise publications supplied free of charge to Army activities under the provisions of AR 360–1.

(2) Appropriate civilian media under the morale, welfare, and recreation (MWR) program. These programs may display advertising of commercial MWR sponsors of programs and events in appropriate civilian media subject to MWR conditions and restrictions in AR 215–1.

c. Products cited in publications must be described or referenced with standard Army nomenclature or specifications. The use of trade names must be kept to a minimum; such use could be claimed as the Army's endorsement of the product. If necessary, a disclaimer should be included, such as "Providing this information does not constitute the Army's endorsement of the product." Questions concerning use of a trade name should be referred to the servicing legal counsel.

Section II
Format Requirements for All Department of the Army-Authenticated Publications

3–15. Structuring publications
a. Group the material by subject, identifying the individual topics to be covered.

b. Arrange the material logically. Material may appear in chronological order, by topic, in general-to-specific order, or in order of importance if the reader needs to know something about subject "A" in order to understand subject "B."

c. Divide large amounts of information into smaller pieces, such as chapters, sections, paragraphs, or subparagraphs. When subdividing an element, at least two of the same type must be used, as explained below.

(1) If using sections—

(a) Each chapter must have at least two sections.

(b) Each section must have at least two paragraphs.

(2) If a paragraph has a subparagraph *a*, it must also have a subparagraph *b*; a subparagraph *a*(1) must have a subparagraph *a*(2).

d. All parts, chapters, sections, and paragraphs must have a title. Subparagraphs may or may not be titled. However, if one subparagraph has a title, all subparagraphs within that paragraph must have titles. Use of titles at the subparagraph level helps users navigate digital publications, because those subtitles will be listed in a linked table of contents. They also aid navigation of page-oriented publications.

e. Publications with 10 or fewer paragraphs must use single paragraph, figure, and table numbers.

f. The detail formatting of doctrinal and training publications will be prescribed by the U.S. Army Training and Doctrine Command (TRADOC).

3–16. Required elements in all publications
All publications have common elements, which help to identify, reference, and index publications. All publications contain three major components—front, body, and rear. Each of these major components contains both required and optional elements (statements, paragraphs, or other components of the publication).

Note. The three publishing domains (administrative, doctrinal and training, and technical and equipment) have different requirements for elements that must be included in the three major components.

a. Front of publications. The front of a publication contains information that identifies its type, subject, purpose, and proponent. Below are examples of front matter components of publications; not all are required for all publications:

(1) *Cover.*

(2) *Foreword (optional).* A foreword is an introductory note written as an endorsement by a person other than the author. It serves as an optional opening comment that leads the reader into a publication; it introduces the publication or its subject. The action officer or an endorsing official (such as the SECARMY or the Chief of Staff, Army (CSA)) may write the foreword. The foreword should always be brief (no more than two single-spaced manuscript pages), and it should be placed before any title page.

(3) *Preface (optional).* A preface provides an optional opening comment (no more than one single-spaced manuscript page) by the author that pertains to the text as a whole or to specific parts of the publication. It is also placed before any title page.

(4) *Table of contents.* A table of contents for DA-authenticated administrative publications will be automatically generated from the paragraph headings and table and figure caption lines listed in the electronic document file. However, proponents of the other DA-authenticated publication domains must submit a table of contents.

(a) Include the main divisions of the publication in the following order: parts, chapters, sections, paragraphs, appendixes, tables, figures, glossary, and index.

(b) List the divisions of the publication by number and the title given in the text. List the divisions in the same order they appear in the text.

(c) List tables and figures in numerical order, with the table or figure number followed by the title.

(5) *Title page and/or components.* Depending on the publishing domain and type of publication, the components of a title page may be a separate page or part of the body of the publication. The title page and/or components contain the elements that identify the publication's proponent, authenticating authority, and other information pertinent to the publication. The title page and/or component may have other elements but must have:

(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) Authentication block.

Note. For technical and equipment publications, the authentication block is part of the rear matter instead of the front matter.

(f) Distribution restriction statement (when applicable).

(g) Security classification (when applicable).

b. Body of publications. The body of a publication contains all the policies, procedures, or doctrine pertinent to the subject matter. It may contain policies, procedures, doctrine, 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.

c. Rear of publications. The rear of a publication contains additional information pertinent to the publication. The requirements for information in the rear of publications differ from one publishing domain to another; however, if an appendix, glossary, and index are used they are placed in the rear. If appendixes are used, each appendix must contain at least two paragraphs. For ARs only: the internal controls evaluation appendix mandated by AR 11–2 must be placed as the last appendix in a publication.

3–17. Security classifications and protective markings

a. Classified DA publications must have security classification markings. Each manuscript page must clearly bear the proper page markings, and the manuscript must be properly portion-marked. The classification source must be given, and declassification or review instructions must be shown. Some DA publications require other specialized security markings. (See AR 380–5 and DODM 5200.01 for instructions on marking classified documents.)

b. Unclassified DA publications requiring protection in the public interest and according to the Army Privacy Program (such as "for official use only" (FOUO)) must have protective markings in accordance with AR 25–55 and AR 340–21, respectively.

c. Should any questions arise concerning manuscript markings, contact your agency security manager.

Section III
Using References and Forms in Publications

3–18. Using references in technical and equipment publications

For reference requirements for technical and equipment publications, refer to MIL–STD–40051–1, MIL–STD–40051–2, or MIL–STD–3031.

3–19. Types of references

A reference to a publication or blank form in the text of a publication is called a textual reference. (References given in lists, such as in a reference paragraph or reference appendix, are not considered textual references.) A textual reference tells the user where to find information. DA-authenticated publications use two types of textual references:

a. External references. External references are those that refer to another publication or Web site. External references can be used to avoid putting large amounts of needed information from other publications into the publication being written. However, the use of many external references becomes inconvenient; the publication being written should stand alone and be as complete as possible without excessive duplication of material. Categories of external references include:

(1) *Related references.* Cite another publication or Web site as a "related" reference to inform the reader of the source or authority for information being included in a publication.

(2) *Required references.* Cite another publication or Web site as a "required" reference only if the user needs to read it to understand or comply with the publication being written.

b. Internal references. Internal references cite a part or division of the publication itself and allow the writer to avoid repeating the details about a certain subject every time it is mentioned in the publication. However, writers are cautioned not to use too many internal references because they force the reader to page back and forth in the publication. Cross-reference a subject only if the user needs to read the full explanation.

3–20. Reference rules

All references cited, including URLs to Web sites, must be current and available. To ensure the usefulness of references, observe the following:

a. Do not refer to a part of a publication that merely refers to another internal or external reference.

b. Cite specific publications.

(1) Do not use vague references, such as "current directives," "DA instructions," "existing regulations," and "pertinent publications."

(2) Cite the overall publication where the information can be found. For example, if the referenced information is located in paragraph 2–2 of AR 25–30, cite only AR 25–30.

(3) Cite homepage URLs where the information is hosted whenever possible. For example, if the information is contained on http://www.apd.army.mil/AdminPubs/newrelease.asp, only cite http://www.apd.army.mil.

(4) Use a Government Web site as the preferred choice when citing URLs in publications. For example, when citing the Code of Federal Regulations (CFR), do not use a commercial Web site. Instead, use the Government Publishing Office (GPO) Web site.

(5) Use http://www.dtic.mil/whs/directives/ when citing URLs for DOD publications.

c. Give the source of supply for Army users when citing a publication or form not listed in DA Pam 25–30. Check to see that all references are current and accurate.

d. List all cited publications, forms, URLs, and requirement control symbols (RCSs) in a list of references (such as an appendix, entitled "References"). Show the type, number, and title of each publication, form, and RCS. Divide the references appendix into four sections titled, "Required Publications," "Related Publications," "Prescribed Forms," and "Referenced Forms." All sections are mandatory. If any section has no entry, please state, "This section contains no entries." (For references in DA-authenticated administrative publications, see paras 4–31 and 4–32.)

e. List all RCSs at the end of section II of the reference appendix.

3–21. Citing required and related publications

a. In the text of the publication—

(1) Cite a required or related reference by using a "see" reference. Put in parentheses the word "see" followed by the publication number (if external) or division of the publication (if internal), and a brief description of the applicable information. For example, "References must be specific. (See AR 380–5 for distribution restriction statements)" or "(See paragraph 10–5 for program details)."

(2) Include the reference as a sentence in the narrative, citing the publication number or division and describing the information you are referencing. For example, "The use of references is explained in AR 25–30."

b. In the publication reference appendix (usually appendix A)—

(1) For required and related references, cite the publication number on one line and the publication title on the next line.

(2) For required references only, next to the publication title, cite the paragraph-level location of only the first time the publication is mentioned in the text.

3–22. Citing specific types of external references

When citing a publication that includes a part, subpart, or volume as part of its title, include that division in the citation. The division follows the overall publication name; separate the two with a comma. Cite the reference in descending order, with the publication number first, then the division. For example, a reference to the DOD Financial Management Regulation (DOD FMR) should read "DOD FMR, Volume 1." When citing a number of publications, repeat for each one cited both the ABCA for the type of publication and the series number (for example, "AR 25–1, AR 25–30, and DA Pam 25–40").

a. Citing Government publications. In text, when citing a publication of the Army or another Government agency, state the type of publication it is and its number but do not give its title. (For example, "The distribution of DA publications is discussed in AR 25–30.") When listing references in a reference paragraph or appendix, include the title of the publication.

(1) *Department of the Army-authenticated administrative, doctrinal, training, technical, and equipment publications.* State the ABCA for the type of publication it is, then give its number. (For example, use "AR 25–30" when referring to "Army Regulation 25–30.")

(2) *Multi-Service publications.* State the type of publication and number for each Service or agency. For example, a multi-Service Army, Air Force, Navy (including Marine Corps), and Defense Logistics Agency (DLA) regulation should be cited as "AR 190–5/AFI 125–14/SECNAV 11200.5C/DLAR 5720.1."

(3) *Department of Defense issuances and publications.* State the agency ABCA, "DOD," then give the publication number and the ABCA for the type of publication. This ABCA for the type of publication will follow either "DOD" or the publication number. For example, "DODD 5200.1," "DODI 5201.2," "DOD 5200.1–R," or "DOD 5200.1–M."

(4) *Publications from other Government agencies.* Give the ABCA for the agency, the ABCA for the type of publication, and its number. For example, "VA IB 11–27."

b. Citing legal publications. The first time a legal publication is cited, spell out fully the type of publication it is and all of its cited parts. In parentheses following this full reference, give the abbreviated reference, which should then be used in all later references to the publication. For example, write a first reference to United States Code (USC) as follows: "Conditional gifts to the Army may be accepted under Section 2601, Title 10, United States Code (10 USC 2601)." For later references to this same code, simply write, "10 USC 2601." Questions concerning the format for references to legal documents should be directed to the Office of The Judge Advocate General (OTJAG). Table 3–1 gives more examples of citations of legal publications.

Table 3–1
Citing legal publications

Publication	Sample full reference	Sample abbreviated reference
Acts of Congress (not in the United States Code)	Section 2, Act of 22 March 1961, Public Law 87–3, Volume 75, U.S. Statute at Large, p. 5	Section 2, Act of 22 March 1961, PL 87–3, 75 Stat 5
Code of Federal Regulations	Section 1, Part 49, Title 32, Code of Federal Regulations	32 CFR 49.1
Decisions of the Comptroller General of the United States	*Published decision:* Volume 7, Decision of the Comptroller General, 1924, p. 341 *Unpublished decision:* Manuscript B–136430, Decision of the Comptroller General, 9 July 1958	*Published decision:* 7 DCG 341 (1924) *Unpublished decision:* MS DCG B–136430, 9 July 1958
Executive Order (EO)[1]	Executive Order 11490, Section 211, Title 3, Code of Federal Regulations	EO 11490, 3 CFR 211
Executive Proclamation[1]	Presidential Proclamation 3632, Section 12, Title 3, Code of Federal Regulations	Pres Proc 3632, 3 CFR 12
Federal Register (FR)	Volume 33, Federal Register, p. 5495	33 FR 5495
Manual of Courts-Martial	Manual for Courts-Martial, United States, Part IV, paragraph 84 (2012)	Part IV, paragraph 84, MCM, 2012
Opinions of the Attorney General	Volume 9, Opinions of the Attorney General, 1859, p. 371	9 Op Atty Gen 371 (1859)
Supplements to the United States Code	Supplement II, Section 1715h, Title 12, United States Code, 1964 edition	12 USC, 1964 Ed., Supp II, 1715h
Uniform Code of Military Justice	Article 31(a), Uniform Code of Military Justice	UCMJ, Art. 31(a)
U.S. Code[2]	Title 10, United States Code Section 101, Title 10, United States Code Title 10, United States Code, Chapter 1606	10 USC 10 USC 101 10 USC Chapter 1606
U.S. Revised Statutes	Section 298, Revised Statutes (Section 118, Title 31, United States Code)	RS 298, 31 USC 118

Notes:

[1] When an executive order or presidential proclamation appears in both a CFR and the FR, cite the CFR. If an order or proclamation does not appear in a CFR, cite the FR in which it appears.

[2] When a statute appears in the USC, do not cite the statute; cite the code. However, if a statute has a commonly used name, it may be cited as in the following examples: Full reference: Section 665, Title 31, United States Code (The Antideficiency Act, section 3679, Revised Statutes) Abbreviated reference: 31 USC 665 (The Antideficiency Act, RS 3679)

c. Citing non-Government publications.

(1) *Department of the Army-authenticated administrative, technical, and equipment publications.* The first time a non-Government publication is cited in a DA-authenticated administrative, technical, and equipment publication, list the title of the non-Government publication in the text.

(2) *Department of the Army-authenticated doctrinal and training publications.* The first time a non-Government publication is cited in a doctrinal and training publication, use a footnote to furnish publishing information. To this footnote, add the following comment: "Later references to this publication will consist of a short title and page number inserted within parentheses in the text." For example, if Wilson Follett's *Modern American Usage* is cited several times in the publication, use a full footnote for the first reference and add to it the comment shown above. Later references in text, following the material used from the book, should read "(*Modern Usage*, p. 64)."

3–23. Citing internal references

Internal references must include a part (figure, table, or appendix) or a division of the publication (chapter, section, or paragraph), unless referring to the publication itself (for example, when referring to DA Pam 25–40 in DA Pam 25–40). Use a phrase in this instance, such as "this pamphlet" or "this regulation," not the publication's number. Additional rules for citing internal references include:

a. When referring to a paragraph, cite only the paragraph number, not the section, chapter, or appendix to which it belongs.

b. When referring to subparagraphs within the same paragraph, cite the paragraph number and the subparagraph number(s) or letter(s) (for example, when referring to paragraph 2–1*a*(3) in paragraph 2–1*b*, write "see paragraph 2–1*a*(3)").

c. When referring to a figure or table, cite only the figure or table number, not the paragraph to which it belongs.

d. Cite only the division or part number, not its title.

e. Spell out the names of divisions and parts; abbreviate them when enclosing them in parentheses. For example, "The use of references is discussed in paragraph 2–11." "References must be specific (see para 2–11*b*)."

f. When referring to a division or part, do not capitalize the name unless it begins a sentence. For example, "The use of references is discussed in paragraph 2–24."

g. Write a series of references as follows:

(1) When citing more than one paragraph, section, or chapter of a publication, use the words *paragraph*, *section*, or *chapter* in the plural by adding an "s" (whether the name is spelled out or abbreviated). For example, "(see paras 2–11 through 2–13)."

(2) When citing a series of paragraphs, figures, or tables that are all in the same chapter, repeat the digit representing the chapter number. For example, "paragraphs 2–11, 2–13, and 2–16."

3–24. Citing forms
See chapter 12.

Section IV
Preparing Figures and Tables for Department of the Army publications

3–25. Preparing figures and tables for technical and equipment publications
For guidance on preparing figures and tables for technical and equipment publications, refer to MIL–STD–40051–1, MIL–STD–40051–2, or MIL–STD–3031.

3–26. Use of figures
Figures will be used only when they relate entirely to official business and directly to the subject matter. Figures—

a. Must contribute to clear understanding of the subject matter or permit a substantial reduction of the narrative portion of the publication. They should not be used to merely improve the publication's appearance or fill space on a page.

b. Must be functional in design and clear to the general audience.

c. Must be consistent with DA policies regarding nondiscrimination based on sex, race, color, religion, national origin, political or other affiliation, marital status, age, or nondisqualifying physical handicaps and must not violate any copyright or trademark restrictions (see AR 27–60 for copyright or trademark restrictions). Questions on figures should be referred to the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

d. Example figure types are—

(1) Sample formats of memorandums or text-based graphics.

(2) Illustrated forms (see chap 12).

(3) Illustrations, line art, and technical drawings.

(4) Maps.

(5) Graphs.

(6) Flow charts.

(7) Diagrams.

(8) Photographs.

3–27. General design criteria for figures
a. General guidance. Due to the wide variety of design methods, there is not an absolute design process for creating figures. General guidance on preparing figures follows: Figures should be developed using modern computer layout programs and submitted to APD in their original format. Do not embed figures into the draft publication (submit figures separately). Figures must follow all Army writing and editorial standards (for example, the plain language initiative, proper ABCA use, and reduction in technical terms and Army jargon). Proofread all figures. Accepted and approved figures will go through a final conversion step by APD to be compatible with the DA electronic publishing process.

b. Size. Figures should be developed to be viewed in portrait orientation. Maximum size for a full-page graphic is 6. 45 inches wide (164mm) by 8.45 inches high (214mm). All lettering and lines must be sharp and clear, and all entries

must be evenly and clearly spaced. Line weight must be 1 point or larger. Minimum font size must be 8 point. All minimums are based on final size of the figure. (Reducing may result in elements falling below minimums.)

c. Color use. Figures should be designed in black and white and not include embellishments, such as drop shadows or unnecessary decorative elements. Color should only be used when it serves a functional purpose and/or shows value to the purpose of the published item. See AR 25–30 for Army policy on use of color in DA publications. When color is authorized for use in figures, the color combinations used must be legible when printed in black and white. When that cannot be accomplished, the figure line of the graphic should indicate "This graphic should be seen in color for complete clarity." In addition, labeling figure elements and using a legend aid in eliminating confusion if the figure is not viewed in color.

d. Citing, numbering, and placement of figures. All figures must be cited in the text before their appearance in the publication. Refer to a figure in the text where the topic to which it relates is discussed. The figure text citation should clearly explain what the figure shows. Cite only the figure's number, not its title. Do not include the figure number as part of your figure. Place figures as close to their text citations as possible. Do not include a figure without a prior text reference; do not refer to a figure that does not exist in the publication. The first figure in chapter 1 must be figure 1–1, followed by figure 1–2. The first figure in chapter 3 must be figure 3–1, and so forth. Figures may be placed in appendixes, but they may not appear in the glossary.

e. Creating sample memorandums, sample forms, and other text-based figures. Text-based figures, including sample memorandums, are stand-alone text that may depart from the normal format or structure of the publication. They are intended to show the reader a sample layout. Illustrated memorandums appearing as figures must—

(1) Be properly formatted in accordance with AR 25–50 and submitted in digital format using a word processing program. Your sample memorandum must be created on official DA letterhead. The official DA letterhead can be downloaded from APD's Web site (http://www.apd.army.mil/Home/Links/DALetter.asp). Do not alter or add anything to the structure of the letterhead template. Logos or command graphic elements are not authorized. Only HQDA may authorize additions to DA letterhead, such as for national historical anniversaries.

(2) Not use PII in your sample text. Use generic names, titles, and information.

(3) Not have blank areas or lines in sample memorandums. For samples, use in-line placeholders, such as [office symbol], [date YYYYMMDD], [commanding officer, name, rank], and so forth.

f. Creating sample forms. See chapter 12 for information on creating and/or illustrating forms in publications.

3–28. Army Publishing Directorate graphic design services

a. Design and preparation of figures. Upon request, APD may provide assistance in the preparation of artwork for DA publications initiated by HQDA agencies. This service is not intended to replace the specialized work performed by art advisers and technicians at those agencies.

b. Art direction and consultation service. APD may provide, on request, art direction and consultation service to help other HQDA agencies and National Capitol Region (NCR) area ACOMs prepare or procure artwork for military publications. The proponent agency separately funds commercial procurement of illustrations and design services. Advance planning and preparation time will be needed for APD processing and printing schedules. (Send requests for this service to the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.)

3–29. Tables

Tables, like figures, are used to explain or clarify material or to replace complex narratives with a simpler, more easily understood explanation. Some types of reference materials (such as weights, measures, or troubleshooting information) can also be presented in tables.

a. Readability of tables. The readability of a publication can be improved by using tables to present material visually so that it is easier to understand and use. Tables are used to present statistical data, narratives, or material that is especially lengthy and complex. All tables are best kept to one page for ease of readability.

b. Citing and placement of tables. All tables must be cited in the text before their appearance in the publication. Refer to a table in the text where the topic to which it relates is discussed. The table text citation should clearly explain what the table shows. Cite only a table's number, not its title. Place tables as close to their text citations as possible or at the end of the chapter (in instances of very large tables). Do not include a table without a prior text reference; do not refer to a table that does not exist in the publication. Tables may be placed in appendixes, but they may not appear in the glossary.

c. Preparing tables. A table should have only one table definition or heading; that is, column headings should not change midway through the table. Wherever the column headings change, that material should be organized as a separate table.

(1) The first table in chapter 1 must be table 1–1, followed by table 1–2. The first table in chapter 3 must be table 3–1, and so forth.

(2) Tables are most easily composed when material appears in no more than six columns. Avoid making tables too complex, since such tables are harder to read, use, and understand.

(3) Do not make tabular material part of a paragraph. Instead, present it as a numbered table and cite it in the text. Use the table-creating program in your word processing software. Do not make tables using spaces or tabs. If you have large or multipage tables, coordinate with APD (AAHS–PAP) before submission.

Chapter 4
Department of the Army-Authenticated Administrative Publications

Section I
Publishing Process for Department of the Army Administrative Publications

4–1. Life-cycle processes
The DA administrative publication life cycle consists of three subdivisions: the developmental, publishing action, and maintenance processes.

a. Developmental process. This process includes all development of the DA administrative publication prior to submission of a publishing action to APD, including:

(1) Research.

(2) Writing.

(3) Editing.

(4) Consultation with SMEs.

(5) Internal staffing. (This occurs within the responsible proponent's organization and/or parent organization.)

(6) Armywide staffing.

Note. See chapter 2 for more information on the developmental process.

b. Publishing action process. This 6-month process begins when the publication/form action officer, through the PCO, submits a publishing action to APD. (Army directives (ADs), DA general orders, HQDA letters (numbered), and DA memorandums have additional requirements that are addressed later in this chapter.)

(1) The publishing action process includes the following steps:

(a) Official submission to APD via—

1. For unclassified DA administrative publications: Non-secure Internet Protocol Router Network (NIPRNet) DA Form 260 mailbox (usarmy.pentagon.hqda.apd.mbx.daform260@mail.mil).

2. For classified DA administrative publications: Secret Internet Protocol Router Network (SIPRNet) DA Form 260 mailbox (usarmy.pentagon.hqda-apd.mbx.da-form-260@mail.smil.mil), with a heads-up email sent to the NIPRNet DA Form 260 mailbox.

(b) Seven calendar day accept or return review by APD.

(c) Draft preparation for legal review by APD.

(d) Legal review by OTJAG and Office of the General Counsel (OGC) (DA administrative policy publications only).

(e) Legal review comment adjudication by the publication/form action officer (DA administrative policy publications only).

(f) Final review by APD and approval to publish by proponent.

(g) Authentication by appropriate designee (APD, U.S. Army Headquarters Services (AHS), Office of the Administrative Assistant to the Secretary of the Army (OAASA), or the SECARMY).

(h) Indexing and posting by APD.

(2) An official submission consists of the following:

(a) Completed DA Form 260 with signatures and required coordination.

(b) Draft document. If the DA administrative publication is new, only a clean copy is required. For all revisions, a clean copy (remove any line numbers and ensure page numbers are added) and staffing tracked change copy are required.

(c) Written clearance from RMDA that the draft document has been processed through RMDA for publication in the FR or that it falls within one of the exempted categories (see para 4–2a(17)).

(d) Figure files. If the DA administrative publication has figures, provide figure files separately. The draft document should have placeholders indicating where figures will go.

(e) Draft forms and associated documentation. If forms are being created or revised, a draft of the form and a DD Form 67 (Form Processing Action Request) are required. If the form collects SSN information, an SSN justification memorandum is required (see chap 12). If forms are being transferred out of the draft DA administrative publication or being rescinded, a DD Form 67 must be submitted.

c. Maintenance process. This occurs following the posting of a DA administrative publication and includes publication/form action officer processes, such as archiving files and data and maintaining awareness of policy changes that could affect the DA administrative publication.

4–2. Staffing Department of the Army administrative publications

a. Publication/form action officer.

(1) Prior to submission to APD for authentication and publishing, DA administrative publications must be staffed with required organizations. Staffing is necessary to—

(a) Ensure the accuracy, clarity, and consistency of DA administrative publications.

(b) Inform commands and agencies of policy changes and impending revisions.

(c) Safeguard against duplication, overlap, or conflict between Army publications.

(d) Allow organizations affected by the policy to propose alternative courses of action and/or recommend changes.

(2) The subject and type of DA administrative publication being issued dictate what coordination is required. The draft DA administrative publication is for comment only and cannot be used as an official document. Electronic or hardcopy of the draft DA administrative publication must display the words "DRAFT—NOT FOR IMPLEMENTATION" on each page (for example, in the header).

(3) Staffing includes two phases: Armywide staffing to gather comments and proponent comment adjudication. Publication/form action officers are responsible for following their organization's internal standard operating procedure (SOP) regarding Armywide staffing and comment adjudication.

(4) Refer to AR 25–30 for information on required staffing for each type of DA administrative publication. For a list of staffing points of contact, refer to APD's Web site (http://www.apd.army.mil.)

(5) A copy of the draft DA administrative publication may be distributed electronically using any of the following methods:

(a) Through the HQDA Tracking System.

(b) Via official Army collaboration Web sites, such as the Knowledge Collaboration Center (KCC).

(c) Via email in keeping with proper security classification practices.

(6) Publication/form action officers should allow commands and agencies at least 30 calendar days for review.

(7) Publication/form action officers should request that a point of contact at the colonel or GS–15 civilian equivalent be provided within 7 calendar days of receipt. This point of contact should provide the organization's concurrence or nonconcurrence and comments to the draft DA administrative publication by the suspense date.

(8) Drafts for staffing may be prepared with line numbers in the margins. This method helps reviewers pinpoint a word or phrase in a lengthy paragraph. (Do not leave line numbers on the final DA administrative publication sent to APD for publishing.)

(9) A detailed summary of important changes being made should be included with the staffing draft to assist reviewers.

(10) Reviewers may inform the proponent of any additional guidance that will be needed at the user level. Reviewers may suggest changes or improvements in the draft DA administrative publication. If additional guidance applies at several agencies and commands, the proponent may include the guidance in the proposed DA administrative publication. This inclusion may eliminate the need for many agency and command supplements.

(11) DA administrative publications containing or referencing forms need a forms management review (see chap 12 for additional information).

(12) All staffing comments must be captured on a consolidated comment matrix, even if the comments are not accepted for incorporation into the DA administrative publication. This consolidated comment matrix must be submitted as part of the publishing action (see para 4–1*b*(2)).

(13) When Armywide staffing is complete, publication/form action officers must adjudicate all comments. Recommended changes to the draft DA administrative publication that are accepted must be incorporated into the draft using tracked changes (see para 4–1*b*(2)*(b)*). Comments are classified as critical, substantive, or administrative.

(a) Critical. These comments identify violations of law or contradictions of Executive Branch or DOD policy; unnecessary risks to safety, life, limb, or Army materiel; waste or abuse of Army appropriations; or imposition of an unreasonable burden on an organization's resources. One critical comment is an automatic nonconcur from the organization that submitted the comment. Publication/form action officers must work with the organization to resolve the nonconcurrence. If resolution is not achieved, the proponent of the DA administrative publication pursues mediation at necessary levels of command. Ultimately, unresolved issues should be resolved by HQDA principal officials.

(b) Substantive. These comments note when a part of the DA administrative publication appears unnecessary, incorrect, misleading, confusing, or inconsistent with other parts, or if the reviewer disagrees with proposed responsibilities, requirements, or procedures. Multiple substantive comments could result in a nonconcur.

(c) Administrative. These comments refer to minor or nonsubstantive data, such as office symbols, addresses, format, and grammar. Administrative comments do not result in a nonconcur.

(14) If an organization fails to respond by the suspense date, the publication/form action officer must follow up with

the organization point of contact to confirm that a response is being prepared. If no response is provided, the organization is noted on the comment matrix as "No response" and the followup contact is documented.

(15) After coordination is complete, remove any draft DA administrative publications placed on local area networks or Web sites.

(16) When coordination is complete, the publication/form action officer creates a publishing action (see para 4–1*b*) and submits via the PCO to APD.

(17) DA administrative publications that have an impact on the public must undergo FR review. This can be a lengthy process, as policies must be written as "proposed rules" and be published in the FR for varying lengths of time to afford the public an opportunity to review and comment on them. During the Armywide staffing process, DA administrative publications with public impact are reviewed by RMDA, the Army's point of contact for FR reviews. For additional information on the rule-making process and the FR, see AR 25–58 and visit https://www.federalregister. gov.

b. Reviewer.

(1) Use a comment matrix to capture all staffing comments.

(2) Ensure that comments for submission have been coordinated within the respective organization and that all comments are consolidated into one response for the organization. Your response must indicate if the organization concurs, concurs with comments, or nonconcurs.

(3) Provide the organization's consolidated response to the publication/form action officer and note the approval official responsible for releasing the organization's response. Also provide point of contact information, including office, phone, and email.

(4) Follow the rules below when preparing comments:

(a) Arrange the comments in sequence by publication page and paragraph number, numbering the comments consecutively.

(b) Explain how the draft should be changed and give a brief reason for the recommended change.

(c) State how something should be reworded when a change in wording is recommended (for example, use track changes, striking through material to be deleted and underscoring material to be added). Other clear methods of showing the recommended rewording are acceptable.

(5) Avoid comments that—

(a) Improve the text only slightly.

(b) Ask a question instead of giving an answer.

(c) Are based on minor differences of opinion or wording.

(d) Correct misspelled words.

(6) Use discretion and judgment in applying the guidelines in paragraph 4–2*b*(2). Changes that seem minor to one person may seem significant to another. Reviewers should be critical yet constructive, keeping in mind that the DA administrative publication must conform to approved policies and must be easy to read and understand.

4–3. Official submission

a. After official submission to APD, the publishing action enters a 7 calendar day review, where it is reviewed for completeness and conformity to submission criteria.

b. If the publishing action is incomplete or fails to meet submission criteria, it will be returned via email to the publication/form action officer, PC, and PCO. APD will provide guidance on any additional revision or coordination that is required. When the publication/form action officer completes the revision and/or coordination, the publishing action, with all required documents (see para 4–1*b*(2)), must be submitted to APD via the PCO. If the required revision and/or coordination are not completed prior to the second submission, the publishing action will be returned again.

c. If APD accepts the publishing action for processing, the draft publication will be edited, formatted, and prepared for legal review.

4–4. Legal review and proponent adjudication

a. APD submits a request for legal review for an applicable DA administrative policy publication (see AR 25–30) via email to OTJAG, with a courtesy copy to the PC, PCO, and publication/form action officer. OTJAG further coordinates with OGC prior to providing written results of the legal review to the publication/form action officer.

b. The request for legal review consists of the following documents:

(1) Clean copy of prepared draft.

(2) Staffing tracked change copy of draft submitted with publishing action.

(3) DA Form 260 and all required coordination.

c. When complete, OTJAG will provide written results of the legal review to the publication/form action officer. These written results of the legal review typically consist of an initial section stating whether or not the DA administrative publication is legally objectionable, a second section noting required changes to the draft DA administrative publication, and a third section noting recommended changes.

d. OTJAG can issue one of the following results:

(1) *Legally objectionable.* The publication/form action officer must adjudicate all legal comments and/or requirements with OTJAG. Following successful adjudication, OTJAG issues supplemental or revised written results of the legal review with no legal objection.

(2) *Not legally objectionable, subject to incorporation of required changes.* In some cases, OTJAG issues written results of the legal review with no legal objection that are subject to incorporation of required changes that OTJAG has noted must be made. If the required changes are made, these written results of the legal review are sufficient.

(3) *Not legally objectionable.* OTJAG may issue written results of the legal review, with no required or recommended changes or with only recommended changes.

e. Publication/form action officers must make all required legal review changes in the draft document provided to them by OTJAG and submit the adjudicated draft document to APD via email. If any required changes are not made, a letter of acknowledgment, signed by the HQDA principal official or ACOM commander, must be submitted to APD along with the updated draft.

f. Publication/form action officers are not required to make recommended changes. However, recommended changes and/or comments that are not addressed, either through updates to the draft or justification provided to APD, can cause issues during authentication.

4–5. Final review
a. APD will review the adjudicated draft document to ensure that the publication/form action officer made all required legal review changes or provided a letter of acknowledgment, signed by the HQDA principal official or ACOM commander, for any required changes not made.

(1) If the adjudicated draft document is found to be acceptable, APD will prepare a final proof and forward it to the publication/form action officer via email for review and approval to publish. Upon receipt of approval from the publication/form action officer, APD will prepare an authentication package and forward it to the appropriate level of authentication authority (see AR 25–30).

(2) If the adjudicated draft document is not found to be acceptable, APD will return it to the publication/form action officer for further work and/or action and resubmission to APD.

b. DA administrative publications that assign responsibilities to the SECARMY; the Under Secretary of the Army; the CSA; the Vice Chief of Staff, Army; or the Sergeant Major of the Army require additional coordination following legal review. Executive Communications and Control (ECC) manages this coordination. APD will provide the publication/form action officer with a publication proof in portable document format (PDF). Publication/form action officers are responsible for providing:

(1) ECC with the following:

(a) Publication proof (PDF) with all significant changes highlighted in yellow.

(b) HQDA Form 5 (Army Staffing Form).

(c) Information paper (see DA Memo 25–52 for additional information).

(2) APD with the following (when ECC coordination is complete):

(a) Signed HQDA Form 5.

(b) Publication proof (PDF) noting any changes resulting from ECC coordination.

c. In some cases, a supplemental legal review may be required (for example, if ECC coordination results in policy change or if the publication/form action officer added or revised policy following initial legal review). If required, APD will forward final proof to OTJAG and request a supplemental legal review. This review could result in additional OTJAG required and/or recommended comments that the publication/form action officer must adjudicate. When adjudication of any supplemental legal comments is complete, the proponent will provide a clean copy to APD.

4–6. Authentication
a. Department of the Army administrative publications.

(1) The authentication for selected policy DA administrative publications will be the SECARMY.

(2) The authentication for all other policy DA administrative publications will consist of the line "By Order of the Secretary of the Army:" with the CSA's signature block underneath. These publications will also have the signature and signature block of the Administrative Assistant to the Secretary of the Army (AASA).

b. Nonpolicy Department of the Army administrative publications. The authentication for all nonpolicy DA administrative publications will consist of the line, "By Order of the Secretary of the Army:" with the CSA's signature block below. These publications will also have the signature and signature block of the AASA.

c. Compact disc-read only memory/digital versatile disc Department of the Army administrative publications.

(1) CD–ROMs/digital versatile discs (DVDs) containing only DA administrative publications must be authenticated as described in paragraphs 4–6*a* and 4–6*b*, depending on the publishing media (ARs, DA pamphlets, and so on). DA-authenticated CD–ROMs/DVDs contain only DA publications. APD will provide authentication signature blocks, with control numbers. The uniquely numbered authentication signature blocks are to be inserted at the end of DA

administrative publications contained on a CD–ROM/DVD. The CD–ROM/DVD, which is given an electronic media (EM) number, will also have its own authentication block. The authentication assigned to the EM will appear as part of the CD–ROM/DVD content (in the file), in a place where it can be readily seen. Additionally, it will appear again on either the face of the CD–ROM/DVD (disc one of multiset CD–ROMs/DVDs) when space allows or on the disc container (jewel box or mailer).

(2) The commander or agency head or his or her designated representative will authenticate agency and command CD–ROM/DVD publications. Use imaging software (graphics capabilities) to scan in the authentication as part of each publication. If the software does not allow scanning, the authentication must appear as part of the text of each publication, and the authentication will be placed on the jewel box insert.

(3) Customized CD–ROMs/DVDs, which contain legacy publications (for example, those that have already been authenticated) for the purpose of making distribution of a selected group of publications do not require authentication.

(4) See appendix B for more information on CD–ROM/DVD products.

4–7. Indexing and posting
After a DA administrative publication is authenticated, it is indexed and posted to the APD Web site (http://www.apd. army.mil). For additional information on indexing and posting, refer to chapter 8.

4–8. Post-publication comments
After a DA administrative publication has been published/issued, users are encouraged to submit recommended changes, suggested improvements, and reports of errors to proponents. To submit comments, follow the instructions below:

a. Use a separate DA Form 2028 or correspondence for each DA administrative publication.

b. Give a brief reason on the form for each proposed change or comment to ensure proper evaluation. If the form does not have enough space for all comments, use blank sheets of paper as continuation sheets.

c. Complete the DA Form 2028 or correspondence and send it directly to the proponent shown in the DA administrative publication. If the proponent is not shown and cannot be found in DA Pam 25–30 or other sources, send comments to the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

d. Mark the DA Form 2028 used for a classified DA administrative publication with the appropriate classification marking, and safeguard and transmit the form in accordance with the requirements in AR 380–5 and DODM 5200.01.

Section II
Additional Publishing Actions

4–9. Certify current
a. When a proponent determines that the policies, procedures, references, and prescribed and referenced forms are current and accurate in his or her DA administrative publication, a DA Form 260 can be submitted through the PCO to APD (Director, Army Publishing Directorate, 9351 Chapek Road, Building 1456, Fort Belvoir, VA 22060–0302) via hardcopy or via email (usarmy.pentagon.hqda.apd.mbx.daform260@mail.mil).

b. Minor editorial changes that have no impact on policy or procedures (for example, corrections to typographical errors and updates to office symbols, organizational names and addresses, references, and Web addresses) can be addressed in a certify current request.

c. In addition to the DA Form 260 requesting administrative change, the publication/form action officer must submit a DA Form 2028 with requested changes through the PCO to APD.

4–10. Rescinding Department of the Army administrative publications
a. When a DA administrative publication is no longer needed, the proponent will submit a DA Form 260 through the PCO to APD (Director, Army Publishing Directorate, 9351 Chapek Road, Building 1456, Fort Belvoir, VA 22060–0302) via hardcopy or via email (usarmy.pentagon.hqda.apd.mbx.daform260@mail.mil).

b. The rescission request must specify whether or not the DA administrative publication prescribes forms. DA administrative publications that prescribe forms that are still needed cannot be rescinded until the forms are moved to another prescribing publication.

c. Prior to processing, APD will request OTJAG legal review of the rescission request.

4–11. Transfer of proponency
Upon the reorganization or elimination of a proponent or when proponents determine policy proponency has changed, DA administrative publications may be transferred using the following procedures:

a. The PC of the current policy owner (losing proponent) will initiate a transfer of proponency memorandum outlining the transfer, in coordination with the PC of the proposed policy owner (gaining proponent). This transfer of

proponency memorandum will list all affected publications and forms and will be signed by both the losing and gaining HQDA principal officials.

b. The PC for the losing HQDA principal official will complete a DA Form 260 and submit it, along with the signed memorandum, to APD (Director, Army Publishing Directorate, 9351 Chapek Road, Building 1456, Fort Belvoir, VA 22060–0302) via email (usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil).

Section III
Department of the Army Administrative Publications Media

4–12. Choosing the type of Department of the Army administrative publication to use
When developing a new DA administrative publication, knowing its audience and purpose helps to determine the type of DA administrative publication to issue. The medium chosen dictates how to prepare the material for publication.

a. Decide which type of DA administrative publication best serves the purpose for issuing the information based on the criteria provided in AR 25–30. Make publication decisions based on—

(1) The intended treatment of the material. Is it to be directive, informational, or reference?

(2) How long the DA administrative publication will be in effect. Will it be permanent or temporary?

(3) The target audience. Who will read and use the DA administrative publication?

b. The decision of whether to add material to an existing DA administrative publication or prepare a new one should be based on the following guidelines:

(1) Chapter 8 identifies the series that best describes the subject of the material.

(2) DA Pam 25–30 lists the DA administrative publications written in each series. Avoid duplicating previously published information contained in ARs, DA pamphlets, and other DA-authenticated media.

(3) Review all related DA publications and determine if new material can be added to any existing DA publication.

(4) A DA administrative publication can have only one proponent. Only an HQDA principal official can act as a proponent for a DA administrative publication that issues DA policy. All others who contribute publication material (reviewers) must submit their suggested changes to the proponent. The proponent reviews the suggestions and determines whether they should be incorporated into the DA administrative publication. The proponent is cited on the title page of the DA administrative publication.

4–13. Internal titles of Department of the Army administrative publications
Use the following guidance when selecting appropriate titles within a DA administrative publication:

a. Choose titles that are short, descriptive, explicit, and unique. Consider the subject of the division or part (figure, table, or appendix), and choose a word or short phrase that clearly defines the subject. Avoid long, rambling titles and titles that are too general or vague. Use titles that will be familiar to your target audience and phrases they would look for in an online search.

b. Avoid using the title "General." This title is sometimes given to divisions that contain broad or miscellaneous information used to introduce a particular subject. Even in a broad introductory discussion, a more specific title can usually be used. If the title "General" is used, however, only one division in a DA administrative publication should have this title.

c. Avoid repeating the titles of main divisions or the titles of subdivisions within a division. To avoid repetition, ensure the title of each paragraph reflects the subject of the entire paragraph, the title of a section describes the overall subject of all paragraphs within the section, and titles of chapters describe the overall subject of all sections within the chapter.

d. Do not cite form titles or figures and table numbers in the titles of divisions. If it is necessary to cite a form in a title, give only the form's number. If a paragraph introduces a figure or table, cite the number of the figure or table in the text of the paragraph rather than in the title.

e. See paragraph 3–5 for rules on using ABCAs in titles.

Section IV
Publishing Processes

4–14. Publishing action categories
DA administrative publications are published two ways: new and revised. New DA administrative publications are those that have never been published before; revised DA administrative publications are those that update existing DA administrative publications.

4–15. Revisions to Department of the Army administrative publications
Revisions are categorized as either administrative or functional. Administrative revisions do not change substantive content, such as policy or procedures. Functional revisions include mandated, expedite, and major revisions. These

revisions update policy and/or procedures. Each type of revision is discussed in more detail in the following para-graphs. See AR 25–30 for the criteria to use to determine the appropriate type of publishing action to request when revising existing DA administrative publications.

4–16. Administrative revision
To publish an administrative revision, proponents must—

a. Ensure the accuracy and currency of all external references and forms in the DA administrative publication.

b. Include the following statement on the DA Form 260, in the "Justification" block: "Administrative-type revision. No existing roles and responsibilities are affected, nor does the revision impose new roles and responsibilities or change policies and mandated procedures."

c. Submit the complete request for publishing package to APD (AAHS–PA), which includes:

(1) Signed DA Form 260 (with the required statement in para 4–16*b*).

(2) DA Form 2028 or electronic text file that includes only the affected content (for example, paragraphs); do not submit the entire DA administrative publication. (See para 4–1*b*.)

(3) Summary of change.

(4) New history statement.

Note. If obsolete external references or forms are found or any forms actions are included, the request for publishing package will be returned to the proponent for corrections.

4–17. Mandated revision
To publish a mandated revision, proponents must—

a. For DA administrative policy publications only: ensure the legal sufficiency of their draft DA administrative policy publication (see para 4–4).

b. Submit a publishing request package that includes:

(1) Signed DA Form 260 showing coordination with the AASA (see AR 25–30). The DA Form 260 must note the justification for a mandated revision. For example, if a revision is based on an EO, note the specific EO number and title on the DA Form 260.

(2) DA Form 2028 or electronic text file that includes only the affected content (for example, paragraphs); do not submit the entire DA administrative publication.

(3) Updated summary of change and new history statement.

4–18. Expedite revision
Expedite revisions revise up to 10 percent of the DA administrative publication. APD will process the revision, giving it new issue and effective dates, and an updated supersession notice. To publish an expedite revision, proponents must—

a. Go through the APD 6-month process (see para 4–1*b*).

b. For DA administrative policy publications only: ensure the legal sufficiency of their draft DA administrative policy publication (see para 4–4).

c. Submit a publishing request package that includes:

(1) Signed DA Form 260 showing required coordination in accordance with AR 25–30.

(2) DA Form 2028 or electronic text file that includes only the affected content (for example, paragraphs); do not submit the entire DA administrative publication.

(3) Updated summary of change.

(4) New history statement.

4–19. Major revision
Major revisions revise more than 10 percent of the DA administrative publication. APD will process the revision, giving it new issue and effective dates, and an updated supersession notice. To publish a major revision, proponents must—

a. Go through the APD 6-month process (see para 4–1*b*).

b. For DA administrative policy publications only, ensure the legal sufficiency of their draft DA administrative policy publication (see para 4–4).

c. Submit a publishing request package that includes:

(1) Signed DA Form 260 showing required coordination in accordance with AR 25–30.

(2) Electronic text file with tracked changes showing all coordination comments.

(3) Clean copy electronic text file that incorporates coordination comments that were accepted as part of the major revision. See paragraph 4–1*b*(2) for additional submission requirements.

(4) Updated summary of change.

(5) Updated title page.

Section V
Formatting and Preparing Department of the Army Administrative Publications

4–20. Army document format
Use the standard Army document format (ADF) established for DA administrative publications to prepare manuscripts for new and revised ARs, multi-Service ARs where Army is the lead Service, DA pamphlets, DA memorandums, DA circulars, and HQDA letters (numbered). The ADF identifies the three major manuscript components—front, body, and rear—and the required and optional statements, paragraphs, and other elements included in these components. Table 4–1 shows the parts of a DA administrative publication.

Note. Document format for DA general orders is addressed in paragraph 4–38.

Table 4–1
Required parts of DA administrative publications

Part	AR	AD	DA circular	Multi-Service[1]		DA pam-phlet	DA memoran-dum	HQDA Letter (numbered)
				AR	DA pam-phlet			
Front								
Cover	R	N/A	R	R	R	R	R	R
Summary of Change	R	N/A	R	R	R	R	N/A	N/A
Preface	O	N/A	N/A	O	O	O	N/A	N/A
Foreword	O	N/A	N/A	O	O	O	N/A	N/A
Title page	R	N/A	R	R	R	R	P	P
Table of contents	R	N/A	R	R	R	R	R	N/A
List of tables	O	N/A	O	O	O	O	N/A	N/A
List of figures	O	N/A	O	O	O	O	N/A	N/A
Body								
Purpose	R	N/A	R	R	R	R	R	R
References	R	N/A	R	R	R	R	R	R
Explanation of terms	R	N/A	O	R	R	R	O	O
Responsibilities	R	N/A	O	R	N/A	N/A	R	O
Policies	R	N/A	R	R	N/A	N/A	R	R
Procedures	N/A	N/A	R	N/A	R	R	R	O
Figures and tables	O	N/A	O	O	O	O	O	O
Forms	O	N/A	O	O	O	O	O	O
Reports	O	N/A	O	O	O	O	O	O
Rear								
Appendixes	R	N/A	R	R	R	R	O	O
Glossary	R	N/A	O	R	R	R	O	O
Index	O	N/A	O	O	O	O	N/A	N/A

Legend for Table 4-1:
R=Required
P=Partially required
O=Optional
N/A=Not applicable
Notes:
[1] When the Army is the lead agency.

a. Front. The front includes all or some of the elements and paragraphs listed below. See table 4–2 for title page requirements.

(1) Issuing headquarters.
(2) Address of issuing headquarters.
(3) Date of issue.
(4) Publication number.
(5) Effective date (for regulations) or expiration date (for circulars).
(6) Publication series title.
(7) Publication title.
(8) Distribution restriction statement.
(9) Destruction notice.
(10) Preface.
(11) Summary of change.
(12) Foreword.
(13) Title page.
(14) History paragraph.
(15) Summary paragraph.
(16) Applicability paragraph.
(17) Proponent and exception paragraph.
(18) Army internal control process paragraph.
(19) Supplementation paragraph.
(20) Suggested improvements paragraph.
(21) Committee management paragraph.
(22) Distribution.
(23) Table of contents, list of tables, and list of figures.
(24) Supersession notice.

Table 4–2
Title page requirements

Element	AR	DA circular	Multi-Service[1]		DA pamphlet	DA memorandum	HQDA letter (numbered)
			AR	DA pamphlet			
Heading	R	R	R	R	R	R	R
Authentication block	R	R	R	R	R	R[2]	R[2]
History statement	R	R	R	R	R	N/A	N/A
Summary	R	R	R	R	R	O	N/A
Applicability	R	R	R	R	R	R	O
Proponent and exception authority	R	R	R	R	R	R	R
Army internal control process	R	N/A	R	N/A	N/A	N/A	N/A
Supplementation	R	R	R	N/A	N/A	N/A	N/A
Suggested improvements	R	R	R	R	R	N/A	N/A
Committee management approval	O	O	O	O	O	O	O
Distribution statement	R	R	R	R	R	R[2]	R[2]
Distribution restriction statement	O	O	O	O	O	O	O
Destruction notice	O	O	O	O	O	O	O

Table 4–2
Title page requirements—Continued

Element	AR	DA circular	Multi-Service[1]		DA pamphlet	DA memorandum	HQDA letter (numbered)
			AR	DA pamphlet			
Supersession	R	R	R	R	R	R	R

Legend for Table 4-2:
R=Required
O=Optional
N/A=Not applicable

Notes:
[1] When the Army is the lead agency.
[2] Located in the rear (back) of the publication.

b. Body. The body or text of a DA administrative publication may include parts, chapters, sections, paragraphs, and subparagraphs. Two or more elements must be shown for each division used in the manuscript (for example, two chapters or two parts). In ADF, the text begins with paragraphs titled "Purpose," "References," "Explanation of abbreviations and terms," and a statement of responsibilities. The statement of responsibilities may be prepared as a paragraph, section, or chapter (see para 4–25).

c. Rear. Just as with front and body, rear information placed at the back of the DA administrative publication follows the general pattern of the ADF.

(1) The rear contains an appendix A (for references) and a glossary. It may also include supplementary material the reader needs.

(2) The glossary must include a section for abbreviations (that is, ABCAs), followed by a section for terms.

4–21. Division numbering and titling

a. The divisions of a DA administrative publication (such as paragraphs, sections, and chapters) and certain parts (figures and tables) are numbered to help make referencing easier. (See para 4–17 and table 4–1 for more information.)

b. All divisions (except subparagraphs), figures, and tables bear titles as well as numbers. Subparagraphs may have titles if desired. Usually, subparagraph titles help the user spot topics in a long paragraph.

4–22. Summary of change

a. The summary of change page, which appears between the cover and title pages, must be submitted with the draft for coordination in accordance with AR 25–30. The summary of change provides a description of the major changes being incorporated into the revised document. Do not list changes verbatim from the text. List these changes in the same order as they appear in the DA administrative publication, and cite the paragraph number where the change is taking place.

b. The summary of change for a major revision will contain a completely new summary of change.

c. New DA administrative publications must provide a summary page that briefly outlines major policy or procedures prescribed in the document.

4–23. Title page

The title page shows the number and title of the DA administrative publication and provides other information about the publication. The title page follows the optional preface or foreword (see para 3–16). The specific contents or parts of a title page are explained below.

a. Heading. The heading includes:

(1) *Issuing headquarters.* The issuing headquarters for all DA administrative publications is "Headquarters, Department of the Army, Washington, DC."

(2) *Date of issue.* The date of issue is the date the DA administrative publication is distributed to its users. APD assigns the issue date.

(3) *The Department of the Army administrative publication number.* The DA administrative publication number consists of an ABCA of the document type, series number, and subnumber that identify the publication (for example, AR 25–30 and DA Pam 25–30). The subject series that a DA administrative publication belongs to and the series number may be determined by referring to chapter 8. For new DA administrative publications, submit drafts with Xs for the subnumbers (for example, AR 25–XX). If several documents are being developed concurrently, use distinctive placeholders for the subnumbers (for example, AR 25–XX and AR 25–XY). APD confirms the series number and assigns the subnumber.

(4) *Effective date.* The effective date is the date on which the policies and procedures in the DA administrative publication take effect and when users must begin to follow them. The effective date will be at least 30 calendar days

after the publication issue date unless an exception to policy is requested in conjunction with official submission of the publishing action. Only ARs and multi-Service ARs have effective dates. APD establishes the effective date. If the effective date is dictated by public law, DODD, EO, court order, Congress, or another Government agency, this should be explained on the DA Form 260.

(5) *Expiration date.* The expiration date is the date on which a DA administrative publication expires. Temporary DA administrative publications, such as DA circulars and HQDA letters (numbered), have expiration dates. APD assigns this date.

(6) *Publication series title.* The selected DA administrative publication series noted in the publication must match that selected as part of the DA administrative publication number (see chap 8 for numbering and series descriptions).

(7) *Publication title.* The title given to the DA administrative publication should describe the subject briefly and clearly.

(8) *Distribution restriction statement.* The distribution restriction statement tells users that a publication contains technical or operational information and that the publication may prove harmful to U.S. interests if released outside the Government. DA administrative publications that contain distribution-restricted content may not be published on Internet Web sites that are accessible to the public. DA administrative publications that are labeled "distribution-restricted" are hosted on the secure APD Web site only and protected using common access card (CAC) and/or login and password mechanisms. Distribution-restricted DA administrative publications may be provided to agencies, commands, or installations on Government intranets as long as they are protected from public accessibility. If a DA administrative publication contains such information, it must have a distribution restriction statement (see AR 380–5 and DODI 5230.24) and a destruction notice included on the cover and title page of the publication.

b. Authentication block. The authentication is the signature block of the SECARMY or the signature blocks of the CSA and the AASA who sign on behalf of the SECARMY. DA administrative publications authenticated by the CSA and the AASA will consist of the line, "By Order of the Secretary of the Army:" APD will coordinate though the appropriate channels for submission to the appropriate authenticating official. Proponents must not circulate draft manuscripts with a reproduced signature shown in authenticated DA administrative publications. (See para 4–6 for additional information.)

c. History statement. The history statement is a required paragraph that tells the reader whether the DA administrative publication is new or a revision; if a revision, it states the type of revision. Every DA administrative publication must contain a publishing history statement. This paragraph must be titled "History." Each publishing history statement is specific to that DA administrative publication. It must be the first paragraph on the title page and must appear directly before the summary statement. (See table 4–3 for examples).

d. Summary paragraph. The summary paragraph on the title page describes the DA administrative publication's contents. As its name implies, a summary paragraph should be brief, but it should also fully identify all of the contents. Summaries are written in several ways, depending on whether they are for a new DA administrative publication, a revision, or a consolidation. (See table 4–3).

(1) *New Department of the Army administrative publication.* The summary for a new DA administrative publication describes all the major topics or key points in the publication. If a DA administrative publication is written to implement or comply with a higher directive or is a companion to another DA publication, this fact should also be stated.

(2) *Revised Department of the Army administrative publication.* The summary for a revised DA administrative publication describes both the main topics covered by the publication and the major changes made by the revision.

(3) *Consolidated Department of the Army administrative publication.* The summary of a consolidated DA administrative publication states that the publication is a consolidation. However, it is not necessary to mention the publications or parts of publications being combined in the summary. After stating that the DA administrative publication is a consolidation, write the rest of the summary as for a new DA administrative publication.

e. Applicability statement. The applicability statement identifies to whom the DA administrative publication applies by specifying the appropriate components (Active Army, the Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS), and the U.S. Army Reserve (USAR)). A short sentence or two may be added to identify the individual users and organizations to which the DA administrative publication applies more specifically. (See table 4–3).

(1) ARNG and ARNGUS are two terms that are often confusing and misused. There is an enormous difference, and the two terms are not interchangeable.

(a) ARNG describes Army Soldiers who are under the control of individual States and Territories. When a DA publication is intended to govern the conduct of personnel or units while in an ARNG capacity, it is appropriate for such publications to refer to the ARNG, as opposed to ARNGUS. When a DA publication is meant to apply to ARNG Soldiers in both an ARNG capacity and in an ARNGUS capacity, then the term "ARNG" is appropriate.

(b) ARNGUS, on the other hand, describes ARNG Soldiers who are mobilized and come under control of Federal authorities. Most personnel type regulations will use the term "ARNGUS." Equipment and other types of DA publications will use "ARNG." This distinction must be correct in the applicability paragraph that appears in all DA administrative publications.

(2) Proponents should consult their servicing legal counsel for questions concerning which term—ARNG or ARNGUS—to use.

f. Proponent and exception authority statement. The proponent and exception authority statement names the author of the policy and procedures contained in a DA administrative publication and provides the authority for approval of exceptions to policy. The proponent must be a person, not an office (for example, the Deputy Chief of Staff, G–3/5/7 (DCS, G–3/5/7), not the Office of the DCS, G–3/5/7 (ODCS, G–3/5/7)). (See table 4–3).

g. Army internal control process statement. The Army internal control process statement refers to the identification of key internal controls that must be formally evaluated. This statement applies only to ARs. All ARs are required to identify key internal controls. For more information on internal controls and internal control evaluations, see AR 11–2. Key internal controls and evaluation, if applicable, must be included in the AR as the last appendix. All functions and programs are subject to requirements of AR 11–2, but not all functions have internal control evaluations. A statement must be included that specifies whether internal control review evaluations are published in the AR. (See table 4–3).

h. Supplementation statement. The supplementation statement tells the user that the regulation cannot be supplemented and forms cannot be established without the proponent's approval. Only regulations have these statements. Where supplementation is allowed and the proponent has approved a supplement, that supplement can be cited and hotlinked. (See table 4–3).

i. Suggested improvements statement. The suggested improvements statement tells where comments or suggestions for changes or improvements may be sent. (See table 4–3).

j. Committee management statement. The committee management statement is included in ARs when the regulation establishes an intra-Army committee or the intra-Army committee is continued when the regulation is revised. (See table 4–3).

k. Distribution (of publications). See paragraph 10–3 for guidelines on publication distribution levels; see table 4–3 for an example.

l. Supersession notice. The supersession notice states which DA publications or portions of DA publications are being replaced. If the DA publication supersedes all or portions of another, include a supersession notice on the bottom of the title page, preceded by an asterisk (see AR 25–30 for guidance on supersessions). Guidelines for writing a supersession notice are as follows:

(1) Cite the DA publication number and date of issue of each superseded or rescinded DA publication. If the DA publication supersedes only portions of another DA publication, cite the number of each part, chapter, section, and/or paragraph number.

(2) Cite the number and date of each rescinded form. Do not cite superseded forms.

(3) Cite the RCSs that are being rescinded or superseded.

(4) Do not cite agency, command, or installation publications that are being rescinded or superseded.

Note. See table 4–3 for examples of supersession notices.

Table 4–3
Title page component examples

Title page component	Examples
History statement	This publication is a new Department of the Army (insert type of publication, such as regulation or pamphlet).
	This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.
	This publication is an expedite revision. The portions affected by this expedite revision are listed in the summary of change.
	This publication is a mandated revision.
	This publication is a major revision.
Summary paragraph	This regulation covers the preparation and management of medical records; it is to be used with AR 40–XX. This regulation gives instructions on the recording of diagnoses and treatments; it explains the policy on the confidentiality of medical information; and it gives instructions for filing, requesting, and disposing of medical records. Specifically, this regulation describes the preparation and management of the health record, inpatient treatment record, outpatient treatment record, and the particular reports that must be included in these records.

