Department of the Army
Pamphlet 25–40

Information Management: Publishing and Printing

Army Publishing: Action Officers Guide

Headquarters
Department of the Army
Washington, DC
29 December 2003

UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 25-40
Army Publishing: Action Officers Guide

This revision dated 29 December 2003-

- Changes the coordination procedure as it affects the Office of the Judge Advocate General (paras 1-1d, 8-10a and b, 8-11b, 11-2b, 12-2, 12-4a, 12-5d and f, and 12-8).
- Provides new guidance on Army word usage (para 2-6c).
- Provides additional guidance on citing uniform resource locators and lists preferred Web sites (para 2-32b).
- Provides instruction on announcing changes to policy and procedures (para 3-4).
- Describes the placement of the summary of change in revised publications (para 10-4).
- Gives samples of history statements for both new and revised publications (para 10-9b).
- Designates the Army Knowledge Online Enterprise Collaboration Center as the primary method of coordinating new and revised draft manuscripts (para 11-5a).
- Provides additional guidance on rapid action revision of administrative publications (para 12-8).
- Changes procedures for preprinted stationary and envelopes (app G).
- Changes official Web sites to Army Knowledge Online/Army Home Page/Army Publishing Directorate throughout.
- Corrects typographical errors througout.
- Corrects organizational designations throughout.
- Adds an index.
- Deletes obsolete references and corrects internal references.

This revision dated 30 April 2002--

- Is a complete revision. The title has been changed from Administrative Publications: Action Officers Guide to Army Publishing: Action Officers Guide to reflect the consolidated nature of this new publication.

- Consolidates the procedural guidance from AR 25-30 (The Army Publishing Program) with the previous version of this pamphlet. This consolidation creates this three-part publication. Part One contains general topics for planning, writing, coordinating, revising, submitting, processing, and distributing publications. Part Two contains information that pertains specifically to administrative publishing, particularly electronic publishing. Part Three contains information that pertains to other domains (doctrinal and training publications, technical and equipment publications, multi-Service publications, and so forth). Material not directly related to departmental publishing has been placed in an appendix.

- Contains extensive new and updated information on how to develop, staff, and submit Department of the Army publications for publishing and Army-wide distribution.

Headquarters
Department of the Army
Washington, DC
29 December 2003

*Department of the Army Pamphlet 25–40

Information Management: Publishing and Printing

Army Publishing: Action Officers Guide

By order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:

JOEL B. HUDSON
Administrative Assistant to the Secretary of the Army

History. This publication is a rapid action revision. The portions affects by this partial revision are listed in the summary of change.

Summary. This pamphlet updates information on how to develop, staff, and submit Department of the Army publications for publishing for all domains.

Applicability. This pamphlet applies to the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

Proponent and exception authority. The proponent for this pamphlet is the Administrative Assistant to the Secretary of the Army. The Administrative Assistant to the Secretary of the Army has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The Administrative Assistant to the Secretary of the Army may delegate this approval authority, in writing, to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: Director, Army Publishing, U.S. Army Services and Operational Agency, OAASA, ATTN: JDSO–PAT–S), 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.

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 (ARNG), and the U.S. Army Reserve (USAR).

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*This publication supersedes DA Pam 25–40, dated 30 April 2002.

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Glossary

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Part One
Departmental Publishing

Part one of this pamphlet addresses general topics of planning, writing, coordinating, revising, submitting, processing, and distributing departmental publications. Part two, starting at chapter 7, addresses administrative publications, particularly electronic publishing. In part three, chapter 13 deals with the specifics for training and doctrinal publications; chapter 14 deals with technical and equipment publications; chapter 15 deals with multi-Service publications; chapter 16 deals with Department of Defense (DOD) publications; chapter 17 details distribution restrictions; and chapter 18 deals with agency and command publications.

Chapter 1
Planning a Publication

Section I
Introduction

1–1. Purpose

This pamphlet describes the process and procedures necessary to carry out the policies established in AR 25–30, Army Publishing Program. It provides information on preparing, coordinating, gaining approval for, authenticating, publishing, and distributing departmental publications and products in all three publishing domains of administrative, technical and equipment, and doctrinal and training publications. Although its purpose is to assist publishing and printing professionals Army-wide, it also provides some agency and command publications information.

a. The Army is primarily an electronic publisher. It no longer produces only paper publications—or even most of its publications in paper. Most publications and forms are not printed in paper at all—they are made available on Internet Web sites, on compact disk-read only memory (CD–ROM), or on both.

b. Within the Army, the publishing process generally consists of the following phases: writing (authoring), review (coordination or staffing and legal review), pre-press preparation, authentication, indexing, replication (printed or electronic/digital), distribution (paper, CD–ROM, or Internet), and storage. This process varies depending on whether your publication will be published in digital media, in paper, or in both.

c. Although the Army has embraced technical advances, many things remain the same in the electronic publishing world. The requirements to identify the target audience and to fully coordinate and review for legal sufficiency, edit, authenticate, index in DA Pam 25–30, and control versions of the document are the same for digital publications as for their paper predecessors. In fact, there are new requirements in the electronic world, such as the need to ensure that files on local area networks (LANs) and the Internet are protected from tampering and corruption, the need to ensure that digital files are not infected with a virus before distribution, and so on.

d. To meet all the requirements for fielding trusted information to the Army, there are many steps you must follow:

(1) In the case of an Army regulation, for example, once all the content information is organized and approved at the appropriate level, the draft publication is ready for Army-wide coordination. This step allows all interested and affected organizations in the Army to review policy that will affect them. Those organizations will be particularly interested if, in your policy document, you include a responsibility they must fulfil—especially if this is a new responsibility for them. The Office of the Judge Advocate General (OTJAG) will also need to see this draft before it is submitted for publishing. This is to ensure that what you have written, and what others may have added to the manuscript, is legally sufficient and will not expose the Army to risks of litigation.

(2) When you have reconciled all the comments from Army-wide coordination, including the OTJAG comments, you are ready to submit a "final approved draft manuscript" for publishing.

(3) You do this with a Department of the Army form (DA Form) 260 (Request for Publishing). In it, you summarize all the coordinating agencies, fill in all the information required in AR 25–30, and add the details specified in this pamphlet. Much of the information on the DA Form 260 is structured to be captured in the Army Publishing Directorate (APD), U.S. Army Services and Operations Agency, Office of the Administrative Assistant to the Secretary of the Army (OAASA) automation system that generates DA Pam 25–30—the Army's historical archive of publications actions.

(4) Once the DA Form 260 is sent, the publishing process to turn that final approved draft manuscript into official, authenticated Army policy and procedures approved by the Secretary of the Army for use across the Army is really just beginning.

(5) The editor reviews and corrects the manuscript, converts the word processing document into an international data standard format (Standard Generalized Markup Language (SGML)), formats (or composes) the manuscript, and presents you with a proof to review and approve.

(6) The editor then submits the final approved and composed manuscript to Office of the Administrative Assistant to the Secretary of the Army (OAASA) for authentication.

(7) OAASA may refer specific questions out to Office of the General Counsel. (For some specified publications, the

Secretary of the Army (SA) himself reserves the right of review.) Once the Administrative Assistant to the Secretary of the Army (AASA) (or the Secretary) has authenticated the content of your manuscript, it is releasable to the Army.

(8) If the publication is needed in paper, the editor will coordinate with your publications control officer (PCO) for funding to satisfy the subscriptions requirements APD has developed for this product; if paper is not needed, the final files are passed along for electronic publishing.

(9) The source file can be transformed into various electronic output formats, such as Hypertext Markup Language (HTML) or eXtensible Markup Language (XML). The output formats are then posted to the Army Electronic Library (AEL) on the official Army Web sites for administrative publications. The file from which proofs were composed can be distilled into Portable Document Format (PDF, a page-oriented image). Later, when you want to start on the next edition, that source file can be converted back into your word processing format.

(10) When the AASA or the Secretary authenticates your manuscript, you cease "to own" the data—it belongs to the Secretary, and you cannot change it without going back through this same process, the Secretary's process, to have any revision authenticated.

1–2. References

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

1–3. Explanation of abbreviations and terms

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

1–4. Planning a publication

Before starting a publication, proponents should contact their PCO to determine the best approach to developing and processing a publication, check when the publication is scheduled, and develop milestones for publishing. Your PCO can provide information about internal management requirements and funding implications before preparing or submitting your publications to APD. A list of PCOs is maintained on the official Army administrative publications Web site (http://www.apd.army.mil). Check also with APD (JDSO–PAT–D) 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 the official publications repository.) Review similar publications in the same medium. If you are assigned a Web publication, for example, look at several on the APD and related Web sites to see what works (and what does not). 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 to form 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) When consolidating regulations, include any supplemental guidance that has been issued separately and is currently in effect.

(d) Consolidation requires rewriting and reorganizing the publications being combined. Remove all repetitious material and give the material a logical order and smooth transitions.

(2) Revising a publication? A revision, or rewritten version of an existing publication, supersedes the previous edition of that publication or the publications that have been consolidated. A publication is revised when the functional proponent needs to update the information or when APD directs that it be done.

(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.

b. What distribution medium will you use? Publications may be distributed using one of the media in paragraph 1–8.

c. What type of publishing media will it be? The authorized publishing media are listed in paragraph 1–9.

1–5. General guidelines for proponents

Proponents must:

a. Ensure that the information contained in their publication agrees with established policies regarding their functional areas. Also, according to guidance in AR 25–30, proponents should use SGML when preparing Department of the Army (DA) publications. Requests for the use of formats other than SGML must be forwarded through Headquarters, Department of the Army (HQDA) agency or major Army command (MACOM) to the Director, APD, ATTN: JDSO–PAP–A, for approval prior to use. Maximum reuse of existing SGML library and graphics files will expedite publication cost-effectively, especially where proponents have added "intelligence" to digital publications, such as links to other information resources.

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 links to other information resources, especially when the other information resource is dynamic.

(3) Verifying currency of links to other information resources.

c. Review all proposed publications for forms implications. The review should cover all forms, formats, and information requirements prescribed by the proposed publication. The objectives of this review are to control the proliferation of forms and reduce administrative workload by—

(1) Rescinding non-essential forms and requirements.

(2) Consolidating similar or related forms.

(3) Replacing MACOM or local forms with higher echelon forms, if they are used Army-wide.

(4) Using electronic forms instead of printed forms. (Forms fall under the Army's less-paper policy.) The Army has an enterprise site license for a forms filler software that will be used for departmental forms and should be used for agency and command forms. Consider also the efficient use of digital signatures.

(5) Using standardized data elements and reducing unnecessary data elements on forms. (See the DOD Data Dictionary System: http://www-datadmn.itsi.disa.mil/ddds/ddds40.html.)

(6) Reducing the number of copies distributed if the form will be printed.

(7) Establishing new DA forms to support non-standardized requirements in proposed publications rather than establishing multiple lower-echelon forms.

(8) Identifying special construction needs for forms procured in hard copy.

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

e. Develop life-cycle management plans for their publications, to include the scheduling of revisions. Proponents should plan to revise those Army regulations (ARs) that contain procedures and place these procedures in a standard DA pamphlet (DA Pam). Because DA Pams do not go to OAASA before they are published, it is easier to keep your DA pamphlet current and publish revisions to it.

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

g. Check citations, links, 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 Business Services for further information on services that may be procured on a reimbursable basis.

Section II
Researching the Subject and Determining the Target Audience

1–6. Researching the subject

a. The amount and type of research needed to write a publication depends on the writer's knowledge of the subject, the complexity of the subject, and the information sources available. Reviewing other published material that contains related information and researching internal office files are good ways to start. The Internet provides remarkable information resources, both official and unofficial, relating to almost every subject, but be aware that that resource may not be complete or definitive for your particular subject.

b. During the planning stage of the publication, communicate with other agencies and MACOMs 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.

1–7. Determining the target 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 6–3.

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 MACOM office use may take more advantage of Internet information resources than a publication used primarily at company level.

Section III
Media and Dates

1–8. Authorized distribution media

Army-wide publications may be published on DA-approved Internet sites, on CD–ROM, on microfiche, and in paper. (See the APD Web site (http://www.apd.army.mil) for the five official Army Web sites, appendix D for information on CD–ROMs, and appendix G for information on microfiche.) A publication published on CD–ROM and assigned an electronic media (EM) number will always be considered a revision when it is reissued. Changes made to publications within a CD–ROM must be incorporated into the basic (original) publications and, if not printed in paper, they will be considered revisions. Publications must be dated according to numbering guidance provided in this pamphlet.

1–9. Authorized publishing media

Army official publications must be published using an authorized media listed in paragraphs *b* through *e*, below.

a. DA and HQDA directives will be issued by the SA only (see para 8–6).

b. Authorized media for administrative publications are—

(1) Policy administrative publications:

(a) Army regulations (ARs).

(b) DA circulars (DA Cirs).

(c) DA court-martial orders.

(d) DA directives (numbered).

(e) DA general orders (DAGOs).

(f) DA memorandums (DA Memos).

(g) HQDA directives (numbered).

(h) Numbered HQDA letters.

(2) Non-policy administrative publications:

(a) DA pamphlets (DA Pams) (standard and informational).

(b) DA posters.

c. Authorized media for doctrinal, training, and organizational publications and products are—

(1) Army training and evaluation programs (ARTEPs).

(2) Field manuals (FMs).

(3) Graphic training aids (GTAs).

(4) Modification tables of organization and equipment (MTOEs).

(5) Precommissioning publications (formerly, ROTC publications).

(6) Professional bulletins (PBs).

(7) Soldier training publications (STPs).

(8) Tables of allowances (TOAs).

(a) Common tables of allowances (CTAs).

(b) Joint tables of allowances (JTAs).

(9) Tables of distribution and allowances (TDAs).

(10) Tables of organization and equipment (TOEs).

(11) Training circulars (TCs).

d. Authorized media for technical and equipment publications are—

(1) Automated information systems manuals (AISMs).

(2) Firing tables (FTs) and trajectory charts (TJCs).

(3) Lubrication orders (LOs).

Note. Changes to LOs may still be published on laminated cards. New or revised lubrication instructions or orders must be incorporated into the preventive maintenance checks and services table of the appropriate technical manual.

(4) Modification work orders (MWOs).

(5) Supply bulletins (SBs).

(6) Supply catalogs (SCs).

(7) Technical bulletins (TBs).

(8) Technical manuals. (TMs) (Both electronic technical manuals (ETMs) and interactive electronic technical manuals (IETMs) are included in this category.)

e. Authorized media for agency and command publications are—

(1) Agency and command AISMs.

(2) Bulletins.
(3) Circulars.
(4) Depot maintenance work requirements.
(5) Memorandums.
(6) Orders.
(7) Pamphlets.
(8) Posters.
(9) Standing operating procedures.
(10) Regulations.
(11) Supplements.

f. Other categories of official publications are—

(1) School texts.
(2) Official history volumes.
(3) Publications reporting results of scientific research.
(4) Publications by experts on technical, tactical, or similar subjects approved by the Secretary of the Army.

1–10. Authorized media for prescribing forms

The following media are authorized for prescribing forms:

a. DA administrative publications.

(1) *Army regulations.*

(2) *DA circulars.* DA circulars are temporary media and should not be used to prescribe forms that will outlive the circular.

(3) *DA pamphlets.* Standard DA pamphlets may be used as a prescribing medium. Under no circumstances should informational DA pamphlets be used to prescribe forms.

(4) *Numbered HQDA letters.* Numbered HQDA letters are temporary media and should not be used to prescribe forms that will outlive the letter.

(5) *DA memorandums.* DA memos are permanent media with limited distribution. They apply only to HQDA or HQDA and its field operating agencies.

b. Doctrinal, training, and organizational publications.

(1) Field manuals.
(2) Training circulars.

c. Technical and equipment publications.

(1) Automated information systems manuals.
(2) Supply bulletins.
(3) Technical bulletins.
(4) Technical manuals.

1–11. Publication dates

a. Date of issue (publication date). All official publications must have a date of issue. A date of issue is the date that a publication is authenticated and made available to users. APD assigns the date of issue for administrative publications. APD delegates the authority to assign the date for technical, equipment, training, and doctrine publications printed through the decentralized publishing programs. These publications are dated not more than 15 days earlier nor more than 60 days after the date APD receives the request to publish. Exceptions are given on multi-Service publications when the Army is not the executive agent. The date of issue changes whenever the content of the publication is revised.

b. Effective date. Only Army regulations and modification work orders have effective dates. The effective date is the date that users must start following the policies, procedures, or guidance in the publication. The effective date changes whenever the content of the publication is revised and the date of issue changes. If it is important to track when a specific policy was originally effective, that can be done in the History statement.

(1) APD assigns the effective date for Army regulations, except when the date is required by public law, executive order, Congress, DOD, another Government agency, or court order. The effective date appears at the top of the title page.

(a) When assigned by APD, the effective date should depend on the distribution of the publication and the amount of time needed to implement its policies and procedures. The effective date should be at least 30 days after the publication's date of issue.

(b) A publication with an effective date established to meet a higher level requirement should state the requirement for the effective date.

(2) The effective date and completion date should be placed at the top of all modification work orders (MWOs). The

proponent should determine these dates in accordance with the time allowed to complete the modifications to the equipment.

c. Due date. The due date is the date that a prescribed report must be submitted. Due dates must allow enough time for users to receive and implement the prescribing directive and to collect the information that should be reported. The proponent should assign this date.

d. Expiration date. DA circulars and other temporary media have expiration dates (usually one or two years after the issue date, but sometimes earlier). Unless reissued, these temporary publications are not valid after the expiration date. Because obsolete temporary media may appear on official Web sites for historical purposes, users must be very careful to identify those that have expired.

Section IV
Numbering DA Publications

1–12. The numbering system

Each DA publication is assigned a publication number for identification. The publication number consists of a functional category (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 Federal supply classification (FSC) group or class are assigned the FSC group or class number instead of a series number. Table H–1 contains the publication series for administrative publications; chapter 13 contains the series for doctrinal, training, and organizational publications; and chapter 14 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.

1–13. Reusing numbers

The number of a rescinded or superseded departmental publication must not be reused.

1–14. Numbering CD–ROM publications

CD–ROM publications must be identified by an EM number, which will be assigned by APD, JDSO–PAT–L. 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 product. Any other identifier must appear as part of the publication title (for example, "ARMYLOG" or "TM 9–1440–Avenger.") (See para D–2*c*(8) for information on obtaining an EM number.)

1–15. Numbering miscellaneous publications

Publications that do not fit into publication categories in paragraph 1–9 are given a miscellaneous publication (Misc Pub) number. Use a series number (table H–1), according to the subject of the publication, and a sub-number to be numbered consecutively (this sub-number is assigned by APD).

Chapter 2
Writing a Publication

Section I
Writing Effective Publications

2–1. Organizing publications

Three principles govern the organization of publications:

a. Organize the material by subject, identifying the individual topics to be covered.

b. Organize the publication in a logical manner. Material may appear in chronological order, 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. Organize the amount of text placed into the divisions of the publication. Once the material has been organized by subject and is in logical order, break up long blocks of information into divisions (such as chapters, sections, paragraphs, or subparagraphs). When subdividing an element, at least two of the same subdivision must be used, as explained below.

(1) If sections are used, each must have two or more 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. Table 2–1 must be used when numbering the divisions of a publication (and elements such as figures and tables).

Table 2–1
Formats for parts of a publication

Division or part[1]	Title format	Example
Foreword	Put at top of page. Capitalize first letter of *foreword.* Use no end punctuation. (Not applicable for all types of publications.)	Foreword
Part	Put under part number at top of page. Capitalize first and all principal words. Use no end punctuation. Number consecutively.	Part One Manuscript Preparation
Chapter	Put under chapter number at top of page. Capitalize first and all principal words. Use no end punctuation. Number consecutively throughout the publication.	Chapter 1 Manuscript Formats
Section	Put under section number. Capitalize first and all principal words. Use no end punctuation. Number consecutively throughout the publication.	Section I Looseleaf Format
Paragraph[2]	Put above paragraph, following paragraph number. Capitalize first word and proper nouns. Use no end punctuation. Number consecutively.	1–1. Manuscript to be typeset
Subparagraph	Put on first line of subparagraph, following subparagraph number. Capitalize first word and proper nouns. Put period at end of title.	1–1. Manuscript to be typeset a. Title page. (1) Heading. (a) Publication number.
Appendix	Put under appendix heading at top of page. Capitalize first and all principal words. Use no end punctuation.	Appendix A References
Glossary	Put at top of page. Capitalize first letter in *glossary*. Use no end punctuation.	Glossary
Index	Put at top of page. Capitalize first letter in *index*. Use no end punctuation.	Index
Figure[2]	Put under figure, following figure number. Capitalize first word and proper nouns. Use no end punctuation.	Figure 1–1. HQDA letter format
Table[2]	Put above table, under table number. Capitalize first word and proper nouns. Use no punctuation.	Table 1–1 Reduction sizes

Notes:
[1] The Administrative Publication Proponent and Editor Interface Product (APPIP) template formats the parts of a publication automatically.
[2] Publications with 10 or fewer paragraphs must use single paragraph, figure, and table numbers.

2–2. Preparing well-written publications

a. Definition. A well-written publication has all of its required parts, fully meets the prescribed format standards, and complies with the basic principles of good writing. Good writing includes: writing the publication in active voice (when possible), being grammatically correct, and writing to a reading grade level (RGL) appropriate to the audience (but not exceeding RGL 12). Other elements of good writing include the following:

(1) Use simple words and phrases instead of unnecessarily complicated and wordy ones.

(2) Use reader-oriented writing. Write for your customers.

(3) Use short sentences.

(4) Identify your audience.

(5) Write to one person, not a group.

(6) Make your paragraph titles informative.

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

b. Resources.

(1) This chapter serves as an initial source of information on Army writing style. For a more in-depth reference, refer to the U.S. Government Printing Office (GPO) Style Manual. If neither of these two sources supply the

information needed, the writer may also use a standard dictionary. Remember, however, that APD editors use the GPO Style Manual. Any required departure from these resources needs to be clearly explained when your manuscript is presented to APD.

(2) When preparing an administrative publication, the writer should also use AR 310–25, a dictionary of authorized Army terms, and AR 310–50, a listing of authorized acronyms and brevity codes and their definitions. It should be noted that the DOD Dictionary is also available online (http://www.dtic.mil/doctrine/jel/doddict/).

2–3. Determining RGL

The RGL is a measure of the reading difficulty of written material. Departmental publications are to be written at an RGL of no more than 12 (a reading skill level that falls approximately midway between that of college graduates and 12th grade graduates). Write instructional materials of the Army Medical Department Center and School at the lowest RGL that is appropriate for the educational level of the target audience and for the medical material covered. To comply with the Army readability program—

a. Write material at a readability level that will meet the needs of the target audience. (However, revising an existing publication solely to lower its RGL is not necessary.)

b. Measure the RGL using the Kincaid Readability Formula (see (1), below) or run an RGL computer program that will analyze the document being written. Most word processing programs have a tool that can be set to report readability as part of the spelling and grammar checking routines.

(1) The Kincaid Readability Formula, or similar formula, measures the reading difficulty of Army publications. This formula measures sentence length and word length. The reading difficulty is expressed numerically as an RGL. The RGL can be found by following the instructions shown with the nomograph in figure 2–1 or by using the following formula: (words per sentence X .4) + (syllables per word X 12) − 16 = RGL.

(2) Average the RGLs of several samples within a publication to find the overall RGL (ORGL) of the publication. To find the ORGL, add the RGLs from all samples and divide the total by the number of samples.

c. Evaluate Army publications for readability factors other than RGLs. These factors include format, organization, illustrations, interest appeal, and usefulness.

d. Include in requests for exceptions to RGL requirements a justification and a copy of the draft publication. Send requests to the proper authority listed below.

(1) For administrative publications—Director, APD, ATTN: JDSO–PAP–A, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.

(2) For technical or equipment publications—Executive Director, U.S. Army Materiel Command (USAMC) Logistics Support Activity, ATTN: AMXLS, Redstone Arsenal, AL 35898–7466.

(3) For doctrinal and training publications—Director, APD, ATTN: JDSO–PAP–T, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.

(4) For Corps of Engineer publications—HQ, U.S. Army Corps of Engineers, ATTN: CECI–T, 441 G Street, NW, Washington, DC 20314–1000.

(5) For U.S. Army Medical Command (MEDCOM) publications—Commander, MEDCOM, ATTN: MCIM, 2050 Worth Road, Suite 13, Fort Sam Houston, TX 78234–6013.

Select a 150-word passage.[1] Begin with a paragraph or section and continue counting to the end of a complete sentence, even though it may exceed 150 words.

STEP 1

Figure the average sentence length. (Divide the number of words by the number of sentences.)

(150 ÷ 10 = 15)

STEP 2

Figure the average number of syllables in each word.[2] (Count the syllables. Divide the number of syllables by the number of words.)

(300 ÷ 150 = 2.0)

STEP 3

Compute the RGL on the nomograph.[3] Connect WORDS PER SENTENCE and SYLLABLES PER WORD using straight edge. The point where the line crosses the RGL scale will show the reading grade level.

(RGL = 13.7)

NOTE:

1 Required manuscript samples

Pages	Minimum	Maximum
1 to 31	1	4
32 to 53	4	6
54 to 89	6	9
90 and above	9	30

2 Count syllables the way you would say the word. Count numbers as one word. Count acronyms and abbreviations as one syllable unless they spell a word of more than one syllable.

Word	Syllables
"row"	1
"determined"	3
"eyepieces"	3
"TRADOC"	2
"SQT"	1
"1979"	1
"10-28"	2

3 RGL equates to reading difficulty level when it exceeds 17 on the RGL nomograph.

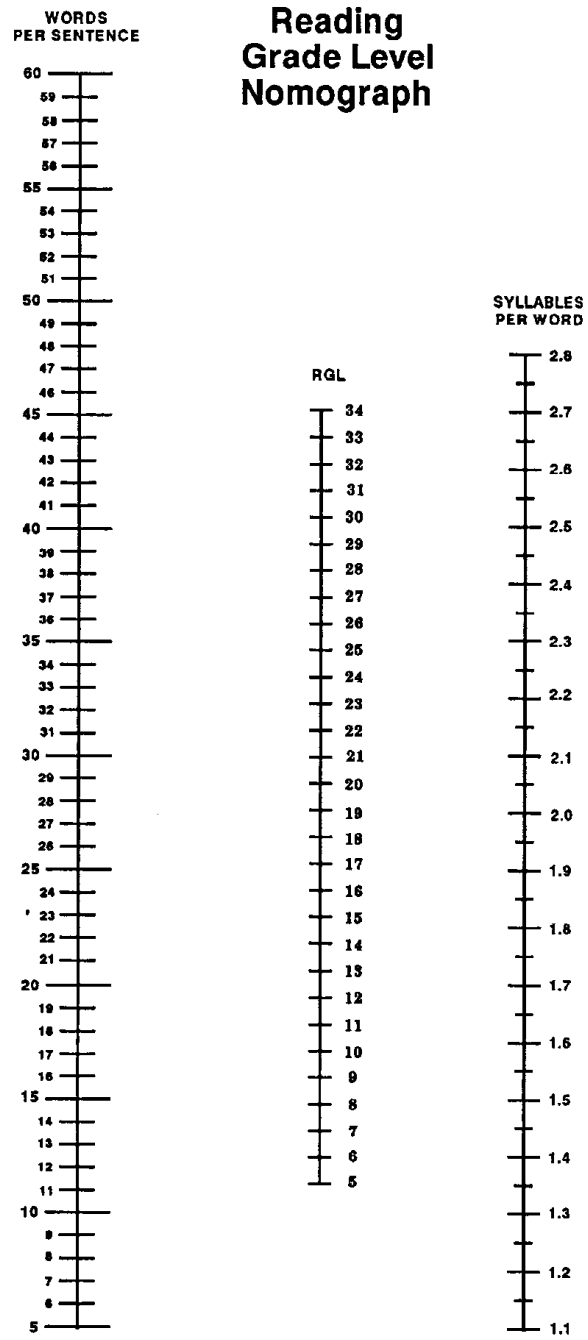

Figure 2–1. Reading grade level nomograph

Section II
Effective Style in Departmental Publications

2–4. 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 for 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) "Can" and "may" are used to permit a choice and express a guideline.

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

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

(5) 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 (para 2–5).

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 merely 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 firing battery."

2–5. Neutral language

Most administrative publications apply to both men and women in the Army. They must be written in neutral language to reflect this fact and to prevent the possibility of sex discrimination through misinterpretation. To write in neutral language, use sexually neutral terms rather than sexually 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 sex. For example, do not write "officers and their wives," neglecting the fact that there are female officers. 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 sexually specific feminine pronouns.

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

(1) *Sexually 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 sexes as in the following examples:

(1) *Sexually 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.

2–6. 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. Avoid using corruptions of language, which usually result when writers try to make their publications "sound like regulations." The following phrases are examples of corruptions of language: "in accordance with the appropriate provisions of"; "the aforesaid recommendation constitutes affirmation and/or concurrence of"; or "optimal organizational flexibility within established parameters."

c. Do not use the terms "service member" or "additional duty" in Army publications. Use the term "soldier" when referring to all uniformed personnel in the Army. Do not use the term "rank." Use the term "grade." Do not use the term "Active component." It has been replaced by "Active Army."

2–7. Using abbreviations and acronyms

a. Type. The types most commonly used in publications are acronyms and brevity codes. An acronym is an abbreviation formed from the letters or syllables of a group of words and is pronounced as a word. For example, *AWOL* for *absent without leave.*

b. Use. Guidelines for using abbreviations follow:

(1) An abbreviation may be used in publications regardless of whether it is listed in an authorized dictionary of military abbreviations. An authorized abbreviation may also be given a new meaning that is not included in a military dictionary. If an abbreviation is used that is not listed in a dictionary or if one is given a new meaning, contact the proponent of the dictionary in which the abbreviation or new meaning should be listed and request that it be included.

(2) Limit the use of abbreviations. Excessive use of abbreviations impairs the readability of a publication. When there are many abbreviations, the user has trouble remembering all their meanings. Avoid including the abbreviation of a term just because it is listed in an authorized dictionary. Use the abbreviation only if the term is used throughout the publication and the user must know its abbreviation.

(3) In narrative, shortened forms of words should not be used. For example, do not use *thru, ASAP,* or *avn* in a narrative—spell out *through, as soon as possible,* and *aviation.* Such abbreviations may be used in figures and tables, however, and they must be explained in a note or legend directly beneath the table or figure.

(4) The first time an abbreviation or acronym is used in text, define it. Spell out the term and follow it with the abbreviation in parentheses. For example, "The publications stockroom manager (PSM) will manage the installation stockroom." Once the abbreviation has been defined, it can be used alone throughout the rest of the publication.

(5) List and define all abbreviations, acronyms, and special terms used in the publication in a glossary. If there are no special abbreviations and publications, use sections I and II of the glossary. Section III would contain only the following: "This section contains no entries." (For administrative publications, also see para 10–28.)

(6) Do not use an acronym or abbreviation to represent more than one term in a single publication.

2–8. Mailing and e-mail 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 nine-digit ZIP codes. Formats and content for mailing addresses are prescribed in AR 25–1, AR 25–50, and AR 25–51.

b. E-mail addresses. The e-mail address of an organization (not a personal e-mail address) may be used in Army-wide publications. E-mail addresses containing proper names must not be used. When an e-mail address is used, enter the complete e-mail 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 1997, 15 January 2000, or 20 December 2010). 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 1998).

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.

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

2–9. Using office symbols

Office symbols were originally developed only for use in correspondence. These symbols are now commonly used as

office designations. Office symbols may be used in publications, but they should be used sparingly. Guidelines for using office symbols follow:

a. An office symbol may be used to cite a mailing address. The format to be used is "APD, ATTN: JDSO–PAP–A, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302." (See DA Pam 25–50 and AR 25–51 for use of office symbols in mailing addresses.)

b. Office symbols may be used to identify a certain office within an organization. For example, to refer to the Publishing Management Division within APD, "APD (JDSO–PAP)" should be used. If a writer refers only to the command, the acronym (for example, APD) should be used, or the writer can spell out "United States Army Publishing Agency (JDSO)."

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 (JDSO–PAP–L, JDSO–PAP–D, and JDSO–PAP–I)."

2–10. 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 applies or cannot be inserted as a parenthetical comment. Most textual notes are not needed.

c. Insert a textual note at the end of the paragraph that it applies to. Put it immediately below the last line, introducing it with the word *Note* typed flush with the left margin.

2–11. Footnotes

In text, use footnotes only when necessary. Number them consecutively within each chapter (or section, if there are 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-Governmental publications. Footnotes are seldom needed in publications because most additional material can be inserted into a paragraph as ordinary text or can be added as a parenthetical expression. When preparing textual footnotes using a word processing program with footnote and endnote capability, use the footnote option. (Contact APD (JDSO–PAP–A)) for instructions for indicating footnotes in manuscripts.

2–12. 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. This can cause confusion, 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.

2–13. 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 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 must approve all requests. Submit requests in writing to Commander, U.S. Army Forces Command, Fort McPherson, GA 30330–6000.

(2) The Commander, Military Traffic Management Command, must approve all requests. Submit requests in writing to Commander, Military Traffic Management Command, 200 Stovall Street, Alexandria, VA 22332.

(3) The Commander, U.S. Army Special Operations Command, must approve all requests. Submit requests in writing to Commander, U.S. Army Special Operations Command, Fort Bragg, NC 28307–5000.

2–14. Names of individuals and technical terms

a. Army-wide publications must not contain names of individuals.

b. Technical, specialized, or terms specific to a particular Army-wide publication should be correctly spelled consistently throughout the publication.

2–15. Recognition of agencies or individuals

a. Army-wide publications must not contain the insignia of or a notice indicating the preparing agency. This

restriction does not preclude identifying the proponent to encourage user comments. Official publications must not contain credit lines or bylines of Army authors, artists, illustrators, or photographers, or the names of persons who assisted in their preparation.

b. General historical volumes are an exception. They must identify the author by name and essential biographical data. Each volume may contain the names of advisers and agency staff members whose identities would lend prestige and credibility to the volume. The head of the preparing agency must make this decision.

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

(2) The author's preface in a general historical volume must include a statement that the author is responsible for interpretations and conclusions made and any errors of omission or commission.

c. Courtesy credit lines may be given only for uncopyrighted materials contributed or loaned by non-Government parties. Do not give courtesy credit lines for materials purchased by the Army. This rule does not apply to notice of copyright when a license to use copyrighted material has been purchased. These credit lines must not dominate the publication. Courtesy credit lines must reference and identify the specific material in the publication that applies to the credit line. The courtesy credit line must be placed on the cover page or on the title page if there is no cover page. Also, the specific information in the text must be identified in a footnote unless the credit line applies to the entire publication. The footnote must either refer to the cover page (or title page if no cover page) for details of the courtesy credit line or give the full courtesy credit line.

d. Bylines are permitted in periodicals.

2–16. Certifications

a. Include requirements for personal certifications, such as "I certify that," in DA publications only when they are required by law or agencies outside DOD or when they are essential to Government business. Echelons below HQDA must not create certification unless the principal HQDA official approves it as essential to Government business.

b. Include the following statement on each request to APD for publishing or approval to publish a publication or form that contains requirements for certification: "The certifications contained in or prescribed by this publication are required by law or agencies external to the Department of Defense or are essential to the conduct of the business of the Government."

2–17. The metric system

a. The metric system of measurement is the preferred system of weights and measures for U.S. trade and commerce. The metric system must be used in grants, procurements, and other business-related activities. All weights, distance, quantities, and measures contained in all Army publications must be expressed in both U.S. standard and metric units (see table 2–2). All Army programs and functions must use the metric system, especially those related to trade, industry, and commerce.

b. A listing of preferred metric units for general use is contained in Federal Standard 376B.

c. For Army-wide publications that fit the criteria in *a*, above, measurements must be converted to the metric system as the publications are revised on normal schedules or new publications are developed.

Table 2–2
English–metric conversion table

English size	Metric equivalent
8 ½ X 11 inches	216 X 279 mm
8 ½ X 14 inches	216 X 356 mm
10 ¾ X 14 ¼ 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

Table 2–2
English–metric conversion table—Continued

English size	Metric equivalent
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

2–18. 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 the conditions and restrictions of the MWR commercial sponsorship program. (See AR 215–1 for additional program guidelines.)

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 III
Preparing Illustrations and Tables

2–19. Essentiality of illustrations

Illustrations will be used only when they relate entirely to official business and directly to the subject matter. Preparation and resolution of graphics may vary depending on their use, whether they require high resolution for quality printing or low resolution for Web use. Questions on illustrations should be referred to Director, Army Publishing, U.S. Army Services and Operations Agency, OAASA, ATTN: JDSO–PAP–F, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302. Illustrations should only be used if they—

a. Contribute to clear understanding of the subject matter or permit a substantial reduction of the narrative portion of a publication.

b. Are functional in design.

c. Are 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.

d. Do not glorify or promote any person.

e. Are in good taste and are not offensive.

2–20. Unacceptable artwork

The following items generally are not acceptable as reproducible artwork:

a. Line reproduction. For line reproduction—

(1) Weak, broken, or filled-in lines or lettering.

(2) Computer printouts containing weak or broken characters or on greenbar paper.

(3) Xerographic copy. Use of blue rather than black ink, ballpoint, cloth ribbon instead of carbon film, laser printer output less than 300 dots per inch (dpi), or dot matrix printouts.

(4) Artwork created for use on the Internet is viewed at 72 dpi. All line artwork created for online use only should be kept at the lower resolution. Graphics for the Electronic Publishing System (chap 10), however, will generally be stored at 300 dpi, and some artwork may require higher resolution if printed output is to be supported.

b. Halftones. Halftones are very large digital files compared to line art files, and because of this they may not be efficient for publication on CD–ROM; also, they may slow Web browsing and downloading. For halftone reproduction—

(1) Continuous tone film negatives of any size, halftone-screened negative films not made to the exact size required for the intended publication, and all halftone-screened film positives.

(2) Any print that may fade when exposed to light or that may become stained because of age or improper chemical processing.

(3) Original art done in pencil, pastel crayon, or other soft medium that is not properly fixed with a protective coating.

(4) Previously used artwork that has become soiled because of age, mishandling, or excessive correction.

(5) Illustrations that have bled.

(6) Printed halftone illustrations.

2–21. Line illustrations

a. A line illustration is a black image on a white or nonreproducible blue background. Its form for submission as camera copy may be original ink renderings, photocomposed pages, diagrams, forms, or high-contrast photocopies of originals. Clean, high-quality electrostatic copies of original line art are acceptable as camera copy for illustrating filled-in specimens for forms or illustrations. Forms with fine patterns of dot or line shading over lettering, or those printed in a color other than black require graphic services before filling in as illustrations. Line illustrations from printed matter containing such patterns or colors also require graphic services before they are submitted for publishing.

b. Border rules must not be used on line drawings unless they are essential. Essential border rules, such as those used to separate parts of a multi-view illustration, must not be excessively heavy.

2–22. Figures

A figure, like a table, can be used to explain or clarify material or replace complex narratives with a simpler and more easily understood explanation. A figure is an illustration—any map, drawing, graphic aid (for example, a graph, flow chart, or filled-in form) or other pictorial device—put into a 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 follow tables. Submit hard copies of figures as well as electronic files.

a. Types of figures. Generally three types of figures appear in Army publications: text figures (for example, sample formats); line art illustrations; and completed samples of forms. Use halftone illustrations only when line art cannot be used.

b. Non-electronic publications. Place figures as close to the figure reference as possible.

c. Electronic publications. Place figures where cited.

2–23. Tables

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

a. Types of tables. The four types of tables most often used in Army publications are standard tables, specified action tables (SATs), decision logic tables (DLTs), and text tables.

(1) A standard table is simply data arranged into columns and rows. (Fig 2–2 shows sample entries of a standard table.)

Table 5-2
Assignment codes

Duty status	Personnel status	Required code
Active duty	Officer	A
Active duty	Enlisted	B

Figure 2–2. Sample entries of a standard table

(2) A text table shows data with the column heads running vertically down the page instead of horizontally across the page. Figure 2–3 shows sample entries of a text table. (This figure is a text-table version of the standard table entries in fig 2–2.)

Table 5-3 Assignment codes
Duty status: Active duty **Personnel status:** Officer **Required code:** A
Duty status: Active duty **Personnel status:** Enlisted **Required code:** B
Duty status: **Personnel status:** **Required code:**

Figure 2–3. Sample entries of a text table

(3) A SAT shows related actions that are usually taken in a certain sequence. Table J–9 is an example of a SAT.

(4) A DLT prescribes actions that depend on certain conditions. It shows an if-then-relationship. If certain conditions exist, then certain actions are taken. Table J–1 is an example of a DLT.

b. Preparation guidance. 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.

(1) When using tables, make them as simple as possible so that they are easy to understand and use. When preparing a hard copy manuscript of tables, type them on separate sheets of paper for ease of handling by the printer. 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, preferably using templates provided by APD. Do not make tables using spaces or tabs. Do not waste effort in making tables typographically complex. If you have large or multi-page tables, coordinate with JDSO–PAT–D before submission.

(2) When preparing tables, use the following additional guidelines:

(a) Non-electronic publications. Place tables as close to the table reference as possible.

(b) Electronic publications. Ensure tables appear where cited. Tables come before figures. For very complex tables, submit hard copies of tables as well as electronic files.

2–24. Forms

When a form is prescribed for the Army, do not illustrate it if it is simple in design and required entries are clear. If a form or its instructions are complex and could be misunderstood, illustrate it with sample entries. Sample completed forms may also be illustrated to reduce the need for detailed narrative instructions. Do not illustrate blank forms that are to be extracted from the publication for local reproduction purposes. Line art requirements apply for illustrated forms (para 2–21). (For detailed information regarding forms, see DA Pam 25–31.) In digital publications, citations of forms will invoke either graphics of filled-in forms or the actual form itself in the appropriate software.

2–25. Negatives

Lithographic negatives must comply with standards in MIL–HDBK–38790.

2–26. Publishing illustrations in color

a. Multicolor publishing (to include printing, duplicating, and self-service copying) meets the valuable contribution requirement in the following cases:

(1) Maps and technical diagrams in which extra color is necessary for clarity.

(2) Object identification, such as medical specimens and diseases.