Table 4–3
Title page component examples—Continued

Title page component	Examples
	This regulation on the preparation and management of medical records has been revised to update the policy on the confidentiality of medical information; simplify the instructions on filing, requesting, and disposing of medical records; and add an appendix of acceptable medical abbreviations.
	This regulation is a consolidation of several regulations that cover the preparation and management of medical records.
Applicability statement	This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve. It also applies to all personnel who operate unit mailrooms at company and battalion levels.
	This pamphlet applies to all Department of Defense services, agencies, and activities involved in the acquisition of electronic test equipment, either as the executive or participating Service or agency.
Proponent and exception authority statement	The proponent of this regulation is (insert the name of the principal HQDA official). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.
	The proponent of this pamphlet is the (insert the name of the principal HQDA official; for example, the Deputy Chief of Staff, G–3/5/7). The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.
Army internal control process statement	This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix (give letter of last appendix)).
Supplementation statement	Supplementation of this regulation and establishment of agency, command, and installation forms are prohibited without prior approval from (agency, command, or installation; office symbol; and address).
	Supplementation of this regulation and establishment of agency, command, and installation forms are prohibited without prior approval from (agency, command, or installation; office symbol; and address). U.S. Army Forces Command and U.S. Army Medical Command supplements have been approved by the (agency, command, or installation).
Suggested improvements statement	Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to (insert proponent or preparing agency name, address, and/or generic email address).

Table 4–3
Title page component examples—Continued

Title page component	Examples
Committee management statement	AR 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Department of the Army Committee Management Office (AARP–ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee, as found in AR 15–1, then the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.
Distribution (of publications) statement	This regulation is available in electronic media only and is intended for command levels (list commands A, B, C, D, and/or E) for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.
Supersession notice	*This regulation supersedes AR 123–45, dated 5 December 2008.
	*This regulation supersedes AR 123–45, 5 December 2008; DA Cir 678–9, 13 August 2010; sections I and II of chapter 7, AR 98–76, 9 January 2009; and chapters 7, 8, and 9, AR 432–10, 4 September 2009; and it rescinds DA Form 123, 8 November 2008; RCS 1234; and RCS 5678.

4–24. Table of contents

Proponents do not have to submit a file for the table of contents. A computer-generated table of contents will be inserted using the paragraph headings and table and figure caption lines listed in the electronic file.

4–25. Body content and format

The body is the main part of a DA administrative publication and is located after the front. It consists of the parts, chapters, sections, and paragraphs that are used to explain the policies and procedures in a DA administrative publication. The first four paragraphs in the body of ARs and DA circulars are "Purpose," "References," "Explanation of abbreviations and terms," and "Responsibilities." The following describes the contents for specific parts of the body and gives guidance on preparing them.

   a. Purpose paragraph.

   (1) The purpose paragraph is the first paragraph in the body of the DA administrative publication. It is an introduction, stating the general purpose, function, scope, and objective of the entire DA administrative publication. Write the purpose paragraph as one brief paragraph, without any subparagraphs. Write only one purpose paragraph for the DA administrative publication, not one for each chapter. See below and table 4–4 for details.

   (a) Function. A statement describing the function of a DA administrative publication explains how the subject of the publication is treated. For example, a directive DA administrative publication, such as a regulation, prescribes policies and responsibilities for a subject. An informational DA administrative publication, like a pamphlet, explains a subject or the procedures needed to implement the policy on a subject.

   (b) Scope. A statement describing the scope of a DA administrative publication explains the extent to which the subject is covered or how far a publication applies to a given subject. For example, some DA administrative publications may describe an entire program; others may describe only part of a program. Avoid confusing scope with applicability; scope is the extent of the subject, not the extent of the audience.

   (c) Objective. A statement describing the objective of a DA administrative publication explains what is to be achieved by issuing the publication. If the DA administrative publication is intended to achieve some result beyond explaining a subject or prescribing policy on a subject, that result is the objective of the publication.

   (2) In a purpose paragraph, state the function of the DA administrative publication. Explaining the scope or objective is optional; do so only if the scope or objective affects the user's understanding of the publication.

   b. References and forms paragraph. The references paragraph is a required paragraph always inserted as "1–2. References and forms" in the body. In the ADF, the references paragraph refers the reader to appendix A, which lists a DA administrative publication's references. The references paragraph refers to required publications, related publications, prescribed forms, and referenced forms cited in a manuscript. (See table 4–4 for example.)

   c. Explanation of abbreviations and terms paragraph. The explanation of abbreviations and terms paragraph is always inserted as paragraph "1–3. Explanation of abbreviations and terms" in the body and always refers the reader to the glossary (see table 4–4).

   d. Responsibilities paragraph.

   (1) *Content.* In the responsibilities paragraph, identify the individuals at the highest level possible who must carry

out the policies and procedures prescribed by the DA administrative publication, and specify the functions each person must perform. When writing a responsibilities paragraph, keep the following guidance in mind:

(a) 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 DA administrative publication. If the user is to take special note of the details, refer to where the details are explained.

(b) 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, unit commander or ACOM commander).

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

(2) *Format.*

(a) Primary level. List the individuals and their functions according to protocol order; 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 (see table 4–4).

(b) Secondary level. Organizations that are subordinate to HQDA principal officials and ACOMs can be assigned responsibilities, but they must be written as subparagraphs. See example in table 4–4, where the CG, U.S. Army Human Resources Command (HRC) is listed as a subordinate organization of the Deputy Chief of Staff, G–1 (DCS, G–1) with responsibilities.

e. Placement.

(1) If individuals are responsible for carrying out the policies and procedures described throughout the DA administrative publication, they may be listed in—

(a) Paragraph 1–4 at the beginning of the DA administrative publication.

(b) Section II of chapter 1. If there are too many responsibilities to list in a paragraph, list them in section II of chapter 1, titled "Responsibilities."

(c) Chapter 2. If there are too many responsibilities to list in a section, list them in chapter 2, titled "Responsibilities."

(2) Responsibilities, such as specific program responsibilities, may be listed in any chapter if the individuals identified are responsible for carrying out the policies and procedures described only in that chapter. If the individuals are also responsible for policies and procedures in other chapters, they should be listed in the first chapter of the DA administrative publication, and the reader should be referred to the additional chapters for specific detail. When listing responsibilities in a chapter—

(a) Determine by their length whether responsibilities should be listed in a paragraph or section.

(b) Place the responsibilities paragraph or section as close to the front of the chapter as possible; if the text is a paragraph, use one of the first; if the text is a section, use the second section.

Table 4–4
Body component examples

Body component	Examples
Purpose paragraph	1–1. 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.
References and forms paragraph	1–2. References and forms See appendix A.
Explanation of abbreviations and terms paragraph	1–3. Explanation of abbreviations and terms See glossary.
Responsibilities paragraph—primary level	1–4. Responsibilities a. Administrative Assistant to the Secretary of the Army. The AASA will— (1) Serve as the senior Army official for publishing and printing regulations and directives. (2) Serve as the senior Army policy official for DA-authenticated publications and Armywide printing. (3) Serve as the DA proponent for information management and the management of information systems (including publications and printing).

Table 4–4
Body component examples—Continued

Body component	Examples
Responsibilities paragraph—secondary level	1–4. Responsibilities a. *Deputy Chief of Staff, G–1.* The DCS, G–1 will— (1) Serve as the senior Army official for the Military Human Resource Support System and will provide HQDA supervision of all human resource policy formulation, programs, goals, architecture, standards, structures, and resources. (2) Through the CG, HRC manage the daily operations of the Army's Human Resource Support System by— (a) Appointing an HQDA program manager for the Human Resource Support System. (b) Designating HQDA proponents for each Human Resource Support System function and core competency.

4–26. Policies and procedures

a. Content. Policies and procedures are the main contents of the body of a DA administrative publication. Most of the paragraphs, sections, and chapters of a DA administrative publication explain policies and procedures. Policies detail what individuals must do, what they should do, and what they cannot do. Procedures provide guidance on how to carry out policy. ARs establish policies; only those procedures that are necessary to provide clarity to the statements of policy should be included in an AR. More detailed, step-by-step instructions on how to achieve what is prescribed by an AR must be published in a DA pamphlet. For example, policy on requisitioning DA publications may include an explanation of what requisitioning is, the units that may do it, when they may do it, the items they may order, where they order them from, and what order form to use. Procedures may include step-by-step instructions on how to become eligible to order DA publications, how to fill out the order form, and how to submit orders.

b. Organization. There is no unique organization, wording, or format for policies and procedures. Organize and write policies and procedures using the language and style discussed in chapter 3.

(1) Policies and procedures are not specific divisions of a DA administrative publication. Avoid using paragraphs, sections, or chapters titled "Policies" or "Procedures."

(2) Policies and procedures should be separate. Generally, explain a policy fully before expanding on the implementing procedures.

(3) Three types of procedures are explained in DA administrative publications: procedures for carrying out a specific action (for example, how to requisition a DA publication); instructions for preparing a form; and instructions for preparing a report.

(a) Procedures for carrying out a specific action and instructions for preparing a form are usually put in the body near where the action or form is prescribed. However, long or detailed procedures may not fit well in the narrative of the body. If they are much longer and more detailed than the other topics discussed around them, they may disrupt the logical flow of ideas from topic to topic. Consider converting procedures to a table or figure or putting them in an appendix. If procedures are converted or put into an appendix, reference the table, figure, or appendix in the narrative where the action or form is prescribed. For example, "Table 3–3 provides the procedures for requisitioning DA publications" or "Appendix C gives the procedures for requisitioning a DA publication."

(b) Instructions for preparing a report must be put in a separate paragraph, section, or chapter.

4–27. Notes and footnotes

a. Notes. See paragraph 3–8.

b. Footnotes. Do not use footnotes in DA administrative publications.

4–28. Abbreviations, brevity codes, acronyms, and terms

List and define all ABCAs and terms used in the glossary of the DA administrative publication (see para 3–5 for guidance on using ABCAs and terms).

4–29. Reports

A report is a collection and submission of information on a periodic or one-time basis. DA administrative publications that prescribe required reports need additional coordination.

a. Prescribing a report.

(1) A report (officially called an "information management requirement") may be prepared and submitted on a form.

(2) Like forms, reports are controlled. If a report is to be prescribed in a DA administrative publication or if there is some question whether a report is being prescribed, refer to AR 335–15 for a description of the reports management system. Agency information management control officers (IMCOs) can advise proponents of the requirements needed

to prescribe a report. An agency IMCO can also determine whether a report needs an RCS or qualifies for an exemption.

(3) If a DA administrative publication needs an RCS, approval may be obtained from OAASA (AAHS–RDR–C).

b. Preparing a prescribing directive.

(1) To prescribe a report, an official DA administrative publication directing its use must be issued. The prescribing directive must contain all of the instructions the user needs to prepare and submit the report. It must fully describe the required information; who is to prepare the report; the frequency and method of submission; and the proper routing of the report. AR 335–15 gives detailed guidance on writing a prescribing directive.

(2) The instructions for preparing and submitting a report must always be placed in a separate paragraph, section, or chapter. Report preparation instructions may be issued as a separate DA administrative publication.

(3) All RCS-numbered reports prescribed and referenced in a DA administrative publication must be listed by number and title in appendix A at the end of the related references in section II.

4–30. Appendixes

a. Contents. An appendix is information included in the back of a DA administrative publication that further explains or supplements a subject covered in the body. The kinds of information normally included in an appendix are—

(1) Lists (for example, lists of references or lists of codes).

(2) Sample materials.

b. Format. All appendixes are alphabetical. They are required to begin with a title. The title should be followed by text, which may be organized into at least two paragraphs or at least two sections. An appendix needs to be able to stand alone. Thus, an appendix must include enough explanation about its contents, particularly if it contains a table, figure, or list. That introductory text should tie the contents of the appendix to the citation in text. Appendix paragraphs are labeled with uppercase letters followed by a number (for example, B–1, B–2, B–3, and so forth). Tables and figures may be used anywhere within an appendix. However, do not place a table or figure alone in an appendix; the table or figure must be introduced in the appendix before its location and be accompanied by adequate explanatory text.

(1) Paragraphs in an appendix must have titles.

(2) An appendix must be referred to in the body where the topic it relates to is discussed. Cite only the appendix letter, not its title (for example, "See appendix A for required publications").

(3) Appendix A is always reserved for references. Succeeding appendixes are placed after appendix A and before the glossary and assembled in the order they are cited in the body.

4–31. Preparation of references for appendix A

a. Contents. The reference paragraph in the body (always inserted as para "1–2. References and forms") refers the reader to appendix A for a list of publications and forms cited in the publication.

b. Validating references. Carefully check all references to publications and forms cited in a DA administrative publication to ensure that they are not rescinded. Also verify that titles have not changed. Use DA Pam 25–30 to check references to DA publications and forms.

(1) If a referenced publication is not available on an official Internet Web site or through normal Army distribution channels, the source of supply and its address must be added after the title. For example:

(a) Articles of the Geneva Convention of 1949 (Available at http://www.icrc.org/eng/war-and-law/treaties-customary-law/geneva-conventions/index.jsp.)

(b) ANSI/EIA 649–B and GEIA–HB–649 Configuration Management Package National Consensus Standard for Configuration Management (Available for purchase at American National Standards Institute (ANSI), (Customer Service Department), 25 W. 43rd Street, 4th Floor, New York, NY 10036–7422, or at the ANSI Web site (http://webstore.ansi.org/RecordDetail.aspx?sku=ANSI%2fEIA+649–B+and+GEIA–HB–649+Configuration+Management+Package).)

(2) All publications listed as required must be cited in the text.

(3) A referenced publication that is required guidance in one context and related guidance in another context is listed in the required publication section of appendix A.

(4) Publications that are not cited in text may be listed in the related publications section of appendix A.

(5) Forms cited in the DA administrative publication must be listed as prescribed or referenced. If cited forms are not available on the APD Web sites, indicate where they are available.

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

(b) Referenced forms. Referenced forms are prescribed by another DA publication, not the one mentioning the forms.

c. Format. 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 a section has no entries, insert the section heading and the following text, "This section contains no entries."

(1) Within each section, list the publications alphabetically by type (ARs, DA pamphlets, and so forth). Within each type, list the publications in numerical order. List forms alphabetically by type and in numerical order within each type.

(2) For each publication and form listed in appendix A, list its number on one line, then place the title on the next line directly below. Insert a blank line between each publication or form entry.

(3) After the title of each required publication and prescribed form, list only the first time it is mentioned (that is, cited or prescribed) in the text.

4–32. Glossary

The glossary lists and explains the ABCAs and terms used in a DA administrative publication (see para 3–5 for guidance on using ABCAs and terms).

a. Contents of the glossary. The glossary consists of the following two required sections:

(1) *Section I—Abbreviations.* The abbreviations section consists of all ABCAs used within the document in accordance with paragraph 3–5. Place ABCAs in alphabetical order in a list format. Place each ABCA on one line and begin its definition on the next line. (See glossary for an example of this format.)

(2) *Section II—Terms.* The terms section provides an explanation of terms used within the document in accordance with paragraph 3–5. List all terms in alphabetical order. Place each term on one line and begin its explanation 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. (See glossary for an example of this format.)

b. Section without entries. If any section has no entries, insert the following sentence: "This section contains no entries."

c. Placement of the glossary. The glossary is located after the last appendix.

d. Text excluded from the glossary. Do not include tables, figures, or footnotes within any section of the glossary.

4–33. Army directives

ADs are processed by OAASA. For information on drafting and processing ADs, contact OAASA's Executive Support Office. Once authenticated, OAASA will forward the directive to APD to index and post on the APD Web site (http://www.apd.army.mil).

4–34. Department of the Army memorandums

A DA memorandum is prepared in a format similar to that of an AR, DA pamphlet, or DA circular, with some variations.

a. Organization and format. The required and optional parts of a DA memorandum are listed in table 4–1. Title page requirements are listed in table 4–2.

(1) Titles for the divisions of a DA memorandum must be bolded.

(2) The rules for references, ABCAs, figures, tables, and forms apply to DA memorandums the same as they do to other types of DA administrative publications.

b. Applicability. Each DA memorandum must contain one of the following applicability statements:

(1) This memorandum applies to HQDA agencies only.

(2) This memorandum applies to HQDA and its field operating agencies.

c. Authentication. The AASA authenticates DA memorandums.

4–35. Headquarters, Department of the Army letters

HQDA letters (numbered) are prepared in a format similar to that of an AR, DA pamphlet, or DA circular, with some variations. HQDA letters (numbered) are prepared in a modified correspondence format, rather than normal ADF, using generic DA letterhead stationery for the first page.

a. Organization and format. The required and optional parts of an HQDA letter (numbered) are listed in table 4–1. Title page requirements are listed in table 4–2.

(1) Prepare the body of an HQDA letter (numbered) in the modified block style similar to that used for correspondence (see AR 25–50 for guidance). Paragraphs must be titled and the titles must be underlined.

(2) The rules for references, ABCAs, figures, tables, and forms apply to HQDA letters (numbered) the same as they do to other types of DA administrative publications.

b. Distribution. The distribution list is composed of the addressees who are to receive the DA administrative publication. Two types of addressees may be listed: action and information addressees. List both types of addressees in order of protocol.

(1) Action addressees are those who must act on the information in the HQDA letter (numbered). Only HQDA

agencies and ACOMs may be action addressees on HQDA letters (numbered). They are listed under the heading "DISTRIBUTION."

(2) Information addressees are agencies or commands that should be aware of the information but do not need to act on it. They are listed under the heading "CF" (copy furnished).

4–36. Department of the Army general orders

a. Organization and format.

(1) DA general orders must include the following:

(a) Subject.

(b) Body.

(c) Authentication block.

(d) Distribution statement.

(2) Prepare the body of DA general orders using numbered paragraphs. Paragraphs must be titled and the titles must be in all capital letters.

(3) The rule for ABCAs applies to DA general orders the same as it does to other types of DA administrative publications.

b. Publishing process.

(1) The DA general order publishing process differs from other types of publishing actions in that the publication/form action officer coordinates the OTJAG and OGC legal review prior to submission to APD.

(2) OTJAG requires the draft DA general order and the concept plan or action document. There is no set format for a concept plan or action document; it could be a memorandum of understanding, memorandum of agreement, or meeting minutes. However, the document must show that the SECARMY has agreed to the action that will be published in the DA general order.

c. Submission process. When complete, the publication/form action officer will submit the following documents to his or her PCO for submission to APD:

(1) DA Form 260 with signatures.

(2) Draft text document.

(3) DA Form 5 with coordination.

(4) Concept plan or action document.

(5) OTJAG legal review (legal review from OGC alone is not sufficient).

(6) Any other source documents that might be necessary to explain or justify the DA general order.

d. Numbering. DA general orders are numbered consecutively by calendar year, starting with "1." APD will assign the number and issue date prior to authentication.

e. Indexing and posting. When authenticated, APD will index and post the DA general order on the APD Web site (http://www.apd.army.mil).

4–37. Department of the Army posters

a. Proponent process. The proponent must prepare justification for the DA poster and an appropriate prescribing directive. The directive must contain the purpose and the plan for issuing the posters. It must include the information regarding posters to be made available by DA and the policy for the issuance of posters by field agencies, to include:

(1) Limitations on command levels authorized to originate local posters in support of the program.

(2) Provisions for adequate review by field commanders for essentiality, effectiveness, and propriety of posters.

b. Publishing process.

(1) All DA posters scheduled for Armywide distribution by any DA agency must be reviewed by the Office of the Chief, Public Affairs (OCPA). DA posters must be submitted to HQDA (SAPA–CI), 1510 Army Pentagon, Washington, DC 20310–1510.

(2) Each DA poster must be submitted with artwork roughed in and text included. OCPA must review the proposed poster for propriety, impact on Soldiers and the public, and effectiveness, but it will not judge the authenticity of the presentation. After review, OCPA will approve or reject the rough art and return it to the preparing agency. If OCPA approves the art, the preparing agency may then prepare the art in final form. If OCPA rejects the original art and the originating agency still desires a poster of similar type or theme, the revised poster in rough art will be submitted again to OCPA for approval before it is processed as finished art.

(3) Upon completion of the final artwork, the poster, together with DA Form 260, will be resubmitted to OCPA for final approval. If OCPA approves the art, the proponent will forward the poster and DA Form 260 to the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527 (usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil), for printing and distribution.

(4) APD will issue an authentication block and index the poster as an official DA administrative publication.

Chapter 5
Doctrinal and Training Publications

Section I
Doctrinal, Training, Training Support, and Organizational Publications and Products

5–1. Media
Armywide doctrinal and training products standardize training and the conduct of operations in the Army. They are DA numbered, authenticated, and indexed. DA-authenticated doctrinal and training publications, graphic training aids (GTAs), and professional bulletins (PBs) are defined below.

5–2. Army doctrinal publications
Army doctrinal publications (either printed or EM) contain Army doctrine. Army doctrine consists of fundamental principles, tactics, techniques, procedures, and terms and symbols. Army doctrine is published in Army doctrine publications (ADPs), Army doctrine reference publications (ADRPs), field manuals (FMs), and Army techniques publications (ATPs), all of which are DA-authenticated.

5–3. Training publications
Army training publications describe tactics, techniques, and procedures used by Army forces to train and to implement the fundamental principles of doctrine. These publications provide unit or individual training information. They also implement ratified international standardization agreements. The general categories of publishing media are Soldier training publications (STPs) and training circulars (TCs), both of which are DA-authenticated. (See the glossary for details on STPs and TCs.) Training publications describe the following:
   a. Individual military occupational specialty (MOS) and common tasks.
   b. Collective and individual tasks, conditions, and standards.
   c. Relationships between collective and individual tasks, including training exercises.
   d. Recommended sustainment training frequencies.
   e. Unit or individual Soldier training information that does not fit standard requirements.

5–4. Graphic training aids
GTAs are training support products that enable trainers to conduct or sustain essential military training in lieu of using extensive printed material or an expensive piece of equipment to conduct training. GTAs are not DA-authenticated. GTAs must be based on approved doctrine. Proponents are authorized to duplicate material from DA-authenticated publications when purpose, format, and specifications are appropriate. GTAs are not available through AHS, Media Distribution Division (MDD).
   a. In all cases possible, GTAs are produced in electronic format for Web distribution. When required, they may also be produced in the following media:
   (1) Charts (sized 8½ by 11 inches (216 by 279 millimeters (mm)), 21 by 29 inches (534 by 737 mm), or 26 by 36 inches (660 by 914 mm)).
   (2) Recognition cards.
   (3) Cards, pamphlets, and booklets (pocket-sized).
   b. Numbering and obtaining copies.
   (1) *Numbering.* GTAs must be numbered according to paragraph 8–15.
   (2) *Obtaining copies.* GTAs may be obtained from local training support centers in accordance with AR 350–38 or downloaded directly from http://www.train.army.mil/.

5–5. Professional bulletins
   a. The content of a PB must directly support the preparing command's specified mission and area of proponency, as established in AR 5–22 or other authoritative source. Photographs and other illustrations may be used when they make a significant contribution to understanding the information being presented. Abstract designs are not authorized. Typical PB material includes, but is not limited to, the following:
   (1) Technological developments.
   (2) Strategy, tactics, techniques, and procedures.
   (3) "How-to" pieces.
   (4) Practical exercises.
   (5) Training methods.

(6) Historical perspectives.

(7) Monographs and summaries of research papers.

(8) Views and opinions.

(9) Letters to the editor when the letters' contents relate to the subject area of the preparing command.

(10) Short biographies of authors to demonstrate professional credentials.

(11) Short bulletin-type items summarizing official Army actions that directly relate to the specified mission or area of proponency of the preparing command. Normally, no more than four pages per issue would be devoted to bulletin-type items.

b. Items that do not meet the content standards for PBs are:

(1) General personnel information not specifically related to the preparing command's area of proponency. This information is usually available through command information and official channels.

(2) Routine personnel items, such as listing graduates of courses, promotions, and awards. (Nonroutine personnel items can be included in the bulletin section.)

(3) General military-related news articles.

(4) Letters to the editor commenting on the quality of the bulletin or other matters that do not contribute to the mission of the preparing agency.

(5) "Personality-type" articles, except for those that have historical significance.

(6) Articles, photographs, or other materials that promote self-aggrandizement of an Army or non-Army individual, group, or institution.

(7) References giving the misconception that PBs are periodicals. Do not use terms in the publication title or in general usage that imply the PB is a "magazine" or "periodical." PBs can be considered "periodicals" for postal, non-Army indexing and other purposes if they meet the qualifications for "periodicals" as operative for those purposes.

c. Authority to prepare a PB is limited to agencies and commands that have a specified mission of providing information, training, and professional development to personnel within a specific functional area. (See chap 8 for numbering.)

d. Proponents of PBs must—

(1) Fund, prepare, and monitor the production of their PBs.

(2) Comply with AR 25–30, this pamphlet, and the terms of approval for their PBs.

(3) Maintain records of editorial, publishing, administrative, distribution, and other costs, and prepare reports as required.

(4) Maintain current distribution lists.

(5) Maintain liaison with the installation's official mail control officer and the local postmaster regarding postal requirements, changes in postal regulations, mailing cost data, and other postal matters.

(6) Coordinate with the designated functional manager regarding publishing and establishing term contracts; maintain liaison with DLA Document Services.

(7) Establish liaison with the local training aids support office to obtain graphics support.

e. Publishing specifications for all PBs:

(1) *Cover paper stock.* Self-cover is the standard unless a separate cover is justified and authorized. If a separate cover is used, the reference stock is white litho coated cover, no heavier than Sub 60 (weight basis 20 inches x 26 inches (508mm by 660mm) 50 sheets).

(2) *Unauthorized techniques.* Use of duotones, full page reversals, and full page screening.

(3) *Required items on cover.*

(a) Identification of "Headquarters, Department of the Army."

(b) PB number.

(c) Distribution restriction statement (see AR 380–5 and DODI 5230.24).

(d) Date of publication (month and year).

(4) *Required items on or before the contents page.*

(a) Authentication.

(b) Identification of "Headquarters, Department of the Army."

(c) PB number.

(d) Date of the publication (month and year).

(e) Titles and names of commander/commandant of the preparing command, executive or managing editor, feature editor, photo editor, art editor, or their equivalents. For PBs that are sponsored by more than one command, the titles and names of each sponsoring commander/commandant is authorized. Other officials, except for those required for authentication and bona fide editorial advisory board members, must not be identified by individual title or name.

(f) A disclaimer stating that the information presented in the PB does not necessarily reflect the official Army position and that it does not change or supersede information presented in other official Army publications. This statement can be included in the masthead. Exact wording can vary.

(g) The names and titles of members of a bona fide editorial advisory board may be listed. To be listed in the PB, the members must be authoritative experts in the PB's discipline or area of proponency and must actually participate in evaluating whether proposed articles and other information to be included in the PB are relevant, current, and contribute to the training and professional development missions of the preparing command. Editorial boards and editorial board members that are honorary must not be listed in the PB.

f. Requests for exception to PB standards (to meet special requirements) must be justified. This justification must be based on the unique needs of the publication or the target audience. Requests must be sent through the ACOM to the Director, Army Publishing Directorate, 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

(1) *Previously established professional bulletins.* Proponents of PBs must follow guidelines in paragraphs 5–5*d*, 5–7*b*, and any additional guidelines and specifications provided by APD regarding PBs.

(2) *Proposed new professional bulletins.* Proponents of proposed new PBs must—

(a) Determine the need for a PB by examining the target audience's information requirements.

(b) Send a memorandum with justification requesting to establish a new PB series for its area of proponency through the ACOM to the Director, Army Publishing Directorate, 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

g. PBs are not available through AHS, MDD.

Section II
Doctrinal and Training Publication Procedures

5–6. Preparing publications—proponents and preparing agencies
TRADOC, U.S. Army Materiel Command (AMC), The Surgeon General (TSG), The Judge Advocate General, U.S. Army Space and Missile Defense Command, U.S. Army Corps of Engineers, U.S. Army Public Affairs Center, U.S. Army Center of Military History (CMH), and U.S. Army John F. Kennedy Special Warfare Center and School are the proponents of doctrinal and training publications. They manage their publications under the staff supervision of HQDA principal officials and according to publication policy and guidance prescribed by AR 25–30 and this pamphlet. The publisher of PBs, official DA-authenticated publications, is HQDA. PBs are prepared or sponsored by the proponent. Preparing agencies initiate, prepare, approve, and identify for removal the doctrinal and training publications sponsored by doctrinal and training publications proponents. The proponents and/or preparing agencies are as follows:

a. U.S. Army Training and Doctrine Command.

(1) Headquarters, TRADOC.

(2) TRADOC major subordinate centers and commands (MSCs).

(3) U.S. Army Training Support Center (ATSC) staff elements.

(4) TRADOC Centers of Excellence.

(5) TRADOC schools.

b. U.S. Army Medical Department Center and School (under direction of TSG).

c. U.S. Army Judge Advocate General School (under direction of OTJAG).

d. Army Public Affairs Center (under direction of the Chief, Public Affairs, Office of the SECARMY).

e. U.S. Army John F. Kennedy Special Warfare Center and School.

f. U.S. Army Space and Missile Defense Command.

g. U.S. Army Center of Military History.

h. U.S. Army Materiel Command.

(1) Logistics Support Activity (LOGSA).

(2) U.S. Army Military Surface Deployment and Distribution Command Transportation Engineering Agency (SDDCTEA) for transportability engineering guidance and publications in accordance with AR 70–47 and DODI 4540. 07.

(3) AMC Packaging, Storage, and Containerization Center.

(4) Selected AMC subordinate commands.

5–7. Development, preparation, and distribution
Proponents and preparing agencies (see para 5–6) must follow the policy, procedures, and standards prescribed in AR 25–30 and this pamphlet when preparing and producing DA-authenticated doctrinal and training publications.

a. Proponents and preparing agencies provide editorial and formatting resource services for their publications.

b. APD ensures the publication conforms to existing standards and format and provides the proponent professional advice concerning the publishing requirement. This service is available to all proponents of doctrinal and training publications (see para 5–6).

c. In addition, these publications must be—

(1) Prepared without repeating the purpose or content of other authorized publications.

(2) Written to support all Active Army, ARNG, ARNGUS, and USAR components. If any component is excluded, the publication must state why.

(3) Numbered according to prescribed numbering format (see paras 8–14 through 8–23).

(4) Indexed in DA Pam 25–30 and made available through an official Army Web site and normal publications supply channels.

(5) Distributed initially only to components to which they apply. However, they must be available to other components to meet doctrinal or training requirements.

(6) Designated for rescission by the preparing agency through command channels when they no longer apply to the Army.

5–8. Publications cost data

a. Cost data. To facilitate publication management control, proponents must develop and maintain cost data on doctrinal and training publications for the mutual use of HQDA and the proponent. TRADOC ATSC must maintain the data in a format best suited to its management practices and functional responsibilities, to include those of the preparing agencies.

b. Records. The preparing command must maintain records and documentation for publishing PBs as is required for other official DA-authenticated publications. The preparing command is responsible for ensuring that a complete record set is retired annually to the Washington National Records Center in accordance with AR 25–400–2.

5–9. Coordinating drafts and memorandums of transmittal

Preparing agencies should coordinate new and revised publications as initial and final drafts. All coordination must be accomplished by electronic means. Requirements for these drafts and their memorandums of transmittal are as follows:

a. Initial and final drafts. The draft should be clearly marked as such and contain the following statement: "This draft is for review purposes only and does not reflect DA final approval. Comments and recommendations must be provided to this agency no later than [enter date according to paragraph 5–9*b*(3)]." At a minimum, the initial and final drafts should be staffed with affected organizations and agencies.

b. Memorandum of transmittal. Preparing agencies should use a memorandum of transmittal to send drafts to required and other selected agencies. The memorandum of transmittal should contain at least—

(1) The scope and purpose of the new and revised publication.

(2) A request that the selected users of the proposed publication state whether the publication meets their operational or training needs.

(3) The date that comments are due back to the preparing agency.

(4) The project officer's name, email, and Defense Switched Network (DSN) telephone number and extension.

(5) A request for reviewers to weigh their comments according to the criteria stated in the supporting memorandum, which is in accordance with Headquarters, TRADOC doctrine and training policies.

5–10. Coordinating review comments

a. Review comments must be evaluated and incorporated into the final manuscript. Additional evaluation, as determined by TRADOC, is required for any publication that prospective users consider unusable or insufficient to meet their operational or training needs.

b. Contentious issues that remain unresolved between the preparing agency and the reviewer and that are, therefore, not included in the final manuscript must be consolidated with reasons for not including and forwarded for resolution at the next higher agency, command, or installation level. This consolidation of nonconcurrences (coordination annex or comment matrix) and next higher headquarters final decision must be provided to each reviewing agency.

5–11. Approval

a. Preparing agencies must electronically forward the final manuscript to the designated approving authority with a memorandum of transmittal and the coordination annex or adjudicated comment matrix. They do this when authority for final approval has not been delegated or when unresolved issues remain.

b. Any form prescribed by a DA-authenticated doctrinal or training publication is subject to the approval requirements in chapter 12.

c. The Commander, ATSC has approval authority for GTAs. GTAs must be forwarded to ATSC by preparing agencies for review and approval.

d. The preparing agency commandant/commander has approval authority for PBs.

5–12. Requests for publishing

a. Requests to publish DA-authenticated doctrinal, training, and organizational publications and products must be submitted through the designated PCO to the Director, Army Publishing Directorate (AAHS–PAT), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, using the designated electronic file acceptance/collaboration system and/or the email address usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil, according to the instructions in

paragraph 4–3. Doctrine and training organizations will submit final formatted electronic files of publications for print and Web hosting along with the DA Form 260–1. APD will review for compliance with Army publishing policies and procedures and will process accordingly. Noncompliant submissions will be returned to the proponent for corrective action through the TRADOC PCO. APD submission criteria includes:

(1) *DA Form 260–1.*

(a) The supersession statement on the DA Form 260 matches the publication title page.

(b) If the publication is new, a revision, a change, or a special conversion, and so on, it is indicated correctly as such on the DA Form 260–1.

(c) The publication's distribution restriction statement on the DA Form 260–1 matches the publication front cover and title pages.

(d) Final word processing and PDF files are included.

(e) If publication is to be printed, all the necessary fields in the printing specifications section are filled out.

(f) An approved waiver is obtained from the APD Director (and attached with the forwarded file) for any information/action included in the publication that may require an exception to policy.

Note. Any copyrighted, trademarked, and other such material in the publication requires a copyright release document.

(2) *Forms.*

(a) Cited forms are current editions/versions.

(b) All forms cited within the body of the publication are listed in the reference section.

(c) All forms listed in the reference section are cited within the body of the publication.

(d) All forms cited and listed within the body and the reference section are easily accessible.

(e) Titles of the forms in the text are included with their respective form number the first time they are used. The form number precedes the spelled out title in this first use.

(f) The illustrated form is created from the one received from APD.

(g) Blank examples of forms are removed or filled in with "dummy data," with the word "sample" stamped across it.

(3) *Graphics, figures, and tables.* (See paras 3–25 through 3–29.)

(a) The forwarded cover has space for bleed (.135" at the top, bottom, and on the right).

(b) If the publication is to be printed in any other size than 8½ x 11 inches, all the pages contain crop marks.

(c) Figures are in a recommended file type suitable for high-resolution printing of images commonly used for photographs.

(d) All graphics (figures and tables) are introduced in the text before the figure.

(e) All figures are inserted into the publication (to avoid "black" printouts for all PDFs).

(f) The figures and tables are viewable.

(g) The figures and tables are centered horizontally on the page.

(h) The figures and tables are numbered consecutively.

(i) All the figures have captions (below the illustration). All the tables have titles (above the data).

(j) All captions (figures and tables) appear in the table of contents.

(k) All continual (multiple page) figures have captions on each page. Continual tables have titles (and column headings) on each page.

(4) *Front matter.*

(a) The cover does not contain logos or insignias. Logos and insignias are removed or replaced with graphics. The cover also contains the publication date (at least month and year).

(b) The distribution restriction statement and destruction notice (if applicable) on the cover match those on the title page and those in AR 380–5 and DODI 5230.24.

(c) If the publication being written supersedes another publication, the supersession information is included and correct.

(d) All entries in the tables of content match their respective headings, titles, sections, page numbers, and so on.

(e) The preface contains a proponent statement and an applicability statement as the last two paragraphs.

(f) The preface contains no personal information, such as "name" and "email address."

(g) If listing a telephone or fax number, it meets criteria in paragraph 3–6.

(h) An introduction is included, if applicable.

(i) The introduction summarizes the changes, if applicable.

(5) *Body.*

(a) The pages of the publication are in "mirror margin" format.

(b) Each division, section, chapter, heading, subheading, and subparagraph has at least two parts.

(c) Headers for entire publication are correct (chapter number on left for even pages and chapter title on right for odd pages).

(d) Footers for entire publication are correct (publication date, publication number, page number).

(e) The header and footer margins are consistent.

(f) The paragraphs are numbered consecutively.

(g) The sections are lettered consecutively.

(h) ABCAs are used in accordance with paragraph 3–5.

(6) *Rear matter.*

(a) If the publication contains an appendix, the headers are labeled correctly.

(b) The glossary contains only one definition for each acronym or brevity code.

(c) The glossary contains only terms used in the publication.

(d) All references cited in the body are included in the reference section. References cited only in the glossary are included in the reference section.

(e) All sources in the reference section have complete bibliographic information or URL accompanying them.

(f) All URLs in the reference section are active.

(g) Classified publications are cited as references in accordance with AR 25–30.

(h) Publication has an index.

(i) Publication contains authentication page placeholder.

(j) Publication contains a back cover (publication identification number (PIN) page) placeholder.

b. Requests to publish PBs must be prepared on DA Form 260–1 by preparing commands. The DA Form 260–1 must be submitted to the designated PCO or functional manager, who must approve it and forward it through the ACOM commander to the Director, Army Publishing Directorate (AAHS–PAT), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, using the designated electronic file acceptance/collaboration system and/or the email address usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil. APD will issue an authentication block, provide distribution services, and index the PB issue as an official DA-authenticated publication.

(1) Proponents of new PBs must follow the instructions in paragraphs 5–5 and 5–7 prior to preparing DA Form 260–1 for an inaugural issue.

(2) Once the new PB is approved, send the DA Form 260–1 through the designated PCO to the Director, Army Publishing Directorate (AAHS–PAT), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, using the designated electronic file acceptance/collaboration system and/or the email address usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil. This request must include a sample comprehensive proof with the inaugural issue only.

c. Requests to publish GTAs must be forwarded from ATSC on DA Form 260–1, with camera-ready mechanicals and distribution list, to the Director, Army Publishing Directorate (AAHS–PAT), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, using the designated electronic file acceptance/collaboration system and/or the email address usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil.

5–13. Authentication

a. Publications published under a decentralized publishing program. The authentication for publications published under a decentralized publishing program will consist of the line "By Order of the Secretary of the Army:" with the CSA's signature block underneath. These publications will also have the signature and signature block of the AASA (with the control number).

(1) APD will issue a numbered authentication block (camera-ready copy) for each DA Form 260–1 submitted for new, revised, or changed publications.

(2) Issuance of an advance authentication block and control number for publications published under the decentralized publishing program is not approval to print or publish an item. Final approval to publish will be forwarded to the proponent in the form of a memorandum or email after review of the publication and the DA Form 260–1.

(3) All DA publishing media must be DA-authenticated.

b. Compact disc-read only memory/digital versatile disc publications.

(1) CD–ROMs/DVDs containing only DA-authenticated publications must be authenticated as described in paragraph 5–14*a*. Authenticated DA-authenticated CD–ROMs/DVDs contain only DA-level publications. APD will provide authentication signature blocks, with control numbers. The uniquely numbered authentication signature blocks are to be inserted at the end of DA-authenticated publications contained on a CD–ROM/DVD. The CD–ROM/DVD, which is given an EM number, will also have its own authentication block. The authentication assigned to the EM will appear as part of the CD–ROM/DVD content (in the file), in a place where it can be readily seen. Additionally, it will appear again on either the face of the CD–ROM/DVD (disc one of multiset CD–ROMs/DVDs) when space allows or on the disc container (jewel box or mailer).

(2) The commander or agency head or his or her designated representative will authenticate agency and command CD–ROM/DVD publications. Use imaging software (graphics capabilities) to scan in the authentication as part of each publication. If the software does not allow scanning, the authentication must appear as part of the text of each publication, and the authentication will be placed on the jewel box insert.

(3) Customized CD–ROMs/DVDs, which contain legacy publications (for example, those that have already been authenticated) for the purpose of making distribution of a selected group of publications do not require authentication.

(4) See appendix B for more information on CD–ROM/DVD products.

5–14. Agency, command, or installation doctrinal and training publications

Agency, command, or installation publications that contain doctrinal and training literature are published primarily for support of course instructions. This supplementary literature is commonly referred to as instructional materials and consists of instructor guides, student handbooks, lesson books, examinations and solutions, and similar materials.

5–15. Distribution restriction statements and export control notices

a. Distribution restriction statements. All new and revised doctrinal and training publications must contain statements specifying their availability for release and dissemination in accordance with AR 380–5 and DODI 5230.24. Proponents must put these statements and notices on both the cover and the title page of the publication. These statements must also be identified in either Part I, item 7, or the continuation/remarks block of the DA Form 260–1.

(1) Proponents must not use the same statement for all of their publications unless the analysis conducted determines so. Care must be exercised in examining each statement and thereby determining the appropriate statement for the publication's content.

(2) Distribution restriction statements and warning and destruction notices do not apply to publications—

(a) Categorized as cryptographic and communications security (COMSEC), communications and electronic intelligence, and other categories designated by the Director, National Security Agency (NSA), or Chief, Central Security Service.

(b) That contain restricted data and formerly restricted data, as defined in the Atomic Energy Act of 1954 (42 USC 2011 et seq), as amended.

(3) Distribution restrictions must remain in effect until changed or removed by the proponent. Each proponent must establish and maintain a procedure to review publications to increase their availability when conditions permit and notify APD of change.

b. Export-control notices. All technical publications that contain export-controlled data generated by Army organizations and their contractors, regardless of its medium, physical form, or characteristics, must be marked with an export-control notice and a distribution restriction statement. Technical data with limited distribution through alternate methods are exempt from these marking provisions.

(1) Technical data subject to export controls must be marked accordingly. Selection of these markings must be accomplished before selecting a distribution restriction statement.

(2) The export control notice reads as follows: "WARNING–This document contains technical data whose export is restricted by the Arms Export Control Act (22 USC 2751 *et seq.*) or the Export Administration Act of 1979, as amended (50 USC Appendix Sec. 2401 *et seq.*). Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DOD Directive 5230.25." In addition to the distribution restriction statements in AR 380–5 and DODI 5230.24, this notice must appear on publications determined to contain export-controlled technical data. The notice applies to technical data relating to the development, engineering, production, or manufacture of any arms, ammunition, or implements of war that are on the U.S. Munitions List. (See AR 70–31 for additional guidance.)

5–16. Destruction notices

Publications with restricted distribution statements (see AR 380–5 and DODI 5230.24) must also be marked with one of the following destruction notices:

a. For classified publications, use "DESTRUCTION NOTICE—Follow the procedures in AR 380–5 and DODI 5230.24."

b. For unclassified publications, use "DESTRUCTION NOTICE—Destroy by any method that will prevent disclosure of contents or reconstruction of the document."

5–17. Looseleaf changes

Changes to a looseleaf publication usually provide revised and new pages for insertion in the basic publication. Each change with pages for insertion has a change instruction sheet for making the change. The new pages to be inserted and the old pages to be removed are identified normally by a "remove and insert" table or by a list of effective pages, which is used in some publications.

a. First read the change instruction sheet. Then check the actual pages furnished against the list of pages to be inserted, as shown in the "remove and insert" table or the list of effective pages. Make sure they agree and that all pages are present. If any pages are missing, order a new copy of the change through your publication supply channels before posting.

b. Using the "remove and insert" table or the list of effective pages, remove the pages being replaced and destroy them. (If the publication is classified, the pages must be destroyed in accordance with AR 380–5 and DODM 5200.01.)

Insert the new pages in proper numerical order. Sometimes pages are not numbered in the usual sequence because the new material does not fit on the old page and must be continued on a new one. These additional pages bear the preceding even page number plus a decimal or capital letter (for example, 3–2.1, 3–2.2 or 3–2A, 3–2B). They are filed in sequence following page 3–2 and preceding page 3–3. In addition, the change may direct that pages be removed without any replacements. In such cases, write at the bottom of the page preceding the ones removed "next page is (insert page number)," if this has not already been done by the change.

c. The change instruction sheet also may direct that minor changes be made on pages that are not replaced. If space in the basic document permits, make the change directly in the text on the page being changed. Also, write the change authority (for example, "C1") in the outer margin opposite the revised portion. If space is insufficient to enter the new material, insert a caret (^) where the material should appear, and write an explanation in the outer margin, such as "Word(s) added," "Sentence(s) added," or "See C1."

d. Be sure to note whether the change instruction sheet contains a supersession notice at the bottom of the page. If it does, remove the superseded publication from the files and destroy it.

e. After verifying that all posting has been completed, write "Posted" at the top of the change instruction sheet, the date, and your initials. File the sheet in the front of the publication.

Chapter 6
Technical and Equipment Publications

Section I
Role of the Equipment Publications Control Officer

6–1. Equipment publications control officer
The EPCO assigned in accordance with AR 25–30 will be knowledgeable in publications and printing operations, techniques, and policies. The EPCO will manage the assigned command/activity Equipment Publications Program and act as a liaison among installation customers, product/program/project managers, AMC LOGSA, and APD. EPCOs provide oversight management of the Equipment Publications Program for the command or activity to which they are assigned. The EPCO is responsible for providing guidance and clarification necessary to carry out the provisions of and compliance with the Armywide Publishing and Printing Program.

6–2. General duties
The EPCO—

a. Provides the Director, APD and AMC LOGSA the names of the individuals designated as the EPCO and alternate EPCO, and notifies APD and AMC LOGSA when changes are made.

b. Serves as command liaison to AMC LOGSA, APD, GPO, print contractors, DLA Document Services, and AHS, MDD.

c. Enforces compliance with Departmental polices, DA-authenticated regulations, and instructions governing publications and forms management, printing, and related activities.

d. Enforces compliance with military specifications and standards governing preparation of technical and equipment publications.

e. Maintains a database of all publications for which the agency, command, or activity is the proponent.

f. Advises APD and AMC LOGSA of any mission requirements or operational changes that will affect publications support to commands, agencies, or activities.

g. Conducts periodic reviews of their publications control program to ensure compliance with established policy and procedures.

h. Administers a program to manage DA Forms 2028 and proposals that are provided by users of the proponent's publications. Ensures that the submittals are forwarded to the SMEs and maintain a database to track efforts, such as outstanding DA Forms 2028.

i. Manages equipment publications data (for example, change/revision history, special distribution, and source data).

j. Develops a command program to interpret and disseminate publications policy and guidance to the writer community. As necessary, disseminates to the writer community all changes in ARs, military specifications, standards, policies, and so on.

k. Reviews, as requested, draft revisions and changes to ARs and pamphlets, military specifications and standards when tasked by AMC LOGSA and/or APD and provides responses within time specified.

l. Manages the Freedom of Information Act program as it pertains to equipment publications.

m. Manages the foreign military sales (FMS) program as it pertains to equipment publications.

n. Sets the command publications print budget and prioritizes print jobs.

o. Attends and participates in meetings and conferences called by members of the AMC Equipment Publications Council and other agencies.

p. Develops and maintains a publications training program.

q. Advises and assists technical writers, editors, equipment specialists, logisticians, and others in all equipment publications matters, to include desktop publishing and interactive electronic technical manual (IETM) display software.

r. Administers the agency or command publications and distribution system. The EPCO will ensure that all command publications are command-authenticated.

s. Rescinds publications and forms when no longer needed.

t. Transfers proponency of publications, as needed, to support AR 700–127.

6–3. Publications development duties
EPCO—

a. Reviews and submits to AMC LOGSA user representative, as warranted, approved waiver requests to requirements set forth in military standards and specifications, ARs, and so on, for review and appropriate approvals.

b. Reviews and forwards publications scheduling actions to AMC LOGSA for approval.

c. Reviews and forwards statements of work and verification plans for IETMs to AMC LOGSA for review.

d. Requests advanced authentication numbers and publication identification numbers (PINs) from APD. Requests publication block numbers from AMC LOGSA.

e. Assigns publication numbers.

f. Reviews and edits final draft equipment publications for compliance with appropriate specifications and standards and publications policy. The AMC LOGSA submission criteria at https://www.logsa.army.mil/mil40051/tmsspecs.cfm provides guidance for reviewing draft technical publications packages.

g. Ensures coordination is complete, as required, with other life cycle management commands, users, U.S. Army Combined Arms Support Command, TRADOC, command safety office, and so on, before submitting publications for authentication, printing, and posting on the AMC LOGSA Web site.

h. Ensures appropriate review and approvals have been performed by the safety office and environmental office, that a technical accuracy concurrence by proponent equipment specialist or maintenance engineer is obtained, and that a technical publications representative has concurred, certifying that a Government verification has taken place and the content of the publication is technically accurate.

i. Ensures that appropriate copyright releases have been obtained and submitted, if applicable; that they agree with the distribution restriction designation; and that they are in compliance with AR 25–30.

j. Prepares, reviews, and submits complete publication packages (for example, DA Form 260–1, running sheets, mailer and/or disc label, final reproducible copy (FRC), and so on) through AMC LOGSA for approval and to the Director, APD (AAHS–PA) for authentication, printing, and indexing. For page-based manuals, the EPCO will upload complete package to APD via secure electronic system (for example, the KCC or an alternate secure document submission application). For IETMs, the EPCO will upload mailer and/or disc label and DA Form 260–1 to APD via secure electronic system. The EPCO will provide two complete sets of IETM discs to AMC LOGSA.

k. Ensures operator manuals accompany the equipment when it is issued to the end user and are listed in the basic issue items (BII) list.

l. Ensures all technical and equipment publications (new, revised, and changed) have been validated and verified against the related system. For contractor-developed manuals, ensures the contract defines roles for the contractor related to verification. Provides guidance to contractor related to verification. Ensures a verification plan is developed.

6–4. Printing action duties
EPCO—

a. Provides guidance to supported activities on managing publications accounts and preparing initial distribution requirements.

b. Provides guidance on the preparation of DA Form 12 or DA Form 12–99.

c. Ensures response to reprint requests from AHS, MDD is made within specified time. When a reprint action is initiated, the EPCO ensures that—

(1) Present editions are adequate and can be reprinted.

(2) Redundancies, conflicts, and required changes are identified.

(3) Obsolete publications are nominated for rescission.

(4) Revisions and/or changes are required before reprinting.

d. Processes DA Form 4790 (Certification for Distribution of Publication(s) in Support of Government Contract). Ensures that information on the form is accurate and contains appropriate signatures. Includes the DA Form 4790 with

the other supporting documents and information required for overpack requests before emailing the overpack request package to the Commander, AMC LOGSA for processing.

Section II
General Technical and Equipment Publications Procedures

6–5. Priorities for preparation
Technical and equipment publications will follow the priorities for preparation in AR 25–30.

6–6. Publications development
Technical and equipment publications will be developed in accordance with requirements in AR 25–30.

6–7. Commercial Off-the-Shelf manuals
Use of commercial off-the shelf manuals will be in accordance with AR 25–30.

Section III
Technical Publications Procedures

6–8. Technical manual development
a. TMs will be developed in accordance with requirements in AR 25–30.

b. During technical manual (TM) development, review the AMC LOGSA submission criteria provided at https://www.logsa.army.mil/mil40051/tmsspecs.cfm. This criteria ensures required procedures are followed and the publication complies with policy and specifications/standards. Proof of compliance with AMC LOGSA's submission criteria must be submitted as part of the publishing request package.

6–9. Coordination and review
a. Proponents must coordinate preliminary technical manuals (PTMs), including manufacturers' equipment publications (MEPs) and multi-Service equipment publications, with TRADOC and other interested agencies. Coordination must be handled as a continuous process; that is, it must begin when the publication requirements are prepared prior to the request for proposal or invitation for bid and must continue throughout the development of the publication. This process must ensure proper consideration of content and techniques that increase the publication's use for training, operation, and maintenance. Additional requirements for coordination are given below.

(1) *U.S. Army schools.* Coordinate with all appropriate U.S. Army schools and other interested agencies to determine a publication's initial distribution requirements for the first year of publication (if different from its current initial distribution requirements).

(2) *Contracting officers.* Coordinate with contracting officers for quantities needed at the time of publication and for estimated future overpack quantities if there are any contractor requirements. (Estimated future overpack quantities must be used for planning and stocking purposes only.)

b. Proponents must comply with the requirements in paragraph 6–9*a* and also ensure that MEPs are coordinated, as follows:

(1) Unauthenticated MEPs must be coordinated to determine if operational units can use the publications to install, operate, and maintain the applicable equipment.

(2) Authenticated MEPs must be coordinated with interested agencies at the time of the suitability test of the equipment and must be evaluated in accordance with MIL–PRF–32216 to determine whether they may be supplemented to be adequate for DA authentication.

c. Proponents must comply with the requirements in paragraph 6–9*a* for multi-Service equipment for which DA has been designated the life-cycle manager. For this category of equipment, they must also coordinate all equipment publications with the appropriate elements of the Departments of the Navy and Air Force and other Federal agencies. These publications include modification work orders (MWOs) and calibration procedures. The proponent must coordinate repair parts and special tools list (RPSTL) with the military Services and Federal agencies that jointly agree to accept the Army-prepared RPSTL.

d. Proponents must distribute PTMs and their illustrations for review before either the scheduled verification or the coordinated review of the PTM. This distribution must allow reviewing agencies the opportunity to examine the manuscript and illustrations prior to the scheduled verification or coordinated review. Reviewing agencies must provide comments at the scheduled verification or coordinated review unless the proponent has agreed to an alternate method of providing comments.

e. Proponents must allow reviewing agencies time according to the procedures in paragraph 4–2.

f. Proponents must maintain records of all comments and resolutions that reviewing agencies submit. All essential comments must be incorporated or the reviewing agencies must be informed of the disposition of their comments. Any

issue that cannot be resolved between the proponent and reviewing agencies must be submitted to the appropriate ACOM(s) for resolution.

6–10. Verification

a. Prior to DA authentication, manuals, including any portion provided as software (such as for troubleshooting), must be verified in accordance with AR 25–30. Verification must be performed with production configuration equipment.

b. Ensure the publication was verified for accuracy, adequacy, and usability and the verification publications concurrence sheet was signed by all required parties. The publications concurrence sheet will become part of the request for publication package.

6–11. Electronic technical manuals, interactive electronic technical manuals, and requests for publishing—general

a. Acquisition and use of electronic technical manuals (ETMs) and IETMs are the preferred methods of providing TM information to consumers. Operator and operator-level maintenance manuals may be provided in paper. Paper manuals may also be provided to the user when paper is required by law or statute or higher level regulation, when it is unlikely that digital readers will be available in the user's environment, or when the content of the manual is not conducive to electronic presentation, such as schematic diagrams (see AR 25–30).

b. MIL–STD–40051–1, MIL–STD–40051–2, or MIL–STD–3031 must be used in the preparation and delivery of ETMs and IETMs.

c. Government-owned, free runtime display software for IETMs must be used. A waiver from Commander, Logistics Support Activity (AMXLS–AP), Building 3307, Redstone Arsenal, AL 35898, must be obtained to use proprietary/licensed runtime display software or any software required to support free/Government-owned, runtime software for developmental, emerging, and fielded ETMs/IETMs.

d. IETMs provide functionality to the user beyond the capability of either paper-based products or ETMs. In no instance must an acquisition package state a specific class of manual is required (for example, that the contractor must deliver a class 4 IETM); rather, the acquisition package must tailor specific functionality requirements needed to support the weapon system or equipment using the functionality matrix provided in MIL–STD–40051–1 or MIL–STD–3031.

e. ETMs and IETMs will be electronically processed via secure electronic system with the Director, APD and the Commander, AMC LOGSA.

6–12. Requests to publish

a. Prior to submitting an FRC for indexing and distribution, the proponent must request an authentication block number (ABN), an initial distribution number (IDN), and a PIN from the Director, APD. The ABN, IDN, and PIN become part of the FRC, mailer, disc label, and/or DA Form 260–1.

b. The request for publications packages for equipment publications are as follows:

(1) The final submission package for paper manuals and PDF manuals will consist of the FRC, DA Form 260–1, technical publications concurrence memorandum, proof of compliance with AMC LOGSA's paper/PDF submission criteria, distribution requirements, and a running sheet. For information on the technical publications concurrence memorandum and specific paper/PDF submission criteria, see the AMC LOGSA Web site at https://www.logsa.army.mil/mil40051/tmsspecs.cfm. If applicable, distribution sheets, copyright release letters, and/or waiver approval documents will also be included in the request for publication package.

(2) The final submission package for IETMs and ETMs will consist of two copies of the IETM/ETM FRC, DA Form 260–1, technical publications concurrence memorandum, CD/DVD label and mailer artwork, distribution requirements, proof of compliance with AMC LOGSA's IETM/ETM submission criteria, and a list of publications included on the IETM/ETM. For more information on the technical publications concurrence memorandum and specific IETM/ETM submission criteria, see the AMC LOGSA Web site at https://www.logsa.army.mil/mil40051/tmsspecs.cfm. The package will also include any waiver approval documents and copyright release letters that apply to the package.

c. DA Forms 260–1 and distributing equipment publications must be submitted through AMC LOGSA to the Director, Army Publishing Directorate (AAHS–PAT), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, using the designated electronic file acceptance/collaboration system and/or the email address usarmy.pentagon.hqda-apd.mbx.tech-pubs@mail.mil. Copies of manuscripts handled under the decentralized publishing program must not be forwarded to APD but must be retained by the proponent. However, when a publication prescribes a form, two copies of the manuscript, together with the DD Form 67, must be sent to the Director, Army Publishing Directorate (AAHS–PAT), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527. A copy of the publication PDF must accompany DA Form 260–1 for all decentralized publishing. Proponents must include the following information on their DA Forms 260–1, when applicable:

(1) Item 5 of DA Form 260–1. Enter multi-Service (Army, Navy, Air Force, Marine Corps) publication numbers and

title. If the title is too long to fit in the box, enter the publication numbers in item 5 and place the title on the remarks page of the DA Form 260–1 provided for overflow information.

(2) Item 7 of DA Form 260–1. Enter the following statements:

(a) "Title is changed to read as shown above." (Enter this statement only if the title is changed; also enter the new title in item 5.)

(b) "The General Fund Enterprise Business System funds transfer number is (insert number)."

(c) "The fielding date is (insert date)."

(d) "The publication is dated (insert date)."

(e) "Upon completion of publishing, request camera-ready copy and artwork be sent to (insert address)."

(f) "This publication is (insert security classification)."

(g) "All national stock numbers have been verified as of (insert date last checked), in accordance with the policy and procedures in AR 708–1."

(h) "The preparation and procurement of the final draft equipment publication forwarded by this form for publishing was scheduled on (insert form number and schedule number), (insert line number), and submitted to Commander, AMC Logistics Support Activity on (insert form number and date sent)."

(i) "Running sheet is attached."

(j) "Technical publications concurrence memorandum is attached."

(k) "Proof of compliance with AMC LOGSA's submission criteria is attached."

(3) Item 7 of DA Form 260–1. Enter the following information:

(a) Color and number of overlays per page.

(b) Trim size, looseleaf or bound, and desired drilling.

(c) Page count. Include text pages (camera-ready and negatives), blanks (blank text pages and blank covers), and covers (state which covers will print). List all figures separately. Indicate whether camera-copy or negative figures include any color overlays and foldouts. Indicate number of linecut illustrations and number of tabular pages (manuscript only). Indicate total pages to be provided to the printer and estimated number of printed pages (not including foldouts). (This figure must be divisible by four.)

(d) Total number of foldouts. Foldouts should be listed on a separate sheet of paper giving the printing units (including 8½-inch (216mm) apron) and image area for each foldout. Printing specialists need this information.

6–13. Authentication

a. Publications published under a decentralized publishing program. The authentication for publications published under a decentralized publishing program will consist of the line "By Order of the Secretary of the Army:" with the CSA's signature block underneath. These publications will also have the signature and signature block of the AASA (with the control number).

(1) APD will issue a numbered authentication block (camera-ready copy) for each DA Form 260–1 submitted for new, revised, or changed publications.

(2) Issuance of an advance authentication block and control number for publications published under the decentralized publishing program is not approval to print or publish an item. Final approval to publish will be forwarded to the proponent in the form of a memorandum or email after review of the publication and the DA Form 260–1.

(3) All DA publishing media must be DA-authenticated.

b. Compact disc-read only memory/digital versatile disc publications.

(1) CD–ROMs/ DVDs containing only DA-authenticated publications must be authenticated as described in paragraph 6–13a. Authenticated DA-authenticated CD–ROMs/DVDs contain only DA-level publications. APD will provide authentication signature blocks, with control numbers. The uniquely numbered authentication signature blocks are to be inserted at the end of DA-authenticated publications contained on a CD–ROM/DVD. The CD–ROM/DVD, which is given an EM number, will also have its own authentication block. The authentication assigned to the EM will appear as part of the CD–ROM/DVD content (in the file), in a place where it can be readily seen. Additionally, it will appear again on either the face of the CD–ROM/DVD (disc one of multiset CD–ROMs/DVDs) when space allows or on the disc container (jewel box or mailer).

(2) The commander or agency head or his or her designated representative will authenticate agency and command CD–ROM/DVD publications. Use imaging software (graphics capabilities) to scan in the authentication as part of each publication. If the software does not allow scanning, the authentication must appear as part of the text of each publication, and the authentication will be placed on the jewel box insert.

(3) Customized CD–ROMs/DVDs, which contain legacy publications (for example, those that have already been authenticated) for the purpose of making distribution of a selected group of publications do not require authentication.

(4) See appendix B for more information on CD–ROM/DVD products.

6–14. Communications security technical manuals guidance regarding National Security Agency and Army communications security technical manuals

a. Army COMSEC equipment consists of items identified as telecommunications security (TSEC) and controlled cryptographic items (CCI). Research, development, and production of COMSEC equipment is normally done by NSA. Certain programs may be delegated to DA. NSA regulations and specifications prevail over all COMSEC equipment programs.

b. NSA maintenance publications required to support COMSEC equipment must be prepared by, or for, NSA following NSA regulations and specifications. Army COMSEC TMs must be prepared to implement support as required by AR 750–1 and to amplify NSA literature. If a conflict exists between NSA and DA regulations concerning preparation, accounting, distribution, or protection of COMSEC publications, the more stringent requirement must prevail.

c. NSA and Army COMSEC TMs must not be packaged with the equipment at the time of issue.

d. NSA COMSEC TMs usually are assigned a security classification. At a minimum, they are protectively marked with the designation, "FOUO." Army COMSEC TMs, at a minimum, must be protectively marked with the designation, "FOUO," unless a formal determination on the draft Army TM is made in writing by the National Security Agency, Director of Information Security/Classification Advisory Officer, 9800 Savage Road, Fort Meade, MD 20755–6000. The determination letter must be kept on file with the official file on the Army TM for the life of the TM.

e. Army COMSEC TMs must be requisitioned according to chapter 11. NSA COMSEC TMs must be requisitioned according to paragraph 6–14.

6–15. Categories of National Security Agency communications security technical manuals

NSA produces a variety of COMSEC TMs. The following are the most common categories:

a. Operator manuals, designated as KAOs, were produced for most TSEC and CCI equipment. (KAO is not an acronym, but an NSA-unique designator.) These are assigned an NSA accounting legend code (ALC) and are accounted for within the Communications Security Material Control System (CMCS). KAOs are being phased out because they duplicate information contained in other NSA TMs. KAOs must not be requisitioned within the Army.

b. Limited maintenance manuals (LMMs) are produced by NSA for high-density and newly fielded CCI equipment. They cover the NSA maintenance category of limited maintenance, which is generally equal to the Army maintainer level of maintenance. LMMs are not assigned an ALC and are not accounted for within the CMCS. LMMs are stocked within the Army publications systems and must be requisitioned according to chapter 11.

c. Maintenance manuals designated as cryptographic operational maintenance manuals (KAMs) are produced by NSA for COMSEC equipment. A variety of KAM types covers different NSA maintenance levels and depths of information. These are all assigned an ALC and are accounted for within the CMCS. KAMs are requisitioned from the Director, U.S. Army Communications Security Logistics Activity (SELCL–KP), Fort Huachuca, AZ 85613–7090.

6–16. Equipment technical manuals on military materiel

Equipment TMs pertain to the operation, maintenance, and repair parts support for Army materiel. They also pertain to materiel that is procured by the Army and supplied to or used by logistics customers. AMC (in coordination with TRADOC, Office of TSG, Office of the Chief of Engineers, and U.S. Army Intelligence and Security Command) must develop specifications, standards, handbooks, and related amendments/changes. Equipment TMs on military materiel must include only information that is needed to perform the operation properly, maintenance, and repair parts support functions for the particular maintenance level. Equipment TMs may be supplemented by technical bulletins (TBs). However, the contents of equipment TMs must not be changed by TBs, nor must TBs be published instead of equipment TMs.

6–17. Organization, content, and format of equipment technical manuals

Operator, maintenance, and repair parts instructions and information embedded in the equipment or presented on a screen or any EM will be organized in accordance with MIL–STD–40051–1, MIL–STD–40051–2, or MIL–STD–3031 and will comply with the content and format requirements contained therein. The manuals must use terminology consistent with that used in the governing military standards. Coordination and review of electronically presented operator, maintenance, and RPSTL instructions, including warnings, cautions, and notes, must be conducted, and the information must be subjected to contractor validation and Government TM verification. The following additional organizational, content, and format requirements also apply:

a. Organize TMs as separate manuals for each maintenance level unless they meet the requirements for combinations of levels of maintenance in equipment TMs found in paragraph 6–22.

b. Use titles, as prescribed in MIL–STD–40051–1/2 or MIL–STD–3031, that describe the content and organizational level of use, in conjunction with the nomenclature of the equipment covered.

c. Make sure text is accurate, specific, and concise.

d. Use the Government Printing Office Style Manual as a guide for capitalization, punctuation, compound word forms, numerals in text, and spelling of nontechnical words.

e. Make operator or crew functions and procedures separate and distinct from the maintenance procedures when writing combination equipment TMs (such as -13, -14, -23, and -24). Put the functions and procedures of the various maintenance levels in separate chapters, work packages, or paragraphs in such a way that the individual responsibilities of each level are clearly defined.

f. Make sure material contained in one part of a TM does not duplicate another part, except as needed for clarity or emphasis. Refer to material in other publications if they are available at the maintenance level or repeat such material if it totals fewer than two pages. Equipment TMs covering higher levels of maintenance must not duplicate information in those for lower levels of maintenance when such material exceeds two pages in length except when duplication is a result of the requirement for a printed operator manual in addition to operator-level instructions in an IETM. Do not refer in a DA publication to unauthenticated publications, publications that are not DA authenticated and available through the Army publication system, or are not authorized for use by the target audience.

g. Write operating and maintenance instructions to be clearly understood by the target audience.

6–18. Combinations of levels of maintenance in equipment technical manuals

a. An equipment TM will normally be put into one of these levels: -10, -13, -14, -23, -24, or -40.

b. Consideration must be given to combining operator instructions with one or more levels of maintenance when any of the conditions below apply.

(1) Operator and higher maintenance instructions are nearly the same.

(2) Maintenance functions and instructions are extremely limited.

(3) Maintenance is limited to replacement or service instructions only.

(4) Operation or installation only is involved and no maintenance is required.

(5) Operator MOS requires performance of the required maintenance.

(6) Operation and maintenance is performed by the same individual or team.

(7) The materiel developer determines combining operator and higher maintenance instructions would provide more effective support.

c. Equipment TMs for maintainer maintenance will normally be published separately. Consideration will be given to combining maintainer instructions with sustainment maintenance instructions when the following or similar conditions exist:

(1) Installed item is at a fixed location.

(2) Specialized maintenance capabilities are for selected items.

(3) Limited higher level information exists.

(4) Maintainer and sustainment maintenance are performed by the field units.

(5) Equipment is used primarily at the higher level of maintenance.

d. With the exception of IETMs, RPSTLs will normally be published in the -23P and -24P levels (-23P for aviation). RPSTLs for any or all levels of maintenance may be combined if this makes preparation of, distribution to, and use by personnel at the various maintenance levels easier. Examples of items requiring combined RPSTLs are as follows:

(1) Items that are used or maintained at the sustainment level or higher.

(2) Items that are selected for specialized maintenance capability.

(3) Items that are for high-cost, low-density equipment.

(4) RPSTLs may be combined with maintenance manuals (-23&P, -24&P) or with operator and maintenance manuals (-13&P, -14&P). For IETMs, the RPSTL will be combined with maintenance manual coverage.

6–19. Technical manuals on the destruction of Army materiel to prevent enemy use

Separate TMs may be used to cover instructions for destroying materiel to prevent capture and use by an enemy or instructions may be included in the maintenance TM/IETM. These equipment TMs must be prepared according to—

a. Instructions for each Federal supply classification (FSC) of Army materiel.

b. One or more equipment TMs covering instructions on all FSCs for which AMC has the logistical responsibility.

c. Requirements that cover destruction instructions in MIL–STD–40051–1 or MIL–STD–40051–2 or MIL–STD–3031.

d. Simple standardized destruction methods. Develop destruction methods based on the assumption that time and demolition materials might not always be available for carrying out complicated demolition or other destruction procedures.

6–20. Equipment technical manuals for high-cost, low-density equipment

a. Consider the approaches below in developing equipment publications support for high-cost, low-density end items:

(1) Combination of maintenance levels.

(2) Combination of equipment TMs.

(3) Limited distribution of equipment TMs.

b. Comply with coordination and review requirements, as stated in paragraph 6–9, for technical equipment publications prepared for high-cost, low-density equipment.

6–21. Equipment improvement report and maintenance digests, TB 43-series
Equipment improvement reports (EIRs) give equipment users, maintenance personnel, and equipment managers technical information. This information is necessary to manage effectively, use, and maintain items of equipment and materiel issued to accomplish the assigned mission. EIRs are sometimes called "digests."

a. Publishing schedule. The EIR must be published at least quarterly. Each EIR must expire 2 years or 1 year from the date of issue. The expiration may be determined by the materiel proponent. Most EIRs have 2-year expirations. EIRs have expiration dates because the writers intend that the information must be picked up in a permanent publication.

b. Distribution. The TB 43–EIR series must be a one-time distribution and must not be reprinted or stocked as an item of supply.

c. Numbering. EIRs must be numbered in accordance with paragraph 8–27.

6–22. Hand receipt manuals
a. Use. Hand receipt (HR) manuals are published to—

(1) Improve property accountability.

(2) Provide a ready reference for equipment inventory.

b. Preparation.

(1) Prepare HR manuals for all end items or systems and their related components of end items, BIIs, and additional authorizations lists.

(2) Do not prepare HR manuals for operator or combined operator and unit maintenance manuals that contain only consumables when—

(a) Fewer than 20 items or systems must be fielded.

(b) The cost of preparing the HR manual is not reasonable for the values of the item or system (such as when the cost of the HR manual exceeds the cost of the item or system).

(3) Prepare HR manuals in accordance with MIL–PRF–32436.

c. Distribution. HR manuals will normally be distributed according to the same formula as the related -10 series maintenance manual. Due to printing costs and reduced funding, consideration should be given to making the HR an electronic media only (EMO) publication that would be downloadable from the AMC LOGSA ETMs Online Web site (https://www.logsa.army.mil).

6–23. Lubrication orders
Separate lubrication orders (LOs) may be published. Lubrication instructions may be incorporated into the preventive maintenance checks and services table of the appropriate TM in lieu of a separate LO.

a. Mandatory lubrication instructions are prepared for all equipment that requires lubrication.

b. Lubrication instructions are prepared for limited standard or standard equipment that may be largely stored or little used, or for equipment requiring only simple and noncritical lubrication.

c. Lubrication instructions are prepared for limited standard or limited production type equipment only when—

(1) Equipment is used in the field.

(2) Equipment must not be replaced by standard equipment in the near future.

(3) Adequate lubrication instructions are unavailable.

d. Separate lubrication instructions are not prepared when the lubrication instructions mounted on equipment by the manufacturer provide enough instructions.

e. The heads of the activities concerned must coordinate to prepare combined lubrication instructions when more than one proponent procures similar equipment.

f. Lubrication instructions with a potential classification of CONFIDENTIAL or higher must be prepared in the pertinent TM bearing the same or higher classification.

g. Lubrication instructions must be prepared according to MIL–STD–40051–1, MIL–STD–40051–2, or MIL–STD–3031.

6–24. Preparation of modification work orders
a. Proponents must prepare MWOs to furnish uniform instructions for altering or modifying materiel of their respective activities. MWOs must be prepared only when a materiel change has been approved and a materiel change number assigned. They must prepare MWOs according to MIL–PRF–63002 or MIL–STD–3031.

b. MWOs contain technical requirements for accomplishing mandatory modifications and must be executed according to AR 750–10 to accomplish the objectives below. MWOs will be mandatory if they—

(1) Raise significantly the operational and support features of the equipment by—

(a) Providing new or improved capabilities.

(b) Improving reliability and maintainability.

(c) Correcting faulty performance or product quality.

(d) Reducing logistics support requirements.

(e) Helping to simplify or standardize use.

(f) Permitting use with new equipment.

(2) Provide personnel or equipment safety to—

(a) Prevent injury to personnel.

(b) Prevent damage to equipment.

(c) Help meet environmental protection standards.

(3) Provide needed security by reducing the risk of COMSEC or cryptographic compromise.

c. MWOs priority for performing modifications.

(1) AR 750–10 gives the criteria for determining the priority assigned to MWOs. All MWOs to be classified as "routine," "urgent," or "emergency" require approval of the Deputy Chief of Staff, G–4 (DCS, G–4) before publication.

(2) Obtain approval according to AR 750–10.

d. MWO time compliance date. The proponent must assign the date based on the instructions below.

(1) Assign a date to each MWO, at which the time compliance period allowed for applying the modification will start. In establishing such dates, consider the time required to process and publish an MWO and to distribute it to the users.

(2) Place the date at the top of the first page immediately under the priority of the MWO as follows: Time compliance period begins (enter date). Also include the date in paragraph 6 of the manuscript.

e. COMSEC equipment MWOs. COMSEC equipment MWOs must be prepared following NSA policies and applicable sections in AR 750–10. These MWOs are published as amendments to NSA equipment publications and distributed through the COMSEC Material Control System.

f. Changes to MWOs and equipment TMs. When it becomes necessary to issue additional instructions or to change the content of an existing MWO, prepare a change or revision according to AR 750–10. When a change to a TM is sent to APD while the MWO is being published, ensure the change to the TM is published and distributed as close as possible to the MWO effective date.

g. Identification of MWOs. A narrative and graphic description of each MWO must provide sufficient detail to enable inspection personnel to determine readily the application status of the MWO during annual validation; MWO data plate or decal location, identification marks, and illustrations showing the unit before and after modification must be included. Instructions for placement of MWO data plate, decal, and identification marks must be such that validation of MWO application can be accomplished without disassembly of the equipment.

6–25. Distribution restriction statements and export control notices

All technical and equipment publications will have a distribution restriction statement in accordance with AR 380–5 and DODI 5230.24 and may have an export control notice in accordance with AR 380–5 and DODI 5230.24.

6–26. Destruction notices

Publications with restricted distribution statements (see AR 380–5 and DODI 5230.24) must also be marked with one of the following destruction notices:

a. For classified publications, use "DESTRUCTION NOTICE—Follow the procedures in AR 380–5 and DODI 5230.24."

b. For unclassified publications, use "DESTRUCTION NOTICE—Destroy by any method that will prevent disclosure of contents or reconstruction of the document."

6–27. Requests for rescission of technical and equipment publications

Requests for rescissions of technical and equipment publications will be submitted through the EPCO to the Commander, AMC LOGSA via email. The Commander, AMC LOGSA will coordinate with ARNG, USAR, and U.S. Army Security Assistance Command (USASAC), and then forward the request to the Director, APD via email (usarmy.pentagon.hqda.apd.mbx.daform260@mail.mil) for processing.

6–28. Looseleaf changes

Changes to a looseleaf publication usually provide revised and new pages for insertion in the basic publication. Each change with pages for insertion has a change instruction sheet for making the change. The new pages to be inserted and the old pages to be removed are identified normally by a "remove and insert" table or by a list of effective pages, which is used in some publications.

a. First read the change instruction sheet, then check the actual pages furnished against the list of pages to be

inserted, as shown in the "remove and insert" table or the list of effective pages. Make sure they agree and that all pages are present. If any pages are missing, order a new copy of the change through your publication supply channels before posting.

b. Using the "remove and insert" table or the list of effective pages, remove the pages being replaced and destroy them. (If the publication is classified, the pages must be destroyed in accordance with AR 380–5 and DODM 5200.01.) Insert the new pages in proper numerical order. Sometimes pages are not numbered in the usual sequence because the new material does not fit on the old page and must be continued on a new one. These additional pages bear the preceding even page number plus a decimal or capital letter (for example, 3–2.1, 3–2.2 or 3–2A, 3–2B). They are filed in sequence following page 3–2 and preceding page 3–3. In addition, the change may direct that pages be removed without any replacements. In such cases, write at the bottom of the page preceding the ones removed "next page is (insert page number)," if this has not already been done by the change.

c. The change instruction sheet also may direct that minor changes be made on pages that are not replaced. If space in the basic document permits, make the change directly in the text on the page being changed. Also, write the change authority (for example, "C1") in the outer margin opposite the revised portion. If space is insufficient to enter the new material, insert a caret (^) where the material should appear, and write an explanation in the outer margin, such as "Word(s) added," "Sentence(s) added," or "See C1."

d. Be sure to note whether the change instruction sheet contains a supersession notice at the bottom of the page. If it does, remove the superseded publication from the files and destroy it.

e. After verifying that all posting has been completed, write "Posted" at the top of the change instruction sheet, the date, and your initials. File the sheet in the front of the publication.

Chapter 7
Other Publications and Electronic Messages

Section I
Multi-Service Department of the Army Publications

7–1. Procedures for multi-Service Department of the Army administrative publications

a. When the Army is the lead agency for a multi-Service DA administrative publication, the DA proponent will—

(1) Prepare the manuscript.

(2) Coordinate content development with all appropriate and/or involved DA elements, other military Services, DOD agencies, and other Government agencies. In addition, the DA proponent must indicate clearly whether the publication applies to the ARNGUS or USAR.

(3) Obtain, in writing, final proponent/SME functional coordination and concurrences from the other involved military Services, DOD agencies, and Government agencies no more than 30 calendar days before the publication is submitted to APD for publishing.

Note. APD will accept as final any coordination that was accomplished no more than 12 months before receipt of the request to publish. If the coordination is more than 12 months old, the action will be returned to the proponent agency for recoordination.

(4) Submit the request for publishing package to the Director, Army Publishing Directorate (AAHS–PAP), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil. The request for publishing package must include:

(a) Electronic version of publication manuscript.

(b) Completed and signed DA Form 260, which must include the date the final coordination was accomplished and the name, office symbol, and telephone number of the individual in the grade of colonel or civilian equivalent, with whom the manuscript was coordinated.

(c) Written final proponent/SME functional coordination and concurrences from the involved military Services, DOD agencies, and Government agencies.

b. When the Army is not the lead agency for a multi-Service DA administrative publication, the DA proponent will—

(1) Participate in the preparation of the manuscript, which the lead military Service, DOD agency, or other Government agency initiates. The lead military Service, DOD agency, or other Government agency must coordinate the publication with the Army proponent agency or command responsible for the subject matter.

(2) Ensure that the publication adheres with AR 25–30 and this pamphlet.

(3) Staff the manuscript Armywide in accordance with AR 25–30.

(4) Coordinate with the initiating military Service, DOD agency, or other Government agency to ensure that comments from Armywide staffing are accurately reflected in the publication.

(5) Submit the manuscript agreed upon by the initiating military Service, DOD agency, or Government agency in

electronic format, together with a completed DA Form 260, and DD Form(s) 67 for all new or revised forms, if applicable, to APD (AAHS–PAP) for authentication of information for Army users.

7–2. Procedures for multi-Service Department of the Army doctrinal and training publications
Proponents leading the development of multi-Service doctrinal publications will follow TRADOC's policy or the doctrinal memorandum of agreement fostered by Headquarters, TRADOC and the lead Service's doctrinal organizations or the Air Land Sea Application Center.

7–3. Procedures for multi-Service Department of the Army technical and equipment publications
Refer to AR 25–36 for guidance on how to prepare and process multi-Service technical and equipment publications for the military Services and DLA.

Section II
Other Types of Publications

7–4. Procedures for Department of Defense publications for which the Army, another Service, or a Department of Defense agency is executive agent
a. The procedures below apply when a DODD or DODI assigns the Army responsibility to serve as executive agent for publishing a DOD regulation, manual, or handbook. (Military specifications, standards, or handbooks managed in the Defense Standardization Program are excluded.)

(1) The Army agency or command responsible for the subject matter must—

(a) Advise the Director, APD that it has been assigned responsibility for a certain DOD publication.

(b) Prepare the manuscript.

(c) Coordinate with the proper DA elements, military departments, and DOD and Government agencies.

(d) Obtain the approval of the Secretary of Defense and, if needed, of the SECARMY, the CSA, or the officially delegated approval authority.

(e) Send the original and one copy of the manuscript and the completed DA Form 260 to the Director, Army Publishing Directorate (AAHS–PAP), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527 or usarmy. pentagon.hqda-apd.mbx.daform260@mail.mil. The DA Form 260 must list the names and telephone numbers of the persons concurring for the organizations in paragraph 7–4*a*(1)*(c)*.

(2) APD—

(a) Processes the request.

(b) Obtains requirements and distribution information (if applicable) from interested Government departments and agencies.

(c) Publishes the publication and distributes it to Army users.

b. Other Services or DOD agencies may be assigned as executive agent for publishing a DOD regulation, manual, or handbook. To help that organization prepare the publication, an Army agency or command must represent the Army. That agency or command must inform APD (Army Publishing Directorate (AAHS–PAP), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil), of such representation.

7–5. U.S. Military Communications-Electronics Board publications
a. For Allied communications publications (ACPs) and Joint Army-Navy-Air Force publications (JANAPs)—

(1) The initiating military department must notify the U.S. Army Communications-Electronics Services Office that a publication is ready to publish.

(2) The U.S. Army Communications-Electronics Services Office forwards to APD—

(a) Written, final approval from the U.S. Military Communications-Electronics Board (USMCEB).

(b) A completed DA Form 260. The DA Form 260 must include the recommended Army distribution. When required, it must also include the distribution of other Government agencies, contractors, and allied nations.

(c) A completed DD Form 67 for each new or revised form involved.

b. Methods of change and revision for USMCEB publications

(1) Before publishing changes or revisions to ACPs, supplements to ACPs, and JANAPs, the USMCEB will issue, as required, message corrections by a Joint General Message called Joint Armed Forces Publications (JAFPUB) Holder. Users of ACPs, supplements to ACPs, and JANAPs should coordinate with their serving telecommunications center to ensure the receipt of JAFPUB Holders. The information contained in JAFPUBs must be incorporated into the next published change or revision of the publication involved.

(a) Published changes are issued by direction of the USMCEB. Published changes are normally issued when less than 50 percent of the publication has been changed by Joint actions or message corrections.

(b) Revisions are published by direction of the USMCEB. Revisions are normally published when 51 percent or more of the publication content has been changed by Joint actions or message corrections.

(2) The Message Address Directory is published under the Electronic Publishing System.

c. Classification and reporting compromise of USMCEB publications.

(1) *Classification.*

(a) ACPs, supplements to ACPs, and JANAPs are marked with the highest classification of the information they contain.

(b) Because Allied nations contribute to the content of ACPs and general supplements to ACPs, the word "ALLIED" must appear before the classification designation. This means the publication is multiple source; for example, "ALLIED CONFIDENTIAL" or "ALLIED RESTRICTED." When these publications are marked "ALLIED RESTRICTED," handle them in the same way as "U.S. CONFIDENTIAL" material, according to AR 380–5 and DODM 5200.01.

(2) *Reporting compromise.*

(a) The two types of compromise are:

1. Actual. This occurs when the classified information is disclosed to unauthorized persons or activities. Portions of this information may appear in message corrections or correspondence related to ACPs, supplements to ACPs, and JANAPs.

2. Suspected. This occurs when the classified information is possibly disclosed to unauthorized persons or activities. Portions of this information may appear in message corrections or correspondence related to ACPs, supplements to ACPs, and JANAPs.

(b) Actual or suspected compromise must be reported immediately to allow the original classification authorities to determine the impact and take corrective action.

(c) Reports of actual or suspected compromise should be forwarded through the appropriate command channels. The foreword and U.S. Letter of Promulgation in ACPs, supplements to ACPs, and JANAPs contain additional reporting instructions.

Section III
Agency, Command, and Installation Publications

7–6. Description of agency, command, and installation publications

Agency and command publications, issued by principal HQDA officials and commanders of field commands, disseminate policies, responsibilities, and procedures to headquarters and subordinate elements. They are used only within the issuing agency or command. Multiple-addressee correspondence, ordinary memorandums of instruction, and policy memorandums, must not be used as substitutes for permanent official agency or command publications. Electronic means may be used to generate and distribute agency and command publications. Electronically generated and distributed agency and command publications must be prepared according to paragraph 7–11. These publications are described in table 7–1.

Table 7–1
Agency, command, and installation publications

Medium	Type	Contains	Applies	Effective
Regulations	Directive	Policies, responsibilities, and administrative procedures related to subjects not contained in ARs; limited to a single subject	Throughout the agency or command	Remain in effect until superseded or rescinded
Circulars	Directive or informational	Transitory material that needs to be published only once; limited to a single subject	Throughout the agency or command	For only 2 years or fewer
Pamphlets	Information, guidance, or reference	Material of a continuing nature	Throughout the agency or command	Remain in effect until superseded or rescinded

Table 7–1
Agency, command, and installation publications—Continued

Medium	Type	Contains	Applies	Effective
Memorandums	Directive or informational (assignment memorandum)	Directive: Policies, responsibilities, and mandatory procedures of a continuing nature, limited to a single subject as a temporary means to issue policy. Informational: Large number of announcements of personnel assignments	Directive: Only to the headquarters organizations of the issuing element Informational: When no change of action is involved	
Orders	Directive or informational	Personnel action on military personnel		
Supplements	Directive	Policies, responsibilities, and administrative procedures required to implement ARs or higher command regulations		
Bulletins	Directive, informational, or advisory	Official and unofficial information		Usually temporary—published in a permanent medium at a later date
Posters		Pictorial presentations, placards, or notices that emphasize or attract attention to a specific subject; support a prescribed DA or command program		
National maintenance work requirement	Technical	National maintenance standards depots and special repair activities		
Depot maintenance work requirements	Technical	Maintenance serviceability standards for depot operations		
Command TBs	Technical	Supplementary material for depot maintenance		
Depot-level MWOs	Technical	Information and instructions for performance of a modifications at the depot level		Until date affixed to MWO
SOPs	Information or guidance	Material of a continuing nature		Remain in effect until revised, superseded, or rescinded

7–7. Use of agency, command, and installation media

a. ACOMs and their MSCs; USAR commands and their MSCs; and commands below the MSC level down to division or separate brigade may use all the media listed in table 7–1. Units related to a division or separate brigade are not authorized use of this media. Small commands, installations, and activities that publish a bulletin on a recurring basis ordinarily must not use circulars and memorandums.

b. All subordinate commands must coordinate policies and procedures that affect their respective installation with the ACOM and jointly publish a ACOM-level publication when warranted.

c. HQDA agencies must use only supplements, regulations, circulars, bulletins, and memorandums.

d. Posters must be prepared at the highest command level to reduce the need for similar posters at lower levels.

7–8. Numbering

Agency, command, and installation regulations, circulars, pamphlets, posters, and memorandums must be numbered according to table 8–1. (See para 7–12 for numbering of supplements.) Assignment memorandums must be numbered consecutively in yearly series.

7–9. Changes

Agencies, commands, and installations may amend or add to their publications by issuing numbered changes to the current edition of the publication.

7–10. General requirements for proponents of agency, command, and installation publications

Proponents must—

a. Ensure agency, command, and installation publications do not duplicate or conflict with information or instructions in DA publications.

b. Ensure that a draft agency, command, and installation publication is not used to implement new or revised policies or doctrine. A draft publication does not become an official publication until it is authenticated and officially issued by the proper agency head or commander.

7–11. Preparing and formatting agency, command, and installation publications

An agency, command, and installation publication may be prepared by following the format of the applicable DA-authenticated publication, standard, or specification. (Do not mix formats in a single publication.)

a. Heading. Ensure that the heading on the title page always consists of the following six elements:

(1) Name and address of the issuing headquarters.

(2) Type and number of publication.

(3) Date of publication.

(4) Expiration date, if applicable.

(5) Series title and title of the publication.

(6) Effective date, when needed.

b. Table of contents. Prepare a table of contents at the discretion of the agency head or commander.

c. Supersession or rescission notice. Supersede only those publications issued by the same headquarters.

d. Proponent identification. Identify the proponent agency or command responsible for the publication. Place this identification in a statement or insert the agency or command's office symbol at the end of the publication.

e. Authentication. The authentication must contain the authority line, signature block, and "OFFICIAL" section (which shows the official responsible for the publication). Omit the authority line and "OFFICIAL" section when the publication is signed by the commander or agency head. Figure 7–1 shows examples of authentications. (See para 4–6*d* for authentication of CD–ROM/DVD publications.)

(1) The authority line must read "FOR THE COMMANDER" when the commander bears the title "commanding general" or "commanding officer." For other titles, use "FOR THE (title of commander or agency head)" on the authority line. Type the authority line in capital letters and begin it at the left margin and two lines below the proponent identification.

(2) The chief of staff, executive officer, adjutant general, adjutant, or other persons authorized by the commander must authenticate agency and command publications. Deputy installation commanders of continental United States (CONUS) installations that do not have chiefs of staff usually will authenticate installation publications.

(3) The official seal of the headquarters may be placed below the word "OFFICIAL" instead of the signature.

(4) The "OFFICIAL" section must be omitted if the same name is used for both the authentication and signature blocks.

(5) Electronically generated and distributed agency and command publications must contain the authority line, signature block, and "OFFICIAL" section. However, when the commander or agency head issues the publication, only the signature block must be used. If digitizing equipment is available, signatures must be scanned in above the signature block.

FOR THE COMMANDER:

R.J. CONROY
Colonel, GS
Chief of Staff

OFFICIAL:

(Signature or official seal)
JOHN A. JACKSON
Colonel, AG
Adjutant General

DISTRIBUTION:
A; B2; E1; F
G (less schools)
H (plus 10)
USAMDS (4)
USAPAG (2)

FOR THE COMMANDER:

GEORGE B. HOWE
Major, AG
Adjutant

OFFICIAL:

(Signature)
K. R. SMITH (typed)
(Insert rank or title. Delete if not applicable.)
Director of Information Management

DISTRIBUTION:
A & D

FOR THE DEPUTY CHIEF OF STAFF FOR LOGISTICS:

(Signature)
NELSON J. WARREN (typed)
Colonel, GS
Executive Officer

DISTRIBUTION:
C

Figure 7–1. Examples of authentication and distribution

7–12. Supplements

a. Level for issuing supplements.

(1) Agency heads and commanders must issue supplements at the highest command level practical. Before sending the supplement to the proponent of the regulation, coordinate it with at least the next lower command level. This procedure will help eliminate the need for writing lower level supplements to add further instructions.

(2) Agency heads and commanders must not issue supplements that duplicate or conflict with information or policy in supplements from higher headquarters.

(3) Local command or activity regulations and supplements must not take precedence over DA-authenticated regulations and Armywide procedures.

b. Identification of supplements.

(1) Identify each supplement with the name of the issuing agency, command, or installation, a supplement number (beginning with "1"), the regulation number, and the security classification, if applicable (for example, "AMC Suppl 1 to AR 340–15"). Generally, only one supplement will be needed for a regulation. If more than one supplement is needed, such as when a supplement applies only within an agency, command, or installation headquarters and another applies to subordinate elements outside headquarters, assign supplement numbers consecutively.

(2) Keep the identification of supplements as simple as possible. Do not include higher and intermediate command supplement numbers in the identification of lower level supplements; for example, "Picatinny Arsenal Suppl 1 to AR 700–1," not "Picatinny Arsenal Suppl 1 to AMCOM Suppl 1 to AMC Suppl 1 to AR 700–1."

(3) Include references to higher level command supplements at the beginning of the text of lower level supplements; for example, "AR 380–5, 5 February 2001, as supplemented by TRADOC Suppl 1, 17 May 2001, is further supplemented as follows."

c. Content.

(1) Supplements must contain only additional instructions, explanations, or information specifically needed by the agency or command concerned. Limit contents to vital information not contained in the regulation or higher level supplements. Do not use supplements to supersede or rescind any portions of regulations. Also, do not use supplements to reproduce or quote material in regulations.

(2) Each new or revised supplement must state that further supplementation is prohibited without prior approval from the proponent of the higher level supplement.

(3) Paragraphs in the supplement must be keyed, when feasible, to proper paragraphs in the regulation and to paragraphs in higher level supplements. Add chapters, paragraphs, tables, figures, and appendixes as required.

d. Review of supplements.

(1) Subordinate and higher level activities must carefully review proposed and published supplements to—

(a) Reveal possible deficiencies in the regulation and intermediate supplements.

(b) Determine whether additional information needs to be included in the regulation or whether supplements need to be issued at a higher level.

(c) Disclose misinterpretations, irregularities, and information that conflict with the regulation and intermediate supplements.

(d) Provide information for standardizing or improving procedures and forms.

(e) Determine if the distribution of the regulation or its supplements needs to be changed.

(2) The reviewing office must review a proposed or published supplement and then—

(a) Advise the proponent if irregularities exist or corrections are needed.

(b) Revise its own regulation or supplement, if needed.

(c) Notify the proponent of a higher level supplement of any incomplete or impractical guidance.

e. Posting and filing supplements.

(1) *Posting.* Although adequate posting is important, elaborate and unnecessarily detailed posting wastes time; therefore, minimize posting. At the least, post on the front cover of the regulation the identification and date of each current supplement that applies to the using office or command. If there is no front cover, post such information on the front page. For regulations used frequently, it may be helpful to indicate the supplemented paragraphs by entering a brief notation in the margin beside the paragraph. Use a sharp, black lead pencil so that posting can be easily erased if supplements are superseded or rescinded. Mark this posting information on the jewel case insert or mailer for publications on CD–ROMs/DVDs (including classified publications).

(2) *Filing.* A supplement is an integral part of the regulation and must be filed with it. File supplements in front of the regulation, except as stated in paragraph 7–11.

(3) *Classified publications.* The posting and filing instructions in paragraph 7–12*e* also apply to classified publications. File supplements to classified publications with the classified publication. If the publication is on CD–ROM/DVD, the supplement (regardless of distribution medium and security classification) must be filed with the publication.

f. Supplementing lengthy looseleaf regulations.

(1) When supplementing a number of paragraphs in a lengthy looseleaf regulation, page inserts may be issued.

(2) If page inserts are issued, the first page of the supplement must—

(a) List the insert pages.

(b) Give filing instructions.

(c) Contain the statement regarding further supplementation.

(d) Include the authentication.

(3) If page inserts are issued, include the supplement and regulation numbers in the upper right corner on each successive page. In the left corner, on the same line as the supplement and regulation numbers, include the date of the supplement.

g. Keeping supplements current.

(1) When a regulation is rescinded, all its supplements are canceled automatically.

(2) When a regulation is superseded, all its supplements are canceled. Agency heads and commanders must review existing supplements to determine if the supplements are still needed and, if so, whether they need to be revised. The regulation's proponent must approve proposed supplements to a new or revised regulation before they can be issued.

(3) When a regulation is revised, agency heads and commanders must determine whether the revision affects a supplement. If so, they must revise or rescind the supplement, as appropriate.

(4) When a regulation is supplemented, agency heads and commanders must complete supplement action by the effective date of the revision or change, or as soon as possible after receipt of the revision or change.

(5) Before superseding or changing a regulation, commanders below the ACOM level must coordinate with their higher headquarters.

7–13. Bulletins

a. Preparing command bulletins. A command bulletin is a publishing medium that includes official and unofficial items. It is advisory, informative, or directive in nature. Normally, items published in a command bulletin are temporary or will be published in a more permanent medium at a later date. A statement will be put in agency or command regulations or orders that official notices in the command bulletin are orders of the command. This statement is needed to ensure the legality of the bulletin's official sections.

(1) *Heading.* In the heading, insert the designation and address of the issuing headquarters as well as the date and number of the bulletin. Special decorative headings are authorized if they are published in the same color ink used for the text. Number bulletins consecutively in a yearly series.

(2) *Format.* Two formats are available for the body of the bulletin. One is to have sections designated as "OFFICIAL" and "UNOFFICIAL," putting the bulletin's items under their applicable sections. The other is to intermingle the bulletin's items, designating those that are official. These two methods are described below.

(a) Use of sections.

1. Section I must contain official items that are advisory, informative, or directive. Items in this section must be the regular orders of the agency, command, or installation. For all items, include the office symbol and telephone number of the originator.

2. Section II must contain unofficial items. Items in this section must be informative, such as motion picture schedules. The office symbol and telephone number of the originator are not required. Include personal items (such as lost or found articles and items for sale or for rent) only if space permits.

3. Section III must be used only when timely official items are received after section I has been completed.

(b) Use of intermingled items. Intermingle official and unofficial items. (See para 7–13*a*(3)*(b)* for information on handling official items.)

(3) *Authentication.* (Also see para 7–5*e* and fig 7–1.)

(a) Bulletins with sections. Put the authentication after the last section, using the same format as in other agency or command publications.

(b) Bulletins with intermingled items. Authenticate official items by placing in parentheses at the close of the item the word "OFFICIAL." Follow this word by the initials of the authenticator and his or her abbreviated title; for example, "(OFFICIAL JDD Adj)." Command bulletins must be authenticated by or for the agency head or commander.

(4) *Publishing frequency.* The local commander must decide the frequency of publication.

b. Preparing functional or service bulletins.

(1) *Authority.* Agency heads and commanders are authorized to publish bulletins pertaining to a specific functional area in addition to command bulletins if other official publication media (see table 7–1) or authorized Army newspapers (AR 360–1) are not considered appropriate. When considering whether the establishment of a functional or service bulletin is warranted, agency heads and commanders must also consider the type of material and the need to publish it

on a recurring basis. The content of these bulletins must be official and relate to functional or service areas for which the agency head or commander is responsible. Each bulletin must be limited to one specific functional area.

(2) *Heading.*

(a) The heading must contain the following elements:

1. Bulletin designation, such as "Civilian Personnel Bulletin," "G–3 Bulletin," or comparable title indicating the bulletin's contents and purpose.

2. Name and address of the issuing activity.

3. Bulletin issue number, with issues numbered consecutively in a yearly series based on either the calendar or FY, as determined by the approving official.

4. Date of publication and effective date, if different from date of publication.

(b) Special decorative headings are authorized, but not required, if published in the same color of ink used for the text.

(3) *Content and format.*

(a) The content must be official and relate to one specific functional area for which the commander is responsible. The contents must be directive, instructional, or purely administrative in nature.

(b) No format is specified; but in the interest of economy, the format must be austere.

(c) Illustrations must be limited to line drawings, charts, graphs, and tables necessary for presenting the directive, instructional, or administrative information.

(d) Bulletins must not be used to disseminate instructions or other information that conflict with the official policies, procedures, or positions of DA or the publishing headquarters.

(4) *Expiration date.* A statement must be included in each issue of the bulletin indicating when the information expires. The expiration may be indicated by giving a specific date or by giving a period of time from the publication date.

(5) *Authentication.* Functional or service bulletins must be authenticated by or for the agency head or commander. Authentication authority may be delegated to the officer responsible for the functional area. An "OFFICIAL" block as part of the authentication is not required.

(6) *Publishing and distribution.* Only as many copies as necessary must be published and distributed on a "need-to-know" basis. (Review and update distribution lists annually.)

(7) *Frequency of issue and size.* Bulletins must not be published more often than weekly. Bulletins issued five or more times a year must not exceed an average of eight pages per issue. Bulletins issued one to four times a year must not exceed an average of 16 pages per issue.

(8) *Review.* All functional bulletins must be reviewed annually by the responsible agency heads or commanders or their designated representatives as to their essentiality and need for continued publication. The type of material, the need to publish it on a recurring basis, and availability of other media should be considered in determining whether a separate bulletin is warranted.

(9) *Approval.* The establishment of a new functional bulletin must be approved by the agency head or commander of the issuing activity prior to publication of the first issue. Functional bulletins must be reapproved annually. The commander may delegate approval authority.

(10) *Management.* Designated functional managers must manage functional bulletins as official publications in accordance with agency or command publications directives and priorities.

Section IV
Electronic Messages

7–14. Processing routine electronic messages
An HQDA principal official with proponency for an all Army activities (ALARACT) message will submit a complete and properly staffed ALARACT message package, including documentation of a legal review as required, to APD by email at usarmy.pentagon.hqda-apd.mbx.apd-pogs-and-alaracts@mail.mil for unclassified ALARACT messages or usarmy.pentagon.hqda-apd.mbx.apd-pogs-and-alaracts@mail.smil.mil for classified ALARACT messages. The package will include the draft ALARACT and a completed HQDA Form 5.

Note. Execution orders and fragmentary orders promulgated by the DCS, G–3/5/7 are not subject to these processes.

a. The organization's principal official or deputy principal official must sign the HQDA Form 5.

b. Within 1 working day of receipt, APD will review the package to ensure that it meets AR 25–30 requirements: the ALARACT message contains no policy or procedures and includes an expiration date no later than 12 months from the date of dissemination.

(1) If the ALARACT message does not meet AR 25–30 requirements, APD will return the entire submission package to the proponent (via email), identifying the issues—policy or procedures that must be removed and/or

incorrect expiration date that must be changed—that must be resolved before the ALARACT message can continue to be processed.

(2) If the ALARACT message meets AR 25–30 requirements, APD will—

(a) Notify the originating PCO and publication/form action officer that the ALARACT message has passed the APD review process and that APD is moving it forward.

(b) Forward the ALARACT message to the U.S. Army Information Technology Agency (ITA).

c. ITA will—

(1) Format the ALARACT message.

(2) Confirm that the ALARACT message is at the appropriate classification level.

(3) Issue a sequence/tracking number for the ALARACT message.

(4) Disseminate the ALARACT message Armywide.

(5) Provide a copy of the final ALARACT message to APD for indexing and posting on the APD Web site (http://www.apd.army.mil).

7–15. Processing urgent electronic messages
When an HQDA principal official determines that an ALARACT message is of an urgent nature, that ALARACT message may bypass the APD review process.

Note. Execution orders and fragmentary orders promulgated by the DCS, G–3/5/7 are not subject to these processes.

a. The HQDA principal official will mark the ALARACT message "URGENT" in the subject line and ensure that the expiration date is no later than 180 calendar days from the date of the ALARACT message's issuance.

b. The original HQDA principal official will email the urgent ALARACT messages directly to ITA at usarmy.pentagon.hqda-ita-ops.mbx.casd-otcspt@mail.mil.

c. ITA will—

(1) Format the ALARACT message.

(2) Confirm that the ALARACT message is at the appropriate classification level.

(3) Issue a sequence/tracking number for the ALARACT message.

(4) Disseminate the ALARACT message Armywide.

(5) Provide a copy of the final ALARACT message to APD for indexing and posting on the APD Web site (http://www.apd.army.mil).

Chapter 8
Numbering and Indexing Publications

Section I
General

8–1. Numbering system/scheme
Each DA publication is assigned a publication number for identification. The publication number consists of a publishing medium (for example, AR, TM, or FM) and its number (or nomenclature). Most publications are assigned a basic (series) number and one or more sub-numbers; however, some publications are numbered consecutively. Other publications that pertain to supply items within one FSC group or class are assigned the FSC group or class number instead of a series number. Table 8–1 contains the publication series for administrative publications; table 8–3 contains the series for doctrinal and training publications; and table 8–4 contains the series for technical and equipment publications. All publications published in volumes should bear the same publication number—with the volume number added as the last number.

8–2. Numbering CD–ROM/DVD publications
CD–ROM/DVD publications must be identified by an EM number, which APD (AAHS–PAT) will assign. The EM number will consist of the category of "EM" followed by four numbers or nomenclature, and it must be identical to what appears on the printed CD–ROM/DVD product. Any other identifier must appear as part of the publication title (for example, "ARMYLOG"). (See para B–2*c*(8) for information on obtaining an EM number.)

Section II
Numbering Scheme for Administrative Publications

8–3. Numbering administrative publications
a. Proponents should assign the type and series number to their manuscripts when preparing new publications.

Series numbers are explained in table 8–1. To indicate a publication is new, use "-XX" after the publication type and series number.

b. Proponents revising publications where the series number has been changed to another series number should also number revised manuscripts, as indicated in paragraph 8–3*a.* Publications that fall into this category may include, but are not limited to—

(1) 105, Communications-Electronics, which have been renumbered in the 25 series.

(2) 351, Schools, which should use the 350 series.

(3) 340, Office Management, which have been renumbered in the 25 series.

c. Publications that fall into paragraphs 8–3*a* and 8–3*b* must have the "-XX" replaced with a subnumber by APD when the manuscript is published.

d. Proponents revising other publications not mentioned in paragraphs 8–3*a* and 8–3*b* must reuse the same publication number until the publication is determined to be obsolete. Obsolete publication numbers are not be reused.

8–4. Numbering Army regulations
ARs must be numbered using "AR" and a series number (see table 8–1) according to the subject of the publication and a subnumber to distinguish among other regulations on the same general subject.

8–5. Numbering Department of the Army circulars
DA circulars must be numbered using "DA Cir" and a three-part number, as follows:
a. A series number according to the subject (see table 8–1).
b. The last two digits of the calendar year.
c. A subnumber to distinguish between other circulars on the same subject that are issued in the same year.

8–6. Numbering Department of the Army court-martial orders
There are three types of DA court-martial orders. They must be numbered as indicated below. (Also see AR 27–10.)
a. General court-martial order. Number a general court-martial order (GCMO) consecutively within each calendar year, starting with 1 (GCMO 1) for the first order issued in a year.
b. Special court-martial order. Number a special court-martial order (SPCMO) consecutively within each calendar year, starting with 1 (SPCMO 1) for the first order issued in a year.
c. Summary court-martial order (SCMO). Number a summary court-martial order (SCMO) consecutively within each calendar year, starting with 1 (SCMO 1) for the first order issued in a year.

8–7. Department of the Army general orders
DA general orders must be numbered using "DA GO" and consecutive numbers within each calendar year, starting with the number 1 (DA GO 1) for the first order issued in a year.

8–8. Department of the Army memorandums
DA memorandums must be numbered using "DA Memo," a series number that corresponds to the subject of the memorandum (see table 8–1), and a subnumber to distinguish between other memorandums on the same general subject.

8–9. Department of the Army pamphlets
DA pamphlets must be numbered using "DA Pam," a series number that corresponds to the subject of the pamphlet (see table 8–1), and a subnumber to distinguish between pamphlets on the same general subject.

8–10. Department of the Army posters
DA posters must be numbered using "DA Poster," a series number that corresponds to the subject of the poster (see table 8–1), and a subnumber to distinguish among other posters on the same general subject.

8–11. Headquarters, Department of the Army letters (numbered)
HQDA letters (numbered) must be numbered using "HQDA Ltr" and a three-part number, as follows:
a. A series number that corresponds to the subject (see table 8–1).
b. The last two digits of the calendar year.
c. A subnumber to distinguish between other letters on the same subject that are issued in the same year.

Section III
Series Numbers and Titles for Administrative Publications

8–12. Series numbers and titles for administrative publications
All administrative publications must be assigned a series number, title, and a subnumber. Table 8–1 provides the series numbers and their titles for administrative publications.

8–13. New administrative series and titles
Proponents must have their proposed series numbers and titles approved by APD before they can be used. A memorandum outlining the proposed series number, series titles, description, and a justification for the new series must be sent to the Director, Army Publishing Directorate (AAHS–PAP), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, for approval.

Table 8–1
Series numbers and titles for administrative publications

Series Number: 1
Title: Administration
Description: Administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, and other support functions not specifically provided for in other series.

Series Number: 5
Title: Management
Description: Policies and principles of Army management doctrine; development and application of work measurements; techniques of work simplification; management review, analysis, and surveys; and other matters pertaining to planning, organizing, directing, and controlling the use of resources not specifically provided for in other series.

Series Number: 10
Title: Organization and Functions
Description: Organization, mission, responsibilities, duties, and functions of DOD and DA.

Series Number: 11
Title: Army Programs
Description: Policies, procedures, and scope of major programs related to the Army mission. Publications concerning programs in specific subject areas are placed in the appropriate subject series.

Series Number: 12
Title: Security Assistance and International Logistics
Description: Responsibilities, policies, functions, and procedures pertaining to security assistance; management, supervision, and conduct of international logistics activities of the Grant Aid and Foreign Military Sales programs. Planning and furnishing of logistical support to meet requirements of foreign governments, international organizations, or forces.

Series Number: 15
Title: Boards, Commissions, and Committees
Description: Establishment, mission, membership, and functions of boards, commissions, and committees that are internal or external to DA and on which the Army provides representation.

Series Number: 18
Title: Army Automation
Description: Not applicable.

Series Number: 20
Title: Inspections, Assistance, and Inspections
Description: Inquiries, investigations, and inspections that are conducted by The Inspector General and other inspectors general and that concern performance of missions and the state of discipline, efficiency, and economy of DA. Excludes security and criminal investigation and material inspections that are placed in other appropriate subject series.

Series Number: 25
Title: Information Management
Description: Development and implementation of plans, policies, program guidance, and responsibilities for management of information mission area resources; covers activities pertaining to telecommunications, automation, records management, publishing and printing, visual information, libraries, and the establishment of information and reporting requirements. Also includes policies and procedures for control of management information reports and automatic data processing products being generated and distributed within and between Army elements and to agencies external to DA.

— Subnumbers 25–1 through 25–9, Information Management: Management of Subdisciplines. (See 25 series.)
— Subnumbers 25–10 through 25–29, Information Management: Telecommunications. Policy, direction, planning, testing, and operation of

communications and electronics systems, such as radio, telephone, fax equipment, electronic mail, teletypewriter, and radar.

— Subnumbers 25–30 through 25–49, Information Management: Publishing and Printing. Policies and procedures for preparation, review, approval, production, and distribution of official publications; media and numbering; forms management; field printing and duplicating; and implementation of public laws and Government regulations on printing and duplicating. Procedures for issue of command orders and publications. (Criteria for manpower and equipment requirements are placed in the 570 series.) Indexes, Army dictionary, abbreviations, and other issuances necessary to understand Army publications, and DOD and other publications used by the Army.

— Subnumbers 25–50 through 25–69, Information Management: Records Management. Policies, procedures, and formats for preparing Army correspondence; channels of communication; and office symbols used by the Army. Receipt, distribution, preparation, transmission of mail; control and methods of transmitting official mail; mailing addresses; and other matters relating to mail service. Maintenance, evaluation, disposal, retirement, and storage of records for which the Army is responsible; microfilming of Army records; information pertaining to filing equipment; document reproduction; safeguarding nondefense information; and release of information and records contained in Army files.

— Subnumbers 25–70 through 25–89, Information Management: Automation. Development and implementation of plans, policies, and program guidance pertaining to computer resources that are acquired, developed, operated, managed, or supported by Army elements regardless of design application, capacity, configuration, cost, functional or organizational proponent, user, or source of funding; supervision, coordination, and integration of overall Army automation information; establishment, maintenance, and supervision of standardized and automated systems for DA; and selection, acquisition, and management of Army automation equipment.

— Subnumbers 25–90 through 25–95, Information Management: Visual Information. Policies, procedures, and responsibilities for directing, planning, programming, and implementing audiovisual system requirements. Includes all still and motion picture photography and television, other than Army-Air Force Motion Picture Service matters that are in the 28 series; also includes organization, functions, and operation of the Army training aids center system.

— Subnumbers 25–96 through 25–100, Information Management: Libraries-Information Centers. Policies and procedures for management of Army libraries-information centers, guidance on library technology, and establishment of standards, operating procedures, and union lists.

Series Number: 27
Title: Legal Services
Description: Judiciary boards and proceedings, decisions, opinions, and policies applicable to civil law and military affairs; international, foreign, procurement, and contract law; legal assistance for military personnel and their dependents; policies and procedures relative to patents, inventions, taxation, and land litigation involving the Army; trial by courts-martial, including pretrial, trial, and post-trial procedures; nonjudicial punishments; investigation, processing, settlement, and payment of claims against or on behalf of the Government when the Army is involved.

Series Number: 28
Title: Welfare, Recreation, and Morale
Description: See 215 series.

Series Number: 30
Title: Food Program
Description: Commodities, resources, and services used; facilities operated (including commissaries); and functions performed in the supply and service of food.

Series Number: 32
Title: Clothing and Textile Materiel
Description: Functions and procedures regarding the integrated supply management of clothing and textile materiel items. Also includes issue, serviceability, repair, turn-in, and disposition of clothing and textile items in the Army. Excludes descriptions and wearing of items of the uniforms that are contained in the 670 series.

Series Number: 34
Title: Standardization
Description: Standardization of engineering criteria, terms, principles, procedures, materials, items, equipment, parts, assemblies, and subassemblies to achieve uniformity and to effect interchangeability of items. Standardization of tactical doctrine, organization, intelligence, training, operations, administration, and nonmateriel aspects of combat development.

Series Number: 36
Title: Audit
Description: Authority, responsibilities, organization, and policies relating to auditing service in DA; action required on U.S. Army Audit Agency reports; and audit procedures for nonappropriated and similar funds. Policy and procedures relating to audits made by the Government Accountability Office (GAO).

Table 8–1
Series numbers and titles for administrative publications—Continued

Series Number: 37

Title: Financial Administration

Description: Policies, procedures, direction, and supervision of financial functions, including budgeting, accounting, funding, entitlement, pay, expenditures, Army management structure and fiscal code, and related reporting.

Series Number: 40

Title: Medical Services

Description: Composition, mission, responsibilities, and functions of the Army Medical Department and its related corps. Covers administration and operation of Army medical treatment facilities; medical, dental, and veterinary care; and medical, dental, and veterinary equipment and supplies.

Series Number: 50

Title: Nuclear and Chemical Weapons and Materiel

Description: Policies, studies and reviews, controls, and operating procedures pertaining to the safety and reliability of nuclear weapons and related materiel, including prevention of weapons accidents, incidents, unauthorized detonation, and safe jettison. Also includes procurement, storage, handling, transportation, maintenance, stockpile-to-target sequences, and related accounting and reporting of nuclear weapons and materiel.

Series Number: 55

Title: Transportation and Travel

Description: Transportation planning, programming, and staff supervision of transportation components; movement of Army passengers, cargo, mail, household goods, privately owned vehicles (POVs), and personal baggage by various modes of transportation; use of container express service; customs clearance; travel of Army personnel and dependents; military traffic management activities; and transportation facilities. Publications pertaining to specific modes of transportation and travel are placed in the 56 and 59 series.

Series Number: 56

Title: Surface and Transportation

Description: Administration, registration, operation, and management of motor vehicles and motor pools; hiring of motor vehicles; inventory control and reporting; maintenance cost reporting; safety inspection of POVs; transportation of dependent school children; and use of highways. Operation and control of Army railroads and rail equipment. Also includes organization, functions, operation, and services of Army water terminals and other port activities.

Series Number: 59

Title: Air Transportation

Description: Air movement of persons, baggage, and cargo by the Air Mobility Command or commercial airlift; air traffic facilities and activities; arrangements for air transportation; and aerial terminals and ports.

Series Number: 60

Title: Exchange Service

Description: Establishment, management, operation, and control of Army exchanges on a worldwide basis (the Army and Air Force Exchange Service and exchanges at installations).

Series Number: 66

Title: Courier Service

Description: Procedures and instructions pertaining to transmission of material requiring protected handling by military courier. Includes organization of the Armed Forces Courier Service, responsibilities of couriers, material authorized for transmission, transportation systems, and forms and records required.

Series Number: 70

Title: Research, Development, and Acquisition

Description: Policies, procedures, and standards for research, development, and acquisition. Includes production of scientific and technical studies to seek new basic knowledge from which techniques for new and improved equipment, materiel, methods, and use of human resources can be devised and introduced into the Army inventory; studies to establish technical adequacy and qualitative characteristics of materiel; exchange of and access to technical and scientific information; collaboration on changes and modifications of development items based on results of studies and tests; and policies and procedures for materiel acquisition system management.

Series Number: 71

Title: Force Management

Description: Development and formulation of new or revised doctrines, organizations, materiel objectives and requirements and their integration into the Army; requirements for a projected force structure; establishment of quantitative operational requirements for new equipment; procedures for preparation and publication of authorization documents; and modernization and replacement of existing equipment.

Table 8–1
Series numbers and titles for administrative publications—Continued

Series Number: 73

Title: Test and Evaluation

Description: Policies, procedures, responsibilities, and standards for the Army's test and evaluation mission; implements the policies and procedures contained in DOD directives, instructions, and manuals regarding test and evaluation; includes test and evaluation policy, guidance, and responsibilities for systems acquired in support of 25- and 70-series regulations; discusses activities, such as developmental and operational test and evaluation; test and evaluation master plan; critical operational issues and criteria; software test and evaluation; models and simulations in support of test and evaluation; test support packages; and instrumentation, targets, and threat simulators.

Series Number: 75

Title: Explosives

Description: Responsibilities and procedures in connection with explosive ordnance disposal (EOD) and use, safety, and disposition of explosives.

Series Number: 95

Title: Aviation

Description: Army flight regulations and operations; military aircraft identification and security control; Army aviator flying proficiency and instrument qualification, ratings, logging of flying time, and records; investigation of flight violations; flight information and navigational aids; flying safety; airfields and heliports; and techniques, procedures, and personnel qualifications involved in flight training. Publications pertaining to aircraft and aircraft materiel as items of equipment or supply are placed in the applicable 700 series.

Series Number: 100

Title: Operations

Description: Not applicable.

Series Number: 105 (Being converted to 25–10 through 25–29.)

Title: Communications-Electronics

Description: See 25–10 through 25–29.

Series Number: 108

Title: Audiovisual Services

Description: Not applicable.

Series Number: 115

Title: Climatic, Hydrological, and Topographic Services

Description: Army requirements for weather service information, such as forecasting, surface and upper air observations, and scientific and climatological services of the Air Weather Service. Procedures covering hydrological matters. Production, procurement, storage, and distribution of maps, geodesy, and related materials, as well as other topographic and geodetic data.