(3) Safety programs, fire prevention programs, Savings Bonds programs, and competitive areas of personnel recruiting.

(4) Areas in which cost savings can be clearly identified and soundly predicted if multicolor is used.

(5) Programs that are required by law and whose success depends on the degree of public response. The proper use of colors must clearly contribute to getting the desired response. Examples of such programs are promotional or motivational programs (such as public health, safety, and consumer benefits) and programs to encourage use of Government facilities (such as Social Security, Medicare, and veterans' benefits).

(6) Color illustrations or photographs downloaded from Web sites are usually not of high enough quality for use in printed media, and their formats are not usually appropriate for use on a press. If approval for color has been granted, original artwork or photos should be provided whenever possible.

(7) Color illustrations or photographs for use on the Web only, after approval, need only to be scanned at 72 dpi in RGB (red, green, blue) format. Color is viewed on the screen only in RGB format; color printing uses cyan, magenta, yellow, and black screens. Provide original artwork or photographs for printing on paper.

b. Before creating artwork, submit requests for approval for multicolor departmental publishing, with full justification, through command channels to Office of the Administrative Assistant to the Secretary of the Army, ATTN: SAAA–SO, 105 Army Pentagon, Washington, DC 20310–0105. Preliminary sketches and visuals should also be sent to avoid wasting time and money on the completion of artwork that may not be approved for publishing. (This subparagraph does not apply to two-color printing used in decentralized publishing.)

c. Three- or four-color process printing and duplicating in continental United States (CONUS) Army field printing and duplicating facilities is prohibited. When procuring three- or four-color printing and duplicating through the Document Automation and Production Service (DAPS), the criteria in *a* and *b*, above, must also be considered before the designated functional manager approves.

2–27. Illustrators' signatures

a. Signatures of illustrators may appear on original freehand renderings, but they may not be a dominant element of the illustration.

b. Guidance on credit lines and bylines is in paragraph 2–15*c*.

2–28. Size of artwork

For publications that are intended for digital presentation, artwork should be sized for effective viewing on a standard monitor, and it should be provided to APD in an appropriate digital format. If not available in electronic format, artwork should be scanned at 300 dpi (higher resolution may be required for printing or for special applications). Artwork that must show many fine details should be kept at the maximum size. Artwork for filled-out forms should be prepared with a filled-in electronic form; if the form is to be filled in by hand, print out the electronic form on high-quality paper and fill it in. APD will scan artwork when necessary.

a. Reduction. Make original artwork large enough to indicate clearly all details of the subject. Creating very large artwork is counterproductive, however, if detail is lost when it is reduced to screen size or printed-page size. If artwork can be prepared at the same size as its presentation size, it will be more effective.

b. Scanned graphics dimensions. New figures for administrative publications should be designed with an eye to their final published size. If not provided in electronic format, full-page graphics should be scanned at 300 dpi to width = 6.45 inches (164mm) and depth = 8.45 inches (214mm); half-page graphics to width = 6.45 inches (164mm) and depth = 4.20 inches (107mm). Do not scan the figure title line in the graphic.

2–29. Submission and retention of artwork

a. When submitting the manuscript make sure that all illustrative material is complete. Only artwork that is to be submitted to the printer, requires an acetate overlay, or has parts pasted together to form the artwork must be mounted. All mounted artwork must be properly cropped, sized, and identified. (See para 2–28*b* for final crop dimensions.)

b. Artwork for illustrations in a publication will be returned to the proponent after publication. Proponents should store these because they may be used later in a revision or reprint of the publication.

c. Proponents should retain camera-ready copy of text (if applicable) and original illustrations. When negatives or digital files are not available for reprinting, original camera-ready copy will produce better quality images than will previously printed samples.

2–30. Service provided by APD

a. Design and preparation of camera-ready materials. Upon request, APD may provide limited 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 of those agencies. Before signing any contract or procurement for design and/or preparation of camera-ready material, obtain APD approval of the proposed design.

b. Art direction and consultation service. APD may provide, on request, art direction and consultation service to help other HQDA agencies and MACOMs prepare or procure artwork for military publications. The commercial procurement of illustrations, camera-ready pages, and design services are funded separately by the proponent agency. Advance planning and preparation time will be needed for APD processing and printing schedules. (Send requests for this service to Director, APD, ATTN: JDSO–PAP–F, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.)

c. Reimbursable services. APD may also provide other services on a reimbursable basis. For further information on these services, contact business.services@usapa.army.mil.

Section IV
Using References in Publications

2–31. 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. Army-wide publications use two types of textual references:

a. External references. External references are those that refer to part or all of 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. All the information the user needs to understand in order to comply with the publication should be included within it. The use of external references should be limited as follows:

(1) 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) Cite another publication or Web site as a "required" reference only if the user needs to read it in order to understand or comply with the publication being written. Before citing another publication as a required reference, consider the following two alternatives:

(a) Determine if the material to be used can be summarized in approximately three or fewer manuscript pages. If so, include a summary of the material in your publication and cite its source as a related publication.

(b) Determine if the needed material can be extracted from the other publication and included verbatim in either the body or an appendix of your publication. Extracted material should not exceed approximately three manuscript pages in length.

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.

2–32. Using specific references

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

a. Avoid referring to a part of a publication that merely refers to another internal or external reference.

b. Cite specific publications and specific parts of publications. Specific references can be automatically forged into active links in the digital files.

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

(2) Cite the specific part of the publication where the information can be found. For example, if the information is in a specific paragraph, cite only that paragraph number. If the user is to read a whole section or chapter, cite the section or chapter number. Cite a whole publication only if the user is to read all of it or if there are too many specific parts to list.

(3) Whenever possible, cite URLs where the information appears. For example, if the information is contained on http://www.apd.army.mil/usapa_externallinks.htm, don't just cite http://www.apd.army.mil.

(4) When citing URLs in publications, the preferred Web site to use is a Government Web site. For example, when citing the Code of Federal Regulations, do not use http://crf.law.cornell.edu/cfr/. (See table 2–3 for other preferred Web sites.)

(5) When citing URLs for DOD publications, use http://www.dtic.mil/whs/directives/.

Table 2–3
Preferred Web sites

Link to	URL
AFI (Air Force Instruction)	http://www.e-publishing.af.mil/
ANSI (American National Standards Institute)	http://www.ansi.org
AR	http://www.apd.army.mil/
CFR	http://www.gpoaccess.gov/cfr/index.html
DA CIR	http://www.apd.army.mil/
DA FORM	http://www.apd.army.mil/
DD FORM	http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM
DFAS–IN 37–100	http://www.asafm.army.mil/budget/di/di.asp
DLA	http://www.dlaps.hq.dla.mil/
DODD/DODI	http://www.dtic.mil/whs/directives/
Executive Order	http://www.archives.gov/federal_register/executive_orders/disposition_ tables.html
FAR (Federal Acquisition Regulations)	http://www.arnet.gov/far/
FLIS (Federal Logistics Information System Procedure)	http://www.dlis.dla.mil/flis_procedures.asp
FM	http://www.adtdl.army.mil/atdls.htm
FMR (Federal Management Regulations)	http://www.dod.mil/comptroller/fmr/
GKO (Guard Knowledge Online)	http://gko.ngb.army.mil/
GPO FORM	http://www.access.gpo.gov/procurement/ditsg/forms.html
ISO (International Organization for Standardization)	http://www.iso.ch/iso/en/ISOOnline.frontpage
JCP	http://www.access.gpo.gov/procurement/ditsg/ http://www.house.gov/jcp/
JFTR (joint Federal travel regulations)	http://www.dtic.mil/perdiem/trvlregs.html
MEDCASE 8–75 (SB 8–75 MEDCASE)	http://www.usamma.army.mil/
MCO (Marine Corps Orders)	http://www.usmc.mil/directiv.nsf/web+orders
MIL–STD & MIL–HDBK	http://dodssp.daps.mil/adodssp.htm
Miscellaneous	http://www.defenselink.mil/pubs/
NATO (North Atlantic Treaty Organization)	http://www.nato.int/docu/standard.htm
National Guard Bureau	http://www.ngbpdc.ngb.army.mil/arngfiles.asp http://www.arng.army.mil/
NIOSH (National Institute for Occupational Safety and Health)	http://www.cdc.gov/niosh/pubs.html
NIST (National Institute of Standards and Technology) publications	http://www.nist.gov
Office of Management and Budget (OMB)	http://www.whitehouse.gov/omb/circulars/
PAM	http://www.apd.army.mil/
PS FORM	http://www.usps.com/forms/allforms.htm
Public Law (PL)	http://thomas.loc.gov/bss/
Publishing Links	http://www.e-publishing.af.mil/
SB 8–75	http://www.usamma.army.mil/publish/publications.html
SF	http://www.apd.army.mil/
SF & GSA FORMS	http://www.gsa.gov/Portal/gsa/ep/formslibrary.do
Standards (ANSI, ISO etc.)	http://www.intlcode.org/
TB–Med	http://chppm-www.apgea.army.mil/imo/ddb/dmd/DMD/tbmed.htm http://chppm-www.apgea.army.mil/tbm.htm

Table 2–3
Preferred Web sites—Continued

Link to	URL
TM	http://www.logsa.army.mil/
UMJ (Uniform Code of Military Justice)	http://mjlink.jag.af.mil/ucmj.htm
United States Code (USC or US Code)	http://uscode.house.gov/usc.htm http://thomas.loc.gov http://www.gpoaccess.gov/uscode/index.html

c. Do not cite temporary publications in permanent ones. Do not cite a circular or numbered HQDA letter in a regulation or pamphlet. Once the temporary publication expires, it is unavailable to the user and references to it are useless.

d. DOD issuances (Department of Defense directives (DODDs), DOD instructions (DODIs), or publications) generally are not to be cited as references.

(1) If the publication is the implementing directive for all or part of a DODD or DODI, the DODD or DODI or part is cited in the summary statement to tell the user the publication is the implementing directive.

(2) If a user is to refer to material in a DODD or DODI—

(a) Check to see if an Army implementing directive exists for it. If so, cite that publication rather than the DODD or DODI.

(b) If there is no implementing directive, include the material the user needs from the DODD or DODI in the publication being written. It can be included in the publication in several ways. It can be summarized in the body; an extract of it can be placed in the body; or an extract can be put in an appendix. When material is extracted from a DODD or DODI, there is no limit on the amount that may be included. However, remember that extracted material included in an Army publication may change; accordingly, use of Internet links is recommended if the publication is intended for an audience who can use that information resource. Use caution when using Internet links to reference DODDs and DODIs. Internet links to these publications must be included in section II of appendix A as related, not required, references.

e. When possible, avoid citing publications that have a higher level of distribution than the publication being written, especially if they are to be cited as required publications. Instead, consider summarizing or extracting material from such publications.

f. Avoid citing publications (especially as required references) that have a higher security classification than that of the publication they are being referenced in—some users may not have access to the cited publication. However, information in a classified publication that is classified at the same level or at a lower level than the publication being written may be paraphrased or extracted.

g. 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.

h. Do not cite agency and command publications and forms in DA publications.

i. List all cited publications, forms, URLs, and requirement control symbols (RCSs) in appendix A, References. Show the type, number, and title of each publication, form, and RCS. Divide the references appendix into four numbered sections titled, "Required Publications," "Related Publications," "Prescribed Forms," and "Referenced Forms." All four sections are mandatory. If any section has no entry, please state that.

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

2–33. Citing forms and publications

a. Citing forms. The first time a form is cited in the body of a publication, give the abbreviation for the type of form it is, its number, and its title in parentheses. For example, "DA Form 4569 (Requisition Code Sheet) will be used to requisition publications." However, if the form is first cited in the title of a division, give only its number; then, in the text, repeat the number and state its title. For example: If the division title is "Use of DA Form 4569", then the paragraph below will read, "DA Form 4569 (Requisition Code Sheet) will be used to . . . ."

b. 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) *Army administrative, doctrinal, supply, technical, and equipment publications.* State the abbreviation for the type of publication it is; then give its number. (For example, "AR 25–30" for "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, Marine Corps, and Defense Logistics Agency regulation should be cited as "AR 190–5/AFR 125–14/OPNAV 11200.5C/MCO 5110.1C/DLAR 5720.1."

(3) *DOD issuances (DODDs, DODIs, or publications).* State the agency abbreviation (DOD), then give the publication number and the abbreviation for the type of publication. This abbreviation for the type of publication will either follow "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 abbreviation for the agency, the abbreviation for the type of publication, and its number. For example, "VA IB 11–27."

(5) *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 OTJAG (DAJA–AL). Table 2–4 gives more examples of citations of legal publications.

Table 2–4
Citing legal publications

Publication	Sample full reference	Sample abbreviated reference
1. Acts of Congress (not in the United States Code)	Section 2, Act of 22 March 1961, Public Law 87–3, Volume 75, US Statute at Large, p. 5	Section 2, Act of 22 March 1961, PL 87–3, 75 Stat 5
2. Code of Federal Regulations	Section 1, Part 49, Title 32, Code of Federal Regulations	32 CFR 49.1
3. 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
4. Executive Order[1]	Executive Order 11490, Section 211, Title 3, Code of Federal Regulations	EO 11490, 3 CFR 211
5. Executive Proclamation[1]	Presidential Proclamation 3632, Section 12, Title 3, Code of Federal Regulations	Pres Proc 3632, 3 CFR 12
6. Federal Register	Volume 33, Federal Register, p. 5495	33 FR 5495
7. Manual of Courts-Martial	paragraph 90a, Manual for Courts-Martial, United States, 1969 (Revised Edition)	Paragraph 90a, MCM, 1969 (Rev. ed.)
8. Opinions of the Attorney General	Volume 9, Opinions of the Attorney General, 1859, p. 371	9 Op Atty Gen 371 (1859)
9. Supplements to the United States Code	Supplement II, Section 1715h, Title 12, United States Code, 1964 edition	12 USC, 1964 Ed., Supp II, 1715h
10. Uniform Code of Military Justice	Article 31(a), Uniform Code of Military Justice	UCMJ, Art. 31(a)
11. US Code[2]	Section 101, Title 10, United States Code	10 USC 101
12. US 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 Code of Federal Regulations (CFR) and the Federal Register (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 U.S. Code, 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 Anti-deficiency Act, section 3679, Revised Statutes)

Abbreviated reference: 31 USC 665 (The Anti-deficiency Act, RS 3679)

c. Citing non-Government publications. The first time that a non-Government publication is cited, 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)."

2–34. Citing parts and divisions

Most references to publications must include a part (figure, table, or appendix) or a division of the publication (chapter, section, or paragraph) as well as the publication number. This practice makes navigating a digital publication more efficient. Moreover, if the links are consistently explicit, software can automatically forge hotlinks in digital publications. (See table 2–5 for sample internal references.) The rules for citing divisions follow:

a. Cite the reference in descending order, with the publication number first, then the division. For example, a reference to paragraph 2–11 of AR 25–30 should read "AR 25–30, paragraph 2–11."

b. Cite divisions and their subdivisions as follows:

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

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

(3) When referring to a section, also cite the chapter, appendix, or glossary to which it belongs. For example, "AR 25–1, chapter 2, section I."

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

d. Spell out the names of divisions and parts; abbreviate them when enclosing them in parentheses. For example, "The use of references is discussed in AR 25–30, paragraph 2–11"; "References must be specific (AR 25–30, para 2–11*b*)."

e. When referring to a division or part, the name should not be capitalized unless it begins a sentence. For example, "The use of references is discussed in AR 25–30, paragraph 2–24."

f. Punctuate references to publication divisions (and parts) as follows:

(1) When citing a publication and its divisions, use commas to separate the publication number from the divisions and the divisions from each other. For example, "AR 25–30, paragraphs 2–11, 2–13, and 2–16."

(2) When citing two or more publications and their divisions in one sentence, separate the publications with semicolons to prevent confusion. For example, "AR 25–1, paragraphs 2–4, 2–6, and 2–8; AR 25–30, chapters 1, 4, and 7."

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, "(AR 25–30, 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) When citing a number of publications, repeat for each one cited both the abbreviation for the type of publication and the series number. For example, "AR 25–1, AR 25–30, and DA Pam 25–50."

Table 2–5
Sample internal references

RULE	A	B
	If you are writing paragraph 3–5*c*(3)*(c)* and refer to paragraph	**then your reference should read**
1	3–5*c*(3)*(a)*	*(a)*, above
2	3–5*c*(3)*(d)*	*(d)*, below
3	3–5*c*(2)*(a)*	(2)*(a)*, above
4	3–5*c*(4)*(a)*	(4)*(a)*, below
5	3–5*c*(1)	(1), above
6	3–5*c*(5)	(5), below
7	3–5*b*(2)*(a)*	*b*(2)*(a)*, above
8	3–5*d*(2)*(a)*	*d*(2)*(a)*, below
9	3–5*b*(1)	*b*(1), above

Table 2–5
Sample internal references—Continued

RULE	A	B
	If you are writing paragraph 3–5*c*(3)*(c)* and refer to paragraph	**then your reference should read**
10	3–5*d*(1)	*d*(1), below
11	3–5*a*	*a*, above
12	3–5*e*	*e*, below
13	3–4	paragraph 3–4

2–35. Citing required and related publications

External references are cited in text in different ways so the user can tell whether a publication being referenced is required or related.

a. Cite a related publication by putting the publication number and division in parentheses following the quoted or paraphrased material. For example, "References must be specific (AR 25–1, para 3–11*b*)."

b. Cite a required publication as follows:

(1) Use a "See" reference. Put in parentheses the word *See* followed by the publication number and division, and a brief description of the information being referred to. For example, "References must be specific. (See AR 25–30, para 2–10 for distribution restriction statements.)"

(2) Include the reference as a sentence in the narrative, citing the publication number and division and describing the information you are referencing. For example, "The use of references is explained in AR 25–30, paragraph 2–24."

Section V
Use of Copyrighted Material

2–36. Problems concerning copyrighted material

Refer problems concerning copyrighted material to your local legal counsel. If the local legal counsel requires assistance, he or she should contact the Regulatory and Intellectual Property Law Division, U.S. Army Legal Service Agency. All controversies relating to whether works prepared by Government employees are to be considered a Government work, a work prepared as part of their official duties, must be referred to the Intellectual Property Law attorneys, OTJAG, HQDA.

2–37. Copyright protection

a. Nature of copyright. The copyright owner has the exclusive right to make copies, publicly distribute copies, conduct public performances, or publicly display the work and prepare derivative works. This is a property right, and the owner may authorize others to exercise it. Use of the copyright without authority from the owner or as provided by the copyright law is a wrongful taking of the property. Copyright releases received for a printed book do not necessarily translate to an electronic dissemination authorization.

b. Limits to the exclusive right.

(1) There are numerous statutory exceptions to the owner's exclusive right. Examples are fair use, library reproduction of single copies, certain classroom displays, and noncommercial performances. The exceptions recognize the public's need to use copyrighted material in certain circumstances without having to obtain permission. The fair-use exception allows use, without the owner's permission, of a portion of a copyrighted work for purposes of criticism, comment, news reporting, teaching, scholarship, or research. (Such fair use includes some reproducing and distributing of copies for educational purposes.) The statutory factors to be considered in determining whether a particular use meets the fair-use exception are—

(a) The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.

(b) The nature of the copyrighted work.

(c) The amount and substantiality for the portion used in relation to the copyrighted work as a whole.

(d) The effect that the use has on the potential market for or value of the copyrighted work.

(2) The copyright extends only to the particular expression of the author's ideas; it does not apply to the ideas. Other authors may copyright their independent, original works about the same subject. Normally, their copyrights will not be subject to any rights of the first author.

c. Duration of copyright. The copyright attaches to the work as soon as the work is fixed in a tangible medium of expression, even before publication. The copyright in U.S. works created on or after 1 January 1978 will normally last for the life of the author plus 50 years. For anonymous U.S. works and U.S. works made for hire, the copyright will last for the earlier period of 100 years from creation or 75 years from the date of first publication. The copyright in

U.S. works that are published and protected by copyright after 18 September 1906 and before 1 January 1978 and that are properly renewed will last for 75 years from the date of first publication.

d. Notice and registration.

(1) When a work is published, all publicly distributed copies should bear a copyright notice in a place where it will give reasonable notice of the claim of copyright. (See AR 25–30, para 2–5.) The notice must contain three elements: the letter "C" in a circle, the word "Copyright," or the abbreviation "Copr"; the year of first publication; and the identity of the copyright owner. The year can be omitted from pictorial or graphic works.

(2) Omission of proper notice does not deny copyright protection to the work, except for U.S. works created before 1978.

(3) The copyrighted work may be registered with the Register of Copyrights; a valid copyright does not require registration. Registration is required for an infringement suit seeking a remedy other than injunction (for example, damages or lost profits).

e. Government publications.

(1) Works of the U.S. Government do not receive copyright protection. Such works are defined as those prepared by an employee of the U.S. Government as part of that person's official duties. Thus, unclassified works of the Government are in the public domain; unless their distribution is restricted, they can be freely reproduced, distributed, or displayed by the public. If a work of the Government is included in a non-Government copyrighted publication, any copyright notice on the final work must clearly state which part is copyrighted and which part is in the public domain.

(2) The Government may obtain and hold copyrights in works created by others through assignment, bequest, or work-for-hire contract provisions. When such copyrighted material is used in a Government publication, the material should bear a copyright notice. In cases where the Government only has a license to a copyrighted work created under a Government contract (which is the normal situation), a copyright notice identifying the contractor as the copyright owner and the type of license the Government holds should be placed on all copies of the work.

f. Non-Government publications. Procurement of non-Government or commercial textbooks for use Army-wide is not authorized.

g. Foreign copyrighted publications. By various treaties, nationals of other countries whose works are first published outside the United States are often entitled to the same copyright protection in the United States as are U.S. nationals and authors of works first published in the United States. If there is a question as to whether copyright protection applies to foreign works, the situation may be quite complicated and the advice of local legal counsel should be sought. Foreign governments, unlike the U.S. Government, may obtain and assert U.S. Government copyright protection in their publications. The policy against copyright infringement applies equally to such copyrighted foreign publications.

2–38. Liability for infringement

Policy on liability for infringement is contained in AR 25–30, paragraph 2–5*c*. When preparing a request for reproduction services under paragraph J–2, use DD Form 844 (Requisition for Local Duplicating Service), and follow the instructions in either *a* or *b*, below (depending on which edition of DD Form 844 is used).

a. DD Form 844, October 1978 edition. The requester may sign block 14 without a signed release by the copyright owner if local legal counsel has determined that duplicating any copyrighted material contained therein unquestionably falls within a statutory exception to the copyright holder's exclusive rights.

b. DD Form 844, February 1989. The requester should not sign block 8b (block 14 on the 1978 edition) requesting reproduction services without verification that there is no copyrighted material attached, the material is covered by a signed copyright release, or local legal counsel has reviewed the material and it unquestionably falls within a statutory exception to the copyright holder's exclusive rights.

2–39. Manuscripts submitted voluntarily for publication in periodicals

a. Authors, both within and outside the Army, often submit manuscripts voluntarily for publication in periodicals. Unless the manuscript is an official work prepared by a Government employee, it may be protected by copyright. Obtain the author's permission to publish a voluntary manuscript as set forth in *c*, below. The procedures in paragraphs 2–40 and 2–41 do not apply to manuscripts obtained with permission, as provided in this paragraph.

b. Works prepared by Government employees as part of their official duties cannot be protected by copyright. Copyright permission is not needed to publish such works; however, an appropriate notice in accordance with 17 USC 403 must be given if such work is part of a copyrighted publication. Whether a manuscript is an official work is not always clear; to avoid problems, a local legal counsel needs to make this determination before publishing the manuscript. Unless it can be clearly established that a manuscript is an official work, obtain a clarifying statement from the author when accepting the manuscript for publication. The statement should say that the manuscript is a work of the Government, was prepared as part of the author's official duties, and that no copyright exists in the work.

c. Written permission must be obtained to publish voluntarily submitted manuscripts. This guidance applies to manuscripts that are written by Government employees but that are not official works of the Government and to manuscripts that are not written by Government employees. Figure 2–4 shows the format for obtaining such permission.

Permission to Publish Manuscript

I am the author and owner of the copyright in an article entitled ***(title of article)***, which has been submitted for publication in the ***(title of publication)***, a publication of the Department of the Army. I grant the United States Government royalty-free permission (1) to publish the article; (2) to reproduce and distribute copies of, make derivative works of, and perform or display publicly the article; and (3) to authorize others to do so for governmental purposes. I ***(do) (do not)*** desire that a copyright notice accompany the publishing of the article. *(For copyright notice purposes, the year of first publication of the article is (year).)*

(Signature of author)
(Date)

Figure 2–4. Sample format: obtaining permission to publish voluntarily submitted manuscripts

2–40. Obtaining permission without charge

The copyright owner or authorized agent will usually grant permission to DA to publish or make copies of a work for official purposes without charge. In obtaining permission, there is normally no need for the formalities required for obtaining more substantial rights.

a. Generally adhere to the following guidance in writing a request for free permission:

(1) Request only the rights that are actually needed.

(2) Fully identify the material for which permission is requested.

(3) State the proposed use and conditions of the permission so that the owner or agent need only sign the request to grant permission.

(4) Send two copies of the request to the copyright owner or duly authorized agent. The owner or agent may keep one copy and return the other with the permission written on it.

(5) Enclose a self-addressed return envelope.

(6) Do not request the following:

(a) Signature by more than one corporate officer.

(b) Corporate seal.

(c) Corporate certificate.

(d) Warranty as to title.

(e) The return of more than one copy of the signed permission.

b. Use figure 2–5 as a sample format for the request for free permission to use copyrighted material. The format includes a provision allowing the publisher to prohibit sale by the GPO. Omit this provision if it is expected that the final Government publication will be sold through GPO.

(Letterhead)
(Name of Company)
(Address)
(Salutation)

RELEASE
This office is preparing manuscript material for a publication to be issued for defense purposes under the title ***(insert title when known)***.

Permission is requested to include in this publication the following material: ***(insert specific information regarding the pages and lines of the illustration and/or text matter to be released)*** from the work entitled ***(title)***, written by ***(author's name)***, which was published by your company.

Would you please indicate on one copy of this letter, in the space provided below, whether this material may be used in the publication this office is preparing and whether an appropriate credit line is desired? A self-addressed envelope is enclosed for your use.

(Signature of requester)
(Title)

Publisher's permission:
Release to use requested material is hereby granted, royalty free.

The material covered by this release ***(may) (may not)*** be placed on sale by the U.S. Government Printing Office.

If the Government publication is made available to the public for inspection and copying in accordance with the Freedom of Information Act or any other law, the material covered by this release may be similarly made available for inspection and copying in context.

Credit line ***(is) (is not)*** requested.

(Name of copyright owner or authorized agent)
By (Company officer)
(Title)
(Date)

Figure 2–5. Sample format: request for free permission to use copyrighted material

2–41. When to purchase licenses

a. The Government has a royalty-free, paid-up, world-wide, irrevocable, nonexclusive right to use, reproduce, display, perform, distribute, and make derivative works for Government purposes of a work if the work was prepared by a Government employee using Government time, material, or facilities, or if the work is directly related to the official functions of the Government employee. Purchase no license in such cases.

b. Except as stated in *a*, above, a license and release under copyright or title to a copyright may be purchased for either of the instances below:

(1) The extent of the publication rights desired or the intended use would make it unfair to request free permission.

(2) The copyright owner or duly authorized agent refuses to grant free permission, and use of the copyrighted material is determined to be essential. In those limited situations where use of the work is determined to be essential and where the owner or agent refuses to grant permission, the owner or agency should be notified that the Government intends to use the work and that the remedy of the owner or agent is to seek monetary compensation by filing either a suit or an administrative claim of copyright infringement.

c. Field acquisition authorities are authorized to purchase copyright licenses at a cost of $2,500 or less. Permission to purchase licenses at a higher cost is reserved to the Assistant Secretary of the Army (Research, Development, and Acquisition).

Chapter 3
Coordination and Publications Management

3–1. Coordination procedures

a. Coordinate all Army-wide publications with proper commands and agencies before they are submitted for authentication and release. Coordination is necessary to—

(1) Ensure the correctness and consistency of publications.

(2) Inform commands and agencies of impending revisions.

(3) Reduce the possibility of conflicts.

b. The amount of coordination required depends upon the type of the publication being issued. The draft manuscript is for comment only and must not be used as an official document. Electronic or hard copies of draft manuscript must display the word "DRAFT–NOT FOR IMPLEMENTATION" on each page (for example, in the header).

c. Copies of the draft publication should be distributed electronically by e-mail or by posting to a Web site (with proper protections and precautions). Draft publications placed on LANs or Web sites for coordination must be removed after coordination is accomplished.

d. The proponent should request that a point of contact be provided within 7 days of receipt. This point of contact should provide the organization's concurrence or comments to the draft manuscript. The proponent should also include their e-mail address (if one is available) and encourage responses by e-mail.

e. Drafts for coordination 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 manuscript sent to APD for publication.)

f. A detailed summary of important changes being made should be included with the draft when staffing revisions.

g. Detailed procedures for coordinating specific types of publications are contained in—

(1) Chapter 11 for DA administrative publications.

(2) Chapter 13 for doctrinal and training publications.

(3) Chapter 14 for technical and equipment publications.

(4) Chapter 15 for multi-Service publications.

(5) AR 25–30, paragraph 3–29, for Defense Logistics Agency publications.

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

i. Publications containing or referencing forms need a forms management review. The transmittal memorandum must specifically request the following forms management review from HQDA agency or MACOM designated functional manager:

(1) Comments resulting from the review. Comments should include recommendations pertaining to the completion of forms and any special needs for hard copy forms.

(2) A draft of proposed new forms needed to support unstandardized requirements in the draft publication.

(3) Copies of lower echelon forms replaced by higher echelon forms.

3–2. Coordination comments

a. Follow the rules below when preparing comments.

(1) Arrange the comments in sequence by manuscript page and paragraph number and number the comments consecutively.

(2) Describe exactly how the draft should be changed and give a brief reason for the recommended change.

(3) State how something should be reworded when a change in wording is recommended (for example, strike through material to be deleted and underscore material to be added). Other clear methods of showing the recommended rewording are acceptable.

b. Avoid comments that—

(1) Only slightly improve the text.

(2) Ask a question instead of give an answer.

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

(4) Correct misspelled words.

c. Use discretion and judgment in applying the guidelines in *b*, above. Changes that seem minor to one person may seem significant to another. Reviewers should be critical yet constructive, keeping in mind that the publication must conform to approved policies and must be easy to read and understand.

d. Use the following criteria for preparing DA Form 2028 (Recommended Changes to Publications and Blank Forms):

(1) *Critical.* Urgent or vital: compelling immediate action or having immediate importance involving an indispensable program or major area within the publication. It would be essential that these identified areas be resolved. Nonresolution would result in a nonconcurrence and have significant or major impact on the program in question or the publication itself.

(2) *Significant.* Substantial, sufficient, or appreciable: of considerable concern or importance, having significant or major impact on a program or substantial area within the publication. Whereas the comments regarding the identified areas of concern are important, they are not critical. These areas should be resolved before publication; however, nonresolution would not cause a nonconcurrence. Resolution of a majority of these comments would constitute concurrence.

(3) *Administrative.* Grammatical or organizational: nominal or insignificant comments involving grammatical misusages, typographical or format errors, or any other administrative corrections to be made. These comments are of minor importance as far as substance is concerned; however, if proven to be valid comments, they must be resolved before publication.

(4) *General.* Comprehensive or overall: generic or nontechnical comments involving nonspecific or comprehensive areas of the publication. These comments usually involve the entire publication, are very general, and are of minor importance. Their consideration would be left to the discretion of the proponent.

3–3. Post-publication comments

After a publication has been issued, users are encouraged to submit recommended changes, suggested improvements, and reports of errors to proponents. Proponents must acknowledge receipt of and indicate the action to be taken for each DA Form 2028 they receive. They may use DA Form 209 (Delay, Referral, or Follow-up Notice) for this purpose. AR 25–30 now provides the ability for the proponent to make administrative changes to publications quickly—between content revisions—so that typographic errors, changes of office symbols, table of contents, and the like can be made to the Army Electronic Library. To submit comments, follow the instructions below:

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

b. Give a brief reason on the form for each proposed change or comment to ensure proper evaluation. If there is not enough space on the form 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 Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.

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

3–4. Announcing changes to policy and procedures

a. Advising the field. When a revision to a publication is required, an electrical message must not be used. However, an electrical message may be used to advise users of the publication of its impending or recently published policy and procedures. Proponents should direct their publication users to the AKO (https://akocomm.us.army.mil/usapa/), AHP (http://www.army.mil/references/default.htm), and APD (http://www.apd.army.mil) Web sites for copies of official new publicaitons, revised publications, and distribution restricted items.

b. Sample message text. Electrical messages used to announce new policy and procedures must state "This message does not change or revise (insert publication number). It merely advises that the publication has been revised and contains new policy (or procedures, if applicable). Official copies of (insert publication number) may be obtained on (the Web sites in *a*, above).

Chapter 4
Review and Submission

4–1. Editorial services

Using editorial services can be a valuable service to proponents. Your needs will dictate when you should request editorial services. Editorial services can be requested during different phases of manuscript development. Proponents should consider forms requirements as well as editorial requirements.

a. During development and preparation of the manuscript. In the early stages of manuscript development, a APD editor can informally review and issue editorial guidance. The editor can make suggestions on writing, editorial standards, and coordination of the manuscript that will save time later. Proponents are encouraged to use this service.

b. If contract editorial services are needed. If a proponent decides to obtain editorial services from a private contractor, the contractor should coordinate with APD to ensure that the draft publication is prepared according to Army style. Seeking advice and guidance early in the writing process can save both time and dollars. Funding for the editorial support contract is the responsibility of the proponent's agency and will not be dependent on HQDA publications funds. Other publishing tasks the proponent is incapable of performing may also be procured from APD on a reimbursable basis. For further information on these services, contact business.services@usapa.army.mil.

c. After coordination. After all coordination is completed, proponents may wish to have their manuscript edited before sending it through their PCO to APD for review and publishing. (See *a* and *b*, above, for editorial services.)

d. If the publication prescribes new or revised forms. An APD forms analyst can provide assistance on the development of new or revised forms. Proponents must review forms that are prescribed by their publication to determine if they are still current.

4–2. Submitting publications and forms to the PCO and the forms management officer (FMO)

Proponents can avoid delays in publishing a manuscript by forwarding a completed manuscript and all appropriate documentation through your PCO to APD. Requests for publishing of manuscripts are prepared using DA Form 260. Requests for publishing forms are prepared using DD Form 67 (Form Processing Action Request). (See appendix K for instructions on preparing DA Form 260; instructions for preparing DD Form 67(s) can be found in DA Pam 25–31.) APD requires approval of these publishing requests by the following individuals:

a. PCO. The PCO is responsible for the agency or command publications management program and must approve all requests to publish. The PCO ensures that draft publications have been properly prepared and coordinated.

b. FMO. The FMO must review and approve the manuscript and any forms being prescribed in it.

4–3. Preparing DA Form 260

A completed DA Form 260 must accompany each manuscript submitted to APD for action. Submit the DA Form 260, together with the draft publication, artwork, forms, appendixes, word processing disks, and any forms; and GPO or copyright documentation. The Army forms filler software should be used for submitting the DA Form 260 to daform260@hqda.army.mil. If a digital DA Form 260 is submitted to APD, the proponent is responsible for maintaining an official copy for recordkeeping purposes. If electronic workflow and digital signatures are not used on the file submitted to APD, then a scanned or faxed copy of the completed form with all appropriate signatures should be provided APD. (The electronic DA Form 260 is expected to evolve significantly, and capabilities available may differ from those described here.)

4–4. Preparing the DD Form 67

Proponents must complete DD Form 67(s) to submit a draft form for publishing. A separate DD Form 67 must be submitted for each new or revised form prescribed in a publication. (See DA Pam 25–31 for procedures and examples.) The Army forms filler software should be used for submitting the DD Form(s) 67. If a digital DD Form 67 is submitted to APD, the proponent is responsible for maintaining an official copy for recordkeeping purposes. If electronic workflow and digital signatures are not used on the file submitted to APD, then a scanned or faxed copy of the completed form with all appropriate signatures should be provided APD. If appropriate, indicate that a waiver to the less-paper policy has been granted (AR 25–30, para 2–3*b*), and attach a copy.

Chapter 5
Processing, Authentication, Reprints, and Rescinding a Publication

5–1. Processing new, changed, or revised departmental publications

Requirements for administrative publications can be found in chapter 12; for training and doctrine, in chapter 13; and for technical and equipment in chapter 14.

5–2. Authentication

All departmental publishing media must be authenticated. Authentication constitutes clearance of the publication's content for Army-wide dissemination and signifies that appropriate coordination has been accomplished. Policy (directive) publications must be fully staffed and edited before they can be submitted for authentication. The SA will authenticate DAGOs and selected departmental policy publications. ARs, DA Cirs, numbered HQDA letters, and all other departmental publications must be authenticated by the AASA as delegated by the SA.

a. Introduction.

(1) The SA and AASA are the authenticators of *all* departmental (DA) publications. Authentication by the SA or AASA constitutes clearance of the publication's content; verifies that appropriate coordination has been accomplished, to include required legal reviews; clears the publication for issuance as Army policy; and when appropriate, authorizes the publication of the policy in the Federal Register or the Code of Federal Regulations. All the business processes conducted in APD preparing a proponent's manuscript for publication are focused on these stringent requirements.

(2) The SA approves and authenticates departmental policy publications (DAGOs and selected departmental policy publications). The AASA approves and authenticates all other departmental administrative policy publications, as delegated by the Secretary, and all non-policy departmental publications, including training and doctrinal publications, and technical and equipment publications. Both electronic publishing media and electronic distribution media will be authenticated.

(3) The content of an administrative, training and doctrinal, and technical and equipment publication will not be altered once it has been authenticated. In effect, upon authentication, ownership of the data transfers from the functional proponent who "owns" the data only up to the final approved draft to the Secretary of the Army. That is, subsequent to authentication, the SA "owns" the data—and the functional proponent is unable to change the SA's data without going through the SA's coordination requirements again.

b. Policy departmental administrative publications.

(1) The authentication for selected policy departmental administrative publications will be the SA. (A sample authentication is shown in fig 5–1.)

(Signature)

Thomas E. White
Secretary of the Army

Figure 5–1. Sample authentication: selected departmental policy publications

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(2) The authentication for all other policy departmental administrative publications will consist of the line "By Order of the Secretary of the Army:" with the Chief of Staff's signature block below. They will also have the signature and signature block of the AASA. (A sample authentication is shown in fig 5–2.)

By Order of the Secretary of the Army:
ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:

(Signature)
JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

Figure 5–2. Sample authentication: centralized departmental publications

c. Non-policy departmental administrative publications. The authentication for all centralized non-policy departmental publications (including training and doctrinal and technical and equipment publications) will consist of the line, "By Order of the Secretary of the Army:" with the Chief of Staff's signature block below. They will also have the signature and signature block of the AASA. (See fig 5–2.)

d. 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 Chief of Staff's signature block below. They will also have the signature and signature block of the AASA (with the control number). A sample authentication is shown in figure 5–3.

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, Unites States Army
Chief of Staff

Official:

(Signature)
JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army
0000000

Figure 5–3. Sample authentication: decentralized publications

(1) For publications published under the decentralized publishing program, APD will issue a numbered authentication block (camera-ready copy) for each DA Form 260 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 e-mail after review of the publication and the DA Form 260.

e. CD–ROM publications.

(1) CD–ROMs containing only departmental publications must be authenticated as described in paragraphs *a* through *d*, above, depending on the publishing media (ARs, TMs, or FMs). APD will provide authentication signature blocks, with control numbers. The uniquely numbered authentication signature blocks are to be inserted at the end of departmental publications contained on a CD–ROM. The CD–ROM, 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 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 (disk 1 of multi-set CD–ROMs) when space allows or on the disk container (jewel box or mailer).

(2) The commander or agency head or his or her designated representative will authenticate agency and command CD–ROM publications. Using imaging software (graphics capabilities), 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, 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.

5–3. Reprints

Only those publications and blank forms not covered under the less-paper policy will be reprinted. Reprints will be directed and prepared as follows:

a. The stock of a publication or form at APD (JDSO–PAD) may reach a level that requires the printing of more copies. If so, APD (JDSO–PAD) 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 are used only to fill replacement copy orders; therefore, unpublished changes to the existing edition of the publication or form must not be made in the reprint.

c. The information manager or functional proponent reviews the publication or form for continued need and life-cycle status in coordination with the local resource management office. On the basis of the review and any pending action (such as a planned rescission, change, or revision) the designated functional manager advises APD, JDSO–PAD, whether a reprint is required and whether funds are available for printing. (If a revision is near enough to publication to reach users before supplies of the latest edition are used up, reprinting can be avoided.)

d. APD, JDSO–PAD (Distribution Integration Office), sends the reprint package to APD (JDSO–PAT–L). If a reprint is required, based on inventory levels, copies of changes are provided for incorporating. An updated copy incorporating all current, published changes is assembled. The number of copies printed must include 1-year service school and contractor overpack requirements.

5–4. Rescinding a publication

When a publication is no longer needed, the proponent will submit a memorandum through the PCO to APD (Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302). An e-mail through the PCO to daform260@hqda.army.mil may also be used. Before processing a rescission request, APD may inform those proponents who list the affected publication as a "required reference" of the intended action.

Chapter 6
Distribution

6–1. Distribution management

APD manages and centrally controls the distribution and storage of Army-wide publications and blank forms. It also provides 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 DA Pam 25–33.

6–2. Establishing initial distribution

a. Units 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. When these publications are published, copies are automatically sent to the units that previously submitted

requirements for them to APD. Some publications, however, are given a limited distribution and are controlled by the proponent. Instead of these publications being distributed Army-wide, 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.

b. Units must have a publications account to use any part of the publications distribution system. See DA Pam 25–33 for instructions on establishing a publications account.

6–3. Levels of distribution for publications

a. Administrative publications.

(1) Unclassified 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 6–4 for A- and B-level requirements.)

(a) Level A—applicable only to company or similar organizational units.

(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 to only MACOMs and HQDA agencies.

(e) Level E—applicable to only headquarters of MACOMs and HQDA agencies.

b. Technical and equipment publications.