Series Number: 130

Title: Army National Guard

Description: Organization of the ARNGUS and functions of the National Guard Bureau. National Guard air defense program and personnel and logistical support. Excludes publications that are generally related to USAR and Reserve Components (including both the ARNG and USAR); these publications are placed in the 135 or 140 series.

Series Number: 135

Title: Army National Guard and Reserve

Description: Organization, administration, training, and logistical support of the Reserve forces (the ARNG and USAR). Includes voluntary and involuntary order to active duty of individual members and units of the Reserve forces and call to active duty of ARNGUS units. Publications pertaining to the ARNGUS and USAR singly are placed in the 130 and 140 series; those pertaining to Reserve Component personnel on active duty are placed in the appropriate subject series.

Series Number: 140

Title: Army Reserve

Description: Mission, organization, administration, and training of the USAR and functions relating primarily to the USAR, including, but not limited to facilities, equipment, logistical support, procurement, management, and separation of USAR personnel. Publications concerning USAR personnel on active duty are placed under the appropriate subject series.

Series Number: 145

Title: Reserve Officers' Training Corps

Description: Functions, responsibilities, organization, and procedures concerning the administration of the junior and senior divisions of the Army Reserve Officer Training Corps program and divisions of the National Defense Cadet Corps.

Table 8–1
Series numbers and titles for administrative publications—Continued

Series Number: 150
Title: United States Military Academy
Description: Not applicable.

Series Number: 165
Title: Religious Activities
Description: Religious support activities; religious ministries; chaplain and chaplain assistant personnel; chaplain recruitment; Chaplain Candidate Program; policy development; mobilization and readiness; training; moral leadership; information management; and logistics and resources.

Series Number: 190
Title: Military Police
Description: Enforcement of military discipline; physical security; traffic control; control over firearms and dangerous weapons; and apprehension, restraint, confinement, administration, sentences, parole, restoration, and disposition of prisoners.

Series Number: 195
Title: Criminal Investigation
Description: Functions and procedures related to investigation of criminal incidents affecting or involving U.S. Army personnel, U.S. Government property under Army jurisdiction, or civilian personnel subject to Army investigation. Includes matters pertaining to evidence, polygraph, special funds, selection, and identification of investigators and other matters appropriate to criminal investigation activities.

Series Number: 200
Title: Environmental Quality
Description: Actions relating to Army environmental management, including programs, policies, instructions, and activities. Matters affecting the quality of the human environment, such as impact on the atmosphere, natural resources, water, and the community.

Series Number: 205
Title: Conservation
Description: Not applicable.

Series Number: 210
Title: Installations
Description: Responsibilities of installation commanders and administrative and management functions pertaining to installations. Subject functional areas include activation and inactivation, commercial solicitation, financial institutions, sale of products and services, and similar functions applicable at the installation level and not specifically provided for in other series.

Series Number: 215
Title: Morale, Welfare, and Recreation
Description: Responsibilities and procedures for operation of the special services program Armywide, which includes entertainment, sports participation at various levels, crafts, motion picture services, libraries (other than law), service clubs, and other forms of recreation and welfare.

Series Number: 220
Title: Field Organizations
Description: Mission, functions, organization, and status of field-type units and activities. Actions that affect field units, including activation and inactivation, movement, training, mission readiness, and unit documents (such as rosters and journals).

Series Number: 230
Title: Nonappropriated Funds and Related Activities
Description: Administration of the accounting for nonappropriated funds and activities financed from nonappropriated funds.

Series Number: 235
Title: Industrialized Activities and Labor Relations
Description: Establishment and operation of commercial and industrial-type activities managed by the Army to provide products and services and procurement of contract support services. Matters concerning industrial labor relations, involving unions, contractors, and industry in connection with supplies and services furnished the Government under contract.

Series Number: 290
Title: Cemeteries
Description: Development, operation, maintenance, administration, and responsibility for Army national cemeteries and for post cemeteries under the jurisdiction of the Army.

Table 8–1
Series numbers and titles for administrative publications—Continued

Series Number: 310 (Being converted to 25–30 through 25–49.)
Title: Military Publications
Description: See 25–30 through 25–49.

Series Number: 325
Title: Statistics
Description: Policies, procedures, techniques, and standards applicable to the compilation and presentation of statistical data for use within DA and clearance of statistical material for release outside DA.

Series Number: 335 (Being converted to 25–1 through 25–9.)
Title: Management Information Control
Description: See 25–1 through 25–9.

Series Number: 340 (Being converted to 25–50 through 25–69.)
Title: Office Management
Description: See 25–50 through 25–69.

Series Number: 350
Title: Training
Description: Policy, procedures, techniques, and standards for the training development process (analysis, design, development, implementation, and evaluation) as well as training processes, management, institutions, courses, materials, and products, to include training aids, devices, simulators, and simulations and training institution accreditation. Includes instruction of personnel in performance of individual and collective critical tasks to ensure task performance to established standards, including basic, advanced, leader, and unit training in military doctrine, tactics, techniques, and procedures. Training may be by distance learning and includes on-the-job training for military or DA Civilian personnel (for example, supervisory, management, first aid, and physical training). Excludes subjects in 352 and 621 series.

Series Number: 351 (Being converted to 350, Training.)
Title: Schools
Description: Use 350 series number when revising publications in 351 series.

Series Number: 352
Title: Dependents' Education
Description: Planning, supervising, and conducting dependents' schools and educational systems and programs.

Series Number: 360
Title: Army Public Affairs
Description: Public information objectives, principles, and procedures; review, clearance, and release of public information; internal information and community relations programs; speakers' programs; relations with public news media and industry; and field press censorship.

Series Number: 370
Title: Libraries Information Centers
Description: Not applicable.

Series Number: 380
Title: Security
Description: Identification, classification, downgrading, declassification, dissemination, and protection of defense information; storage and destruction of classified matter; industrial security; investigation involving compromise of classified information; access to classified data; and other matters pertaining to security. Also policies, responsibilities, and functions as they affect security and defense on a national level. Protection and preservation of the military, economic, and productive strength of the United States, including the security of the Government in domestic and foreign affairs.

Series Number: 381
Title: Military Intelligence
Description: Collection, identification, evaluation, control, classification, and dissemination of general and technical intelligence data. Matters relating to subversion, espionage, and counterintelligence activities.

Series Number: 385
Title: Safety
Description: Administration of the Army Safety Program, which is directed toward accident prevention Armywide. Program responsibilities include conducting studies and surveys to determine unsafe practices and conditions, ensuring that mishaps are reported and investigated, establishing reporting format procedures, analyzing and evaluating accident reports, providing safety education, and maintaining statistical data on accidents and incidents. Some other elements of safety are placed in respective subject series.

Table 8–1
Series numbers and titles for administrative publications—Continued

Series Number: 405

Title: Real Estate

Description: Acquisition, jurisdiction, utilization, granting temporary use, and disposal of real estate.

Series Number: 415

Title: Construction

Description: Construction at military installations and facilities under DA control, including design, funding, and awarding of contracts and administration of construction programs. Excludes civil works construction, master planning (see 420 series), and work classified as maintenance and repair (see 420 series).

Series Number: 420

Title: Facilities Engineering

Description: Activities pertaining to the maintenance and repair of real property, operation of utilities plants and systems, energy management, acquisition and sale of utilities, housing management, master planning, fire prevention and protection, minor construction (addition, expansion, alteration, conversion, or replacement of an existing real property facility), abatement of environmental pollution, management of natural resources (land, forest, fish, and wildlife), and related facilities engineering functions and services (custodial services, entomological services, refuse collection and disposal, snow removal, and ice alleviation).

Series Number: 500

Title: Emergency Employment of Army and Other Resources

Description: Actions involved in preparing for war or emergencies, bringing the Army to a state of readiness, and assembling and organizing personnel, supplies, and other resources for active military service. Army participation and support in matters of civil disturbance, disaster relief, and civil defense, including emergency actions and measures taken during riots, demonstrations, other disorders, floods, earthquakes, storms, fires, and accidents. Planning and operations in support of the National Civil Defense Program. Publications pertaining to specific subjects concerning emergency employment or mobilization are placed in the appropriate subject series.

Series Number: 525

Title: Military Operations

Description: DA Command and Control System and other requirements for combat operational information; activities and functions in support of military operations; resources and equipment used; lessons learned; search and rescue operations; and strategic and tactical planning. Includes use of propaganda and other psychological, political, military, economic, and ideological actions designed to create or influence in friendly, neutral, or hostile foreign groups the opinions, attitudes, and behavior in support of national and military objectives.

Series Number: 530

Title: Operations and Signal Security

Description: Policies, responsibilities, and procedures for operations security, COMSEC electronic security, control of compromising emanations, and related matters.

Series Number: 550

Title: Foreign Countries and Nationals

Description: Matters pertaining to foreign nations and countries that affect the Army and military and DA Civilian personnel. Subjects relating to foreign nationals as individuals, such as visits to U.S. military activities, training, and orientation by the U.S. Army. Publications that concern foreign countries and that are in specific subject areas are placed in the appropriate subject series.

Series Number: 570

Title: Manpower and Equipment Control

Description: Criteria for authorizing, allocating, utilizing, and programming for military and DA Civilian manpower and equipment. Includes criteria for establishing manpower and equipment requirements in Army authorization documents. Procedures for preparation and publication of authorization documents must be numbered 25–30 through 25–49.

Series Number: 600

Title: Personnel–General

Description: Subjects pertaining to military and DA Civilian personnel not specifically provided for in other 600 series or subjects containing procedures pertaining to more than on personnel series.

Series Number: 601

Title: Personnel Procurement

Description: Appointment of officer personnel, enlistment and reenlistment of enlisted personnel, recruiting activities, and other matters relating to the entry of military personnel into the Army.

Table 8–1
Series numbers and titles for administrative publications—Continued

Series Number: 602

Title: Soldier—Materiel Systems

Description: Policies, procedures, and standards for integrating the development of systems and materiel with the capabilities and performance of people. Includes human factors engineering; computer-assisted instruction; devices for personnel testing, interviewing, and training; automated physical examinations; and similar areas in which the human, personal, and personnel aspects and the materiel aspects require joint attention.

Series Number: 604

Title: Personnel Security Clearance

Description: Granting, denial, suspension, and revocation of security clearances of DA personnel, both military and DA Civilian, for access to classified defense information. Activities affecting loyalty or suitability of personnel for security clearances. Special requirement for clearances of personnel with certain duties and positions. Excludes types of personnel security investigations and conduct of such investigations that are placed in the 381 series.

Series Number: 608

Title: Personal Affairs

Description: Matters of personal concern to Soldiers, their dependents, and the community, such as insurance, Social Security, voting, citizenship, and handling and responsibility for personal property. Subjects, such as welfare and morale, Army Emergency Relief, and education are placed in specific subject series.

Series Number: 611

Title: Personnel Selection and Classification

Description: Methods and procedures for identifying skills and abilities of military personnel, testing, and awarding MOS for use in assignment to related duties and jobs.

Series Number: 612

Title: Personnel Processing

Description: Processing of military personnel upon entry into the Service, in a training or temporary unassigned status, upon assignment overseas and return, and for separation from the Service.

Series Number: 614

Title: Assignments, Details, and Transfers

Description: Length of duty tours, assignment of personnel to special organizations and duties, permanent change of station and temporary duty, assignment restrictions, and details and transfers of military personnel. Also includes assignments, transfers, and other personnel actions between the Services involving Army personnel and uniformed members of the other Services.

Series Number: 616

Title: Personnel Utilization

Description: Functions, procedures, and techniques to maintain the personnel posture of the Army. Effective use of Soldiers and their skills and abilities. Publications relating to manpower management and utilization of manpower resources are placed in the 570 series.

Series Number: 621

Title: Education

Description: Army programs to improve the general educational level of military personnel, provisions for nonmilitary opportunities and services, and scholarships, fellowships, and grants offered by civilian institutions. Excludes training in military schools (351 series (351 series has been eliminated; see 350 series)) and dependents' education (352 series).

Series Number: 623

Title: Personnel Evaluation

Description: Measurement of the performance of Soldiers in their duty assignments or as students through the use of evaluation reports, academic reports, and similar rating system.

Series Number: 624

Title: Promotions

Description: Criteria relating to the promotion in grade of officer and enlisted personnel. Includes procedures pertaining to selection boards, announcements of zones of consideration, and issuance of recommended promotion lists.

Series Number: 630

Title: Personnel Absences

Description: Leaves of military personnel, including types, entitlements, computations, and recording; procedures pertaining to military personnel who are absent without leave or in a desertion status; and absences from regular duty or post because of pass, authorized administrative absences, or public holiday.

Table 8–1
Series numbers and titles for administrative publications—Continued

Series Number: 635

Title: Personnel Separations

Description: Separation of military personnel from the Service through relief or release from active duty, discharge, retirement, resignation, elimination, and dropping from the rolls; types of discharge and reasons for discharge; and physical evaluation of individuals for retention, separation, or retirement.

Series Number: 638

Title: Casualty and Mortuary Affairs

Description: Responsibilities, organization, and procedures applicable to the Mortuary Affairs Program, which provides for the recovery, identification, care, and disposition of deceased personnel for whom the Army is responsible. Includes disposition of personal effects of deceased personnel.

Series Number: 640

Title: Personnel Records and Identification of Individuals

Description: Initiation, transmittal, maintenance, and disposition of personnel files; documents authorized for inclusion in personnel files; location of military personnel records; and access to records by authorized individuals. Preparation, issue, use, accountability, and disposition of cards, tags, badges, and fingerprint records required to identify DA personnel for various reasons.

Series Number: 670

Title: Uniform and Insignia

Description: Items of the uniform and insignia worn by Soldiers, including the materials, design, manner, and occasions for wearing. Uniforms and allowances for DA Civilians whose special positions or duties require wearing a uniform.

Series Number: 672

Title: Decorations, Awards, and Honors

Description: Design, eligibility, presentation, and wearing of medals, decorations, badges, and tabs; unit awards and streamers; and special awards and honors for outstanding service or accomplishment. Army Incentive Awards Program. Supply, manufacture, and sale of decorations and appurtenances. Honors and ceremonies accorded distinguished visitors. Salutes, honors, and visits of courtesy.

Series Number: 680

Title: Personnel Information Systems

Description: Functions and procedures pertaining to personnel accounting and reporting of data concerning Soldiers and DA Civilians. Preparation, transmission, and processing of data and production of finished reports, statistics, and other forms of output pertaining to personnel.

Series Number: 690

Title: Civilian Personnel

Description: Administration of the DA Civilian Personnel Program, including recruitment, placement, details, career development, employee-management relations, and other related matters. Other DA Civilian personnel matters, such as uniforms, incentive awards, and pay, are placed in specific subject series.

Series Number: 700

Title: Logistics

Description: Logistics policies, procedures, and support covering supplies, equipment, and facilities in several different logistical areas. Publications pertaining to a specific logistical function are placed in the appropriate 700 series.

Series Number: 701

Title: Logistics Plans

Description: Policies and procedures pertaining to development, preparation, and supervision of plans to support the Army Materiel Plan. Includes but is not limited to plans for procurement of items, distribution of newly adopted or modernized principal items of equipment, control of items in short supply, war planning, and other plans in keeping with changing Army logistics requirements.

Series Number: 702

Title: Product Assurance

Description: Policies, procedures, and techniques governing the product assurance of materiel throughout the materiel life cycles, including materiel reliability and maintainability, quality engineering, quality control, quality assurance, and assessment of product (or system) effectiveness.

Series Number: 703

Title: Petroleum Management

Description: Policies and procedures relating to management of petroleum, petroleum products, related materiel, and associated equipment. Includes procurement, storage, distribution, transportation, issue, control, use, sale, quality surveillance, budgeting, funding, accounting, reporting, and disposal of excess.

Table 8–1
Series numbers and titles for administrative publications—Continued

Series Number: 708
Title: Cataloging of Supplies and Equipment
Description: Policies and procedures for naming, identifying, classifying, numbering, and coding items of supplies and equipment used in DA and DOD.

Series Number: 710
Title: Inventory Management
Description: Control of items of supply within the supply system, including procedures for establishing and maintaining requisitioning objectives and maintaining inventory data on the quantity, location, and condition of supplies and equipment due in, on hand, and due out; for determining quantities of materiel available and/or required for issue; and for facilitating distribution and management of materiel.

Series Number: 711
Title: Supply Chain Integration
Description: Provides policies (ARs) and procedures (DA pamphlets) for the development of partnership arrangements and collaborative agreements that cut across traditional functional and/or organizational stovepipes within the supply chain. Links customers to sources of supply through the use of innovative technology and business practices.

Series Number: 715
Title: Procurement
Description: Procurement of materiel and services through purchase or contract from sources outside the Army. Includes such functions as priorities and allocations, procurement inspection, and quality control; high-dollar parts, small business procedures; and open-end contract information.

Series Number: 725
Title: Requisition and Issue of Supplies and Equipment
Description: Procedures pertaining to requisitioning and issuing supplies and equipment. Includes special requisitioning and issue system, such as military standard requisitioning and issue procedures.

Series Number: 735
Title: Property Accountability
Description: Authority, policies, and procedures governing accounting for Army property in terms of both monetary value and quantity. Includes pricing; accounting for lost, damaged, and destroyed property; reports of surveys fixing responsibility; and financial inventory accounting for materials and property.

Series Number: 738
Title: Maintenance of Supplies of Equipment
Description: Not applicable.

Series Number: 740
Title: Storage and Supply Activities
Description: Organization, mission, and functions of Army depots; establishment, status, and use of storage and warehousing facilities; warehousing and depot operations; and performance measurement. Placement of supplies and equipment in storage functions, and reissue of materiel.

Series Number: 742
Title: Inspection of Supplies and Equipment
Description: Examination, testing, and surveillance of the physical condition, serviceability, and usability of materiel in use or in storage for conformity with prescribed quality standards and safety procedures. Inspections relating to procurement or maintenance are placed in the appropriate subject series.

Series Number: 746
Title: Marking, Packing, and Shipment of Supplies and Equipment
Description: Painting and marking of Army materiel for identification. Preparation of materiel for shipment (cleaning, preserving, packing, packaging, and markup), loading, and escorting of shipments.

Series Number: 750
Title: Maintenance of Supplies and Equipment
Description: Actions taken to retain materiel in a serviceable condition or to restore it to serviceability. Maintenance actions include inspection, testing, servicing, classification as to serviceability, repair, rebuild, and reclamation. Includes activities and operations responsible for maintenance functions.

Series Number: 755
Title: Disposal of Supplies and Equipment
Description: Reporting, using, screening, redistributing, and disposing of excess, surplus, and foreign excess personal property.

Table 8–1
Series numbers and titles for administrative publications—Continued

Series Number: 840

Title: Heraldic Activities

Description: Authority for and description, display, and use of flags, guidons, tabards, and automobile plates used by Army organization and personnel.

Series Number: 870

Title: Historical Activities

Description: Preparation and use of historical data and studies; administration of the Army Historical Program; organizational history, lineage, and honors; establishment and maintenance of museums; historical services; and acquisition, accountability, and disposition of historical properties.

Series Number: 900

Title: Army Space Activities

Description: Not applicable.

Series Number: 920

Title: Civilian Marksmanship

Description: Promotion of civilian rifle practice, including matches and competition in the use of rifled arms. Includes organization, functions, and responsibilities of the Corporation for the Promotion of Rifle Practice and Firearms Safety and the Civilian Marksmanship Program. Also pertains to the issue of arms, ammunition, and supplies to civilians and the procurement and award of trophies, badges, and medals.

Series Number: 930

Title: Service Organizations

Description: Organization and functions of the Department of Veterans Affairs (VA) and VA field activities; procedures for exchange of record between VA and DA; and services provided by VA and recognized veterans organizations. Authority, benefits, eligibility for admission and other matters relating to the U.S. Soldiers' Home, Washington, DC. Authority, organization, operations, and procedures of the Army Emergency Relief. Mission and operations of the United States Organization, Inc. (USO); logistical support, privileges, and services provided by the Army; and USO services provided to the Army. Mission and operations of the American National Red Cross; support, privileges, and facilities provided by the Army, and use of Red Cross services by the Army.

Section IV
Numbering Doctrinal and Training Publications

8–14. Numbering doctrinal publications

a. The numbering system aligns Army doctrinal publications with the Joint numbering protocols in CJCSM 5120.01 and Joint Doctrine Hierarchy, when possible, and uses the seven functional categories in table 8–2. Table 8–2 depicts the numbering categories for doctrine publications. Category 7, which is not part of the Joint numbering system, is used to capture the doctrine that does not fit in the other categories. For example, publications placed in category 7 will contain doctrine that involves training the force, notional opposing forces, Army Universal Task List, and so forth. ADP 1 is the Army's capstone doctrine publication and aligns directly with Joint Publication 1. (ADP 1 is separate from the subordinate "1" series for Personnel.) The functional categories are:

(1) 1–Personnel.
(2) 2–Intelligence.
(3) 3–Operations.
(4) 4–Sustainment.
(5) 5–Operations Process.
(6) 6–Mission Command.
(7) 7–Warfighter Support.

b. The authority for assigning all Army doctrinal publication numbers is delegated to the CG, TRADOC since TRADOC is the proponent for the majority of Army doctrinal publications. This is to ensure uniformity and Joint number alignment (when possible), and it precludes doctrine publications numbering duplications. Requests for assignment of doctrine publication numbers will be forwarded by email to TRADOC, Combined Arms Center, Mission Command Center of Excellence, Combined Arms Doctrine Directorate, at usarmy.leavenworth.mccoe.mbx.cadd-org-mailbox@mail.mil, and officially approved with the approval of the program directive packet.

c. To manage the assignment of numbers effectively, Army doctrinal publications will only be renumbered as they enter their normal revision cycle. Newly assigned numbers will be displayed on the publication's cover, followed by the old number in parentheses through one revision cycle. Old and new numbers will also be placed on the supersession line inside the front cover.

d. Figure 8–1 depicts the methodology for selecting a doctrine publication number.

FM X-XX

- Functional field within a category
- Functional category
- Publication medium
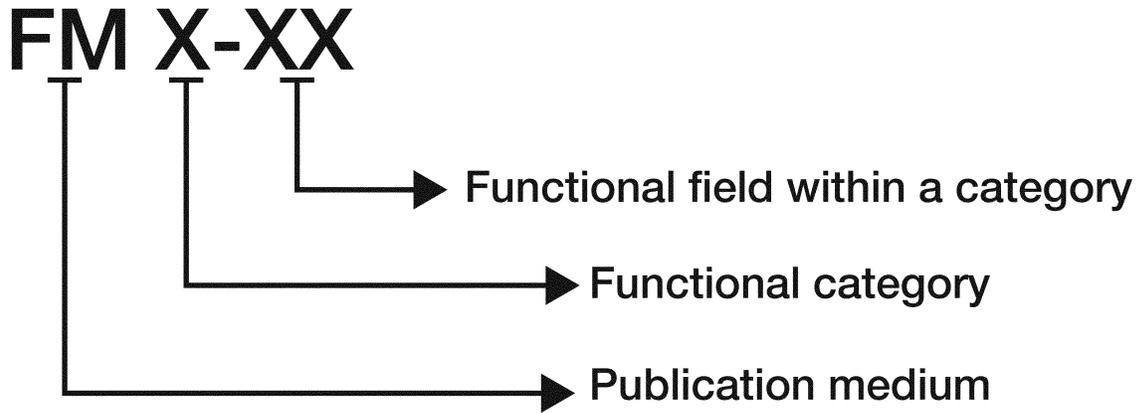
Figure 8–1. Doctrine publication numbering methodology

(1) The publishing medium (ADP, ADRP, FM, or ATP) precedes the nomenclature. The first numerical group (**X**-xx) identifies the number series of the functional category. A number is selected (see table 8–2) according to the functional category from the series column (1–Personnel, 2–Intelligence, 3–Operations, 4–Sustainment, 5–Operations Process; 6–Mission Command, or 7–Warfighter Support). It will only contain one number.

(2) The second set of numbers (x-**XX**), preceded by a hyphen (-), places the publication within a functional field. It may contain one or two numbers. These digit designators indicate an echelon of manuals (Army or proponent level) or are used to identify a specific manual for the series of a functional field.

(3) The third number group (x-xx.**X**), preceded by a period (.), designates those publications that provide supporting, expanded, or sequential doctrinal manuals within a functional field and normally are only used with ATPs (this number group will not exceed two digits). Normally, ADPs, ADRPs, or FMs will not use extensions.

Table 8–2
Army doctrinal publication numbering

Number Series #	Category Name	Subseries	Doctrine Subcategory
			ADP 1, The Army; Reference series 1–02 – Terms and Symbols
1	Personnel		
		0	Human Resource Support
		04	Judge Advocate/Military Law Legal Support
		05	Religious Support
		06	Financial Management
		19	Army Band
		20	History
2	Intelligence		
		0	Intelligence Doctrine and Processes
		19	Intelligence Support at Different Echelons
		22	Intelligence Disciplines
		33	Analysis
		91	Intelligence Support to Operations and Tactics
3	Operations		
		0	Unified Land Operations
		01	Air and Missile Defense
		04	Aviation

Table 8–2
Army doctrinal publication numbering—Continued

Number Series #	Category Name	Subseries	Doctrine Subcategory
		05	Army Special Operations
		06	Urban
		07	Stability
		09	Fires
		11	Chemical, Biological, Radiological, and Nuclear
		13	Inform and Influence Activities
		14	Army Space
		16	Multinational
		17	Air Mobility
		18	Special Forces
		20	Cavalry
		21/22/23/25	Infantry
		24	Counterinsurgency
		27	Global Ballistic Missile Defense
		28	Defense Support of Civil Authorities
		30	Army Support to Security Cooperation
		34	Engineer
		35	Deployment/Redeployment
		36	Electronic Warfare
		37	Protection
		38	Cyber Electromagnetic Activities
		39	Military Police
		50	Personnel Recovery
		52	Airspace Control
		53	Military Information Support Operations
		55	Information Collection
		57	Civil Affairs
		60	Targeting
		61	Army Public Affairs
		72	Nuclear
		75	Rangers
		76	Special Operations Aviation
		81	Maneuver Enhancement Brigade
		86	High Altitude
		90	Tactics, Offensive, Defensive, and Combined Arms
		92	Corps Operations
		94	Theater Army, Corps, and Division
		95	Infantry Brigade
		96	Heavy Brigade
		97	Stryker Brigade
		98	Reconnaissance and Security Organizations
		99	Airborne and Air Assault Operations

Table 8–2
Army doctrinal publication numbering—Continued

Number Series #	Category Name	Subseries	Doctrine Subcategory
4	**Sustainment**		
		0	Sustainment
		01	Transportation
		02	Army Health System (medical echelons command through battalion)
		10	Contract Support
		30	Ordnance
		40	Quartermaster
		46	Mortuary Affairs
		90	Brigade Level Support
		91	Army Field Support Brigade
		92	Contracting Support Brigade
		93	Sustainment Brigade
		94	Theater Sustainment
5	**Operations Process**		
		0	Army Operations Process
6	**Mission Command**		
		0	Mission Command
		02	Signal
		22	Leadership
		27	Law of Land Warfare
		99	Report and Message Formats
7	**Warfighter Support**		
		0	Training
		15	Army Universal Task List
		100	Opposing Forces

Legend for Table 8-2:
Functional category:
ADP 1–The Army
1–Personnel
2–Intelligence
3–Operations
4–Sustainment
5–Operations Process
6–Mission Command
7–Warfighter Support

Notes:
[1] A few sets of doctrine publications are unique and not assigned to any category, such as ADP 1, ADP 1–02, and ADRP 1–02.
[2] The number series for the functional categories are permanent, but the subseries numbers may expand and not be listed in this table as new publications evolve.

8–15. Numbering graphic training aids
Use a series number (see table 8–3) according to the function or other classification of subject matter. Use a subnumber or subnumbers to distinguish between other GTAs on the same basic subject.

Table 8–3
Series numbers and titles for training, organizational, technical, and equipment publications

Series No.[1]	Title
1	Aviation/Aviation Logistics
3	Chemical
5	Engineers
6	Field Artillery
7	Infantry
8	Medical
9	Ordnance (missile and munitions)
10	Quartermaster
11	Signal
12	Adjutant General
14	Finance
16	Chaplain
17	Armor
18	Management Information Systems
19	Military Police
20	General
21	Individual Soldier
22	Leadership, Courtesy, and Drill
23	Weapons (including accessories and ammunition)
24	Communications Techniques
25	General Management
26	Organizational Effectiveness
27	Judge Advocate
29	Composite Units and Activities
30	Military Intelligence
31	Special Operating Forces
32	Intelligence and Security Command
33	Psychological Operations
34	Combat Electronic Warfare and Intelligence
36	Environment Operations
37	Infantry Division
38	Logistics Management
39	Special Weapons Support
40	Space and Missile Defense
41	Civil Affairs
42	Supply
43	Maintenance (except missile)
44	Air Defense Artillery
45	Public Affairs
50	Common Items of Nonexpendable Materiel
51	Army
52	Corps

Table 8–3
Series numbers and titles for training, organizational, technical, and equipment publications—Continued

Series No.[1]	Title
54	Logistical Organizations and Operations
55	Transportation
57	Airborne Division
60	Explosive Ordnance Disposal Procedures
63	Combat Service Support
67	Air Assault Division
70	Research, Development, and Acquisition
71	Combined Arms
74	Military Missions
75	Military Advisory Groups
77	Light Infantry Division
80	Special Operations
87	Heavy Division/Brigade
90	Combat Operations
95	Air Traffic Control
97	Training Division
100	General Operational Doctrine
101	Staff Officers
105	Maneuver Control
300	Table of Organization and Equipment (TOE) Consolidated Change Tables

Notes:
[1] Do not place a zero in front of series numbers below 10.

8–16. Numbering modified tables of organization and equipment

Use a modified table of organization and equipment (MTOE) number that identifies each modification of a TOE within a specific command and that consists of 10 positions. For example, in MTOE number 07015GE101, positions 1–6 (07015G) refer to the base table of organization and equipment (BTOE) being modified. Positions 7–8 (E1) are the ACOM code. Positions 9–10 (01) are the modification number of the MTOE, beginning with 01 and progressing with each different modification of the BTOE for the specified command.

8–17. Numbering professional bulletins

Number a PB using the four segments shown in figure 8–2.

   a. Publishing medium. Use the letters "PB."

   b. Series number. Use a series number (see table 8–2) according to the function or other classification of the subject matter.

   c. Calendar year. Use the last two digits of the calendar year in which the bulletin is published.

   d. Subnumber. Use a subnumber designating the volume or issue.

PB XX-XX-X

- Volume or issue
- Calendar year
- Series number
- Publication medium
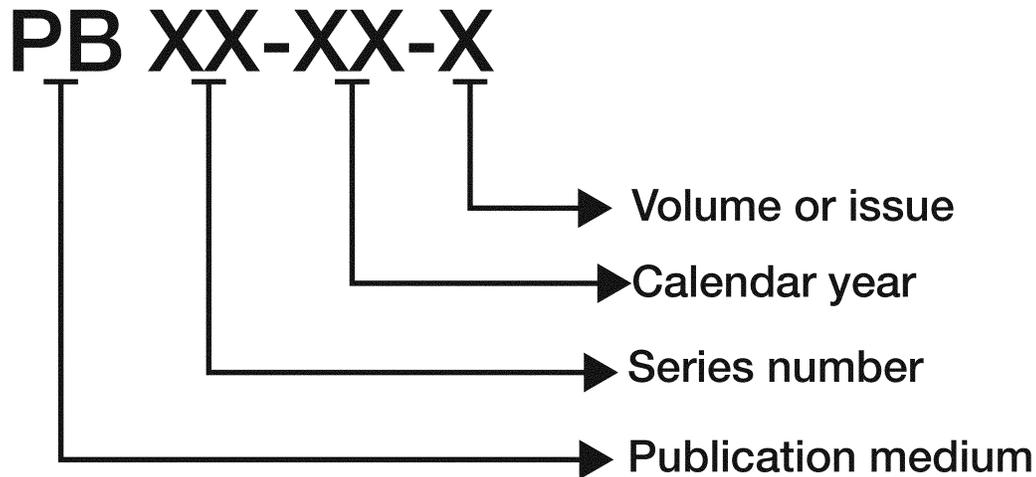
Figure 8–2. Professional bulletin numbering

8–18. Numbering precommissioning publications
Use the series number "21," and the subnumber "I" to distinguish from other manuals in the series.

8–19. Numbering Soldier training publications
STPs are published for three audiences: enlisted Soldiers, officers, and common core, a combination of enlisted Soldiers and officers.

a. Publishing medium. Always use the letters "STP."

b. Series number and subnumber for enlisted Soldier training publications. Use a series number (see table 8–3) according to the function or other classification of the subject matter. Use a subnumber consisting of one of the MOS designators given below followed by the MOS skill level (SL) of the publication. However, an STP used as a Soldier's manual of common tasks (SMCT) has no MOS designator in its subnumber. Include the following numbers:

(1) The first three characters of the MOS (two numbers and one letter) if the STP addresses a single MOS (for example, "13B").

(2) The two common numbers of the MOS followed by the letters of the MOS if the STP addresses more than one MOS (for example, "02BCDEF" and "67GHN68JK").

(3) The career management field (CMF) number if the STP addresses all MOSs and SLs in the CMF.

c. Series number and subnumber for officer Soldier training publications. Use a series number (see table 8–2) according to the function or other classification of the subject matter. The officer foundation standard system (OFS) does not support branch manuals. For officer common tasks, the subnumber must consist of the OFS level (I, II, or III) minus the officer specialty, for example, STP 21–I–OFS, STP 21–II–OFS. The officer level III manual—STP 21–III–MQS—must remain in the inventory until supplies are exhausted. Use a volume number for STPs requiring more than one volume; for example, -1, -2, and so forth. Use multiple volumes when—

(1) The proponent wishes to split the publication because it is very long.

(2) A separate publication containing information of a different security classification for an office specialty is required.

d. Series number and subnumber for common core Soldier training publications. When the STP includes horizontally aligned common core training information for both officers and enlisted Soldiers, the suffix is "CC" and the numbering system explained in paragraph 8–19*b*(3) applies.

e. Content designators.

(1) *Enlisted Soldier training publications.* Content designators for enlisted STPs include "SM" for Soldier's manuals, "TG" for trainer's guides, and "SMCT" for Soldier's manual of common tasks. These content designators indicate the content of the STP. For SMCTs, the content designator follows the SL designator.

(2) *Officer Soldier training publications.* The content designator for officer STPs is "OFS" for officer foundation standards, which replaces military qualification standards (MQS). MQS publications must remain in the system until supplies are exhausted or they are superseded or rescinded.

f. Publication number. The intent of the publication number is to reflect the content of the STP. A publication number cannot exceed 35 characters (spaces). If the subnumber and content designator assigned to an STP exceeds 25 characters (spaces), a descriptive alphanumeric ABCA must be used.

(1) For STPs containing materials that do not fall under paragraphs 8–19*b*(1) through 8–19*b*(3), use an alphanumeric ABCA that describes the content of the STP (for example, "STP 44–HRS–SM" for a manual containing HAWK basic skills).

(2) The publication number should be as short as possible while still providing the needed information.

(3) Any alphanumeric STP number must be approved by APD through TRADOC (ATIC–ITP and ATIC–ETP–A).

g. Volume. Use a volume number for STPs requiring more than one volume. Use multiple volumes when—

(1) The proponent wishes to combine an entire CMF, but because of the size, more than one volume is required.

(2) A separate publication containing information of a different security classification for an MOS is required.

h. Example. "STP 34–98J34–SM–TG–1" consists of five segments as described below.

(1) "STP" is the publishing medium.

(2) "34" is the series number.

(3) "98J34" is the subnumber, consisting of an MOS designation ("98J") and an SL designation ("34").

(4) "SM" and "TG" are content designators.

(5) "1" is the volume number.

i. Number combinations. The following publication numbers illustrate various STP combinations.

(1) STP 7–11B15–SM–TG (all SLs plus TG).

(2) STP 7–11B1–SM (SL 1 SM only).

(3) STP 7–11B25–SM (SL 2 through 5 SM).

(4) STP 7–11B25–SM–TG (SL 2 through 5 SM plus TG).

(5) STP 7–11B–TG (TG only).

(6) STP 12–71–SM–TG (STP for entire CMF, including all SLs).

(7) STP 12–71–TG (TG for CMF).

(8) STP 12–71–SM–TG–1 (STP for entire CMF, including all SLs, volume 1).

(9) STP 34–98J34–SM–TG–2 (STP for SL 3 and SL 4 SM plus TG, volume 2).

(10) STP 12–01BCDEF13–SM–TG (STP for multiple MOSs that are within the same CMF and that have the same first two MOS numbers).

(11) STP 21–1–SMCT (SL 1 only).

(12) STP 21–24–SMCT (SL 2 through 4).

(13) STP 44–HBS–SM (STP for alphanumeric ABCA).

8–20. Numbering tables of allowances

a. Common table of allowances. Use the acronym "CTA" to designate the common table of allowances publishing medium. Use a series number (see table 8–3) that indicates the function or other classification of the subject matter, and use a subnumber for further identification within the series.

b. Joint table of allowances. Use the acronym "JTA" to designate the joint table of allowances publishing medium. Use the same numbering as in paragraph 8–20*a*.

8–21. Numbering tables of distribution and allowances

a. Use an eight-position number to number tables of distribution and allowance (TDAs). The first two positions identify the subcommand (or ACOM when there are no subcommands), followed by the four-position unit identification code (UIC) and the two-position parent unit code "AA" or other designator code that is in accordance with AR 71–32. The subcommand code must agree with the code recorded for the specific UIC in the UIC/Force Status and Identity Report file.

b. Number a mobilization TDA the same as a normal TDA, but add positions 9 and 10 as "MO."

c. Use an eight-position number that has a numeric designator in the seventh and eighth positions for a TDA augmentation to an MTOE unit. Assign the TDA augmentation designator in descending sequence from 99 to 90 when more than one augmentation pertains to one MTOE. For example, in the designator M6W123AA, position 1–2 (M6) is the ACOM or subcommand code, position 3–6 (W123) is the UIC, and position 7–8 (AA) is the unit designator code. Position 9–10 (MO) is used only for designated mobilization TDA.

8–22. Numbering tables of organization and equipment

The TOE number is composed of a nine-position alphanumeric code. The first position contains the series number, which is a two-position numeric code that indicates the branch or major functional area of a TOE (see table 8–3). The second position contains the subnumber that is a three-position numeric code that indicates the organizational elements of the branch or major subdivision. Normally, the three digits in positions three, four, and five must be used as follows:

a. Position three, the first digit in the subnumber, may be used to identify the type of unit within the branch or

major subdivision. With the exception of number "5," this number identifies specific unit groupings. The number "5" must be used for teams. Normally application is as follows:

(1) 0, 1, 2, and 3—divisional/brigade and equivalent.

(2) 4—corps units.

(3) 5—teams (generic).

(4) 6–echelon above corps/theater Army.

(5) 7, 8, and 9—unique.

b. Position four must delineate among the organizations identified in the categories outlined above.

c. Position five must indicate the type of organization, as follows:

(1) 0—corps, division, brigade, or company modular recapitulation tables.

(2) 1—corps headquarters and headquarters company or similar or associated unit (headquarters and headquarters battery corps artillery, headquarters and headquarters company, engineer command, and so forth).

(3) 2—brigade, group, regiment, division artillery, or similar organization headquarters and headquarters company.

(4) 3—separate companies within brigade, division, corps subgroups.

(5) 4—division headquarters and headquarters company, and, if required, some separate companies.

(6) 5—battalion or similar organizations recapitulation tables.

(7) 6—battalion or similar organizations headquarters and headquarters company.

(8) 7, 8, and 9—company or similar organization within a battalion.

d. Position 6 is an alpha character that indicates the tables' edition. The letter "L" has been used initially to identify all tables that incorporate Army of excellence concepts and doctrine and are managed under the incremental TOE methodology. The letter "A" identifies tables that incorporate force projection Army concepts and doctrine. Additional edition identifiers must be established as needed.

e. Position 7 must be used to identify variations or teams.

(1) A zero in this position must indicate that there are no variations of the TOE. When there are variations, the number in position 7 must reflect the variation number (1 to 9).

(2) Alpha characters "A" through "Z" must be used in position 7 to designate teams.

f. Positions 8 and 9 must be used to identify the specific type of TOE, as follows:

(1) 00–BTOE.

(2) 01 through 98—intermediate TOE. This identifies the incremental change package (ICP) which, when combined with the BTOE, results in an intermediate TOE.

(3) 99—objective TOE. This indicates that all ICP (including basis-of-issue plans that are not yet HQDA approved) are combined with BTOE to generate the objective TOE.

8–23. Numbering training circulars

To number TCs, use a series number (see table 8–3) according to the function or other classification of the subject matter. Use a subnumber to distinguish among other circulars on the same basic subject. The option to use subnumbers to the second division exists. Proponents may use the doctrinal publication numbering scheme (see figure 8–2 and table 8–2) to number TCs to show direct correlation to a doctrinal publication. For example "TC 3–04.7," TC -3–23.30," and "TC 2–22.7."

Section V
Numbering Technical and Equipment Publications

8–24. Numbering firing tables and trajectory charts

Number a firing table (FT) and trajectory charts (TJC) as follows:

a. In the first segment, use a number that indicates the caliber of the weapon; for example, "75mm," "105mm," "4.2 inch (106mm)," or "8 inch (203mm)." For antiaircraft weapons, add the letters "AA" to the caliber; for example, "75AA."

b. In the second segment, use letters that indicate the projectile and fuse combination.

c. In the third segment, use a number that indicates the edition or revision.

d. After the first segment, identify addenda to an FT by adding the letters "ADD"; for example, "FT 105–ADD–B–1."

e. At the end of the number, when a wind card is issued, add the letters "WC" to identify the card (for example, FT–155–Q–3WC).

8–25. Numbering modification work orders

Number an MWO as follows:

a. Number an MWO the same as the equipment TM (see para 8–28) to which it pertains (even in instances where the equipment being modified does not pertain to an equipment TM).

b. Add a series number to distinguish between other MWOs on the same equipment. The series number must apply to the same level of maintenance. Assign the series numbers in order of MWO application to manage configuration. The two-digit level of the maintenance number must indicate the lowest level authorized to perform the modification or alteration. The maintenance number may differ from that of the TM; for example, "MWO 1–1520–209–23–7" (related equipment TM is TM 1–1520–209–23).

c. Number an MWO that pertains to two or more items of equipment in the same FSC class (such as the same modification on three different models of generators) as indicated in paragraph 7–12. Use the FSC class number requirements detailed in paragraph 8–25*a*. The sequence number must not be related to the applicable TM; for example, "MWO 5–6115–200–23–1" (related equipment TMs are TM 5–6115–207–23, TM 5–6115–213–23, and TM 5–6115–220–23).

d. Prepare and number separate MWOs as indicated in paragraph 8–25*a*if an MWO applies to two or more items of equipment in different FSC groups or classes; for example, if the same modification applies to a tractor (FSC Group 24) and its trailer (FSC Group 23).

e. Use "55" for the level of maintenance portion of the MWO number for an abbreviated MWO when other documents are referred to for all procedures.

8–26. Numbering supply bulletins
Use a series number (see table 8–3) for supply bulletins (SBs) according to the classification of the subject matter. Use a subnumber to distinguish between other bulletins on the same subject.

8–27. Numbering technical bulletins
TBs will be numbered as follows:

a. TBs pertaining to equipment. Number these TBs as indicated in paragraph 8–28, corresponding to the associated equipment TMs. Add a sequentially assigned serial number to identify separate TBs on the same equipment. The two-digit level of maintenance designation must denote the level for which the TB is intended and may differ from that of the related equipment TM. (Examples are "TB 1–1520–209–23–17" (related equipment TM is TM 1–1520–209–23) and "TB 10–1670–240–23–3" (related equipment TM is TM 10–1670–240–23).) When the TB applies to more than one level of maintenance, the first digit must indicate the lowest level and the second digit the highest level. (For example, "-24" indicates maintainer and sustainment maintenance combined.) Besides the numbering requirements signifying maintenance levels in paragraph 7–12*d*, the number "-50" must be used to denote TBs containing information applicable to the depot maintenance level.

b. TBs pertaining to two or more items of equipment that are in the same FSC class and that have separate TMs. Number these TBs according to paragraph 7–12*b*, using the assigned FSC class. If the items of equipment are not in the same FSC class but are in the same FSC group, use the two-digit group number with two zeros added. In either case, the sequence number must not be related to the equipment TMs. (Examples are "TB 1–1520–339–23–1" (related equipment TMs are TM 1–1520–209–23 and TM 1–1520–227–23), "TB 11–5800–212–23–1" (related equipment TMs are TM 11–5850–228–13 and TM 11–5855–203–13), and "TB 1–1500–200–23–1" (related equipment TMs are TM 1–1510–213–23 and TM 1–1520–227–23).)

c. TBs relating to general subject areas or to professional techniques. Assign these TBs a series number (see table 8–3) or an ABCA representing the proponent. Use a subnumber or subnumbers for further identification; for example, "TB 43–0107" and "TB IG 1."

d. TB 43-series of EIR digest. Assign EIR digest numbers to the TB 43-series as shown in figure 8–3 and as follows:

(1) Basic series number. Use the TB 43-series as the basic number and note that table 8–3 shows the 43-series as "maintenance."

(2) Identification subnumber. Use table 8–3 for the subnumber. For example, aviation EIR digests would be "0001."

(3) Proponent number. Use the proponent number assigned by AMC LOGSA (for example, Aviation and Missile Command uses "03").

(4) Publishing year. Use the year of publishing. EIR digests have the same basic series, subnumber, and proponent number each time they are published. Only the designator showing the order or period of publishing (see para 8–27*d*(5)) changes. If an EIR digest happens to fall behind schedule, this publishing year must ensure that the EIR digests must always have a different publication number.

(5) Designator. Use designators "-1" through "-8" for an EIR digest that is published quarterly and expires in 2 years. For example, "43–0001–03–96–1" means the first quarter of the first year and "-4" on the end is the fourth quarter of the first year. Therefore, "-6" means the second quarter of the second year, and "-8" is the fourth quarter of the second year. Then the cycle begins again with "-1." If an EIR digest expires in 1 year, use "-1, -2, -3, and -4" to represent the four expiration dates because the information is meant to be picked up later in a permanent publication.

TB 43-0001-03-14-1

- Designator
- Publishing year
- Proponent number
- Identification subnumber
- Basic series number
- Publication medium
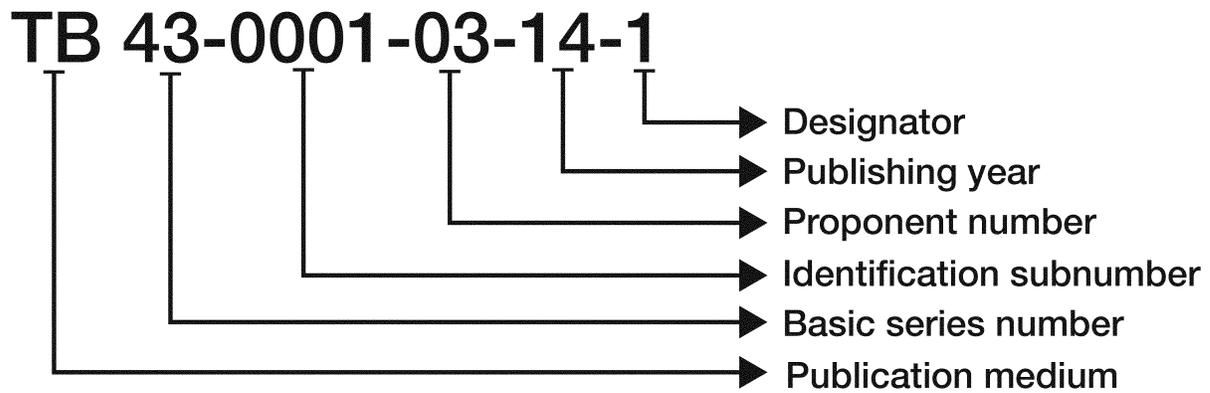
Figure 8–3. Equipment improvement report numbering

8–28. Numbering technical manuals

Number TMs as prescribed below. For TMs prepared to MIL–STD–3031 and ASD S1000D, the alternate publication number should be assigned in accordance with this pamphlet and displayed on the cover of the manual along with the ASD S1000D publication module code.

a. Series number. Use a series number (see table 8–3) that indicates the general type of equipment.

b. FSC class or group number. Use a dash and the four digits that represent the FSC assigned to the equipment covered by the TM as follows:

(1) The first two digits (FSC group) must be the same as the FSC group in Federal logistics (FEDLOG) data for equipment end item(s) covered by the TM.

(2) For manuals that cover a single model or models with the same FSC class (last two digits), use the FSC class listed in FEDLOG data.

(3) When a TM covers multiple models with different FSC classes (for example, FSC class "1510" applies to fixed wing aircraft, and FSC class "1520" applies to rotary wing aircraft), use the FSC group identifier followed by two zeros (for example "1500").

c. Numerical sequence number. Use a dash and up to four digits designated as sequence numbers, as assigned by AMC LOGSA, to distinguish TMs prepared on equipment that is covered by the particular series and the same FSC group or class. All equipment TMs on the same item of equipment applying to the various levels of maintenance (see para 8–28*d*) must be assigned the same sequence number. Different equipment will have different sequence numbers.

d. Level of maintenance numbers. Use a dash and a set of two digits that signify the level of maintenance to which the TM applies. See table 8–4.

Table 8–4
Equipment publication maintenance levels

Number	Description
-10	Operator/crew maintenance
-13	Operator through maintainer maintenance
-14	Operator through sustainment maintenance
-23	Maintainer maintenance
-24	Maintainer through sustainment maintenance
-40	Sustainment maintenance

e. Volume number. Use at least two of each subdivision when page-based material is thick enough to be divided into volumes. Use a dash and a number ("-1," "-2," "-3," and so forth) to number TMs divided into volumes. Each volume must have a separate table of contents. TMs must not be divided into volumes based on model or configuration criteria. Neither dash nor second sequence number must be used. Refer to MIL–STD–40051–2 for further guidance related to volumes.

f. Suffix letter "P." Use the suffix letter "P" for hardcopy and PDF media RPSTL equipment TMs published separately from the associated narrative maintenance instructions. IETM RPSTL TMs are prohibited. The letter "P"

must follow the two-digit level of the maintenance number and precede the volume designation, if used (for example, -23P or -23P–1). When RPSTLs are included with the applicable narrative maintenance instructions in the same TM, add the suffix "&P" after the two-digit level of maintenance number and preceding the volume number (for example, -23&P or –23&P–1).

g. Suffix letters for special types of equipment technical manuals. Use the suffix letters in table 8–5 to designate special types of equipment TMs. Omit the two-digit level of maintenance number for all of these TMs except for hand receipts (-HRs) and preventive maintenance checklists (-PMC). All HRs must carry a -10 maintenance level designator (for example, -10–HR). PMCs can carry any field maintenance level designator (for example, -10–PMC, -13–PMC, -23–PMC, and so forth).

Table 8–5
Suffixes for special types of equipment technical manuals

Suffix	Type of TM	System Applicability
-BD	Battle damage repair	All
-CL	Pilot and crew checklist	Aircraft
-HR	Hand receipt	All
-L	List of applicable publications	All
-MTF	Maintenance test flight	Aircraft
-OP	Operating procedures	COMSEC equipment
-PM	Phased maintenance inspection checklist	Aircraft
-PMC	Preventive maintenance checklist	All non-aviation equipment
-PMD	Preventive maintenance daily inspection check-list	Aircraft
-PMS	Preventive maintenance services	Aircraft
-S	Preparation for shipment	Aircraft
-SAM	Software administrator's manual	All
-SDC	Shipboard damage control	Watercraft
-SUM	Software user's manual	All
-T	Troubleshooting procedures	All

h. Examples. In TM 5–5420–210–23, "5" is the series number (see table 8–3); "5420" is the FSC class of equipment (bridges, fixed and floating); "210" is the numerical sequence of the TM; "23" is the level of maintenance (maintainer maintenance). In TM 5–5420–210–23P–2, "-23P" indicates that the publication is a separate RPSTL equipment TM for maintainer maintenance and "-2" indicates the second volume. In TM 9–1430–588–10–HR, the suffix "HR" indicates the publication is an HR applicable to the operator maintenance level. In TM 1–1520–228–MTF, the letters "MTF" indicate that the publication is an aircraft maintenance test flight TM. The level of maintenance number is omitted. See figure 8–4 for an example of TM numbering.

TM 5-5420-210-23P-2

Volume designator

Level of maintenance

Numerical sequence of the TM

FSC class of equipment

Series number

Publication medium
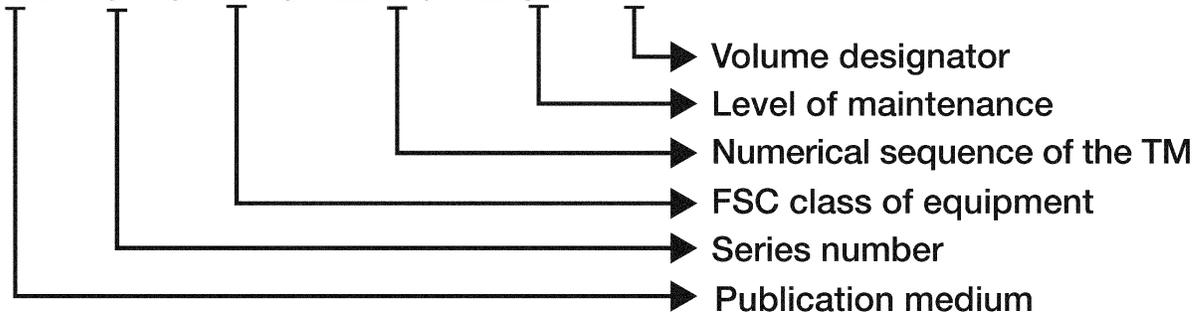
Figure 8–4. Technical manual numbering

i. General subject technical manuals. Assign to these TMs a series number (see table 8–3) that indicates the subject matter to which the TM applies and a subnumber for further identification within the series. If a general subject TM is divided into more than one volume, or if more than one TM addresses the same general subject, add another subnumber, such as "-1," "-2," "-3," and so forth. Examples are "TM 5–764," "TM 8–227," "TM 38–250," and "TM 43–0135." Proponents may use the doctrinal publication numbering scheme (see figure 8–1 and table 8–2) to number general subject TMs to show direct correlation to a doctrinal publication. Examples are "TM 3–22.31," "TM 3–34.45," and "TM 3–34.46."

Chapter 9
Printing

Section I
Departmental Printing

9–1. Requisitioning Departmental printing
a. Requisitions. HQDA agencies must requisition Departmental printing through APD. All other printing by HQDA agencies must be requisitioned using DD Form 282 (DOD Printing Requisition/Order) through APD. ACOMs and field operating agencies (FOAs) must requisition Departmental printing through APD. Requests must be prepared on a DA Form 260 or DA Form 260–1 and sent through command channels to the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, or usarmy.pentagon.hqda-apd.mbx. daform260@mail.mil. (See AR 25–30 for criteria that must be met when procuring multicolor printing and for funding requirements.)

b. Forms. The forms listed below are used to requisition printing. These forms are available on APD's Web site (http://www.apd.army.mil/).

(1) Use SF 1 (Printing and Binding Requisition) for single-type procurements including marginally punched forms.

(2) Use SF 1–C (Printing and Binding Requisition for Specialty Items) for snapout forms or sales-book-style snapout sets.

(3) Use GPO Form 3868 (Notification of the Intent to Publish) to offer publications to the Superintendent of Documents, GPO, for public sale.

(4) Use GPO Form 2511 (Print Order) for processing jobs on GPO term contracts once the contracts are established.

9–2. Requisitioning Departmental printing exceptions
Commands and field activities must not produce or procure Departmental printing unless authorized by APD. The only exceptions are listed below.

a. Service schools and other training activities must reproduce extracts of DA-authenticated publications for instructional use if reproduction is more economical to the Army than ordering complete sets of publications.

b. Except as directed in paragraph 9–2*a,* approval to reproduce locally DA and DOD publications and blank forms

must be requested from APD. Local reproduction must not be authorized for SFs, optional forms (OFs), and controlled and sensitive forms. (See AR 25–30 for the processing of classified material.)

c. Field organizations automatically have the authority, upon mobilization, to reproduce locally any DA-authenticated publication (including blank forms) needed to perform their missions until the AASA rescinds this authority.

9–3. Reprints
Only those publications and blank forms not covered under the less-paper policy (see AR 25–30) will be reprinted. Reprints will be directed and prepared as follows:

a. The stock of a publication or form at AHS, MDD may reach a level that requires the printing of more copies. If so, AHS, MDD sends a status request to the proponent agency's designated functional manager for action. The proponent agency funds reprints of their publications.

b. Reprint copies can only fill replacement copy orders; therefore, no unauthenticated changes to the current, authenticated edition of the publication or the existing form will be made in the reprint.

c. The information manager or publication/form action officer reviews the publication or form for continued need and life-cycle status in coordination with the local resource management office. If a revision is in progress and close to publication, reprinting should be avoided unless the stock available for issue will be depleted prior to publication of the revision. Avoid reprints of publications designated for rescission. Following the review, the designated functional manager advises AHS, MDD if a reprint is required and whether funds are available for printing.

d. AHS, MDD sends the reprint package to APD (AAHS–PAR). This reprint package includes a copy of the existing form or an updated copy of the current, authenticated edition of the publication incorporating all current, authenticated changes, which is assembled by the designated functional manager and provided to AHS, MDD for submission to APD. (See para 11–26 for ordering consolidated reprints.) The number of copies printed must include Service school and contractor overpack requirements.

9–4. Letterhead and memorandum stationery
a. Paper.

(1) *Color.* White is the only color authorized for stationery. (White recycled stationery stock may not appear to be as white as nonrecycled stock.)

(2) *Size.*

(a) Letterhead stationery is 8½ by 11 inches (216 by 279 mm). Padding of letterhead and other sizes are not authorized.

(b) Memorandum stationery may be in vertical formats of 5½ by 8½ inches (140 by 216 mm) or 7¼ by 8½ inches (184 by 216 mm) and may be constructed in pad form.

(3) *Grade and weight.* Twenty-pound, 25 percent recycled bond is the standard for both letterhead and memorandum stationery. Sixteen-pound, 25 percent recycled bond may be used.

(4) *Recycled paper.* Use of recycled paper must be in accordance with GPO standards and specifications.

(5) *Continuation sheets.* Continuation sheets must be the same grade and weight as the letterhead. No printing will appear on the continuation sheet.

b. Format.

(1) Letterhead and memorandum stationery must be printed in black ink. (See AR 25–30 for policy on use of seals, insignia, and slogans on letterhead stationery.) A template of the letterhead stationery, DOD seal, and recycle logo are available on the APD Web sites.

(2) Letterhead and memorandum stationery must be electronically generated. Font must be either Helvetica or Arial. Printer resolution must be 300 dots per inch or greater.

(3) No names, telephone numbers, titles of officers and officials, or other personalized information will be printed on letterhead or memorandum stationery printed at Government expense.