(1) Technical and equipment publications are distributed by the maintenance level of support for a given piece of equipment. The last two digits of the technical and equipment publication (for example, -20 represents unit maintenance) indicate the maintenance level of support. Maintenance levels are shown in table 6–1.

Table 6–1
Equipment publication maintenance levels

Number	Description
-10	Operator/crew maintenance
-12	Operator and unit maintenance
-13	Operator through direct support maintenance
-14	Operator through intermediate general support maintenance
-20	Unit maintenance
-23	Unit and intermediate general support maintenance
-24	Unit through intermediate general support maintenance
-30	Intermediate direct support maintenance
-34	Intermediate direct support and intermediate general support maintenance
-40	Intermediate general support maintenance

(2) Some technical and equipment publications numbers contain a letter suffix at the end of the publication number indicating a special purpose. A “P” is sometimes added to an equipment publication number to indicate the manual is a repair parts and special tools list (RPSTL). An “&P” added to the last number indicates it is a maintenance manual that includes a repair parts and special tools list.

(3) Instead of ending in a two-digit number, some manuals (especially for aircraft) end with letters. The meaning of these letters is explained in table 6–2.

Table 6–2
Equipment publication letter suffixes

Letter	Description
-BD	Battle damage repair
-CL	Pilot and crewmember checklist (aircraft)
-HR	Hand receipt
-MTF	Maintenance test flight (aircraft)
-OP	Operating procedures (communications-security equipment)
-PM	Phased maintenance inspection checklist (aircraft)
-PMC	Preventive maintenance checklist
-PMD	Preventive maintenance daily inspection checklist (aircraft)
-PMS	Preventive maintenance services (aircraft)
-S	Preparation for shipment (aircraft)
-SDC	Shipboard damage control
-T	Troubleshooting procedures (aircraft)

c. 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.

6–4. Reduction in Unit Publications Program (RUPP) requirements

Reduction in Unit Publications Program (RUPP) requires that printed A- and B-level publications, forms, and reports are only distributed 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 (in accordance with chapter 11) with the Director, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, 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.

f. Include a mobilization statement in the applicability statement of all printed publications distributed to A or B distribution level. (See para 10–11 for more information regarding the applicability statement.)

6–5. Special distribution

a. APD must approve requests for special distribution. Special distribution will be approved only if there is no initial distribution number (IDN) that can be used to issue the publication. The IDN consists of six digits: the first two identify the subject category, and the last four digits identify the specific publication needed (for example, the IDN to subscribe to DA Pam 25–30 is 040017). (See DA Pam 25–33 for specific instructions.) Special distribution will not be approved to make internal distribution within an organization or unit. Only official Army publications and official publications of other military Services and Government agencies 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 and must include a written justification and a special distribution list. The justification must explain why existing IDNs cannot be used for initial distribution and must describe the intended recipients of the publication. If the request is approved, APD will issue the publication according to the special distribution list. If the request is disapproved, APD will return the request to the proponent for further justification. Proponent requests for contract and school requirements are not considered as special distributions.

c. Proponents of publications issued under special distribution must review the status of their publications at least once a year for possible inclusion under an IDN.

6–6. 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 (Notification of the Intent to Publish) and submit them with the DA Form 260, checking the appropriate box in item 11b of the DA Form 260. (Since the Superintendent of Documents does not sell technical, equipment, and doctrinal publications, these requirements do not apply.) All applicable items on the form 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 are necessary to help the Superintendent of Documents determine whether to place the publication on sale. Submit a completed GPO Form 3868 to Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302 or daform260@hqda.army.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, U.S. Government Printing Office, Washington, DC 20402–0001.

(2) National Technical Information Service, U.S. Department of Commerce, ATTN: Order Preprocessing Section, 5285 Port Royal Road, Springfield, VA 22161–2171.

6–7. Sale to eligible foreign governments

Publications and forms can be supplied only to those foreign governments who establish a sales agreement under the foreign military sales (FMS) program. DA Pam 25–33 tells how to establish and manage an FMS account for publications.

6–8. Requirements in support of DA contracts

Contractors needing publications in support of DA contracts must submit their request through the contracting officer. The contracting officer is responsible for ensuring that contractors receive only the publications needed to complete their work.

a. Certifications.

(1) Requests to provide publications to contractors must be accompanied by a certification of need to know signed by the contracting officer. "I certify that (enter name of company or organization) under contract number (fill in contract number) with the U.S. Government to provide (enter type of supplies or services) for the U.S. Army, (activity name), requires the publications identified on the request to fulfill contract obligations. The address authorized for receipt of the publications is as shown on the request."

(2) Requests to provide classified publications to contractors must be accompanied by both the certification in (1), above, and the following certification signed by the contracting officer: "The contractor has adequate equipment and properly cleared personnel to receive and safeguard material up to and including (enter classification)."

(3) The certifications in (1) and (2), above, may be submitted on an endorsement to the contractor's request or on a DA Form 4790 (Certification for Distribution of Publication(s) in Support of Government Contract). Procedures for submitting certifications are given in *b* through *d*, below.

b. Requests for publications to support contract bidding or contract administration. These requests must cite the address of the contracting officer or the contracting officer's representative as the "ship to" address. The contracting officer or a representative must receive the publications and give them to the contractor.

(1) To obtain new publications that are to be published, the contracting officer must coordinate with the publication's proponent to ensure that the DA Form 260 contains the following information:

(a) Contract number.

(b) Contract expiration date.

(c) "Ship to" address (maximum 4 lines, 25 spaces per line, and recognizable by the U.S. Postal Service (USPS) or any commercial carrier).

(d) Quantity needed.

(e) Appropriate certifications (*a*, above).

(2) To obtain publications that are listed as stocked in DA Pam 25–30, the contracting officer must submit appropriate certifications (*a*, above) and requisition publications using the electronic DA Form 4569 (Requisition Code Sheet) (the unit of issue for this form is electronic media only (EMO)).

c. Requests for publications to support overpack with equipment. These requests must include the address of the contractor as the "ship to" address.

(1) To obtain new publications that are to be printed, the contracting officer must coordinate with the publication's proponent to ensure that the DA Form 260 contains the following information:

(a) Contract number.

(b) Contract expiration date.

(c) "Ship to" address of the contractor (maximum 4 lines, 25 spaces per line, and recognizable by USPS or any commercial carrier).

(d) The quantity currently needed.

(e) Appropriate certifications (*a*, above).

(2) To obtain publications that are listed as stocked in DA Pam 25–30, the contractor must forward its requests to the contracting officer. The contracting officer must provide the appropriate certifications (*a*, above) and forward it to the proponent. The proponent must authorize reprinting as required. A valid required delivery date for the publications at the contract facility must be included with the request. APD (JDSO–PAD) does not stock publications to support overpack requirements; therefore, publications must be ordered 6 months prior to required delivery. The proponent forwards the reprint authorization and appropriate certifications to APD, ATTN: JDSO–PAD, 1655 Woodson Road, St. Louis, MO 63114–6128.

d. Requests for automatic distribution to contractors rendering support to installations. These requests for initial distribution of publications must include the installation address of the contractor as the "ship to" address. The contractor must prepare a DA Form 12–R (Request for Establishment of a Publication Account) and DA Form 12–99–R (Initial Distribution (ID) Requirements for Publications) to establish specific requirements. The contractor submits these forms to the contracting officer, who prepares the appropriate certifications. The contracting officer then forwards the certifications, including the expiration date of the contract, and the DA forms through the designated functional manager to APD, ATTN: JDSO–PAD, 1655 Woodson Road, St. Louis, MO 63114–6128.

6–9. Local reproduction authority

a. Local reproduction authority (LRA) requests.

(1) LRA requests must be forwarded through channels to Director, APD, JDSO–PAP–D, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302. USAMC proponents must include a PDF file or copy of each IETM in the request to USAMC Logistics Support Activity (LOGSA) concurrently with forwarding the LRA request to APD.

(2) LRA requests must include the following:

(a) DA Form 260, cover page, title page, authentication page, and digital copy for each TM included in the waiver. Digital copy must be PDF for ETMs; and SGML, HTML, or XML for IETMs.

(b) Quantity requested, by publication, for LRA printing.

(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 related publications were fully verified (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 normal process. That is, no changes must be made to the publication after LRA authentication and before normal authentication. Proponents must provide APD with one copy of each publication printed or replicated under the LRA. Changes must be made only after authentication and printing or replication of the publication through the normal process, using the change or revision process.

(4) Major commands must maintain, or cause to be maintained, records on LRAs.

b. 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, and running sheet and must provide an LRA number by phone or e-mail within two days.

(3) APD must place the DA Form 260 in the normal queue for indexing and preparation of the print order.

(4) The proponent must print and distribute the publication while APD prepares the print order. APD must forward the print order to the proponent when complete.

(5) The proponent must send the print order and camera-ready copy to the authorized printer either directly or through DAPS, as locally determined.

c. 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 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 e-mail within two 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 while APD prepares the print order for centralized printing.

(6) APD must print and distribute the publication through GPO after indexing and preparation of the print order.

Part Two
Departmental Administrative Publications

Chapter 7
The Army Electronic Publishing System

7–1. The Electronic Publishing System

The Electronic Publishing System (EPS) is a collection of commercial off-the-shelf hardware and software, with a number of Government-developed, off-the-shelf software tools. These facilitate timely issuance of trusted information products, publications that contain the most current policies and procedures in various output formats appropriate for the user. The EPS, which can produce paper and various digital output formats is used for publishing all unclassified departmental administrative publications and can be used for other publications that share the same basic data structure and formatting. EPS-prepared publications must be revised using guidelines in this publication. The EPS will migrate into Standard Army Information Management Systems and the Defense Information Infrastructure, specifically the Joint Computer-aided Acquisition and Logistics Support System. The EPS is designed around the concept that standardized input can be automatically converted to standardized output formats in various media more cost-effectively than by manual publishing. When proponents do not provide standardized input, all the publishing processes slow down.

a. File formats. EPS uses SGML as the standard source file format for publishing. The EPS SGML is defined in Military Standard 2361, Digital Publications Development, and conforms to the International Standard Organization (ISO) 8879 adopted by DOD. The EPS SGML source files can be composed for paper, as well as published on CD–ROM and the Web as PDF, XML, HTML, and other output formats.

b. Copies of EPS source files. Other than APD personnel, only the proponent is allowed to have copies of source files of publications, for which he or she is responsible, from the APD publications database.

(1) *Database point of contact.* Proponents who are planning to revise or update their publications must contact APD (JDSO–PAT–L) first to learn if their publications reside in the Army EPS database. (If their publication is on the AKO, AHP, and APD Web sites in any format other than scanned PDF, it is in the EPS database.) Also, because of frequent changes in automation technology, it is important for all proponents to contact APD for current guidance on the best way to proceed. Depending on the status of the source files, proponents should expect delivery of their files in a word-processing format within 30 days; SGML files can be delivered within 5 working days.

(2) *User access.* Proponents may contact APD (JDSO–PAT–L) to obtain electronic files for publications that exist in the EPS. APD will only accept revisions to publications in the EPS database from the designated proponent through the appropriate PCO.

(3) *Other access.* APD will release source files to other organizations, such as a contractor, only with written authorization from the proponent of record.

7–2. EPS publications database

The EPS database optimizes reuse of official publications and graphics. Using the database is the fastest, most cost-effective way to maintain current, up-to-date publications that can be issued in paper and electronic media in various formats. It also facilitates version control and posting new and revised information products to the Web.

a. SGML structure. The EPS database is tagged in SGML with the necessary structure to produce required multiple-media outputs (such as CD–ROM or, for the Internet, HTML or XML) without time-consuming or costly proponent or writer actions.

b. Nonstandard publications structures. Nonstandard Army publications, including so-called informational pamphlets, cannot readily be made available in these alternative media. Electronic publications include both electronic publishing media (such as interactive electronic publications) and distribution media (such as electronic publications or CD–ROM).

7–3. SGML tagging

The EPS database is composed of SGML-tagged publications. SGML is a set of rules that defines the structure of a document. Army administrative publications, for instance, are organized into front, body, and rear; each of these parts is further organized into paragraphs, and so on. SGML is independent of any single software application, operating system, or computer hardware, and facilitates formatting for paper or various digital output formats.

a. Document type definitions (DTDs). The EPS DTDs and other SGML constructs conform to Military Standard 2361 and can be found in the Army SGML/XML Registry and Library on the AKO Web site.

b. APPIP. APD customers who use APPIP do not need to learn the SGML structure; the word-processing templates of APPIP automatically organize that for you. APPIP is available from APD (JDSO–PAT–D), on the APD Web site (http://www.apd.army.mil), or from the Army SGML/XML Registry and Library.

c. XML. A subset of SGML, XML is optimized for presentation to a Web browser. It facilitates development of non-

linear, hyperlinked documents that can be read in a Web browser without special, proprietary software; moreover, it was specifically developed to support more robust formatting and typography than was possible with HTML. Because SGML has more capabilities than the XML subset, the EPS generally transforms SGML source files into XML rather than starting with XML.

7–4. EPS input data file formats

APD's standardized systems depend on standard data inputs in specified file formats; however, APD's capability to accommodate new file formats is continually growing. The following guidance is subject to change in detail. Before preparing their publications, proponents should contact Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, or APD Electronic Publications.

a. Classified publications are not contained on the Army EPS database. Before beginning the process, proponents preparing to revise classified publications should contact APD, JDSO–PAP–A for guidance. (See AR 380–5 for instructions on marking classified documents.) (With appropriate controls, APPIP can be used to structure classified publications, and composition can be performed on a properly secured computer.)

b. All proponents or writers of unclassified or FOUO Army administrative publications must submit all new or revised data files in one of the following formats:

(1) SGML-tagged files (text and tabular material) that conform to the Army's DTDs for administrative publications and support the Army document format (ADF). This is the most efficient and least expensive method of preparing data files for publication. Contact APD (JDSO–PAT–D) for advice on SGML authoring.

(2) An APPIP-prepared, structured (templated) word-processing file. These templates structure the word-processing file so that it can be transformed into conforming SGML files for composition.

(3) Standard ASCII (American standard coded for information interchange) file format.

(4) A file prepared using a commonly used unstructured (untemplated) word-processing software formats. Contact APD (JDSO–PAP–A) for additional guidance on specified formats.

c. It is preferred that unconventional word-processing files be converted to an ASCII (American standard coded for information interchange) format before being submitted to APD. All of the major word-processing programs use an export feature that creates an ASCII output. This data file conversion to ASCII saves the customer considerable processing time.

d. All text files will be stored in the Army EPS database in SGML-tagged formats.

e. Special care must be taken when converting word processor produced text files containing footnotes to ASCII output formats. Most word processors will lose the footnote number identity and simply show a blank space in place of the footnote number. These high-order ASCII codes can be handled but procedures vary with each word-processing system. Contact APD (JDSO–PAT–D) for details.

f. At this time, output formats such as HTML or XML are not acceptable input to the EPS.

7–5. Submission of digital files

If proponents submit digital files to APD (daform260@hqda.army.mil), there is no requirement to provide paper copies along with the request for publishing. Likewise, the DA Form 260 and DD Form 67 can be submitted digitally. Proponents using the Army forms filler package can submit their DA Form 260 and DD Form(s) 67 in that format. If they are using a digital signature software, that will be accepted. If they are not using digital signature software, they should also fax a copy of the signed DA Form 260 and DD Form(s) 67 to APD. Recordkeeping rules require the proponent to maintain a record copy of the signed DA Form 260 and DD Form 67, whether paper copy or digital.

a. Where possible, digital files should be transmitted to APD (daform260@hqda.army.mil). Smaller files may be attached to e-mail submissions, along with a digital copy of the DA Form 260, preferably with a digital signature. If files are too large for this method, they may be made available on an file transfer protocol (FTP) site.

b. If e-mail or FTP is not feasible, files may be delivered to APD on removable storage media.

(1) Software upgrades with new command options that are being used on one personal computer (PC) often cannot be read with older software versions located on another PC. If recent upgraded software or operating system options are being considered by PC users, contact APD (JDSO–PAP–A) first to ensure that new software options can be used.

(2) One set of disks (single-line space with double-line spaces between paragraphs) must be submitted for all new or revised publications.

(3) Data files of publications must be submitted on 1.44Mb, 100Mb, or 1Gb disks, or CD–ROM—other media or FTP can be submitted only by prior coordination. Submit only chapters, appendixes, or paragraph units with revised material (if a chapter doesn't have any revised material, there is no need to submit that chapter, provided you used data files from the APD EPS database).

(4) The following information is required for all disks submitted. If not indicated on the disks, it must be placed in the remarks section of the DA Form 260.

(a) Publication number.

(b) Properly marked sequence (for example, 1 of 4, 2 of 4, and so forth).

(c) A directory list or printout of all file names and sizes.

(d) A table list and a figure list, indicating tables and figures to be changed or reused without change, to include tables and figures that are simply resequenced.

(e) Indicate software name and version used to create the files.

(f) APPIP version used.

(g) Identification of the file format (ASCII, SGML, word-processing codes, or APPIP format).

(h) The density of the disk format (high or low).

7–6. Tabular material

Tabular material (data displayed in rows and columns) must be submitted to APD in the format in which it is to be displayed in the document, and in an electronic file. Electronic files of tabular material should be created using a word-processing table feature. Tables will appear where referenced, unless the publication is designed for paper printing. In that case the tables must appear as close to the referencing paragraph as possible. If tabular data in database format is to be used, coordinate delivery with APD in advance (JDSO–PAT–D).

7–7. Artwork

a. Artwork for electronic publishing differs from artwork for paper publishing. First and foremost, artwork intended to be displayed on a Web page must be designed for effective presentation on a computer monitor. (In printing terms, that means most figures will be "landscape" (sideways) rather than "portrait" (vertical). Resolution and file size must be considered, and so on. Although 72 dpi graphics are acceptable for Web display, they may not be appropriate for printing. Artwork must be submitted either in original hard-copy format or in electronic file format with sample hard copy outputs provided for editorial review. No photocopies of the art will be accepted. Original art layouts cannot exceed 11- by 14-inch (279mm by 356mm) formats.

b. By properly sizing the artwork to be used, reduction can be avoided and clear, readable art produced. Electronic files must be in commonly used graphic file formats, such as Encapsulated PostScript (*.eps), Tag Image File (*.tif) Format, Graphics Interchange Format (*.gif), and similar formats. Coordinate acceptable file formats with APD, JDSO–PAP–A, prior to submission. Scanned graphics should be provided at 300 dpi for EMO publications and 300 dpi for paper issue.

c. Specialty requirements, such as hairlines on certificates, may require higher resolution for originals, although Web documents will generally be restricted to 300 dpi. Hard copy art must be cropped to ensure both the page and the art on the page are square for proper scanning. Do not make captions (figure or table numbers) part of the artwork. All digitized artwork will be stored in the Army EPS database in a compressed raster file format.

7–8. Table of contents

Proponents no longer need to prepare a table of contents because it is automatically generated from the paragraph titles in the data files, both for paper and digital presentation. The EPS accommodates a table of contents generated to different levels within a publication and can refer the reader to paragraphs or titled subparagraphs. In digital files these can also be hot linked; for paper documents the page number can also be generated. Lists of tables and lists of figures can also be generated for the table of contents. (See para 10–17 for more information.)

7–9. Lists of tables and figures

Lists of tables and figures can be automatically generated for paper and digital presentation of EPS files.

Chapter 8
Administrative Publications Media

8–1. Choosing the type of administrative publication to use

When developing a new administrative publication, knowing the audience and the purpose of a publication helps to determine the type of publication to issue. The medium chosen dictates how to prepare the material for publication.

a. Each type of publication has a different use. The proponent must decide which type best suits the material and best serves the purpose for issuing the information based on the criteria provided in table 8–1. Make publication decisions based on—

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

(2) How long the publication is to be in effect. Is it to be permanent or temporary?

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

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

(1) Table H–1 identifies the series that best describes the subject of the material.

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

(3) The proponent reviews all related publications and determines if new material can be added to any existing publication.

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

Table 8–1
The types and uses of DA administrative publications

Type of publication: Army regulation
Type of material: Directive
Uses: ARs establish Army-wide policy, assign missions and responsibilities, delegate authority, and set objectives. They prescribe procedures in the detail needed to make sure basic policies are carried out uniformly throughout the Army and implement public law, policy guidance, and instructions from higher headquarters or other Government agencies, such as the DOD. They prescribe forms.
Term: Permanent
Audience: Army-wide
EPS implications: Stored on the Army electronic publishing database.
Restrictions: Effective until superseded or rescinded.
Other: Used for setting forth missions, responsibilities, and policies and establishing procedures to ensure uniform compliance with those policies.

Type of publication: Standard DA pamphlet
Type of material: Procedural or reference
Uses: Standard DA Pams are used to publish information needed to carry out policies and procedures prescribed by an AR. Such information may be specific procedures (for example, military justice trial procedure); special guidelines (for example, posting and filing publications); or reference data (for example, catalogs and indexes). They prescribe forms.
Term: Permanent
Audience: Army-wide
EPS implications: Stored on the Army electronic publishing database.
Restrictions: A standard DA Pam is not a directive publication. Therefore, it may not be used to prescribe policies or responsibilities. This type of pamphlet may be used only to explain the policies, procedures, and responsibilities set by a regulation.
Other: Effective until superseded or rescinded. The main differences between a standard and an informational pamphlet are their organization and format. A standard pamphlet is organized and printed in a format similar to that of an AR.

Type of publication: Informational DA pamphlet
Type of material: Informational or reference
Uses: The informational DA Pam is used to publish information or guidance on subjects in support of Army missions. Some examples are recruiting literature; booklets and folders for veterans, dependents, and survivors; tips for travelers; country guides; historical studies; and reference texts.
Term: Permanent
Audience: Army-wide
EPS implications: Stored on the Army electronic publishing database.
Restrictions: An informational DA pamphlet may not be used to prescribe forms.
Other: APD (JDSO–PAP–F) must approve publication of any informational DA Pam containing artwork (mail to: td@usapa.army.mil).

Type of publication: DA circular
Type of material: Directive or informational
Uses: DA Cirs are used to publish instructions for one-time actions that apply Army-wide, general information or policies and procedures that will be in effect for 2 years or less, and temporary notices (for example, annual awards programs). They prescribe forms.
Term: 2 years minimum
Audience: Army-wide
EPS implications: Stored on the Army electronic publishing database.
Restrictions: DA Cirs may not be used to change the information in permanent publications such as ARs or DA Pams or to publish long-term policies or procedures.
Other: A DA Cir expires 2 years after the date it is issued; however, it may be given an earlier expiration date if it need not remain in effect for 2 full years.

Table 8–1
The types and uses of DA administrative publications—Continued

Type of publication: DA memo
Type of material: Directive
Uses: DA memos are used to set policies and procedures within HQDA, establish the pattern of organization and workflow within HQDA, delegate authority and assign responsibilities within HQDA, and publish recurring and special forms or reports used within HQDA.
Term: Permanent
Audience: HQDA agencies and their field operating agencies (FOAs)
EPS implications: Stored on the Army electronic publishing database.
Restrictions: A DA memo is not a change document; it may not be used to change the information in another DA publication.
Other: DA memos are permanent directives with a limited distribution. A DA memo applies to HQDA agencies only or to HQDA and its FOAs. They are effective until superseded or rescinded.

Type of publication: Numbered HQDA letter
Type of material: Directive or informational
Uses: Numbered HQDA letters are used to convey short-term directives or general information.
Term: 2 years maximum
Audience: HQDA agencies and MACOMs
EPS implications: Stored on the Army electronic publishing database.
Restrictions: A numbered HQDA letter is not used to publish long-term policies or procedures, to direct continuing practices or actions, or to change a permanent DA publication. It may be used to prescribe forms. Information contained in most directive HQDA letters is expected to be incorporated into the next revision to an appropriate AR, at which time the HQDA letter will be superseded.
Other: A numbered HQDA letter is usually effective for 2 years from the date of issue; however, it may be given an earlier expiration date if it need not remain in effect for 2 full years. The expiration date on an HQDA letter may be extended on a case-by-case basis at the discretion of the AASA.

Type of publication: Multi-Service publications (ARs and DA pamphlets)
Type of material: Directive of informational
Uses: Multi-Service publications are used to publish policies, procedures, and information pertaining to two or more military departments, Defense agencies, or other Government agencies. Multi-Service publications may implement policies and procedures from higher headquarters or other Government agencies, such as DODDs and DODIs that apply to all military departments and other DOD agencies. DA, one of the other Services, or a Defense agency may be designated executive agent to develop, coordinate, and publish the multi-Service publication.
Term: Permanent
Audience: Army-wide
EPS implications: Stored on the Army electronic publishing database.
Restrictions: If the Army is not the executive agent, the publication must not be stored on the electronic database.
Other: Implementation of DODDs and DODIs is discussed in chapter 10.

Type of publication: Civilian personnel publications
Type of material: Informational
Uses: A civilian personnel publication contains guidance of a continuing nature concerning civilian employees.
Term: Permanent
Audience: Army-wide
EPS implications: Stored on the Army electronic publishing database.
Restrictions: None
Other: Follows the format of the Federal Personnel Manual.

Type of publication: Department of the Army general order
Type of material: Directive
Uses: The DA GO conveys material of general interest on establishment, redesignation, inactivation, or discontinuance of Army commands, installations, agencies, and activities; announcements of awards, decorations, courts-martial information, and unit citations; and similar subjects.
Term: Permanent or semi-permanent
Audience: Army-wide
EPS implications: Stored on the Army electronic publishing database.
Restrictions: None
Other: May be used to issue department policy.

Table 8–1
The types and uses of DA administrative publications—Continued

Type of publication: DA poster
Type of material: Informational
Uses: A DA poster is a decorative or pictorial bill or placard for posting, often in a public place, intended primarily for advertising.
Term: As appropriate
Audience: Army-wide
EPS implications: Not stored on the Army electronic publishing database.
Restrictions: The proponent must prepare a prescribing directive. All DA posters must be reviewed by the Office of the Chief of Public Affairs, HQDA (SAPA–CI).
Other: Coordinate with APD (JDSO–PAP–F), before the artwork is prepared (mail to: td@usapa.army.mil).

8–2. Titles for administrative publications

Use the following guidance when selecting an appropriate title for an administrative publication:

a. Choose titles that are short, descriptive, fully explicit, and unique. Consider the subject of the division or part (figure, table, or appendix), and choose a word or short phrase that clearly states what the subject is. Avoid long, rambling titles and titles that are too general or vague. Use titles that will be familiar to your target audience and phrases that 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, there is usually a more specific title that can be used. If it is used, however, there should never be more than one division in a publication with the title "General."

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. Form titles or figures and table numbers should not be cited 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. Abbreviations and RCSs should be avoided in the titles of divisions. If the user does not know the meaning of an abbreviation, the title is of no use. Normally, abbreviations should be introduced in text. Guidance for exceptions is as follows:

(1) If an abbreviation is used in a title, it should be explained there. In the Army EPS, because the table of contents is generated automatically from the primary paragraph titles, any undefined abbreviations used in titles would appear in the table of contents.

(2) There may be times when including an abbreviation in a title will help avoid redundancy or will be useful to users. In these cases, the following rules apply:

(a) Include both the abbreviation and its meaning in the title, as in the following example:

3–8. Publications control officer (PCO)
A PCO will be appointed....

(b) Include the abbreviation by itself only if its meaning is explained in a preceding title, as in the following example:

Chapter 8
U.S. Field Medical Card (FMC)
Preparation of the FMC
Supplemental FMCs
Disposition of FMCs

(3) Include the RCS of a report only in the title of the division that prescribes the report. If the name of the report is cited in the titles of other divisions, do not include the RCS.

8–3. Army regulations

An Army regulation (AR) is a directive that sets forth missions, responsibilities, policies, delegates authority, sets

objectives, and prescribes mandated procedures to ensure uniform compliance with those policies. Some mandated procedures are allowed in Army regulations that are required and authoritative instructions containing the detail needed to ensure 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 the Joint Committee on Printing (JCP), Office of Management and Budget, or DOD.

8–4. DA pamphlet

A DA pamphlet (DA Pam) is a permanent instructional or informational publication. The two basic types of pamphlets are standard and informational. Procedures in DA pamphlets provide procedures, establish methods, and describe optional or helpful methods of performing mission and functions, probable course of action, and how something is effected.

a. A standard pamphlet usually accompanies an AR and is organized and printed in the same format as an AR. A standard pamphlet is used to publish information (such as how-to procedures) needed to carry out policies and mandated procedures prescribed in ARs.

b. An informational pamphlet has no set organization or format. An informational pamphlet is used to publish information or guidance on subjects in support of Army missions. Because of its lack of standard format, digital versions of informational pamphlets may be limited to page-image output formats.

8–5. DA circulars

A DA circular (DA Cir) is a temporary directive or informational publication that expires 2 years or less after its date of issue.

8–6. DA and HQDA directives

DA directives and HQDA directives are permanent information memorandums issued by the SA that will remain in effect until they are superseded or rescinded by the SA. They are intended to impart immediate policy, guidance, and changes to policy. Use is restricted to the SA only. The proponent will be the SA. DA and HQDA directives will not be staffed. DA directives will have Army-wide applicability and are intended for distribution Army-wide; HQDA directives are applicable only to HQDA. If policy, guidance, or procedures issued in a DA or HQDA directive conflicts with policy, guidance, or procedures in existing departmental publications, the proponents of these publications are responsible for revising them (see para 8–11) to ensure compliance with the DA or HQDA directive. They will be—

a. Numbered by the OSA and indexed by APD (JDSO–PAT–L).

b. Posted to the AKO, AHP, and APD Web sites.

8–7. DA memorandums

a. DA memorandums (DA memos) are permanent directives with a limited distribution. A DA memo applies only to HQDA and its field operating agencies. Memorandums are effective until superseded or rescinded.

b. Each DA memo 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. A DA memo is prepared in a format similar to an AR, DA Pam, or DA Cir, with some variations. (Information on the preparation of a DA memo follows, and a sample giving further preparation instructions is shown in chapter 10.)

8–8. Numbered HQDA letters

A numbered HQDA letter is prepared in a modified correspondence format rather than normal manuscript format. Generic DA letterhead stationery is used for the first page.

8–9. Department of the Army general orders

a. A Department of the Army general order (DAGO) is a written directive containing material of general interest (permanent or semi-permanent in duration) on the establishment, redesignation, inactivation, or discontinuance of Army commands, installations, agencies, and activities; the announcement of awards, decorations, and unit citations; and similar subjects. There are four types of DAGOs: regimental, obituary, reorganization, and award.

b. After the required staffing has been accomplished, the proponent must submit the proposed DAGO with a DA Form 260 to APD (daform260@hqda.army.mil).

(1) The proponent must submit a double-spaced draft manuscript in an ASCII or word-processing format either via e-mail or on a disk.

(2) DAGOs are numbered consecutively with each calendar year, starting with the number 1. APD will assign the numbers.

(3) APD will generate camera-ready copy and submit the DAGO for authentication.

8–10. New administrative publications

There are two ways of publishing administrative publications—new and revised (see table 8–2). There are also two ways administrative publications could be issued—priority or routine (see table 8–3). New administrative publications are publications that have never been published before. There are two types of new administrative publications: priority issuance and routine issuance (see table 8–4). Proponents must use APPIP to prepare their new publications. Using APPIP will make creating publications easier and facilitate the publishing process once they are submitted to APD, daform260@hqda.army.mil.

a. Priority issuance of new administrative publications. Electronic messages must not be used to issue new administrative policy or non-policy publications. When it is necessary to issue new policy or procedures immediately, proponents must coordinate with APD (JDSO–PAP–A) to request priority processing. APD will assist in expediting the processing of the publication. These publications will be posted to the AKO, AHP, and APD Web sites. (See use and restrictions in AR 25–30, para 3–5*b*(1).) New administrative publications using this procedure—

(1) Must have no more than eight pages of text.

(2) Must be prepared using APPIP. (Using APPIP will ensure that all the required components are included.)

(3) Must be coordinated as indicated in AR 25–30, paragraph 3–5*b*(1)*(d)*. After comments are incorporated, policy publications must be sent to OTJAG for a functional and legal review before they are submitted to APD for publishing. Non-policy publications must be sent directly to the OAASA PPO after staffing comments are incorporated.

(4) Must be non-distribution-restricted and unclassified publications.

(5) Require the signature of a general officer (GO) or a member of the Senior Executive Service (SES) on the accompanying DA Form 260 or memorandum. Electronic files must be submitted with the DA Form 260 to daform260@hqda.army.mil. These files must include all manuscript pages, figures, tables, and illustrations. If submitting the files by e-mail, include in the subject line "New priority issuance—publication number."

(6) Must be submitted to OAASA PPO after staffing is complete (both policy and non-policy publications). OAASA PPO will authenticate the publications and forward them to APD.

(7) APD must process each request in order of receipt. In the event of a conflict between priorities, the director of APD will make a determination about which request takes precedence.

b. Routine issuance of new administrative publications. Routine issuance of new administrative publications include publications that have never been published before but do not require priority issuance. New administrative publications—

(1) Must be prepared using APPIP.

(2) Require the coordination indicated in AR 25–30, table 3–1, and in chapter 11 of this pamphlet.

(3) Must be forwarded to APD (JDSO–PAT–L), daform260@hqda.army.mil for processing with a signed DA Form 260 and electronic files. The electronic files must include all manuscript pages, figures, tables, and illustrations. If the files are submitted by e-mail, include in the subject line "New—(publication number)."

(4) Must go through the normal review process at APD. After the DA Form 260 is signed and submitted to APD, the publications are reviewed and edited. Policy publications are sent to OAASA for approval and authentication and returned to APD for publishing. Non-policy publications do not go to OAASA for approval and authentication.

(5) Will be made available on the AKO, AHP, and APD Web sites.

Table 8–2
Methods of publishing administrative publications

Method	Definition
New	Publications that have never been published
Revisions	Updating (or revising) existing publications

Table 8–3
Types of issuances

Type	Definition	Restrictions
Priority	Issuing policy or procedures immediately (in lieu of an electrical message). These publications are given immediate attention in APD.	– Requires a general officer or SES approval – Must be no more than eight pages of text or eight pages of DA Form 2028 – Must be non-distribution-restricted and unclassified – Must be properly coordinated
Routine	Issuing policy or procedures when it is **not** a priority. These publications are **not**given immediate attention, they are assigned as normal jobs in APD.	No restrictions

Table 8–4
New publications

Issuance	Type of publication	Restrictions	Submit
Priority	Policy or non-policy	– Must be a real priority. Issues new or revised policies or procedures quickly – Must be no more than eight pages of text or eight pages on DA Form 2028 – Requires the signature of a general officer or SES on the DA Form 260 or accompanying memorandum – Must be coordinated – Must be non-distribution-restricted and unclassified publications – Must be submitted to APD (JDSO–PAT–L) after staffing (including the legal review by OTJAG) is complete	– Completed DA Form 260, signed by general officer or SES (or attach signed memorandum) and publications control officer (PCO) – DA Form 2028, no more than eight pages (or eight pages of text may be submitted) – Electronic copy (DA Form 2028 or text pages on disk) – Copy of waiver for coordination (granted by OAASA PPO or APD), if applicable
Routine	Policy or non-policy (processes a rapid action, administrative, or major revision)	See specific type of publication using the table (Types of Revisions) below.	– Completed DA Form 260 with appropriate signatures, including the PCO – Manuscript (would be eight pages of text if rapid action or administrative revision; entire publication if major revision) – DA Form 2028, if rapid action or administrative revision – Electronic copy of manuscript or DA Form 2028 (on disk) – Copy of waiver for coordination (granted by OAASA PPO or APD), if applicable

8–11. Revisions to administrative publications

There are several ways to revise administrative publications (see table 8–5). Using the correct method will save time and resources for all concerned. Routinely, published information will be revised using the administrative revision process or the rapid action revision process. The methods of revising administrative publications are explained below.

a. Administrative revisions. Administrative revisions do not alter substantive content; they correct typographical errors, update office symbols and e-mail addresses, update organizational names and addresses, or update references (including URLs). The proponent must give 30 days notice to APD before submitting administrative revisions. APD will process the revision, giving it a new publication date, effective date, and supersession notice (see para 12–6). The external references and forms will also be checked before publishing. If obsolete external references and obsolete forms are discovered, the administrative revision will be returned to the proponent for corrections. Administrative revisions—

(1) Must be made only to publications currently posted to the AKO, AHP, and APD Web sites, which will be included in the next update cycle for the Web page. (Generally, for publications still printed on paper, administrative revisions will not be cost-effective, and they should be held until they can be included in a functional revision.)

(2) Should be coordinated and submitted to APD as they occur. It is not necessary to wait until several administrative revisions accumulate before submitting them.

(3) Require no formal coordination prior to submission. They must not include changes that affect the current roles, responsibilities, policies, or mandated procedures specified in the publication.

(4) Must include the following statement on the DA Form 260, Justification: "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."

(5) Must not include any forms actions. (Forms actions must be submitted in a functional revision.)

(6) Must be submitted to APD (JDSO–PAT–L). If submitting files by e-mail, include in the subject line "Administrative revision to (publication number, date)." APD will return to the proponent any DA Form 260 for an administrative-type revision if that revision contains substantive material.

(7) Must be forwarded for processing with a signed DA Form 260 (marked as indicated in (4), above), summary of change, new history statement, DA Form 2028 indicating the affected paragraphs, and an electronic file of only the affected paragraphs. (See fig 12–2 for a summary of the publishing process by type of revision.)

b. Functional revisions. There are three types of functional revisions—priority revisions, rapid action revisions, and major revisions (see fig 12–2 for the publishing process). All three types are explained below.

(1) *Priority revisions.* Priority revisions must be a real priority. (See use and restrictions in AR 25–30, para 3–5*b*(1).) They issue new or revised policies or procedures quickly. Priority revisions must be submitted to APD (JDSO–PAT–L). APD will process the revision, giving it a new publication date, effective date, and supersession notice (see para 12–5). Where possible, the proponent should provide APD as much advance notice as possible because external references and forms also need to be checked before publishing. The revision will be made available immediately on the AKO, AHP, and APD Web sites. Priority revisions—

(a) Must be no more than eight pages of text or eight pages of DA Form 2028 and require the signature of a GO or SES on the accompanying DA Form 260 or memorandum. Electronic files must be submitted with the DA Form 260.

(b) Must correspond to the numbering to the chapters, sections, and paragraphs in basic publication.

(c) Must be submitted with the revised materials only. Do not submit the entire publication.

(d) Must be coordinated as indicated in AR 25–30, paragraph 3–5*b*(1)*(d)*. After comments are incorporated, policy publications must be sent to OTJAG for a legal review before they are submitted to APD for publication.

(e) Must be non-distribution-restricted and unclassified publications.

(f) Must be forwarded for processing with a signed DA Form 260, summary of change, new history statement, DA Form 2028 indicating the affected paragraphs, and an electronic file of only the affected paragraphs. If submitting files by priority e-mail, include in the subject line "Priority revision to (publication number, date)."

(g) APD will process each request in order of receipt. In the event of a conflict between priorities, the director of APD will determine which request takes precedence. APD will publish the priority revision to the AKO, AHP, and APD Web sites within 24 to 48 hours.

(2) *Rapid action revisions.* The rapid action revision is the normal and most efficient process for revising administrative publications. Rapid action revisions process only the revised material consisting of no more than eight pages of text or eight pages of DA Form 2028; manuscripts for the entire publication must not be submitted. Rapid action revisions require the coordination as indicated in AR 25–30, table 3–1, and chapter 11 of this pamphlet. Policy publications must be submitted to OTJAG for a legal review after comments are incorporated. The proponent must give a 30-day notice to APD before submitting all rapid action revisions. The 30-day notice is necessary to ensure that electronic files, including tables and graphics, are ready to be composed and posted and will allow for a forms management review. APD will process the revision, giving it a new publication date, effective date, and supersession notice (see para 12–4). The external references and forms will also be checked prior to publishing. Rapid action revisions—

(a) Must be forwarded to APD (JDSO–PAT–L), daform260@hqda.army.mil, for processing with a signed DA Form 260, summary of change, new history statement, DA Form 2028 indicating the affected paragraphs, and an electronic file that includes only those affected paragraphs. If submitting files by e-mail, include in the subject line "Rapid action revision to (publication number, date)."

(b) Must go through the normal review process at APD. After the DA Form 260 is signed and submitted to APD, the publications are reviewed and edited. Policy publications are sent to OAASA for approval and authentication, and returned to APD for publishing. Non-policy publications do not go to OAASA for approval and authentication.

(3) *Major revisions.* Major revisions include manuscripts that are more than eight pages of text or eight pages of DA Form 2028 and consolidations of publications. Major revisions—

(a) Should be prepared and submitted to APD using APPIP. (Publications sent to APD that are not in APPIP format will take significantly longer to process.)

(b) Require the coordination indicated in AR 25–30, table 3–1, and chapter 11 of this pamphlet.

(c) Must be forwarded to APD (JDSO–PAT–L), daform260@hqda.army.mil, for processing with a signed DA Form 260 and electronic files with all manuscript pages, figures, tables, and illustrations. If submitting files by e-mail, include in the subject line "Major revision to (publication number, date)."

(d) Must go through the normal review process at APD. After the DA Form 260 is signed and submitted to APD, the publications are reviewed and edited. Policy publications are then sent to OAASA for approval and authentication, and returned to APD for publishing. Non-policy publications do not go to OAASA for approval and authentication.

Table 8–5
Type of revisions

Type	Definition	Issuance	Restrictions	Submit
Administrative	Issuing administrative changes (correcting typographical errors, updating office symbols and e-mail addresses, updating organizational names and addresses, or updating references (including URLs) to an existing publication.	Routine	– Must give APD 30-day advance notice – Does not alter substantive content – Must be publication currently posted to the AKO, AHP, and APD Web sites – Must not change the current roles, responsibilities, policies, or mandated procedures specified in the publication – Must not include any forms actions	– Completed DA Form 260 with appropriate signatures, including the PCO – DA Form 2028 – Electronic copy (DA Form 2028 on disk)
Priority	Issuing policy or procedures immediately (in lieu of an electrical message)	Priority	– Must be a real priority. Issues new or revised policies or procedures quickly – Must be no more than eight pages of text or eight pages of DA Form 2028 – Requires the signature of a GO or SES on the DA Form 260 or accompanying memorandum – Must be submitted with the revised materials only – Must be coordinated – Must be non-distribution-restricted and unclassified publications	– Completed DA Form 260, signed by general officer or SES (or attach a memorandum signed by a general officer or SES initiating the priority revision) and PCO, and any other required signatures – DA Form 2028, no more than eight pages (eight pages of text may also be submitted) – Electronic copy (DA Form 2028 or text pages on disk) – Copy of waiver for coordination (granted by OAASA PPO or APD), if applicable
Rapid Action	Issuing policy or procedures when it is not a priority. Most efficient method for revising administrative publications	Routine	– No more than eight pages of text or eight pages of DA Form 2028 – Manuscripts for the entire publication must not be submitted	– Completed DA Form 260 with appropriate signatures, including the PCO – DA Form 2028, no more than eight pages (eight pages of text may also be submitted) – Electronic copy (DA Form 2028 or text pages on disk) – Copy of waiver for coordination (granted by OAASA PPO or APD), if applicable
Major	Issuing policy or procedures when it's not a priority. Manuscripts that are more than eight pages of text or eight pages of DA Form 2028 and consolidations of publications	Routine	– Should be prepared and submitted to APD using APPIP – Requires the coordination indicated in AR 25–30	– Completed DA Form 260 with appropriate signatures, including the PCO – Manuscript – Electronic copy of manuscript (on disk) – Copy of waiver for coordination (granted by OAASA PPO or APD), if applicable

Chapter 9
Numbering Scheme for Administrative Publications

9–1. 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 H–1. Use "-XX" after the publication type and series number to indicate the publication is new.

b. Proponents revising publications where the series number has been changed to another series number should also

number revised manuscripts, as indicated in *a*, above. 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 *a* and *b*, above, must have the "-XX" replaced with a subnumber by APD when the manuscript is published.

d. Proponents revising other publications not mentioned in *a* and *b*, above, must reuse the same publication number until the publication is determined to be obsolete. Obsolete publication numbers are not be reused.

9–2. Numbering Army regulations

Army regulations (ARs) must be numbered using "AR" and a series number (see table H–1) according to the subject of the publication and a subnumber to distinguish among other regulations on the same general subject.

9–3. Numbering Department of the Army circulars

DA circulars (DA Cirs) must be numbered using "DA Cir" and a three-part number, as follows:

a. A series number according to the subject (table H–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.

9–4. 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, chap 12.)

a. General court-martial order (GCMO). Number consecutively within each calendar year, starting with 1 (GCMO 1) for the first order issued in a year.

b. Special court-martial order (SPCMO). Number 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 consecutively within each calendar year, starting with 1 (SCMO 1) for the first order issued in a year.

9–5. Department of the Army general orders

Department of the Army general orders (DAGOs) must be numbered using "DAGO" and consecutive numbers within each calendar year, starting with the number 1 (DAGO 1) for the first order issued in a year.

9–6. Department of the Army memorandums

Department of the Army memorandums (DA Memos) must be numbered using "DA Memo," a series number that corresponds to the subject of the memorandum (table H–1), and a subnumber to distinguish between other memorandums on the same general subject.

9–7. Department of the Army pamphlets

DA pamphlets (DA Pams) must be numbered using "DA Pam," a series number that corresponds to the subject of the pamphlet (table H–1), and a subnumber to distinguish between pamphlets on the same general subject.

9–8. DA posters

DA posters must be numbered using "DA Poster," a series number that corresponds to the subject of the poster (table H–1), and a subnumber to distinguish among other posters on the same general subject.

9–9. Numbered HQDA letters

Numbered HQDA letters must be numbered using "HQDA Ltr" and a three-part number, as follows:

a. A series number that corresponds to the subject (table H–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.

Chapter 10
Format

Section I
Manuscript Preparation for ARs, DA Pams, DA Cirs, and Multi-Service ARs

10–1. Army document format

Manuscripts are prepared in the standard Army document format (ADF) established for departmental administrative publications (for example, ARs, DA Pams, DA Cirs, and multi-Service ARs). The format 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 10–1 shows the parts of a publication.

Table 10–1
Required parts of a publication

Part [1]	AR	DA Cir	Multi-Service		DA Pam	DA Memo	HQDA Ltr
			ARs	DA Pams			
Front							
Cover	R	R	R	R	R	R	R
Summary of Change	R	R	R	R	R	NA	NA
Preface	O	NA	O	O	O	NA	NA
Foreword	O	NA	O	O	O	NA	NA
Title page	R	R	R	R	R	NA	NA
Table of contents	R	R	R	R	R	R	NA
List of tables	O	O	O	O	O	NA	NA
List of figures	O	O	O	O	O	NA	NA
Body							
Purpose	R	R	R	R	R	R	R
References	R	R	R	R	R	R	R
Explanation of terms	R	O	R	R	R	O	O
Responsibilities	R	O	R	NA	NA	R	O
Policies	R	R	R	NA[2]	NA[2]	R	R
Procedures	NA	R	NA	R	R	R	O
Figures and tables	O	O	O	O	O	O	O
Forms	O	O	O	O	O	O	O
Reports	O	O	O	O	O	O	O
Rear							
Appendixes[3]	R	R	R	R	R	O	O
Glossary	R	O	R	R	R	O	O

Table 10–1
Required parts of a publication—Continued

Part [1]	AR	DA Cir	Multi-Service		DA Pam	DA Memo	HQDA Ltr
			ARs	DA Pams			
Index	O	O	O	O	O	NA	NA

Legend for Table 10-1:
R=Required
O=Optional
NA=Not applicable

Notes:
[1] The APPIP template formats the parts of a publication automatically.
[2] Policies are explained in a DA Pam rather than prescribed.
[3] Appendix A must be "Required" and "Related" references and "Prescribed" and "Referenced" forms in all ARs and DA Pams.

a. Front. The front includes all or some of the elements and paragraphs listed below. Table 10–2 shows the title page requirements. A sample manuscript page of front is shown in figure 10–1.

(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 authority paragraph.
(18) Army management control process paragraph.
(19) Supplementation paragraph.
(20) Suggested improvements paragraph.
(21) Optional special use paragraph (for example, committee statement)
(22) Distribution.
(23) Table of contents, list of tables, and list of figures.

Issuing headquarters	**Headquarters** **Department of the Army**
Address	**Washington, DC**
Date of issue	*(Leave blank; USAPA will insert.)*
Publication number.....	***Army Regulation XX-XX** *(If applicable, an asterisk indicating a supersession notice appears at the bottom of the title page.)*
Effective date (regulations only) or Expiration date (circulars and numbered HQDA letters only).....	*(Leave blank; USAPA will insert.)*
Publication series title	**Information Management**
Publication title.....	**Publishing Administrative Publications**
Distribution restriction statement (This is an optional entry, if used, it will appear both on the front cover and the title page.).....	**Distribution restriction.** This publication contains technical or operational information that is for official Government use only. Distribution is limited to U.S. Government agencies. Requests from outside U.S. Government agencies for resale of this publication under the Freedom of Information Act (FOIA) or the Foreign Military Sales (FMS) Program must be made to *(insert agency or command, office symbol, and address).*
Destruction notice..... **(Is required when a distribution restriction statement is used. It also appears on the title page.)**	Destroy by any method that will prevent disclosure of contents or reconstruction of the document.
Summary of change..... **(The summary of change appears between the cover and the title page. Do not use acronyms in the summary of change.)**	**AR XX-XX** Publishing Administrative Publications This revision-- a. Assigns responsibilities for all HQDA agencies in regard to the Army Publications Program. b. Mandates procedures to use to publish all Army-wide publications.
Foreword..... **(DA Pam only. If used, appears before the title page.)**	*(This is an optional entry.)*

Figure 10–1. Front: sample manuscript page

Title page.....	(Consists of heading information, the authentication, and required and optional paragraphs. Sample follows.)
Authentication ..... **(The AASA authenticates most departmental publications, those that are not, are authenticated by the Secretary of the Army.)**	**By Order of the Secretary of the Army:** **(NAME)** ***General, United States Army*** ***Chief of Staff*** **Official:** **(Signature)** **Administrative Assistant to the Secretary of the Army**
Authentication (if the Secretary of the Army authenticates a publications.).....	**(Signature)** **(NAME)** **Secretary of the Army**
	History. This regulation was last revised on 27 December 2000. **Summary.** This regulation provides policy for publishing departmental publications. **Applicability.** This regulation applies to the Active Army, the Army National Guard of the United States (ARNGUS), and the U.S. Army Reserve (USAR). This regulation does not apply during mobilization.

Figure 10–1. Front: sample manuscript page—Continued

	Proponent and exception authority. The proponent of this regulation is the *(name of the principal HQDA official: for example, the Deputy Chief of Staff, G-3).* The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.
This paragraph is used..... in ARs only. (If appropriate, the functional proponent will develop a management control checklist.)	**Army management control process.** This regulation contains management control provisions and identifies key management controls that must be evaluated.
This paragraph is used..... in ARs only.	**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from *(agency or command, office symbol, and address).*
	Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to *(proponent or preparing agency's name and address.)*
This is an optional..... paragraph.	**Committee establishment approval.** The DA Committee Management Officer concurs in the establishment of the *(committee name).*
Table of contents, table list, and figure list.....	**Distribution.** Distribution of this publication is made in accordance with The requirements of *(insert IDN)* intended for electronic distribution only.
	(Proponents submitting ARs, multi-Service ARs, DA Pams, or DA Cirs are no longer required to submit a table of contents. It is automatically generated by the Army Electronic Publishing System and will also include a table list and figure list.)

Figure 10–1. Front: sample manuscript page—Continued

Table 10–2
Title page requirements

Element[1]	AR	DA Cir	Multi-Service		DA Pam	DA Memo	HQDA Ltr
			ARs	DA Pams			
Heading	R	R	R	R	R	R	R
Authentication block	R	R	R	R	R	R	R
History statement	R	R	R	R	R	NA	NA
Summary	R	R	R	R	R	O	NA
Applicability	R	R	R	R	R	R	O
Proponent and exception authority	R	R	R	R	R	R	R
Army management control process	R	NA	R	NA	NA	NA	NA
Supplementation	R	R	R	NA	NA	NA	NA
Suggested improvements	R	R	R	R	R	NA	NA
Committee establishment approval	O	O	O	O	O	O	O
Distribution statement	R	R	R	R	R	R	R
Distribution restriction statement	O	O	O	O	O	O	O
Destruction notice	O	O	O	O	O	O	O
Supersession	R	R	R	R	R	R	R

Legend for Table 10-2:
R=Required
O=Optional
NA=Not applicable

Notes:
[1] The APPIP template formats the parts of a publication automatically.

b. Body. The body or text of a 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*, and *Abbreviations and Terms*, and a statement of responsibilities. The statement of responsibility may be prepared as a paragraph, section, or chapter. A sample manuscript page is shown in figure 10–2.

Leave two double-spaces..... between chapter title and section I, between sections, and between section titles and first paragraphs of sections. Double-space within and between paragraphs. Set tabs at 3, 6, and 9 for subparagraph indentions.	**Chapter 1** **Introduction** *(two double spaces)* **Section I** **Motor Vehicles** *(two double spaces)*
Subparagraphs may be ..... titled or untitled. If subparagraphs are titled at one level, title all at the same level within the paragraph. **If a subparagraph is ..... titled, end the title with a period, leave two spaces, and begin the paragraph text on the same line.**	**1-1. Purpose** a. This regulation sets policy, responsibilities, and procedures for motor vehicle traffic supervision on military installations. (1) Registration of vehicles… (2) Vehicle registration in… (a) Continental United States (CONUS). Vehicles… (b) Outside CONUS. Vehicles registered outside CONUS…
References are always ..... inserted as paragraph 1-2. If paragraphs do not have subdivisions, or begin with introductory text before subdividing, start the following text at the left margin.	**1-2. References** Required and related publications and prescribed and referenced forms are Listed in appendix A.
Explanation of..... abbreviations and terms are always inserted as paragraph 1-3.	**1-3. Explanation of abbreviations and terms** Abbreviations and special terms used in this regulation…
Responsibilities are ..... normally placed in paragraph 1-4 but can be placed in a section titled "Responsibilities" in the first chapter or, if very lengthy, it can be placed as chapter 2 titled "Responsibilities." Responsibilities are listed in order of protocol.	**1-4. Responsibilities** a. The Administrative Assistant to the Secretary of the Army will— (1) Serve as the senior Army official for motor vehicle… (2) Serve as the senior Army policy official for Army-wide… b. The Director, Installation Services will—

Figure 10–2. Body: sample manuscript page

c. Rear. Just as with front and body, rear information placed at the back of the publication follows the general pattern of the ADF. The rear contains an appendix A (for references), a glossary, and an optional index. It may also include checklists and reproducible forms, in printed publications only (R-forms). A glossary must include an abbreviations section, followed by a section of terms, followed by a section of special abbreviations and terms. (If there are not special appreviations and terms, insert the following statement in this section: "This section contains no entries.") A sample manuscript page showing required and optional material placed at the back of a publication is shown in figure 10–3.

Appendix A is always ..... reserved for references. It must list required and related publications and prescribed and referenced forms in the four sections shown here.	**Appendix A** **References**
	Section I
	Required Publications
Required publications ..... must cite the paragraph where they are referenced in text.	AR 15-6
	Interservice Support Installation Area Coordination. (Cited in para 12-22.)
	Section II
Related publications ..... must be listed but do not require a paragraph citation.	**Related Publications**
	A related publication is a source of additional information. The user…
	AR 5-20
	Commercial Activities Program
	Section III
Prescribed forms are ..... authorized and issued by the proponent's publication. Instructions for completing the form also appear within the publication.	**Prescribed Forms**
	DA Form 17
	Requisition for Publications and Blank Forms. (Prescribed in paras 2-57, 2-58, and 5-8.)
	Section IV
	Referenced Forms
	DA Form 201
	Military Personnel Record Jacket, U.S. Army
Appendix B, C, and ..... so forth. If included, these appendixes must begin with a title and must be followed by a list, table, figure, or text with at least two subdivisions.	**Appendix B**
	Additional Instructions for Travel Orders
	Section I
	Types of Conveyance
	B-1. Personal vehicle
	Travel by privately owned conveyance is authorized as more advantageous…
	B-2. Commercial ground transportation

Figure 10–3. Rear: sample manuscript page

	a. Soldiers are authorized special use of conveyance.
	b. Soldiers are authorized travel within and around temporary duty…
	Section II
	Baggage
	B-3. Excess baggage is…
	B-4. Concurrent travel of dependents…
Glossary.....	**Glossary**
The glossary must contain three sections as shown here. If there are no entries in a section, use the statement, "This section contains no entries."	**Section I**
	Abbreviations
	AAL
	Additional authorization list
	COM
	Computer output microfilm
	Section II
	Terms
	Production Unit
	Used for printing, duplicating, self-service copying, and…
	Section III
	Special Abbreviations and Terms
	ADF
	Army document format
	Index
Index.....	This index is organized alphabetically by topic and subtopic. Topics and subtopics are identified by paragraph number.
	Classifying publications
	Administrative publications, additional requirements, 2-12
	Doctrinal and training publications, additional requirements, 2-1
	Commercial communications service designators

Figure 10–3. Rear: sample manuscript page—Continued

10–2. Division numbering and titling

The divisions of a publication (such as paragraphs, sections, and chapters) and certain parts (figures and tables) are numbered to help make referencing easier. (See paragraph 2–1 for more information.)

10–3. Security classifications and protective markings

a. Classified 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 publications require other specialized security markings. (See AR 380–5 for instructions on marking classified documents, and see appendix C for more information on security classifications and markings.)

b. Unclassified publications requiring protection in the public interest and according to The Army Privacy Program 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.

10–4. Summary of change

a. The summary of change appears between the cover and the title page and must be submitted with the draft for coordination, according to AR 25–30. The summary of change provides a description of the changes being incorporated into the revised document. List these changes in the same order as they appear in the publication, and cite the paragraph number where the change is taking place. Do not use acronyms in the summary of change. New publications must also contain a summary of change that briefly outlines major issues presented in the document.

b. The summary of change for an administrative revision and a rapid action revision will appear above the previously published summary of change.

c. The summary of change for a major revision will not appear above the previously published summary of change. It will contain a completely new summary of change.

10–5. Foreword and preface

A foreword differs from a preface in that it is an introductory note written as an endorsement by a person other than the author—both are optional.

a. Foreword. A foreword 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 SA or Chief of Staff, Army (CSA)) may write the foreword. The foreword should always be brief (no more than three double-spaced manuscript pages), and it should be placed before the title page.

b. Preface. A preface provides an optional opening comment by the author that pertains to the text as a whole or to specific parts. It is also placed before the title page.

10–6. Title page

The title page shows the publication's number and title and gives other information about the publication. The title page follows the optional preface or foreword. The specific contents or parts of a title page are shown in figure 10–1 and explained in paragraphs 10–7 through 10–17.

10–7. The heading

The heading includes—

a. The issuing headquarters. The issuing headquarters for all departmental publications is "Headquarters, Department of the Army, Washington, DC."

b. The date of issue. The date of issue is the date the publication is distributed to its users. APD assigns the issue date.

c. The publication number. The publication number consists of an abbreviation 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 publication belongs to and the series number may be determined by referring to table H–1. For new 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 determines and inserts the subnumber.

d. The effective date. The effective date is the date on which the policies and procedures in the publication take effect and when users must begin to follow them. The effective date will be at least 30 days after the publication date. Only ARs and multi-Service ARs have effective dates. APD establishes the effective date. If the effective date is

dictated by public law, DODD, Executive order, court order, Congress, or another Government agency, this should be explained on the DA Form 260.

e. The expiration date. The expiration date is the date on which a publication expires. Temporary publications such as circulars and numbered HQDA letters have expiration dates. APD assigns this date.

f. Publication series title. The selected publication series should clearly and briefly describe the subject.

g. Publication title. The title given to the publication should clearly and briefly describe the subject.

h. Distribution restriction statement. The distribution restriction statement tells users that a publication contains technical or operational information that is FOUO and that the publication may prove harmful to U.S. interests if released outside the Government. Administrative publications with distribution restriction statements must be printed in paper. They cannot be distributed by Internet Web site or the AEL CD–ROM. If a publication contains such information, it must have a distribution statement and a destruction notice included. The following are examples of the statements that must appear on the cover and title page of the publication.

Distribution restriction. This publication contains technical or operational information that is for official Government use only. Distribution is limited to U.S. Government agencies. Requests from outside the U.S. Government for release of this publication under the Freedom of Information Act or the FMS Program must be made to (office symbol and address of proponent).

Destruction notice. Destroy by any method that will prevent disclosure of contents or reconstruction of the document.

10–8. Authentication block

The authentication is the signature block of the SA or the signature blocks of the CSA and the AASA who sign on behalf of the SA. Publications authenticated by the Chief of Staff, Army 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 publications. (See para 5–2 for additional information.)

10–9. History statement

a. The history statement is a required paragraph that tells the reader whether the publication is new or a revision. Every administrative publication must contain a publishing history statement. This paragraph must be titled "History." Each publishing history statement is specific to that publication. It must be the first paragraph on the title page and must appear directly before the summary statement.

b. The following paragraphs are examples of history statements for their respective revisions.

(1) *Administrative revision.* "History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change."

(2) *Rapid action revision.* "History. This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change."

(3) *Major revision.* "History. This publication is a major revision."

(4) *New publication.* "History. This publication is a new Department of the Army regulation (pamphlet)."

10–10. Title page summary paragraph

a. The summary paragraph on the title page describes the publication's contents. As its name implies, a summary paragraph should be brief, but it should also fully identify all of the contents.

b. Summaries are written in several ways, depending on whether they are for a new publication, a revision, or a consolidation.

(1) *Summary paragraph for a new publication.* The summary for a new publication describes all the major topics or key points in the publication. If a publication is written to implement or comply with a higher directive or is a companion to another publication, this fact should also be stated. The following paragraph is an example of a summary for a new publication:

Summary. 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.

(2) *Summary paragraph for a revision.* The summary of a revised publication describes both the main topics covered by the publication and the major changes made by the revision, as in the following example:

Summary. 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.

(3) *Summary paragraph for a consolidation.* The summary of a consolidated publication states that the publication is a consolidation. However, it is not necessary in this paragraph to mention the publications or parts of publications being combined. After stating that the publication is a consolidation, write the rest of the summary as for a new publication. The following example shows how to begin a summary for a consolidation:

Summary. This regulation is a consolidation of several regulations that cover the preparation and management of medical records. This regulation gives instructions on ….

10–11. Applicability statement

a. The applicability statement identifies to whom the publication applies by specifying the appropriate components (Active Army, Army National Guard of the United States (ARNGUS), and U.S. Army Reserve (USAR)). A short sentence or two may be added to more specifically identify the individual users and organizations the publication applies to.

b. The proponent must include a mobilization statement for publications with A and B distribution levels, as indicated in AR 25–30. The following sample paragraphs include examples of mobilization statements:

Applicability. This regulation applies to the Active Army, the Army National Guard (ARNG), and the U.S. Army Reserve (USAR). It also applies to all personnel who operate unit mailrooms at company and battalion levels. During mobilization, the proponent may modify chapters and policies contained in this regulation.

Applicability. This pamphlet applies to all Department of Defense (DOD) services, agencies, and activities involved in the acquisition of electronic test equipment, either as the executive or participating Service or agency. During mobilization, procedures in this publication can be modified to support policy changes as necessary.

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

(1) ARNG describes Army soldiers who are under the control of individual States and Territories. When an Army 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 an Army publication is meant to apply to ARNG soldiers in both an ARNG capacity and in an ARNGUS capacity, then the term "ARNG" is appropriate.

(2) 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 publications will use "ARNG." This distinction must be correct in the "applicability" paragraph that appears in all Army administrative publications.

d. Questions concerning which term to use should be referred to the servicing legal counsel.

10–12. Proponent and exception to policy authority statement

The proponent and exception authority statement names the author of the policy and procedures contained in a publication and provides the authority for approval of exceptions. The proponent must be a person, not an office (for example, the proponent in the following example is the Deputy Chief of Staff, G–3 (DCS, G–3) not the Office of the Deputy Chief of Staff, G–3 (ODCS, G–3)). A sample of a proponent and exception authority statement follows:

Proponent and exception authority. The proponent of this regulation is the (insert the name of the principal HQDA official; for example, the Deputy Chief of Staff, G–3). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

10–13. Army management control process statement

The Army management control process statement (formerly, Army internal control review checklists) refers to the identification of key management controls that must be formally evaluated. This statement applies only to ARs. If a checklist is used, it must be included in the AR as an appendix. All functions and programs are subject to requirements of AR 11–2, but not all functions have management control review checklists. A statement must occur, specifying whether management control review checklists are published in the AR. Three sample Army management control statements follow:

Army management control process. This regulation contains management control provisions in accordance with AR 11–2, but it does not identify key management controls that must be evaluated.

Army management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated.

Army management control process. This regulation does not contain management control provisions.

10–14. 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 hot-linked. Sample supplementation statements follow:

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from (agency or command, office symbol, and address).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from (agency or command, office symbol, and address). U.S. Army Forces Command (FORSCOM) and U.S. Army Medical Command (MEDCOM) supplements have been approved by the (agency or command).

10–15. Suggested improvements statement

This statement tells where comments or suggestions for changes or improvements may be sent. A sample suggested improvements statement follows:

Suggested improvements. 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 and address).

10–16. Supersession notice

a. The supersession notice states which publications or parts of publications are being replaced. If the publication supersedes all or parts of another, include a supersession notice on the bottom of the title page. (Not every type of publication can supersede all other types. See table 10–3 for guidance on supersessions.) The supersession notice must be placed at the bottom of the first page of text preceded by an asterisk. Guidelines for writing a supersession notice are as follows:

(1) Cite the publication number and date of issue of each superseded publication. If the publication supersedes only parts of another publication, cite the number of each part.

Table 10–3
Authorized supersession

If the publication is a—	then it may be used to supersede a—
AR	AR, DA Pam, DA Cir, DA Memo, or numbered HQDA letter
DA Pam	DA Pam, DA Cir, numbered HQDA letter
DA Cir	DA Cir or numbered HQDA letter
DA Memo	DA Memo
Numbered HQDA letter	Numbered HQDA letter

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

(3) Cite the RCSs, forms, and DA publications that are being rescinded or superseded.

(4) Do not cite any changes that have been issued for a superseded publication. Since changes are considered part of a publication, the changes are automatically superseded when the new updated version of the publication is published.

(5) Do not cite command or agency publications.

b. An example of a supersession notice follows:

*This regulation supersedes AR 123–45, 5 December 1986; DA Cir 678–9, 13 August 1990; 8 November 1988; sections I and II of chapter 7, AR 98–76, 9 January 1987; and chapters 7, 8, and 9, and AR 432–10, 4 September 1983; and it rescinds DA Form 123, 8 November 1988; RCS 1234; and RCS 5678.

10–17. Table of contents

a. Proponents who use the EPS 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 data file. However, preparing a table of contents, list of figures, and list of tables will help you check your publication's organization, figures, and tables. Submitting these documents with your manuscript will help the editor ensure that all the parts of your publication are included, thereby facilitating the publishing process.

b. For informational pamphlets and any publications that are to be published other than electronically, prepare one table of contents that includes all of the parts, chapters, or sections of the whole publication.

(1) 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.

(2) Include the main divisions of the publication in the table of contents: parts, chapters, sections, paragraphs, appendixes, glossary, and index. Subparagraphs, a foreword, or a preface need not be listed. Tables and figures are not usually listed (unless large numbers of them appear within the publication and it becomes desirable to categorize them).

(a) If tables or figures are to be listed in the table of contents, list them all. List tables or figures immediately after the appendix listings—tables first, then figures.

(b) Tables and figures must be listed in numerical order, with the table or figure number followed by the title.

10–18. Body content and format

The body is the main part of a 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 an administrative publication. The first four paragraphs in the body of ARs and DA Cirs are "Purpose," "References," "Explanation of Abbreviations and Terms," and "Responsibilities," as shown in figure 10–2. The text that follows and figure 10–2 describe the contents for specific parts of the body and give guidance on preparing them.

10–19. Purpose paragraph

a. The purpose paragraph is the first paragraph in the body. It is an introduction, stating the general purpose of the publication. The purpose may be stated by function, scope, and objective, as follows:

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

(2) *Scope.* A statement describing the scope of a publication explains the extent to which the subject is covered or how far a publication applies to a given subject. For example, some 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.

(3) *Objective.* A statement describing the objective of a publication explains what is to be achieved by issuing the publication. If the 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.

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

c. Other guidelines for writing a purpose paragraph follow:

(1) Function, scope, and objective are the contents of the purpose paragraph. They are to be stated in one brief paragraph, without subparagraphs.

(2) The purpose paragraph describes the entire publication. Write only one purpose paragraph for the publication, not one for each chapter.

d. The sample purpose paragraph below includes, in order, statements of function, scope, and objective:

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.

10–20. Reference paragraph

The references paragraph is a required paragraph always inserted as "1–2. References" in the body. In the Army document format, the references paragraph refers the reader to appendix A, which lists a publication's references. (See fig 10–3 and para 10–21 for guidance on how to prepare an appendix A.)

a. The references paragraph refers to required publications, related publications, prescribed forms, and referenced forms cited in a manuscript. Write paragraph 1–2 as follows:

1–2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

b. If needed, adjust the wording of the paragraph to describe the references cited in the manuscript. For example, if there are no prescribed forms, write paragraph 1–2 as follows:

1–2. References
Required and related publications and referenced forms are listed in appendix A.

10–21. Preparation of references for appendix A

a. Contents. The reference paragraph in the body (always inserted as para "1–2. References") 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 publication to ensure that they are not rescinded. Use DA Pam 25–30 to check references to publications and forms.

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

(2) A related publication is merely a source of additional information. By reading it a user may better understand a subject but does not have to read it to understand or comply with the publication.

(3) 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. An example follows.

DCID 1/16
Supplement–Security Manual for Uniform Protection of Intelligence Processed in Automated Systems and Networks (U) (SECRET). (This publication may be obtained from DIA (SY–ID), Bolling Air Force Base, Building 6000, Washington, DC 20340–0001.)

(4) 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.

(5) Publications that are not cited in text may be listed in the related publications section of appendix A. All publications listed as required must be cited in the text.

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

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

(b) Referenced forms are prescribed by a publication other than the one in which the forms are referenced.

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 there are no entries in a section, insert the section heading and the following text, "This section contains no entries." (The standard format for app A is shown in fig 10–3.)

(1) Within each section, list the publications alphabetically by type (ARs, DA Pams, 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, cite its number on one line, then place the title on the next line directly below. Insert blank line between each publication or form entry. (See fig 10–3 for an example of this format.)

(3) After the title of each required publication and prescribed form, tell the user where the publication and form is cited and prescribed in the manuscript. (See fig 10–3 for an example of a citation.)

10–22. Explanation of abbreviations and terms paragraph

The 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. The following paragraph is an example of an abbreviations and terms paragraph:

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

10–23. Responsibilities paragraph

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

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

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

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

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

1–4. Responsibilities
a. The Administrative Assistant to the Secretary of the Army (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 Army-wide publications and printing.
(3) Serve as the DA functional proponent for information management and the management of information systems (including publications and printing).

c. Placement.

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

(a) A paragraph at the beginning of the publication. Put the paragraph after the paragraph that details the purpose, reference, and explanation of abbreviations and terms.

(b) A section in the first chapter. If there are too many responsibilities to list in a paragraph, list them in a section titled "Responsibilities." The section should be close to the front of the chapter, preferably the second section.

(c) A separate chapter. If there are too many responsibilities to list in a section, list them in a chapter titled "Responsibilities." It should be the second chapter.

(2) 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 publication, and the reader should be referred to that chapter 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.

10–24. Policies and procedures

a. Content. Policies and procedures are the main contents of the body of an administrative publication. Most of the paragraphs, sections, and chapters of a publication explain policies and procedures. Policies are general courses of action to be taken. Procedures are an orderly series of specific actions taken to carry out policy. 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, how-to procedures must be placed in a standard DA pam. The more detailed step-by-step instructions on how to achieve what is prescribed by the regulation must be published in a pamphlet. More simply, policies are statements of what to do; procedures are statements of how to do it. For example, policy on requisitioning 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 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 command language and style discussed in chapter 2 of this pamphlet.

(1) Policies and procedures are not specific divisions of a 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 administrative publications: procedures for carrying out a specific action (for example, how to requisition a publication), instructions for preparing a form, and instructions for preparing a report. The following paragraphs explain the placement of these types of procedures:

(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. They may be so much longer and more detailed than the other topics discussed around them that they 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 publications" or "Appendix C gives the procedures for requisitioning a publication."

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

10–25. Notes and footnotes

a. Notes. Keep the use of notes in the text to a minimum. Include all information in the basic text when possible.

b. Footnotes. In text, use footnotes only when necessary. Number them consecutively within each chapter (or section if there are no chapters). In figures and tables, number footnotes consecutively from left to right across and then down the page. (See para 2–11 for specific guidance on footnotes.)

10–26. Abbreviations and acronyms

List and define all abbreviations, acronyms, and special terms used in the publication in a paragraph titled "Explanation of abbreviations and terms" or in a glossary. (For additional guidance, also see para 2–7.)

10–27. Reports

A report is a collection and submission of information on a periodic or one-time basis. Manuscripts that prescribe required reports need additional coordination (see chapter 11 for guidance on coordination).

a. Prescribing a report.

(1) A report (officially called a "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 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 publication needs an RCS, approval may be obtained from HQDA, Office of the Deputy Chief of Staff, G–1 (ODCS, G–1) (DAPE–ZXI–RM).

b. Preparing a prescribing directive.

(1) To prescribe a report, an official 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 information to

be put in the report, the individuals who are 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 publication.

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

10–28. Glossary

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

a. Contents of the glossary. The glossary consists of the following three required sections.

(1) *Section I–Abbreviations.* The abbreviations section consists of abbreviations used within the document. Abbreviations are to be in alphabetical order, in a list format. (See fig 10–3 for an example of this format.)

(2) *Section II–Terms.* The terms section provides an explanation of terms in alphabetical order. The term itself is placed on one line and the explanation begins on the next line. The first sentence in the explanation is never a complete sentence. Omit the subject and verb as in dictionary definitions. Avoid including terms that are already defined in AR 310–25, Joint Chiefs of Staff Publication 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.) Do not include directive material in a term; that is, do not prescribe policies, procedures, or responsibilities in a term. This section must contain at least one term.

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

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

c. Placement of the glossary. The glossary is located after the appendixes and before the index.

d. Text excluded from the glossary. Standard Army document format excludes the use of tables, text tables, text figures, figures, or footnotes within any section of the glossary for ARs, DA Pams, multi-Service ARs, or DA Cirs.

10–29. Appendixes

a. Contents. An appendix is information included in the back of a publication that further explains or supplements a subject covered in the body.

(1) The kinds of information normally included in an appendix are—

(a) Lists (for example, checklists, lists of references, or lists of codes). As noted above, appendix A is always reserved for references.

(b) Sample materials.

(c) Extracts from other publications.

(d) Higher directives, such as DODDs and DODIs. Do not incorporate verbatim all of the information contained in directives. Rather, paraphrase and incorporate the information into the text of the document where possible.

(e) Instructions for carrying out a procedure prescribed in the body.

(2) There are restrictions on including extracted material in an appendix:

(a) Long or complex passages of extracted material must be placed in an appendix, but brief material may be included in body text. Extracts of more than three manuscript pages of material should be referenced, not extracted.

(b) Material may be extracted only from publications considered to be required publications. The material is essential to the understanding of the publication.

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 sections or at least two paragraphs. Especially in the digital world, an appendix needs to be able to stand alone, so there should be enough explanation about what the appendix contains, particularly if it consists of a table or a figure or a 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 should be accompanied by adequate explanatory text.

(1) If an appendix is a copy or extract of a document (for example, a signed agreement or a higher directive), retain the original numbering scheme of the document. Do not renumber parts or divisions of extracted material.

(2) Titles of paragraphs in an appendix are required.

(3) Appendixes may be written in a list format. There are three types of lists: ordered (such as numerical, alphabetical, or sequential), bulleted, or dashed.

(4) Extracted material in an appendix must be identified. Title the appendix (or include in the title) "Extract from..." and cite the source. (If the publication is numbered, cite only the number; for example, "Extract from AR 25–30.")

(5) 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 AR 25–30, appendix A, for required publications").

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

10–30. Index

a. Contents. An index is a list of the most important subjects covered in a publication. It is not a repetition of the table of contents or a list of paragraph titles. An index identifies all of the major topics and subtopics by paragraph number.

b. Preparation. Preparing an index is an optional feature based on funding consideration. To prepare an index, analyze the manuscript after it has been completed to determine what its major topics and subtopics are and to identify each paragraph in which the topics are discussed. Organize the index entries alphabetically. Indexes can be prepared by the proponent or prepared under contract.

(1) To organize an index, note each topic on a separate index card. Also note on each card the paragraph numbers where the topic is discussed.

(2) When preparing entries, use the most logical terms or phrases to describe topics.

(3) Use the same terms used in the body of the publication.

(4) After identifying all topics, review the completed index cards to identify which are principal entries and which are subentries.

(5) Use a "See also" reference to indicate that information about a topic is listed under another entry.

(6) If a topic is discussed in a figure, table, or appendix, list the paragraph that introduces the figure, table, or appendix.

(7) Use a comma between the entry and the cited paragraph number or numbers. No punctuation is used at the end of an entry.

c. Format. The index should follow the Army document format shown in figure 10–3.

d. Placement. An index is placed after the glossary.

10–31. 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 for presentation of statistical data, narratives, or material that is especially lengthy and complex.

b. Table citations. All tables must be cited in the text. Refer to a table where the topic that it relates to is discussed and cite only its number, not its title. The text should also explain clearly what the table shows; do not refer to a table without introducing it first in text.

c. Table formats. Proponents may construct tables using the table-making feature present with most word-processing software.

d. 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) Standard and text tables are most easily composed when material appears in no more than eight columns for standard tables and nine columns for text tables. Although more complex tables can be constructed, larger tables might not be easily read on a computer screen or in composed format and should therefore be avoided. Proponents are strongly urged to contact APD (JDSO–PAP–A) for additional guidance (particularly with regard to word-processing formats). Proponents should always submit electronic files. Tables submitted as hard copy may cause production delays.

(2) If hard copy submission is unavoidable, consult with APD (JDSO–PAP–A). Cite the table in the text and place a photocopy of the table on the following manuscript page.

(3) If using very large tables is unavoidable, photocopies of these tables must be placed at the back of the chapters in which they are referenced. Place the camera-ready table in a separate folder so that it will not be handled unnecessarily.

e. Placement. Tables must be placed as close as possible to the text citation of the table or at the end of the chapter (in instances of very large tables). Tables may also be placed in appendixes, but they may not appear in the glossary. (See also para 2–23.)

10–32. Figures

a. Uses. A figure is a line-art illustration or text departing from the normal format. Any map, drawing, graphic aid (for example, a graph or flow chart), or other pictorial device put into a publication, such as a filled-in (illustrated) form, is considered a figure. Another type of figure consisting of text rather than line art is called a text figure. Text figures are used for elements that depart from normal text format, such as sample memorandums or instructions for illustrated forms.

(1) Figures must explain or clarify the material in the publication; they should not be used to merely improve the publication's appearance or fill space on a page.

(2) Figures must be cited in the text. Refer to a figure where the topic that it relates to is discussed, and cite only its number, not its title. The text should also explain clearly what the figure shows.

b. Preparation. There is no unique design for figures. Additional guidance on preparing figures follows:

(1) Figures must have a simple design and organization so they are easy to read and understand.

(2) All lettering and lines must be sharp and clear, and all entries must be evenly and clearly spaced. Do not submit artwork composed with ballpoint pen or blue ink, or make other types of non-professional submissions. (For help in preparing camera-ready figures, proponents of publications should contact the graphics departments serving their commands or agencies.) In the Army electronic publishing database, graphics print at 300 dpi. The limited dpi may lose details or fine lines during the composition process.

(3) Material for text figures should be submitted in electronic files and hard copy.

(4) Number figures separately and in the order they are cited within each chapter. For example, the first figure cited in chapter 2 is "figure 2–1" and the second is "figure 2–2." Likewise, the first figure cited in chapter 3 is "figure 3–1," and so forth.

c. Placement. In a printed publication, figures may be located either in the text near the topics they are related to or at the end of the chapter (if the figures are very large). Figures may also be placed in appendixes, but they may not appear in the glossary. (See also para 2–22.)

Section II
Preparation of DA Memos, Numbered HQDA Letters, and DAGOs

10–33. DA memos

A DA memo is prepared in a format similar to that of an AR, DA Pam, or DA Cir, with some variations. Although the proponent may prepare the manuscript as camera-ready copy, the proponent must always submit the publication on word-processing disks or via electronic means such as e-mail as well. Submit the manuscript in ASCII or Rich Text Format (RTF). (If there are questions regarding acceptable word-processing formats, contact APD (JDSO–PAP–A) Information on the preparation of a DA memo follows, and a sample giving further preparation instructions is shown in figure 10–4.

a. Parts. The required and optional parts of a DA memo are shown in figure 10–4.

(1) Organize a DA memo as shown in figure 10–4. The format for the paragraphs is similar to that in the body of an AR, DA Pam, or DA Cir.

(2) Titles for the divisions of a DA memo follow the format shown in figure 10–4 and are underlined.

(3) The rules regarding references, abbreviations, figures and tables, and forms apply to DA memos as they do to other types of administrative publications.

b. Authentication. DA memos are authenticated by the OAASA.

10–34. Numbered HQDA letters

HQDA letters are produced under the EPS. Proponents who use APPIP do not need to be concerned about manuscript preparation; the templates do that automatically. Proponents should submit files to APD according to instructions for the EPS. A numbered HQDA letter is prepared in a modified correspondence format rather than normal manuscript format using generic DA letterhead stationery for the first page. Although the proponent may prepare the manuscript as camera-ready copy, the proponent must always submit the publication on word-processing disks as well. The procedure for submitting HQDA letters on word-processing disks is the same procedure as that for the DA memo (see para 10–33). Information on the preparation of an HQDA letter follows, and a sample giving further preparation instructions is shown in figure 10–5.

(Use margins of 1 inch on the top, bottom, and both sides. Space the heading as shown. Single-space the body; double-space between paragraphs and subparagraphs.)

Publication number..... DA Memo 25-XX

Issuing headquarters and address.....
Date of issue.....

Headquarters
Department of the Army
Washington, D.C.
(Leave blank: USAPA will insert.)

(Two line spaces)

Publication series and title .....

Military Publications
(Two line spaces)

Preparation of DA memos
(One line space)

(One line space)

Applicability. This memorandum applies to Headquarters, Department of the Army, *(HQDA)* agencies only *(or to HQDA and its field operating agencies (FOAs)).*

Proponent and exception authority. The proponent of this memorandum is the *(principal official of HQDA having overall proponency).* The *(principal official)* has the authority to approve exceptions to this memorandum that are consistent with controlling law and regulation. The *(principal official)* may delegate the approval authority, in writing, to a division chief under their supervision within the proponent agency who holds the grade of colonel or civilian equivalent.

(Four line spaces)

Table of contents.....

	Paragraph	Page
Purpose	1	1
References	2	1
Explanation of abbreviations	3	1
Responsibilities	4	2
Uses	5	4
Restrictions on uses	6	5
Instructions for preparing	7	6
Procedures for submitting	8	9

(Four line spaces)

Section I
General

1. Purpose

This memorandum prescribes policies and procedures for preparing and submitting Department of the Army (DA) memorandums.

Figure 10–4. Sample DA memo

Publication number..... DA Memo 25-XX
(On odd pages, flush right; on even pages, flush left)
(Leave blank: USAPA will insert.)

2. References

Required publications are listed below.

a. AR 25-30, Army Publishing Program. (Cited in paras 3, 4, and 6.)

b. DA Pam 25-31, Forms Management, Analysis and Design. (Cited in paras 6 and 7.)