9–5. Envelopes
a. GPO/General Services Administration (GSA) stocked and issued unprinted mailing envelopes must be used. Use of office laser printer to imprint the return address and mailing address on envelopes is encouraged. Use black ink only. Print the return and mailing addresses at the same time; do not print return addresses on envelopes before they are needed.

b. If preprinted envelopes are required, they must be requisitioned as follows:

(1) HQDA agencies within the NCR must submit DD Form 282 through the HQDA PCO to the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, orusarmy.pentagon.hqda-apd.list.printing-management-branch@mail.mil.

(2) Non-HQDA agencies in the NCR, ordering any quantity, must submit DD Form 282 through the designated functional manager to the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

(3) When requesting new envelopes, include one copy of a typed sample or an altered existing envelope of the size required. In requests for reprinting existing envelopes, include two printed samples and negatives, if available.

(4) Field activities must have their envelopes printed through the DLA Document Services or by an Army field printing and duplicating facility with a capability for printing envelopes.

(5) Requests for envelopes must be processed through the installation official responsible for mail to ensure envelopes are printed in accordance with formats prescribed by applicable mail regulations.

Section II
Field Printing and Duplicating Services

9–6. Primary role
Published materials essential to the Army's mission should be produced or procured in the most effective and economic manner. Printing and duplicating to support Army requirements may be produced using in-house duplicating facilities (where authorized), procured from DLA Document Services, or procured from GPO. Table 9–1 gives criteria for determining whether printing and duplicating can be produced by in-house facilities or whether it should be procured through DLA Document Services or GPO sources.

9–7. Requisitioning field printing and duplicating services
a. In-house facilities. Field printing and duplicating services can be requisitioned by submitting a completed DD Form 843 (Requisition for Printing and Binding Service) or DD Form 844 (Requisition for Local Duplicating Service) to the designated local printing and duplicating facility. (See table 9–2 for instructions on completing DD Form 844.) The designated functional manager certifying that requested work is essential to the mission of the commander should sign all printing requests.

b. Defense Logistics Agency Document Services. Printing and duplicating must be requisitioned from the supporting DLA Document Services office in accordance with established local procedures.

Table 9–1
Reproduction decision logic table (continental United States only)

Rule	If the job	and commercial printing funds are	and it is	and there is	and the presses on which the job would be printed in-house would be	then
1	Does not exceed the unit limitations of in-house equipment	Available	Unclassified	Sufficient time for procurement under Federal Printing Program (FPP)	Sufficiently loaded for efficient equipment utilization	Procure under FPP.
2						
3					Overloaded	Procure under FPP.
4					Less than sufficiently loaded for efficient equipment utilization	Produce in-house.
5				Insufficient time for procurement under FPP		Produce in-house.
6		Not available	Classified			Produce in-house.
7						Produce in-house.
8	Exceeds the unit limitations of in-house equipment	Available	Unclassified	Sufficient time for procurement under FPP	Sufficiently loaded for efficient utilization	Procure under FPP.
9					Less than sufficiently loaded for efficient equipment utilization	Produce in-house but evaluate equipment capabilities and requirements.
10				Insufficient time for procurement[1]		Produce in-house.

Table 9–1
Reproduction decision logic table (continental United States only)—Continued

Rule	If the job	and commercial printing funds are	and it is	and there is	and the presses on which the job would be printed in-house would be	then
11			Classified	Sufficient time for procurement		Procure from another DOD facility or through FPP on GPO contract for classified material or produce in-house as required.
12				Insufficient time for procurement		Procure in-house.
13		Not available				Advise comptroller and make attempts to identify funds to comply with FPP. Produce in-house only if necessary.

Notes:
[1] Proponents should be advised of the time required for commercial procurement and of guidelines regarding in-house production.

Table 9–2
Preparation instructions for DD Form 844

Heading	Instructions
Date of Request	Enter the date the job is requested.
Date Required	Enter the date the job is required to be completed.
Job Number	For printing facility use only.
Organization	Enter the name and address, to include building number and room number, of organization that is requesting printing services.
Deliver To	Enter the location, to include building number and room number, where the completed job is to be delivered.
For Reference Consult	Enter the name and telephone number of a person familiar with the requirements of the job.
Person to Call if Picked Up	Enter the name and telephone number of the individual to be notified when the job is completed.
Description of Job	
Appropriation Chargeable	Enter the fund citation to be used to resource the requested printing job. No work will be processed by DLA Document Services facilities without this number.
Title, Form No., Etc.	Identify the job to be printed by name and publication number, as appropriate.
Classification	Indicate whether the job is classified or unclassified by placing an "X" in the appropriate box.
No. of Originals	Enter the number of originals in the job.
No. of Copies Each	Enter the number of copies of each original to be reproduced.
Disposition of Originals	Indicate the disposition of original materials by placing an "X" in the appropriate box. Negatives may be stored at Army-operated facilities upon agreement with management personnel. DLA Document Services facilities must return all materials or destroy them. As a service organization, they will not assume responsibility for customer materials.
Specifications	
Type of Reproduction	Indicate the reproduction process to be used by placing an "X" in the appropriate box.
Print	If printing is to be accomplished on the reverse side of the paper, indicate if reverse is to be printed head to head, head to foot, or head to left or right side. Place an "X" in the appropriate box.
Finished Size	Indicate the exact finished size (in inches) of the requested work if other than 8½ inches by 11 inches (216 by 279 mm).
Paper	Indicate paper requirements by placing an "X" in the appropriate box. Indicate paper color if other than white.
Ink	Indicate whether black or other ink color is to be used. If other than black, indicate color here.
Collate	Indicate whether the job is to be collated by placing an "X" in the appropriate box.

Table 9–2
Preparation instructions for DD Form 844—Continued

Heading	Instructions
Staple	Indicate whether job is to be stapled by placing an "X" in the appropriate box. Indicate location and number of staples in block 7h.
Additional Specifications	Indicate additional job requirements, such as padding, perforating, and scoring.
Requester Certification	
Printed Name of Requester	Enter the name, grade, and position of the individual requesting the printing.
Signature of Requester	Requester must sign.
Signature of Printing Control Officer	Enter the name, grade, position, and signature of official. The individual signing in this block certifies that the job meets the requirements of all appropriate Army, DOD, and congressional regulations.

9–8. Obtaining approval to establish a field printing and duplicating facility

Submit request for approval to establish field printing and duplicating facilities through channels to the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527. The request must clearly state the following:

a. How the facility will support Army missions and why GPO or other existing capabilities are not adequate to support the mission.

b. Types, frequency, and volumes of materials to be produced (such as regulations, pamphlets, forms, reports, operations plans, administrative instructions, maps, and contract solicitations packages). Give, by category of material the—

(1) Number of items, average number of copies per production run, average number of originals, method of copy preparation, page size, method of binding, and security classification.

(2) Normal delivery time required (for example, 1–5 calendar days or 5–10 calendar days).

c. Projected number of production units to be produced each year in the proposed facility.

d. Equipment on hand to be used. Describe each item, including make, model, serial number, size, age, condition, year purchased, present value (use guides in figure 9–1), and provide the APD authorization number.

A	B	C[1]																		
		Age in years																		
Condition group	Normal life in years[2]	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
New—Unused, undamaged, and has original appearance and serviceability	5	100	100	100																	
	10	100	100	100																	
	15	100	100	100																	
	20	100	100	100																	
Excellent—Used, no apparent wear and free from operational defects	5	80	61	44	27	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10	85	75	66	58	50	42	34	26	18	10	10	10	10	10	10	10	10	10	10	10
	15	90	81	73	66	60	55	50	45	40	35	30	25	20	15	10	10	10	10	10	10
	20	95	87	80	74	69	64	59	54	50	46	42	38	34	30	26	22	19	16	13	10
Good—Used, requires only organizational maintenance	5	70	54	39	24	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10	75	66	58	51	44	37	30	23	16	10	10	10	10	10	10	10	10	10	10	10
	15	80	71	63	56	50	45	41	37	33	29	25	21	17	13	10	10	10	10	10	10
	20	85	78	72	67	63	59	55	51	47	43	39	35	31	28	25	22	19	16	13	10
Fair—Needs to be adjusted, repaired, and minor parts replaced, compensating for normal wear	5	60	46	33	21	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10	65	57	50	44	38	32	26	20	15	10	10	10	10	10	10	10	10	10	10	10
	15	70	62	55	49	44	40	36	32	28	25	22	19	16	13	10	10	10	10	10	10
	20	75	68	62	57	53	49	45	41	37	34	31	28	25	22	20	18	16	14	12	10
Poor—Needs major repair	5				20	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10				34	29	24	20	16	13	10	10	10	10	10	10	10	10	10	10	10
	15				39	34	31	28	25	22	20	18	16	14	12	10	10	10	10	10	10
	20				47	43	40	37	34	32	30	28	26	24	22	20	18	16	14	12	10
Unsatisfactory— Unserviceable and not economically repairable	5				16	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10				26	22	19	16	14	12	10	10	10	10	10	10	10	10	10	10	10
	15				32	29	27	25	23	21	19	17	15	13	12	10	10	10	10	10	10
	20				38	35	32	29	27	25	23	21	19	17	16	15	14	13	12	11	10

Notes:
[1]Figures show value remaining as percentage of original cost.
[2]Figures are for a one-shift operation.

Figure 9–1. Condition and evaluation guide for printing equipment

e. When new equipment is to be procured, submit a completed DA Form 5695 (Information Management Requirement Project Document). (See table 9–3 for instructions for completing this form.)

f. Number of military and DA Civilian personnel required, availability of manning spaces, and the estimated yearly payroll.

g. Estimated yearly cost of operating the facility and whether funds are available.

h. Whether the facility will be located on a Government installation or on Government-leased property. Provide a complete address, to include the name of the post, camp, or station, building number, street, city, State, and ZIP Code.

i. Impact statement if authorization is denied. Identify any potential cost avoidance and/or productivity enhancements that will result from establishing the facility.

Table 9–3
Preparation instructions for DA Form 5695

Heading	Instructions
1. FY	Enter the FY in which equipment will be purchased.
2. ACOM/FOA	Enter the abbreviated name for the ACOM or the FOA.
3. Current date	Enter date this form is completed.
4. Date required	Enter the approximate date the activity would like the equipment. Usually, this is the same date as the acquisition year. If the delivery or installation needs to coincide with other construction or system development, state the need.
5a. Unit name and address	Enter the complete name and address of the activity requesting or receiving the equipment.
5b. DOD activity address code (DODAAC)	Enter requesting activity's DODAAC.
6. Requirements statement (RS) number	Enter the RS number assigned at the ACOM or FOA level.
7. RS title	Enter the RS title assigned at the ACOM or FOA level.
8. Project number	Leave blank. (The materiel developer assigns this number.)
9. TDA/UIC number	Enter UIC.
10. Requirement	Check appropriate block: "New," "Replacement," or "Expansion." Is the requested equipment new, does it replace an item already on hand, or does it expand the capability of an existing item?
11. Identification number	Enter the facility identification number assigned by APD that authorizes the facility. For example, the identification number for Camp Market Field Printing Facility is "026."
12. Type	Enter the type class of the facility (that is, "FPP" for field printing plant, "DP" for duplicating facility, or "other" for equipment that will not be used at an established facility).
13. Priority	Complete a, b, and c as follows:
a. Installation	Enter the priority assigned by the installation or agency. Establish priorities in order of importance and need for the equipment. Begin with number "1" to establish the highest priority.
b. ACOM	Enter the priority assigned by the ACOM or FOA. Establish priorities in order of importance and need for the equipment. Begin with number "1" to establish the highest priority.
c. HQDA	Leave blank. (This is the acquisition sequence number assigned by APD.)
14. Point of contact's name and address	Enter the full name, title, and address of the person who can answer questions concerning the project and provide additional information.
15. Telephone number	Enter both commercial and DSN numbers of the point of contact.
16. Location of equipment	Enter the building name or number and street address where the equipment is to be used. If the city and State are different from block 10, include that also.
17. Information mission area discipline and major program involved	Complete a and b as follows:
a.	Check "Publishing."
b.	Enter "Field Printing and Duplicating Program."
18. Short title of requirement/project	N/A

Table 9–3
Preparation instructions for DA Form 5695—Continued

Heading	Instructions
19. Amount of funds	List the dollars required for procurement and installation of the requested equipment. This includes associated dollars (Operation and Maintenance, Army; Military Construction, Army) being provided outside the Other Procurement, Army dollars. In "other" list dollars needed for training and spare parts. Enter the total required.
20. Security requirements	Indicate the need for equipment to process classified work. State highest classification to be produced.
21. Specific service requirement(s)	List any requirements not covered by maintenance contracts.
22. Description of equipment/system	Describe, using generic terminology, the equipment or system required. List and number units required each component separately and its function and individual cost. Be sure to include size when appropriate. (Brand name items or salient characteristics peculiar to the brand name item must be fully justified.)
23. Function to be performed	Specify output as applicable in terms of material type, size, volume, rate, and so forth. What support is the equipment supposed to provide for your activity? If the item is for expansion, be sure to include the name and model number of the equipment being expanded in block 19.
24. Interoperability required	Enter interoperability required. Must this equipment or system be compatible with existing or proposed systems of this installation, other installations, or the ACOMs? If so, what is the equipment or system and what are the technical specifications necessary to make it compatible (size, signals, connections, electricity, and so forth)? Where is it currently located? Complete for any equipment that expands an on-hand operating system. Are there any other operational, functional, or technical requirements that would necessitate selecting one piece of equipment over another?
25. Mission/project supported	Describe the mission or specific project(s) this equipment or system will support. Give a detailed justification, including information on customers served, frequency of usage, and how this item will help your command and activity perform the mission.
26. Projected utilization factors	Give details on past, current, and projected workload data. This data should not conflict with information in the latest Annual Report. Giving current and projected workload is extremely important. Workload is needed to determine the essential performance characteristics of the equipment or system to satisfy the requirement.
27. Cost savings/avoidance	Enter savings expected as a result of procurement of equipment.
28. Maintenance	Check appropriate block and enter organization maintaining equipment, annual cost, contract number, and other maintenance source, if applicable.
29. Impact if not received/advantages	Enter impact. What happens if you do not get this equipment or system? This impact statement should address specific details of the effect on the mission of your command and activity, amount of extra work hours or funds expended for lack of this item, and so forth.
30. Items to be replaced/disposed of	Complete a, b, and c as follows:
a. Equipment description	List the equipment that must be replaced; include equipment authorization number.
b. Condition	Describe current condition.
c. Manufacturer/model/serial number	List manufacturer, model number, and serial number.

9–9. Transfer of field printing and duplicating equipment

a. Equipment items listed in tables 9–4 through 9–7 (with note 1) that are serviceable but no longer needed at the current location may be transferred to another location within the ACOM. The gaining organization must provide the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, with notification of completion of the transfer action. Notification must include the following:

(1) Authorization number.
(2) ACOM/FOA.
(3) Facility number.
(4) Installation.
(5) Nomenclature.
(6) Manufacturer.
(7) Model number.
(8) Serial number.
(9) Date of transfer.

b. Equipment listed in tables 9–4 through 9–7 (with note 1 or 2), which is no longer needed at its present location

and which is in serviceable condition and not needed at any location within the ACOM, may be transferred outside of the ACOM. Notify the Director, APD of equipment availability. APD will notify other commands of its availability and determine where the equipment will best serve the Army's needs. APD will notify other government agencies when applicable. Notice of equipment availability must include:

(1) Location of the equipment.

(2) Manufacturer.

(3) Model number.

(a) Serial number.

(b) Date of availability.

(c) Condition.

(d) Applicable authorization number(s).

9–10. Disposal of field printing and duplicating equipment

a. Requests to dispose of printing, binding, and related equipment identified in tables 9–4 through 9–7 (with note 1 or 2) should be forwarded through command channels to the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527. The request must identify:

(1) Facility number (as assigned by APD).

(2) APD authorization number.

(3) Complete equipment nomenclature, description, manufacturer, condition, and current value.

(4) How production previously supported by this equipment will be accomplished after turn-in.

b. Unserviceable equipment may be disposed of without prior approval. APD will provide notification as required to outside agencies. The disposing organization must provide the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, with notification that includes:

(1) Authorization number.

(2) ACOM/FOA.

(3) Facility number.

(4) Installation.

(5) Nomenclature.

(6) Manufacturer.

(7) Model number.

(8) Serial number.

(9) Date of disposal.

Table 9–4
Composing and related field printing and duplicating equipment

Printing equipment requiring APD approval
Cameras, composing[1]
Computer output microform devices[1,2]
Keyboards, tape/disc activated, for operating phototypesetting machines[1]
Molding machines, rubber or plastic, molding from type[1]
Photocomposition devices, display matter[3]
Photographic/electronic character generating devices (laser printers)[1]
Phototypesetting machines[1]

Notes:

[1] These items require APD to notify the Joint Committee on Printing (JCP) before they are used in connection with printing operations.

[2] Justification and requirements must be submitted to the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, when required for microform duplicating operations.

[3] TDA activities may acquire these items with APD's approval.

Table 9–5
Camera, platemaking, and related field printing and duplicating equipment

Printing equipment

Cameras, lithographic process (line, halftone)[1,2]

Copy-processing machines, not requiring the use of negatives or metal plates (blueprint, diazo)[1]

Driers, print and film[1,2]

Lamps, camera, and platemaking (arc, fluorescent, incandescent, mercury)[1,2]

Microform platemaker[3]

Micrographic duplicator[3]

Offset platemaking units not requiring the use of negatives[1]

Offset platemaking units requiring the use of negatives[1,2]

Offset platemaking units, projection with or without negatives[1,2]

Photocomposing machines, step and repeat[1,2]

Presses, molding[1,2]

Processors, film[1,2]

Processors, plate, offset, automatic[1,2]

Proof presses, letterpress, offset, or combination[1,2]

Sinks, temperature-control[1,2]

Tables, plate rubup, opaquing, lineup, and register, and so forth[1,2]

Vacuum frames, printing, plate[1,2]

Notes:

[1] TDA activities may acquire these items with APD's approval.

[2] These items require APD to notify JCP before they are used in connection with printing operations.

[3] Justification and requirements must be submitted to the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, when required for microform duplicating operations.

Table 9–6
Field printing, duplicating, and related equipment

Printing equipment requiring APD approval

Dampener cleaners, press[1,2]

Driers, press[1,2]

Duplicator/copier-automatic copy processing machines that produce copies by electrostatic, thermal, laser, or other copying processes; more than 70 copies per minute can be made by an operator without rehandling the original[1]

Enlarger-printers, microform [1,3]

Offset duplicating presses, single unit or two unit, sheet-fed, perfecting and tandem: provided that the maximum sheet size capability of the duplicator is no larger than 11 inches by 17 inches (279mm by 432mm)[1]

Presses, printing: combination offset lithographic and letterpresses[1,2]

Electrostatic[1,2]

Engraving[1,2]

Flexographic or aniline[1,2]

Gravure and rotogravure[1,2]

Imprinting[1,2]

Letterpress, rotary, wraparound, cylinder, flatbed, web, platen, and any equipment associated with the letterpress process[1,2]

Offset, lithographic, other than duplicators[1,2]

Silk screen process unit, power-operated[1,2]

Table 9–6
Field printing, duplicating, and related equipment—Continued

Printing equipment requiring APD approval

Thermographic or embossing[1,2]

Notes:

[1] TDA activities may acquire these items with APD's approval.

[2] These items require APD to notify JCP before they are used in connection with printing operations.

[3] Justification and requirements must be submitted to the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, when required for microform duplicating operations.

Table 9–7
Binding and related field printing and duplicating equipment

Printing equipment requiring APD approval

Addressing and mailing machines, hand-operated and automatic[1]

Binding machines, adhesive, wire or plastic, hand-operated and electric table models[1]

Binding machines, adhesive (perfect), wire or plastic, power-operated, except table models[1,2]

Book carton inserter and sealer[1,2]

Bundling machines or presses[1]

Collating cabinets, manually operated[1]

Collating machines, including stitching attachments, power-operated:
Sheet only[1,2]
Signatures, or sheet and signatures[1,2]

Coloring machines, paper, web- or sheet-fed[1,2]

Conditioning machines, paper[1,2]

Cornering machines, paper, power-operated[1,2]

Cutters, paper, up to 31 inches (787mm)[1]

Cutters, paper, over 31 inches (787mm)[1]

Drilling machines, paper, power-operated, over 3-spindle[1,2]

Drilling machines, paper, power-operated, up to 3-spindle[1]

Eyeletting machines, tag, power-operated[1,2]

Folding machines, sheet-size capacity 15 inches by 24 inches (356mm by 610mm) or less[1]

Folding machines, sheet-size capacity larger than 14 inches by 24 inches (356mm by 610mm)[1,2]

Folding machines, sheet-fed, for folding diazo prints, and so forth[1]

Gathering machines, power-operated[1,2]

Insetting machines, signature[1,2]

Jogging machines, power-operated, except portable and electric table models[1,2]

Laminating machines[1]

Packaging and tying machines[1]

Perforator, power-operated[1,2]

Presses, bindery, backing, die-cutting, stamping, and so forth[1,2]

Punching machines, paper, power-operated, except electric table models[1,2]

Punching machines, hand-operated and electric table models[1]

Sealing machines, pamphlet, automatic[1]

Sewing machines, book[1,2]

Stapling machines, wire spools or preformed staples, power-operated, except electric table models[1,2]

Stitching and stapling machines, box[1]

Stitching machines, paper, power-operated (single- and dual-head), maximum capacity 7/8 inch (22mm)[1]

Table 9–7
Binding and related field printing and duplicating equipment—Continued

Printing equipment requiring APD approval
Stitching machines, paper, power-operated (multi-head)[1,2]
Stripping machines, book[1,2]
Tables, bindery, gathering, rotary, power-operated[1]
Thermographic or embossing press[1,2]
Trimmer, book, power-operated[1,2]
Wrapper and/or banding machines (kraft paper or shrink film)[1]

Notes:
[1] TDA activities may acquire these items with APD's approval.
[2] These items require APD to notify JCP before they are used in connection with printing operations.

9–11. Classification of field printing and duplicating equipment

JCP groups printing, electronic publishing, duplicating, binding, and related equipment according to certain basic types. Tables 9–4 through 9–7 define the basic types of equipment and approval levels.

a. Electronic publishing and printing systems are those that consist of integrated individual components using computer technology, when procured for the printing process (see glossary for definition of printing). Coordinate requirements for these items prior to procurement to allow APD to provide any required notification to the JCP. Submit notification to the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

b. Typical types of systems or individual items of equipment requiring notification to the JCP include:

(1) Laser, ink-jet printers, and electronic character generating devices, with output speeds of 60 copies per minute or greater.

(2) Automated electronic scanning devices used in the printing and publications process.

(3) Automated photographic devices for color separation and color printing and duplicating.

9–12. Acquisition of field printing, binding, and related equipment

Agencies and commands must implement procedures for maintaining control and accountability of printing, binding, and related equipment resources. Tables 9–4 through 9–7 identify typical types of equipment that may be procured to support publishing, printing, binding, duplicating, and related processes.

9–13. Production units of measurement for field printing and duplicating equipment

a. Printing and duplicating production units must be measured to determine equipment required, how much equipment is used, restrictions imposed on equipment, and administrative workload. (See table 9–8 for estimated minimum production standards.)

b. A production unit of conventional printing and duplicating is one 8½ inches by 11 inches (216 by 279 mm) sheet that is printed on one side and in one color.

Table 9–8
Estimated minimum production standard for field printing and duplicating equipment

Process	Unit	Standard per hour[1]
Composition (Straight text input)	1 character	11,000
Page makeup (Pagination and copy fitting)	8½ x 11 (216 x 279 mm)	(To be determined)
Photocomposition (To include page makeup and design)	8½ x 11 (216 x 279 mm)	(To be determined)
Negatives	8½ x 11 (216 x 279 mm)	37
Negatives (nonautomatic)	8½ x 11 (216 x 279 mm)	27
Stripping	Flat unit value	60
Deflat negatives	8½ x 11 (216 x 279 mm)	55
Negatives (automatic)		

Table 9–8
Estimated minimum production standard for field printing and duplicating equipment—Continued

Process	Unit	Standard per hour[1]
Offset duplicating (10 x 15 (254 x 381 mm), 11 x 17 (279 x 432 mm)) (In-line sorting)		
Paper master Run-10 x 15 (254 x 381 mm)— one side Run-10 x 15 (254 x 381 mm)— two side Run-11 x 17 (279 x 432 mm)— one side Run-11 x 17 (279 x 432 mm)— two side	10 x 15 (254 x 381 mm) Master 8½ x 11 (216 x 279 mm) 8½ x 11 (216 x 279 mm) 8½ x 11 (216 x 279 mm) 8½ x 11 (216 x 279 mm)	150 4,500 6,400 4,900 7,500
Electrostatic copying/duplicating (In-line collating and sorting) 70 to 90 copies per minute and above 70 to 90 copies per minute and above 91 copies per minute and above 91 copies per minute and above	8½ x 11 (216 x 279 mm) (single-side) 8½ x 11 (216 x 279 mm) (duplex) 8½ x 11 (216 x 279 mm) (single-side 8½ x 11 (216 x 279 mm) (duplex))	3,400 3,000 4,400 4,000
Offset press (make ready/run) 4-unit 6-unit 8-unit	Impressions=4 8½ x 11 (216 x 279 mm) Impressions=6 8½ x 11 (216 x 279 mm) Impressions=8 8½ x 11 (216 x 279 mm)	3,700 3,700 2,750
Fold/perforate Make ready/run	Sheet unit Value=1 8½ x 11 (216 x 279 mm)	3,600
Collate/assemble Make ready/run	Sheets	5,500
Punch/drill Plastic comb punch assemble	Impact=1 or 3 hole Sheet (8½ x 11 (216 x 279 mm))	350 2,900
Stitch/staple Adjacent stitching Side stitch/staple Saddle stitch/staple	Impact=1 stitch Impact=2 per book Impact=2 per book	1,000 750 500
Miscellaneous binding services Padding Acco fastener Screw posts Glue bind Perfect bind makeready/run	Pad (100 sheets per pad) Fastener (inserting 1 ea.) Screw post (inserting 1 ea.) 100 sheets (8½ x 11 (216 x 279 mm)) 1 book	500 55 75 300 100
Wrap Shrink wrap Thermal seal/plastic wrap	Wrap (10 pads) Wrap (10 pads)	80 650

Notes:
[1] Actual production may vary depending on equipment configuration and condition of equipment.

9–14. Production computation (conventional and electronic) for field printing and duplicating jobs

Compute each job produced by multiplying the number of impressions by the unit size of press on which it is produced. (See maximum sheet and equivalent unit size of press in table 9–9. See also the English-to-metric measurement conversion chart in table 9–10.)

Table 9–9
Maximum sheet and equivalent unit size of press

Sheet size (metric equivalents for these measures appear in table 9–10)	Units
11 x 17 inches or less (10¾ x 14¼ maximum image)	1
11 x 17 inches or less, tandem (10¾ x 14¾ maximum image)	2
11 x 17 inches	2
14 x 20 inches	2
15 x 18 inches	2
11 x 17 inches, tandem	4
15 x 18 inches, perfecting	4
17 x 22 inches	4
19 x 25 inches	4
22 x 29 inches	6
22 x 34 inches	8
23 x 36 inches	8
25 x 38 inches	10
23 x 36 inches, perfecting	16
34 x 44 inches	16
45 x 48 inches	24
42 x 58 inches	28
48 x 54 inches	30

Table 9–10
English-metric conversion table

English size	Metric equivalent
8½ x 11 inches	216 x 279 mm
8½ x 14 inches	216 x 356 mm
10¾ x 14¼ inches	273 x 362 mm
11 x 17 inches	279 x 432 mm
14 x 20 inches	356 x 508 mm
15 x 18 inches	381 x 457 mm
17 x 22 inches	432 x 559 mm
19 x 25 inches	483 x 635 mm
22 x 29 inches	559 x 737 mm
22 x 34 inches	559 x 864 mm
23 x 36 inches	584 x 914 mm
25 x 38 inches	635 x 965 mm
34 x 44 inches	864 x 1118 mm
45 x 48 inches	1143 x 1219 mm
42 x 58 inches	1067 x 1473 mm
48 x 54 inches	1219 x 1372 mm

9–15. Production standards and limitations for field printing and duplicating

a. Recommended minimum production standards are used in table 9–8 to establish a baseline for measuring operational effectiveness, determining optimum equipment configuration, and establishing personnel requirements. Standards for each facility will vary depending on factors, such as the mix and condition of equipment, degree of automation, type and length of production runs, quality requirements, standardization of work, and operator skills.

b. Printing and duplicating jobs that exceed the production unit standards listed below must be reported on JCP Form 1 (Printing Plant Report) (see table 9–11). The local commander or designated functional manager may decide to exceed these guidelines based on economics and/or mission requirements.

(1) Press production size: Less than four units. Production units: 25,000.

(2) Press production size: Four units. Production units: 60,000.

(3) Press production size: Six units. Production units: 90,000.

(4) Press production size: Eight units. Production units: 120,000.

(5) Press production size: Sixteen units. Production units: 240,000.

c. Jobs that normally may be produced in field printing and duplicating facilities are the following:

(1) Jobs that must be done to avoid compromising a program of national security. Some jobs that have large volume or repetitive-type requirements may be procured commercially, depending on whether available commercial contractors have industrial-type security clearances.

(2) Priority jobs that cannot be procured from other sources within the given time limits.

Table 9–11
Preparation instructions for JCP Form 1

Heading	Instructions
Department or agency	Enter "Army" and agency, command, or installation ABCA.
Name and location of plant	Enter name and complete location of facility, to include building and room number, installation, State, and address.
JCP authorization number	Enter facility identification number assigned by APD.
For period ended	Enter period ending (September and year).
Part I, Cost Information (For Fiscal Year Only)	Use Part I to enter total FY cost for each category (columns A, B, and C) and each item. Follow the instructions on the report and the specific line instructions below.
Line 1	Report total salaries, including annual leave, sick leave, and overtime pay for military and DA Civilian personnel directly engaged in the operations of the facility for each category. Apportion salaries of overall administrative and supervisory personnel among each category (columns A, B, and C). Include salaries expended for administering GPO Regional Printing and Procurement Office (RPPO) contracting in column C. Do not include contract labor personnel costs for repair and maintenance. Include 11 percent for personnel benefits and 10 percent for administrative support when calculating personnel salary costs.
Line 2	Report cost of all materials, such as paper, film, plates (metal, plastic, or paper), chemicals, inks, solvents, offset blankets, roller covers, and stitching wire. Do not include the cost of machine spare parts for repairs and maintenance.
Line 3	Report depreciation of equipment at 1 percent per month of original cost until fully depreciated. Do not report depreciation for items over 8 1/3-years old unless the equipment has been completely rebuilt. Depreciate rebuilt equipment as new equipment, using the rebuilt value as the basis for depreciation. When used equipment is acquired, attempt to ascertain the actual age and original cost; if this is impossible, estimate the age and cost and report depreciation for the remaining period. Depreciate equipment used for second- and third-shift operations accordingly. (Maintain records.)
Line 4	Report the total costs for repairs and maintenance of Government-owned equipment. This total includes the cost for replacement and spare parts, as well as the cost for contract labor for repairs and maintenance. Do not include the cost for preventive maintenance agreements for rented equipment.
Line 5	Report space and utility costs at a monthly rate of 14.5 cents per square foot of space occupied for each category, including facility storage and warehousing space. This rate covers both space and utilities and will be used for this report regardless of the actual cost for rent and utilities.

Table 9–11
Preparation instructions for JCP Form 1—Continued

Heading	Instructions
Line 6	Report total annual expenditure for all equipment used on a rental basis for each category. This expenditure includes the charge for preventive maintenance agreements on rental equipment.
Line 7	Compute the total cost for the entire FY for each category (columns A, B, and C). Use only column A total cost to compute the "cost per 1000 units" required in the last block on page one of the form.
Line 8	Enter the total cost of all printing (column A) and composition (column B) for the entire FY. Do not include the total from line 7, column C.
Part II, Production Information	All printing and duplicating facilities will report production information annually. Report only information that pertains to the report period. Follow the column instructions below:
Column (d)	Add only printed or reproduction-type equipment capable of producing printing units. This equipment includes electrostatic or other type devices capable of producing 70 or more copies per minute. Include (under "letterpress") all power-operated platen and cylinder presses. But do not include hand-operated presses used as an adjunct to a drafting section for preparing map titles, legends, and similar items. Include total number of jobs received for offset units.
Column (e)	Enter the number of items of equipment in each category.
Column (f)	Add total number of masters, plates, or originals reproduced during the reporting period.
Column (g)	Report the total number of production units, exclusive of overruns, produced for each machine listed. Compute production units in accordance with instructions in paragraph 9–14.
Prepared by	Sign and date the form on this page.
Part III, List of Reportable Jobs Run During the Period	List all jobs that exceed the economical maximum press runs prescribed in Part III of the form. This information is required annually. Group reportable jobs that are run on two or more presses by form size and list for each press used to show the press load on each press. Report jobs printed in more than one color on a separate form. Follow the column instructions below:
Column (1)	List each job exceeding maximum press run limitations by title and/or form number.
Column (2)	Give the total number of front and back pages required for each job reproduced.
Column (3)	Give the total number of copies reproduced of each page in column (2).
Column (4)	Give actual sheet size of finished page size after folding and trimming.
Column (5)	Give unit press size; that is, 2, 4, 8, 16 unit press.
Column (6)	Determine total by counting the number of impressions required to complete the job.
Column (7)	Determine total production units by multiplying total of column (5) by the total of column (6).
Column (8)	Enter "O" for offset process or "L" for letterpress offset. 1. Produced in-house to avoid compromising a program of national security. (Do not list job title or number if classified.) 2. Unobtainable from GPO RPPO commercial sources within the time limits required. 3. Produced in-house to maintain efficient use of manpower and equipment resources. 4. Commercially procurable but funds not available for commercial procurement. 5. Other. Specify reasons on an attached additional sheet of paper. For example, "New workload for which GPO RPPO contract is being established."

Notes:
[1] Be sure this form is signed and dated on the first page.

9–16. Field printing and duplicating records

Agencies, commands, and installations that operate field printing and duplicating facilities under Army authorization and those who procure printing from commercial sources must keep or have access to information for reports. This information is as follows:

a. Records of field printing and duplicating facility operational costs, production, and job information. Use these records to complete JCP Form 1 and DA Form 5394–1 (Printing Facilities Productivity Report). (See table 9–12 for instructions for completing the form.) Record the monthly percentage of time an individual expends in support of the printing and duplicating as follows:

(1) Number of persons, both military and DA Civilian, assigned for all printing and duplicating except composition and operations other than printing. When calculating personnel salary costs, records must include 11 percent for personnel benefits and 10 percent for administrative support.

(2) Cost in administering GPO RPPO contract requirements and procurement of printing. Records should show only the percentage of salary (including benefits and administrative support) dedicated to GPO procurement.

(3) Cost in administering DLA Document Services contract requirements and procurement of printing. Records should show only the percentage of salary (including benefits and administrative support) dedicated to DLA Document Services procurement.

b. Accounting records for billing charges of reimbursable work.

c. A register of all printing and duplicating requests received both in-house production and commercial work procured through the GPO RPPO. Maintain data for in-house production on DA Form 4570 (Register of Printing/Duplicating Requisitions) and requirements forwarded to the GPO RPPO on DA Form 4570–1 (Commercial Printing Record). Users who have automation capability may capture the data elements of DA Form 4570 and maintain the information on an automated system in lieu of using the printed form.

d. One sample of each unclassified job that exceeds 100 copies. File samples with each completed job order. Keep a back file of 6 months from the current working month. Dispose of this file according to AR 25–400–2.

e. One copy of each unclassified multicolor job regardless of the number of copies. File samples with each completed work order. Keep a back file of 6 months from the current working month. Dispose of this file according to AR 25–400–2.

Table 9–12
Preparation instructions for DA Form 5394–1

Heading	Instructions[1]
ACOM/FOA	Enter "Army" and agency, command, or installation name.
Complete facility address	Enter name and complete location of facility, to include building and room number, installation, State, and address.
FAC/identification number	Enter facility identification number assigned by APD.
For FY	Enter period ending (September and year).
Section A–Strengths	Report the authorized and assigned personnel strengths, military and DA Civilian, for administrative and production personnel in the three major categories (listed in Part I, JCP 1) of all printing, except composition (column A), composition (column B), and operations other than printing (column C).
Section B–Salaries	Report the total salaries, including annual leave, sick leave, and overtime compensation for each category.
Section C–Production	Report the total units produced in-house for the FY and the number of pages composed as camera-ready copy.
Section D–GPO RPPO procurement	Report the cost of administering GPO RPPO contracting in block 13 and the procurement region address in block 14. Enter the number of jobs, units, and cost for each category of contract. Enter the total cost in block 18. (Add block 13 and the costs shown in column (c).) Enter the total units procured in block 19 and the cost per 1000 units in block 20. The cost of administering GPO RPPO contracts must be entered on JCP 1.

Notes:
[1] Be sure this form is signed and dated on the first page.

9–17. Field printing and duplicating reports

Agencies, commands, and installations that operate printing and duplicating facilities under Army authorization or that procure printing from commercial sources are required to prepare the reports discussed below. Send the original report forms and a memorandum of transmittal through command channels to arrive at APD (Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527) within 30 calendar days after the close of the FY for which the report is due. All forms must be signed and dated. Table 9–13 lists printing facility reports and their frequencies, times of submission, and organizations required to prepare the reports. Instructions for preparing the reports are noted below and in table 9–13. TOE organizations with primary printing support missions (topographic and psychological operations units) need only submit JCP Form 5 (Annual Plant Inventory). Separate inventories should be prepared to identify TOE authorized equipment and items authorized on augmentation TDAs. The information on these forms becomes part of the Joint Financial Management Program and is included in an annual report submitted to the JCP.

a. DA Form 5394–1.

b. JCP Form 1.

c. JCP Form 2 (Commercial Printing Report) (see table 9–14).

d. JCP Form 5 (see table 9–15).

e. JCP Form 6 (Annual Inventory of Stored Equipment) (see table 9–15).

Table 9–13
Field printing facility report forms

Form	Report	RCS	Prepared By	Frequency/Due Date
DA Form 5394–1 (see table 9–12)	Printing Facilities Productivity Report (Attach to JCP Form 1.)	DD–COMP (AR) 1467	Commands. All printing and duplicating facilities.	Annually (1 October–30 September) Due 31 October
JCP Form 1	Printing Plant Report	DD–COMP (AR) 1467	Commands. All printing and duplicating facilities under Army oversight	Annually (1 October–30 September) Due: 31 October
JCP Form 2 (see table 9–14)	Commercial Printing Report	DD–COMP (AR) 1467	Commands (CONUS only). All installations or activities procuring printing directly from commercial sources with appropriated funds.	Semiannually (1 October–31 March; 1 April–30 September) Due: 30 April and 31 October
JCP Form 5 (see table 9–15)	Annual Plant Inventory	DD–COMP (AR) 1467	All printing and duplicating facilities.	Annually (1 October–30 September) Due: 31 October
JCP Form 6 (see table 9–15)	Annual Inventory of Stored Equipment	DD–COMP (AR) 1467	Commands. All printing and duplicating facilities.	Annually (1 October–30 September) Due: 31 October

Table 9–14
Preparation instructions for JCP Form 2

Heading	Instructions
Name of department or agency	Enter "Army," ACOM/FOA, and APD assigned facility number. Example: Army/FORSCOM/123.
Name of Service	Enter name of the facility.
City and State	Enter complete facility address.
For period ended	Enter period ending (September and year) (FY).
Description	List all jobs (exceptions and waivers) not procured through the GPO RPPO. (That paragraph also lists the requirements for this report and jobs that must not be reported on this form.) For the required listings, include all purchases of composition, printing, binding, and blank-book work and give the job description.
JCP or GPO waiver number and date (if applicable)	Enter the waiver number and date for those procurements that have a waiver.
Total number of copies	Self-explanatory.
Number of pages per copy	Self-explanatory.

Table 9–14
Preparation instructions for JCP Form 2—Continued

Heading	Instructions
Style of binding (if any)	Self-explanatory.
Total cost including paper	Self-explanatory.
Signature and date	Sign and date this form.

Table 9–15
Preparation instructions for JCP Form 5 and JCP Form 6

Heading	Instructions
Name of department or agency	Enter "Army," ACOM/FOA, and APD assigned facility number. Example: Army/FORSCOM/123.
Name and location where equipment is stored	Enter name and complete location of facility to include building and room number, installation, State, and address. Self-explanatory. (This box is labeled "Name and location of plant" on JCP Form 5.)
For period ended	Enter period ending (September and year).
Description	Make a separate line entry for each item of equipment that can be identified from the equipment tables (see tables 9–4 through 9–7). Include the APD authorization number for each item. Use more forms, if needed, and number according to the instructions for "Page" above. List equipment by category in the following order: (1) composing, (2) platemaking, (3) printing presses, (4) binding and related equipment.
Age	Enter age in years. Round off. Do not include months or days.
Condition	Use figure 9–1 to determine whether condition is N-new; E-excellent; G-good; F-fair; P-poor; or U-unsatisfactory.
Serial number	Self-explanatory.
Size	Enter maximum-size capability of each item listed under "Description." For example, "11- by 17-inch (279mm by 432mm paper)" or "7/8-inch (22mm) stitching."
Model	Enter the manufacturer's model number.
Signature and date	Sign and date the form.

9–18. Format for field printing

The format for each type of publication must be determined by its content, use, and most economical production method.

a. Composition (typesetting or electronic publishing) must be used to condense text to acceptable levels of legibility as long as the composition is cost effective when compared to other methods.

b. Other economical production measures, such as reproduction on both sides of the paper, reducing margins, eliminating blank pages, and avoiding bleed pages and gutter jumps must be applied to publications.

c. Publications must be printed in a standard trim size (see table 9–16).

Table 9–16
Army publications trim sizes

Trim size (width x depth in inches)	Equipment publications	Doctrinal/training publications
17 x 11 (432 x 279 mm)	X	
16½ x 10¾ (419 x 273 mm)		
11 x 8½ (279 x 216 mm)	X	
9½ x 6½ (242 x 165 mm)		
8½ x 11 (216 x 279 mm)	X	X
8⅜ x 10⅞ (212 x 276 mm)		X
8¼ x 10¾ (209 x 273 mm)		
8⅛ x 10⅞ (206 x 276 mm)		
7⅞ x 10¼ (200 x 260 mm)		X

Table 9–16
Army publications trim sizes—Continued

Trim size (width x depth in inches)	Equipment publications	Doctrinal/training publications
7¾ x 10¼ (197 x 260 mm)		X
6½ x 9½ (165 x 242 mm)	X	
5⅞ x 9⅛ (149 x 232 mm)		X
5⅜ x 8⅜ (136 x 212 mm)		X
5½ x 4 (140 x 102 mm)		
5 x 8 (127 x 203 mm)		
4½ x 8 (115 x 203 mm)	X	
4 x 8 (102 x 203 mm)		
4⅜ x 6¾ (111 x 171 mm)		
4¼ x 5⅜ (108 x 136 mm)		
4 x 5¾ (102 x 146 mm)		
4 x 5½ (102 x 140 mm)	X	
4⅛ x 10½ (105 x 267 mm)		
4⅛ x 8 (105 x 203 mm)		
4⅛ x 6¼ (105 x 158 mm)		X
3½ x 8½ (89 x 216 mm)		X
3 x 5 (76 x 127 mm)		X

9–19. Paper stock for field printing and duplicating

a. Paper. Standards for paper stock to be used for printing, duplicating, and binding for the U.S. Government are found in the Government Paper Specification Standards, which reflect mandated minimum content standards of selected papers and paper products. Army activities must comply with these standards when specifying paper stocks to be used in reproduction.

b. Recommended minimum content standards of selected papers and paper products. All paper and paper products procured for printing and duplicating (both Departmental printing and printing at Army field printing and duplicating facilities) must adhere to the following guidelines for minimum percentage of post consumer recovered (recycled) materials. Failure to adhere to these standards constitutes a violation of public law.

(1) Minimum percentage of post consumer recovered (recycled) materials for newsprint paper is 40.

(2) Minimum percentage of wastepaper for high-grade bleached printing and writing papers is 50 for the following types of paper:

(a) Offset printing.

(b) Mimeograph and duplicator paper.

(c) Writing (stationery).

(d) Office paper (for example, note pads).

(e) Envelopes.

(f) Book papers.

(g) Bond papers.

(h) Ledger.

(i) Cover stock.

(3) Minimum percentage of recovered (recycled) materials for high-grade bleached printing and writing papers is 25 for cotton fiber papers.

(4) There has been insufficient production of the following papers using recycled materials to assure adequate competition. Therefore, the following are exempt from the standards cited above.

(a) Paper for high-speed copiers.

(b) Form bond including computer paper and carbonless.

c. Requisitioning paper stock.

(1) Printing papers that have been assigned national stock numbers with the Army recorded as a using service. This stock must be supplied as prescribed by the acquisition advice code shown in the Federal Supply Catalog Management Data List C–ML–A (Groups 7500, 7600, and 9300/9400).

(2) Printing papers authorized by the Government Paper Specification Standards that do not appear in the Federal supply catalog identification list (IL) C7500–IL/C7600–IL (Pub Unit 87) and C9300/9400–IL (Pub Unit 97). Send requisitions for these papers to the Commander, Defense General Supply Center (DGSC–W), Richmond, VA 23297–5000, for review, approval, and determination of supply source. Put requisitions in Military Standard Requisitioning and Issue Procedures (MILSTRIP) (AR 725–50) format, giving full justification, complete item description, identification number, and estimated annual requirement.

(3) Printing papers that are not authorized by the Government Paper Specification Standards and that are not directly office supplies. Submit requisitions for these papers through the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, to the Defense General Supply Center. Put requisitions in MILSTRIP format. Give full justification to support an exception to the Government Paper Specification Standards. Requisitions for paper must contain the following information:

(a) Type, weight of paper, and other specifications.

(b) Sheet size.

(c) Total estimated cost per year.

(d) Reason(s) why papers prescribed in the standards cannot be used.

(e) Number of procurements required; for example, one-time or continuing.

d. Requisitioning tabulating cards and marginally punched continuous forms.

(1) Most tabulating cards, including aperture and copy cards, are covered by a GSA Federal Supply Schedule (FSC Group 7500, Part VIII). Requisitions for marginally punched continuous forms are prepared on SF 1.

(2) Blank, stock, and custom-printed forms must be obtained in tabulating card and marginally punched continuous form construction as follows:

(a) Stocked items—from AHS, MDD.

(b) Stocked tabulating paper—through normal supply channels.

(c) Nonstocked items that are custom designed for Army use and qualify as Departmental printing—from the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

(d) Nonstocked items (other than those in 9–19*d*(2)(*c*))—through normal supply channels to GSA or GPO. (Send an SF 1 requisition for items in continuous marginally punched construction through the designated functional manager to the proper GPO RPPO.) (See the GPO Web site (http://www.gpo.gov/customers/offices.htm) for a list of GPO RPPOs.)

(e) Nonstocked items of tabulating cards when requested by overseas commands—by submitting MILSTRIP requisitions directly to the CONUS GSA regional office serving the command.

Chapter 10
Distribution

10–1. Distribution management
AHS, MDD manages and centrally controls the distribution and storage of DA-authenticated publications and blank forms. They provide management oversight of overseas Army publications and blank forms distribution centers. A complete guide to establishing initial distribution, ordering, and resupply can be found in section II of this chapter.

10–2. Establishing initial distribution
a. Units and organizations must establish a publications account to gain access to the publications distribution system. Initial distribution is a one-time issue of new and revised publications and changes to publications on the Internet, in paper, or on CD–ROM/DVD. When these publications are published, copies are automatically sent to the units that previously submitted requirements for them to AHS, MDD. Some publications, however, are given a limited distribution and are controlled by the proponent. Instead of these publications being distributed Armywide, the proponent decides who will get them and how many copies will be issued. For example, distribution-restricted publications may be posted on access-controlled Internet sites, and classified publications will appear only on the SIPRNet. The proponent is responsible for updating quantities with AHS, MDD at least twice per year.

b. Units must have a publications account to use any part of the publications distribution system. See chapter 11 for instructions on establishing a publications account.

10–3. Levels of distribution for publications
a. Administrative publications.

(1) Unclassified DA-authenticated administrative publications are distributed electronically.

(2) Classified publications and any publications approved for printing in paper will be distributed using the levels of command specified below. Command levels are not cumulative and must be specified for each level. For example, command levels for the Army are A, B, C, D, and E. (See para 10–4 for A- and B-level requirements.)

(a) Level A—applicable only to company or similar organizational units. (Public distributed too.)

(b) Level B—applicable only to brigade, regiment, group, battle group, and battalion level.

(c) Level C—applicable only to installations or similar activities, including headquarters of divisions and comparable commands.

(d) Level D—applicable only to ACOMs and HQDA agencies.

(e) Level E—applicable only to headquarters of ACOMs and HQDA agencies.

b. Doctrinal and training publications. Doctrinal and training publications are distributed by first using the initial distribution requirements identified by the proponent's special distribution lists, and then by distributing them to additional publications account holders who use the DA 12-series.

c. Technical and equipment publications.

(1) Technical and equipment publications are distributed by the distribution statement on the front cover as prescribed by DODI 5230.24 and also by maintenance level of support for a given piece of equipment.

(2) The last two digits of the publication number (for example, -10 for operator or -23 for maintainer maintenance) indicate the maintenance level. Maintenance levels are shown in table 8–4.

10–4. Reduction in Unit Publications Program requirements

Reduction in Unit Publications Program (RUPP) requires that printed A- and B-level publications, forms, and reports be distributed only to those levels when absolutely necessary. Proponents must establish a RUPP program to reduce printed administrative publications, forms, and reports at all levels. Proponents, through their designated functional manager, must—

a. Oversee reduction of administrative publications, forms, and reports.

b. Institute a "no-growth" policy to ensure that new printed administrative publications do not go to command level "A" unless a valid need exists.

c. Ensure that all new or revised command level "A" or "B" printed administrative publications are staffed with the Director, Army Publishing Directorate, 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, before they are submitted for publication.

d. Rescind all publications, forms, and reports that duplicate requirements of higher headquarters.

e. Comply with AR 335–15 and ensure that information for reports is collected at the highest available level.

10–5. Special distribution

a. APD approves requests for special distribution. Only official Army publications and other publications for which the Army has a need can be accepted for special distribution.

b. Proponents may request special distribution when submitting a new publication to APD for publishing. Requests must be attached to the DA Form 260 or DA Form 260–1. If the request is approved, APD will issue an IDN. If the request is disapproved, APD will return the request to the proponent for further justification.

c. Proponents of publications issued under special distribution must review the status of their publications at least twice a year for any possible updates under the IDN, which is assigned sequentially by APD according to STARPUBS 12-series forms/titles.

10–6. Sale to the public

a. Proponents who are certain there will be a public demand for their publications can place them on sale by the Superintendent of Documents, GPO. In these cases, they must complete two copies of GPO Form 3868 and submit them with the DA Form 260. (Since the Superintendent of Documents does not sell technical, equipment, doctrinal, and training publications, these requirements do not apply for these publishing domains.) All applicable items on the DA Form 260 must be completed. A brief description of the contents of the publication and an outline of the proponent's planned publicity for the publication are especially important. Complete, accurate data is necessary to help the Superintendent of Documents determine whether to place the publication on sale. Submit a completed GPO Form 3868 to APD (Director, Army Publishing Directorate, 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527) via hardcopy or via email (usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil), along with the DA Form 260 when requesting the publishing of a publication.

b. The National Technical Information Service will handle the general public's requests for unclassified, uncopyrighted, and nondistribution-restricted Army publications not sold through the Superintendent of Documents.

c. The addresses of the Superintendent of Documents and the National Technical Information Service are as follows:

(1) Superintendent of Documents, Government Publishing Office, Washington, DC 20402–0001.

(2) National Technical Information Service, Department of Commerce, Order Preprocessing Section, 5285 Port Royal Road, Springfield, VA 22161–2171.

10–7. Sale to eligible foreign governments

Publications and forms can be supplied only to those foreign governments who establish a sales agreement under the FMS program. Chapter 11 tells how to establish and manage an FMS account for publications.

10–8. Local reproduction authority for Department of the Army authenticated publications

Local reproduction authority (LRA) policy is intended to control noncentralized (local) printing/replication of DA-authenticated publishing products distributed in paper and on CD–ROM/DVD. Centralized printing and replication ensures that the Army procures bulk quantities of published products for both initial fielding and a minimum of 12 months of reorder or replacement copies to be stocked and issued to fill customer demand. This centralized, consolidated, bulk acquisition takes advantage of economies of scale and provides the best use of Army publishing resources. Local reproduction of small quantities of published products is not cost effective for the Army and should be limited to unique circumstances that justify substantially higher unit costs. LRA may be justified to support equipment that is being immediately deployed and maintained in small quantities or for specialized applications. LRA may also be justified so that the publishing products are packed with rapidly deployed and fielded equipment as a "contractor overpack" requirement.

a. Local reproduction authority requests for electronic media only publications. An LRA request is no longer required for an EMO publication, provided the publication has been authenticated and approved for release by APD to the AMC LOGSA or APD Web sites.

b. Local reproduction authority requests for publications produced in physical media (paper, CD–ROM/DVD, and so on.).

(1) LRA requests must be forwarded through channels to the Director, Army Publishing Directorate, 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527. AMC proponents must include a PDF file or copy of each IETM in the request to AMC LOGSA concurrently with forwarding the LRA request to APD.

(2) LRA requests must include the following:

(a) DA Form 260 or DA Form 260–1, cover page, title page, authentication page, PIN page, and digital copy for each publishing product included in the waiver. Digital copy must be PDF for ETMs and Extensible Markup Language (XML) for IETMs.

(b) Quantity requested, by publication, for LRA.

(c) Statement signed by proponent PCO, describing the circumstances necessitating the use of LRA and justifying the quantity required. This statement must also indicate that the preparing proponent or contractor performed a complete verification (see the glossary for definition of verification).

(3) TMs authenticated and printed or replicated under LRA must be identical to those authenticated and printed or replicated through the centralized process. Proponents must provide APD with one copy of each publication printed or replicated under the LRA.

(4) Preparing agencies/commands must maintain records on LRAs, to include the justification, quantity replicated, and the audience supported by the local reproduction procurement.

(5) Publishing products not applicable for bulk Armywide distribution; developed for a unique purpose; to support a unique requirement or piece of equipment; or applicable to a specialized implementation within the Army (for example, for test and evaluation or Special Forces use) may be locally reproduced after they have been authenticated and approved for release by APD to the AMC LOGSA or APD Web sites, without a formal request to APD. The local Director of Information Management (DOIM) or PCO may approve reproduction as necessary and has sole approval authority for local reproduction of these types of authenticated publications.

c. Decentralized printing.

(1) The proponent must prepare a DA Form 260 requesting immediate issue of an LRA number.

(2) APD must review the cover page, title page, authentication page, PIN page, and running sheet and must provide an LRA number by phone or email within 2 calendar days.

(3) APD must place the DA Form 260 in the normal queue for indexing and for preparation of the print order.

(4) The proponent must replicate and distribute locally reproduced publications while APD prepares the print order. APD must forward the print order to the proponent when complete.

(5) APD must send the print order and camera-ready copy/electronic file to the authorized printer, either directly or through DLA Document Services, as locally determined.

d. Centralized printing.

(1) The proponent must prepare a DA Form 260 requesting immediate issue of an LRA number and a print order in regular APD priority sequence.

(2) The proponent must send one set of camera-ready copy/electronic file with the DA Form 260.

(3) APD must review the cover page, title page, authentication page, and running sheets and must provide an LRA number by telephone or email within 2 calendar days.

(4) APD must place the DA Form 260 and camera-ready copy in the normal queue for indexing and preparation of the print order for centralized printing.

(5) The proponent must print and distribute the publication using a second set of camera-ready copy/electronic file while APD prepares the print order for centralized printing.

(6) APD must print and distribute the publication through DLA Document Services/GPO after indexing and preparation of the print order.

Chapter 11
Establishing Initial Distribution, Ordering, and Resupply

Section I
Introduction

11–1. Functions
This chapter will help you order and manage the requirements for publications and blank forms stocked and issued by DA. It also contains guidance for stockroom managers on maintaining stock levels for DA forms at their organizations. This chapter also explains in detail how to—

a. Establish and maintain your publications account.

b. Establish requirements for new publications, publications changes, or revised publications to be distributed to you as they are published (the initial distribution system).

c. Prepare and submit orders for existing publications to replace lost or worn-out books or for a publication that you would not need on a recurring basis (the resupply or replacement copy system).

d. Order blank forms.

11–2. The Standard Army Publications System
The Standard Army Publications System and its subsystems provide for the printing, storage, issue, distribution, and disposal of DA publications and blank forms Armywide. The Standard Army Publications System also generates management data that assists Logistics Services Washington (LSW) and APD in the execution of the Army Integrated Publishing and Printing Program.

11–3. Major management roles
a. APD—

(1) Develops and recommends printing, publishing, and distribution policies.

(2) Determines the distribution requirements for publications and blank forms.

b. LSW stocks and distributes classified and unclassified DA-authenticated doctrinal, training, technical, and equipment publications, as well as all Departmental blank forms, including sensitive and accountable blank forms.

c. CONUS installation publications stockrooms and outside the continental United States (OCONUS) publications distribution centers (PDCs)—

(1) Serve as an extension of LSW to provide Departmental blank forms storage and distribution support to units located at, or supported by, the installation or OCONUS PDC.

(2) Redistribute excess or misrouted DA-authenticated publications but will not order or maintain stock of these items.

(3) Stock and issue command, agency, installation, and local publications and blank forms, as appropriate.

d. DOIMs and information management officers (IMOs)—

(1) Manage command/installation publications.

(2) Enforce Departmental policies, regulations and instructions governing publications and printing.

(3) Appoint functional managers to exercise publication and forms management responsibilities, such as the PSM, PCO, and FMO.

e. National Technical Information Service—

(1) Processes requests from the general public for DA publications.

(2) Sells DA publications to general contractors and the general public.

f. USASAC is the single point of contact for Army publications and blank forms support to the FMS Program.

Section II
Publications Accounts

11–4. Authorized publications account holders
a. Active Army TOE units that are battalion size with a personnel administrative center.

b. Active Army TOE units that are detachment size and larger, and not organized under a personnel administrative center.

c. Army TDA activities may have accounts established at the commander, director, or chief level.

d. Army schools may establish separate accounts for the reference library, the staff, and student texts.

e. Army Civilian Personnel Offices.

f. USAR activities that are company size or larger, and staff sections at division level.

g. ARNG units that are company size or larger, designated by the State adjutant general (see para 11–10).

h. Reserve Officers' Training Corps (ROTC), including Senior and Junior ROTC units (see para 11–11).

i. Recruiting activities.

j. Test control activities (see para 11–8).

k. Other U.S. military Services and DOD agencies and activities, in accordance with AR 25–36 (see para 11–9).

l. Army or other DOD Service(s) contracting officers requiring publications in support of DA contracts (see para 11–12).

m. The National Technical Information Service.

n. FMS customers.

11–5. Establishing your publications account

a. To receive publications and/or blank forms from LSW, you must have a valid publications account. If you are opening a new account, prepare DA Form 12 (Request for Establishment of a Publications Account), which is available on APD's Web site (http://www.apd.army.mil).

b. The account identification information you provide on the DA Form 12 must be as accurate as possible. Your account information is used for the distribution of publications specifically intended for your organization, in addition to your initial distribution requirements, and enhances the publications support you receive from LSW.

c. You must maintain a publications management file containing a copy of all completed DA Forms 12 that are submitted. When you receive your approved or revised DA Form 12, replace the outdated DA Form 12 in your publications management file with the revised and approved form.

d. Upon receipt of your DA Form 12, LSW will send you materials and instructions to get you started establishing your initial distribution requirements and/or submitting resupply requests. Follow the directions carefully.