3. Explanation of abbreviations

a. AR.....Army regulation

b. DA .....Department of the Army

Indent the first subdivision of a paragraph three spaces from the margin.....

c. HQDA.....Headquarters, Department of the Army

d. USAPA.....U.S. Army Publishing Agency

4. Responsibilities

a. The Director, U.S. Army Publishing Agency (USAPA) will—

Indent the..... second subdivision of a paragraph six spaces from the margin.

(1) Review manuscript of DA memos for proper coordination.

(2) Edit DA memos.

(3) Insert the date of issue and the publication number on the title page of all DA memos.

b. Proponents of HQDA publications will prepare manuscripts in a timely manner. Manuscripts will be submitted within two years of staffing.

(Two line spaces)

Proponent office symbol.....

(Proponent's office symbol)

(Two line spaces)

By Order of the Secretary of the Army:

Authentication.....

(Leave blank: USAPA will insert.)

Distribution.....

(Leave blank: USAPA will insert.)

Figure 10–4. Sample DA memo—Continued

(Use plain bond paper. USAPA will produce final copy on DA letterhead stationery.)

HQDA letter number
(Leave blank: USAPA will insert.)

(Three line spaces)

Office symbol ..... *(Leave blank: USAPA will insert.)*

Date
(Leave blank: USAPA will insert.)

Expiration date ..... Expires *(date)*
(Leave blank: USAPA will insert.)

(One line space)

Subject ..... SUBJECT: Preparation of Numbered HQDA Letters

(Four line spaces)

Address ..... SEE DISTRIBUTION

(Five line spaces)

Body ..... **(Refer to AR 25-50 for format guidance on spacing paragraphs in body text.)**

1. Purpose. This letter prescribes policies and procedures for preparing and submitting numbered Headquarters, Department of the Army (HQDA) letters. The information in this letter will be incorporated into the next revision to AR 25-XX. When the revision to AR 25-XX is published, it will supersede this letter.

2. Proponent and exception authority. The proponent of this memorandum is the *(principal official of HQDA having overall proponency)*. The *(principal official)* has the authority to approve exceptions to this memorandum that are consistent with controlling law and regulation. The *(principal official)* may delegate the approval authority, in writing, to a division chief under their supervision within the proponent agency who holds the grade of colonel or civilian equivalent.

3. Reference.

a. Required publications are listed below:

(1) AR 25-30, Army Publishing Program

(2) DA Pam 25-31, Forms Management, Analysis, and Design

b. Referenced publications are listed below:

(1) AR 15-6, Interservice Support Installation Area Coordination

(2) DA Pam 25-33, User's Guide for Army Publications and Forms

4. Explanation of abbreviations.

a. AR ..... Army regulation

b. DA ..... Department of the Army

c. HQDA ..... Headquarters, Department of the Army

d. USAPA..... U.S. Army Publishing Agency

Figure 10–5. Sample numbered HQDA letter

(Use margins of 1 inch on the top, bottom, and both sides of the second and succeeding pages.)

Body (continued)..... 5. Responsibilities.

a. The Director, U.S. Army Publishing Agency (USAPA) will—

(1) Review manuscript of numbered HQDA letters for proper coordination.

(2) Edit numbered HQDA letters.

(3) Insert the date and the expiration date on the title page of all numbered HQDA letters.

Authentication..... *(Leave blank: USAPA will insert)*

Distribution..... (Action addresses only are listed here.)

DISTRIBUTION:

HQDA (SASA)
HQDA (DACS-ZA)
HQDA (SAUS)
HQDA (DACS-ZB)
HQDA (SACW)
HQDA (SAFM-AOA)
HQDA (SAILE)
HQDA (SAMR)
HQDA (SARD)
HQDA (SAGC)
HQDA (SAAA)
HQDA (DACS-ZD)
HQDA (SAIS-ZA)
HQDA (SAIG-ZA)
HQDA (SAAG-ZA)
HQDA (SALL)
HQDA (SAPL)
HQDA (SADBU)
HQDA (DAMI-ZA)
HQDA (DALO-ZA)
HQDA (DAMO-ZA)
HQDA (DAPE-ZA)
HQDA (DAEN-ZA)
HQDA (DASG-ZA)
HQDA (NGB-ZA)
HQDA (DAAR-ZA)
HQDA (DAJA-ZA)
HQDA (DACH-ZA)
HQDA (DAIM-ZA)

Figure 10–5. Sample numbered HQDA letter—Continued

(Use margins of 1 inch on the top, bottom, and both sides of the second and succeeding pages.)

Office symbol and date.....	***(Leave blank: USAPA will insert)***
Subject.....	
(Place office symbol, date, and subject only on odd pages.)	
Distribution.....	COMMANDERS U.S. ARMY EUROPE AND SEVENTH ARMY EIGHTH U.S. ARMY U.S. ARMY SOUTH U.S. ARMY FORCES COMMAND U.S. ARMY MATERIEL COMMAND U.S. ARMY TRAINING AND DOCTRINE COMMAND U.S. ARMY CORPS OF ENGINEERS U.S. ARMY SPECIAL OPERATIONS COMMAND U.S. ARMY PACIFIC MILITARY TRAFFIC MANAGEMENT COMMAND U.S. ARMY CRIMINAL INVESTIGATION COMMAND U.S. ARMY MEDICAL COMMAND U.S. ARMY INTELLIGENCE AND SECURITY COMMAND U.S. ARMY MILITARY DISTRICT OF WASHINGTON U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND SUPERINTENDENT, U.S. MILITARY ACADEMY
(If there are copies..... furnish (CF) addresses, insert them here.)	CF: *(Information addressees only are listed as CF.)*

Figure 10–5. Sample numbered HQDA letter—Continued

a. Parts. The parts of an HQDA letter are shown in figure 10–5.

b. Distribution. The distribution list shown on the last two pages of figure 10–5 is composed of the addressees who are to receive the publication. Two types of addressees may be listed: action and information addressees. Action addressees are the those who must act upon the information in the HQDA letter. Only HQDA agencies and MACOMs may be action addressees on HQDA letters. They are listed under the heading "DISTRIBUTION." Information addressees are agencies or commands who should know the information but do not need to act upon it. They are listed under the heading "CF" (copies furnished). Guidelines for listing both types of addressees are given below.

(1) List both types of addressees in order of protocol as shown in chapter 11 (figures 11–1 and 11–2). The complete list of HQDA agencies and MACOMs that may be action addressees is shown in the proper protocol order and proper HQDA letter format in figure 10–5.

(2) If subordinate elements of agencies and commands are to be included as addressees, list them as information addressees, never as action addressees.

(a) Prepare the body of an HQDA letter in the modified block style similar to that used for correspondence. (See AR 25–50 for guidance on this style.) Paragraphs must be titled and the titles underlined, as shown in figure 10–5.

(b) The rules regarding references, abbreviations, figures and tables, and forms apply to numbered HQDA letters as they do to other types of administrative publications.

c. Authentication. HQDA letters are authenticated by the AASA.

10–35. Department of the Army general orders

a. Definition. A Department of the Army general order (DAGO) is a written directive containing material of general interest (permanent or semi-permanent in duration) on establishment, redesignation, inactivation, or discontinuance of Army commands, installations, agencies, and activities; announcement of awards, decorations, and unit citations; and similar subjects. (See fig 10–6 for a sample DAGO.) There are four types of DAGOs: regimental, obituary, reorganization, and award.

(Use margins of 1 inch on the top, bottom, and both sides.)

GO number
(Leave blank: USAPA will insert.)

GENERAL ORDERS

No. *(Leave blank: USAPA will insert.)*

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, *(Date)*
(Leave date blank: USAPA will insert.)

Subject..... UNITED STATES ARMY LOGISTICS INTEGRATION AGENCY MERGER

Body.....

1. U.S. ARMY LOGISTICS INTEGRATION AGENCY MERGER. Effective 1 December 2001, the U.S. Army Logistics Evaluation Agency (LEA) (UIC: SEW2VNAA), New Cumberland, PA, is redesignated the U.S. Army Logistics Integration Agency (LIA), a field operating agency of the ODCS, G-4, with headquarters at 5001 Eisenhower Avenue, Alexandria, VA. The U.S. Army Strategic Logistics Agency (SLA) (UIC: SSW1EEAA) is discontinued and its mission, personnel, and equipment transferred to LIA.

2. U.S. ARMY LOGISTICS INTEGRATION AGENCY REDESIGNATION AND ASSIGNMENT. Effective 1 October 2002, the Logistics Integration Agency Is redesignated the U.S. Army Logistics Integration Activity and reassigned to the U.S. Army Materiel Command (AMC), with operational control (OPCON) to the DCS, G-4.

(DALO-ZA)

(signature)
Authentication..... **Thomas E. White**
Secretary of the Army

Distribution..... DISTRIBUTION:
Active Army, ARNG, USAR: To be distributed in accordance with initial distribution Number (IDN) 040037, requirements for Department of the Army General Orders.

Figure 10–6. Sample DAGO

b. Coordination requirements. Only HQDA agencies (Office of the Secretary of the Army, Office of the CSA, and the Army Staff) will be the proponents of DAGOs. DAGOs must be coordinated with the Assistant Secretary of the Army (Financial Management and Comptroller (ASA(FM&C)), OTJAG, and with any other principal HQDA official and MACOM commander affected by or interested in the proposed policy. OTJAG requires the draft DAGO and the concept plan or, in the absence of a concept plan, its equivalent (for example, a Memorandum of Understanding, Memorandum of Agreement, and so forth).

c. Publishing process. After the required staffing has been accomplished, the proponent must submit the proposed DAGO with a DA Form 260 to APD (JDSO–PAT–L, daform260@hqda.army.mil). (If an exception to policy for coordination was granted, include it with the DA Form 260.)

(1) The proponent must submit files to APD according to instructions for the EPS.

(2) DAGOs are numbered consecutively with each calendar year, starting with 1. APD will assign the numbers.

(3) APD will generate camera-ready copy and submit the DAGO for authentication.

Section III
Implementing DOD Directives and DOD Instructions

10–36. Issuing DOD guidance

DOD uses DODDs and DODIs to issue broad policy guidance, direction, and information to the DOD components, including the Secretaries of the military departments. These publications usually apply to all the components. A DODD sets policy, plans, and programs; makes organizational assignments; delegates authority; and communicates other decisions. A DODI supplements policy decisions, prescribes uniform procedures, and outlines management requirements.

10–37. Army implementation

The HQDA agency with functional responsibility for the subject matter prepares the Army implementation of a DODD or DODI in one of the following ways:

a. Rewrites the DODD or DODI in Army language and issues the rewritten 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 manuscript and coordinates it the same way (see chap 11) as any AR.

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

(3) The Army implementing document must meet the readability standards set for Army administrative publications.

b. Prepares an Army implementing publication and includes the DODD or DODI as an appendix. The Army proponent uses this method of implementation if the DODD or DODI is very specific and requires no further explanation for Army users.

(1) Usually the type of implementing publication that is appropriate is an AR. The proponent prepares the manuscript and coordinates it the same way (see chap 11) as any AR.

(2) The publication should include whatever responsibilities and procedures are needed to implement the DODD or DODI. This material must meet the Army's readability standards.

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 may be an AR, DA Pam, or DA Cir or a DOD publication.

(2) Army coordinates the multi-Service publication with the other affected military departments or Defense agencies (see chap 11).

(3) The implementing document must meet the Army's readability standards.

Chapter 11
Coordination of Administrative Publications

11–1. The importance of coordination

a. Coordination ensures that the organizational elements that are affected by or interested in a policy or procedure are involved and ensures that the principal agency officials and MACOM commanders review new taskings or responsibilities before a policy or procedure is promulgated. Principal officials and MACOM commanders will ensure appropriate coordination with elements under their jurisdiction. Coordination is an important safeguard against duplication, overlap, or conflict between or among Army publications. Coordination also gives agencies and field commands a chance to suggest material that should be included in a publication to reduce the need for agency or field supplements.

b. APD returns publishing requests that have not been fully coordinated.

11–2. Required coordination

Proponents must formally coordinate draft publications, both policy and non-policy. All departmental publications must be coordinated with the proper HQDA agency (figure 11–1) and MACOM (figure 11–2) before they are submitted for publishing. In addition to the coordination stated in *a* and *c*, below, draft publications must also be coordinated with the offices shown in table 11–1 if certain subjects are discussed. Proponents are encouraged to coordinate draft manuscripts electronically. A table for staffing purposes is available to Army users only on the AKO Web site (https://akocomm.us.army.mil/usapa/corporate/staffing.html).

The Secretary of the Army (SA)
Under Secretary of the Army
Assistant Secretary of the Army (Acquisition, Logistics, and Technology) (ASA(ALT))
Assistant Secretary of the Army (Civil Works) (ASA(CW))
Assistant Secretary of the Army (Financial Management and Comptroller) (ASA(FM&C))
Assistant Secretary of the Army (Installations and Environment) (ASA(IE))
Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA))
General Counsel (GC)
Administrative Assistant to the Secretary of the Army (AASA)
Director of Information Systems for Command, Control, Communications, and Computers (DISC4)
The Inspector General (TIG)
The Auditor General (AA)
Deputy Under Secretary of the Army (Operations Research) (DUSA(OR))
Chief, Legislative Liaison (CLL)
Chief, Public Affairs (CPA)
Director, Small and Disadvantaged Business Utilization
Chairman, Army Reserve Forces Policy Committee
The Chief of Staff, Army (CSA)
Vice Chief of Staff, Army (VCSA)
Director of the Army Staff (DAS)
Assistant Vice Chief of Staff, Army
Deputy Chief of Staff, G-2 (DCS, G-2)
Deputy Chief of Staff, G-4 (DCS, G-4)
Deputy Chief of Staff, G-3 (DCS, G-3)
Deputy Chief of Staff, G-1 (DCS, G-1)
Deputy Chief of Staff, G-8 (DCS, G-8)
Assistant Chief of Staff for Installation Management (ACSIM)
Chief of Engineers (COE)
The Surgeon General (TSG)
Director, Army National Guard (ANG)
Chief, Army Reserve (CAR)
The Judge Advocate General (TJAG)
Chief of Chaplains (CC)

Figure 11–1. List of HQDA officials

Headquarters, Department of the Army (HQDA)
U.S. Army Europe and Seventh Army (USAREUR)
Eighth U.S. Army (EUSA)
U.S. Army South (USARSO)
U.S. Army Forces Command (FORSCOM)
U.S. Army Materiel Command (AMC)
U.S. Army Training and Doctrine Command (TRADOC)
U.S. Army Corps of Engineers (COE)
U.S. Army Special Operations Command (USASOC)
U.S. Army Pacific (USARPAC)
Military Traffic Management Command (MTMC)
U.S. Army Criminal Investigation Command (USACIDC)
U.S. Army Medical Command (USAMEDCOM)
U.S. Army Intelligence and Security Command (INSCOM)
U.S. Army Military District of Washington (MDW)
U.S. Army Space and Missile Defense Command (SMDC)

Figure 11–2. List of MACOMS

a. Functional coordination—policy publications. The required coordination is the same for all policy publications. These coordination requirements are contained in table 11–2. The concurrences of all of these elements must be shown on the DA Form 260. The affected publications are:

(1) Army regulations.

(2) DA circulars.

(3) Numbered HQDA letters.

(4) DAGOs.

(5) Multi-Service policy publications.

b. OTJAG staffing review. A draft manuscript must be provided to OTJAG for a legal review before submission for publishing. The draft manuscript for revisions must show changes in response to comments by principal HQDA officials and MACOM commanders. The changes must be clearly identified through the use of highlighting, italics, or bold print.

c. Functional coordination—non-policy publications. The required coordination is the same for all non-policy publications. These coordination requirements appear in table 11–3. The concurrence of all these elements must be shown on the DA Form 260. The affected publications are:

(1) DA pamphlets (standard).

(2) DA pamphlets (informational).

(3) DA posters.

d. Exceptions to coordination requirements. Exceptions to the coordination requirements in *a*and *c*, above, must be granted only by—

(1) *Policy publications*. Office of the AASA, ATTN: SAAA–SO, 105 Army Pentagon, Washington, DC 20310–0105.

(2) *Non-policy publications.* Director, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.

Table 11–1
Administrative publications—subject matter requiring additional coordination

Coordinate with...	If your publication...	Address
APD	Prescribes a new or revised form or Is to be distributed at the A (company) or B (battalion) command level.	Director, Army Publishing, U.S. Army Services and Operations Agency, OAASA, ATTN: JDSO–PAP–F, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302 or ATTN: JDSO–PAT–S
HQDA, ODCS, G–3	Affects operations; security; civil affairs; military support of civil defense; law enforcement; mobilization; special operations forces; Army prepositioned equipment; Joint Operations Planning and Execution System; strategy, concepts, and doctrine formulation; Army transformation; Army policy on space; Joint affairs; national security affairs; requirements analysis and approval; strategic planning; Army's priorities; force planning, integration, structuring, and development; analysis and management; TDA and TOE development and approval; and automation programs and activities.	Office of the Deputy Chief of Staff, G–3, ATTN: DAMO–ZXA–M, Publications Control Officer, 400 Army Pentagon, Washington, DC 20310–0400
HQDA, ODCS, G–1	Requires a report	HQDA, ODCS, G–1, ATTN: DAPE–ZXI–RM, Room 300, Pentagon, Washington, DC 20310–0300
HQDA, Office of the Deputy Chief of Staff, G–8 (ODCS, G–8)	Affects materiel requirements. Relates to or of interest to the Joint Requirements Oversight Council and the Program Review Group of the Office of the Secretary of Defense. Impacts on integrating military requirements into the overall programming process.	HQDA, ODCS, G–8, ATTN: DAPR–ZX, Room 3E661, Pentagon, Washington, DC 20310–0700

Table 11–1
Administrative publications—subject matter requiring additional coordination—Continued

Coordinate with...	If your publication...	Address
Records Management Program Services	Must be published in the Federal Register because it affects the public	Records Management Program Services, ATTN: TAPC–PDR, 6000 6th Street, Stop 5603, Fort Belvoir, VA 22060–5603
HQDA, Office of the Chief of Staff, Army (OCSA) and HQDA, Office of the Assistant Secretary of the Army for Financial Management and Comptroller (OASA(FM&C))	Affects resources other than those for which the organization/agency is responsible	OCSA, DACS–DPZ–A, Washington, DC 20310–0200 and OASA(FM&C), SAFM–AO, Washington, DC 20310–0103
HQDA, OASA(FM&C)	Changes resource management policies or sets new resource management policies.	OASA(FM&C), SAFM–BUC, Washington, DC 20310–0109
HQDA, Office of the Assistant Secretary of the Army for Manpower and Reserve Affairs (OASA(M&RA))	Affects conditions of employment of civilian employees (personnel practices or policies affecting working conditions).	OASA(M&RA), 111 Army Pentagon, Washington, DC 20310–0111
U.S. Total Army Personnel Command	Requires users to file a document in the soldier's official DA Form 201 (Military Personnel Records Jacket). or Requires users to post Personnel Qualifications Records. or Requires that information be included in orders for military personnel. or Directs users to retain, dispose of, or transfer any personnel records.	Commander, U.S. Total Army Personnel Command, ATTN: TAPC–PDO, Alexandria, VA 22332–0400
Office of the Assistant Chief of Staff for Installation Management (OACSIM)	Affects the environment (AR 200–1 and AR 200–2)	OACSIM, Environmental Programs Directorate, ATTN: DAIM–ED, 600 Army Pentagon, Washington, DC 20310–0600
U.S. Army Audit Agency and HQDA, OASA(FM&C)	Contains (or will contain) a management control review checklist	Commander, U.S. Army Audit Agency, ATTN: SAAG–PRS, 3101 Park Center Drive, Alexandria, VA 22302–1596 and HQDA, OASA(FM&C) ATTN: SAFM–ROI, Indianapolis, IN 46249–0120
Proponent agency of the other publication	Is being prepared in response to major changes in policy recently prescribed in another publication	Addresses will vary.
U.S. Army schools	Is to be used at the schools to determine initial distribution requirements for the first year of publication.	Addresses will vary.
U.S. Army Training and Doctrine Command (TRADOC), USAMC, or MEDCOM	Concerns training by Army or other service schools and centers.	Commander, U.S. Army Training and Doctrine Command (ATIM–I), Fort Monroe, VA 23651–5000 or U.S. Army Materiel Command, 5001 Eisenhower Avenue, Alexandria, VA 22333–0400 or Headquarters, U.S. Army Medical Command, Fort Sam Houston, TX 78234–6000
Proponent agency of the other publication	Might conflict with or overlap material in a related publication.	Addresses will vary.
Office of the Chief Information Officer/G–6 (OCIO/G–6)	Has information technology implications.	OCIO/G–6, ATTN: SAIS–ZXA, 107 Army Pentagon, Washington, DC 20310–0107
Owner of the material or an authorized agent	Contains copyrighted material and written consent is required to use it.	Addresses will vary.
OAASA or OCSA	Is a new regulation in the 10-series (organization and functions).	OAASA, ATTN: SAAA–SO, 105 Army Pentagon, Washington, DC 20310–0105 or Director, Army Staff, ATTN: DACS–ZD, 202 Army Pentagon, Washington, DC, 20310–0202

Table 11–1
Administrative publications—subject matter requiring additional coordination—Continued

Coordinate with...	If your publication...	Address
OASA(M&RA) or OCSA	Is a proposed multi-Service publication involving either Army policy or Doctrine or Committing use of Army funds or Manpower (excluding routine information published in technical or supply manuals)	OASA(M&RA), 111 Army Pentagon, Washington, DC 20310–0111 or Director, Army Staff, ATTN: DACS–ZD, 202 Army Pentagon, Washington, DC 20310–0202
All appropriate Services and HQDA agencies and MACOMs (including National Guard Bureau (NGB) and Office of the Chief, Army Reserve)	Does the Army initiate a multi-Service publication.	Addresses will vary.
OAASA and OCSA and Secretary, Joint Staff and Appropriate joint agencies	Is a multi-Service publication applicable to commanders of unified and specified commands	OAASA, ATTN: SAAA–SO, 105 Army Pentagon, Washington, DC 20310–0105 and Director, Army Staff, ATTN: DACS–ZD, 202 Army Pentagon, Washington, DC 20310–0202 and Secretary, Joint Staff (SJS–AD), Pentagon, Washington, DC Appropriate joint agencies
Affected DA elements, military Services, and DOD and Federal agencies	Is a DOD publication for which Army is the executive agent	Addresses will vary.
Chairman, Army Reserve Forces Policy Committee	Affects the area of responsibility of the Chairman, Army Reserve Forces Policy Committee	Chairman, Army Reserve Forces Policy Committee, ATTN: SASA–RF, 112 Army Pentagon, Washington, DC 20310–0112
Chief of Legislative Liaison	Affects the area of responsibility of the Chief of Legislative Liaison	Office, Chief of Legislative Liaison, 1600 Army Pentagon, Washington, DC 20310–0112
Director, Office of Small and Disadvantaged Business Utilization	Affects the area of responsibility of the Director, Office of Small and Disadvantaged Business Utilization	Director, Office of Small and Disadvantaged Business Utilization, 106 Army Pentagon, Washington DC 20310–0106
Chief, Public Affairs	Affects the area of responsibility of the Chief, Public Affairs	Office of the Chief of Public Affairs, 1500 Army Pentagon, Washington, DC 20310–1500
General Counsel	Affects the area of responsibility of the General Counsel	Office of the General Counsel, ATTN: SAGC–ZA, 104 Army Pentagon, Washington, DC 20310–0104
Local Privacy Act official	Affects the area of Privacy Act requirements	Addresses will vary.

Table 11–2
Required coordination—administrative policy publications

Agency	Acronym	Address
Assistant Secretary of the Army (Financial Management & Comptroller)	ASA(FM&C)	Asst. Secy. Army Financial Management, 109 Army Pentagon, Washington, DC 20310–0109
Chief, National Guard Bureau	CNGB	Chief, National Guard Bureau, JP1, 1411 Jefferson Davis Hwy, Arlington, VA 22202–3231
Chief, Army Reserve	CAR	Chief Army Reserve, 2400 Army Pentagon, Washington, DC 20310–2400
The Inspector General	TIG	Inspector General, 1700 Army Pentagon, Washington, DC 20310–1700 (ATTN: SAIG–IR)
Director, Army Staff (CSA)	DAS	Director Army Staff, 202 Army Pentagon, Washington, DC 2O310–0202
Administrative Assistant to the Secretary of the Army	AASA	Administrative Assistant, 105 Army Pentagon, Washington, DC 20310–0105

Table 11–2
Required coordination—administrative policy publications—Continued

Agency	Acronym	Address
The Judge Advocate General (in coordination with the Office of the Army General Counsel)	TJAG	Judge Advocate General, 2200 Army Pentagon, Washington, DC 20310–2200
Principal HQDA officials and MACOM commanders for which the publication imposes special responsibilities and requirements.		
Appropriate Secretariat organizations that have oversight responsibilities.		
Subject matter requiring additional coordination. (See table 11–1.)		
Provide a courtesy copy to all other principal HQDA officials and MACOM commanders		

Table 11–3
Required coordination—administrative non-policy publications

Agency	Acronym	Address
Assistant Secretary of the Army (Financial Management & Comptroller)	ASA(FM&C)	Asst. Secy. Army Financial Management, 109 Army Pentagon, Washington, DC 20310–0109
Chief, National Guard Bureau	CNGB	Chief, National Guard Bureau, JP1, 1411 Jefferson Davis Hwy, Arlington, VA 22202–3231
Chief, Army Reserve	CAR	Chief Army Reserve, 2400 Army Pentagon, Washington, DC 20310–2400
The Inspector General	TIG	Inspector General, (ATTN: SAIG–IR) 1700 Army Pentagon, Washington, DC 20310–1700
Director, Army Staff (CSA)	DAS	Director Army Staff, 202 Army Pentagon, Washington, DC 2O310–0202
Chief, Public Affairs (DA Posters only)	CPA	Chief Public Affairs, (ATTN: SAPA–ZDA, Room 2E645) 1500 Army Pentagon, Washington, DC 20310–1500
Principal HQDA officials and MACOM commanders for which the publication imposes special responsibilities and requirements.		
Subject matter requiring additional coordination. (See table 11–1.)		
Provide a courtesy copy to all other principal HQDA officials and MACOM commanders		

11–3. Monitoring the staffing of the manuscript

a. When the manuscript is ready for coordination, the proponent should consider developing an internal publication suspense log to monitor the workflow of manuscript materials. The suspense log record provides an accurate audit trail of replies from HQDA agencies and MACOMs. The use of a suspense log is not a mandatory requirement, but it is highly recommended to proponents, especially when staffing with a large number of organizations.

b. Staffing a manuscript to large numbers of organizations requires the proponent to acquire e-mail addresses, postal addresses, office symbols, phone numbers, points of contact, and comments and recommendations for the publication. Efficient organization and collection of the data speeds coordination and DA Form 260 preparation, benefiting the remainder of the publishing process.

11–4. Preparing a suspense log

a. To accurately track suspenses, the proponent could use an automated recordkeeping system, spreadsheet, or a conventional procedure. One such conventional procedure is described below:

(1) In a notebook, insert pages with numbered tabs. The numbered tabs will be used to identify all HQDA and MACOM staffing levels for the publication.

(2) Prepare a log sheet, as shown in figure 11–3, and place the log sheet in front of the tabs contained in the notebook. Assign each organization identified on the log sheet a numbered tab page. This organizational log will allow incorporation of comments and recommendations, phone conversations, memos, and other information in a logical order. Brief notes can also be added in the remarks column to monitor delays or other problems that may occur.

(3) Ensure that correct e-mail addresses, postal addresses, office symbols, points of contact, phone numbers, and dates are used. List addressees in the same order that they appear on the distribution list (contained in the cover memorandum) to reduce the chance of an oversight.

#	HQDA/MACOM	CONCUR	DATE	REMARKS
1	The Secretary of the Army ATTN: (Office symbol) Pentagon, Room number POC: (Name) Phone number	Yes	19 Nov 2001	None
2	The Chief of Staff, Army ATTN: (Office symbol) Pentagon, Room number POC: (Name) Phone number	Yes	20 Nov 2001	See tab #2 comments provided
3	Assistant Secretary of the Army (Civil Works) ATTN: (Office symbol) Pentagon, Room number POC: (Name) Phone number	Yes	20 Nov 2001	None
4	Assistant Secretary of the Army (Financial Management and Comptroller) ATTN: (Office symbol) Pentagon, Room number POC: (Name) Phone number	Yes	19 Nov 2001	See tab #4 comments provided
5	Assistant Secretary of the Army (Installations and Environment) ATTN: (Office symbol) Pentagon, Room number POC: (Name) Phone number	Yes	23 Nov 2001	None
6	Assistant Secretary of the Army (Manpower and Reserve Affairs) ATTN: (Office symbol) Pentagon, Room number POC: (Name) Phone number	Yes	29 Nov 2001	None
7	Administrative Assistant to the Secretary of the Army ATTN: (Office symbol) Pentagon, Room number POC: (Name) Phone number	Yes	14 Dec 2001	None
8	Director of Information Systems for Command, Control, Communications, and Computers ATTN: (Office symbol) Pentagon, Room number POC: (Name) Phone number	Yes	11 Dec 2001	None

Figure 11–3. Sample coordination log book

b. As concurrences are received from the various organizations, the proponent may place a check mark beside each organization and place comments (if any) in the appropriate tab number.

c. When all of the organizations have responded to the draft publication, the log can be used for preparing the DA Form 260. The DA Form 260 must accompany the manuscript when it is submitted to the PCO. This form requires the proponent to list coordinating agencies, names of points of contact, and the dates of concurrences.

d. Use of a coordination log will help to list and track any problems that might be encountered during the staffing process, help proponents fill out their DA Form 260, and support the publication material after the document is published.

11–5. Coordination procedures

a. Purpose and method. A proponent coordinates a publication by distributing a draft manuscript for comment. An unclassified, non-sensitive departmental administrative draft manuscript may be distributed electronically. Proponents should use the AKO Enterprise Collaboration Center as the primary method of coordinating new and revised draft

manuscripts. Other electronic coordination methods are by e-mail or Internet, using the instructions below. The draft manuscript is reviewed to request comments and is not to be used as an official document; the proponent will state this in the transmittal document (usually a memorandum of transmittal; sample format is provided at fig 11–4).

b. E-mail coordination. Proponents choosing to coordinate documents by e-mail should attach the draft manuscript to an e-mail message. E-mail recipients will acknowledge receipt by notifying the proponent. The acknowledgement must provide the name, office, address, e-mail address, and telephone number(s) of the primary and alternate points of contact for that HQDA agency or MACOM. The draft manuscript attachment must be in one of the following formats:

(1) PDF.

(2) RTF.

(3) Word processing format (state software and version).

c. E-mail notification. Proponents staffing their administrative publications by e-mail must provide e-mail notification to each appropriate HQDA agency and MACOM that the document is available for review and comment. Proponents must:

(1) Address e-mail notifications to the Staff Action Control Office or the appropriate organizational e-mail address for each HQDA agency and MACOM to ensure that notification of documents released for staffing are being dispatched to the appropriate functional element within an HQDA agency or MACOM. The proponent may elect to provide a courtesy copy to the functional point of contact within each organization.

(2) Ensure that proposed new publications and revisions are staffed with the appropriate HQDA agencies and MACOMs, as listed in paragraph 11–2.

(3) Attach a memorandum of transmittal from the official authorized to release documents for staffing. (See fig 11–4 for sample format.)

(4) Attach the draft manuscript document in one of the formats listed in *b*, above.

(5) Use file compression tools to reduce the size of the attachments. Compressed files should be self-extracting files. Attachments to e-mail messages for staffing must not exceed 3 or 5 megabytes in file size.

d. Internet coordination. Proponents must ensure that a copy of the memorandum of transmittal that authorizes release of the document for staffing is posted to the Web site along with the draft manuscript being reviewed. Access passwords should be issued to only those designated points of contact for each HQDA agency or MACOM required to review and comment as part of the staffing process. Draft documents posted on a Web site for review and downloading must, at a minimum, be made available in one of the following formats:

(1) PDF.

(2) RTF.

(3) Word processing format (state software and version).

e. Submitting comments. Reviewing agencies and commands may use the DA Form 2028 or correspondence when submitting comments. Reviewers are encouraged to submit the DA Form 2028, or correspondence, to the proponent electronically. Submitting paper DA Forms 2028 and correspondence to the proponent should only be used in circumstances in which the use of an Internet-based collaborative tool or e-mail is not possible. Reviewing agencies and commands must:

(1) Ensure that comments being submitted have been coordinated within their respective agency or command and consolidate comments from within their organization, submitting a consolidated response that represents the agency or command position.

(2) Ensure that the e-mail is addressed to the originator of the document or their designated representative when submitting comments by e-mail. The e-mail response must identify the approval official responsible for releasing the agency or command response and the point of contact, office, address, phone number(s) and e-mail address.

f. Review time period.

(1) Generally, proponents must allow 30 calendar days from the date of release for reviewers (including OTJAG) to return comments. More time can be allowed, especially when staffing extensive revised and consolidated publications. After reviewed comments are received and desired comments incorporated into the draft manuscript, proponents must forward the draft manuscript to OTJAG for a legal review.

(a) Proponents must submit a digital file containing the modified manuscript. Revisions must identify modified paragraphs using strikethrough for deletions and underscore, highlighting, italics, or bold for additions and other modifications. Revisions will include only the changed paragraphs, not the entire manuscript. The entire manuscript, however, must be submitted for new publications and major revisions.

(b) OTJAG may request a double-spaced copy of the manuscript for large or complex documents.

(2) Proponents must retain copies of responses submitted by reviewing activities as supporting documentation. Retention must be in accordance with established records retention procedures. Upon completion of the staffing process, proponents must submit the revised draft manuscript, along with the accompanying DA Form 260 and DD Form 67 (if applicable), through the agency or command PCO to APD for administrative review.

SAMPLE

Official Letterhead stationery
20 October 2004

S: 30 October 2004
S: 30 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army-wide Coordination of AR 25-32, The Army Indexing Program

1. The enclosed draft of AR 25-32 is for your review and comment. This revision establishes the new Army-wide publications indexing policy.

2. Request each addressee provide their concurrence along with any recommended changes to my Data and Indexing Office by close of business 30 November 2004.

3. Please provide, by 30 October 2004, the name, phone number, and email address of the primary point of contact within your agency or command that will be responsible for consolidating and submitting your response. That information should be forwarded to GOBoing@hqda.army.mil.

4. Request comments/recommendations be submitted directly to the Office of the Army Publisher, Data and Indexing Office, (G.O. Boing), 999 Army Pentagon, Washington, D.C. 20310-0999. Concurrences may be sent by FAX to 703-693-XXXX or e-mail to GOBoing@hqda.army.mil. Comments may be submitted on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) or at a minimum on a sheet that addresses each of the data elements of the DA Form 2028.

5. The enclosed draft is not to be circulated or used as an official document.

6. My point of contact for this action is G. O. Boing at DSN 227-XXXX or commercial 703-697-XXXX.

(signature)
(NAME)
(Official title)

Encls
as

DISTRIBUTION:
DACS-ZD
SAAA-PP
SAIS-IDP
SAIG-OP
DAJA-AL
DAMO-ZX
NGB-ADM
DAAR-PE

Figure 11–4. Sample memorandum for coordination

g. Receiving responses from an organization. Proponents must contact each HQDA agency and MACOM that the memorandum of transmittal was addressed to after the suspense date has passed verifying the agency or MACOM has no comments to submit. A nonresponse cannot be considered a concurrence. E-mail concurrence is encouraged, however, and telephone concurrence is allowed. Proponents must note that the individual giving the telephone concurrence is in a position to do so. Proponents must also note the individual's name, grade or rank (if pertinent), office symbol, telephone number, and date of concurrence in the suspense log. This information will be needed for the DA Form 260.

11–6. General guidelines for electronically staffing administrative publications

The following guidelines must be followed along with those in paragraph 11–5 when using e-mail or the Internet to staff departmental administrative publications.

a. Requests for publishing (DA Form 260, DD Form 67 (when applicable), and draft manuscripts) may be submitted electronically to APD. E-mail submission, with attachments, must be sent to daform260@hqda.army.mil for processing. (See appendix K for preparation of DA Form 260.)

b. Proponents must attach the DA Form 260, and DD Form 67, as PDF, RTF, form filler software (state format), or word processor file (state format).

c. Proponents must submit the manuscript to APD in RTF unless they have arranged, with APD, to submit another format.

d. Proponents will retain the official signed copy of the DA Form 260 and DD Form 67 (when applicable) as the record copy. An electronic version of the completed DA Form 260 and DD Form 67, with indication that the approving officials have signed the documents, must be submitted as an attachment to the e-mail. Upon request from the AASA, APD, or OTJAG, the proponent will provide a hard copy that reflects the official approval signatures.

e. Reviewers must submit comments and recommended changes as follows:

(1) Arrange the comments in sequence by manuscript page and paragraph number and number the comments consecutively.

(2) Describe exactly how the draft should be changed and give a brief reason for the recommended change.

(3) Indicate how something should be reworded when a change in wording is recommended. Strike-through, underscore, and tracking changes (provided with most word processing software) may be used to identify recommended changes. If tracking changes is used, the annotated draft manuscript must be returned to the proponent. Other clear methods of showing the recommended rewording are acceptable.

(4) Avoid comments that—

(a) Only slightly improve the text.

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

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

(d) Correct misspelled words.

11–7. Old coordination

Your coordination dates on the DA Form 260 when submitted for publishing are acceptable if they are within the 2-year period preceding a request for publishing. Coordination dates that are over 2 years old must be accompanied by a waiver from the Office of the Administrative Assistant to the Secretary of the Army, ATTN: SAAA–SO, 105 Army Pentagon, Washington, DC 20310–0105. Mail to: ppo.distrubition@hqda.army.mil.

11–8. Nonresponse

No comment from an organization may be considered an acceptable response, but a nonresponse to the memorandum of transmittal must not be considered concurrence. However, failure to respond will not unreasonably delay publication. Proponents must contact the organization's point of contact at the end of the comment period. Proponents must verify that contact was made with the nonresponding organization by noting the point of contact and the date contacted on the DA Form 260. AASA, for policy publications, and APD, for non-policy publications, will make the final determination.

11–9. Nonconcurrence

The proponent must address a stated nonconcurrence from a reviewer. The proponent must contact the reviewer and make every attempt to come to an agreement on any issues involved. If nonconcurrence issues cannot be resolved, the

proponent must contact AASA (SAAA–SO) for a waiver of concurrence before the publication is submitted for publishing. The proponent must include the reasons for the nonconcurrence and the failure to reach agreement.

Chapter 12
Manuscript Review, Submission, and Processing

12–1. Publications review

a. An integral part of the publishing process is the PCO. He or she is responsible, among other things, for knowing what departmental publications the agency is the proponent for, tracking the life of those publications, rescinding those that are no longer required, and ensuring that departmental publications submitted to APD for publishing are prepared and submitted according to established requirements.

b. The PCO must:

(1) Maintain a list of all Army-wide publications and forms for which they are responsible.

(2) Periodically (at least every 18 months) review the list to ensure that changes are identified for all publications and forms and that these forms and publications are:

(a) Current.

(b) Necessary.

(c) Accurate.

(d) Free of redundancies and conflicts.

c. The PCO is usually the person with whom manuscripts from other agencies begin the staffing review process within that agency. Table 12–1 lists the HQDA PCOs, and figure 12–1 shows a general workflow of the publishing process. A current list of PCOs and FMOs can be found on the APD Web page (http://www.apd.army.mil).

d. This process may vary from agency to agency.

Table 12–1
Authorized HQDA publication approval offices

PCO	Office symbol
HQDA, PCO	APD, JDSO–PAP–D
Assistant Chief of Staff for Installation Management (ACSIM)	DAIM–ZXA
Assistant Secretary of the Army (Acquisition, Logistics, and Technology) (ASA(ALT))	SAAL–IMO
Assistant Secretary of the Army (Financial Management and Comptroller) (ASA(FM&C))	SAFM–AOA
Chief, Public Affairs (SAPA)	SAPA–ZDA
Office, Chief of Engineers (OCE)	DAEN–ZC
Office of the Chief Information Officer/G–6 (OCIO/G–6)	SAIS–EIG
Office of the Chief of Chaplains (OCCH)	DACH–IMB
Office of the Deputy Chief of Staff, G–1 (ODCS, G–1)	DAPE–ZXI–IC
Office of the Deputy Chief of Staff, G–2 (ODCS, G–2)	DAMI–ZXS
Office of the Deputy Chief of Staff, G–3 (ODCS, G–3)	DAMO–ZXA–M
Office of the Deputy Chief of Staff, G–4 (ODCS, G–4)	DALO–ZXA
Office of the Judge Advocate General (OTJAG)	DAJA–ZX

Step	Controls	Input	Mechanism	Action
Step 1: Review publication for revision, consolidation, or to obsolete. Develop new publication.	• Policy • Timelines • Public laws • Leader directions	Input levels: • User • PCO • APD	• Author • Electronic Publishing System • Infrastructure • Computer system	1. Memorandum or e-mail to APD to rescind obsolete publications. 2. If action needed, go to step 2. 3. If no further action needed, process ends.
Step 2: Draft document	• Organizational priorities and schedules • Organizational leadership • Organizational procedures and timelines	None	• Subject matter experts experts • Author • Field command recommendations	Action needed, go to step 3.
Step 3: Conduct internal review of initial draft document	• Organizational timelines • Organizational structure	Draft input	• E-mail • Infrastructure • Organization-level meetings	Conduct review input, go to step 4.
Step 4: Staff initial draft document	• Suspense dates • Waivers • Staffing input	Input from review conducted	• Electronic media • Infrastructure • Appropriate reviewers	Go to step 5.
Step 5: Incorporate staffing input	• Staffing input • Waivers • Organizational suspense dates	Input from staff	• Computer systems • Author • Subject matter experts	Final draft document, go to step 6.
Step 6: PCO reviews final draft document	• AR 25-30 • DA Pam 25-40 • DA Pam 25-31	Input from final draft document	• DA Form 260 • DD Form 67 • DA Form 282	Go to step 7.
Step 7: Submit final draft document to APD	• Signed DA Form 260 and DD Form 67 • Waivers • Assignment of priorities	Input from PCO review	• Electronic media • Paper	Final draft document, go to step 8.
Step 8: APD process • APD prepares document for publishing. • APD publishes official document. • Official document enters life-cycle management process. • Review (go to step 1).				