(1) Contact your PCO regarding established procedures for submitting subscription changes and orders. With the ability to change requirements and order electronically, you may need to ask your PCO for approval to submit your subscription changes and orders directly without additional approval procedures.

(2) Submit requests for publications subscriptions and resupply requests electronically at https://dol.hqda.pentagon.mil/ptclick/index.aspx. Use of this Web site requires CAC authentication. If you need assistance, email usarmy.stlouis.106-sig-bde.mbx.dolwmddcustsrv@mail.mil.

(3) USAR units under the jurisdiction of the U.S. Army Reserve Command will send completed forms to the PCO at the appropriate major USAR command for review and approval.

11–6. Upgrading your account for classified service

If you have an established account, it is not necessary to request a separate account number to obtain classified service. However, you must submit a DA Form 12 to request an upgrade to your account classification level. If you have not previously done so, you will need to complete Section II "Account Classification Level" of DA Form 12.

11–7. Authorization to receive blank forms

a. Normally, only the following activities are allowed to order blank forms from the publications distribution center:

(1) Installation publications stockrooms.

(2) Overseas publications centers.

(3) Medical department activities.

(4) Active Army service schools.

(5) ARNG State adjutants general.

b. Exceptions:

(1) Schools will be allowed a blank forms account, provided that they cannot be supported by a local stockroom.

(2) Any organization may be allowed a forms account if it uses an unusually large number of forms or is in an isolated location.

c. Some blank forms are sensitive and accountable and may be susceptible to misuse for fraudulent purposes (for example, identification cards). These types of forms are footnoted in DA Pam 25–30. If you require these types of forms, they must be safeguarded, and your account must be authorized to receive classified materials in addition to your authorization to receive blank forms. If you are not authorized classified materials, you must upgrade your account classification level, as described in paragraph 11–6.

d. If you have an established publications account, it is not necessary to request a separate account to obtain blank

forms service. However, you must submit a DA Form 12 requesting that your account be upgraded so that blank forms service will be established for your account.

e. Send the DA Form 12 to your installation PCO, who will complete it and forward it to U.S. Army Headquarters Services, Media Distribution Division, 1655 Woodson Road, St. Louis, MO 63114–6128.

f. Army units stationed in Europe and the Middle East should contact U.S. Army Publications Distribution Center Europe (USAPDCE) customer service to obtains Army and higher level forms. For additional assistance, please email customer.service.aepubs@eur.army.mil. In addition to USAPDCE, a small forms stockroom is in Kuwait (ARCENT–KU).

11–8. Test material

a. Test material accounts are managed separately from other types of accounts and will be used only for test material service.

b. Test material may only be obtained through the resupply system.

c. To establish a test material account, you must submit a completed DA Form 12 routed through the Commander, U.S. Army Human Resources Command, Education Division (AHRC–PDE–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122. This address must appear in block 5 of your DA Form 12. Your DA Form 12 submission must also include:

(1) A copy of the test officer's assignment orders.

(2) A memorandum of justification, including a list of units or organizations to be supported by the test control officer.

11–9. Interservice accounts for Department of the Army publications

a. Interservices include the Departments of the Air Force and the Navy (including the U.S. Marine Corps); DLA; and other DOD agencies (see AR 25–36.)

b. If you need to establish an account for a Department of the Air Force installation or unit, coordinate your request with the Department of the Air Force, OC–ALC/ENGLA, 7851 Arnold Street, Suite 201, Tinker Air Force Base, OK 73145–9147.

c. If you need to establish an account for a Department of the Navy installation or unit, coordinate your request with the Naval Inventory Control Point, Code 03341 COGI, 700 Robbins Avenue, Philadelphia, PA 19111–5098.

d. If you need to establish an account for a U.S. Marine Corps unit, coordinate your request with the Commandant of the Marine Corps (ARDE), 300 Marine Corps Pentagon, Washington, DC 20350–3000.

e. If you need to establish an account for a DLA activity, coordinate your request with the Defense Logistics Agency, (DASC–WDM), 8725 John J. Kingman Road, Room 1560, Fort Belvoir, VA 22060–6220.

f. If you need to establish an account for any other DOD agency, coordinate your request with U.S. Army Headquarters Services, Media Distribution Division, 1655 Woodson Road, St. Louis, MO 63114–6128

11–10. National Guard accounts

a. If you need to establish an account for an ARNG activity, you must submit your DA Form 12 through your State adjutant general and then through the National Guard Bureau (111 South George Mason Drive, Arlington, VA 22204) for approval.

b. After approval, the National Guard Bureau will forward your request to U.S. Army Headquarters Services, Media Distribution Division, 1655 Woodson Road, St. Louis, MO 63114–6128.

11–11. Reserve Officers' Training Corps accounts

If you need to establish an account for a ROTC unit, submit your DA Form 12 through your supporting installation, region headquarters, and the U.S. Army Cadet Command, 500 2nd Dragoons Road, Bldg 6574, Fort Knox, KY 40121, to U.S. Army Headquarters Services, Media Distribution Division, 1655 Woodson Road, St. Louis, MO 63114–6128.

11–12. Publications accounts for contracting officers

a. The Army or other DOD Service(s) contracting officers are responsible for obtaining publications needed to support DA contracts. (Publications to support other Services' contracts must be obtained using interservicing procedures). (See para 11–9.)

(1) If you are a contractor and need DA publications, you must prepare a DA Form 4790 and a DA Form 12. Submit these forms to your contracting officer.

(2) The contracting officer will prepare the appropriate certifications with the contract number and date of expiration.

b. The contracting officer will forward the approved forms and certifications through the ACOM EPCO or FMO of the publication and/or form for approval and/or signature. The EPCO or FMO will submit the signed forms to U.S. Army Headquarters Services, Media Distribution Division, 1655 Woodson Road, St. Louis, MO 63114–6128.

11–13. Closing accounts

If you must close your publications account (such as for deactivation), enter the account number on DA Form 12 and in block 3 (Type of Submission), check "c" (Close). Submit the form to U.S. Army Headquarters Services, Media Distribution Division, 1655 Woodson Road, St. Louis, MO 63114–6181, at least 90 calendar days prior to the effective date of closure. If you are a contractor, notify the contracting officer at least 90 calendar days prior to the contract's expiration date when closing an account. For disposition of excess publications or forms, follow the guidelines in paragraph 11–39.

Section III
The Initial Distribution System

11–14. How the initial distribution system works

a. The initial distribution system works somewhat like a magazine subscription. When you subscribe to a magazine, new issues are automatically sent to you as they are published. Similarly, when you subscribe to Army publications through the initial distribution system, your subscriptions ensure that you will receive new publications, revisions to existing publications, or separately published changes to existing publications when they are published. (A note about terminology: "initial distribution subscriptions" and "initial distribution requirements" are used interchangeably in this chapter.)

b. The initial distribution system is the most effective method for receiving publications because it guarantees you will get the item when it is published, in sufficient quantities. Since residual stockage of items at AHS, MDD cannot always be guaranteed, publications you need to order through resupply may not always be available to compensate for inadequate initial distribution requirements.

c. It is important to remember that the initial distribution system is used to distribute newly published items only. If a publication already exists, you must order it through the resupply/replacement copy system described later in this chapter. If you need an existing publication and you want to receive future revisions or changes for that publication, you must order the existing publication through the resupply system (and any existing changes, if necessary) and submit an initial distribution subscription for the changes or revisions to the publication through the initial distribution system. Procedures on using these methods follow later in this chapter.

d. To receive effective support from the publications system, you must establish accurate initial distribution requirements and keep your requirements current. Consult with your administrative, training, supply, and equipment maintenance personnel and all others who rely on publications obtained through your account. Ask someone in each area to review DA Pam 25–30 and identify the publications and quantities that they need to accomplish their functions. At least twice a year you should update your requirements, being sure to delete publications that are no longer needed. After you have collected all your requirements, you will need to log on to the LSW Web site at https://dol.hqda. pentagon.mil/ptclick/index.aspx and enter your requirements. To assist you in updating your account, you may consolidate the publications numbers and quantities and prepare a DA Form 12–99 prior to going online.

e. Army units stationed in Europe and the Middle East should contact USAPDCE customer service, or log on to https://aepubs.army.mil to view and update their initial distribution requirements. For additional assistance, please contact customer.service.aepubs@eur.army.mil.

f. Contact your PCO or appropriate designated publications point of contact (at some installations, the publications stockroom manager is your primary point of contact) for advice or assistance, and to inquire about automation solutions to help you manage your account. Your PCO or designated publications point of contact should be your first contact if you need assistance on publications management matters. If you still need assistance, contact the customer service staff at AHS, MDD.

g. If you need technical and equipment publications, you should know the maintenance level of support you provide for a given piece of equipment. This helps you to determine the correct publications you need to match your support mission. More information about technical and equipment publications, including numbering and maintenance levels, is provided in MIL–STD–40051–2.

h. Initial distribution requirements for administrative publications should include DA regulations, pamphlets, circulars, posters, and other miscellaneous publications that are required to support the administrative operations of your organization. Initial distribution requirements cannot be established for administrative publications that are EMO. These publications can be downloaded from http://www.apd.army.mil.

i. Initial distribution requirements for doctrinal and training publications should be selected that apply to your organization. Required and recommended doctrinal and training publications are listed in the reference section of your doctrine and training publications and should be considered a starting point toward your total requirements.

j. In addition to your organization's doctrinal and training publications, you will need to determine requirements for individual STPs, such as SMCTs, Soldier's manuals, and training guides. Consult with your trainers and resource libraries to ensure you have identified the proper doctrinal and training publications. Consult with your personnel staff

for the MOSs and personnel densities needed to determine the correct individual Soldier training publications your organization requires.

11–15. Determining publications quantities

Quantities required for each publication will vary depending on the type of publication and its application. Whenever possible, try to reconcile quantity requests from your users that seem unreasonable. For example, if you support 5 similar companies and 4 of the 5 request 3 copies of an administrative publication and the fifth company requests 25 copies, you should attempt to reconcile the quantity request from the fifth company. Basic guidelines for quantity determination are as follows:

a. Administrative and miscellaneous publications. These quantities will vary and are dependent on the missions and functions of the publication user. A reasonable quantity is the absolute minimum number necessary to support the user.

b. Doctrinal and training publications. In most cases, doctrinal and training publications will be required by training personnel, libraries, learning resource centers and schools. Most other users should reference doctrinal and training publications at learning resource centers and organization libraries and should not be ordering the publications for their own personal copies.

c. Individual Soldier training publications. Quantity requirements for these publications should be based on your organization's personnel density for the MOS each publication supports. This information is available from your MTOE.

d. Technical and equipment publications. The following guidance should be used as a minimum quantity recommendation only. Local policies and directives must be followed and may require additional copies.

(1) Ground equipment operator-level (-10 to -14) publications quantities: one per piece of equipment, plus one copy for supply sergeant and one copy for the motor pool. If you support the headquarters staff, add one additional copy per line item (not per each piece of equipment) for the supply officer and two copies per line item for the battalion maintenance officer. For example, if you had 10 Bradley Fighting Vehicles, you will require 12 copies of the operator-level publications. If your account supports the headquarters staff, you should have a requirement for 15 copies.

(2) Ground equipment maintainer-level (-23) publications quantities should be at least two copies per line item (not per each piece of equipment) for the battalion maintenance officer.

(3) Aviation equipment operator-level (-10 to -14) publications quantities will vary based on airframe and organizational support structure. However, you will require at least one copy for each aircraft and one copy for each aviator, crew member, and maintenance section. You will require several copies of each maintainer-level (-23) publication per line item (not per each aircraft) to meet the needs of your maintenance sections.

11–16. Establishing and maintaining your initial distribution requirements.

a. You may make initial distribution changes through the LSW Web site at https://dol.hqda.pentagon.mil/ptclick/index.aspx. Submitting initial distribution transactions electronically is the preferred and fastest method available in keeping your requirements current. Selecting "HELP" on the Web site provides guidance on submitting initial distribution requirements online. If you do not have this capability, contact your PCO or DOIM for further information, or contact customer service at AHS, MDD (email: usarmy.stlouis.106-sig-bde.mbx.dolwmddcustsrv@mail.mil). A link to customer service is provided on the LSW Web site.

b. The DA Form 12–99 (for EOD and nuclear weapons technical publications, see para 11–17) may be used internally to identify new initial distribution requirements or changes prior to input online.

(1) JANAPs subscription requirements will not be intermingled on the same DA Form 12–99 with other publication requirements. Forward the DA Form 12–99 through the installation PCO via memorandum to Chief, U.S. Army C–E Services Office (SFIS–FAS–M), MCEB Branch, Room 9S65, 200 Stovall Street, Alexandria, VA 22332–2200.

(2) European-based units subscribing to JANAPs must forward DA Form 12–99, via memorandum, through their headquarters and Commander, U.S. Army, Europe (CDRUSAREUR)/Unit 29351, Army Post Office (APO) AE 09014–9351. CDRUSAREUR will then forward the DA Form 12–99 and cover memorandum to the THRU addressee.

c. The installation PCO will review DA 12-series forms. After review and approval, the PCO will retain one copy. A second copy of the form will be returned to the account holder for his or her publications management file.

11–17. Initial distribution of explosive ordnance disposal and nuclear weapons publications

a. Initial distribution of EOD publications is authorized only with the proponent's approval. Requirements for these publications must be submitted to the Commander, U.S. Army Explosive Ordnance Disposal Technical Detachment, 2008 Stumpneck Road, Indian Head, MD 20640–3681. You may also email your request to inhd_army@navy.mil.

b. Initial distribution of nuclear weapons publications is authorized only with the proponent's approval. Requirements for these publications must be submitted to the Commander, U.S. Army Nuclear and Combating Weapons of Mass Destruction Agency (MONA–SU), Fort Belvoir, VA 22060.

11–18. Establishing initial distribution requirements for foreign military sales customers
For more information, see section VIII.

11–19. Requesting an initial distribution requirements listing
It will be necessary to request an initial distribution requirements listing periodically for your account to keep in your publications file. The listing shows all the publications that you currently have a subscription for and the quantity you have requested. You may retrieve a copy of your subscription listing online by logging on to the LSW Web site and selecting "Reports," then selecting "Subscription Report" from the drop-down box, and clicking on "Run Report."

Section IV
The Resupply Ordering System

11–20. How the resupply or replacement copy system works
 a. The resupply system is used to order existing publications from AHS, MDD. These are publications that have already been issued through the initial distribution system and are stocked at AHS, MDD so that you may—
 (1) Replace lost or worn-out publications.
 (2) Order publications you need on a one-time basis for which an initial distribution subscription should not be established.
 (3) Obtain additional copies of publications, pending change of subscription.
 (4) Order blank forms.
 b. Excessive use of the resupply system may indicate that your initial distribution requirements are inadequate. Check the publications you are requesting against your initial distribution requirements listing.
 (1) If you need to order a publication and it is on your initial distribution requirements listing, consider increasing the quantity requirement. Doing so ensures that future changes or revisions will be distributed to you in adequate quantities when they are published, and you avoid having to reorder additional copies later.
 (2) If you order a publication that is not on your initial distribution requirements listing and will require future changes or revisions, you should add this item to your initial distribution requirements.

11–21. Submitting requests for resupply copies
 a. You may order publications and blank forms using the LSW Web site at https://dol.hqda.pentagon.mil/ptclick/index.aspx. Follow the instructions under the "Help" tab.
 b. Army units stationed in Europe and the Middle East must contact the USAPDCE customer service or log on to https://aepubs.army.mil to order resupply copies of publications and blank forms. For additional assistance, please contact customer.service.aepubs@eur.army.mil.
 c. A manual electronic ordering system is provided on the Web site for those who wish to use it. However, using the manual ordering system may result in more rejects if the item is not entered exactly as indicated in DA Pam 25–30. If you have no electronic means to order publications, you must contact the customer service staff at AHS, MDD for further instructions.
 d. Use DA Form 17 (Requisition for Publications and Blank Forms) and DA Form 17–1 (Requisition for Publications and Blank Forms (Continuation Sheet)) to order command publications or blank forms from installation stockrooms and overseas centers only. Submit your DA Form 17 using local procedures.
 e. Test control officers will cite their special account numbers and submit their requests for test control material as cited above. These special test control accounts must only be used to obtain test control material.
 f. Recruiting or retention publicity items (RPI) will be requested as indicated below.
 (1) U.S. Army Cadet Command units must submit their requisitions for ROTC RPIs through their region headquarters or to the Commander, U.S. Army Cadet Command, 500 2nd Dragoons Road, Building 6574, Fort Knox, KY 40121.
 (2) U.S. Recruiting Command activities must order RPIs from the U.S. Recruiting Command headquarters, 1307 3rd Avenue, Fort Knox, KY 40121.
 g. FMS customers submit requisitions on DA Form 4569–1 (Security Assistance Publication Requisition Code Sheet).

11–22. Understanding data fields in DA Pam 25–30 and the publishing products ordering system
This paragraph explains the data fields used to order publications and forms. At the time of publication, this information was correct. However, your best source of information is provided with the current edition of the ordering system or software you use to place your order.
 a. Account number. This is a five character field, usually starting with an alphabetic character followed by four numbers—no spaces. Make sure you enter all zeroes as the number zero on your keyboard and not the letter "o." This provides system recognition between the number zero and the alphabetic "o."
 b. Subaccount number. The subaccount number is a single character field assigned by you so that you know which

part of your organization ordered a particular publication or form. You may assign any single character code and enter it in this field. You are encouraged to establish a subaccount number or code to suit your internal distribution needs. For example, the unit may want to use "1" for S1; "2" for S2; "H" for the headquarters company; and "A" for company A. If two subaccounts need the same publication, list the publication separately for each subaccount. When the items you ordered are received from AHS, MDD, the subaccount number will be printed on the address label next to the account number, (for example, E0773 A). Entry of a subaccount designator is not mandatory.

c. Publication or form category and number. This is a 28-character alphanumeric field. Search for the category of publication or form needed (examples: TM, FM, AR, DA, DD) and then for the subcategory by its number (also referred to as the nomenclature). This will provide a list of active publications only. To search for inactive items, "uncheck" the block "Active Items Only." If the item still cannot be located, check DA Pam 25–30 to see if the item is listed and available.

d. Changes requested. This is used for publications only; forms do not have changes. Below is the explanation of the change field:

(1) 000—This is the basic publication. This entry will also be used to order publications that have been reprinted with changes included (also referred to as a consolidated basic publication). DA Pam 25–30 will show which changes were consolidated in a basic publication. If the change that you want is not included in a consolidated basic publication, you must order it separately or select "All Changes" on the order screen.

(2) 001 through 899—Ship only the change that is shown; do not ship the basic publication. To order changes, select the record for the specific change you wish to order.

(3) If DA Pam 25–30 states that there is a separate change one as "C1," the number entered in this field is "001." For change 10, "C10," the number entered is "010."

(4) 901 through 999—These numbers identify interim changes, for example, interim change I01 is ordered as "901," interim change I03 is ordered as "903."

(5) ALL—Ship the basic publication, all changes, and all interim changes. Select "All Changes" on the order screen.

e. Quantity required. This field allows you to input up to five characters. Enter the number of copies needed. The software will verify that the input data meets the proper field requirement.

f. Unit of issue. This is the configuration of the publication or form. As an example, "EA" indicates each or 1 book; "CS" indicates a cut sheet form. See the glossary section on the ordering Web site for a list of authorized unit of issue (UI) codes.

11–23. Processing requisitions

a. When your requisition is processed, it is edited to ensure that the account information (account number, address, and so forth) is correct. Further editing matches the items ordered against those available in our master computer files. The correct format and numbers for publications and blank forms are in DA Pam 25–30, which can be accessed at http://www.apd.army.mil. Using the Web site to place orders will eliminate errors, such as UI errors or using an alpha "O" when the character is the numeric zero.

b. You may view the status of your order by accessing "Reports" on the Web site and requesting the "Re-supply Report" from the drop-down box. The online report contains all orders received and processed in the previous 6 months. "Status Codes" and their explanations are listed in the glossary section of the Web site.

c. When valid requisitions are processed, an advice of supply code "BP" will be returned to you for each item that has been processed to the warehouse for shipment. If publications or forms are backordered or unavailable, the "Status Code" definitions will indicate whether you need to take any special actions to obtain the requested publications or forms.

Section V
How to Use DA Pam 25–30 to Establish Your Publication Requirements

11–24. Understanding DA Pam 25–30

DA Pam 25–30 lists all published materials managed under the Armywide Publishing and Printing Program. Available online at http://www.apd.army.mil, DA Pam 25–30 is searchable and lists relevant information about DA publications and forms, including IDNs (formerly referred to as DA Form 12-series and block numbers). The IDN is the number you will use to identify your recurring publications requirements if you complete DA Form 12–99. Two notations that are used throughout DA Pam 25–30 are explained as follows:

a. "S&U." This means, "stocked and used by." It is followed by an organization acronym (for example, "S&U AMC" means that the item is stocked and used by AMC). Items that have the notation "S&U" cannot be requisitioned from AHS, MDD. If you require these items, send your request, with justification, to the organization that stocks the item. This information is located under "Publication/Form Title" in DA Pam 25–30.

b. "S&I." This means "stocked and issued by." It is followed by the name of an agency or activity (for example, "S&I AMC" means that the item is stocked and issued by AMC). Items that have the "S&I" notation can only be

requisitioned from the agency that is listed. This information is located under "Publication/Form Title" in DA Pam 25–30.

11–25. Understanding distribution levels for administrative publications

a. Although you may still rely on distribution levels to determine agency, command, or installation publications that are applicable to you, DA use of these levels is no longer relevant to you in ordering or subscribing to a DA administrative publication. Distribution of DA administrative publications has been simplified so that each publication has its own IDN and is not solely dependent on multiple levels of distribution.

b. The following five levels of applicability are used for the distribution of administrative publications:

(1) Level "A" publications are applicable to company and similar organizational levels.

(2) Level "B" publications are applicable to battalion, brigade, regiment, group, and battle group levels.

(3) Level "C" publications are applicable to installations, activities, and commands down to and including headquarters of divisions and comparable commands.

(4) Level "D" publications are applicable to ACOM subordinate installations and activities.

(5) Level "E" publications are applicable to ACOM headquarters.

c. Distribution levels are used by publications writers (proponents) to indicate the appropriate command level to which an administrative publication applies. You will use these levels to identify administrative publications that apply to you. Again, although DA proponents may still use distribution levels, and you may see reference to the levels in a DA publication's distribution statement, it will not affect the way you subscribe to DA publications.

d. In addition to the distribution levels, proponents use other word or letter combinations to indicate the intended audience of certain administrative publications. The standard word or letter combinations are—

(1) "NG" publications are applicable to the ARNG.

(2) "USAR" publications are applicable to the USAR.

(3) "SPECIAL" publications are applicable to organizations specifically identified by the proponent. These publications are not available from the publications distribution center via initial distribution or resupply procedures.

(4) "CONTROLLED" publications are distributed to addressees and accounts provided by the proponent. Generally, prior proponent approval is required if you need these publications.

e. When the words and letter codes are used in combination, a good deal of information about a publication's intended audience is conveyed. For example, a distribution statement denoting "A; ARNG:B; USAR:C" indicates that the publication is intended for "A" level Active Army units (a single letter or group of single letters when used alone indicates the publication is intended for Active Army accounts only), and "B" level ARNG units, and "C" level USAR units.

11–26. Consolidated reprints and changes

a. A consolidated reprint is a publication that has been reprinted to include the basic publication (the most current, authenticated edition) and the subsequent authenticated changes. In DA Pam 25–30, the changes included in a consolidated reprint are listed after its title. For example, "Reprinted w/basic incl C1–4" means the publication is reprinted and now includes changes one through four. To order this publication through the resupply/replacement copy system (a one-time or nonrecurring requirement), select the basic publication with "000" shown in the "changes" field on the Web. (To receive a publication and its changes or revisions as they are initially published automatically, submit an initial distribution requirement using the procedures described in this chapter.)

b. Changes that have been consolidated into the basic edition are only available by ordering the consolidated reprint and may not be ordered separately. Ordering a change that has been consolidated in a reprint will result in an "R4" error code. Conversely, if you need any change not shown as part of the consolidated reprint, you may order them individually. For example, by selecting the record with "003" in the "Change" field of your resupply order, you would receive change 3 to the basic publication.

c. If you wish to receive a publication and all current changes, select the "All Changes" field on the order screen of the resupply order.

11–27. Initial distribution data

DA Pam 25–30 provides data you will need to determine initial distribution availability of a publication, as described below:

a. *"IDN."* This is a six-digit number shown in bold type after the title of each publication. The IDN is also shown in the National Stock Number Reference List in Section 12 under the heading of "IDN." Enter this number on your DA Form 12–99 if you need the publication through the initial distribution system.

b. *"FOOTNOTE 06–PUB NOT AVAILABLE–INTITAL DISTRIBUTION ONLY NO STOCK."* This indicates that only sufficient stock will be printed and initial distribution made to those accounts on subscription for the item. Resupply copies are not available. Failure to subscribe to the item will result in no copies available to your unit.

c. *"RESC/ACTIVE ARMY."* This is an information entry only. It indicates that this publication has been rescinded

for Active Army use and is not available through the initial distribution system. You must order this publication through the resupply system, if required.

Section VI
Managing and Maintaining Your Account

11–28. Publications management plan
To manage a publications account effectively, you must have a planned method of tracking and recording the receipt and issue of publications. This plan should be part of your SOP for publications management. Along with lists of the key personnel that helped you determine your account requirements, and the rationale used in determining your organization's initial distribution subscription requirements, you should include any local publications management guidance set down by your commander. At a minimum, LSW recommends that you maintain the following data for tracking your organization's initial distribution and resupply system requirements:

a. A Web-provided listing of your initial distribution requirements, annotated with your own internal distribution information showing each subaccount's quantity.

b. Copies of initial distribution requirements/changes or resupply orders pending, including subaccount orders.

c. Information showing items you have received and the internal distribution made.

d. Your current DA Form 12 and DA Form 12–99, if used.

e. Copies of previous DA Forms 12–99 you have completed.

f. Documentation of the last biannual initial distribution requirements review.

g. Copies of any other special documentation that may have been required to maintain your account, such as justifications for blank forms accounts, test control officer verifications, and so on.

11–29. Specialized publications, indexes, and forms useful for managing an account
a. In addition to AR 25–30 and DA Pam 25–30, your organization may require specialized publications, indexes, and forms to accomplish your mission. DA Pam 75–5 is an example of a specialized publications-related item.

b. Your installation PCO is your first source of information and guidance on publications management matters. It is the PCO's responsibility to assist you with maintaining your account. If your account belongs to a USAR activity and is not supported by an installation PCO, contact your USAR Command PCO for assistance. As usual, if you need help and cannot get it locally, contact the customer service staff at AHS, MDD.

11–30. Keeping account information current
As discussed in section II, the information submitted on DA Form 12 is important to get the best support from LSW. At least twice yearly, check to ensure that information about your account is current and that account identification data, such as your UIC, DODAAC, and address, is correct. A new DA Form 12 should be completed and submitted to AHS, MDD when any one of the following changes—

a. Type of service (Section I, Block 7a).

b. Unit description data (Section I, Block 8a through g).

c. Publications officer (Section I, Block 9a through c).

d. Classification level (Section II, Block 10 through 11c).

e. Change of address (Section III, Block 12a and b).

11–31. Submitting requisitions, and tracking due-in and due-out stock quantities
These procedures are provided for manual maintenance of stock record cards and are applicable to stockrooms and units authorized blank form accounts. (Manual inventory control recordkeeping has been replaced by automated systems in many locations. If you are still using manual methods, consult with your DOIM about automation tools that may be available to you.) Use DA Form 479 (Publication and Blank Form Stock Record Card (Vertical File)) and DA Form 479–1 (Publication and Blank Form Stock Record Card (Visible File)) to form the basis of your blank forms stock control system. They provide the information needed to determine the demand for forms and help you spot trends in usage that are valuable in calculating the appropriate quantity of stock to maintain and requisition. These records must be kept accurately. Both DA Forms 479 and 479–1 are available electronically at http://www.apd.army.mil.

a. The key factor in running an effective and efficient supply operation is the timely submission of requisitions. The stockroom manager or blank forms account holder must know whenever a form reaches a balance at or below the reorder point, and a replenishment requisition must be submitted within 72 hours. Do not "batch" your requisitions for submission on a cyclic basis (every 2 weeks, once a month, or similar scheduled submissions). Doing so will lead to frequent zero balances and backorders.

b. Keep stock records current and make accurate postings so that the records always show the true balance of stock. Preposting and post-posting are acceptable. The stockroom manager should select the posting system that most easily permits keeping current and accurate records.

c. Stockroom managers are authorized to order and maintain additional stocks to meet the needs of the reserve

component units during annual training, or for other nonroutine or nonrecurring requirements. When these requirements have been met, stock will be brought back to the authorized level. It is recommended that nonroutine and nonrecurring requirements be managed separately from the routine demands of a given item. Mixing nonroutine or nonrecurring and routine demands for an item will skew the demand data for the item, causing excessive reorder quantities and earlier reorder points than are necessary.

d. The above guidance applies when forms are available for issue from AHS, MDD. However, when an item at AHS, MDD reaches zero balance and a due-out (backorder) notice is sent to the installation stockroom, different procedures must be used. (The term "due-out" and "backorder" are used interchangeably in this chapter.)

(1) When a stockroom receives a due-out from AHS, MDD and then runs out of forms, a requisition must immediately be submitted to AHS, MDD for the safety level quantity, if applicable.

(2) If there is no safety level (or if a requisition for the safety level has already been submitted), and the shipment has still not been received, you should continue to requisition to keep up with your incoming orders. It is recommended that you submit a requisition every 30 calendar days for orders accumulated during that 30 calendar day period. Continue submitting new requisitions every 30 calendar days until the shipment is received. Do not order on a cumulative basis; that is, in the second and latter 30 calendar day periods, do not include stockroom backorders that were included in an earlier requisition to AHS, MDD. By using this method, the stockroom will stay within its authorized stock level.

e. Currently, due-outs may be canceled for one of the following reasons:

(1) The due-out was on file for over 270 calendar days.

(2) The publication or form was placed in an "under revision" or "will not reprint" status by the proponent.

(3) The publication or form is no longer current.

(4) The publication or form was replaced by another item.

f. If the stockroom's due-out was canceled because it was on file for over 270 calendar days at AHS, MDD, the stockroom should cancel any due-outs affected by this cancellation and record the stock level at zero. Ask users whose due-outs were cancelled to revalidate their need and resubmit their current requirement for the item. If necessary, repeat the procedure in paragraph 11–31*d*(2) until the shipment is received.

g. Stock records should be annotated to show the average monthly usage (AMU), acquisition leadtime (ALT), reorder point, and quantity to order. This information should be placed in the blank space on the stock record card under "Editing Information." The entries should be made in pencil because they are subject to change. Without this information, it will be difficult for the forms clerk to determine when a requisition should be submitted, and it will be difficult to gather statistical data when needed.

h. Blank forms for mobilization are not covered in this chapter. Mobilization stocks are in addition to the normal 120 or 180 calendar day stockage level. This mobilization quantity should take into consideration those forms that are also in the 120 calendar day stock level, LRA upon mobilization, and the regular replenishment cycle. Therefore, stockrooms should not use unit requirements in the computations for mobilization stocks. Upon mobilization, all forms in stock will be used to meet the needs of deploying units.

11–32. Operational stockage of blank forms

The key to effective blank forms support for your account is to maintain accurate demand (usage) data for each item and to keep accurate records so that the organization's supply of forms is neither excessive nor insufficient.

a. A blank forms stock level is the sum of three quantity elements: operating level quantity, ALT requirement (quantity), and an optional safety stock quantity. The operating level is the quantity of stock needed to sustain operations from the time you receive stock of an item until the next reorder point. The overall stock level or requisitioning objective ("quantity on hand + quantity on order") authorized for stockrooms is as follows:

(1) To prevent frequent trips to the installation stockrooms, every publications account is authorized a 60 calendar day supply of blank forms that are used for normal operations. To obtain a 60 calendar day stock level, you need to know how many forms have been used over the last 12 months. Divide this annual quantity by 6 to obtain an approximate 2-month or 60 calendar day quantity.

(2) CONUS publications stockrooms are required to maintain large enough stocks to meet normal needs for 120 calendar days and mobilization requirements. Divide your annual quantity by 4 to obtain an approximate 120 calendar day quantity.

(3) OCONUS publications centers are required to maintain large enough stocks to meet normal needs for 180 calendar days. Divide your annual quantity by 2 to obtain an approximate 180 calendar day quantity.

(4) If your demand data does not cover a 12-month period, determine the demand data for the lesser period and divide the quantity by the number of months of data you have to get your AMU. Multiply your AMU by 2, 4, or 6, depending on whether you are ordering a 60, 120, or 180 calendar day stock of forms, respectively.

b. The ALT requirement is the quantity of stock needed to sustain operations between the time a requisition is submitted and the resulting shipment is received.

(1) The ALT is first measured in calendar days by using the three most recent requisition receipts and determining

the average number of calendar days required from the point of placing your requisition until the time you received the requisitioned stock.

(2) Determine ALT quantity by dividing the AMU of an item by 30 calendar days to get your daily usage and multiply the daily usage by the ALT number of calendar days. Here is an example that assumes a 47-calendar-day ALT:

(a) AMU=2,700

(b) Average daily usage=90

(c) 47-calendar-day ALT quantity=4,230 (47 x 90)

(3) The ALT quantity and operating stock together form your overall stock level or requisitioning objective.

c. Continuing the example from paragraph 11–32b(2), an OCONUS stockroom would stock 16,200 forms (2,700 (AMU) x 6 months (180 calendar days)). Once stock level reaches 4,230 forms on hand, it has reached the reorder point.

d. Reorder quantity is the requisitioning objective less ALT quantity. From the example, the reorder quantity is 11,970 (16,200 minus 4,230).

e. Safety stock is strongly encouraged for forms that would cause serious operational repercussions if they go to zero balance. Examples could be Soldier or dependent identification cards, or aircraft maintenance and flight record forms. The safety level is the quantity of stock needed to sustain operations in the event of unusually high demands, or when ALT is longer than expected and you reach zero balance of your operational stock level. You should choose the items that you decide will need a safety stock level judiciously.

(1) At CONUS installations, you may establish a safety stock level for "critical" items of 30 calendar day supply, in addition to your overall stock level.

(2) At OCONUS installations, you may establish a safety stock level of 60 calendar day supply.

f. Continuing the example from paragraph 11–32c, an OCONUS stockroom would stock 16,200 forms plus safety stock of 5,400 forms (2,700 (AMU) x 2 (60 calendar days)) for a total of 21,600 forms as the requisitioning objective.

g. The reorder point for the example item, now including safety stock, is the sum of the ALT requirement and the safety level, which equals 9,630 (4,230 (ALT) plus 5,400 (safety level)).

h. The amount to requisition for an item with safety stock is the requisition objective of 21,600 forms, less the safety stock quantity of 5,400, which equals 16,200. In this example, the requisition shipment should arrive when stocks approach the safety level.

i. In the case of the example of a form at an OCONUS stockroom with safety stock: if the reorder point is computed accurately, the stockroom should have, on hand and on order, a 240 calendar day stock level.

j. If a form shipment is received (no safety stock) and the new balance on the stock record card exceeds or is less than the 120- or 180-calendar-day stock level by 10 percent or more, check the calculation of your AMU and ALT quantity. Incorrect calculations of your AMU or ALT number of calendar days are the variables that are the likely cause of the discrepancy.

k. Whenever the quantity of stock on hand, plus any due-in quantity, minus any back order quantity equals or is less than the reorder point, it is time to submit another requisition for replenishment.

11–33. Keeping initial distribution (subscription) requirements current

a. You are required to keep your initial distribution requirements current. For example, if you are getting unneeded publications, not getting needed publications, not getting the correct quantities, or using the resupply system excessively, you probably need to update your initial distribution requirements.

b. Review your requirements at least twice a year. Determine the effect of changes in your organization's mission, equipment, or personnel on publications requirements. Coordinate your current initial distribution requirements with the organization's publications key personnel and ask them if all the publications listed in the files are still needed and if there are some not listed that are needed.

c. To download a copy of your initial distribution requirements, log on to https://dol.hqda.pentagon.mil/ptclick/index.aspx. Select "Reports," then select "Subscription Report" from the drop-down box. Click on "Run Report," and the items currently on subscription for your account will load on screen.

11–34. Changing initial distribution requirements

a. Most adjustments should be submitted as instructed in paragraph 11–3.

b. Initial distribution requirements changes for EOD and nuclear weapons technical publications must be submitted according to paragraph 11–16.

c. Initial distribution requirements for JANAPs must be submitted according to paragraph 11–16.

11–35. Validating account information

When you log on to the LSW Web site, you will be asked if your email and mailing addresses are still correct. If your mailing address is incorrect, it is important that you submit a DA Form 12 in accordance with paragraph 11–5. Failure to update an incorrect address will result in misdirected mail, nonreciept of required items, and/or shipments returned

to LSW. In addition, LSW may freeze your account to prevent shipments to an invalid address. A correct email address allows us to contact you if there are any issues with shipment.

11–36. Reconciling requisitions and receipts for classified shipments

a. Classified publications. Procedures for the control, storage, and transfer of classified documents are in AR 380–5 and DODM 5200.01. Answers to questions about handling classified publications can be found in that regulation. The procedures discussed in the remainder of this paragraph are additional procedures for handling classified publications.

b. Receiving SECRET/Confidential publications. When AHS, MDD sends SECRET/Confidential publications to an account holder, two receipts are sent with them. One is a registered mail receipt. This receipt must be signed before publications can be delivered. The other receipt is for the contents of the package. This receipt is inside the package. The receipt should be handled as follows:

(1) Compare the number of copies shown on the receipt with the number actually received. The receipt is never altered. If you did not receive the number of copies shown, you must immediately notify the security control officer, the PCO, and AHS, MDD.

(2) If the number of copies shown on the receipt is correct, you must sign the receipt and return it promptly to AHS, MDD.

c. Recordkeeping and inventories. You must keep accurate records of all classified publications. When a classified publication is received, it will be listed on the DA Form 3964 (Classified Document Accountability Record) or DA Form 455 (Mail and Document Register). Once an entry is started, keep it current. For example, when a publication is transferred, the transfer will be recorded; if a publication is destroyed, record its destruction. By keeping these records current, you can always account for the classified publications you are supposed to have. Although not required for classified publications provided by AHS, MDD, periodic inventories will also help you identify possible compromises, losses, or clerical errors.

11–37. Compromise or loss

AR 380–5 and DODM 5200.01 give the procedures to follow when a classified publication is lost or compromised. In addition to following these procedures, you will immediately notify your security control officer and the PCO.

11–38. Accountable and sensitive forms

a. Accountable forms are blank forms that have consecutive serial numbers for recordkeeping purposes. These forms are identified in DA Pam 25–30 by footnotes. An example is SF 1169 (U.S. Government Transportation Request).

b. Sensitive forms are blank forms whose recorded information could be forged and used for fraudulent purposes. Like accountable forms, these forms are identified in DA Pam 25–30 by footnotes. An example is DD Form 256A (Honorable Discharge Certificate).

c. Receiving accountable and sensitive forms.

(1) Stockroom and blank forms account managers must have procedures in place to track serially-numbered accountable forms by recording the range of serial numbers issued to a requester and obtaining a signature from the requester for receipt of the form. Control the transfer of these forms using DA Form 410 (Receipt for Accountable Form). DA Form 410 is available electronically at http://www.apd.army.mil. Handle this receipt (DA Form 410) as follows:

(a) When the forms are issued, the serial number range(s) will be noted on the receipt.

(b) When forms are received, compare the serial number of each one with the serial numbers listed on the receipt. If the forms received are not the ones listed on the receipt, report this fact immediately to the organization's security control officer, the PCO, and the forms supply source. The receipt will not be changed except by direction of the supply source.

(c) If the forms are the same as those listed on the receipt, the original copy of the receipt will be signed and returned to the supply source, and the second copy will be filed. Then recipient of serially-numbered forms must maintain tracking of the forms at all times.

(2) Receipts are not required when sensitive forms are transferred or issued, but the stockroom or blank forms account manager may ask requesters to sign one. If a receipt is signed, the recipient must make sure the number of forms received is the number shown on the receipt. If the number is not the same, the recipient must notify the supply source of the discrepancy.

d. Recordkeeping and inventories.

(1) Stockroom and blank forms account managers must be able to track accountable forms issued to a requestor. They must be able to show, at any time, either the form itself or proof of its disposition. To track these forms, accurate records must be kept.

(2) Tracking and recordkeeping is not required for sensitive forms, but these forms must be safeguarded. It is recommended that records be kept on sensitive forms the same as for accountable forms.

(3) Periodically, a physical inventory of accountable forms should be conducted and records audited in accordance

with to AR 25–30. Conducting these inventories will help maintain the inventory management integrity of the stockroom, the blank forms account manager, and the recipient of the forms.

e. Storage, destruction, compromise, and loss.

(1) The procedures for storage and destruction of unusable or obsolete accountable forms are the same as those used for CONFIDENTIAL documents. These procedures are in AR 380–5 and DODM 5200.01.

(2) The procedures to be followed when an accountable or sensitive form is lost or compromised are the same as those for CONFIDENTIAL documents. These procedures are provided in AR 380–5 and DODM 5200.01. In addition to those procedures, immediately contact the local security control officer and PCO.

11–39. Excess items

a. Causes of excess publications/blank forms. Excess publications and blank forms are caused either by requisitioning more copies than are needed or by incorrect initial distribution requirements. If an organization's excess is caused by requisitioning too many copies, special care must be taken in the future to order only the quantity needed. If an organization's excess is caused by incorrect initial distribution requirements, these requirements must be changed.

b. Disposal of excess items. If you need to dispose of excess items, contact your installation stockroom (for internal redistribution of one carton or less) for disposition instructions. Do not send excess stock to AHS, MDD or stockrooms before receiving their instructions. Upon contacting AHS, MDD, provide the following information:

(1) The publication/form number of the excess stock. If an item is a change it must be identified as a change.

(2) The date and PIN number of the publication/form.

(3) The quantity on hand at the activity/unit.

(4) AHS, MDD will not accept less than full carton quantities. Less than full carton quantities may be disposed of by local disposition procedures without instructions from AHS, MDD.

c. Disposal of excess distribution-restricted items. If the publication/form is restricted, you must dispose of the item in accordance with AR 380–5 and DODM 5200.01 to prevent compromise of the item.

11–40. Obsolete items

a. When a publication or blank form is rescinded or superseded, it becomes obsolete. Obsolete items must be disposed of immediately using local disposition procedures. They need not be reported to APD; AHS, MDD; or the installation stockroom.

b. Before disposing of classified and accountable items, you must obtain instructions from your PCO and security control officer.

c. If the publication has a distribution restriction statement, you must dispose of the item in accordance with AR 380–5 and DODM 5200.01 to prevent compromise of the item.

d. Make one final check with the current DA Pam 25–30 to ensure you are correctly disposing of an obsolete item. Check the edition dates of the form or publication to confirm that they match the item intended for disposal. If you still are not sure about the currency of a form or publication, contact your local PCO or the customer service staff at AHS, MDD.

e. Installation recycle programs should be used to the fullest extent to dispose of obsolete forms and publications.

Section VII
Special Procedures

11–41. Instructional material

a. Publications accounts.

(1) Commandants of colleges and schools should establish publications accounts to meet their resident and nonresident instructional needs. These accounts will be used for instructional material only and not for administrative support.

(2) The term colleges and schools in paragraph 11–41*a*(1) includes, but is not limited to:

(a) TRADOC schools.

(b) Noncommissioned officer (NCO) academies, to include ARNG and USAR NCO academies.

(c) ARNG and USAR schools.

(d) Medical Command medical activities.

(e) AMC colleges and schools.

(f) Drill sergeants schools.

(g) U.S. Military Academy.

(h) U.S. Army War College.

(i) U.S. Army Command and General Staff College.

(j) U.S. Army Sergeants Major Academy.

(k) U.S. Army School of Music.

b. Requisitioning publications.

(1) Colleges and schools will send a projection of their annual publications requirements through their principal supporting HQDA element, ACOM, the numbered armies in CONUS, or State adjutant general to U.S. Army Headquarters Services, Media Distribution Division, 1655 Woodson Road, St. Louis, MO 63114–6128 no later than 1 June of each year. Supporting activities will monitor projections for excessive quantities and necessity. Projections will be prepared as an attachment to the cover memorandum and consist of a listing showing the publication number and quantity required.

(2) Colleges and schools will submit their actual publications requirements 90 calendar days prior to the date they are needed, following requisitioning procedures in this chapter. Requisitions will be submitted throughout the school year, not on an annual basis.

(3) Handbooks containing administrative publications are no longer available. Please check DA Pam 25–30 for availability of publications previously contained in the handbooks. Many of these publications are now available in digital format at http://www.apd.army.mil.

c. Conserving publications.

(1) Resident students will not retain DA-authenticated publications or extracts when courses of instruction are completed. Publications and extracts will be turned in for subsequent issue to new students.

(2) Nonresident students may keep DA-authenticated publications and extracts.

d. Using extracts.

(1) Colleges and schools may locally reproduce portions of DA-authenticated publications to use as extracts. Extracts will contain the following information on the top margin of the first page.

(a) A statement that the extract was locally reproduced for instructional purposes.

(b) A statement referencing this paragraph as the authority for local reproduction.

(c) The name of the college or school.

(2) To conserve DA-authenticated publications, extracts will be used to the fullest extent possible in both resident and nonresident instruction.

(3) Complete copies of DA-authenticated publications will not be locally reproduced unless authority is granted from APD. Colleges and schools will request LRA from APD. Normally, LRA is granted only when the publication is at zero balance in AHS, MDD.

e. Publications management. Colleges and schools must:

(1) Use DA Forms 479 and 479–1 to control the issue and receipt of DA publications or use locally approved automation methods.

(2) Ensure they are using the most current edition of DA Pam 25–30 to requisition DA publications.

(3) Obtain GTAs from their supporting training and audiovisual support center. GTAs are not stocked at AHS, MDD.

(4) Do not order agency and command publications from AHS, MDD.

(5) Consider the following suggestions for conserving DA publications:

(a) Ensure students do not mark, tab, highlight, fold, or render DA publications unserviceable.

(b) Place loose-leaf and 3-hole punched publications in binders, whenever possible.

(c) Allow students to store their publications in the classroom. This reduces wear and tear and keeps the publications from being lost or misplaced.

(d) Treat DA publications as accountable items by requiring students (regardless of grade) to sign for them as part of in-processing and return them as part of clearing the installation or activity.

(e) Use student texts as a single volume containing all references required for an entire course.

f. Acquiring new and revised publications.

(1) When new equipment publications are issued, the CG, AMC will ensure that the colleges and schools receive them and also send them the Consolidated Equipment Publications Schedule. This schedule lists the dates when new and revised equipment publications will be submitted to APD for printing. After reviewing the schedule, the colleges and schools will contact the AMC MSCs that are the proponents of the new publications. They will give the AMC proponent a list of the publications and the number of copies needed. The AMC proponent will enter these colleges and school requirements on DA Form 260–1, block 8, when submitting the publications to APD for printing.

(2) When colleges and schools receive draft manuscripts of other publications (such as FMs and general subject TMs), they will inform the proponent of the number of copies needed for instructional purposes for the first year after the publication is issued. As in paragraph 11–41*f*(1), the proponent will enter these requirements on DA Form 260, block 8. Copies required in later years will be obtained as described in paragraph 11–41*b*(2).

11–42. Joint Army-Navy-Air Force publications

JANAP 201 gives the number, summary of content, and general subject matter of each JANAP.

a. Hardcopy version of DA Form 12–99 required. A hardcopy version of DA Form 12–99 will be prepared and submitted for JANAPs since specific routing and justification requirements preclude the use of electronic DA Form

12–99 data. The IDNs for these items are listed in DA Pam 25–30. The quantity required will be entered in the appropriate blocks of the DA Form 12–99.

b. Security requirements. Units must have adequate equipment and properly cleared personnel to receive and safeguard publications classified CONFIDENTIAL or higher, unless otherwise stipulated. JANAPs are handled as controlled items regardless of their classification.

c. Requirements for special distribution Joint Army-Navy-Air Force publications. When a requirement for these items is determined, indicate the quantity required for each publication. A written justification stating the mission-oriented need for each publication requested must accompany the DA Form 12–99. When requesting NATO supplements, include a statement that adequate equipment and properly cleared personnel are available to receive material classified up to NATO SECRET. ARNG activities normally do not submit subscription requirements for these items. It is not advisable for ARNG activities to hold NATO supplements at normal duty stations in anticipation of deployment to Europe. The European command element supplies these publications to ARNG activities upon arrival in country.

d. Hardcopy version of DA Form 12–99. Submission of the hardcopy version of DA Form 12–99 will be coordinated with the appropriate higher headquarters PCO via cover letter. To request or receive items on this form, units must have adequate equipment and properly cleared personnel to receive and safeguard publications classified up to NATO SECRET.

e. Office of Defense Cooperation and Military Assistance Advisory Group requirements. DA is responsible for distribution of JANAPs to the Army section of all Offices of Defense Cooperation (ODCs) and Military Assistance Advisory Groups (MAAGs), and to the Joint Staff of ODC and MAAG in Europe and Turkey. The DA Form 12–99 submitted by chiefs, ODC, and MAAG in Europe and Turkey will include the Joint Staff's requirements.

f. Foreign nations. The use and submission of DA Form 12–99 for JANAPs is not applicable to foreign nations. NATO member nations receive these publications according to procedures established by Standing Group, NATO, and the JCS. Requests for these publications from other than NATO nations will be forwarded to Military Secretary, U.S. Military Communications-Electronics Board, the Joint Chiefs of Staff, Room 1B707 Washington, DC 20301–5000.

11–43. Federal and Department of the Army supply catalog identification lists
Federal and DA supply catalog ILs are shown below. To subscribe to any one of the lists, submit your subscription using initial distribution procedures outlined in this chapter.

a. Introduction to Federal Supply Catalogs and Related Publications (C1).

b. Master Cross Reference List.

c. IL (supply catalogs).

d. Management Data List for Medical Material only.

e. Proprietary Item IL.

f. Qualified U.S. Contractors List.

g. Supply Catalogs/HRs for Sets, Kits and Outfits.

h. List of Army Adopted/Other Items Selected for Authorization/List of Reportable Items (EM 0007).

11–44. Publications in large quantities
Requirements of 250 or more copies of any publication may not be available immediately from AHS, MDD and may have to be reprinted prior to issue. To ensure that you receive the publication in time to meet your mission requirements, please follow the guidance below.

a. Review your publications requirements every 3 months. Identify any large quantity requirements that you will need and submit those requirements online.

b. Your request may receive an "MQ" status code. If so, a review will be performed and the stock requested will be released or printed as required. AHS, MDD personnel may request a justification or explanation of need for the large quantity prior to release of the publication to your account.

11–45. Professional bulletins
The titles and series numbers of PBs are shown below. See DA Pam 25–30 for IDNs.

a. Army Aviation Digest (PB 1–Series).

b. Chemical (PB 3–Series).

c. Engineer (PB 5–Series).

d. Field Artillery (PB 6–Series).

e. Infantry (PB 7–Series).

f. Medical Bulletin (PB 8–Series).

g. Ordnance (PB 9–Series).

h. Quartermaster (PB 10–Series).

i. The Army Communicator (PB 11–Series).

j. Soldier Support Advocate (PB 15–Series).

k. Military Chaplains Review (PB 16–Series).

l. Armor (PB 17–Series).

m. Military Police (PB 19–Series).

n. The Army Historian (PB 20–Series).

o. The Detective (PB 28–Series).

p. Military Intelligence (PB 34–Series).

q. Air Defense Artillery (PB 44–Series).

r. Military Media Review (PB 46–Series).

s. Resource Management (PB 48–Series).

t. Transportation (PB 55–Series).

u. Defense Language Institute (PB 65–Series).

v. Army Research, Development, and Acquisition (PB 70–Series).

w. Special Operations (PB 80–Series).

x. Military Review (PB 100–Series).

y. Parameters (PB 102–Series).

z. Army Logistician (PB 700–Series).

11–46. Center of Military History publications

CMH publications are available to Army publications account holders from AHS, MDD through the resupply system. To ensure adequate stock management, publications account holders must coordinate with CMH before requesting more than 25 copies of any one title.

11–47. Multi-Service Nuclear Weapon Publications System

a. Description. The Multi-Service Nuclear Weapon Publications System (MNWPS) provides instructions and data to supplement the publications systems of the Department of Energy, Defense Nuclear Agency, and the military Services.

(1) The MNWPS consists of—

(a) TMs on nuclear weapons and associated material that are designated and produced by the Department of Energy, as well as TMs on related components that are designed and developed by DOD agencies.

(b) Supplemental information or data that the Department of Energy or DOD determined to be in or connected with the general field of nuclear weapons.

(2) TM 39–0–1A lists—

(a) Manuals included in MNWPS.

(b) MNWPS publications of interest to the Army.

(c) Other Army nuclear weapon publications and safety rules for operation of nuclear weapon systems.

(3) DA Pam 25–30 lists those nuclear weapon and EOD publications stocked and issued by AHS, MDD.

b. Resupply copy distribution. Resupply copy distribution of EOD and nuclear weapon publications is restricted to those units and activities authorized initial distribution. If you do not possess EOD and nuclear weapon initial distribution authorizations, you must include a justification with your memorandum and send your request to the addresses shown below.

(1) *Explosive ordnance disposal resupply copy requests.* Send these requests through command channels to the AMC EOD officer at Commander, U.S. Army Explosive Ordnance Disposal Technical Detachment, 2008 Stumpneck Road, Indian Head, MD 20640–5040.

(2) *Nuclear weapon resupply copy requests.* Send these requests through command channels to the Commander, U.S. Army Nuclear and Combating Weapons of Mass Destruction Agency (MONA–SU), Fort Belvoir, VA 22060.

11–48. Defense Logistics Agency publications

AHS, MDD will distribute DLA publications to Army organizations. As indicated below, distribution requirements will be established by either DA or DLA depending on the DLA category of the publication.

a. Categories A and B. After DA concurrence, the HQDA agency or field element with primary coordination responsibility will recommend distribution on a DA Form 260 or DA Form 260–1. When APD receives the DA Form 260 or DA Form 260–1, it will send the distribution information to DLA.

b. Categories C and D. DLA will determine distribution.

11–49. Defense Intelligence Agency publications

Defense Intelligence Agency publications available for DA use are indexed in DA Pam 25–30. Initial distribution and resupply copies are controlled by the Deputy Chief of Staff, G–2 (DCS, G–2). Send a request with justification of need to HQDA (DAMI–ZXM–A), Washington, DC 20310–1022. After approval, the Office of the DCS, G–2 will forward the request to AHS, MDD for processing.

11–50. Publications of other Government agencies

a. Some publications and forms of other Government agencies are stocked by AHS, MDD and may be requisitioned using the procedures in this chapter. DA Pam 25–30 lists these publications and forms.

b. Army organizations needing other Government agencies' publications and forms that are not stocked by AHS, MDD will submit their requests in writing to the agency that printed the publication or form. The request will include:

(1) Complete address where the item is to be shipped.

(2) Nomenclature, title, and UI of the item.

(3) Number of copies needed.

(4) Justification of need.

Section VIII
Foreign Military Sales Publication Support

11–51. General

USASAC is the single point of contact for Army publications and forms support to the FMS program. USASAC manages FMS sales agreements, implemented by an approved United States of America Letter of Offer and Acceptance (LOA), and monitors all FMS publications matters.

11–52. Which foreign military sales customers can get a publications account?

Foreign countries participating in the FMS program that have agreements with the United States and DOD to purchase publications and blank forms may have a publications account.

11–53. Establishing a publications account

a. FMS customers are not required to fill-out a DA Form 12 to establish a publications account. However, foreign countries must enter into agreements with the United States and DOD to purchase publications and forms. The first step in becoming a FMS customer of Army publications is to determine what type of support is required. The three basic agreements available are:

(1) *Standard foreign military sales agreement.* Under the Army total package approach, a publication line is added to each major item sales agreement. Two copies of each DA publication managed by APD and LSW will be supplied unless you advise that a greater or lesser quantity is desired. Once the agreement is approved only those publications and forms listed in the agreement can be provided. This agreement does not automatically provide changes or revisions to publications ordered.

(2) *Defined order agreement.* The publications and forms required are stated in the agreement. Once the agreement is approved, only those publications and forms stated in the agreement can be provided. When the publication order is filled, the agreement is immediately closed and may not be renewed. This one-time agreement does not automatically provide changes or revisions to publications previously ordered.

(3) *Blanket order agreement.* The publications and forms required are not specified in the agreement. The agreement stipulates a dollar ceiling against which orders may be placed. This agreement may be renewed. It allows the customer two methods for obtaining publications: the resupply copy system and the initial distribution system, subject to certain conditions.

b. The second step is requesting the actual agreement. Customers must provide a letter of request to the Commander, U.S. Army Security Assistance Command (USASAC), 4402 Martin Road, Huntsville, AL 35898–5000. This letter of request must specify what support is desired and contain the name and address of the originator. The USASAC (Huntsville) will forward the request to USASAC (New Cumberland) for the preparation of the LOA. Depending on the type of FMS case, the LOA will list publications, estimated costs, and standard terms and conditions of the agreement, or estimated costs and terms and conditions of the agreement.

c. The third step requires that upon receipt of the LOA, the customer has it signed by his or her designated official. This signature, together with applicable funding, constitutes the agreement of the customer's government to the offer. It also constitutes a contractual commitment between the customer government and DOD.

d. The fourth step implements the agreement. When the Defense Security Cooperation Agency notifies USASAC (New Cumberland) that all financial obligations have been satisfied and the case implemented, a publications account is established for the agreement that reflects the address to which the customer's publications and forms will be sent. The account number assigned, together with the country code and case designator shown on the LOA, are used to identify the agreement. Both are very important because they must be used in all transactions with the USASAC (New Cumberland). Without both of these designators you cannot obtain publications support.

e. All publications related communications should be directed to the U.S. Army Security Assistance Command (AMSAC–PMO), 3rd Street and M Avenue, New Cumberland, PA 17070–5096.

(1) All FMS orders for publications and forms must be sent to the USASAC (New Cumberland) office symbol of the central case manager. USASAC will process orders and forward them to AHS, MDD to be filled and shipped.

However, FMS customers should refer all questions and problems to U.S. Army Security Assistance Command (AMSAC–PMO), 3rd Street and M Avenue, New Cumberland, PA 17070–5096.

(2) When a blanket order agreement has been established, USASAC (New Cumberland) will notify the customer if, at any time, funds on deposit fall too low to support continued purchase of publications. Due to the time lag between shipment of publications and billing of orders, USASAC (New Cumberland) monitors the financial status of each agreement.

(3) When a defined order agreement for publications is made with USASAC (New Cumberland), the LOA normally will be the only communication.

(4) Details of communications in the distribution process are discussed in paragraphs 11–59 and 11–60.

f. Communications related to financial matters between DA and FMS customers should be directed to the Defense Finance and Accounting Service (DFAS) Denver, CO 80279–5000. DFAS will provide FMS customers with a quarterly DD Form 645A (Foreign Military Sales Billing Statement). This billing statement shows costs incurred. This statement, along with the FMS delivery listing that shows, by document number, the items reported to DFAS as delivered through the end of the month of the billing statement, document a completed requisition.