Figure 12–1. Document publishing process

12–2. Manuscript preparation and submission

All departmental administrative publications must be processed by APD. After the required staffing and legal review have been accomplished, the responsible official within the proponent office must submit the manuscript for the proposed publication with a DA Form 260 through the proponent's PCO to the Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, daform260@hqda.army.mil. Manuscripts received must include all OTJAG requirements. Manuscripts received without OTJAG incorporations will be returned to the proponent until OTJAG requirements are met. Data files of manuscripts must be prepared according to guidance in chapters 7 (electronic publishing), 8 (media), and 10 (format) and appendix H (numbering).

a. Special features. Special features used when staffing the publication must be removed before preparing data files for publishing. Examples of special features include, but are not limited to, line numbers, bold, italics, and tabs (indents).

b. Numbering pages. After the final manuscript is completed, number the pages consecutively with Arabic numbers. The title page (or foreword, if any) must be page 1. Center the numbers at the bottom of each page and circle them. (For camera-ready copy, use a nonreproducible blue pencil for numbering.) These page numbers show only the sequence of the manuscript pages and have no bearing on the page numbers that will appear in the publication.

12–3. Request to publish

DA Form 260 is used to transmit new or revised publications, including multi-Service publications, to APD (daform260@hqda.army.mil) for authentication and publishing. Instructions for completing DA Form 260 are given in appendix K. If not providing digital copy, submit an original and two copies of DA Form 260. A separate DA Form 260 (or DD Form 67 for forms) must be submitted for each unit of issue requested. (See DA Pam 25–30 for a complete listing of units of issue.)

a. Use DA Form 260 to send the final approved draft manuscript of new or revised electronic publications, electronic files, and all original artwork for illustrations (if any) to APD.

b. Publishing requests for publications contained on CD–ROM. In addition to the information required on all DA Forms 260, proponents must:

(1) Provide a detailed listing of the publications and the dates of each contained on the CD–ROM.

(2) List the search and retrieval, run-time, or viewer software used on the CD–ROM. If no software is used (data only disks), so state. Provide detailed information on any licensing releases, software royalty arrangements, and the like, if applicable.

(3) Certify conformance to International Standards Organization (ISO) 9660 and provide information on mastering equipment used and any special requirements that need to be taken into consideration for replication. If other than a single-density disk or 1X speed CD–ROM drive are required to operate properly, provide justification that the intended audience has that capability; this applies particularly to multi-media applications.

(4) Provide a mock-up of proposed artwork to be used on the CD–ROM, jewel box, or insert, in addition to camera-ready artwork (if your facility has that capability).

(5) Ensure CD–ROM publication nomenclature is identical to the printed product in a CD–ROM containing a single publication. For CD–ROMs containing a compilation of publications that are either logically or functionally related, naming is by subject area. (See paragraph 1–14.)

c. All the necessary documentation relevant to the manuscript must be forwarded with the DA Form 260. These documents include, but are not limited to the following—

(1) An exception to the policy coordination requirements granted by the AASA.

(2) GPO Form 3868, if the publication is to be placed on sale to the public. (All information on the form must be complete and accurate so that the Superintendent of Documents can determine if there is enough public interest to warrant placing it on sale.)

(3) Copyright release letter if copyrighted material is in the publication.

12–4. Routine APD processing, new and revised publications

APD receives a manuscript (electronic file or hard copy) and a DA Form 260 through the proponent's PCO.

a. Upon receipt of the DA Form 260 and manuscript from the proponent, APD will edit the document and conduct an administrative review. This review is conducted to ensure compliance with all publishing acceptance criteria (editorial, forms, and formatting/structure), using automated tools and a review checklist (see app B). Technical deficiencies, which may delay publishing of a publication, will be coordinated directly between APD and the proponent.

b. Material that does not meet acceptance criteria will be returned by APD, through the PCO, to the proponent.

Depending on the condition of the material, APD may recommend the proponent seek contractual editorial services. Once appropriate corrections are made, the proponent may resubmit the material through the PCO to APD.

c. When accepted, APD processes the manuscript (see fig 12–2 for a summary of the publishing process by type of revision). Timelines will vary based on the difficulty and format of the publication materials and workloads of processing personnel. The better prepared and coordinated the manuscript, the faster it can be published. Manuscripts submitted in the APPIP template can be prepared expeditiously.

d. The APD editor will compose proofs for the proponent and OAASA.

e. APD forwards the proofs through the agency PCO to the Office of the OAASA for review and authentication.

(1) *Regulations and circulars.* APD will forward edited regulations and circulars to OAASA for authentication, through the agency. The agency PCO will update agency records and forward publication materials to the OAASA (SAAA–SO) for authentication. The OAASA will return authenticated publications to APD for funding and publishing.

(2) *DA pamphlets.* APD will forward edited pamphlets through the agency PCO. The agency PCO will update records and forward to the HQDA PCO for funding. The HQDA PCO will return funded publications to APD for authentication (for the AASA).

f. Upon authentication and final composition, electronic publications will be posted to the AKO, AHP, and APD Web sites. If appropriate and funded, camera-ready copy will be placed into procurement channels for printing or replication.

g. DA memos and numbered HQDA letters must be processed by APD. These publications are processed as follows:

(1) APD receives a manuscript and a DA Form 260 with completed coordination requirements (including an OTJAG legal review) through the proponent's PCO.

(2) APD edits the submitted material. Timelines will vary based on the difficulty of the publication materials.

(3) An APD editor prepares camera-ready copy proofs and sends it to the OAASA.

(4) OAASA returns the authenticated document to APD.

(5) The finalized document is published.

h. DA posters.

(1) The proponent must prepare justification for the DA posters 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—

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

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

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

(a) 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 a poster of similar type or theme is still desired by the originating agency, the revised poster in rough art will be submitted again to OCPA for approval before being processed as finished art.

(b) Upon completion of the 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 to Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302 (daform260@hqda.army.mil), for printing and distribution.

Administrative Revision — Corrects typographical errors, updates office symbols, e-mail addresses, organizational names and addresses, and references (including URLs). No staffing required.

- Revised material prepared on DA Forms 2028
- DA Forms 2028 submitted with electronic files to APD for processing as a routine case
- APD reviews submitted material and assigns to an editor
- Editor prepares revision
- Proofs are generated and submitted to proponent
- Revision is posted to the APD web site after proofs are returned and any corrections made

Priority Revision — Real priority (new or revision)—submit 8 mspp or DA Forms 2028, electronic files, and DA Form 260. Requires general officer or SES signature. Must be staffed (including legal review).

- General officer, or SES, initiates priority revision. Copy of memorandum is attached to the DA Form 260 (or the DA Form 260 could be signed by the general officer or SES)
- New manuscript is prepared with wordprocessing software (using APPIP)
- Revised material prepared on DA Forms 2028[1] (or 8 pages of text)
- New manuscript or DA Forms 2028 are staffed
- Comments are incorporated, as appropriate, after staffing
- Proponent submits manuscript for new publication to OTJAG for legal review
- **Proponent incorporates OTJAG comments, if any, and submits package to APD with electronic files for processing as a priority case. Proponents are responsible for incorporating all required OTJAG changes prior to submission to APD.**
- APD reviews submitted material and assigns to an editor
- Editor prepares revision
- Proofs are generated and submitted to proponent and policy publications to OAASA via e-mail
- OAASA PPO authenticates priority revision within 24 hours and returns to APD for publishing
- Priority revision is posted to the APD web site after proofs are returned, authenticated by OAASA, and any corrections made (within 24 to 48 hours of receipt)

Rapid Action Revision — Revisions only—submit 8 mspp or DA Forms 2028 (not the entire publication just "changed" paragraphs or subparagraphs), electronic files, and DA Form 260. Must be staffed.

- Revised material prepared on DA Forms 2028[1]
- DA Forms 2028 (or 8 pages of text) are staffed
- Comments are incorporated, as appropriate, after staffing
- DA Forms 2028 (or 8 pages of text), highlighting staffing changes, are sent to OTJAG for legal review
- **Proponent incorporates OTJAG comments, if any, and submits package to APD with electronic files for processing. Proponents are responsible for incorporating all required OTJAG changes prior to submission to APD.**
- DA Forms 2028 or 8 pages of text (with electronic files) are submitted to APD
- APD reviews submitted material, which is processed as a routine case, and assigns to an editor
- Editor prepares revision
- Proofs are generated and submitted to proponent
- Revision to policy publications are submitted to OAASA PPO for authentication (APD authenticates non-policy publications)
- Revision is posted to the APD web site after authentication

Major Revision — New and revised publications—submit entire publication, electronic files, and DA Form 260. Must be staffed.

- Manuscript is prepared by writer/proponent (using APPIP)
- Manuscript is staffed
- Comments are incorporated, as appropriate, after staffing
- Manuscript (highlighting staffing changes) are sent to OTJAG for legal review
- Proponent incorporates OTJAG comments, if any. **Proponents are responsible for incorporating all required OTJAG changes prior to submission to APD.**
- Final draft manuscript is submitted to APD with electronic files for processing
- APD reviews submitted material, which is processed as a routine case, and assigns to an editor
- Editor prepares revision
- Proofs are generated and submitted to proponent
- Revision to policy publications are submitted to OAASA PPO for authentication (APD authenticates non-policy publications)
- Revision is posted to the APD web site after authentication

Note:

1. DA Forms 2028 will contain revised material in paragraphs or subparagraphs, no single word changes. Strikethrough (for deleted material) and underscore (for added material) may be used to indicate revised material (not necessary for new or added material).

Figure 12–2. Publishing process

12–5. Priority issuance of new or revised departmental administrative publications

When it is necessary to issue a new departmental administrative publication or revise one quickly, proponents must first coordinate with APD to request priority processing of the publication. Proponents must not use electronic messages to issue new or revised Army policy and procedures. (See AR 25–30, para 3–5*b*(1), for restrictions on use of this procedure and staffing and review requirements.) A revision procedure outlined in this pamphlet in either paragraph 8–10*a* or 8–11*b*(1) must be used.

a. Use. This procedure may be used to—

(1) Issue policy or procedures that must meet a mandatory effective date.

(2) Implement public laws, executive orders, order of another executive agency, court order, or DODDs, when an effective date must be imposed.

(3) Issue, rescind, or change a policy or procedure that in doing so corrects or prevents a potentially significant operational or management deficiency. Examples of such a policy or procedure is one that corrects deficiencies that could include, but are not limited to those that—

(a) Cause loss of life, personal injury, or destruction of property.

(b) Result in a judicial ruling against the Army.

(c) Result in a significant financial loss to the Army.

(d) Seriously jeopardize mission accomplishment, security, or troop readiness.

(e) Affect readiness.

b. Revisions using priority issuance. Revisions to departmental administrative publications using this procedure must correspond to the paragraph and section numbering scheme in the current edition of the publication being revised. The total number of pages for a priority new publication or the total number of pages in revisions must not exceed eight pages of DA Forms 2028 or eight pages of text (including forms, figures, and tables).

c. Preparing publications for processing. When using the priority issuance procedure, proponents must prepare the revision on eight pages of DA Forms 2028 (or eight pages of text can be used) or present a new manuscript and digital files in accordance with requirements specified in this pamphlet (see chapter 7).

(1) Prepare a new priority issuance in the appropriate media as described in paragraph 1–9, using the format provided in figure 10–2, numbered in accordance with the established DA publications numbering system.

(2) Prepare a revision using priority issuance by submitting only the paragraphs and subparagraphs that are being revised in DA Form 2028 format.

d. OTJAG coordination. Priority issuance revisions will be coordinated with OTJAG prior to submission to APD.

e. Authentication. Publications processed using the priority issuance procedure must be authenticated in the same manner as routine departmental publications. Publications will not be altered after they are authenticated.

f. Submit manuscript. Unless authority is otherwise delegated, the final manuscript, text format, or DA Forms 2028 (to include a summary of change) must be submitted through the proponent's designated PCO to APD. The cover transmittal document (DA Form 260) must—

(1) Identify the reason for the new publication or revision using the criteria listed in *a*, above. State the impact if not released immediately.

(2) List concurring officials by identifying the point of contact's name, organization, office symbol, phone number, and e-mail address.

(3) List nonconcurring officials and identify the basis of the nonconcurrence. Also, specify what attempts were made to resolve the nonconcurrence.

(4) Include a certification that the document has been staffed with all appropriate HQDA agencies and MACOMs.

(5) Include a copy of the memorandum from OTJAG indicating their legal review.

g. Distribution. The distribution of publications must be made in the appropriate media that will ensure the information is distributed to the target audience in a timely manner. Most departmental administrative publications must be issued in electronic format on the AKO, AHP, and APD Web sites.

12–6. Administrative revisions of departmental administrative publications

Administrative revisions must be prepared on DA Form(s) 2028, or in text format, and submitted with a DA Form 260 through the proponent's designated PCO to APD (see para 8–11*a*). APD will review the documents to ensure that the revisions are administrative in nature and do not alter the authenticated content of the existing, authenticated publication. Revisions that do not meet this criteria will be returned to the proponent to staff and proceed with the revision as a rapid action or major revision. Normally, administrative revisions are not required to be approved by OTJAG; if there is a question, however, APD may refer the action to OTJAG.

12–7. Major functional revision of departmental administrative publications

a. Preparing major functional revisions for processing. Major functional revisions will be processed by APD as routine issuances. When using the major functional revision procedure, proponents must prepare the manuscript and digital files in accordance with requirements specified in this pamphlet (see chapter 7 and para 8–11*b*(3)).

(1) The proponent must obtain a digital file copy of the current edition of the publication from APD and revise the appropriate portions of that version. APD will not accept completely retyped versions of the basic publication.

(2) For expeditious processing, the proponent should submit only the paragraphs and subparagraphs that are being revised in DA Form 2028 format. (See para 8–11 for use of DA Forms 2028 when processing a revision.) If the revision is a consolidation or revised throughout, the proponent may submit a complete new manuscript, preferably prepared in the APPIP format; however, as much of the previous file should be reused as possible.

(3) Thirty days prior to submitting a DA Form 260 for a routine revision, notify APD (JDSO–PAP–A) that you will be submitting a major revision and identify any DD Form 67 actions (requests for forms) that will be included. This allows APD time to review the existing publication for forms management problems so you can address them before submission. It also permits a review of the source files for your publication and its graphics to ensure these are all available in the EPS database and ready for editors to post and compose your revisions expeditiously. Publications will not be altered after they are authenticated.

b. Submit manuscript. Unless authority is otherwise delegated, the final manuscript (to include a summary of change), must be submitted, through the proponent's designated PCO, to APD for final review prior to being submitted to OAASA. The cover transmittal document (DA Form 260) must:

(1) Identify the reason for the revision.

(2) List concurring officials by identifying the point of contact's name, organization, office symbol, phone number, and e-mail address.

(3) List nonconcurring officials and identify the basis of the nonconcurrence. Also, specify what attempts were made to resolve the nonconcurrence.

(4) Include a certification that the document has been staffed with all appropriate HQDA agencies and MACOMs.

c. Distribution. The distribution of publications must be made in the appropriate media that will ensure the information is distributed to the target audience in a timely manner. Most departmental administrative publications must be issued in electronic format on the AKO, AHP, and APD Web sites.

12–8. Rapid action revision of departmental administrative publications

Rapid action revisions will be processed when it is necessary to issue a small amount of routine revisions to an administrative publication. The rapid action revision is the normal and preferred method of revising administrative publications and is the most efficient way of accomplishing this. Using the rapid action revision process will ensure that your publications are kept current. Proponents must staff and submit revisions to APD as they occur. Do not delay submission of revisions until there are several revisions that need to be made to the publication. Doing so increases reviewing and processing time.

a. Preparing rapid action revisions for processing. Rapid action revisions will be processed in the order in which they were received. In the event of a conflict between priorities, the Director of APD will make a determination as to which action takes precedence. Publications will not be altered after they are authenticated.

(1) Rapid action revisions will go through the normal review process. After the DA Form 260 is signed and submitted to APD, the rapid action revision is reviewed, edited, and prepared for publishing. APD will give the revised publication a new publication date, effective date, and supersession notice. The external references and forms will also be checked prior to publishing.

(2) APD will then forward the final proposed document (policy publications only) to OAASA for authentication. OAASA will then return the document to APD for publishing. Non-policy publications do not require a final review by OAASA for authentication.

(3) Rapid action revisions must—

(a) Be coordinated with APD during the staffing process or provided a 30-day notice prior to submittal for publishing. This is necessary to allow APD time to review the electronic source files (to include graphics), review the possible impact on forms management issues, and ensure the files are ready for editors to compose and expeditiously post your revision to the Web.

(b) Consist of no more than eight pages of text or eight pages of DA Forms 2028 (includes forms, figures, tables, and illustrations).

(c) Consist of only the affected pages, paragraphs, and subparagraphs. Do not submit the entire manuscript for the revised publication.

(d) Be coordinated prior to submission to APD for publishing. (See chapter 11 for coordination instructions.) Coordination must also include the legal review by OTJAG before submission to APD (see para 11–2*b*).

(e) Be submitted for processing with a signed DA Form 260, summary of change, new history statement, DA Forms 2028 or text indicating the affected paragraphs, signed DA Forms 67 (if applicable), and electronic file to only those

affected paragraphs. Paragraph alterations must correspond to the existing paragraphs in the basic publication. If submitting files by e-mail, include in the subject line, "Rapid action functional revision to (publication number, date)."

b. Submit manuscript. Unless authority is otherwise delegated, the final manuscript or DA Forms 2028 as indicated above must be submitted, through the proponent's designated PCO, to APD (JDSO–PAT–L) (daform260@hqda.-army.mil) for publishing. Do not submit manuscript for the entire publication. The DA Form 260 must—

(1) Identify the reason for the revision.

(2) List concurring officials by identifying the point of contact's name, organization, office symbol, phone number, and e-mail address.

(3) List nonconcurring officials and identify the basis of the nonconcurrence. Also, specify what attempts were made to resolve the nonconcurrence. (See para 11-9 for more information regarding nonconcurrences.)

(4) List nonresponding officials and when they were contacted. (See para 11-8 for more information regarding nonresponding officials.)

(5) Include a certification that the document has been staffed with all appropriate HQDA agencies and MACOMs.

c. Distribution. The distribution of publications must be made in the appropriate media that will ensure the information is distributed to the target audience in a timely manner. Most departmental administrative publications must be issued in electronic format on the AKO (including distribution restricted publications), AHP, and APD Web sites.

Part Three
Other Publications

Chapter 13
Doctrinal, Training, Training Support, and Organizational Publications and Products

Section I
Media

13–1. Media

Army-wide doctrinal and training products standardize doctrine and training practices for the Total Army. They are DA numbered, authenticated, and indexed. Doctrinal and training publications, GTAs, and publications are defined below.

13–2. Doctrinal publications

Doctrinal publications describe the fundamental principles that guide military forces or their elements in support of national objectives, together with the tactics, techniques, procedures, and methodology to implement doctrinal principles. Doctrine, with supporting tactics, techniques, and procedures, is published in FMs. They are normally the basis for development of training materials.

13–3. Training publications

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 ARTEP publications, STPs, and TCs. (See the glossary for details on ARTEPs, STPs, and TCs.) Training publications describe the following:

a. Training procedures for collective tasks that a unit must perform to accomplish its mission and survive on the battlefield.

b. Individual military occupational specialty (MOS) and common tasks.

c. Collective and individual tasks, conditions, and standards.

d. Relationships between collective and individual tasks, including training exercises.

e. Recommended sustainment training frequencies.

f. Unit or individual soldier training information that does not fit standard requirements.

13–4. Graphic training aids

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 must be based on approved doctrine. Proponents are authorized to duplicate material from Army-wide publications when purpose, format, and specifications are appropriate. GTAs are not available through APD, JDSO–PAD.

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 (216mm by 279mm), 21 by 29 inches (534mm by 737mm), or 26 by 36 inches (660mm by 914mm)).

(2) Recognition cards.

(3) Cards, pamphlets, and booklets (pocket-sized).

(4) Simulation games.

(5) Devices (identified as simple devices, usually of heavy stock or plastic construction).

b. Numbering and obtaining copies.

(1) Numbering. GTAs must be numbered according to paragraph 13–12.

(2) Obtaining copies. GTAs may be obtained from local training support centers in accordance with AR 5–9 or downloaded directly from http://www.adtdl.army.mil/.

13–5. Professional bulletins

Professional bulletins (PBs) are DA-authenticated publications that give instructions, guidance, and other materials to improve, on a continuing basis, the professional development of individuals within a specific functional area. PBs assist the commanders of Army institutions with specified training and professional development missions by providing an official, continuing forum for mission-related professional dialogue between the institution and the Army. Preparing agencies must not use the PB as a substitute for official, definitive doctrinal and training publications. Preparing agencies must use the PB as a forum to explain, digest, or debate Army doctrine, policy, or other definitive information. PBs are not available through APD, JDSO–PAD.

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, table 1, or other authoritative source. Photographs and other illustrations can 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 commonly found in PBs that do not meet the content standards are:

(1) Nonfunctional photographs or illustrations (para 2–19). (Pictures and illustrations of the commandant and command sergeant major that appeared on the commandant's/command sergeant major pages in periodicals are not functional for PBs.)

(2) 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.

(3) Routine personnel items, such as listing graduates of courses, promotions, and awards. (Non-routine personnel items can be included in the bulletin section.)

(4) General military-related news articles.

(5) 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.

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

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

(8) 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 "journal," "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 para 13–14 for numbering.)

d. Proponents of PBs must—

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

(2) Comply with this regulation 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 the DAPS.

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

e. Publishing specifications for all PBs: Other publishing specifications for PBs are as follows:

(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 (chapter 17).

(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 MACOM to the Director, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.

g. The page size is 8½ x 11 inches (216mm x 279mm), typeset on uncoated stock.

h. PBs must not be published more than six times annually.

Section II
Preparing Publications

13–6. Proponents and preparing agencies

TRADOC, USAMC, The Surgeon General (TSG), and the Center of Military History (CMH) are the proponents of doctrinal and training publications. They manage their publications under the staff supervision of the DCS, G–3, HQDA; and according to publication policy and guidance prescribed by APD. The publisher of PBs, official departmental 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. TRADOC and USAMC preparing agencies are as follows:

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

(1) Headquarters, TRADOC, including the U.S. Army Training Support Center (ATSC) staff elements.

(2) TRADOC major subordinate commands.

(3) TRADOC service schools.

(4) U.S. Army Medical Department Center and School.

(5) U.S. Army Judge Advocate General School (under direction of OTJAG, HQDA).

(6) Defense Information School (under direction of the Chief of Public Affairs, Office of the SA).

(7) U.S. Army Nuclear and Chemical Agency (under direction of DCS, G–3, HQDA).

b. U.S. Army Materiel Command.

(1) USAMC Logistics Support Activity.

(2) U.S. Army Transportation Engineering Agency (under direction of the Military Traffic Management Command) for air transport procedures for nuclear weapons.

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

(4) Selected USAMC subordinate commands.

13–7. Development, preparation, and distribution

a. Army-wide doctrinal and training publications. Proponents and preparing agencies (para 13–6) must follow the policy, procedures, and standards prescribed in AR 25–30 and this DA pamphlet when preparing and producing Army-wide doctrinal and training publications. In addition, these publications must be—

(1) Prepared without duplicating the purpose or content of other authorized publications. However, limited duplication is authorized when necessary to produce sole-source publications for a specific purpose and audience.

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

(3) Written to meet RGLs determined by the proponent to represent the target audience.

(4) Numbered according to prescribed numbering format identified in section III of this chapter.

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

(6) Initially distributed only to components to which they apply. However, they must be available to other components to meet doctrinal or training requirements.

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

b. Previously established PBs. Proponents of PBs must follow guidelines in *a*(1) through (4), above, paragraph 13–5*d*, and any additional guidelines and specifications provided by APD regarding PBs.

c. Proposed new PBs. Proponents of proposed new PBs must—

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

(2) Send a memorandum with justification requesting to establish a new PB series for its area of proponency through the MACOM to Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.

13–8. Doctrinal, training, training support, and organizational publications schedule

Each proponent (ATSC acting for TRADOC) must prepare an annual Army-wide doctrinal and training publications schedule. This schedule authorizes preparing agencies to develop and submit initial publishing requirements for departmental publishing. The schedule must include the publication number, publication title, projected date, and projected page count. This schedule is distributed as follows:

a. It must be consolidated and published before the start of each fiscal year.

b. TRADOC, USAMC, and CMH must provide electronic copies of the annual schedule, including current fiscal year accomplishments and status, to the following:

(1) DCS, G–3, ATTN: DAMO–TRS, 450 Army Pentagon, Washington, DC 20310–0450 (1 copy).

(2) Director, APD, ATTN: JDSO–PAP, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302 (4 copies).

(3) HQDA, ATTN: DAAR–OFD, 2400 Army Pentagon,Washington, DC 20310–2400 (1 copy).

(4) NGB, NGB–PAP, 2500 Army Pentagon, Washington, DC 20310–2500 (1 copy).

13–9. Publications cost data and publishing funds

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 their 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 departmental publications. The preparing command is responsible for ensuring that a complete record set is retired annually to the Washington National Record Center, according to AR 25–400–2.

Section III
Numbering

13–10. Numbering Army training and evaluation program

Use a four-part number, as given below, for Army training and evaluation programs (ARTEPs).

a. Series number. Use a series number (table 13–1) that indicates the function or other classification of the subject matter. A zero must not be placed in front of those series numbers below "10."

Table 13–1
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 (CSS)
30	Military Intelligence
31	Special Operating Forces
32	INSCOM (ASA)
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
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

Table 13–1
Series numbers and titles for training, organizational, technical, and equipment publications—Continued

Series No.[1]	Title
100	General Operational Doctrine
101	Staff Officers
105	Maneuver Control
300	TOE consolidated Change Tables

Notes:
[1] Do not place a zero in front of series numbers below 10.

b. First subnumber. Use a number that is the TOE subnumber. If the mission training plan (MTP) or drill applies to more than one type of unit, the first subnumber must be the lowest TOE subnumber to which it applies.

c. Second subnumber. Use a number that consists of a two-digit suffix and that applies to organizations smaller than those identified by the TOE subnumber (for example, infantry rifle platoon, S & T company of support battalion). An ARTEP–MTP at the battalion level must not contain a second subnumber. Select the second subnumber from the index given below.

(1) Platoon or section—10 through 29.
(2) Company or detachment—30 through 39.
(3) Office, branch, or division—40 through 59.
(4) Unique organizational requirements—60 through 79.

d. Content designator. Use a content designator of "MTP" or "DRILL" to identify the content of the ARTEP.

e. Examples. "ARTEP 11–038–30–MTP" and "ARTEP 3–257–10–DRILL" consist of the parts described below.

(1) "11" and "3" are the series numbers.
(2) "038" and "257" are the first subnumbers.
(3) "30" and "10" are the second subnumbers.
(4) "MTP" and "DRILL" are the content designators.

13–11. Numbering field manuals

a. A new numbering system for Army field manuals (FMs) has been introduced. The system currently is being used for FMs only. It aligns Army FMs with the Joint numbering protocols in Joint Pub 1–01, when possible, and uses the seven functional categories (six of which match the Joint) versus the 62 categories previously used in table 13–1. Table 13–2 depicts the new numbering categories for FMs. The table provides a "crosswalk" between the old and new number series. One additional functional category, 7–Warfighter Support, was added. 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, table of distribution/allowance structures, and garrison activities. FM 1 (The Army) is the Army's capstone doctrine publication and aligns directly with Joint Pub 1 (Joint Warfare). (FM 1 is separate from the subordinate "1" series for Personnel.) The categories are:

(1) 1–Personnel.
(2) 2–Intelligence.
(3) 3–Operations.
(4) 4–Combat Service Support (Logistics).
(5) 5–Planning.
(6) 6–Command, Control, Communications, and Computers (C4).
(7) 7–Warfighter Support

b. The authority for assigning all Army FM numbers is delegated to the commander of TRADOC since TRADOC is the proponent for the preponderance of Army FMs. This is to ensure uniformity and Joint number alignment (when possible), and it precludes FM numbering duplications. Requests for assignment of FM numbers will be forwarded by e-mail to TRADOC, ODCSDOC, Joint and Army Doctrine Directorate at doctrine@monroe.army.mil.

c. To effectively manage the assignment of numbers, Army FMs will only be renumbered as they enter their normal revision cycle. Newly assigned numbers will be displayed on the FM 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 13–1 depicts the methodology for selecting a FM number.

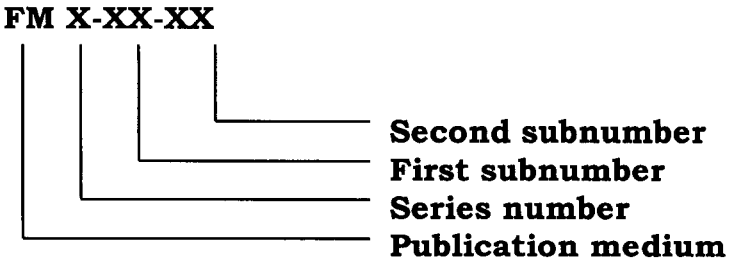


Figure 13–1. FM numbering

(1) The first numerical group identifies the functional category. A number is selected (table 13–2) according to the category of the subject matter (1–Personnel, 2–Intelligence, 3–Operations, 4–CSS, 5–Planning; 6–C4, or 7–Warfighter Support). It will only contain one number.

(2) The second set of numbers, proceeded by a hyphen (-), places the publication within a functional field. It may contain one or two numbers. These digit designators indicate a keystone manual (Army or proponent level) or are used to identify a specific manual for the series of a functional field.

(3) The third number group, proceeded by a period (.) designates those publications that provide supporting, expanded, or sequential doctrinal manuals within a functional field (this number group must not exceed 3 digits).

Table 13–2
Field manual numbering

Old series number[1]	New FM number[2]	Title
1	**3–04**/3	Aviation
3	**3–11**/3	Chemical (NBC)
5	3–34/3/**4–04**	Engineer
6	**3–09**/3	Field Artillery
7	**3–21**/3	Infantry
8	**4–02**/4	Medical
9	4	Ordnance
10	4	Quartermaster
11	6	Signal
12	1	Adjutant General
14	**1–06**	Finance
16	**1–05**	Chaplain
17	3–20/3	Armor
18	3	Management Information Systems
19	3–19/3	Military Police
20	3/7	General
21	3	Individual Soldier
22	3/7	Leadership, Courtesy, and Drill
23	3/7	Weapons
24	6	Communication Techniques
25	7	General Management
26	7	Organizational Effectiveness
27	**1–04**/1	Judge Advocate/Military Law
29	7	Composite Units and Activities

Table 13–2
Field manual numbering—Continued

Old series number[1]	New FM number[2]	Title
30	2/3	Military Intelligence
31	**3–05**/3	Special Forces
32	7	Security
33	**3–53**	Psychological Operations
34	2/3	Combat Electronic Warfare and Intelligence
36	3/4	Environmental Operations
38	4	Logistics Management
39	3/7	Special Weapons Operations
40	**3–14**	Space
41	**3–57**	Civil Affairs
42	4	Supply
43	4	Maintenance
44	**3–01**/3	Air Defense Artillery
46	**3–61**	Public Information
50	7	Common Items of Nonexpendable Materiel
51	3–93/3	Army Service Comp. Cmd.
52	3–92/3	Corps Operations
54	4	Logistics Organizations and Operations
55	**4–01**/4	Transportation
57	3	Airborne
60	3	Explosive Ordnance Disposal Procedures
61	3–91/3	Division Operations
63	4	Combat Service Support
67	3	Airmobile
70	7	Research, Development, and Acquisition
71	3–90/3	Combined Arms/Tactics
74	7	Military Missions
75	7	Military Advisory Groups
77	3	Separate Light Infantry
90	3	Combat Operations
97	7	Division (Training)
100	3	General Operational Doctrine
101	5	Planning Staff Officers
105	3	Maneuver Control
145	7	Reserve Officers' Training Corps

Table 13–2
Field manual numbering—Continued

Old series number[1]	New FM number[2]	Title
300	7	TOE Consolidated Change Tables

Legend for Table 13-2:
Functional category:
FM 1–The Army
1–Personnel
2–Intelligence
3–Operations
4–Combat Service Support
5–Planning
6–Command, Control, Communications, and Computers (C4)

Notes:
[1] Old and new numbers must be included on each publication through one revision cycle.
[2] New numbers shown in bold correlate to joint publication titles and numbers. Titles that have more than one number/series indicate that an FM may cross functional boundaries.

13–12. Numbering graphic training aids

Use a series number (table 13–1) 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.

13–13. Numbering modification tables of organization and equipment

Use a modification 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 (07015L) refer to the base TOE being modified. Positions 7–8 (E1) are the MACOM code. Positions 9–10 (01) are the modification number of the MTOE, beginning with 01 and progressing with each different modification of the base TOE for the specified command.

13–14. Numbering professional bulletins

Number a professional bulletin (PB) using the four segments shown in figure 13–2.

a. Publication medium. Use the letters "PB."

b. Series number. Use a series number (table 13–1) 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.

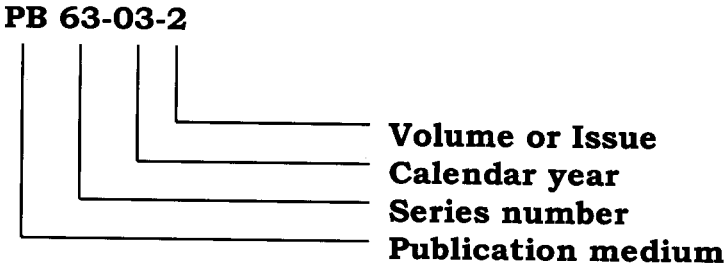


Figure 13–2. PB numbering

13–15. Numbering precommissioning publications

Use the series number "21," and the subnumber "I" to distinguish from other manuals in the series.

13–16. Numbering soldier training publications

Soldier training publication (STPs) are published for three audiences: enlisted soldiers, officers, and common core, a combination of enlisted soldiers and officers.

a. Publication medium. Always use the letters "STP."

b. Series number and subnumber for enlisted STPs. Use a series number (table 13–1) 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 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 STPs. Use a series number (table 13–1) according to the function or other classification of the subject matter. The officer foundation standards 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 STPs. 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 (3) applies.

e. Content designators.

(1) *Enlisted STPs.* Content designators for enlisted STPs include "SM" for soldiers' manuals, "TG" for trainers' guides, and "SMCT" for soldiers' manual of common tasks. These content designators indicate the content of the STP. For SMCTs, the content designator follows the skill level designator.

(2) *Officer STPs.* 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 a STP exceeds 25 characters (spaces), a descriptive alphanumeric abbreviation must be used.

(1) For STPs containing materials that do not fall under paragraphs *b*(1) through (3), above, use an alphanumeric abbreviation 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 a MOS is required.

h. Example. "STP 34–98J34–SM–TG–1" consists of five segments as described below.

(1) "STP" is the publication medium.

(2) "34" is the series number.

(3) "98J34" is the subnumber, consisting of a 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 abbreviation).

13–17. Numbering tables of allowances

a. Common table of allowances (CTA) . Use the letters "CTA" to designate the publication medium. Use a series number (table 13–1) 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 (JTA). Use the letters "JTA" to designate the publication medium. Use the same numbering as in *a*, above.

13–18. Numbering tables of distribution and allowances

a. Use an eight-position number to number TDAs. The first two positions identify the subcommand (or MACOM 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, appendix B. The subcommand code must agree with the code recorded for the specific UIC in the UIC/FORSTAT 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 MACOM or subcommand code. Position 3–6 (W123) is the UIC. Position 7–8 (AA) is the unit designator code. Position 9–10 (MO) is used only for designated mobilization TDA.

13–19. Numbering tables of organization and equipment

The table of organization and equipment (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 13–1). 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 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–EAC/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, DIVARTY, 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—base TOE (BTOE).

(2) 01 through 98—intermediate TOE. This identifies the incremental change package (ICP) which, when combined with the BTOE, results in an ITOE.

(3) 99—objective TOE (OTOE). This indicates that all ICP (including basis-of-issue-plans that are not yet HQDA approved) are combined with BTOE to generate the OTOE.

13–20. Numbering training circulars

To number training circulars (TCs), use a series number (table 13–1) 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.

Section IV
Coordination and Publishing

13–21. Coordinating drafts and memorandums of transmittal

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

a. Initial drafts. The initial 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 *b*(6), below). The initial draft should be provided to each reviewer.

b. Memorandum of transmittal. Preparing agencies should use a memorandum of transmittal to send coordinating drafts, together with copies of illustrations, to required and other selected agencies. The memorandum of transmittal should contain at least—

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

(2) A summary of significant areas or changes that will assist in the review.

(3) A list of required references supporting the content and a request to verify that they are current.

(4) A request that the selected users of the proposed publication state whether the publication meets their operational or training needs. If negative responses result, other evaluation methods must be applied prior to final preparation. (See para 13–22.)

(5) A request for the number of copies needed to support service school instructional requirements for 1 year after publishing the publication. The complete address and telephone number of the point of contact must also be requested. If DA publishing is not accomplished within 9 months after the coordination is completed, the preparing agency must reconfirm the number of copies required for instructional purposes.

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

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

(8) A request for reviewers to weigh their comments according to the criteria in paragraph 3–2*d*(1) through (4).

13–22. 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. 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. This consolidation of nonconcurrences (coordination annex), together with a summary of significant changes, must be available to each reviewing agency upon request.

13–23. Approval

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

b. Any form prescribed by an Army-wide doctrinal or training publication is subject to the approval requirements in DA Pam 25–31.

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

d. Preparing agency commandant/commander has approval authority for PBs.

13–24. Requests for publishing

a. Requests to publish Army-wide doctrinal, training, and organizational publications and products must be submitted through the designated functional manager to the Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, daform260@hqda.army.mil, according to the instructions in paragraph 4–3 and appendix K.

(1) *Decentralized publishing programs.* Copies of manuscripts handled under the decentralized publishing program must not be forwarded to APD, but must be retained by ATSC. However, when a publication prescribes a form, two copies of the manuscript, together with the DD Form 67, must be sent through the designated functional manager to the Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, daform260@hqda.-army.mil. A copy of the publication's cover, authentication page, and title page must accompany the DA Form 260 for all decentralized publishing.

(2) *Centralized publishing programs.* Requests for centralized publishing programs, to include authentication, will follow the process for administrative publications, with manuscripts forwarded to APD for composition and authentication.

b. Requests to publish PBs must be prepared on DA Form 260 by preparing commands. The DA Form 260 must be submitted to the designated functional manager, who must approve it and forward it through MACOM commander to the Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, daform260@hqda.-army.mil. APD will issue an authentication block, provide distribution services, and index the PB issue as an official departmental publication.

c. Proponents of new PBs must follow instructions in paragraph 13–7 prior to preparing DA Form 260 for an inaugural issue. Once the new PB is approved, send the DA Form 260 through the MACOM-designated functional manager to the Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, daform260@hqda.army.mil. This request must include a sample comprehensive dummy with the inaugural issue only.

d. Requests to publish GTAs must be forwarded from ATSC on DA Form 260, in accordance with appendix K, with camera-ready mechanicals and distribution list, to Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, daform260@hqda.army.mil.

13–25. Command or agency doctrinal and training literature

Command or agency doctrinal and training literature is published primarily for support of instruction or to test new doctrine or procedures. 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.

Chapter 14
Technical and Equipment Publications

Section I
Equipment Publications Management

14–1. Equipment publications schedule

a. Proponents must develop consolidated equipment publications schedules for each fiscal year and must maintain a current schedule of all assigned equipment. The schedule must include all anticipated new or revised publications and planned changes to existing publications. The schedule must include the publication number, publication title, projected date, and projected page count. A copy of the schedule must be provided to APD NLT 1 Oct of each year.

b. Schedules must be restricted to equipment or systems that require equipment publications. End items that require simple instructions for wear, use, or adjustment and modest or insignificant repair parts do not require equipment publications. Combat gear that is worn (such as helmets, packs, and boots) and equipment that requires no electrical, mechanical, or chemical power do not require equipment publications. Each equipment publications schedule must contain the following statement: "The publications listed herein do not unnecessarily duplicate existing Department of the Army publications and are directly essential to the effective, efficient, and economical conduct of official business."

c. Proponents must identify all projected additions to and deletions from the schedule.

d. Processing.

(1) Decentralized publishing programs. Proponents must furnish two copies of equipment publications schedules and changes and equipment publications accomplishments schedules to HQDA Deputy Chief of Staff, G–4 (DALO–SMP), 546 Army Pentagon, Washington, DC 20310–0546. USAMC will distribute four copies of the equipment publications

schedule to Director, APD, ATTN: JDSO–PAP, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, and copies to other interested activities upon request.

(2) Centralized publishing programs. Requests for centralized publishing programs, to include authentication, will follow the process for administrative publications, with manuscripts forwarded to APD for composition and authentication.

14–2. Priorities for preparation

a. Prepare and revise equipment publications in the priority shown below.

(1) New equipment publications that cover new weapons and equipment and existing publications revised to cover major modifications in weapons and equipment.

(2) Publications for equipment that must be reported to DA for unit or materiel readiness purposes.

(3) Publications covering equipment with a high density in the hands of soldiers.

(4) All other equipment publications.

b. Apply the subpriorities in (1) through (4), below, within the priorities listed in *a*, above.

(1) Operator and unit maintenance instructions and RPSTLs.

(2) Direct support (DS) and general support (GS) maintenance instructions and RPSTLs.

(3) Battlefield damage assessment and repair instructions.

(4) Depot maintenance manuals for depot test, measurement, and diagnostic equipment.