11–54. Using initial distribution
a. FMS customers can use initial distribution to obtain unclassified and unrestricted publications without submitting requisitions through the resupply copy system. Initial distribution enables you to project your needs for future publications and changes to current publications. It also allows you to receive them automatically when they are printed. You can project your needs by subject area or type of equipment. This method reduces the number of resupply requisitions you would need to submit.

b. If you have a blanket order agreement that has a dollar value of $5,000 or more, you can receive publications under the initial distribution method. If you have an agreement that has a dollar value of less than $5,000, you must request an exception that will allow you to use the initial distribution method. Your request to use initial distribution should be included in your letter of request and LOA. If initial distribution was not originally in your blanket order agreement and you wish to use it, you may submit a request by letter to your country manager at USASAC (New Cumberland).

11–55. Requesting initial distribution (preparing DA Form 12–99 (Initial Distribution Requirements for Publications))
Completion instructions for the DA Form 12–99 are as follows:

a. Block 1 (Date). Enter the date the form is completed.

b. Block 2 (Account number). Enter your Army publications account number here.

c. Block 3 (From). Enter your organization's complete mailing address.

d. Block 4 (Thru).

(1) Enter Commander, U.S. Army Security Assistance Command (fill in the office symbol for USASAC central case manager), 3rd Street and M Avenue, New Cumberland, PA 17070–5096.

(2) JANAPs subscription requirements will not be intermingled on the same DA Form 12–99 with other publication requirements. Enter the following address and forward through your USASAC central case manager via cover letter to: Chief, U.S. Army C–E Services Office (SFIS–FAS–M), MCEB Branch, Room 9S65, 200 Stovall Street, Alexandria, VA 22332–2200.

e. Publication initial distribution number. Enter the IDN (formerly the 12-series form number and publication block number) as shown in the example entry on the form. The IDN for each publication can be found in DA Pam 25–30.

f. Quantity Required. Enter the number of copies your organization requires for each publication. To delete existing subscription requirements enter the word "none" if completing the form manually.

11–56. Resupply copy system
a. The resupply copy system is normally a backup to initial distribution. For FMS customers, however, it is the primary method used to obtain publications under a blanket order agreement. These requisitions may be submitted as often as necessary as long as sufficient funds are available.

b. Submit requests for all publications and blank forms, including restricted, to the Commander, U.S. Army Security Assistance Command (office symbol of the central case manager), 3rd Street and M Avenue, New Cumberland, PA 17070–5096.

c. Requests for restricted publications and sensitive or accountable forms require special handling and approvals. Therefore, these requests must be separated from routine unclassified requisitions. To facilitate this process, customers should not mix routine unclassified orders with those requiring special handling; requests should be submitted on separate DA Forms 4569–1. The DA Form 4569–1 will clearly be marked "Restricted Publications" or "Sensitive/Accountable Forms" in the remarks block.

d. Classified publications can only be obtained on a defined order agreement. Classified publications must be shipped to an address that has been approved by the DCS, G–2. If a customer's freight forwarder has not been cleared

to receive classified publications, arrangements can be made to have classified publications shipped directly to the customer's military representative in CONUS.

e. No cover letter or transmittal form is required with the DA Form 4569–1 unless the customer wants the requested publications shipped to an address that is different from the one recorded in the sales agreement. To change the "ship to" address, the customer must submit a cover letter with the DA Form 4569–1 stating the requested address. This letter will not serve as notice of a permanent change of the shipping address unless it is so stated.

11–57. Preparing the DA Form 4569–1 (Security Assistance Publication Requisition Code Sheet)

The DA Form 4569–1 is used exclusively by FMS customers to requisition publications and blank forms. It is available for download on APD's Web site (http://www.apd.army.mil/).

a. The top portion of the DA Form 4569–1 will be completed as follows:

(1) Block 1—Publications Account No: Enter the customer's publications account number.

(2) Block 2—Country/Case Designator: Enter the customer's country and case designator codes as assigned to the customer's publications agreement by USASAC (New Cumberland).

(3) Block 3—Requisition Date: Enter the two-digit year, month, and date of the customer's request (YYMMDD).

(4) Block 4—Page ___of ___: Enter the number of each page and the total number of pages for the request. For example, the first page of a two-page request would be PAGE 1 of 2.

(5) Block 5—TO: Enter "Commander, U.S. Army Security Assistance Command (office symbol of the central case manager), 3rd Street and M Avenue, New Cumberland, PA 17070–5096."

(6) Block 6—FROM: Enter the requesting customer's address that is currently recorded in the FMS publications sales agreement with that customer.

(7) Block 7—"Ship to" Address: Enter the address that is recorded for the publications account number cited in block 1. This address should appear in the Military Assistance Program Address Directory and should be the address to which the customer wants requested publications or forms delivered. In some cases, this address will be the same as the address in the FROM block. If that is the case enter SAME. (Be sure to include the full nine-digit ZIP Code).

b. Completing the remainder of the DA Form 4569–1.

(1) "DOCUMENT NUMBER" (Columns 1–14): Enter the document number. The document number is composed of three elements—the requisitioner number, date, and serial number. Before creating the document number, the customer will need a copy of the LOA.

(a) Complete the "Requisitioner" element (columns 1–6) with information taken from their agreement.

1. The requisitioner number is the first element of the document number and begins with a "B" in column 1. The "B" is preprinted on the form and denotes U.S. Army service.

2. In columns 2 and 3, enter the customer's abbreviated country code. This two letter code is shown at the top of the first page of the LOA along with the service code and case designator (Example: GY–B–TAA=GY (country code) -B (service code) -TAA (case designator).)

3. In column 4, enter the "MARK FOR" code that the customer enters on the first page of the LOA under the section, "Information To Be Provided By Customer." If this item has no applicable code, enter a zero. Note that all zeroes on this form must be slashed (0) so they will be recognized as a zero and not the letter "O."

4. In column 5, enter the "DELIVERY TERM CODE" from page 2, column 7 of the LOA.

5. In column 6, enter the "TYPE OF ASSISTANCE" code from page 2, column 5 of the LOA. This completes the requisitioner number entry, which will be the same for all lines of the request. As such, it is not necessary to repeat the entry for every line. A line may be drawn down the page to show that this entry is constant. On the last line of the page or request, enter the information as was done for the initial line.

(b) The second element of the document number is the date (columns 7–10). Enter the date that the request is prepared. This date must be in Julian date format. For example, if the request had been prepared on 11 Jan 96, the Julian date to be entered in these columns would be "6011." This entry will be the same for all lines of the request. As such, it is not necessary to repeat the entry for every line. A line may be drawn down the page to show this entry is constant. On the last line of the page or request, enter the information as was done for the initial line.

(c) The third and last element of the document number is the serial number (columns 11–14). This number will be assigned sequentially, by the customer, to each line item requested. This will enable the customer to identify each item requested separately. For example, the first item requested on the first page of the request would be "1" and a "1" would be entered in column 14. It is not necessary to fill in the blanks with zeroes. If the first page was filled and a second page was used, the first item requested on the second page would have a serial number of "21," with the "2" entered in column 13 and an "8" entered in column 14. Each new request will begin with item number "1." If a line has been deleted, it is not necessary to renumber subsequent items.

(2) "PUBLICATION OR FORM NUMBER" (Columns 15–42): Enter the type and number of the publication or blank form needed exactly as it is shown in DA Pam 25–30. Enter the authorized ABCA of the publication or form. For example, if the customer were ordering a TM, they would enter "TM." Skip one block and enter the publication or form number, for example, "TM 9–1100...." On the DA Form 4569–1, publications and forms must be listed by their

abbreviated names. Remember that RESTRICTED and UNCLASSIFIED publications cannot be ordered on the same form; a separate form must be prepared for each.

(3) "CHANGES REQ" (Columns 43–45): Enter the change requested. These columns are used only when ordering publications; if blank forms are ordered, leave blank. One of the following change codes must be used when ordering publications:

(a) 000: Ship only the basic publication. No changes are requested. Also use this code to order publications that have been reprinted with the changes included. DA Pam 25–30 will show which changes were included in a reprint. If a customer needs changes not included in the reprint, they must order each one separately.

(b) 001 through 899: Ship only the change entered; do not ship the basic publication. To order the change, the customer must list the publication type and number that the change affects in columns 15 through 42 on the same line or, in the case of ordering multiple changes, a line may be drawn down through the columns as shown in the sample of completed DA Form 4569–1. The code must consist of three digits. For example, if the publication shows "1,2" under "Changes" in DA Pam 25–30, the customer would enter these changes as "001" and "002" in the changes requested columns.

(c) 901 through 999: These numbers are used to identify interim changes. For example if "I01" or "901" is shown under "Changes" in DA Pam 25–30, that interim change would be ordered by entering "901" in these columns. The "I" and the "9" are used interchangeably and denote the same item. To order interim changes, the publication type and number must be listed in columns 15 through 42 on the same line or, when ordering multiple changes, a line may be drawn down through columns 15 through 42.

(4) "UNIT OF ISSUE" (Columns 46–50): Enter the UI code for the item requested exactly as it is shown under "Unit/Issue" in DA Pam 25–30. The UI code must start in column 46 (as indicated by the arrow on the form). If the code is less than five digits, leave the remaining columns blank; do not enter zeros. Publications are available as "EA" for hardcopy publication. When ordering publications and forms on the DA Form 4569–1, UI codes must be used.

(5) "QUANTITY REQUIRED" (Columns 51–55): Enter the number of copies the customer wishes to order; do not put zeros before the quantity entered. When entering the quantity, start in column 55 (as indicated by the arrow on the form) and work left. For example, a quantity of 1 would be ordered by entering a "1" in column 55; 10 copies would be ordered by entering a "1" in column 54 and "0" in column 55.

Note. Blank forms are issued only in full package or carton quantities. Quantities that do not constitute a full package or carton will be rounded up to the next highest full package or carton if the quantity ordered is greater than or equal to half a carton.

(6) "REMARKS/SIGNATURE" (Blocks 8 and 9): The designated representative signs in block 9 of the form.

11–58. Reject error reports
When FMS requisitions are invalid, AHS, MDD generates reject error reports. These error reports are not forwarded directly to the FMS customer but instead are forwarded to the country manager at USASAC (New Cumberland). See DLM 4000.25–1 for a list of the reject codes that are applicable to FMS customers; customers should contact USASAC (New Cumberland) for any additional information.

11–59. Advice of supply actions
AHS, MDD provides status on valid requisitions using advice codes. These "Advice of Supply Action" codes are not forwarded directly to the FMS customer but instead are forwarded to the country manager at USASAC (New Cumberland). This status provides the FMS requisition numbers, the nomenclature of the requested publication or form, and an advice of supply action code. See DLM 4000.25–1 for the advice of supply action codes that are applicable to FMS customers.

11–60. Requisition transaction status codes
FMS publication customers may also receive normal MILSTRIP status codes on their publications transactions. See DLM 4000.25–1 for an explanation of these MILSTRIP codes.

11–61. Publications provided to foreign military sales students
Guidance for the release of DA-authenticated publications and extracts to foreign students is provided in AR 12–15/ SECNAVINST 4950.4B/AFI 16–105.

11–62. Account management
The general principles and information concerning publications account management provided in section VI are valid for FMS customers and could have significant impact if adapted by each customer.

Chapter 12
Army Forms Management

Section I
General

12–1. General
This chapter implements the guidance contained in DOD 7750.07–M and is created to assist Army personnel who create and manage forms including FMOs, IMOs, proponents, and action officers.

a. Section I of this chapter introduces the forms management program, defines a form, and explains the types, media, and uses of forms.

b. Section II discusses how to prescribe, cite, and illustrate forms in Army publications.

c. Section III discusses the process for prescribing a form and obtaining approval.

d. Section IV explains other specific forms requirements.

e. Section V explains how to manage and control forms, including the maintenance of records and forms elements, analysis, and design requirements.

12–2. Objectives and functions of the forms management program
The management of all Army forms is essential. Forms must meet the requirements of laws and regulations; they must be reduced in number consistent with mission requirements; and they must be analyzed, designed, and controlled for maximum efficiency and cost-effectiveness. Forms management is the systematic process of increasing productivity and reducing errors in information capture, transmission, storage, and retrieval. Thorough forms analysis, professional design techniques, and organized and complete control files and records are essential parts of the process. (See AR 25–30 for responsibilities assigned by the Army Forms Management Program.)

a. Forms management ensures that the following objectives are achieved:

(1) Paperwork and reporting burdens are reduced as much as possible.

(2) Only necessary forms are created.

(3) Forms that duplicate the function of a higher echelon form are not created.

(4) New forms are reviewed and, if approved, prescribed at the highest proper echelon with a prescribing publication.

(5) Forms are consolidated and standardized.

(6) Costs related to printing, duplicating, storing, and distributing forms are reduced.

(7) Electronic forms are used unless proponents determine that production in hardcopy is essential to meet the needs of part or all of the target audience.

(8) Data elements in forms are standardized to facilitate the flow of data between information systems.

b. The functions of DOIMs and IMOs or their designated functional managers are listed in paragraphs 12–2*b*(1) through 12–2*b*(11). Within small organizations, some of these functions may not be required or may be part-time responsibilities. For example, in some organizations, forms design may be done by only the originating office. Forms management functions are as follows:

(1) Directing the forms management program using the procedures and guidance contained in this pamphlet and AR 25–30.

(2) Developing programs for training forms personnel, when required.

(3) Providing technical assistance to originators of forms.

(4) Designing forms, when required, and preparing a copy for publishing.

(5) Ensuring that forms have a prescribing publication.

(6) Reviewing all requests for approval of new or revised forms and requests for reprints of existing forms to determine if the forms are essential.

(7) Following the procedures in section III of this chapter for forms approval processing and the procedures in section III of this chapter for specific forms requirements, such as those subject to the Privacy Act and other reporting requirements.

(8) Preparing printing specifications for forms and determining points of stockage and initial quantities.

(9) Reviewing all forms periodically (at least annually or when a reprint action is initiated) for possible revision, rescission, or consolidation. For this review, you will need the analysis techniques and questions covered in section V and the following information:

(a) Revision. A form is revised when its format (arrangement) or content (data elements) changes.

(b) Rescission. A form is rescinded when it becomes obsolete or is no longer required.

(c) Consolidation. Two or more similar forms are consolidated when they are combined into one form. When similar forms are used in different parts of an organization for the same purpose, they should be standardized and consolidated. When several forms are used to cover related tasks, those forms may need to be combined. Responsible

personnel need to coordinate, agree on the data elements needed, decide on the design and construction of the new form, and designate an action officer to monitor the form. Filling in data at one time and in one place can save time and money.

(10) Reviewing all publications for forms implications.

(11) Maintaining the forms control files and records.

c. Technology currently on the market can be used for almost any of your agency, command, installation, and local forms management and operations functions. Of course, costs and individual needs have to be evaluated. For example, workstations that are good for small organizations may not be cost effective or appropriate for large organizations that process many forms. On the other hand, large-scale efficient and expensive automated forms systems may merit justification for large organizations but not for small ones that process only a few forms. You should check with your DOIM or IMO concerning questions and automation equipment. DOIMs and IMOs or their designated functional managers should also check with the Director, U.S. Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, by telephone or in writing, to see if equipment will be compatible with the Army's forms software.

d. In general, existing technology can be used to—

(1) Design forms.

(2) Produce camera-ready copy.

(3) Control and analyze forms for duplication and redundancy.

(4) Create and maintain forms inventories and files.

(5) Produce forms catalogs and management reports.

(6) Electronically store, print, and distribute forms.

12–3. What is a form?

a. A form is a fixed arrangement of captioned spaces designed for gathering, organizing, and transmitting prescribed information quickly and efficiently. It also serves as a historical record. A form may be in hardcopy, electronic, or other media. Certificates are forms. Items such as labels, stickers, tags, instruction sheets, notices, and file covers do not require insertion of information; however, they may still be considered forms for procurement purposes.

b. A worksheet is a decision-making tool and is considered a form if it meets the criteria for the definition of a form in this chapter. However, it does not have to be a form if it is for individual use, no record is required, and the information is not transmitted.

c. A format is a suggested logical sequence that illustrates a predetermined arrangement or layout for presenting information or stating a request (for example a memorandum). Most formats are largely narrative in nature, and the space respondents need to furnish the desired information varies substantially. It does not have to be a form if it does not meet the definition of a form.

d. Forms are important management tools used to collect, organize, transmit, and record information. They can reduce time and effort required for completion depending on how well they are analyzed, developed, designed, managed, and integrated into the system.

e. Forms promote efficiency, cost-effectiveness, and accuracy by standardizing tasks and procedures and will often guide the flow of work through an office or entire organization.

f. Forms must be approved at the appropriate level for Army use. Types and levels of authorized Army forms are discussed in this chapter. The process of establishing, revising, or cancelling a form for Army use is done using a DD Form 67 and is detailed in section III.

12–4. Categories of forms publishing actions

a. A current form is one that is prescribed for Army use. DA Pam 25–30 lists Armywide Departmental forms and indicates if they are active.

b. A revised form replaces the previous edition and retains the same form number, but will have a new edition date.

c. A rescinded form is a form that is obsolete—it is no longer going to be used and is not being replaced by another form. DA Pam 25–30 will indicate if an Armywide Departmental form is obsolete.

d. A superseded form is a form that has been replaced by a new edition of the form. A supersession notice is usually placed at the bottom of the form to specify whether the existing stock of a superseded form may be used or is obsolete.

12–5. Types and hierarchy of forms

The type of form is determined by the scope of its intended use and is indicated by the form designation. There is a hierarchy of form types. The lowest level of forms has the narrowest scope; the highest level has the broadest. It is Army forms management policy (see AR 25–30) to standardize forms to their highest level of use so that the common functionality of each form is shared, to prevent redundancies, such that the total number of different forms used within the Army community is reduced. As the scope of a form's users broadens, the form should rise to the appropriate level and the form designation should be changed to reflect its scope. The types of forms and those with specific

requirements are listed in a through k below, in the order of their hierarchy from highest to lowest. The paragraphs that give more details and the approval process are also noted below.

a. Standard forms. SFs are prescribed by a Federal agency through regulation, and approved by GSA for mandatory Government-wide use. Such mandatory use is generally set forth in regulations of the promulgating agency. A DD form or DA form cannot be used in place of an SF unless an exception is first obtained from the promulgating Federal agency.

b. Optional forms. Optional forms (OFs) are developed by a Federal agency for use in two or more agencies and approved by GSA for nonmandatory Government-wide use. Army users may use a DD Form or a DA Form in place of an OF; however, a revision to an OF must be approved by GSA before its implementation.

c. Department of Defense forms. DD forms are approved by Washington Headquarters Services, Executive Services Directorate for use by two or more DOD components. DD forms may be adopted or prescribed. The Army Forms Manager should explore the possibility of using existing DD forms before creating a new DA form and should identify opportunities for consolidating related forms of the different DOD components into DD forms.

d. Department of the Army forms. DA forms are approved by the Director, APD for use throughout the Army. This category includes any form that is used by more than one Army agency, command, or installation.

e. Other Government agency forms. These forms are approved by other Government agencies, such as the Department of the Treasury, the Office of Personnel Management (OPM), and the Department of Veterans Affairs. They may be required for use by the Army in matters related to the functions of these agencies.

f. Agency, command, and installation forms. These forms originate at the headquarters of an agency, command, or installation and are prescribed for use at the headquarters and subordinate echelons within that agency, command, or installation. Examples are "TRADOC Form 1234" and "AMC Form 1234." Agency, command, and installation forms cannot be prescribed in DA publications. These forms may not be referenced in DA-authenticated publications unless approved by the Director, U.S. Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

g. Installation and local forms. These forms are prescribed for use only within a particular headquarters, such as an installation or activity headquarters and are prescribed by an installation regulatory publication for use within the installation. Examples are "Fort Lee Form 1234" and "Redstone Arsenal Form 1234." Installation and local forms cannot be prescribed in DA publications. These forms may not be referenced in DA-authenticated publications unless approved by the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

h. Office forms. If a form is used by only one organizational element, such as an office, a prescribing publication is not required; however, appropriate written guidance is recommended (for example, an SOP or office memorandum).

i. Reporting forms. These forms are prescribed for collecting internal information (within the Federal Government) or external information (outside the Federal Government).

j. Forms requiring Government Accountability Office approval. Forms relating to fiscal operations may require GAO approval before publication and use.

k. Forms subject to the Privacy Act of 1974. These forms are used to collect personal data from an individual.

12–6. Media and construction of forms

a. Electronic forms. An electronic form is an officially prescribed set of data residing in an electronic medium that is used to produce as near to a mirror-like image as the creation software will allow of the officially prescribed form. Depending on the underlying business process, electronic forms can be electronically signed and routed. An electronic form can also be one in which prescribed fields for collecting data can be integrated, managed, processed, and transmitted through an organization's information technology system.

b. System generated forms. Electronic forms can reside in automated systems. Forms contained in automated systems are subject to the same management controls as hardcopy or electronic forms, even though they may have a different appearance. Information collected in an automated system is still subject to DA forms policy. While the process may be automated in lieu of using hardcopy or electronic forms, the requirements remain the same. The form designation and number will be followed by "-SG" (example "DA Form 1234–SG"). The system must clearly display the form designation and number, the prescribing directive and the Army proponent of the form, as well as any Privacy Act or reporting required statements. A complete DD Form 67 is required to create, revise, or cancel a system-generated form. System-generated forms will be indexed in DA Pam 25–30.

c. Stocked (hardcopy) forms.

(1) *Armywide forms.* Stocked forms that are used Armywide are stored and distributed by AHS, MDD. AHS, MDD stores and distributes sensitive and accountable forms as well as other stocked forms.

(2) *Agency, command, installation, and local forms.* These forms are maintained at a command/local agency stockroom or centralized location for users to access.

d. Stocked and issued forms.

(1) *Armywide forms.* These forms are stocked and issued by the Army proponent. The name and address of the issuing activity is provided in the prescribing publication and shown in DA Pam 25–30.

(2) *Agency, command, installation, and local forms.* These forms are controlled by the agency, command, installation, and local FMO or proponent.

e. Locally reproducible forms.

(1) *Armywide forms.* These forms are not stocked by AHS, MDD. Electronic forms are authorized for local reproduction.

(2) *Agency, command, installation, and local forms.* These forms may be contained within command, agency, or local publications for local reproduction by the user; or they may be provided only electronically; or both.

12–7. Electronic forms

An electronic form is a form whose image is stored on a digital file on a Web site or elsewhere and can be retrieved electronically to print the form and/or to produce an image of the form on a computer screen. APD will not procure a paper medium for new, changed, and revised forms available electronically. APD will not reprint forms that are available electronically unless the AASA grants a waiver. Electronic forms that are contained only in automated systems are subject to the same management controls as other forms.

a. Criteria and restrictions for electronic forms. Forms will be published in EMO unless special papers, inks, construction, or applications are required, or the AASA grants a waiver to print the form in hardcopy. Controlled and sensitive forms will be published electronically only if the appropriate security controls are in place.

b. Availability of forms generated solely by electronic means.

(1) *Department of the Army forms.* All new or revised DA Forms will be published in EMO on the APD Web site at http://www.apd.army.mil.

(2) *Non-Department of the Army forms.* Electronic DD forms are published on the DOD Web site at http://www.dtic.mil. Electronic SFs and OFs are published on the GSA Web site at http://www.gsa.gov.

c. Electronic forms design and fill-in software. APD designs official DA forms and makes electronic forms software available to all Army users. Instructions on how to obtain this software are on the APD Web site at http://www.apd.army.mil. APD does not support forms designed with other software. Only functional managers responsible for designing forms are authorized to design official versions of forms.

(1) *Armywide forms.* APD will design official Armywide forms. Exceptions to design of these forms are discussed in paragraph 12–7*d*.

(2) *Agency, command, installation, and local forms.* Forms functional managers design their official internal electronic forms.

d. Exceptions to electronic forms design of Armywide forms. Requests for authorization to automate Departmental forms in various software systems, other than those that APD provides, will be coordinated with the local functional process owner to ensure compliance with local business processes and will be submitted to the local information manager who will check DA Pam 25–30 to ensure the form is current.

(1) The DOIMs or FMOs will complete the DD Form 67. The DD Form 67 will list the software and the automated system and Web site where the automated form is available. A technical point of contact will also be listed who can answer detailed automation questions about the use of the electronic form for the Armywide community. The request package will be forwarded to the HQDA proponent FMO.

(2) The HQDA proponent FMO will review the request to ensure the automated form does not conflict with other information management initiatives. After this review, the HQDA proponent FMO will forward the DD Form 67 to the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

e. Rescissions. Proponents of Departmental forms will notify the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, when a form has been totally automated and the hardcopy is no longer required. Proponents of agency, command, installation, and local forms will provide notification to the DOIM or IMO in the local area.

12–8. Electronic forms and data connections

When there is a requirement to build an application or connect an approved DA form for data transfer and storage, the proponent of the form and/or an Army agency will request the unlocked electronic form source file from the Army Forms Manager. The request must include a justification, to include the extent of the intended work. The form cannot be altered by adding or removing data fields or text. The Army Forms Manager will obtain the consent of the proponent of the form. If approved, APD will document the request in the form history file and release the unlocked file to the requesting Government official. To ensure the integrity of the form, the form cannot be changed or manipulated in any way other than the stated purpose, and can only be shared with the developer. It is the responsibility of the requesting Government official to ensure that any system is always using the most current edition and version of the form. That means periodically checking with the proponent of the form or the APD Web site to see if the form is current.

Section II
Prescribing and Citing Forms in Army Publications

12–9. Prescribing forms

a. All forms must have a prescribing document or publication, also referred to as the prescribing directive of the form. The prescribing directive must be published or updated prior to or simultaneously with the approval of each new or revised form. A form must be used as prescribed. When a form is prescribed for the Army, in addition to providing the form number and title, the prescribing publication must provide preparation instructions.

(1) A prescribed form is controlled by its prescribing directive. Every form must have a prescribing directive authorizing its use, and must be rescinded if its prescribing directive becomes obsolete, unless it is picked up and prescribed by another active prescribing directive.

(2) A referenced form is a form that is cited, or its use is directed, in a document other than the prescribing publication of that form.

b. Forms should be prescribed by a prescribing directive at the appropriate level; Armywide forms should be prescribed by Armywide publications, and similarly, command forms will be prescribed by the appropriate command-level publications. This requirement includes forms issued by other Government agencies (for example SFs or OFs), and DD forms.

c. If a prescribing publication is rescinded, the forms prescribed by the publication must also be rescinded unless they are transferred, prior to the rescission or expiration date, to another permanent publication, which will then be the new prescribing directive of the forms. The gaining publication must provide the form designation, number, title, preparation instructions, and availability information. The transfer of the forms' prescribing directive must be coordinated with the proponent and FMO of the gaining publication before it is issued.

d. The following DA-authenticated publications are authorized for prescribing forms:

(1) For DA-authenticated administrative publications—

(a) ADs.

(b) ARs.

(c) DA circulars. DA circulars are temporary media and should not be used to prescribe forms that will outlive the circular.

(d) DA pamphlets.

(e) HQDA letters (numbered). HQDA letters (numbered) are temporary media and should not be used to prescribe forms that will outlive the letter.

(f) DA memorandums. DA memorandums are permanent media with limited distribution. They apply only to HQDA or HQDA and its field operating agencies.

(2) For DA-authenticated doctrinal and training publications—

(a) ADPs.

(b) ADRPs.

(c) ATPs.

(d) FMs.

(e) General subject TMs.

(f) STPs.

(g) TCs.

(3) For DA-authenticated technical and equipment publications—

(a) SBs.

(b) TBs.

(c) TMs.

12–10. Citing forms (whether referenced or prescribed)

a. A publication can only cite a form if the form is of the same or higher echelon; a lower hierarchy form cannot be cited in a publication. For example, an Armywide publication cannot cite agency, command, installation, or local forms.

b. The first time a form is cited in the body of a publication, provide the form designation, its number, and its title in parentheses. For example, "DA Form 260 (Request for Publishing – DA Administrative Publications) will be used to requisition publications." After the first citation, only the designation and number (for example "DA Form 260") are required unless repeating the title serves to clarify the text.

c. However, if a form is first cited in a title of a division, give only the form designation and number in the title; then, in the text, repeat the form designation and number then state its title. For example: If the division title is "Use of DA Form 260," then the paragraph below will read, "DA Form 260 (Request for Publishing – DA Administrative Publications) will be used to...."

d. Provide information on how the form is made available to Army users

e. Forms should be listed in the references of the publication under two separate sections, one for the prescribed forms and a second for referenced forms.

12–11. Illustrating forms (whether referenced or prescribed)

a. The illustration of a blank form (without sample entries) is prohibited. Do not illustrate blank forms that are to be extracted from the publication for local reproduction purposes.

b. Do not illustrate sample forms if they are simple in design and required entries are clear. Forms should not be illustrated in ARs. However if a form or its instructions are complex and could be misunderstood, or to eliminate or reduce lengthy narrative instructions, then a sample of the completed form may be illustrated, after a waiver/exception to the policy is granted (AR 25–30).

c. Illustrated sample forms must—

(1) Be of official Departmental forms only.

(2) Be of the most recent edition and version of the form.

(3) Not contain blank fields; all fields must be populated with sample data.

(4) Not include sample data that contain any PII.

(5) Be stamped with the word "SAMPLE."

(6) Be labeled with the official form number.

12–12. Review of proposed publications

An important element of a successful forms management program is the prepublication review of all publications for forms implications. This review will ensure that—

a. Each form mentioned in the publication is at the appropriate hierarchy (no lower level forms allowed) and is approved for Army use.

b. Each form mentioned in the publication is correctly cited by form designation, number, and title and that it is current and available to users.

c. Each form prescribed by a publication has been approved and made available to users electronically or other provisions for supply to users has been made. Supply may be by local reproduction, stock and issue, or by requisition through normal publications supply channels.

d. Illustrated forms, if any, comply with paragraph 12–11.

e. Forms are listed accurately with availability information in the appropriate reference section.

f. Prescribed forms in the publication are still required, are up to date, and do not duplicate same or higher level approved forms.

g. The need for a new form has not been overlooked. Proponents do not always recognize that their prescribed procedures could be accomplished more efficiently with a well-designed form. The proponent and the Army Forms Manager (APD) should work together to design a form to fit the procedures.

h. A new form being prescribed does not duplicate an existing form or a form already prescribed at a higher level. The possibility of combining forms should also be considered.

i. Proponents realize when control or approval of other agencies is required. Early recognition of the need for approvals and control numbers will eliminate delays in publishing.

j. Forms are numbered correctly and the supersession of forms is shown on the form and in the publication's supersession notice.

Section III
Approval Process

12–13. DD Form 67

Use DD Form 67 to request the approval and design of a new or revised DA form, or a cancellation of a DA form. This form is also used to request permission to reprint a form that is stocked and issued at a point other than AHS, MDD. The proponent also prepares a DD Form 67 for requesting approvals for a DD form action when the Army is the lead agency (sponsor and/or initiator) of the DD form. To process agency, command, installation, or local forms, the DD Form 67 is also used and submitted to the appropriate FMO for approval.

12–14. Developing new forms and canceling existing forms

a. A form that duplicates the function of a higher echelon form will not be created.

b. A new form will be reviewed and, if approved, prescribed at the highest proper echelon.

c. The use of the new form will be prescribed in a publication that is available to the users of the form. Send a completed DD Form 67 to the next higher organizational level for approval along with a copy of the form and the prescribing publication.

d. To cancel an existing DA form, the proponent must submit a completed DD Form 67 or correspondence to the

Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527. To cancel an existing agency, command, or installation form, submit the DD Form 67 or correspondence to the DOIM or IMO having jurisdiction over the form. Cancellation procedures for DD forms, SFs, and OFs are covered in section III of this chapter.

12–15. Approval of new and revised forms
Follow the below procedures to request approval of forms.

a. Department of the Army forms. DA forms are developed for use by more than one DA agency or command. The procedure for requesting the approval and design of a new or revised DA form is as follows:

(1) *New Department of the Army forms.* A publication must be identified that will prescribe the new DA form. The prescribing publication is necessary to make the form official and to provide guidance pertaining to its use. To request the approval and design of a new DA form, prepare a DD Form 67 stating how the proposed form will be used. Send the original DD Form 67, a draft of the proposed form or a list of the data elements required on the form, together with the completed DA Form 260 or DA Form 260–1 and draft manuscript through your organization FMO to the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

(2) *Revised Department of the Army forms.* To request the approval and design of a revised DA form, prepare a DD Form 67 stating how the revised form will be used. Send the original DD Form 67 and a draft of the revised form or a list of the data elements required on the form through your organization FMO to APD. If the text or forms instructions in the prescribing publication will change, or if the publication has an illustrated copy of the form, the DD Form 67 must be submitted with a completed DA Form 260 or DA Form 260–1 and the draft prescribing directive through your organization FMO to the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

b. Department of Defense forms. DD Forms are used by more than one component within DOD.

c. Other Armywide forms. When requesting approval of other Armywide forms (such as SFs and OFs), submit one copy of the form, an original completed DD Form 67, and one copy of the prescribing publication through your organization FMO to the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

d. Agency, command, installation, or local forms. When requesting approval of an agency, command, installation, or local form, submit one copy of the proposed form, a completed DD Form 67, and one copy of the prescribing publication, if necessary, to the DOIM or IMO with jurisdiction over the form.

Section IV
Specific Forms Requirements

12–16. Standard forms

a. General. SFs are approved by GSA and are designed and prescribed for mandatory use by two or more Government agencies. Use SFs according to the forms' DA prescribing publications.

b. Exceptions. GSA must approve exceptions to the content or construction of an SF. Submit exception requests to the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527. The request will be forwarded to the promulgating agency's SF/OF liaison officer, and copies will be furnished to the DOD Forms Manager and the GSA forms office. Your request should include a justification statement and a copy of the proposed form. The justification statement should explain the reasons for the request—including why the existing SF cannot be used or is not economical as prescribed—and the proposed alterations or changes and the reasons for each. Exceptions that are approved must include the statement "DOD Exception to (form number) approved by GSA/Information Resources Management Service (month/year)" on the first page of the form, below or near the form number. Exceptions will become void upon cancellation or revision of the form or when a usable construction becomes available through GSA.

c. Cancellations. Only a form's proponent can request that GSA cancel a DOD-sponsored SF or OF by submitting an SF 152 (Request for Clearance or Cancellation of a Standard or Optional Form) to the address in paragraph 12–16*b*. Provide a justification for the cancellation and indicate the disposition of existing stock on the SF 152.

d. Health-care-related standard forms. GSA requires that Federal agencies coordinate all matters concerning health-care-related SFs with the Interagency Committee on Medical Records. Army proponents should achieve this coordination through their medical commands.

12–17. Optional forms
GSA develops OFs for optional use by two or more Federal agencies. The use of OFs within the Army is encouraged, and the Army sometimes requires them. If an OF needs to be modified, altered, or cancelled, follow the instructions in this chapter.

12–18. Other Government agency forms

These types of forms are approved by other Government agencies, such as the Department of the Treasury, OPM, and the Department of Veterans Affairs. They may be required for use by the Army in matters related to the functions of these agencies. The designation of the responsible agency is shown on the form. The Army proponent is responsible for making these types of forms available to users, either through normal publications supply channels or by providing the Web sites where they are available.

12–19. Department of Defense forms

a. DD forms are approved by Washington Headquarters Services, Executive Services Directorate for use by two or more DOD components. The form may be hardcopy, electronic, or other media.

b. DD forms are either adopted or prescribed.

(1) *Adopted.* These are forms that are not mandatory but have been adopted for use by two or more military departments or DOD agencies. Their use is prescribed by a publication issued by each military department or DOD agency using the form.

(2) *Prescribed.* These forms are approved and prescribed for mandatory use by a DOD issuance, public law, or military standard. Further Army implementation is not required. However, if Army-unique guidance is needed to implement the DOD policy, an Army publication is developed and the form is prescribed in the Army publication.

c. When the Army is the lead agency (sponsor and/or initiator) responsible for a DD form, the Army proponent—

(1) Prepares a publication prescribing the form.

(2) Initiates a DD Form 67 that shows the form was coordinated with the other military Services involved (that is, includes the names, organizations, and telephone numbers of the concurring officials) and states how the form will apply within DOD.

(3) Prepares an SSN justification memorandum, if the form collects SSN information.

(4) Submits the DD Form 67 to the Army Forms Manager (AAHS–PAR) for Army approval. If approved, the Army Forms Manager elevates the request to the DOD Forms Manager at Washington Headquarters Services, Executive Services Directorate for final approval and implementation.

d. When the Army is not the lead agency (sponsor and/or initiator)—

(1) DOD provides the Army an electronic copy of the DD Form 67 that was prepared by the sponsor of the form.

(2) APD will forward the DD Form 67 to the HQDA proponent FMO.

(3) The Army proponent will, if required, prepare a publication prescribing the form for Army use.

(4) If the form will be printed in hardcopy, the proponent FMO will provide funding information, quantity of forms to be printed, and any unique printing specifications to the Director, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

(5) Only a form's proponent can initiate cancellation of an Army-sponsored DD form by forwarding a completed DD Form 67 to APD. APD will forward the completed DD Form 67 to the DOD Forms Manager.

12–20. Reporting forms

a. Public reporting forms. Public reporting forms are forms that are prescribed for collecting information on identical items from 10 or more persons outside the Federal Government. Under 44 USC 3501 – 3521 (Paperwork Reduction Act), these forms require clearance from and assignment of an approved number by the Office of Management and Budget (OMB). OMB approval is shown by the legend, "Form Approved, Office, Management and Budget," printed with the OMB number and its expiration date in the upper right corner of the form inside the border. (See AR 335–15 for more information on collecting data from the public.)

(1) Contractors are considered to be members of the public; consequently, forms associated with data item descriptions to be completed by contractors are subject to the requirements of paragraph 12–20*a*(1).

(2) Requests for new or revised forms are sent through channels to the Army Records Management and Declassification Agency, Room 102, Casey Building, 7701 Telegraph Road, Alexandria, VA 22315–3860, when initiating or sponsoring public reporting forms that are subject to 44 USC 3501 – 3521 (Paperwork Reduction Act).

b. Interagency reporting forms. Forms used to collect data from other Federal agencies require clearance and assignment of an approved interagency report control number (IRCN) by GSA. Requests for IRCNs should not be sent directly to GSA but to the IMCO having jurisdiction over the form for forwarding to DOD. Requests should include a completed SF 360 (Request to Approve an Interagency Reporting Requirement). (Show IRCN approval by placing the number and its expiration date directly below the OMB number on the form.) (See AR 335–15 for more information on interagency management requirements.)

c. Internal reporting forms. Forms used for collecting data within DOD require clearance and assignment of an approved RCS number by the IMCO with jurisdiction over the form. Show the RCS approval in the upper right corner, beneath the OMB and IRCN numbers as applicable, by inserting the words "Requirement Control Symbol," followed by the symbol and number. The RCS number should be inserted after DOD approval but before publishing. (See AR 335–15 for more information.)

d. New or revised reporting forms. The IMCO with jurisdiction must complete and sign the IMCO portion (block 14) before submitting DD Form 67 for all new and revised forms.

12–21. Forms requiring Government Accountability Office approval

Forms relating to fiscal operations are prescribed by the proponent with primary functional responsibility for the form. The proponent is responsible for ensuring that accounting forms pertaining to fiscal operations are consistent with the principles, standards, and requirements of 31 USC 3511. These forms require GAO approval before publication and use. These forms are rare in the Army. An example of a form requiring GAO approval is DA Form 2140 (Military Pay Voucher Summary and Certification Sheet).

a. When initiating or sponsoring these forms, send requests for their approval through channels to the Director, U.S. Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, for forwarding to Office of the Assistant Secretary of Defense.

b. When sending request packages, include a copy of the following:

(1) Completed DD Form 67.

(2) Proposed new or revised form.

(3) Existing prescribing publication.

12–22. Forms subject to the Privacy Act

If you will use a form to collect personal data from an individual, follow the requirements of the Privacy Act of 1974.

a. New or revised forms.

(1) Develop a Privacy Act statement for a form used to collect personal data (AR 340–21), including forms that may be used in computer matching programs, such as those used to apply for benefits or entitlements or for payroll or personnel actions. The proponent should consult the organization's legal counsel, as needed, to ensure that the statement meets the requirements of the law.

(2) Complete the Privacy Act portion of DD Form 67 (block 14a) before submitting DD Form 67 to your FMO. The HQDA proponent FMO will not accept this form unless that portion is checked and initialed by the Privacy Act official.

(3) Send the items listed below to the appropriate privacy official for approval if forms are subject to the Privacy Act.

(a) DD Form 67.

(b) A draft copy of the proposed form (which will include the Privacy Act statement).

(c) A draft copy of the prescribing publication.

(4) Integrate the Privacy Act statement and the form using one of the methods below. (This integration is done by the form designer or FMO.)

(a) Include the Privacy Act statement in the body of the form, preferably below the title and positioned so that it can be easily seen before the person begins to fill out the form.

(b) Position the statement on a different page of the form only when (a) is impossible. In this instance, place a note on the form, below the title, stating where the Privacy Act information is located.

b. New or revised records systems. Follow AR 340–21 when—

(1) Developing a new or revised form that is part of a new records system.

(2) Changing an existing records system.

12–23. Social Security Number Reduction Plan

a. In accordance with DODI 1000.30, the Army must reduce or eliminate the use of SSN fields for all forms wherever possible.

b. Army proponents should review all forms that are prescribed by their publications and identify those that collect SSN information, or any part thereof (last four digits), masked fully or partially, encrypted or disguised. Submitting a DD Form 67 requesting the revision of these forms to remove the SSN fields should be the first consideration. In many cases, the SSN field could be replaced by other unique identifiers (for example an email address).

c. If the use of SSN information on any of the prescribed forms is absolutely necessary and qualifies for one of the "acceptable use" cases specified in DODI 1000.30, the proponent must prepare and submit an SSN justification memorandum requesting an approval for the use or continued use of SSN information. A separate justification memorandum is also required with submission of every DD Form 67 requesting a new form or a revision to an existing form that collects SSN information.

d. The justification memorandum should be addressed to the Director, Army Publishing Directorate (AAHS–PAR (Army Forms Manager)), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527. (A sample justification memorandum and a sample elimination plan are provided in DODI 1000.30.) The justification memorandum must—

(1) Cite the appropriate System of Records Notice (SORN) authorizing the collection of SSN information, a copy of the SORN must be attached (or a link/reference to how a reader may gain access to it).

(2) Cite the applicable "acceptable use" case, with an explanation of how the use of the form is justified by that use case.

(3) Include a plan with milestones and a time line for the elimination of SSN usage.

(4) Be signed by a general officer or Senior Executive Service equivalent.

e. In compliance with 44 USC Chapter 35 Subchapter III reporting requirements, the Army Forms Manager will review new/existing DA forms that collect SSN information and conduct an annual report to include:

(1) Total number of forms in the database

(2) Number of forms requesting/containing SSN information.

(3) Number of forms reviewed.

(4) Number of forms where SSN justifications were not accepted.

(5) Number of forms where SSN justifications were accepted.

(6) Identification of forms where SSN justification was accepted.

(7) Identification of forms where SSN information was masked or truncated.

f. The Army Forms Manager will conduct a review of SSN use and justifications every 5 years. Proponents will be asked to review each of their forms to ensure the use of SSN fields is necessary. A list of forms will be provided to each proponent.

g. Agency, command, and installation FMOs should also follow the guidance stated above and compile reports for their records.

12–24. Departmental forms authorized for local reproduction
Departmental forms that have been approved for publication in EM are automatically approved for local reproduction. No further approval is needed from APD.

12–25. Deviations
a. Armywide forms will not be altered or modified in any way unless the deviation has been approved through the proper channels. When requesting deviation from the format, content, or construction of an established form, follow the below procedures. Send a request for deviation to the approval authority of the form.

(1) When the form is an established agency, command, installation, or local form, send the request to the proponent, if the request is approved, the proponent will send it to the HQDA proponent FMO, DOIM, or IMO for final approval.

(2) When the request is for deviations to the content or format of an established Armywide form, send the request to the proponent. If the request is approved, the proponent will send it to the HQDA proponent FMO. If the HQDA proponent FMO approves the request, he or she will send it to the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, for final approval and assignment of a case number.

(3) When the form is a public reporting form or a form requiring a Privacy Act statement, obtain approval according to this chapter.

(4) When the request is for deviation to the construction of an approved Armywide form available through normal supply channels, local reproduction or procurement of construction variations must have prior approval from the HQDA proponent FMO with jurisdiction over the form. Send requests through channel to the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, for review, approval, and assignment of a case number. This approval requirement applies to initial procurement or reproduction only.

b. When the forms are covered in 12–25a(1) through 12–25a(3), deviations will not be approved for more than 2 years. At the end of the approval period, submit a new request through the approval channels described in a through c above. However, if a form is revised during the 2-year period, the deviation approval no longer applies and you must submit a new request for the revised form.

12–26. Forms or labels designed to be self-mailing
Forms or labels designed to be self-mailing will not be approved by the HQDA proponent FMO unless authorized by the official mail control officer; the initials of the official mail control officer must appear on the DD Form 67 (block 14b). Any mail piece (except parcels) that does not have an outer cover, wrapping, or envelope in addition to the paper or material on which the majority of the printing, drawing, or writing being transmitted is placed, is considered to be self-mailing in accordance with AR 25–51.

Section V
Forms Elements and Design Requirements

12–27. Required form elements
General requirements are as follows:

a. All forms, whether agency, command, installation, local, or Armywide forms, must be numbered, regardless of the method of reproduction. Forms are numbered consecutively. Use a designator symbol to identify the approving

authority, followed by the word "Form" and the form number (for example, "DA FORM 1234"). Separate forms that are part of a series may be numbered with a "-1" or "-2" following the form number (for example, "DA Form 1234–1" or "DA Form 1234–2"). The form number should be displayed in the bottom left of the form.

b. APD assigns numbers to DA forms. Form numbers of obsolete forms are not recycled and may not be reassigned to new forms.

c. All forms must show the title on the top of the form.

d. DA forms will include a statement below the title of the form identifying the prescribing directive of the form.

e. DA forms will include a statement below the title of the form identifying the proponent agency of the form. When the proponent for an Armywide form changes, the HQDA agency or command responsible will report the change on a DD Form 67 to the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527. The proponent of an agency, command, installation, and local form may be shown on the form at the discretion of the respective FMO.

f. The edition date of the form must be displayed following the form number at the bottom left corner (for example, "MAR 2014").

g. The version number of the form is displayed on the bottom right corner of the form, as well as any markers identifying the designer software that was used to develop the form.

h. A supersession notice will be displayed on the bottom center of the form if the form replaces another form or an earlier edition of the same form. Indicate whether the previous edition is obsolete or may be used until existing stock is exhausted.

12–28. Design guidelines
Forms will be designed so they are easy to fill in, have a functional layout and a logical sequence to the information they collect, and have an overall superior visual appearance. Army form designers should adhere to the design guidelines in DOD 7750.07–M, which adopts the forms design and analysis guidelines of the GSA Standard and Optional Forms Procedural Handbook. To assist Army forms designers with the latest technical and design updates, guidance on Army form design standards is available on the APD Web site.

Section VI
Miscellaneous

12–29. Overprinting of a form with fixed data
Overprinting of a form with fixed data having a wide applicability is allowed if the form is not altered. The HQDA proponent FMO will determine whether local production is best.

a. Overprinting will be with data that will be the same each time the form is completed. Insert this data in the preprinted block(s). To avoid waste, limit the quantity overprinted. Do not overprint with data subject to frequent change, such as a person's name, telephone number, and office symbol.

b. A security classification and downgrading information may be overprinted on a form if the form's quantities are small and the classification complies with AR 380–5 and DODM 5200.01. The HQDA proponent FMO will approve this type of overprinting only if authorized by the agency or command security officer.

c. If the SFs and OFs to be overprinted are not available electronically, forms procured through normal publications supply channels will be used to overprint SFs or OFs.

12–30. Certificate Program
Certificates are DA forms and are subject to the same management controls as other forms used by the Army. Most certificates are stocked at the Army Distribution Operations Facility in St. Louis. AHS, MDD issues certificates only to authorized account holders. The proponent SME provides guidance on how to complete specific certificates. Requests for lost certificates should be forwarded to the requester's local servicing center. The Web site, https://www.hrc.army.mil/, provides information pertaining to military awards and decorations.

12–31. Classified forms
Forms containing classified information must be marked, safeguarded, downgraded, declassified, and so forth in accordance with the requirements in AR 380–5 and DODM 5200.01. Note that most blank forms are unclassified.

12–32. Temporary, test, or one-time forms
Temporary, test, or one-time use forms should be appropriately prescribed and follow forms policy. They must be assigned a number and include the proper designation. Following the form number and date, insert the wording "Temporary," "Test," or "One-Time." An example is "TRADOC Form 000, AUG 2014 (TEST)."

a. A temporary form will be published for a limited time (normally not more than 1 year) to serve a specific requirement. The form will become obsolete when its purpose has been served.

b. A test form will be published for use only during a testing period that is specified in the prescribing instructions.

A test form may have limited distribution. The form will become obsolete after the test is completed. To continue use after the test, convert the form to a permanent form.

c. A one-time form will be published to meet a one-time requirement, such as a report made only once. When the requirement is complete, the form will become obsolete.

Chapter 13
Secretary of the Army Awards for Improving Publications and Publishing Processes Program

13–1. Awards program procedures
a. The Director, APD executes the Secretary of the Army Awards for Improving Publications and Publishing Processes Program.

b. See AR 25–30 for award eligibility guidelines, categories, and criteria. Eligible employees nominated for these awards must meet the criteria for the period beginning 1 July of the previous year through 30 June of the current year.

13–2. Preparing nominations
a. Agencies should prepare award nominations as follows:

(1) Submit nominations on DA Form 1256 (Incentive Award Nomination and Approval). The form must be signed by the appropriate HQDA principal official or designated representative (Departmental awards) or ACOM commander (command awards) and indicate whether the nomination is for a Departmental or command award. An Equal Employment Opportunity (EEO) officer must sign block 7 of the DA Form 1256.

(2) Prepare a narrative justification to explain the nomination. The justification will begin with a summary of the accomplishment, be of high quality, and contain as much supporting material and documentation as possible. Specific examples of what the nominee has done to further the publications improvement effort must be included. This justification will be attached to the DA Form 1256. In addition, because of the proliferation of electronic publishing products in the Army inventory, samples of these innovative products may be submitted as part of the packet to demonstrate to the panel how it benefits users. Copies of interactive CD–ROMs, hyperlinks to the Internet, or other products are examples of items that may be added to enhance the packet.

(3) Include supporting work samples with the nomination.

(a) Nominations for the Army Editor of the Year Awards must include the following:

1. If the work spans the entire award period, provide enough samples to give an indication of the year's activity. In addition, provide nonprinting comments and notes to the author. The narrative justification must clearly state the objectives of the publication and the publication's audience. It must also include supporting documentation to show how these objectives were met.

2. Provide "before" and "after" samples if available.

(b) Nominations for the Secretary of the Army Awards for Publications Improvements must include specific comments regarding the improved effectiveness of a publication or publishing process and any tangible or intangible savings.

b. Agencies may nominate one person for more than one award. However, visual information specialists, forms analysts, and Web designers/developers may not be nominated for the Editor award; they will be nominated for the Improvements award. Officials may submit one set of backup material when it supports the individual's other award nomination.

c. When a group is being nominated for an award, as the best alternative, submit a separate DA Form 1256 for each member of the group (not to exceed three).

13–3. Submitting nominations
a. Send all submissions through the headquarters element. The original DA Form 1256 must include official signatures. HQDA principal officials and ACOM commanders (or, when applicable, at least the regional level commander or director) must submit their nominations to the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527, no later than 1 October of each year.

b. Send Departmental-level nominations through channels to the appropriate HQDA principal official or designated representative for approval. Send command-level nominations through command-level channels for approval at the ACOM level (or when applicable, at least the regional level commander or director).

c. Submit the original hardcopy and two CD–ROMs or DVDs of the DA Form 1256, narrative justification, an EEO clearance statement, and all supporting work samples, to include publications, for each nomination.

13–4. Selection and notification procedures

a. The nominations will be screened by a panel in Washington, DC, during the first quarter of the FY. The panel will be composed of one representative from each of the following HQDA agencies or offices:

(1) OAASA.

(2) Office of the Chief Information Officer/G–6.

(3) Office of the Chief, Public Affairs.

(4) Office of the DCS, G–1.

(5) Office of the DCS, G–3/5/7.

(6) Office of the DCS, G–4.

(7) Office of the Chief, Army Reserve.

b. The panel, chaired by the OAASA representative, will select the top nominee from each of the four categories. Where a category may have more than one outstanding nominee, a runner-up may be designated.

c. The OAASA program manager will forward panel recommendations to the Army Incentive Awards Board. The Army Incentive Awards Board, in turn, will select and notify winners after the first of each calendar year.

d. Each winner will be honored and receive an engraved plaque at the annual formal Secretary of the Army Awards ceremony conducted in late spring at the Pentagon. Nominating agencies will be responsible for providing funding for the winners' travel to Washington, DC, to receive their awards.

Appendix A
References

Section I
Required Publications

AR 25–30
Army Publishing Program (Cited in para 1–1.)

AR 25–36/AFJI 21–301/OPNAVINST 5600.22/MCO 5215.9/DLAR 4151.9
Interservicing of Technical Manuals and Related Technology (Cited in para 7–3.)

AR 380–5
Department of the Army Information Security Program (Cited in para 1–10j(9).)

DA Pam 25–30
Consolidated Index of Army Publications and Blank Forms (Cited in para 2–6c.)

Section II
Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. DOD publications are available at http://www.dtic.mil/whs/directives/. USC material is available at http://www.gpo.gov/fdsys/browse/collectionUScode.action?collectionCode=USCODE.

ADP 1
The Army

ADP 1–02
Operational Terms and Military Symbols

ADRP 1
The Army Profession

ADRP 1–02
Terms and Military Symbols

AR 5–22
The Army Force Modernization Proponent System

AR 11–2
Managers' Internal Control Program

AR 12–15/SECNAVINST 4950.4B/AFI 16–105
Joint Security Cooperation Education and Trainin

AR 15–1
Committee Management

AR 25–1
Army Information Technology

AR 25–2
Information Assurance

AR 25–50
Preparing and Managing Correspondence

AR 25–51
Official Mail and Distribution Management

AR 25–55
The Department of the Army Freedom of Information Act Program

AR 25–58
Publication in the Federal Register of Rules Affecting the Public

AR 25–400–2
The Army Records Information Management System (ARIMS)

AR 27–10
Military Justice

AR 27–60
Intellectual Property

AR 70–1
Army Acquisition Policy

AR 70–31
Standards for Technical Reporting

AR 70–47
Engineering for Transportability Program

AR 71–32
Force Development and Documentation

AR 200–1
Environmental Protection and Enhancement

AR 215–1
Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 335–15
Management Information Control System

AR 340–21
The Army Privacy Program

AR 350–38
Policies and Management for Training Aids, Devices, Simulators, and Simulations

AR 360–1
The Army Public Affairs Program

AR 600–8–105
Military Orders

AR 700–127
Integrated Product Support

AR 708–1
Logistics Management Data and Cataloging Procedures for Army Supplies and Equipment

AR 725–50
Requisitioning, Receipt, and Issue System

AR 750–1
Army Materiel Maintenance Policy

AR 750–10
Army Modification Program

ASD–S1000D
International Specification for Technical Publications Using a Common Source Database (Available at http://public. s1000d.org/Pages/Home.aspx.)

CJCSI 5120.02D
Joint Doctrine Development System (Available at http://www.dtic.mil/doctrine/doctrine/cjcs.htm.)

CJCSM 5120.01A
Joint Doctrine Development Process (Available at http://www.dtic.mil/doctrine/doctrine/cjcs.htm.)

CTA 50–909
Field and Garrison Furnishings and Equipment (Available at http://armypubs.army.mil/doctrine/CTA_1.html.)

DA Pam 700–60
Department of the Army Sets, Kits, Outfits, and Tools

DLM 4000.25–1
Military Standard Requisitioning and Issue Procedures (MILSTRIP) (Available at http://www2.dla.mil/j-6/dlmso/ elibrary/manuals/dlm/dlm_pubs.asp.)

DOD 4100.39–M, Vol. 1
Federal Logistics Information System (FLIS) Procedures Manual, General and Administrative Information

DOD 7750.07–M
DOD Forms Management Program Procedures Manual

DODD 5230.25
Witholding of Unclassified Technical Data from Public Disclosure

DODI 1000.30
Reduction of Social Security Number (SSN) Use Within DOD

DODI 4540.07
Operation of the DOD Engineering for Transportability and Deployability Program

DODI 5230.24
Distribution Statements on Technical Documents

DODI 8320.02
Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense

DODM 5200.01, Volumes 1–4
DOD Information Security Program

Federal Standard 376B
Preferred Metric Units for General Use by the Federal Government (Available at http://www.nist.gov/pml/wmd/metric/ upload/fs376-b.pdf.)

Government Paper Specification Standards
February 1999 No. 11 (Available at http://www.gpo.gov/customers/vol11.htm.)

GSA Standard and Optional Forms Procedural Handbook
(Available at http://www.gsa.gov/portal/forms/download/117238.)

JP 1–02
Department of Defense Dictionary of Military and Associated Terms (Available at http://www.dtic.mil/doctrine/.)

MIL–HDBK–523

Guide to the General Style and Format of S1000D Technical Manual Data Modules (Available at https://assist.dla.mil/online/start/.)

MIL–HDBK–1222

Guide to the General Style and Format of U.S. Army Work Package Technical Manuals (Available at https://assist.dla.mil/online/start/.)

MIL–PRF–32216

Evaluation of Commercial Off-the-Shelf (COTS) Manuals and Preparation of Supplemental Data (Available at https://assist.dla.mil/online/start/.)

MIL–PRF–32436

Manuals, Technical: Preparation of Hand Receipt Technical Manuals (-HR) (Available at https://assist.dla.mil/online/start/.)

MIL–PRF–63002

Manuals, Technical: Requirements for Preparation of Modification Work Orders (MWOs) (Available at https://assist.dla.mil/online/start/.)

MIL–STD–2361

Digital Publications Development (Available at https://assist.dla.mil/online/start/.)

MIL–STD–3031

Army Business Rules for S1000D: International Specification for Technical Publications Utilizing a Common Source Data Base (Available at https://assist.dla.mil/online/start/.)

MIL–STD–40051–1

Preparation of Digital Technical Information for Interactive Electronic Technical Manuals (IETMs) (Available at https://assist.dla.mil/online/start/.)

MIL–STD–40051–2

Preparation of Digital Technical Information for Page-Based Technical Manuals (TMs) (Available at https://assist.dla.mil/online/start/.)

SB 700–20

Army Adopted / Other Items Selected for Authorization / List of Reportable Items (Available at https://liw.logsa.army.mil/.)

SC 9999–01–SKO

Consolidated Publication of Component Lists (Available at https://liw.logsa.army.mil/.)

U.S. Government Printing Office Style Manual

(Available at http://www.gpoaccess.gov/stylemanual/index.html.)