Section II
Publications Coverage

14–3. General

a. Proponents must prepare the required equipment publications for a new item or system, or for one that does not have a manufacturers' manual, before the contract date that meets the requirements of MIL–HDBK–1221. Equipment publications must be prepared primarily to provide instructions for the equipment user and maintainer. A secondary purpose of the equipment publication is to support unit and instructional training.

b. A preliminary draft equipment publication (PDEP) of operator's and maintenance TMs and RPSTL TMs must be prepared during the demonstration and validation phase of the equipment life cycle (prior to the milestone II decision review). PDEP is not required to meet all the format requirements of the governing military specifications and standards, but the technical content must be adequate for use in new equipment training prior to, and for use during the technical test I (TT I) and early user test and experimentation (EUT&E). PDEP used for TT I and EUT&E may include preexisting manufacturers' manuals deemed inadequate for supplementation and use as DA TMs and may include engineering drawings and engineering and test documentation. Corrections to the PDEP must be made to reflect the results of the TT I and EUT&E. In order to demonstrate the accuracy of the PDEP, the contractor must conduct a TM validation of the PDEP, at which the Government representatives function as observers. Corrections to the review draft copy must be made to reflect the results of the contractor's TM validation, thus producing the preliminary TM.

c. A preliminary TM (PTM) (formerly, draft equipment publication or DEP) of operator's and maintenance TMs and RPSTL TMs must be produced during the full-scale development phase of the equipment life cycle (prior to milestone III decision review). The initial draft of a revision to a technical publication is a PTM, as well.

(1) PTM must conform to the governing content and format military specifications and standards. PTM must be adequate for use in NET for technical test II (TT II) and initial operational test and evaluation (IOT&E) and must be evaluated as a part of the system support package during IOT&E. Output reports from the logistic support analysis record or commodity command standard system, with illustrations, may be used as RPSTL PTMs to support testing. Corrections to the PTM must be made to reflect the results of TT II and IOT&E.

(2) Usability and accuracy of the PTM must be verified by the Government. Government TM verification must be accomplished by one or a combination of the following methods, as set forth in a verification plan agreed to in writing by TRADOC:

(a) Hands-on verification by user representative (preferred method).

(b) Combined contractor TM validation and Government TM verification.

(c) Verification by desk-top review.

(3) Preventive maintenance checks and services table must always be verified hands-on by user representatives. Arrangements must be made for later verification of any task that is not successfully verified during the TM verification. Corrections to the PTM must be made as a result of verification. Any questions that could not be resolved previously must be resolved at the maintenance literature conference, which is convened only when required.

d. Final reproducible copy (FRC) must be prepared during the production and deployment phase of the equipment life cycle (after the milestone III decision review). FRC must be the final manuscript, reproducible copy, or electronic media delivery, with all necessary changes and corrections incorporated and including final resolution of all comments and recommendations made as a result of validation, verification, testing, user review, and the maintenance literature conference. If errors are found in the FRC, it must be considered a PTM until the errors are corrected. After "camera-

ready review" and approval, the FRC is submitted for publishing and distribution, or for distribution by means of an electronic media.

14–4. Publications on nondevelopmental items

a. An off-the-shelf, commercially available item or system (nondevelopmental item (NDI)) purchased by the Army may have manufacturers' publications that will serve Army requirements. Also, an off-the-shelf item altered to be a military adaptation of commercial item (MACI) may have manufacturers' manuals that the Army can supplement and use. Proponents should make maximum use of manufacturers' manuals when they meet requirements of MIL–HDBK–1221. (See AR 70–1 for additional information on NDIs and MACIs.) Proponents must not use MIL–HDBK–1221 to contract for the preparation of equipment publications. The use of MIL–HDBK–1221 is restricted to—

(1) Determining the acceptability of an off-the-shelf item.

(2) Determining the cost-effectiveness of modifying a publication through the acquisition of supplemental data.

b. Proponents must follow the process below in acquiring manufacturers' publications on NDI and MACI:

(1) Determine whether manufacturers' manuals are available to support the NDI or MACI. If not, develop or acquire publications prepared to military specifications and standards.

(2) Determine whether available manufacturers' manuals meet requirements of MIL–HDBK–1221. With the user representative, determine whether the manuals are usable by the intended audience. Results of the manuals evaluation checklist (MIL–HDBK–1221) must determine whether the manual is acceptable as is, or whether the proponent must develop or acquire change and/or supplemental data in accordance with MIL–HDBK–1221.

(3) Prepare or acquire publications to military specifications and standards when any of the following conditions apply:

(a) The major item is an assemblage of commercially available assemblies (such as final drive, transmission, diesel engine, generator, voltage regulator, laser range finder, infrared camera, data bus, or gyrocompass) that have never before been used together in the configuration required by the Army. This item may be termed "nondevelopmental," but it requires hardware and software development, integration, and testing.

(b) The manufacturer's manual cannot be changed or supplemented.

(c) A change to the manufacturer's manual plus supplemental data would not be practical or economically feasible. If the change plus supplemental data exceeds 50 percent of the original manual, it is better to prepare a manual to applicable military specifications and standards.

(d) The manufacturer's manual is not usable by the intended audience.

(4) Determine whether to authenticate manufacturers' manuals using the criteria in paragraphs 14–5 and 14–6.

(5) Ensure the preventive maintenance checks and services table of the manufacturer's manual or supplementary material is verified 100 percent by the user representative.

14–5. Unauthenticated manufacturers' manuals

a. Proponents must acquire and provide to equipment users unauthenticated manufacturers' manuals only when all the following conditions are met:

(1) The publication meets the requirements of MIL–HDBK–1221, and no supplementary material (warning summary, lubrication instructions, RPSTL, maintenance allocation chart (MAC), and so forth) is needed to support the equipment.

(2) The publication is required for initial issue only, and stockage in the Army publications system is not planned.

(3) The publication supports equipment that must not be issued to TOE and MTOE units and must not be supported by repair parts in the Army supply system.

b. Unauthenticated manufacturers' manuals must not be assigned DA publications numbers. They must not be directly changed or modified by an official DA publication. The proponent must be responsible for providing replacement copies of unauthenticated manufacturer's manuals. The resupply source must be shown on the front cover of the publication.

14–6. Authenticated manufacturers' manuals

a. Proponents must acquire and provide manufacturers' manuals to APD for authentication when—

(1) The publication meets, or can be changed or supplemented to meet, the requirements of MIL–HDBK–1221.

(2) Stockage in the Army publication system is required; that is, there is a requirement for more than initial issue.

(3) The publication must accompany equipment issued to TOE and MTOE units.

(4) Equipment is to be supported by repair parts in the Army supply system.

b. The proponent must acquire or develop changes or supplementary material, as specified in MIL–HDBK–1221, and integrate this material into the manufacturer's manual before it is submitted for authentication.

c. The proponent must obtain a copyright release if the publication contains copyrighted material. (See AR 25–30, para 2–5.)

d. The proponent must obtain either (1) or (2), below.

(1) Enough copies of the manufacturer's manual for initial distribution and stockage. The proponent must integrate supplemental data, including the authentication page.

(2) Camera-ready copy or electronic final copy of the manufacturer's publication. The proponent must integrate supplemental data.

e. DA Form 260 must be used to transmit manufacturer's manuals to APD for authentication for publishing, distribution, and stockage. This form must be completed according to paragraph 4–3 and appendix K. It must state whether—

(1) The publication is for multi-Service equipment or systems for which the Army has been designated the life-cycle manager.

(2) The publication is to be adopted by the Departments of the Navy or Air Force, or other Federal agencies.

(3) The publication is to be superseded by a formal DA equipment publication at a later date. If so, give the estimated submission date for the superseding publication.

f. Publications for nondevelopmental item equipment must be acquired using a phased (option) process. Requests for proposals and invitations for bids must contain options for acquisition of manufacturers' manuals, supplementing or changing manufacturer's manuals, and preparing DA manuals according to military specifications and standards. Manufacturers' manuals must be evaluated in accordance with MIL–HDBK–1221 to determine which option in the requests for proposals and invitations for bids must be exercised.

Section III
Numbering

14–7. Automated information systems manual

Number an automated information systems manual (AISM) in the six segments shown in figure 14–1. Additional segments or characters can be used to identify such areas as operating systems (for example, OS, disk operating system, MASTER, and so forth), providing the total number of characters, including blanks and beginning with the publication series, does not exceed 23. (In all management-type automated information system (AIS) publications, use at least the "25" series identifier, the AIS identifier, the system identification code, and the manufacturer code.)

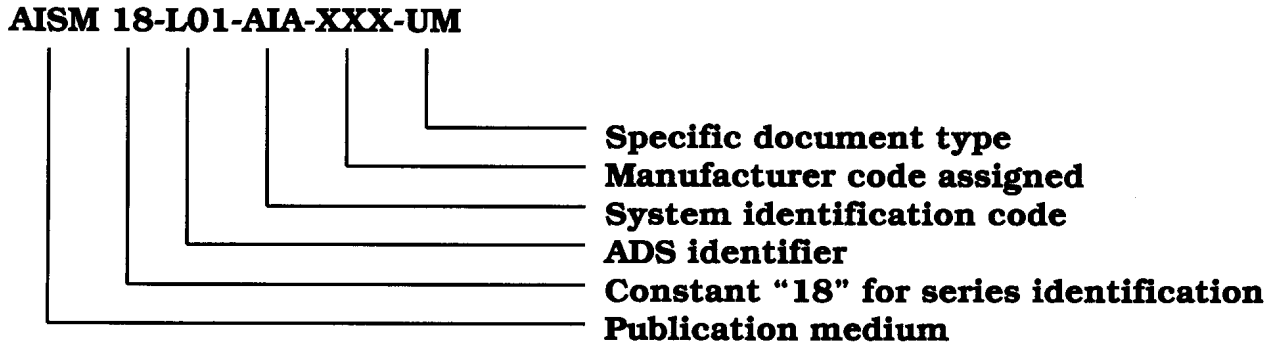


Figure 14–1. AISM numbering

a. In the first segment, use the letters "AISM"

b. In the second segment, use the number " 25" to represent the information series.

c. In the third segment, use the three-position alphanumeric AIS identifier assigned per TB 18–103.

d. In the fourth segment, use the three-position alphabetic system identification code that uniquely identifies the AIS assigned per TB 18–103.

e. In the fifth segment, use a three-position alphabetic manufacturer code.

f. In the sixth segment, use the two-position alphabetic abbreviation for each document type identified in DA Pam 25–4.

14–8. 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).

14–9. Modification work orders

a. Number a modification work order (MWO) the same as the equipment TM (para 14–13*a*) to which it pertains (even in instances where the equipment being modified does not pertain to an equipment TM). Add a serial number to distinguish between other MWOs on the same equipment. The serial number must apply to the same level of maintenance. 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 1–1520–209–30–7" (related equipment TM is TM 1–1520–209–23).

b. 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 14–13*a*. Use the FSC class number requirements detailed in *a*, above. The sequence number must not be related to the applicable TM; for example, "MWO 5–6115–200–20–1" (related equipment TMs are TM 5–6115–207–20, TM 5–6115–213–20, and TM 5–6115–220–20).

c. Prepare and number separate MWOs as indicated in *a*, above, 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).

d. Use "55" for the level of maintenance portion of the MWO for an MWO short form.

14–10. Supply bulletins

Use a series number (table 13–1) for supply bulletins (SBs) according to the classification of the subject matter. Use a subnumber to distinguish between other bulletins on the same subject.

14–11. Supply catalogs

a. Identification list (IL) . For supply catalogs (SCs) use a catalog number composed of three segments, as shown in figure 14–2.

(1) In the first segment, use the letters "SC" to denote the publication medium.

(2) In the second segment, normally use four numerals representing the FSC group or class commodity coverage of the catalog. If all FSC classes in an FSC group are included in the catalog, add two zeros to the two-digit group number. (For example, "SC 1600" is a DA SC for FSC group 16, and "SC 1040" is a DA SC for FSC class 1040.) If the commodity coverage of the catalog includes two or more consecutive FSC classes, but not all classes in an FSC group, show the first and last FSC class included in the catalog number separated by a slash. (For example "SC 3710/30" is a DA SC for FSC classes 3710, 3720, and 3730.)

(3) In the third segment, use the letters "IL" to denote the publication medium.

(4) If the catalog consists of more than one volume, add a suffix number such as "-1," "-2."

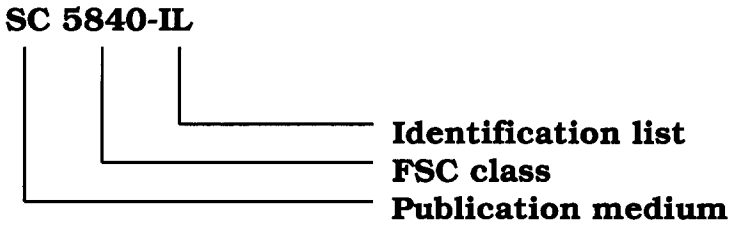


Figure 14–2. SC IL numbering

b. Supply catalog. Use a catalog number composed of four segments, as shown in figure 14–3.

(1) In the first segment, use the letters "SC" to denote the publication medium.

(2) In the second segment, use four numerals representing the FSC class coverage.

(3) In the third segment, use one of the numerical identifiers in table 14–1 to designate the compiler of the catalog. (Compiler must be determined by the Commodity manager code list in EM 0007 FEDLOG.)

(4) In the fourth segment, use an alpha character and a two-numeral catalog sequence number for medical. LOGSA's supply catalogs are consolidated into a single electronic supply catalog, with the fourth segment being the alpha characters "SKO" (sets, kits, and outfits).

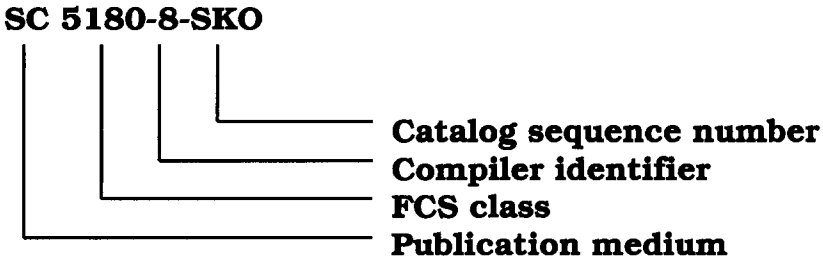


Figure 14–3. SC numbering

Table 14–1
Compiler identifiers

Identifier	Compiler
1	U.S. Army Materiel Command logistics support activity
8	The Surgeon General

c. Federal supply catalog. For an explanation of the format, content, and preparation of Federal supply catalogs, see DOD 4100.39–M, Vol. 1. These catalogs are not DA publications. However, they are used by the Army, issued through normal publications supply channels, and listed in DA Pam 25–30. Examples for defining the numbering system of Federal supply catalogs are shown in figures 14–4 through 14–6.

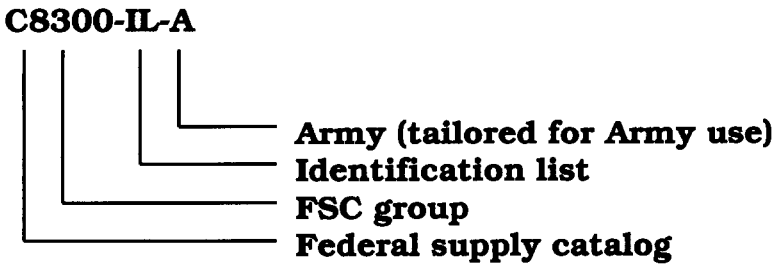


Figure 14–4. FSC IL numbering

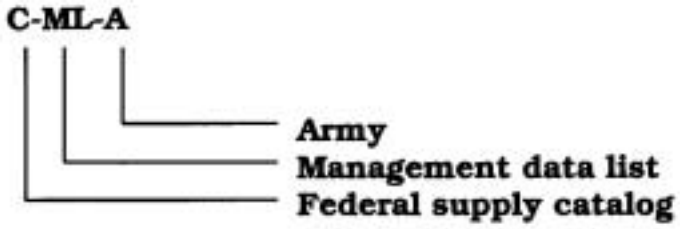


Figure 14–5. FSC management data list numbering

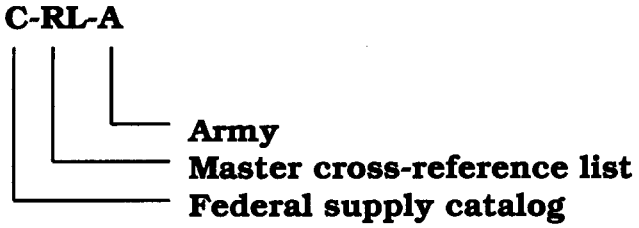


Figure 14–6. FSC master cross-reference list numbering

14–12. Technical bulletins

a. Technical bulletins (TBs) pertaining to equipment. Number these TBs as indicated in paragraph 14–13*a*, corresponding to the associated equipment TMs. Add a serial number, if necessary, 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 10–1670–240–20–3" (related equipment TM is TM 10–1670–240–20).) Besides the numbering requirements signifying maintenance levels in paragraph 14–13*a*(4), the number "-50" must be used to denote TBs containing calibration procedures applicable to the depot maintenance level. When a calibration procedure 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, "-34" indicates DS and GS maintenance combined.)

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 14–13a(2), using the assigned FSC class. Should the items of equipment not be in the same FSC class but 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 1–1520–339–20–1" (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 11–5850–228–12 and TM 11–5855–203–13), and "TB 1–1500–200–30–1" (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 (table 16–1) or an abbreviation 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 equipment improvement reports (EIR). Assign EIR numbers to the TB 43-series as shown in figure 14–7 and as follows:

(1) *Basic series number.* Use the TB 43-series as the basic number and note that table 13–1 shows the 43-series as "maintenance."

(2) *Identification subnumber.* Use table 13–1 for the subnumber. For example, aviation EIRs would be "0001."

(3) *Proponent number.* Use the proponent number assigned by the USAMC LOGSA (for example, the Aviation and Missile Command uses "03").

(4) *Publishing year.* Use the year of publishing. EIRs have the same basic series, subnumber, and proponent number each time they are published. Only the designator showing the order or period of publishing ((5), below) changes. If an EIR happens to fall behind schedule, this publishing year must ensure that the EIRs must always have a different publication number.

(5) *Designator.* Use designators "-1" through "-8" for an EIR 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 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.

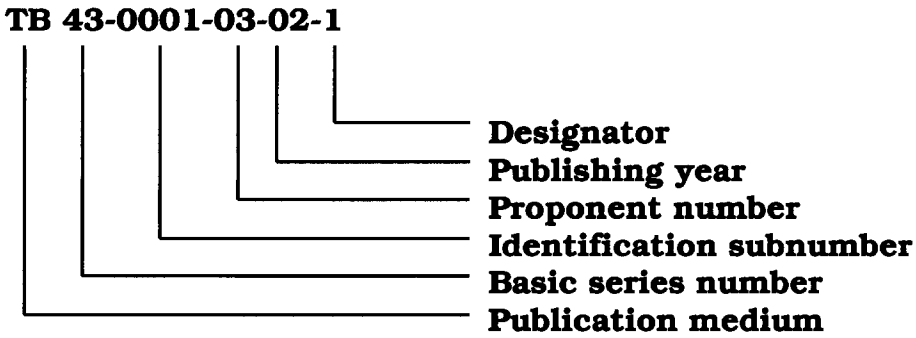


Figure 14–7. EIR numbering

14–13. Technical manuals

Number technical manuals (TMs) as shown in figure 14–8.

a. Equipment TMs. Number these TMs as follows:

(1) *Series number.* Use a series number (table 13–1) that indicates the general type of equipment.

(2) *FSC class or group number.* Use a dash and four digits that represent the FSC class or group assigned to the equipment covered by the TM. When two or more items of equipment that are of the same FSC class and that are covered in separate manuals are to be covered within a single equipment TM, the FSC class must remain the same. (For example, the FSC class for fixed wing aircraft is "1510," and all manuals containing data applicable to these aircraft only must use FSC class "1510.") However, when a TM concerns all models of equipment in an FSC group, use the two-digit FSC group number followed by two zeros. (For example, FSC class "1510" applies to fixed wing aircraft, and FSC class "1520" applies to rotary wing aircraft. Use the FSC group identifier "1500" to number a TM containing information on both types of aircraft.)

(3) *Numerical sequence number.* Use a dash and up to four digits designated as sequence numbers, beginning with "001" and ending with "9999," 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 ((d) below) must be assigned the same sequence number. Successive equipment TMs for other equipment in the same series and FSC group or class must be numbered "002," "003," and so forth.

(4) *Level of maintenance numbers.* Use a dash and a set of two digits that signify the level of maintenance to which the TM applies. The sets of two digits are as follows: operator/crew—10; unit maintenance or aviation unit maintenance (AVUM)—20; DS or aviation intermediate maintenance (AVIM)—30; GS–40. When a manual applies to more than one category of maintenance, the first digit must indicate the lowest level and the second digit must indicate the highest level. (For example, "-24" indicates unit maintenance, DS, and GS combined; "-23" indicates unit maintenance and DS combined or AVUM and AVIM combined.) The intent of the numbering system is to reflect the content of the equipment TM and not necessarily the level of maintenance at which the TM must be used. (For example, number as

"-14" a test set TM that includes instructions on the operation of the equipment and that is operated exclusively at the DS and GS level of maintenance.)

(5) *Volume number.* Use at least two of each subdivision when 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.

(6) *Suffix letter "P."* Use the suffix letter "P" for RPSTLs equipment TMs published separately from the associated narrative maintenance instructions. The letter "P" must follow the two-digit level of the maintenance number and precede the volume designation, if used. 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; for example, "-34&P."

(7) *Suffix letters for special types of equipment TMs.* Use the suffix letters in table 14–2 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 laminated diagrams. All HRs must carry a "-10" maintenance level designator.

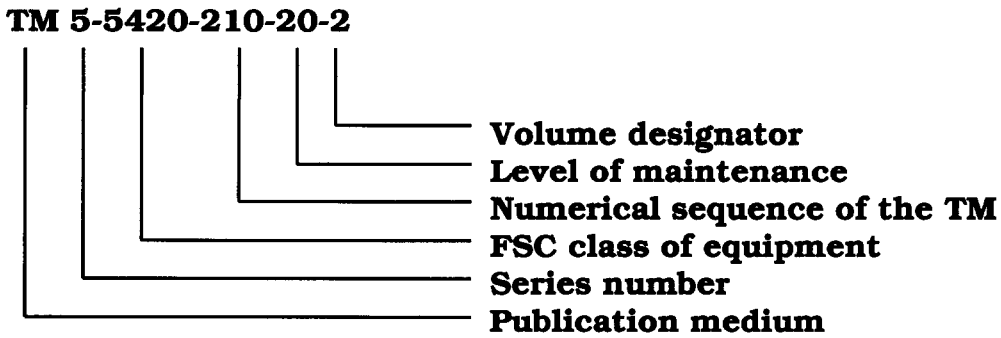


Figure 14–8. Technical manual numbering

Table 14–2
TM suffixes

Suffix	Type of TM
L	List of applicable publications.
S	Preparation for shipment (aircraft).
CL	Pilot/crew checklist (aircraft).
HR	Hand receipt.
MTF	Maintenance test flight (aircraft).
OPPCL	Operating procedures (communications security equipment) precombat checklist.
PM	Phased maintenance inspection checklist (aircraft).
PMC	Preventive maintenance checklist.
PMD	Preventive maintenance, daily inspection checklist (aircraft).
PMS	Preventive maintenance services (aircraft).
T	Troubleshooting procedures (aircraft).
BDSDC	Battlefield damage assessment and repair shipboard damage control.

(8) *Examples.* In TM 5–5420–210–20, "5" is the series number (table 13–1); "5420" is the FSC class of equipment (bridges, fixed and floating); "210" is the numerical sequence of the TM; "20" is the level of maintenance (unit maintenance). In TM 5–5420–210–20P–2, "-20P" indicates that the publication is a separate RPSTL equipment TM for unit 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 11–5820–401–34LD, the suffix "LD" indicates the publication is a laminated diagram applicable to the DS and GS maintenance levels. 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.

b. General subject TMs. Assign to these TMs a series number (table 13–1) 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 there is more than one TM on 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."

Section IV
Coordination, Review, and Requests for Publishing

14–14. Coordination

a. Proponents must coordinate 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 *a*, above, 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.

c. Proponents must comply with the requirements in *a*, above, 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 MWOs and calibration procedures. The proponent must coordinate RPSTLs with the military departments and Federal agencies that jointly agree to accept the Army-prepared RPSTL.

d. Prior to DA authentication, manuals must be verified in accordance with applicable specification. Verification must be performed with production configuration equipment.

14–15. Review

a. 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.

b. Proponents must allow reviewing agencies time according to the procedures in paragraph 3–1.

c. Proponents must maintain records of all comments and resolutions submitted by reviewing agencies. 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 MACOMs for resolution.

Section V
Electronic Technical Manuals and Interactive Electronic Technical Manuals

14–16. General

a. Acquisition and use of electronic technical manuals (ETMs) and interactive electronic technical manuals (IETMs) are the preferred methods of providing TM information to consumers.

b. The continuous acquisition and life-cycle support standards must be used in the preparation and delivery of ETMs and IETMs. The requirements of MIL–PRF–87268 for user interface and (as a minimum) the content tags of MIL–PRF–87269 must be used in development of IETMs.

c. Government-owned or free run-time display software for IETMs must be used. A waiver from LOGSA must be obtained to use proprietary/licensed run-time display software or any software required to support a free/Government-owned, run-time software.

d. The IETMs provide functionality to the consumer beyond the capability of either paper-based products or ETMs. In no instance must an acquisition package state a specific class of manual is being required; for example, that the contractor must deliver a class 4 IETM; rather, the acquisition package must tailor specific requirements needed to support the weapon system or equipment.

e. Final approved prototype ETMs on CD–ROM must be clearly marked "PROTOTYPE" and fielded for consumers to evaluate. Prototype ETMs on CD–ROM—

(1) Are not official replacements of authenticated paper manuals.

(2) Must be replaced by final releases (official quality assured, approved, and authenticated CD–ROMs).

f. Electronic coordination and processing with APD for ETMs may be sent to cdtest@usapa.army.mil. For IETMs, use pails1@usapa.army.mil.

14–17. Requests to publish

Requests to publish (DA Form 260) and distributing equipment publications must be submitted to the Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, daform260@hqda.army.mil, according to the instructions in appendix K. 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, APD, ATTN: JDSO–PAT–L. A copy of the publication's cover, authentication page, and title page must accompany DA Form 260 for all decentralized publishing. In addition to the instructions in appendix K, proponents must include the following information on their requests to publish (DA Form 260), when applicable:

a. Item 5 of DA Form 260. 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 a blank sheet of paper and attach it to the DA Form 260.

b. 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 MIPR is (insert number)."

(c) "Camera-ready copy will be ready for the printer on (insert date)."

(d) "The fielding date is (insert date)."

(e) "The publication is dated (insert date)."

(f) "Upon completion of publishing, request camera-ready copy and artwork be sent to (insert address)."

(g) "This publication is (insert security classification)."

(h) "All national stock numbers have been verified as of (insert date last checked), in accordance with the policy and procedures in AR 708–1."

(i) "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, USAMC logistics support activity, on (insert form number and date sent)."

(j) "Running sheet (in duplicate) is attached."

(2) 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 furnished 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.

Section VI
Communications Security Technical Manuals

14–18. Guidance regarding National Security Agency and Army Communications Security technical manuals

a. Army Communications Security (COMSEC) equipment consists of items identified as telecommunications security (TSEC) and controlled cryptographic items (CCI).

b. Research, development, and production of COMSEC equipment is normally done by the National Security Agency (NSA). Certain programs may be delegated to DA. NSA regulations and specifications prevail over all COMSEC equipment programs.

c. 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.

d. NSA and Army COMSEC TMs must not be packaged with the equipment at the time of issue.

e. NSA COMSEC TMs usually are assigned a security classification and must be accounted for in accordance with TB 380–41. As a minimum, they are protectively marked "FOR OFFICIAL USE ONLY." Army COMSEC TMs at a minimum must be protectively marked "FOR OFFICIAL USE ONLY," unless a formal determination on the draft Army TM is made in writing by National Security Agency, ATTN: DDI/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.

f. COMSEC TMs, both NSA and Army published, required for use within the Army must be listed in DA Pam 25–35.

g. Army COMSEC TMs must be requisitioned according to DA Pam 25–33. NSA COMSEC TMs must be requisitioned according to paragraph 14–19.

14–19. National Security Agency communications security technical manual categories

NSA produces a variety of COMSEC TMs. The following are the most common categories:

a. Operators' 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 and are accounted for within the COMSEC 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. NSA's limited maintenance level generally is equal to the Army direct support (and below) levels of maintenance. LMMs are not assigned an accounting legend code (ALC) and are not accounted for within the CMCS. LMMs are stocked within the Army publications systems and must be requisitioned according to DA Pam 25–33.

c. Maintenance manuals, designated as 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, ATTN: SELCL–KP, Fort Huachuca, AZ 85613–7090, according to TB 380–41.

Section VII
Equipment Technical Manuals on Military Materiel

14–20. Information covered in equipment technical manuals

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. USAMC (in coordination with TRADOC, Office of TSG, Office of the Chief of Engineers, and U.S. Army Intelligence and Security Command) must develop specifications and related amendments. Equipment TMs on military materiel must include only information that is needed to properly perform the operation, maintenance, and repair parts support functions for the particular maintenance level. Equipment TMs may be supplemented by TBs. However, the contents of equipment TMs must not be changed by TBs, nor must TBs be published instead of equipment TMs.

14–21. Organization of equipment TMs

Operator's, maintenance, and repair parts instructions and information embedded in the equipment or presented on a screen or any electronic media must conform to equipment TM requirements and military specifications and standards, and they must use terminology consistent with that used in the TM, whether electronic or otherwise. Coordination review of electronically presented operator's, maintenance, and repair parts and special tools instructions, including warnings, cautions, and notes, must be conducted; and the information must be subjected to contractor validation and Government TM verification.

a. Organize TMs either as separate manuals for each maintenance level or in any combination that meets the criteria in this pamphlet. (See para 14–13 for numbering of multiple-part TMs.)

b. Use titles, such as in the examples below, that describe the content and organizational level of use, in conjunction with the nomenclature of the equipment covered.

(1) 10—operator's manual.

(2) 12—operator's and unit maintenance manual or operator's and aviation unit maintenance manual.

(3) 12P—operator's and unit maintenance repair parts and special tools list or operator's and aviation unit maintenance repair parts and special tools list.

(4) 12&P—operator's and unit maintenance manual or operator's and aviation unit maintenance manual (including repair parts and special tools list).

(5) 20P—unit maintenance repair parts and special tools list or aviation unit maintenance repair parts and special tools list.

(6) 24—unit maintenance, direct support, and general support maintenance manual.

(7) 34P—direct support and general support maintenance repair parts and special tools list (including depot maintenance repair parts, when applicable).

(8) 40—general support maintenance manual.

14–22. Content and format

a. General content requirements.

(1) Make sure text is factual, specific, and concise.

(2) Use the U.S. Government Printing Office Style Manual as a guide for—

(a) Capitalization.

(b) Punctuation.

(c) Compound word forms.

(d) Numerals in text.

(e) Spelling of nontechnical words.

(3) Provide the various elements of equipment TMs (such as the cover, chapters, sections, table of contents, and index) according to the requirements of applicable military specifications.

(4) Make operator or crew functions and procedures separate and distinct from the unit maintenance procedures when writing combination equipment TMs (such as -12, -13, -14, -23, -24, and -34). Put the functions and procedures of the various maintenance levels in separate chapters, sections, or paragraphs in such a way that the individual responsibilities of each level are clearly defined.

(5) 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 is 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.

(6) Present data for equipment installation, operations, and maintenance according to military specifications for the various commodities.

(7) Write operating and maintenance instructions to be clearly understood by the target audience. Instructions must meet the RGL requirements of the target audience as established by TRADOC.

b. Content by levels of maintenance.

(1) An operators' TM must contain complete and self-supporting operating and maintenance instructions and essential information needed by the operator, crew, or user to perform those functions allocated in the maintenance allocation chart (MAC).

(2) Equipment TMs for unit maintenance must contain only essential information needed by organizations authorized the equipment to perform those functions allocated in the MAC.

(3) Equipment TMs for DS maintenance must contain only essential information needed by personnel performing the functions allocated in the MAC.

(4) Equipment TMs for GS maintenance must contain only essential information needed by personnel performing the functions allocated in the MAC.

c. Content by maintenance topics. Equipment TMs must contain maintenance information and instructions as required by applicable military specifications and standards.

(1) Quality assurance and quality control requirements.

(2) Maintenance procedures.

(3) Service given upon receipt of material.

(4) Operation and maintenance of ancillary equipment.

(5) Preventive maintenance checks and service.

(6) Troubleshooting.

(7) Appendixes on MACs, components of end items (COEI) and basic issue items (BII) lists, additional authorization lists (AAL), and expendable supplies and materials lists.

14–23. General publications specifications

General style and format requirements are in MIL–STD–40051.

14–24. TMs on the destruction of Army materiel to prevent enemy use

Separate TMs must be used to cover instructions for destroying materiel to prevent capture and use by an enemy. These equipment TMs must be prepared according to—

a. Instructions for each FSC of Army materiel.

b. One or more equipment TMs covering instructions on all FSCs for which AMC has the logistical responsibility.

c. Equipment TMs that cover destruction instructions in MIL–PRF–63042.

d. Simple standardized destruction methods. Develop destruction methods based on the assumption that time and

demolition materials must not always be available for carrying out complicated demolition or other destruction procedures.

14–25. Equipment TMs 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 paragraphs 14–15, 14–16, and 14–18, for technical equipment publications prepared for high-cost, low-density equipment.

14–26. Combinations of levels of maintenance in equipment TMs

a. An equipment TM will normally be put into one of these levels: -10, -20, -34, -20P, -24P, and -34P (-10, -23, and -23P for Aviation). Deviations from these levels are authorized subject to the criteria in *b*, *c*, and *d*, below.

b. Consideration must be given to combining operators' instructions with one or more levels of maintenance when any of the conditions below apply.

(1) Operators' 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) Operators' MOS requires performance of the required maintenance.

(6) Operation and maintenance is performed by the same individual or team; that is, Land Combat Support System.

c. Equipment TMs for unit maintenance will normally be published separately. Consideration will be given to combining unit instructions with higher levels of 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) Unit/AVUM and DS/AVIM levels of maintenance are performed by the unit/AVUM units.

(5) Equipment is used primarily at the higher level of maintenance.

d. Equipment TMs for DS and GS maintenance will normally be combined.

e. RPSTLs will normally be published in the -20P and -34P 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 DS level or higher.

(2) Items that are selected for specialized maintenance capability.

(3) Items that are for high-cost, low-density equipment. (See para 14–25.)

f. RPSTL equipment TMs must be prepared for—

(1) SCs that are end items and that require repair parts support.

(2) SCs composed of repair parts or special tools that have been assembled for maintenance support of a certain end item of equipment.

14–27. Equipment improvement reports and maintenance digests, TB 43-series

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.

b. Expiration. 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.

c. Distribution. The TB 43–EIR-series must be a one-time distribution and must not be reprinted or stocked as an item of supply.

d. Numbering. EIRs must be numbered in accordance with paragraph 14–12*d*.

14–28. HR manuals

a. Use. 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 COEIs, BIIs, and AALs.

(2) Do not prepare HR manuals for operator's or combined operator's 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 manuals exceeds the cost of the item or system).

(3) Prepare HR manuals using guidance contained in MIL–HDBK–503.

c. Distribution. HRs will normally be distributed according to the same formula as the related -10 series maintenance manual.

14–29. Lubrication instructions

Changes to lubrication orders (LOs) may still be published on laminated cards. New or revised lubrication instructions or orders must be incorporated into the preventive maintenance checks and services table of the appropriate TM.

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.

Section VIII
Modification Work Orders

14–30. Preparation

a. Proponents must prepare modification work orders (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.

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) Significantly raise 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.

14–31. Priority for performing modifications

a. 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 DCS, G–4 before publication. Obtain approval according to AR 750–10.

b. Prepare MWOs in accordance with MIL–PRF–63002.

14–32. Time compliance date

The proponent must assign the date based on the instructions below.

a. 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.

b. 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.

14–33. 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 the NSA equipment publications and distributed through the COMSEC Material Control System according to TB 380–41.

14–34. Changes to MWOs and equipment TMs

a. 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.

b. 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 no later than the MWO effective date.

14–35. Identification of MWOs

A narrative and graphic description of each MWO must provide sufficient detail to enable inspection personnel to readily determine 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.

Section IX
Supply Catalogs

14–36. Description

Supply catalogs (SCs) furnish information relative to the components that comprise a "collection type" item of supply. Collection-type items are those normally issued and identified as equipment, groups, kits, outfits, plants, sets, or systems. They are type classified, and assigned a line item number (LIN) and a national stock number (NSN).

a. Each SC must include instructions necessary to ensure its proper use.

b. Every effort must be made to assign an NSN to all items published in SC. However, publication of an SC must not be delayed pending assignment of NSNs to 100 percent of the items. For those without an NSN, the manufacturers' code and part number must be listed in the item description block along with a note stating that an NSN must be assigned in the next SC update.

c. SCs (except medical SCs) must be available on EM 0074 and on the LOGSA Web site (http://www.logsa.-army.mil). (See DA Pam 700–60 for guidance and information regarding SCs.)

14–37. Preparation

a. Use automatic data processing to prepare all SCs except medical SCs.

b. Use standard illustrations and nomenclature to prepare SCs. Adequate illustrations and descriptions must be provided for each item having an NSN to distinguish it from like items, particularly items in the same set or subset.

c. Number SCs as shown in paragraph 14–11.

d. Verify all items published in SCs as active in the Army Master Data File during catalog preparation.

e. List and define nonstandard abbreviations and identify publications applicable to the use of SCs (TBs, TMs, and authenticated commercial manuals) in section I.

f. Verify completely new SCs before they are published. Verification must consist of user hands-on application to confirm that the configuration is adequate to meet user requirements.

g. Publish data classified as CONFIDENTIAL or higher separately to avoid classifying SCs containing extensive unclassified data.

h. Prepare SCs according to MIL–PRF–63013(TM). Submit requests for changes in the standard format and content of SCs as prescribed by MIL–PRF–63013(TM) to the following:

(1) Executive Director, LOGSA, ATTN: AMXLS–AP, Redstone Arsenal, AL 35898–7466.

(2) Commander, U.S. Army Medical Materiel Agency, ATTN: SGMMA–LDC, Fort Dietrick, MD 21701–5001, for medical SCs only.

i. Rescind SCs according to paragraph 5–4. Requests to rescind SCs must be sent through Executive Director,

USAMC Logistics Support Activity, ATTN: AMXLS–AP, Redstone Arsenal, AL 35898–7466. SCs will be indexed in DA Pam 25–30.

14–38. Revisions

a. Revisions required in published data on SCs must be prepared by the proponent.

b. Revisions must contain a summary of change page.

c. SCs must be revised only after scheduled or special reviews have been completed.

d. Immediate revision of applicable SCs will result if—

(1) Emergency processing is needed to correct a safety hazard.

(2) Immediate action is required to relieve a condition that prevents the user from performing the assigned mission.

e. A supply catalog maintenance action must be shown by the action codes listed in f below. Actions occurring between the cutoff of the last publication and the revision of the basic catalog must be identified in the action column of the publication.

f. Action codes identify the type of change as follows:

(1) C–Change in data other than NSN.

(2) D–NSN deleted and not replaced.

(3) N–New NSN, not previously listed.

(4) R–NSN has been replaced or changed.

14–39. Development and use of identification lists

a. Development. The Defense Logistics Service Center (DLSC–WPCB, Battle Creek, MI 49017–3084), must develop, publish, and distribute identification lists (ILs), with the exception of the following categories that are distributed by the corresponding organizations:

(1) Federal supply group (FSG) 11–U.S. Army Armament and Chemical Acquisition Logistics Activity.

(2) FSG 65–U.S. Army Medical Materiel Agency.

(3) FSG 89–U.S. Army Support Activity.

(4) FSC 5810–U.S. Army Communications Security Logistics Activity.

(5) FSC 5811–U.S. Army Electronics Materiel Readiness Activity.

b. Use. "Introduction to Federal Supply Catalogs," C1-volume 5, provides general information required to interpret and use ILs.

Section X
Automated Information Systems Manuals

14–40. Description of automated information systems manuals

a. Automated information systems manuals (AISMs) provide the complete technical documentation for all AISs. AISMs may be used to disseminate existing policy, but they must not be used to establish policy. The series of AISMs starts with the AIS functional requirements for the proponent and continues through the system design, programming, testing, evaluation, operation, and maintenance. The 14 types of AISMs are described in *b* and *c*, below.

(1) AISMs that cross command lines must be considered departmental publications.

(2) AISMs that do not cross command lines must be considered agency or command publications.

b. DA Pam 25–4 contains the following DOD AIS standard document types:

(1) Functional description (FD).

(2) Software unit specification (US).

(3) System/subsystem specification (SS).

(4) End user manual (EM).

(5) Database specification (DS).

(6) Users manual (UM).

(7) Computer operation manual (OM).

(8) Maintenance manual (MM).

(9) Test analysis report (RT).

(10) Implementation procedures (IP).

(11) Test plan (PT).

c. DA Pam 25–4 provides additional standards for the following document types:

(1) Utility software manual (UT).

(2) Utility software maintenance manual (SM).

(3) System developers manual (SD).

14–41. Indexing

When departmental AISMs are not included in the Army distribution system, send the information below to the Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, daform260@hqda.army.mil, for indexing purposes.

a. AISM publication number.

b. Title.

c. Full date (day, month, and year).

d. Proponent's address and DSN telephone number.

e. Name and address (to include office symbol) of the organization that must handle requests for copies of AISMs.

Chapter 15
Multi-Service Publications

15–1. Description of multi-Service publications

Multi-Service publications are official Government publications that apply to more than one military department or Government agency. They contain policies, procedures, and information that are needed to perform a mission or function common to two or more military departments, DOD agencies, or other Government agencies and that are mutually agreed to by these organizations. Multi-Service publications also implement policies and procedures that are issued by higher headquarters or other Government agencies and that apply to the military departments and DOD agencies. DA may be designated executive agent to develop, coordinate, and publish a multi-Service publication

15–2. Procedures for multi-Service publications

a. The Army agency or command responsible for the subject matter must—

(1) Prepare the manuscript.

(2) Coordinate with the proper DA elements, other military departments, DOD, and other Government agencies. The agency or command must indicate whether the publication applies or does not apply to the ARNGUS or USAR. Coordinate with DCS, G–3, ATTN: DAMO–SSP, 460 Army Pentagon, Washington, DC 20310–0460, to obtain other Services' approvals for multi-service FMs.