5 USC 552a

Records maintained on individuals (Privacy Act of 1974)

10 USC 130c

Nondisclosure of information: Certain sensitive information of foreign governments and international organizations

17 USC 403

Notice of copyright: Publications incorporating United States Government works

22 USC 2751 et seq.

Need for international defense cooperation and military export controls; Presidential waiver; report to Congress; arms sales policy (Arms Export Control Act)

31 USC 3511

Prescribing accounting requirements and developing accounting systems

42 USC 2011 et seq.
Congressional declaration of policy (Atomic Energy Act of 1954, as amended)

44 USC 3501 – 3521
Federal information policy (Paperwork Reduction Act)

44 USC Chapter 35 Subchapter III
Information Security

50 USC Appendix Sec. 2401 et seq.
Congressional findings

Section III
Prescribed Forms
Unless otherwise indicated, DA forms are available on the APD Web site (http://www.apd.army.mil); DD forms are available on the Office of the Secretary of Defense Web site (http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm); and SFs are available on the GSA Web site (http://www.gsa.gov).

DA Form 12
Request for Establishment of a Publications Account (Prescribed in para 11–5.)

DA Form 12–99
Initial Distribution Requirements for Publications (Prescribed in para 11–55.)

DA Form 17
Requisition for Publications and Blank Forms (Prescribed in para 11–21d.)

DA Form 17–1
Requisition for Publications and Blank Forms (Continuation Sheet) (Prescribed in para 11–21d.)

DA Form 410
Receipt for Accountable Form (Prescribed in para 11–38c(1).)

DA Form 479
Publication and Blank Forms Stock Record Card (Vertical File) (Prescribed in para 11–31.)

DA Form 479–1
Publication and Blank Forms Stock Record Card (Visible File) (Prescribed in para 11–31.)

DA Form 4569–1
Security Assistance Publication Requisition Code Sheet (Prescribed in para 11–57.)

DA Form 4570
Register of Printing/Duplicating Requisitions (Prescribed in para 9–16c.)

DA Form 4570–1
Commercial Printing Record (Prescribed in para 9–16c.)

DA Form 4790
Certification for Distribution of Publication(s) in Support of Government Contract (Prescribed in para 6–4d.)

DA Form 5394–1
Printing Facilities Productivity Report (Prescribed in para 9–16a.)

DD Form 282
DOD Printing Requisition/Order (Prescribed in para 9–1.)

DD Form 843
Requisition for Printing and Binding Service (Prescribed in para 9–7a.)

DD Form 844
Requisition for Local Duplicating Service (Prescribed in para 9–7a.)

GPO Form 2511
Print Order (Prescribed in para 9–1b(4).) (Available at http://www.gpo.gov/customers/sfas1.htm.)

GPO Form 3868
Notification of Intent to Publish (Prescribed in para 9–1b(3).) (Available at http://www.gpo.gov/customers/sfas1.htm.)

JCP Form 1
Printing Plant Report (Prescribed in para 9–15b.) (Available at http://www.gpo.gov/customers/sfas1.htm.)

JCP Form 6
Annual Inventory of Stored Equipment (Prescribed in para 9–17e.) (Available at http://www.gpo.gov/pdfs/customers/sfas/jcp6.pdf.)

SF 1–C
Printing and Binding Requisition for Specialty Items (Prescribed in para 9–1b(2).)

SF 152
Request for Clearance or Cancellation of a Standard or Optional Form (Prescribed in para 12–16c.)

Section IV
Referenced Forms
Unless otherwise indicated, DA forms are available on the APD Web site (http://www.apd.army.mil); DD forms are available on the Office of the Secretary of Defense Web site (http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm); and SFs are available on the GSA Web site (http://www.gsa.gov).

DA Form 256A
Honorable Discharge Certificate

DA Form 260
Request for Publishing – DA Administrative Publications

DA Form 260–1
Request for Publishing – DA Training, Doctrinal, Technical, and Equipment Publications

DA Form 455
Mail and Document Register

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 3964
Classified Document Accountability Record

DA Form 5695
Information Management Requirement/Project Document

DD Form 67
Form Processing Action Request

HQDA Form 5
Army Staffing Form

JCP Form 2
Commercial Printing Report

JCP Form 5
Annual Plant Inventory

SF 1
Printing and Binding Requisition

SF 1169
U.S. Government Transportation Request

Appendix B
Compact Disc-Read Only Memory/Digital Versatile Disc Products

B–1. Media

a. General. CD–ROM/DVD is an approved Army distribution and storage medium for DA-authenticated publications and forms. Information distributed by CD–ROM/DVD should adhere to the same copyright, licensing, information management, and legal requirements as information distributed in other media. All requirements in AR 25–1 and AR 25–30 apply when developing and distributing information products on CD–ROM/DVD.

b. Proponent decision-making process. Use the most economical means possible to develop CD–ROMs/DVDs. Before developing a CD–ROM/DVD product, conduct a cost and feasibility analysis of CD–ROM/DVD production. This analysis should include cost impacts of local or commercial production of the CD–ROM/DVD and whether the target audience can access and view the CD–ROM/DVD's information. Provide the analysis results to the organization's commander or designated functional manager for validation.

c. Proponency. Products representing compilations of official and unofficial information or compilations of official information from varied sources must be approved by the proponent(s) prior to mastering, replication, and distribution. When a requirement has been identified to use CD–ROM/DVD as the distribution medium, the proponent of the information must be established before the CD–ROM/DVD's development. The proponency may be apparent when only one information product resides on the CD–ROM/DVD, and the CD–ROM/DVD is developed and distributed by the same proponent. However, when many different types of information products with a variety of proponents reside on the same CD–ROM/DVD, proponency may not be readily apparent. Therefore, the proponent developing the CD–ROM/DVD should obtain written approval from each proponent whose information product is to be included in such a compilation. If the CD–ROM/DVD is a DA-authenticated product and/or is to be procured by APD, the DA Form 260 should include copies of all proponent approvals to use their products. APD will not proceed with procuring a CD–ROM/DVD until all proponent approvals are in hand.

B–2. Physical and content requirements

a. Installation requirements. All CD–ROM/DVD products should include an interactive installation routine that allows the user the option of selecting any drive as the destination drive for the downloaded files and any drive as the CD–ROM/DVD drive. If the installation routine software runs under a Windows environment, also include a deinstallation routine. At a minimum, list files that may be deleted and indicate which files changed by the installation process can be restored.

b. Virus protection. The proponent office should scan all information products for viruses before submission for replication or release on CD–ROM/DVD.

c. Labeling. The face of the CD–ROM/DVD should state the contents of the CD–ROM/DVD, the publication (or visual information product) title, number, issue date, supersession notice, distribution statement, version, if applicable, and an EM number (for indexing purposes). The label should not contain DOD, Army, or agency, command, or installation seals or emblems. If this information cannot be included on the face of the CD–ROM/DVD because of space limitations, the jewel box inserts or cardboard mailers should provide the contents of the CD–ROM/DVD.

(1) Data classification for security classifications and other protective markings (for example, FOUO).

(2) Handling caveats for CD–ROMs/DVDs containing information products with special handling requirements (for example, sensitive compartmented information, information subject to the Privacy Act of 1974, or information that is copyrighted or has limited distribution or restrictions).

(3) Classification color rings for CD–ROMs/DVDs containing classified information (see AR 380–5 and DODM 5200.01).

(4) Name of publication/form action officer that developed the CD–ROM/DVD.

(5) Classification authority and declassification date, if applicable.

(6) Title of the CD–ROM/DVD or CD–ROM/DVD set, content, numbering scheme (such as the publication number), date the CD–ROM/DVD was produced, and volume identification.

(7) Disc identification number for accounting of CD–ROMs/DVDs containing top secret information or code words.

(8) An EM number as assigned by the Director, APD (AAHS–PAT) (email: usarmy.pentagon.hqda-apd.mbx.tech-pubs@mail.mil).

(9) If space on CD–ROM/DVD face permits (otherwise include on insert or mailer): name of preparing agency that

developed the CD–ROM/DVD, International Standards Organization (ISO) 9660 logo, platform (such as operating system) if applicable, supplemental data formats used, and volume identification.

d. CD–ROM/DVD master development standards. All CD–ROMs/DVDs produced for use Armywide should conform to international standards ISO 9660 and ISO 10149. Proponents should use standard data elements, according to DODI 8320.02.

e. Software considerations. CD–ROMs/DVDs containing DA-authenticated publications should also contain viewing software and the search and retrieval engine. Proponent requests to compile DA-authenticated publications with other information produced on CD–ROM/DVD should identify the target audience and certify on the DA Form 260 or DA Form 260–1 that the target audience has the hardware and software capability to use the product. Premastering of information for CD–ROM/DVD may be acquired by the agency, command, or installation separately from disc replication. The proponent should acquire mastering and replication of the disc.

B–3. Use of multiple colors
Use multiple colors only when they decisively contribute to the product's intended purpose. Use of color on the face of the CD–ROM/DVD, jewel box insert, cardboard mailer, and other printed matter accompanying the CD–ROM/DVD should follow the policy in AR 25–30.

B–4. Camera-ready artwork
Camera-ready artwork submitted for discs, inserts, and packaging should meet the same standards of reproducibility required for other DA-authenticated products. For questions about color separation, registration, typography, or design, contact the Director, APD (AAHS–PAR).

B–5. Compact disc-read only memory/digital versatile disc index
Proponents who produce more than three CD–ROM/DVD products for Armywide distribution should maintain and distribute an annual index of CD–ROM/DVD products for which they are responsible. The index should contain sufficient information for end users to request additional copies and to maintain accountability of classified information (if any) contained on the CD–ROM/DVD. The index should be distributed to end-users and to the proponent organization's designated functional manager. As an alternative to paper distribution, proponents may place a section on the APD Web site home page. APD may provide a home page central file location that requires compliance with the Government information locator service (GILS). (For CD–ROM/DVD products containing only authenticated department publications, the listing in DA Pam 25–30 satisfies this requirement and is already GILS compliant.) As a minimum, the index should provide the following:

a. Title of the CD–ROM/DVD or set.

b. CD–ROM/DVD number.

c. Titles of products contained on the CD–ROM/DVD.

d. Classification and protective markings (if higher than unclassified) or the highest classification if the CD–ROM/DVD includes both classified and unclassified information.

e. Proponent name and address and the name, address, and phone number of a point of contact.

f. Date of production.

g. EM number.

B–6. Packaging
Proponents should use the most cost-effective packaging for CD–ROM/DVD products. Currently, the most cost-effective packaging method is the cardboard mailer. Specify deviations from the most cost-effective method (for example, jewel box packaging) in the publishing request. In the case of compilation CD–ROM/DVD products that contain DA-authenticated publications and a combination of other information (such as agency and command publications or databases), the authentication blocks for either DA-authenticated or agency, command, and installation publications should not be displayed on the CD–ROM/DVD's face, cover (jewel box), or insert. Proponents should justify requests for jewel box packaging on the DA Form 260 or DA Form 260–1.

B–7. Authentication of Department of the Army-authenticated publications
APD will procure and distribute DA-authenticated (Armywide) CD–ROM/DVD publications to Armywide users. APD will perform the contractual requirements for DA-authenticated CD–ROM/DVD publications. APD approval is required before the printer distributes DA-authenticated CD–ROM/DVD products.

a. All DA-authenticated CD–ROM/DVD publications must be official publications that have been appropriately coordinated. Before placing classified publications on CD–ROM/DVD, proponents must coordinate their classified publishing and distribution requirements with APD (AAHS–PAT).

b. According to AR 25–30, the SECARMY or the AASA must authenticate Armywide CD–ROM/DVD publications. Because authentication is controlled, APD provides camera-ready copy of the authentication block for digital scanning of the image at the end of the publication. Use imaging software (graphics capabilities) to scan in the

signature and the authentication block as part of each publication. If the software does not allow scanning, the authentication block must appear as part of the text of each publication, and the signature and the authentication block should be placed on the jewel box insert. APD will issue final approval to publish after review of the DA Form 260 or DA Form 260–1 and publication. Proponents do not have authorization to publish until they are in receipt of the approval documentation from APD.

c. Proponents issuing DA-authenticated publications on CD–ROM/DVD must submit a completed DA Form 260 or DA Form 260–1 through the designated functional manager to the Director, APD (AAHS–PAT) (email: usarmy. pentagon.hqda-apd.mbx.daform260@mail.mil). This will allow for authentication, indexing into the Army publications inventory (DA Pam 25–30), and procurement.

B–8. Authentication of agency and command compact disc-read only memory/digital versatile disc publications

a. The commander or agency head or his or her designated representative must authenticate agency and command CD–ROM/DVD publications. Use imaging software (graphics capabilities) to scan in the authentication as part of each publication. If the software does not allow scanning, the authentication must appear as part of the text of each publication, and the authentication will be placed on the jewel box insert.

b. The face of the CD–ROM/DVD should display the publication title, number, date, contents, and any applicable supersession notice. If the CD–ROM/DVD contains a compilation of publications, the contents must be described on the face, as space allows. No DOD, Army, agency or command shield, logo, or unit crest is allowed on the face or back of the CD–ROM/DVD.

B–9. Authentication of compilation compact disc-read only memory/digital versatile disc products

Compilation CD–ROM/DVD products containing DA-authenticated publications and a combination of other information (such as agency and command publications or databases) do not display authentication blocks for either DA-authenticated or agency, command, and installation publications on the CD–ROM/DVD's face, cover (jewel box), or insert. The appropriate authentication block must be part of the publication itself. The commander's designee must authenticate agency and command publications. The SECARMY or the AASA must authenticate DA publications. The agency or command must obtain from APD the camera-ready copy of the controlled numbered authentication block for certain DA-authenticated publications. This authentication must be digitally scanned in as an image into the DA-authenticated publication. If the software does not allow scanning, the controlled numbered authentication block must appear as part of the text of the publication.

B–10. Authentication placement

CD–ROMs/DVDs containing only DA-authenticated publications, regardless of the publication series or combination of series, display the authentication block on the jewel box insert or cardboard mailer. For CD–ROM/DVD products containing a combination of DA-authenticated and command publications, include the authentication block of the appropriate HQDA official only on the DA-authenticated publication itself. The authentication block for DA-authenticated and agency, command, and installation publication compilations cannot be displayed on the jewel box insert, cardboard mailer, or face of the CD–ROM/DVD.

B–11. Publishing

a. Proponents should coordinate early (before submission of DA Form 260 or DA Form 260–1 for publishing CD–ROM/DVD products) for approval of the CD–ROM/DVD subject identifier (formerly nomenclature). APD assigns an EM (electronic media) number (nomenclature) to all DA-authenticated CD–ROM/DVD products. APD provides expert advice on new DA-authenticated CD–ROM/DVD development (AAHS–PAR).

b. Proponents must submit a completed DA Form 260 or DA Form 260–1 to APD (email: usarmy.pentagon.hqda-apd.mbx.tech-pubs@mail.mil) 30 calendar days before the CD–ROM/DVD's required publication date. This allows time for indexing the CD–ROM/DVD product in DA Pam 25–30. The following information is required on the DA Form 260 or DA Form 260–1:

(1) A list of all items contained on the CD–ROM/DVD, including forms, and the publication date of each item. All items must be the most current versions, and they must not have been superseded or made obsolete.

(2) For a revised CD–ROM/DVD, a list of publications (with dates) contained on the previous CD–ROM/DVD not being included in the revision. Also indicate whether eliminated publications are still valid in another UI.

(3) A list of all publications and forms being superseded in the CD–ROM/DVD revision, with the dates of new and superseded items. Also indicate whether eliminated publications are still valid in another UI.

Note. For new publications included on a CD–ROM/DVD without having been published in another media, a separate DA Form 260 or DA Form 260–1 is required for each new item. The separate DA Form 260 or DA Form 260–1 should state, "FOR INDEXING PURPOSES ONLY."

B–12. Stockage and distribution

Stockage and distribution of CD–ROM/DVD products containing DA-authenticated publications must be accomplished

through the Army's distribution system. Use printer initial distribution of CD–ROM/DVD products only where warranted.

B–13. Disposal of obsolete compact disc-read only memory/digital versatile disc products
Army users must dispose of CD–ROMs/DVDs properly. The classification level will determine the method you use to dispose of CD–ROMs/DVDs. These methods are described below.

a. Unclassified and nonsensitive. Unclassified and nonsensitive CD–ROMs/DVDs (authorized for public release) may be sent to the address in the statement below (the word "RECYCLE" that appears in the address below is not the name of the commercial firm that recycles these CD–ROMs/DVDs). The following statement must appear on the mailer: "DISPOSAL OF OBSOLETE CD–ROMs/DVDs. Users may send unclassified and nonsensitive expired CD–ROMs/DVDs to a commercial recycling facility for disposition. Discs do not have to be scratched. Ship only whole discs; do not break them into pieces. The user's only cost is shipping/mailing. The enclosed discs, when obsolete, may be sent to: RECYCLE, 420 Ashwood Road, Darlington, PA 16115–9325. (Providing this information does not constitute the Army's endorsement of this service.)"

b. For official use only and distribution-restricted. FOUO and distribution-restricted CD–ROMs/DVDs (not authorized for public release) should be sent to NSA. The following statement must appear on the mailer of FOUO CD–ROMs/DVDs or distribution-restricted CD–ROMs/DVDs: "DESTRUCTION INFORMATION. National Security Agency (NSA) accepts (fill in either FOUO or distribution-restricted, whichever is the correct distribution level) CD–ROMs/DVDs for destruction and meets environmental standards. If your local facility does not handle CD–ROMs/DVDs, send expired ones FIRST CLASS to Director, National Security Agency (CMC S714), 9800 Savage Road, Suite 6890, Fort George G. Meade, MD 20755–6000."

B–14. Publishing requirements
a. Before assigning the CD–ROM/DVD electronic number and CD–ROM/DVD PIN, the PCO or EPCO must review the discs. (If the proponent is within the AMC community, the EPCO must provide AMC LOGSA with a copy of the disc(s) and any additional AMC LOGSA requirements). (In order that placement and format can be checked, the EM, ABN, and PIN numbers must appear as zeros, using the required number of spaces.) For technical and equipment publications, refer to paragraph 6–12 for publishing request requirements. For administrative and doctrinal and training publications, the PCO must forward the following to APD as a complete packet for preview:

(1) A DA Form 260 or DA Form 260–1 for preview of the CD–ROM/DVD.

(2) Draft disc(s).

(3) All artwork samples for mailer and disc(s) labels.

b. Include the following for each item listed in paragraphs B–14*a*(1), (2), and (3). Contents of each of these should include the following:

(1) Statement that it is for preview.

(2) "EM 0000" and complete title as it will appear on artwork.

(3) Purpose of CD–ROM/DVD publication.

(4) Estimated publication date.

(5) Expected date of delivery of final complete publishing package to APD.

(6) If multi-Service—

(a) Identification of the executive agent and list all multi-Service numbers to be placed on the CD–ROM/DVD (not the individual publications inside).

(b) Identification of the points of contact for each Service and telephone numbers.

(7) List of publications contained on the CD–ROM/DVD and indicate for each publication:

(a) Publication with other Service numbers, as applicable.

(b) Publication date.

(c) Proponent, if different from preparing agency.

(d) UI—indicate paper or each if they will also be in paper. Use EMO when it is not being printed in paper.

(e) Superseded publications, forms, or reports and their dates (even for revisions).

(8) Software used.

(9) Number of discs.

(10) CD–ROM/DVD "PIN 000000–000."

(11) Statement as to whether or not either advance printing or LRA are being considered.

(12) Any additional requirements.

c. Draft discs must contain:

(1) Authentication signature blocks, including signature and control number for publications within the disc.

(2) Authentication of other military Services, as applicable.

(3) Complete title page for the CD–ROM/DVD with:

(a) Publication date.

(b) Supersession statement.

(c) Distribution statement.

(4) Complete title page for each publication contained on the CD–ROM/DVD including:

(a) Publication date.

(b) Supersession statement.

(c) Distribution statement.

d. Draft artwork for mailer and disc label must contain:

(1) Artwork must include dummy EM, PIN, and IDN numbers (for example, EM 0000 and PIN 000000–000) with correct number of digits.

(2) Authentication with signature (the publication within the CD–ROM/DVD should already have the assigned numbers; usually the authentication on the CD–ROM/DVD itself is not numbered).

(3) Include artwork for every disc label. The mailer should include front, back, spine, left inside, right inside, and when there are additional pockets due to multiple discs, include additional covers.

e. The final publishing package must include all of the items listed in paragraph B–14*b*, as well as the following:

(1) DA Form 260 or DA Form 260–1 for new basics, revised basics, and new changes. If someone else is the proponent and the publications will not be printed in paper, that particular proponent must provide the DA Form 260 or DA Form 260–1 to the proponent of the CD–ROM/DVD. If the publications have not been indexed previously and are not being printed in paper, the DA Forms 260 or DA Form 260–1 must be part of the CD–ROM/DVD final publishing package.

(2) An authorization letter or electronic message from other organizations (as proponents of publications being included). When another proponent's DA Form 260 or DA Form 260–1 is included in this CD–ROM/DVD final publishing package, it must serve as authorization since the PCO signature is required.

(3) Copyright release, if applicable.

f. Requests for assistance with CD–ROM/DVD processing should be directed to the Director, APD (AAHS–PAT) (email: usarmy.pentagon.hqda-apd.mbx.tech-pubs@mail.mil).

Appendix C
Periodicals and Nonrecurring Publications

C–1. Description of periodicals and nonrecurring publications

a. Periodicals. A periodical is a publication that is a nondirective classified or unclassified Army magazine, newsletter-type publication, journal, or gazette. It is published annually or more often. Its purpose is to disseminate information and material necessary to the mission of the issuing activity. It has a continuing policy as to format, content, and purpose. Periodicals are usually published to inform, motivate, increase knowledge, or improve performance. They may contain official or unofficial information or both. Annual reports are classified as periodicals unless they are excluded publications.

b. Nonrecurring publications. A nonrecurring publication is a nondirective classified or unclassified publication published on a one-edition basis. It is usually published to inform, motivate, increase knowledge, or improve performance. The term includes leaflets, bulletins, folders, books, booklets, reports, published speeches, and similar nonrecurring publications. Nonrecurring publications may contain official or unofficial information or both. This definition does not include authenticated, numbered administrative pamphlets published under this regulation as part of an agency or command's official publications system.

c. Excluded publications. Publications excluded from the periodicals and nonrecurring publications category are—

(1) Directives, regulations, legal opinions and decisions, internal agency newsletters, proceedings, programs for ceremonies, press releases, single-sheet flyers no larger than 14 inches by 22 inches (356mm by 559mm) without color photographs, environmental impact statements and assessments, documents, and purely administrative materials.

(2) Official instructional or informational documents of a permanent nature published to supplement DA, agency, or command directive publications.

(3) Authorized Army newspapers and civilian enterprise publications under authority of AR 360–1.

(4) Memorandums and other correspondence governed by AR 25–50.

(5) Research and development reports that are a direct result of research contracts and are distributed to Federal Government employees and the contractor involved in the work. Also excluded are technical books, monographs, and journal articles published by commercial publishers and professional associations.

(6) Primarily (90 percent or more) statistical materials. This exclusion does not apply to publications containing statistics from published sources other than the Army or analytical and interpretive text.

(7) Annual updates of instructional information publications made available to the public to inform them of laws and regulations and to assist them in complying with reporting regulations.

C–2. Content of periodicals and nonrecurring publications

a. Policies governing the publishing of Army publications apply to periodicals and nonrecurring publications. The content of periodicals and nonrecurring publications must be devoted exclusively to the mission of the publishing agency or command. Missions and accomplishments of the agency or command, the Army, and the Nation must be presented in a positive and logical manner. Material unnecessary in the transaction of the public business as required by law must not be included.

b. Differing opinions, commentaries, and guest editorials (military and civilian) are encouraged in periodicals. However, when an article includes both facts and opinion, the opinions must be noted by identifying the opinion and naming the person who expresses it.

c. Periodicals and nonrecurring publications must not contain the following material:

(1) Articles intended solely to foster or obtain the support of persons outside the Government.

(2) Editorials, book reviews, or articles that are political in intent, representing clear and direct attempts to lobby on behalf of or against increased appropriations or legislation.

(3) Partisan political campaign articles or editorials.

(4) Personal items, such as routine assignments, promotions, or retirement of personnel.

C–3. Publishing periodicals and nonrecurring publications

Only mission-essential and cost-effective periodicals and nonrecurring publications must be published after review and approval by the appropriate HQDA principal official or ACOM commander, as appropriate. (See para C–4 for review and approval process.)

a. A periodical or nonrecurring publication must not be published if the information can be presented in—

(1) Official DA publications.

(2) Army newspapers and civilian enterprise publications authorized by AR 360–1.

(3) Official correspondence under provisions of AR 25–50.

(4) Other excluded publication categories listed in paragraph C–1*c.*

b. Periodicals and nonrecurring publications must be published only by ACOM headquarters or HQDA agencies concerned to ensure broad coverage of the subject matter, eliminate duplication, and provide effective distribution.

c. Policies governing the publishing of Army publications apply to periodicals and nonrecurring publications.

C–4. Approval authority and reviews for periodicals and nonrecurring publications

a. The publication/form action officer must review all existing and proposed periodicals and nonrecurring publications annually to determine if they are still necessary. Approval of proposed new and consolidated periodicals and nonrecurring publications may be requested at any time. The primary criteria for approval are that the publication(s) are mission essential and cost effective. The publishing organization of proposed new periodicals and nonrecurring publications bears the burden of proving that they are mission essential and cost effective.

b. Requests for approval of new and consolidated periodicals and new and reprinted nonrecurring publications must be requested by memorandum to the Department of the Army Periodicals Review Committee (DAPRC) (for HQDA agencies only) or ACOM commander, as appropriate. Approval criteria are the responsibility of the ACOM commander or DAPRC, as appropriate. The requesting memorandum must be sent to the approval authority together with a mockup, printer's dummy, or copy of the publication. The request must include, at a minimum, the following:

(1) Requesting organization (including point of contact, address, and telephone number).

(2) Publishing organization (if different from requesting organization).

(3) Periodical or nonrecurring publication title.

(4) Purpose of the publication and target audience.

(5) Justification (must show that the publication is mission essential and why this publication cannot be published in or combined with another official DA publication medium or existing periodical.)

(6) Frequency of issuance (is one time only for nonrecurring publications; requests to revise nonrecurring publications are treated as requests for new nonrecurring publications. If requesting a reprint of a previously approved nonrecurring publication, include the date the DAPRC or ACOM commander approved the publication.)

(7) Cost per issue (including administration and mailing).

(8) Number of copies to be printed per issue.

(9) Publication specifications (include proposed paper size, number of pages (one page is one printed side of one sheet of paper, two pages is one sheet of paper printed on both sides); color of paper (if other than white); color of ink (if other than black); and cover stock (if applicable)).

(10) The date of the proposed first issue for periodicals or of the nonrecurring publication is needed.

(11) Proposed other distribution (Superintendent of Documents, GPO; National Technical Information Service; private organizations; and so forth.).

c. The approval authority for periodicals and nonrecurring publications originating at the HQDA level (including field operating agencies and ARNG) is the SECARMY. Requests must be sent to the Chairman, DA Periodicals Review Committee, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

d. The approval authority for periodicals and nonrecurring publications originating at the ACOM level is the ACOM commander. This authority may not be delegated below ACOM headquarters level. Requests must be sent to the ACOM commander.

C–5. Mandatory statements for periodicals
Each issue of an approved periodical must contain the following information:

a. Approval statement. Use the following statement: "The Secretary of the Army [for HQDA agencies only; others should insert ACOM commander] has determined that the publication of this periodical is necessary in the transaction of the public business as required by law of the Department. Use of funds for publishing this publication has been approved by [designation of approving authority, either Secretary of the Army or ACOM commander] [date of approval] in accordance with AR 25–30."

b. Disclaimer. Include a statement indicating that the views and opinions expressed in the periodical are not necessarily those of DA or of the publishing agency or command.

c. Masthead. Include in the masthead the following information:

(1) Name of the periodical.

(2) Name of the publishing agency, command, or installation and DA.

(3) Mailing address, including ZIP Code or APO number.

(4) Commercial and DSN telephone numbers.

(5) Names of the SECARMY and the agency head or commander of the publishing agency or command.

(6) Names of the executive or managing editor, feature editor, art editor, photo editor, or their equivalents, if applicable.

(7) Frequency of publication.

(8) Distribution scheme.

(9) Mailing statement.

(10) Subscription data, if applicable.

(11) Additional information desired by the publishing activity.

C–6. Readership surveys for periodicals
Publishing organizations of periodicals would benefit from their readers' opinions. Conducting a readership survey every 2 years is a proven method of learning readers' needs and opinions. The survey must gather data on distribution effectiveness, readership awareness and acceptance, and readership opinion of the value and effectiveness of the periodical.

C–7. Providing information to the public
In accordance with OMB guidance, agencies must inform the general public of information dissemination products available to them. HQDA agencies and ACOMs must determine the most appropriate means of informing the public of periodicals and other information available to them.

Glossary

AASA
Administrative Assistant to the Secretary of the Army

ABCA
abbreviation, brevity code, and acronym

ABN
authentication block number

ACOM
Army command

ACP
Allied communications publication

AD
Army directive

ADF
Army document format

ADP
Army doctrine publication

ADRP
Army doctrine reference publication

AFI
Air Force Instruction

AFJI
Air Force Joint Instruction

AHS
U.S. Army Headquarters Services

ALARACT
all Army activities

ALC
accounting legend code

ALT
acquisition leadtime

AMC
U.S. Army Materiel Command

AMU
average monthly usage

ANSI
American National Standards Institute

APD
Army Publishing Directorate

APO
Army Post Office

AR
Army regulation

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

ASCC
Army service component command

ASD
AeroSpace and Defence Industries of Europe

ATP
Army techniques publication

ATSC
U.S. Army Training Support Center

BII
basic issue item

BTOE
base table of organization and equipment

CAC
common access card

CC
common core

CCI
controlled cryptographic items

CD–ROM
compact disc-read only memory

CF
copy furnished

CFR
Code of Federal Regulations

CG
commanding general

CJCSI
Chairman of the Joint Chief of Staff Instruction

CJCSM
Chairman of the Joint Chief of Staff Manual

CMCS
Communications Security Material Control System

CMF
career management field

CMH
U.S. Army Center of Military History

COMSEC
communications security

CONUS
continental United States

CSA
Chief of Staff, Army

CTA
common table of allowances

DA
Department of the Army

DA Cir
Department of the Army circular

DA Memo
Department of the Army memorandum

DA Pam
Department of the Army pamphlet

DAPRC
Department of the Army Periodicals Review Committee

DCS, G–1
Deputy Chief of Staff, G–1

DCS, G–2
Deputy Chief of Staff, G–2

DCS, G–3/5/7
Deputy Chief of Staff, G–3/5/7

DCS, G–4
Deputy Chief of Staff, G–4

DD
Department of Defense (forms)

DFAS
Defense Finance and Accounting Service

DLA
Defense Logistics Agency

DLAR
Defense Logistics Agency Regulation

DLM
Defense Logistics Management

DOD
Department of Defense

DODAAC
Department of Defense activity address code

DODD
Department of Defense directive

DODI
Department of Defense instruction

DODM
Department of Defense manual

DOIM
Director of Information Management

DRU
direct reporting unit

DSN
Defense Switched Network

DVD
digital versatile disc

ECC
Executive Communications and Control

EEO
Equal Employment Opportunity

EIR
equipment improvement report

EM
electronic media

EMO
electronic media only

EOD
explosive ordnance disposal

EPCO
equipment publications control officer

ETM
electronic technical manual

fax
facsimile

FEDLOG
Federal logistics

FM
field manual

FMO
forms management officer

FMR
Financial Management Regulation

FMS
foreign military sales

FOA
field operating agency

FORSCOM
U.S. Army Forces Command

FOUO
for official use only

FR
Federal Register

FRC
final reproducible copy

FSC
Federal supply classification

FT
firing tables

FY
fiscal year

GAO
Government Accountability Office

GCMO
general court-martial order

GILS
Government Information Locator Service

GPO
Government Publishing Office

GS
General Schedule

GSA
General Services Administration

GTA
graphic training aid

HQDA
Headquarters, Department of the Army

HR
hand receipt

HRC
U.S. Army Human Resources Command

ICP
incremental change package

IDN
initial distribution number

IETM
interactive electronic technical manual

IL
identification list

IMCO
information management control officer

IMO
information management officer

IRCN
interagency report control number

ISO
International Standards Organization

ITA
U.S. Army Information Technology Agency

JAFPUB
Joint Armed Forces Publications

JANAP
Joint Army-Navy-Air Force publication

JCP
Joint Committee on Printing

JCS
Joint Chiefs of Staff

JP
Joint publication

KAM
cryptographic operational maintenance manual

KCC
Knowledge Collaboration Center

LMM
limited maintenance manual

LO
lubrication order

LOA
letter of offer and acceptance

LOGSA
Logistics Support Activity

LRA
local reproduction authority

LSW
Logistics Services Washington

MAAG
Military Assistance Advisory Group

MDD
Media Distribution Division

MEP
manufacturers' equipment publication

MIL–HDBK
military handbook

MIL–PRF
military performance specification

MIL–STD
military standard

MILSTRIP
Military Standard Requisitioning and Issue Procedures

mm
millimeter

MNWPS
Multi-Service Nuclear Weapon Publications System

MOS
military occupational specialty

MQS
military qualification standards

MSC
major subordinate command

MTOE
modified table of organization and equipment

MWO
modification work order

MWR
morale, welfare, and recreation

NATO
North Atlantic Treaty Organization

NCO
noncommissioned officer

NCR
National Capitol Region

NIPRNet
Non-secure Internet Protocol Router Network

NSA
National Security Agency

OAASA
Office of the Administrative Assistant to the Secretary of the Army

OCONUS
outside the continental United States

OCPA
Office of the Chief, Public Affairs

ODC
Office of Defense Cooperation

OF
optional form

OFS
officer foundation standard system

OGC
Office of the General Counsel

OMB
Office of Management and Budget

OPM
Office of Personnel Management

OTJAG
Office of The Judge Advocate General

PB
professional bulletin

PC
publishing champion

PCO
publications control officer

PDC
publications distribution center

PDF
portable document format

PII
personally identifiable information

PIN
publication identification number

POV
privately owned vehicle

PSM
publications stockroom manager

PTM
preliminary technical manual

RCS
requirement control symbol

RMDA
Records Management and Declassification Agency

ROTC
Reserve Officers' Training Corps

RPI
retention publicity items

RPPO
Regional Printing and Procurement Office

RPSTL
repair parts and special tools list

RS
requirements statement

RUPP
Reduction in Unit Publications Program

SB
supply bulletin

SCMO
summary court-martial order

SECARMY
Secretary of the Army

SF
standard form

SGML
Standard Generalized Markup Language

SIPRNet
Secret Internet Protocol Router Network

SL
skill level

SM
Soldier's manual

SMCT
Soldier's manual of common tasks

SME
subject matter expert

SOP
standard operating procedure

SORN
System of Records Notice

SPCMO
special court-martial order

SSN
Social Security number

STP
Soldier training publication

TB
technical bulletin

TC
training circular

TDA
table of distribution and allowance

TG
trainer's guide

TJC
trajectory charts

TM
technical manual

TOE
table of organization and equipment

TRADOC
U.S. Army Training and Doctrine Command

TSEC
telecommunications security

TSG
The Surgeon General

UI
unit of issue

UIC
unit identification code

URL
uniform resource locator

USAPDCE
U.S. Army Publications Distribution Center Europe

USAR
U.S. Army Reserve

USASAC
U.S. Army Security Assistance Command

USC
United States Code

USMCEB
U.S. Military Communications-Electronics Board

USO
United Services Organization

VA
Department of Veterans Affairs

XML
Extensible Markup Language

Section II
Terms

Abbreviation
A shortened form of a word (for example, "MAJ" for major or "PA" for Pennsylvania).

Acronym
A word formed from the initial letters of a name or parts of a series of words (for example, "ACTS" for Army Criteria Tracking Systems or "ARIMS" for Army Records Information Management System).

All Army activities message
An Armywide electronic message distributed by HQDA for issuing instructions or information having worldwide Army use. ALARACT messages are not DA authenticated and must never be used to establish, issue, or change policy. ALARACT messages are a quick response medium to communicate time-sensitive information Armywide and may only be used to announce impending publication of changes to policies and procedures.

Allied communications publication
A publication that contains communications-electronics policy, procedures, and instructions. The guidance in ACPs is also used by Allied nations.

Army directive
A directive or information memorandum issued by the SECARMY to establish or change policy or guidance for distribution and applicability Armywide. ADs—
  a. Are permanent and remain in effect until superseded or rescinded by the SECARMY;
  b. Are restricted to the use of the SECARMY;
  c. Must be staffed to the Assistant Secretary of the Army (Financial Management and Comptroller), the AASA, HQDA principal officials, and commanders of ACOMs, ASCCs, and DRUs that have been assigned responsibility and/or oversight responsibility within the directive;
  d. Take precedence over existing Army policy; and
  e. Have numbers managed and assigned according to existing policy.

Note. When ADs take precedence over Army policy in existing DA administrative publications, proponents of those publications must revise them to ensure compliance with the ADs.

Army doctrine
Fundamental principles with supporting tactics, techniques, procedures, and terms and symbols by which the operating force and elements of the generating force that directly support operations guide their actions in support of national objectives. It is authoritative but requires judgment in application.

Army doctrine publication

A DA-authenticated publication that contains the fundamental principles by which the operating forces and elements of the generating force that directly supports operations guide their actions in support of national objectives.

Army doctrine reference publication

A DA-authenticated publication that provides a more detailed explanation of the principles contained in the related ADP.

Army document type definitions

The required, standard structure (XML/Standard Generalized Markup Language (SGML)) for a DA publishing medium. Army document type definitions exist for ARs, DA circulars, DA pamphlets, Joint-ARs, for which Army is the executive agency, and TMs (equipment and nonequipment). Variations of these basic document type definitions apply to U.S. Air Force regulations; common tables of allowance; ADPs, ADRPs, ATPs, and FMs; constituents of the Message Address Handbook, including U.S. Navy Plain Language Address Directory; USMCEB publications; the Manual for Courts-Martial, United States; Joint-Army pamphlets; TBs; and TCs.

Army document format

A standard format established for ARs, DA pamphlets, DA circulars, and Joint-Army regulations that identifies three major manuscript components—front matter, body matter, and rear matter—and the required and optional statements, paragraphs, and other elements included in these three components.

Army regulation

A publication that sets forth missions, responsibilities, and policies; delegates authority; sets objectives; and prescribes mandated procedures to ensure uniform compliance with those policies. Mandated procedures in ARs are required and authoritative instructions that contain the detail needed to make sure basic policies are carried out uniformly throughout the Army. These mandated procedures also ensure uniform implementation of public law, policy guidance, and instructions from higher headquarters or other Government agencies, such as JCP, OMB, or DOD.

Army techniques publication

A DA-authenticated publication that contains techniques; that is, nonprescriptive ways to perform missions, functions, or tasks.

Armywide doctrinal and training literature

DA-numbered and indexed publications available in a variety of media, for example, paper, CD–ROM, and DVD. The Armywide doctrinal and training literature publications include ADPs, ADRPs, ATPs, FMs, nonequipment TMs, TCs, STPs, and selected DA pamphlets or posters.

Armywide Doctrinal and Training Literature Program

The program for management, prioritization, print or replication, and distribution of Armywide doctrinal and training literature, prescribed forms, and selected DA pamphlets and posters in a medium that supports the Total Army.

Automated data systems manual

A manual that is part of the complete technical documentation for an automated data system. This documentation starts with the automated data system functional requirements for the proponent and continues through the system design, programming, testing, evaluation, operation, and maintenance.

Binding

The work involved in and the equipment used for finishing books, pamphlets, or single sheets of paper after the presswork is completed. Binding processes include gluing, drilling, punching, sewing, stitching, collating, folding, cutting, trimming, covering, stamping, lettering, and related operations. Neither office operations such as staple fastening nor the hand-operated devices designed for this use are included in this term.

Bound format

A publication in which the pages are securely held together so that they cannot be easily removed without damage or mutilation. Changes are not issued on a replacement page basis; amendments affecting several pages may appear on the same page.

Brevity code

A shortened form of frequently used phrases, sentences, or a group of sentences normally consisting entirely of upper case letters (for example, COMSEC for communications security).

Change

A separate publication containing amendments in the form of deletions, alterations, or additions to portions of a previously issued publication. Changes are no longer published for DA-authenticated administrative publications.

Circular (agencywide or commandwide)

A publication of agencywide or commandwide application that contains information of general interest and instructions that are temporary or of a one-time nature.

Compact disc-read only memory

An approved Departmental distribution medium used to distribute publications and forms.

Composing equipment

Includes electronic composition devices and output equipment that produce proportionately spaced characters and spaces; digital computers that perform line justification, hyphenation, or makeup (including output systems employing cathode ray tubes); computer output microfilm devices (only when the material recorded is to be used in printing, including micropublishing); and word-processing devices (only when they are capable of providing right-justified margins and the end items are to be printed or micropublished).

Composition

The process for composing material by hot-metal, cold-type, photocomposition, or electronic means. Composition also includes any method of providing justified right margins and producing camera-ready copy, negatives, a plate, or an image when such material is to be used to produce printing.

Computer output microfilm recorder

A device that produces micro-images from electronically generated signals.

Consolidated reprint

A publication that has been reprinted to include the basic publication (the most current, authenticated edition) and the subsequent authenticated changes.

Controlled form

A form whose unauthorized use may jeopardize DOD security or result in fraudulent financial gain or claims against the Government. Examples of controlled forms are serially-numbered forms that can be accounted for during printing, shipping, and issuing. Some prenumbered forms are not controlled but are numbered to manage items, such as baggage and dry cleaning.

Copyright

An exclusive right granted by law to an author to protect an original work of authorship. These works can be literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, or audiovisual. Examples of works that may be copyrighted include written or printed material, motion pictures, sound recordings, and material stored in a computer and readable only by machine.

Court-martial promulgating order

Types of court-martials:

a. General court-martial promulgating order. A written directive containing the results of trial by a general court-martial and the initial action of the convening authority thereon. It also shows any later action taken on the findings or sentence of the general court-martial case.

b. Special court-martial promulgating order. A written directive containing the results of trial by a special court-martial and the initial action of the convening authority thereon. It also shows later actions taken on the findings or sentence of the special court-martial case if such actions are different from the action previously taken.

Department of the Army circular

A temporary directive or informational publication that expires 2 years or less after date of issue.

Department of the Army form

A form used throughout the Army; any form that is used by more than one ACOM or agency; approved by APD.

Department of the Army general order

A written directive containing material of general interest (permanent or semipermanent in duration) that fall within the following categories—

a. Organizational (relating to ACOMs, installations, agencies, and activities).

(1) Assignment or reassignment.
(2) Establishment or disestablishment.
(3) Redesignation, inactivation, or discontinuance.
(4) Closure.
b. General Court Martial Convening Authority.
c. Awards (for Army personnel, units, and so forth, signed by the SECARMY or the President of the United States; and for foreign national personnel).
d. Regimental.

Department of the Army memorandum
A permanent directive with limited distribution. It applies only to HQDA or HQDA and its field operating agencies. DA memorandums are effective until superseded or rescinded.

Department of the Army pamphlet
A permanent instructional publication. Unless mandated in an AR, procedures established in a DA pamphlet are for guidance only and to establish optional or helpful methods of performing mission and functions, probable courses of action, and how something is affected. A pamphlet—
a. Is organized and printed in the same format as an AR.
b. Is used to publish information (such as how-to procedures) needed to carry out policies and mandated procedures prescribed in ARs.

Department of the Army poster
A decorative or pictorial bill or placard for posting, often in a public place, and intended primarily for advertising.

Department of the Army publication
A publication that applies to two or more agencies or commands not in the same reporting structure and is published and DA authenticated.

Department of Defense form
A form used by two or more Defense departments or agencies. DD forms are approved by Washington Headquarters Services, Executive Services Directorate.

Departmental forms
All forms distributed Armywide, including DA forms, DD forms, SFs, and OFs.

Departmental printing
All printing for Armywide use regardless of place of origin.

Depreciation
The dollar amount that is deductible monthly from the initial purchase price of printing, binding, and related equipment and that is spread over 100 months.

Designated functional manager
Individual, or many individuals, designated to manage publishing and printing functions, including publications control, printing and duplicating control, forms management, and publications stockroom management.

Desktop publishing
Software programs using a microcomputer to arrange text and graphics electronically, which are then produced on an electronic output device in a page format.

Doctrinal, training, and organizational publications
Publications that provide guidance for field units and contain the doctrine, organization, tactics, techniques, and procedures adopted for training individuals and units of the Army.

Document type definition
An abstract collection of rules, determined by an application, that apply SGML and/or XML to the markup of documents of a particular type (for example, ARs, DA pamphlets, DA circulars, FMs, or TMs).

Draft publication

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

Duplicating

The single-color production of not more than 5,000 units of a single page, or not more than 25,000 units in the aggregate of multiple pages produced on equipment defined in tables I–5 through I–8.

Duplicator

A device for making multiple copies of an original or master copy, in either paper or microform. (Does not include office copying machines capable of producing 70 or fewer paper copies of 1 original per minute.)

Electronic form

A form whose image is stored in magnetic, optical, video, or other type of file (for example, CD–ROM/DVD) and can be retrieved electronically for printing or producing an image of the form on a computer screen.

Electronic manual

A page-oriented manual prepared from a digital database. It is distributed in either paper or digital form.

Electronic publication

Generally a digitized version of a paper publication in either a formatted or reflowable text file format. Internal hyperlinks may be added to all publications. External hyperlinks may only be added to DA administrative, doctrinal, and training publications.

Electronic publishing

An electronic means for producing a digitized version of a publication in either formatted or reflowable text file format, encompassing all aspects of the document publishing process, including creation, design, and capture of text and graphics; composition; editing; storage; transfer; printing; and distribution.

Electronic signature

A method of signing an electronic document that identifies and authenticates a particular person as the source of the electronic document and indicates such person's approval of the information contained in the electronic document.

Electronic technical manuals

A page-oriented file usually based on a paper original that may or may not be prepared from a digital database. An ETM may have internal hyperlinks added. ETMs can be distributed as digital media or printed on paper.

Enlarger printer platemaker

A machine that projects an enlarged image from film and develops and fixes an image on either a hardcopy, an offset master, or a printing plate.

Equipment publication

A publication that deals with information, installation, operation, maintenance, training, and parts support of Army materiel. TMs, TBs, FTs, LOs, and MWOs are examples of DA equipment publications.

Exception to policy

A determination approved by the SECARMY or his or her designee waiving for a limited time or purpose a policy or procedure contained in a DA publication. Also known as a waiver.

Federal Printing Program

A Government-wide program created by law to provide for the procurement of eligible printing and duplicating items from commercial sources.

Field manual

A DA publication that contains principles; tactics (the employment and ordered arrangement of forces in relation to each other (main body)); procedures (standard, detailed steps that prescribe how to perform specific tasks (appendixes)); and other doctrinal information. It describes how the Army and its organizations conduct operations and train for those operations.

Field printing

Printing for agency, command, and installation use. It does not cross agency, command, or installation lines, and products are not used outside of the agency, command, or installation.

Final reproducible copy

Approved manuscript (or reproducible copy) with illustrations ready for printing and distribution as a DA equipment publication.

Firing table and trajectory chart

A table that contains exterior ballistic data, based on range firings, for specific types of weapons and combinations of projectiles, fuses, and propelling charges. It is classified according to types of weapons as follows:

a. Abridged. Minimum data needed to determine the elevation for the desired point of impact for tank guns, light mortars, and similar weapons.

b. Antiaircraft. Exterior ballistic tabulations that provide data along the trajectory for constant elevation out of the time of flight for which the fuse is set.

c. Field artillery. Exterior ballistic tabulations giving the trajectory characteristics at the point of impact. They provide data needed to determine the elevation for a desired point of impact.

Form

A fixed arrangement of captioned spaces designed for gathering, organizing, and transmitting prescribed information quickly and efficiently. It also serves as a historical record. A form may be in hardcopy, electronic, or other media. Certificates are forms. Items such as labels, stickers, tags, instruction sheets, notices, and file covers do not require insertion of information; however, they may still be considered forms for procurement purposes.

Form designation

The alphabetic preface to the form number. It identifies the promulgator of the form. For example, the form designation "DA" indicates the form is promulgated by the Department of the Army.

Format

A suggested logical sequence that illustrates a predetermined arrangement or layout for presenting information or stating a request. Most formats are largely narrative in nature and the space needed by respondents to furnish the desired information varies substantially. It does not have to be a form if it does not meet the definition of a form.

General supplement to an Allied communications publication

A separate publication related to the basic ACP. General supplements to ACPs expand or sum up policies, procedures, and instructions that apply to holders of the basic ACP.

Government Publishing Office Regional Printing and Procurement Office

Any office established by the Public Printer in accordance with the JCP authorized to procure Federal printing needs that are determined to be commercially procurable.

Graphic training aids

Training support products that enable trainers to conduct or sustain essential military training in lieu of using extensive printed material or an expensive piece of equipment to conduct training.

Hand receipt manual

A publication designed to improve property accountability and provide a ready reference for equipment.

High-cost equipment

A system or end item not in production that would cost $2 million in any one FY. Also system or end item currently in production that would cost $5 million or more in any one FY or $25 million over a 5-year program period.

Headquarters, Department of the Army letter (numbered)

A temporary directive or informational publication that has a limited distribution, is effective for 2 years or less, and applies to HQDA agencies and ACOMs, ASCCs, and DRUs.

Identification list

An IL is a list of identification data for equipment and supplies in those FSC classes not assigned to DLA for integrated materiel management.

Illustration

Any map, drawing, photograph, graphic aid, or other pictorial device included in a publication.

Interactive electronic technical manual

A TM designed for electronic window display and possessing the following four characteristics:

a. Format and style are optimized for window presentation; that is, the presentation format is frame oriented, not page oriented.

b. The elements of technical data constituting an IETM are so interrelated that a user's access is facilitated and achievable by a variety of paths.

c. An IETM can function interactively (as a result of user requests and information input).

d. For technical manuals prepared to ASD–S1000D and MIL–STD–3031, the term "interactive electronic technical publication" is equivalent to the term "IETM."

Joint Army-Navy-Air Force publication

A publication prepared for use by the U.S. Armed Forces that contains detailed communications-electronics policies, procedures, and instructions not included in any ACP series.

Joint Committee on Printing

A committee established by Congress that consists of members of the House of Representatives and the Senate. The Committee is charged with overseeing all Government department and agency printing actions.

Joint publication

A compilation of agreed to fundamental principles, considerations, and guidance on a particular topic, approved by the Chairman of the Joint Chiefs of Staff, that guides the employment of a Joint force toward a common objective. A JP is prepared under the cognizance of Joint Staff directorates and applicable to the military Services, combatant commands, and other authorized agencies. A JP is approved by the Chairman of the Joint Chiefs of Staff, in coordination with the military Services, combatant commands, and Joint Staff.

Leaders

Rows of dashes or dots that serve to guide the eye across the page; usually used in tabular work, programs, and tables of contents.

Looseleaf format

A publication designed to be easily taken apart. When changes are necessary, they are normally issued on a replacement-page basis.

Low-density equipment

Equipment totaling 19 or fewer units in the hands of troops, the supply system, and planned acquisition.

Lubrication order

A publication that contains information on authorized lubricants, lubrication intervals, work measurement standards for each lubrication interval, or mandatory lubrication instructions for all equipment issued that requires lubrication by maintenance personnel.

Memorandum stationery

Stationery (memorandum or notepad) used only for internal or informal notes, usually handwritten. Memorandum stationery should not be confused with general officer invitations.

Message Address Directory

Source publication for message addresses used in the preparation of electronic messages.

Military assistance advisory group

U.S. military group located in a foreign country that receives U.S. military assistance. The group may be a MAAG, a military mission, or any other Army element that has a comparable mission.

Modified table of organization and equipment

A basic TOE modified to adapt its mission, capabilities, organization, personnel, or equipment to the needs of a specific unit or type of unit.

Modification work order

A publication that contains technical requirements for accomplishing mandatory hardware or software equipment modifications.

Multi-Service publication

A publication prepared for use by the U.S. Army and two or more other Services, Defense agencies, or other Government agencies; used to issue directive or informational material. A multi-Service publication contains principles, terms, tactics, techniques, and procedures used and approved by the forces of two or more Services to perform a common military function consistent with approved Joint doctrine.

Operations security

Protection of military operations and activities by identifying and then eliminating or controlling intelligence indicators (vulnerabilities) that hostile governments may exploit.

Optional form

A form used by two or more Federal agencies and approved by GSA for nonmandatory use throughout the Government.

Overpack

Overpacking of publications is the packaging of a copy of an equipment manual, normally the operator manual, with the piece of equipment being fielded. This can be done either by physically packaging the manual and end item together or by providing copies of the operator manual with the end item when it is issued.

Platemaker

Any device capable of producing a masterplate by a photo-direct process or by the use of intermediates (negatives/positives) for use in offset or letterpress reproduction equipment.

Precommissioning publication

A publication that contains material in support of Army training programs to be used by ROTC students when suitable material is not readily available in other publications.

Preparing agency

Any agency designated by a proponent to develop and coordinate an official publication for the proponent's area of responsibility. Preparing agencies initiate, prepare, and identify for removal the doctrinal, training, technical, and equipment publications sponsored by their proponents.

Printing

The processes of composition, platemaking, presswork, duplicating, and binding for the production of publications.

Printing and duplicating facility

Any facility owned or operated (wholly or in part) by the Government or at Government expense that produces printing. These facilities are located on property owned or controlled by the Government.

Production unit

A standard unit of measurement for printing and duplicating. A unit of printing or duplicating is on 8½ inch x 11 inch (216mm x 279mm) sheets of paper imaged on one side in one color.

Professional bulletin

A publication that contains instructions, guidance, and other material that serves to enhance, on a continuing basis, the professional development of individuals within a specified functional area.

Proponent

The agency or command responsible for initiating, developing, coordinating, approving content, and issuing publications, as well as identifying a publication for removal. Each publication has only one proponent. Only HQDA principal officials can be proponents for DA policy publications.

Publications

Items of information that are printed or reproduced, whether mechanically or electronically, for distribution or dissemination usually to a predetermined audience. Generally, they are directives, books, pamphlets, posters, manuals, brochures, magazines, and newspapers produced in any media by or for the Army.

Publishing

The actions involved in issuing publications to the Army. Publishing involves creating, preparing, coordinating, approving, processing, printing, and distributing or disseminating publications.

Related publication

A source of additional information cited in a publication that may help a user better understand the subject. When a reference is cited as a "related publication," it means that the user does not have to read it to understand or comply with the publication.

Reprint

A second or later printing of the current, authenticated edition of a publication or existing blank form to replenish stock levels.

Reproduction

A broad term that encompasses printing, duplicating, and related processes.

Required publication

A source a user must be able to access and read in order to understand or comply with a publication.

Rescind

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

Reserve Officers' Training Corps manual

A publication that contains material in support of Army training programs to be used by ROTC students when suitable material is not readily available in other publications.

Revision

A new edition of a publication; it replaces the previous edition in its entirety. A revision supersedes the previous edition of that publication or the publications that have been consolidated. (Note: With a revision action, the issue date of the basic publication is changed.)

Ship user handbooks

Published information designed to aid ship planners, stow planners, emergency center personnel, joint planners and analysts, marine cargo specialists, or anyone involved with the planning and implementation of shiploading and stowage operations. The handbooks provide information on vessel characteristics to verify cargo capability with vessel selection and help develop a rough prestow plan.

Soldier training publications

Publications that contain critical tasks and other training information used to train Soldiers and serve to standardize individual training for the whole Army; provide information and guidance in conducting individual training in the unit; and aid the Soldier, officer, noncommissioned officer, and commander in training critical tasks. They consist of SMs, TGs, MQS manuals, and Officer Foundations Standards Systems manuals.

Standard form

A form designed and prescribed for mandatory use by two or more Government agencies and approved by GSA.

Standard Generalized Markup Language

A computer language used to mark up documents so information can be created, stored, reviewed, and used in a heterogeneous computing environment. It is a neutral information exchange language that allows dissimilar computer systems to exchange information. SGML allows DA administrative publications to be stored in an electronic database for reuse.

Supply bulletin

A publication that contains information relating to the mission objectives of military supply operations.

Supply catalog

An equipment publication that contains supply management and item identification data necessary for the maintenance of Army supplies and equipment.

Supply item

An item that involves the printing process in its manufacture but is not produced specifically to meet Army printing requirements; examples are index library cards, monthly guide cards, looseleaf fillers, ledger sheets, and similar shelf items.

Table of allowances

An authorization for issue in one of two types—

a. Common table of allowance. A table that contains authorization or approved basis of issue for common items of nonexpendable material that is required Armywide.

b. Joint table of allowance. A table that contains authorization for equipment for units operated jointly by two or more military Services, such as MAAGs and missions.

Table of distribution and allowances

A table that contains the mission, capabilities, organizational structure, and personnel and equipment requirements and authorization of a military unit performing a specific support mission for which a TOE is not appropriate.

Table of organization and equipment

A document that prescribes the mission, organizational structure, and minimum mission-essential personnel and equipment requirements for a military unit necessary to accomplish its wartime mission. It is the basis for an authorization document.

Technical bulletin

A publication used to provide supplementary information to TMs. TBs may contain such things as maintenance expenditure limits, equipment improvement recommendation material, functional group code information, general information (such as medical data), procedures for kit installation or special mission changes to materiel, warranty information, schematics and/or diagrams to supplement an IETM, ammunition information, and so forth. TBs do not contain operator or maintenance instructions, are not used for quick reference guides or other similarly named publications, are not used in lieu of operator or maintenance manuals or to change them, and do not contain parts information.

Technical manual

A publication that is one of the two types listed in paragraphs *a* and *b*. A TM may be electronically displayed to the user (see ETM and IETM) or presented as a paper document. Electronic display is the preferred method of presentation.

a. Equipment technical manual. A publication that contains instructions for installation, operation, training, and support of weapon systems, weapon system components, and support equipment. An equipment TM includes operational and maintenance instructions, parts lists or parts breakdown, and related technical information or procedures. Information may be presented in many forms or characteristics, including but not limited to, CD–ROM, DVD, World Wide Web, and hardcopy.

b. General subject technical manual. A publication that contains technical instructions prepared on various subject areas (other than specific items of equipment or groups of related equipment), such as communications or electronics fundamentals, medical, painting, welding, and destruction to prevent enemy use.

Training circular

Publications (paper or computer-based) that provide a means to distribute unit or individual Soldier training information that does not fit standard requirements for other established types of training publications.

Validation

The process by which a contractor (or other agency, as directed by the acquiring activity) tests a technical publication for completeness, compliance with contractual requirements, and technical accuracy. It is conducted at the contractor's facility or at the operational site, and entails the actual performance of operating and maintenance procedures on the equipment for which the publication was written. Data, such as stock and/or part numbers and source, maintenance, and recoverability codes in RPSTL; hardware depiction; schematic diagrams; and wiring data contained in the publication are checked against current source data.

Verification

The process by which an equipment publication is evaluated for completeness, accuracy, adequacy of content, and usability by Government personnel (not contractors) against the production configurations of the related system or equipment. The proponent's technical publications element will be responsible for ensuring all technical and equipment publications are fully verified; no publications will be submitted for authentication until they have been fully verified

and proved (under Army or other DOD component jurisdiction) to be adequate (comprehensive and usable) for the operation and maintenance of equipment procured for operational units.

Volume band
A group or recommended range of volume of reproduction.

Waiver
See definition for "exception to policy."

Worksheet
A worksheet is a decision-making tool and is considered a form if it meets the criteria for the definition of a form. However, it does not have to be a form if it is for individual use, no record is required, and the information is not transmitted.

Section III
Special Abbreviations and Terms
This section contains no entries.