(3) Contact the other appropriate Services and DOD and Government agencies to obtain final functional coordination and concurrences no more than 30 days before the publication is submitted for publishing.

(4) Obtain approval as described in AR 25–30.

(5) Send the items below to Director, APD, ATTN: JDSO–PAP–D, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, daform260@hqda.army.mil.

(a) Original manuscript and duplicate, plus one copy for each interested Service or Government agency.

(b) Original and one copy of a completed DA Form 260. The DA Form 260 must include the date the final coordination was accomplished and the name, office symbol, and telephone number of the person with whom the manuscript was coordinated.

b. APD processes the publication as follows:

(1) For multi-Service publications other than Allied communications publications (ACPs) and joint Army-Navy-Air Force publications (JANAPs)—

(a) Accept as final any coordination that was accomplished no more than 6 months before receipt of the request to publish. If the coordination is more than 6 months old, the action will be returned to the proponent agency for re-coordination.

(b) Contact (in writing) the other appropriate Services and DOD and Government agencies to request authentication, publication number, copy requirements and distribution information, open requisition number or appropriate requisitioning document, and GPO billing address code. The letter must carry a 30-day suspense. If an answer is not received by the suspense date, APD will call the delinquent activity and give an additional 10 days to respond. If a response is not received, 10 courtesy copies must be sent to the nonresponsive activity.

(c) Publish and distribute (if applicable) the publication.

(2) For ACPs and JANAPs—

(a) Accept as final any coordination verified in writing by the U.S. Military Communications-Electronics Board (USMCEB) upon receipt of the request to publish.

(b) Contact (by telephone or e-mail) the U.S. Air Force and the U.S. Navy to request copy requirements and distribution information, open requisition number or appropriate requisitioning documents, and GPO billing address code. APD will also notify the U.S. Army Communications-Electronics Services Office, 200 Stovall Street, Alexandria, VA 22332–2200, if a response is not received within 15 working days.

(c) Publish and distribute and stock (if applicable) publications as directed by the U.S. Army Information Operations Spectrum Office.

15–3. Procedures for multi-Service publications not initiated by the Department of the Army

a. Multi-Service publications other than ACPs and JANAPs.

(1) The initiating military department or Government agency must coordinate the publication with the Army agency or command responsible for the subject matter.

(2) The Army agency or command responsible for the subject matter must staff administrative publications according to the requirements in AR 25–30, paragraph 3–26, and must coordinate with the initiating military department or Government agency to ensure that comments from Army-wide staffing are accurately reflected. This must be accomplished before the initiating department or agency sends APD notification of intent to publish.

(3) The publishing activity of the initiating department or agency must then notify APD when coordination is complete and the publication is ready for publishing. APD notifies the responsible Army agency or command, which obtains approval from the SA, the CSA, or the officially delegated approval authority, if needed. The Army agency or command must give APD final approval, in writing, for the publication; two copies of a completed DA Form 260 (which must include the recommended Army distribution); and two copies of a completed DD Form 67 when new or revised forms are involved.

b. ACPs and 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) The USMCEB written, final approval.

(b) Two copies of 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) Two copies of a completed DD Form 67 when new or revised forms are involved.

c. APD processing. APD—

(1) Processes the request.

(2) Determines the Army's requirements for the publications in *a* and *b*, above.

(3) Provides information required in paragraphs 15–2*b*(1)*(b)* or (2)*(b)* to the publishing activity.

(4) Receives, stores, and distributes the Army's copies.

15–4. Procedures for multi-Service technical publications

AR 25–36 tells how to prepare and process multi-Service technical publications for the military departments and the Defense Logistics Agency (DLA).

15–5. Procedures for DOD publications for which the Army, another Service, or a DOD 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 SA, CSA, or officially delegated approval authority.

(e) Send the original and one copy of the manuscript and the completed DA Form 260 to the Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302 or daform260@hqda.army.mil. The DA Form 260 must list the names and telephone numbers of the persons concurring for the organizations in *(c)*, above.

(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 (Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, daform260@hqda.army.mil), of such representation.

Chapter 16
Department of Defense Publications

Section I
Defense Logistics Agency Publications

16–1. Description and categories of Defense Logistics Agency publications
Description and categories of Defense Logistics Agency (DLA) publications are contained in AR 25–30, paragraph 3–27.

16–2. Coordination procedures
Coordination procedures are contained in AR 25–30, paragraph 3–29.

Section II
U.S. Military Communications-Electronics Board Publications

16–3. Release of U.S. Military Communications-Electronics Board publications
a. ACPs, supplements to ACPs, and JANAPs contain technical or operational information that is for official use by the Armed Forces of the United States and other users of U.S. military communications facilities. These publications are governed by a JCS policy that prohibits their release without prior written approval of the U.S. Military Communications-Electronics Board (USMCEB) or military department authorized to act for the USMCEB. Requests for the release of these publications outside the U.S. Government must be sent to the JCS, USMCEB, WASH DC 20318–6100. Requests to release these publications to contractors must include certifications required by DA Pam 25–33.

b. The Message Address Directory contains technical and operational information that is for official U.S. Government use only. Distribution is limited to U.S. Government agencies and authorized contractors. Requests from outside the U.S. Government for release of this publication or any of its parts under the Freedom of Information Act or the Foreign Military Sales Program must go to the address in *a*, above.

16–4. Index
The index for ACPs and JANAPs is JANAP 201. JANAP 201 is a CONFIDENTIAL publication and is not releasable outside the U.S. Government.

16–5. Methods of change and revision
a. 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 Holder. Users of ACPs, supplements to ACPs, and JANAPs should coordinate with their serving telecommunications center to ensure the receipt of Joint Armed Forces Publications Holders (JAFPUB). The information contained in JAFPUB must be incorporated into the next published change or revision of the publication involved.

(1) Published changes are issued by direction of the USMCEB. Published changes are normally published when less than 50 percent of the publication has been changed by Joint Actions or message corrections.

(2) 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.

b. The Message Address Directory is published under the EPS.

c. Additional information on the preparation of USMCEB publications is in chapter 15.

16–6. Classification and reporting compromise
a. Classification.

(1) ACPs, supplements to ACPs, and JANAPs are marked with the highest classification of the information they contain.

(2) 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.

b. Reporting compromise.

(1) The two types of compromise are—

(a) 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.

(b) 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.

(2) Actual or suspected compromise must be reported immediately. This allows the original classification authorities to determine the impact and take corrective action.

(3) Reports of actual or suspected compromise should be forwarded through the appropriate command channels. (See DA Pam 25–33, paras 5–9, 5–10, and 5–11.) The foreword and U.S. Letter of Promulgation in ACPs, supplements to ACPs, and JANAPs contain additional reporting instructions.

Chapter 17
Distribution Restriction Statements for Technical, Equipment, Doctrinal, and Training Publications

17–1. Distribution restriction statements

a. General. All new and revised technical, equipment, doctrinal, and training publications must contain statements specifying their availability for release and dissemination. 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) Proponents must not use the same statement for all of their publications. 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, communications and electronic intelligence, and other categories designated by the Director, NSA, or Chief, Central Security Service.

(b) That contain RESTRICTED DATA and FORMERLY RESTRICTED DATA, as defined in the Atomic Energy Act of 1954, 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 notice.

(1) 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.

(2) Technical data subject to export controls must be marked accordingly. Selection of these markings must be accomplished before selecting a distribution restriction statement. Only distribution restriction statement D is permitted on export-controlled technical publications.

c. Distribution restriction statements. One of the statements given below must appear on each unclassified publication and on classified documents as required. These statements vary depending on the degree of sensitivity of the information contained in the publication.

(1) *Statement A.* This statement reads as follows: "Approved for public release; distribution is unlimited." It is used on unclassified publications that have been cleared for public release by a competent authority. Publications with this statement may be exported and made available or sold to the public, foreign nationals, companies, and governments. This statement must not be placed on classified publications. Generally, statement A must be used except for the reasons cited in (2) through (7), below, or when the publication contains information concerning the following areas:

(a) New weapons or weapon systems or significant modifications or improvements to existing weapons, weapon systems, equipment, or techniques.

(b) Sensitive military operations or exercises and operations security.

(c) National command authorities and command posts.

(d) Military applications in space; nuclear weapons, including nuclear weapons effects research; chemical warfare; defensive biological and toxin research; and high-energy lasers and particle beam technology.

(e) Sensitive material, including sensitive material submitted by contractors, and critical military technology.

(f) Communications security, signal intelligence, and computer security.

(2) *Statement B.* This statement reads as follows: "Distribution authorized to U.S. Government agencies only (fill in one of the reasons given in *(a)* through *(g)*, below). This determination was made on (enter date). Other requests for

this document must be referred to (insert office symbol and address of proponent)." It may be used on unclassified publications or on classified documents if the proponent feels the statement is necessary to ensure distribution limitation in addition to the need-to-know requirement imposed by AR 380–5. Statement B is used to protect—

(a) Technical information furnished to the United States by a foreign government. Information of this type is usually classified at the CONFIDENTIAL level or higher, according to AR 380–5.

(b) Information not owned by the U.S. Government and protected by a contractor's "limited rights" statement, including information that is received with the understanding that it is not to be transmitted outside the U.S. Government (for example, copyrighted material).

(c) Results of the tests and evaluations of commercial products or military hardware when disclosure may cause unfair advantage or disadvantage to the manufacturer of the product.

(d) Information in contractor performance evaluation management reviews and records or in other advisory documents that evaluate programs of contractors.

(e) Technical or operational information from automatic dissemination under the International Exchange Program or by other means. This protection applies to publications required solely for official use and to those containing valuable technical or operational information.

(f) Software documentation from release in accordance with the component authority.

(g) Information that is not specifically included in *(a)* through *(d)*, above, but that requires protection in accordance with a valid authority, such as public laws, executive orders, classification guidelines, or DOD regulatory documents. Cite the specific authority if this reason is used.

(3) *Statement C.* This statement reads as follows: "Distribution authorized to U.S. Government agencies and their contractors only (fill in reason). This determination was made on (enter date). Other requests for this document must be referred to (insert office symbol and address of proponent)." It may be used on unclassified publications or on classified documents if the proponent feels the statement is necessary to ensure distribution limitations in addition to the need-to-know requirements imposed by AR 380–5. In addition to the reasons cited in (2)*(e)* and *(g)*, above, statement C is used to protect information and technical data that are developed by Government agencies and their contractors and that—

(a) Address current technology in areas of significant or potentially significant military application.

(b) Relate to specific military deficiencies of potential adversaries.

(4) *Statement D.* This statement reads as follows: "Distribution authorized to the DOD and DOD contractors only (fill in reason). This determination was made on (enter date). Other requests must be referred to (insert office symbol and address of proponent)." It may be used on unclassified publications or on classified documents if the proponent feels the statement is necessary to ensure distribution limitation in addition to the need-to-know requirements imposed by AR 380–5. In addition to the reasons cited in (2)*(f)* and *(g)*, above, statement D is used to protect—

(a) Information on systems or hardware in the development or concept stage against premature dissemination.

(b) Information and technical data on current technology in areas of significant or potentially significant military application or that relates to specific military deficiencies of potential adversaries.

(5) *Statement E.* This statement reads as follows: "Distribution authorized to DOD components only (fill in reason). This determination was made on (enter date). Other requests must be referred to (insert office symbol and address of proponent)." It may be used on unclassified publications or on classified documents if the proponent feels that it is necessary to ensure distribution limitations beyond the need-to-know requirements imposed by AR 380–5. In addition to the reasons cited in (2)*(a)*, *(f)*, and *(g)* and (4)*(a)* and *(b)*, above, statement E is used to restrict documents that contain export-controlled technical data designated by a competent authority, according to AR 70–31, to be of such significance that release may jeopardize an important technological or operational military advantage of the United States.

(6) *Statement F.* This statement reads as follows: "Further dissemination only as directed by (insert office symbol and address of proponent) or higher authority. This determination was made on (enter date)." It is normally used on classified publications, but it may be used on unclassified documents when specific authority exists. Statement F may be placed on a publication when the proponent determines that the information is subject to special dissemination limitations as specified by AR 380–5, paragraph 4–12*g*. When a classified publication that was assigned statement F is declassified, the statement must be retained until the proponent assigns the proper distribution restriction statement.

(7) *Statement X.* This statement reads as follows: "Distribution authorized to U.S. Government agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with regulations implementing 10 USC 130c. This determination was made on (enter date). Other requests must be referred to (insert office symbol and address of proponent)." It is used on unclassified publications when statements B, C, D, E, and F do not apply but when the publications contain technical data as explained in AR 70–31. Statement X must not be used on classified publications.

17–2. Warning notices

This 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 Executive Order 12470. Violations of these export laws are subject

to severe criminal penalties." In addition to the distribution restriction statements in 17–1*c*(2) through (7), 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.)

17–3. Destruction notice

Publications that bear distribution restriction statements B, C, D, E, F, or X 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, chapter 6, section V."

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

Chapter 18
Agency and Command Publications

Section I
Publishing Agency and Command Administrative Publications

18–1. Description of agency and command 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 18–6*e*(5). These publications are described in table 18–1.

Table 18–1
Agency and command 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
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		

Table 18–1
Agency and command publications—Continued

Medium	Type	Contains	Applies	Effective
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		
Agency and command AISMs	(See para 14–41 for information on AISMs.)			
Depot maintenance work requirements	Technical	Maintenance serviceability standards for depot operations		
Standing operating procedures	Information or guidance	Material of a continuing nature		Remain in effect until revised, superseded, or rescinded

18–2. Use of agency and command media

a. MACOMs and their major subordinate commands (MSCs), U.S. Army Reserve commands and their MSCs, and commands below the major subordinate command level down to division or separate brigade may use all the media listed in table 18–1. 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 MACOM and jointly publish a MACOM-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.

18–3. Numbering

Regulations, circulars, pamphlets, posters, and memorandums must be numbered according to table H–1. (See para 18–8 for numbering of supplements.) Assignment memorandums must be numbered consecutively in yearly series.

18–4. Changes

Commands and agencies may amend or add to their publications by issuing numbered changes to the current edition of the publication.

18–5. General requirements for proponents

Proponents must—

a. Ensure agency and command publications do not duplicate or conflict with information or instructions in DA publications.

b. Ensure that a draft agency or command 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.

18–6. Format

An agency or command publication may be prepared by following the format of the applicable DA publication. Or, it may be prepared in the most effective and economical manner consistent with equipment capability. (Do not mix formats in a single publication.)

a. Heading. Ensure that the heading on the title page always consists of the elements listed in (1) through (6), below.

(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's 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 18–1 shows examples of authentications. (See para 5–2*e*(2) for authentication of CD–ROM 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 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 rant 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

Note
See paragraph 18-6 for authentication for electronically generated and distributed agency and command publications.

Figure 18–1. Examples of authentication and distribution

Section II
Supplements

18–7. Level for issuing supplements

a. 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.

b. Agency heads and commanders must not issue supplements that duplicate or conflict with information or policy in supplements from higher headquarters.

c. Local command or activity regulations and supplements must not take precedence over departmental (Army-wide) regulations and procedures.

18–8. Identification of supplements

a. Identify each supplement with the name of the issuing command or agency, 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 a command or agency headquarters and another applies to subordinate elements outside headquarters, assign supplement numbers consecutively.

b. 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."

c. 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."

18–9. Content

a. 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.

b. Each new or revised supplement must state that further supplementation is prohibited without prior approval from the proponent of the higher-level supplement.

c. 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.

18–10. Review of supplements

a. Subordinate and higher-level activities must carefully review proposed and published supplements to—

(1) Reveal possible deficiencies in the regulation and intermediate supplements.

(2) Determine whether additional information needs to be included in the regulation or whether supplements need to be issued at a higher level.

(3) Disclose misinterpretations, irregularities, and information that conflict with the regulation and intermediate supplements.

(4) Provide information for standardizing or improving procedures and forms.

(5) Determine if the distribution of the regulation or its supplements needs to be changed.

b. The reviewing office must review a proposed or published supplement and then—

(1) Advise the proponent if irregularities exist or corrections are needed.

(2) Revise its own regulation or supplement, if needed.

(3) Notify the proponent of a higher level supplement of any incomplete or impractical guidance.

18–11. Posting and filing supplements

a. 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 (including classified publications).

b. 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 18–12.

c. Classified publications. The posting and filing instructions in a and b, above, also apply to classified publications. File supplements to classified publications with the classified publication. If the publication is on CD–ROM, the supplement (regardless of distribution medium and security classification) must be filed with the publication.

18–12. Supplementing lengthy looseleaf regulations

a. When supplementing a number of paragraphs in a lengthy looseleaf regulation, page inserts may be issued.

b. If page inserts are issued, the first page of the supplement must—

(1) List the insert pages.

(2) Give filing instructions.

(3) Contain the statement regarding further supplementation.

(4) Include the authentication.

c. If page inserts are issued, include the supplement number and the regulation number 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.

18–13. Keeping supplements current

a. When a regulation is rescinded, all its supplements are canceled automatically.

b. 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.

c. 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.

d. 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.

e. Before superseding or changing a regulation, commanders below the MACOM level must coordinate with their higher headquarters.

Section III
Bulletins

18–14. 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.

a. 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.

b. Format. There are two formats 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.

(1) Use of sections.

(a) Section I must contain official items that are advisory, informative, or directive. Items in this section must be the regular orders of the command or agency. For all items, include the office symbol and telephone number of the originator.

(b) 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.

(c) Section III must be used only when timely official items are received after section I has been typed.

(2) Use of intermingled items. Intermingle official and unofficial items. (See *c*(2), below, for information on handling official items.)

c. Authentication. (Also see para 18–6*e* and fig 18–1.)

(1) Bulletins with sections. Put the authentication after the last section, using the same format as in other agency or command publications.

(2) 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.

d. Publishing frequency. The local commander must decide the frequency of publication.

18–15. Preparing functional or service bulletins

a. 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 (table 18–1) 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.

b. Heading.

(1) The heading must contain the following elements:

(a) Bulletin designation, such as "Civilian Personnel Bulletin," "G–3 Bulletin," or comparable title indicating the bulletin's contents and purpose.

(b) Name and address of the issuing activity.

(c) Bulletin issue number, with issues numbered consecutively in a yearly series based on either the calendar or fiscal year, as determined by the approving official.

(d) Date of publication and effective date, if different from date of publication.

(2) Special decorative headings are authorized, but not required, if published in the same color of ink used for the text.

c. Content and format.

(1) 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.

(2) There is no specified format, but in the interest of economy, the format must be austere.

(3) Illustrations must be limited to line drawings, charts, graphs, and tables necessary for presenting the directive, instructional, or administrative information.

(4) Bulletins must not be used to disseminate instructions or other information that conflict with the official policies, procedures, or positions of the Department of the Army or the publishing headquarters.

d. 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.

e. 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.

f. 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.)

g. 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 1 to 4 times a year must not exceed an average of 16 pages per issue.

h. 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.

i. 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.

j. Management. Designated functional managers must manage functional bulletins as official publications in accordance with agency or command publications directives and priorities.

Appendix A
References

Section I
Required Publications

AR 25–30
Army Publishing Program (Cited in paras 1–1, 1–5, 2–37*d*, 2–38, 3–1*g*, 3–3, 4–4, 8–10, 8–11, 10–4, 10–11, 12–5, 13–7, 14–6, 15–2, 15–3, 16–1, 16–2, B–5, C–3, D–1, D–3, D–7, E–3, G–1, G–2, G–3, and I–1.)

Section II
Related Publications

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

AR 5–9
Area Support Responsibilities

AR 5–22
The Army Proponent System

AR 11–2
Management Control

AR 15–1
Committee Management

AR 25–1
Army Information Management

AR 25–36
Interservicing of Technical Manuals and Related Technology (AFR 66–19; OPNAVINST 5600.22; MCO 5215.16A; DLAR 4151.9)

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 25–400–2
The Army Records Information Management System (ARIMS)

AR 27–10
Military Justice

AR 70–1
Army Acquisition Policy

AR 70–31
Standards for Technical Reporting

AR 71–32
Force Development and Documentation—Consolidated Policies

AR 200–1
Environmental Protection and Enhancement

AR 200–2
Environmental Effects of Army Actions

AR 215–1
Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 310–25
Dictionary of United States Army Terms

AR 310–50
Authorized Abbreviations, Brevity Codes, and Acronyms

AR 335–15
Management Information Control System

AR 340–21
The Army Privacy Program

AR 360–1
The Army Public Affairs Program

AR 380–5
Department of the Army Information Security Program

AR 600–8–105
Military Orders

AR 708–1
Logistics Management Data and Cataloging of Supplies and Equipment

AR 725–50
Requisition, Receipt, and Issue System

AR 750–1
Army Materiel Maintenance Policy

AR 750–10
Army Modification Program

CTA 50–909
Field and Garrison Furnishings and Equipment

DA Pam 25–4
Information Systems Technical Documentation

DA Pam 25–30
Consolidated Index of Army Publications and Blank Forms

DA Pam 25–31
Forms Management, Analysis, and Design

DA Pam 25–33
User's Guide for Army Publications and Forms

DA Pam 25–35
(O) Index of Communications Security (COMSEC) Publications (U)

DA Pam 25–50
Compilation of Army Addresses

DA Pam 700–60
Department of the Army Sets, Kits, Outfits, and Tools (SKOT)

DOD 4100.39–M, Vol. 1
Federal Logistics Information System (FLIS) Procedures Manual. (Available at http://www.dtic.mil/whs/directives/.)

DODD 8320.1
DOD Data Administration. (Available at http://www.dtic.mil/whs/directives/.)

FED–STD–376B
Preferred Metric Units for General Use by the Federal Government. (Available at http://ts.nist.gov/ts/htdocs/200/202/fs376b.htm.)

GPO Style Manual
U.S. Government Printing Office Style Manual. (Available at http://www.gpoaccess.gov/stylemanual/index.html.)

JANAP 201(M)
(C) Status of Noncryptographic JANAPs and ACPs (U)

Joint Pub 1–01
Joint Doctrine Development System. (Available at http://www.dtic.mil/doctrine/jel/new_pubs/jp1_01.pdf.)

Joint Pub 1–02
Department of Defense Dictionary of Military and Associated Terms. (Available at http://www.dtic.mil/doctrine/jel/new_pubs/jp1_02.pdf.)

MIL–HDBK–503
Guidance for Preparation of Hand Receipt Technical Manuals (-HR). (Available at http://assist2.daps.dla.mil/quicksearch.)

MIL–HDBK–1221
Evaluation of Commercial Off-the-Shelf (COTS) Manuals. (Available at http://assist2.daps.dla.mil/quicksearch.)

MIL–HDBK–1222
Guide to the General Style and Format of U.S. Army Work Package Technical Manuals. (Available at http://assist2.daps.dla.mil/quicksearch.)

MIL–HDBK–9660
DOD Produced CD–ROM Products. (Available at http://assist2.daps.dla.mil/quicksearch.)

MIL–HDBK–38790
Printing Production of Technical Manuals. (Available at http://assist2.daps.dla.mil/quicksearch.)

MIL–PRF–63002
Manuals, Technical: Requirements for Preparation of Modification Work Orders. (Available at http://assist2.daps.dla.mil/quicksearch.)

MIL–PRF–63013
Catalogs, Supply: Sets, Kits, and Outfits. (Available at http://assist2.daps.dla.mil/quicksearch.)

MIL–PRF–63042
Manual, Technical: Procedures for Destruction of Equipment to Prevent Enemy Use. (Available at http://assist2.daps.dla.mil/quicksearch.)

MIL–PRF–87268
Manuals, Interactive Electronic Technical—General Content, Style, Format, and User-Interaction Requirements. (Available at http://assist2.daps.dla.mil/quicksearch.)

MIL–PRF–87269
Data Base, Revisable: Interactive Electronic Technical Manuals, for the Support of. (Available at http://assist2.daps.dla.mil/quicksearch.)

MIL–STD–2361
Digital Publications Development. (Available at http://assist2.daps.dla.mil/quicksearch.)

MIL–STD–40051
Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals. (Available at http://assist2.daps.dla.mil/quicksearch.)

Privacy Act of 1974 (5 USC 552)
(Available at http://www.gpoaccess.gov/uscode/index.html.)

SB 700–20
Army Adopted/Other Items Selected for Authorization/List of Reportable Items. (Available at http://weblog.logsa.army.mil/index.shtml.)

SC 9999–01–SKO (EM 0074)
Consolidated Publication of Component Lists

TB 18–103
Software Design and Development

TB 380–41
(O) Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Material (U). (This publication is distribution restricted.)

Section III
Prescribed Forms

Except where otherwise indicated below, the following forms are available on the AKO, AHP, and APD Web sites.

DA Form 4570
Register of Printing/Duplicating Requisitions (Prescribed in para J–11.)

DA Form 4570–1
Commercial Printing Record (Prescribed in para J–11.)

DA Form 4790
Certification for Distribution of Publications in Support of Government Contract (Prescribed in para 6–8.)

DA Form 4951
Lease/Purchase Analysis for Copying/Duplicating Machines (Prescribed in paras J–13, J–14, and J–15.)

DA Form 5394–1
Printing Facility Productivity Report (Prescribed in paras J–11 and J–12 and table J–13.)

DD Form 282
DOD Printing Requisition/Order (Prescribed in para G–1.) (Available at http://www.dior.whs.mil/ICDHOME/FORMS.HTM.)

DD Form 843
Requisition for Printing and Binding Service (Prescribed in para J–2.) (Available at http://www.dior.whs.mil/ICDHOME/FORMS.HTM.)

DD Form 844
Requisition for Local Duplicating Service (Prescribed in para 2–38 and Table J–2.) (Available at http://www.dior.whs.mil/ICDHOME/FORMS.HTM.)

GPO Form 2511
Print Order (Prescribed in para G–1.)

GPO Form 3868
Notification of Intent to Publish (Prescribed in paras 6–6, 12–3, and G–1.)

JCP Form 1
Printing Plant Report (Prescribed in paras J–10, J–11, and J–12 and Table J–13.)

JCP Form 6
Annual Inventory of Stored Equipment (Prescribed in para J–12 and Tables J–13 and J–15.)

SF Form 1–C
Printing and Binding Requisition for Specialty Items (Prescribed in para G–1.)

Section IV
Referenced Forms

Except where otherwise indicated below, the following forms are available on the AKO, AHP, and APD Web sites.

DA Form 12–R
Request for Establishment of a Publications Account (Copy of form also available in the prescribing directive.)

DA Form 12–99–R
Initial Distribution (ID) Requirements for Publications (Copy of form also available in the prescribing directive.)

DA Form 201
Military Personnel Records Jacket, U.S. Army (This form is not electronic, stock only.)

DA Form 209
Delay, Referral, or Follow-up Notice (This form is not electronic, stock only.)

DA Form 260
Request for Publishing

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 4569
Requisition Code Sheet

DA Form 5695
Information Management Requirement/Project Document

DD Form 67
Form Processing Action Request. (Available at http://www.dior.whs.mil/ICDHOME/FORMS.HTM.)

JCP Form 2
Commercial Printing Report

JCP Form 5
Annual Plant Inventory

SF Form 1
Printing and Binding Requisition

Appendix B
Consolidated Manuscript and Coordination Checklist for Administrative Publications

B–1. Using this checklist

Publication proponents may use all or any part of this checklist as an overview in preparing the manuscript, its artwork, and word-processing materials. It can also serve as an overview of the coordination procedures involved in issuing an administrative publication. This checklist does not apply to DA memorandums and numbered HQDA letters. (See chap 10, sec II, for the requirements of those publications.)

B–2. Review of publishing materials

Indicate steps completed by checking off items.

a. Review the publication for special requirements and duplication.

b. Before starting the publication, check files for previous actions, such as recommended changes to publications. Check the Case Management System for previously published regulations and pamphlets to avoid duplicating publications.

c. Indicate all publications that will be superseded by the revision on the DA Form 260 (Request for Publishing) in block 9b, in the summary of change, and in the supersession statement.

d. Ensure that there is disk or magnetic tape furnished. Verify the material is computer readable. APD will return the case if bad disks or tapes are received.

(1) Word processing disks must be furnished for all revisions and new publications. Contact APD (JDSO–PAP–A) before developing the publication on computer disks. This will ensure that the furnished word processing format is compatible with APD's word processing software and the Army EPS.

(2) When issuing a change to a printed publication, the text for a complete chapter must be furnished for any chapter being changed.

e. All required art, forms, appendixes, and data files are with the manuscript copies. APD will return the case if it is incomplete.

f. Indexes are optional (para 10–30). If an index is inappropriate for the publication, insert the following statement, "This index contains no entries."

g. For classified publications, mark titles, paragraphs, and pages per AR 380–5.

h. For administrative publications, furnish a publication series number and title. APD will verify the series number and title (and complete the number of new publications). If a changed or revised publication is superseding another publication, state this fact in the manuscript and summary of change and in the note on DA Form 260.

B–3. Review of DA Form 260

Submit requests for publishing on DA Form 260. Indicate steps completed by checking off items.

a. Requests for publishing are submitted on a DA Form 260. DA Form 260, part I, is completed by the originating agency.

b. Item 1–Date. Was date entered?

c. Item 2–To. Verify that address is APD or another publisher.

d. Item 3–From. Was proponent office entered?

e. Item 4a—Person to contact. Is this person knowledgeable about the publication?

f. Item 4b—Telephone/DSN No. Is there an entry here?

g. Item 4c—E-mail address. Is there an entry here?

h. Item 4d—Fax number. Is there an entry here?

i. Item 5–Type and title of publication. Verify type and title of publication. In addition to the title, note the type of revision.

j. Item 6–Required for mobilization? If your publication is required for mobilization, did you check this box?

k. Item 7–Justification. Requests for expedited processing are considered by APD (JDSO–PAP–A).

l. Item 8–Manuscript includes. Did you check any and all that apply?

m. Item 9a—Related publications. This item is optional.

n. Item 9b—Publications to be superseded. This block must be completed if the publication is a revision, revises a part taken from another publication, or is a consolidation of two or more publications. The information in this block must also agree with the supersession statement shown in the manuscript.

o. Item 10a—Copyright material. Check the appropriate box. If YES is checked, include a copy of the copyright release with the manuscript. An appropriate statement must also be included in the manuscript.

p. Item 10b—Copyright held by. Did you insert the name of the copyright owner if your manuscript includes copyrighted material?

q. Item 11a—Distribution restriction. Check the appropriate box. If "YES" is checked, include a distribution restriction statement on the title page. A distribution restriction statement also requires a destruction notice. The distribution restriction notice and the destruction notice will appear on the front cover and the title page.

r. Item 11b—Sale by Superintendent of Documents. Indicate yes or no. This block must be checked "yes" unless it contains FOUO, classified, or distribution-restricted information. GPO does not sell classified documents.

s. Item 11c—Recommended distribution. See para 1–7 to determine target audience.

(1) The publication level indicated on the DA Form 260 must agree with the distribution statement in the manuscript.

(2) If A or B level is indicated, note coordination with the RUPP manager. RUPP approval is obtained from APD (JDSO–PAT–S). (Note. If A- or B-level distribution is approved, a mobilization statement must be added at the end of the applicability statement. The wording of the statement will be approved by APD (JDSO–PAP–A).)

(3) Note if publication is electronic only.

t. Item 11d—Distribution media. Did you check the applicable box?

u. Item 11e—Waiver to print in paper attached? If you received a waiver to print in paper, is it attached and did you check this box?

v. Item 12a—Type name and grade of agency head. Was the agency head's name typed here?

w. Item 12b—Signature of agency head. Did the agency head sign here?

x. Item 13–Coordination. Check "Waiver for coordination attached" if a waiver to coordination of your publication was granted. Attach a copy of the waiver. If additional space is needed for agencies that were coordinated with, use page 3.

(1) New and revised administrative publications (ARs, standard DA Pams, DA Cirs) require coordination before submission to APD. (See chap 11 for details.) Furnish the names of points of contact, office symbols, and dates of coordination. To facilitate identification of MACOM coordination, furnish the MACOM acronym and the MACOM office symbol.

(2) DA memorandums, numbered HQDA letters, and DAGOs must be coordinated according to guidance provided in chapter 11.

(3) Informational pamphlets must be coordinated according to guidance provided in table 11–3. If the manuscript is granted a waiver from the required coordination, include a copy of the approval memorandum from the OAASA or APD (JDSO–PAP–A).

(4) If the publication establishes a committee, coordinate with the DA Committee Management Officer, HQDA (SAAA–SO). (See AR 15–1.) A copy of the publication must be submitted to SAAA–SO prior to submission to APD for publishing. The DA Committee Management Officer approval will be shown in block 13, with other coordination, of DA Form 260.

(5) If the publication affects the general public, it may require publishing in the Federal Register. Coordinate such publications with U.S. Army Records Management Division, Component Programs Branch (TAPC–PDR–RP), 6000 6th Street, Stop C–55, Fort Belvoir, VA 22060–5576, before submission to APD for publishing. Indicate Federal Register coordination block 7 of DA Form 260.

(6) See table 11–1 for additional special coordination requirements.

y. Item 13a—Agency/MACOM. Did you list all the agencies you coordinated your publication with here?

z. Item 13b—Name and office symbol of reviewing official. Were the agency officials' names indicated here?

aa. Item 13c—Phone no. Were the agency officials' phone numbers indicated here?

ab. Item 13d—Date. Were the dates agency officials gave concurrence indicated here?

ac. Part II. Requirements control action. If the publication tasks anyone with reporting requirements, approval may be required from Deputy Chief of Staff, G–1 (DAPE–ZXI–RM), and an RCS must be indicated. APD will return the case if RCS approval is required but is not cited on the DA Form 260.

ad. Part III. Publication control action. The PCO must sign the DA Form 260. APD will return the case if the DA Form 260 is not signed by the appropriate PCO.

ae. Part IV. Reduction in Unit publications Program action. If your publication is A or B level for distribution, did the RUPP manager sign here? Name typed in 16a? Signature in 16b? Date in 16c?

af. Part V. Approving authority. This block will be used for the Army fund number citation.

ag. Item 18 (page 3)—Remarks section. The continuation of the justification, concurrences, materials furnished, or any other relevant information may be shown in this section.

B–4. DD Form 67

Indicate steps completed by checking off items.

a. Review of DD Form 67 is a forms analyst task.

b. Proponents must prepare and submit a DD Form 67 for each form request. (See DA Pam 25–31 for procedures and examples on completing DD Form 67.)

B–5. Review of manuscripts for ARs, DA pamphlets (standard format), DA circulars, and multi-Service ARs

Indicate steps completed by checking off items.

a. Summary of change page. A summary of change is printed inside the front cover of new publications, revisions, and consolidations.

(1) Cite chapter or paragraph references, as explicitly as possible, at the end of each item listed. List the entries in the summary of change in order of their appearance in the manuscript.

(2) The summary of change should not duplicate the text of the summary paragraph that is on the title page. Do not use acronyms in the summary of change.

b. Title page. Verify series title and the number. The SA authenticates all administrative policy publications. Non-policy publications and DA memorandums are authenticated by AASA. Do not use abbreviations or acronyms on the title page. (See para 10–6 for additional title page guidance.) Include the following paragraphs in sequence:

(1) *History.* Appears on all administrative publications.

(2) *Summary.* Include a short summary, a DODD or DODI implemented by an AR will be referenced here, not in any chapter.

(3) *Applicability.* This statement must address the Active Army, ARNGUS, and USAR. If the distribution level is "A" or "B," a mobilization statement must be provided (see para 10–11). An administrative publication can have only one applicability paragraph. This paragraph must always be the applicability statement on the title page.

(4) *Proponent and exception authority.* This paragraph will name the principal official or proponent having the authority to issue policy and approve exceptions to the publication.

(5) *Army management control process statement.* This paragraph statement (formerly titled "Army internal management control review checklists") is in all ARs and not in DA Cirs or DA Pams. Checklists may be provided at the determination of the functional proponent to conduct Army management control reviews (per AR 11–2). Checklists must be published in their governing AR when submitted by a functional proponent. If an Army management control checklist is submitted, the DA Form 260 must reflect that the checklist is in the publication as an appendix. Classified regulations will contain checklists, when applicable.

(6) *Committee approval or committee continuance.* Army-wide committees require approval (per AR 15–1) and an establishment or continuance statement. Coordination with the DA Committee Management Officer, HQDA (SAAA–SO), must be noted on the DA Form 260.

(7) *Supplementation.* Supplementation applies only to ARs. The statement will indicate whether supplementation is permitted or prohibited. If supplementation is permitted, it must be Headquarters level, not MACOM level. If supplements are noted in the Supplementation paragraph, indicate that the designated official has approved them.

(8) *Suggested improvements.* For regulations, an HQDA agency address must be provided, and a MACOM address may be provided also. For DA Pams, a MACOM address may be provided.

(9) *Distribution restriction.* If a distribution restriction is stated, also include a destruction notice.

(10) *Distribution.* The distribution statement must agree with the DA Form 260. Follow protocol sequence and do not abbreviate the components. For electronic media publications, add the "electronic only" availability statement.

(11) *Supersession.* This statement is required on all publications unless no publication or form is being superseded. The supersession statement must agree with the DA Form 260.

(12) *Table of contents.* A table of contents for Army EPS-prepared publications will be automatically generated from paragraph elements in the document file. However, proponents must submit a table of contents for all publications printed conventionally (for example, informational pamphlets). Also, preparing a table of contents, list of figures, and list of tables will help you organize your publications. Submitting these documents with your manuscript will help the editor ensure that all parts of your publication are included.

B–6. Text required in ARs, DA pams (standard format), DA cirs, and multi-Service ARs

Indicate steps completed by checking off items.

a. Body.

(1) *Paragraph 1–1.* Paragraph 1–1 will always be titled "Purpose." An administrative publication will have only one purpose paragraph.

(2) *Paragraph 1–2.* Paragraph 1–2 will always be titled "References." The references paragraph may refer the reader to appendix A or may list the references.

(3) *Paragraph 1–3.* Paragraph 1–3 will always be titled "Explanation of abbreviations and terms" and include the sentence "Abbreviations and terms used in this publication are explained in the glossary." If there are no entries, each section of the glossary will read: "This section contains no entries."

(4) *Responsibilities.* A "Responsibilities" paragraph applies only to policy publications. Paragraph 1–4 or section II of chapter 1 or chapter 2 or section I of chapter 2 will be titled "Responsibilities," and all responsibilities will be listed. If responsibilities are not listed in paragraph 1–4, the text will indicate where they are listed (for example, "Responsibilities are listed in section II of chapter 1," or "Responsibilities are listed in chapter 2," and so forth). Responsibilities indicate a principal official rather than an office and must be listed in order of protocol (from the highest-ranking official to the lowest).

(5) *Responsibilities and DA Pams.* DA Pams will not have a responsibilities paragraph.

(6) *Figures.* All figures must have numbers and captions (figure titles) and be referenced in the text.

(7) *Tables.* All tables must have numbers, titles, and column heads. Text tables must have numbers and titles. All tables must be referenced in the text.

(8) *Forms action.* A APD forms analyst should review figures labeled, "Sample format for …," or "Sample checklist …"

b. Rear. Check the format of appendixes. An appendix may contain tables and figures in text. Tables or figures in appendixes must be numbered to reflect the appendix letter.

(1) *Reference appendix.* If there is a reference appendix, it will always be appendix A. Because appendixes must appear in sequence, avoid mentioning any appendix other than the reference paragraph before paragraph 2 or 1–2.

(a) The reference appendix will have four sections: "Section I, Required Publications," "Section II, Related Publications," "Section III, Prescribed Forms," and "Section IV, Referenced Forms." References that are essential to the use and understanding of the manuscript publication must be considered required references and be listed in section I. Avoid producing lengthy lists. Publications that are not from Army may be listed as related references, but a source of supply must be indicated.

(b) The following note will be placed on the line after the title "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."

(c) All required reports and their RCS numbers will be listed at the end of the related publications in section II.

(d) If a section contains no entries, insert the statement, "This section contains no entries."

(e) References cited must not be obsolete.

(2) *Glossary.* All publications will contain a glossary.

(a) The glossary will have three sections: "Section I. Abbreviations," "Section II. Terms," and "Section III. Special Abbreviations and Terms."

(b) The following note will appear on the line after the title "Section III. Special Abbreviations and Terms": "This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310–50. These include use for …" (The proponent inserts usage here, for example, "panel nomenclature" or other technical terms.)

(c) If a section in the glossary contains no entries, insert the statement, "This section contains no entries."

(3) *Index.* Indexes are optional.

B–7. Format and manuscript preparation for DA memorandums, numbered HQDA letters, and DAGOs

For format and manuscript preparation—

a. DA memorandums—see paragraph 10–33.

b. Numbered HQDA letters—see paragraph 10–34.

c. DAGOs—see paragraph 10–35.

B–8. Coordination required for DA administrative publications

Indicate steps completed by checking off items. (A list of HQDA officials is located in figure 11–1. A list of MACOMs is located in figure 11–2.)

a. New and revised publications ARs, DA circulars, and multi-Service ARs. These publications must be coordinated with the appropriate principal HQDA officials and MACOM commanders. (See chapter 11 for guidance.)

b. DA memorandums, numbered HQDA letters, and DAGOs. These publications must be coordinated with the appropriate principal HQDA official or MACOM commander. (See chapter 11 for guidance.) Exceptions are granted only by the OAASA.

c. Standard DA Pams. These pamphlets must be coordinated with the appropriate principal HQDA officials and MACOM commanders. (See guidance in table 11–3.) Exceptions are granted only by APD (JDSO–PAP–A).

d. Informational pamphlets. These pamphlets must be coordinated with the appropriate principal HQDA official or MACOM commander. (See guidance in table 11–3.) Exceptions are granted only by APD (JDSO–PAP–A).

e. All distribution levels A and B. The publications will be coordinated with APD (JDSO–PAT–S) for RUPP requirements.

Appendix C
Security Classification and Markings

C–1. Security classification

Identify the level of security needed for the publication in the planning stage. If the publication requires a security classification, the manuscript, as well as the printed document, must be marked and secured accordingly. Unless secure hash systems or secure intranets are available for electronic publishing, classified materials are usually published in paper.

a. When each manuscript page of a classified DA publication requires copy preparation for composition, mark each page with the publication's assigned Defense classification. Mark each page regardless of its contents.

b. When all the pages of a classified DA publication are prepared as photolithographic negatives or camera-ready copy for offset printing, mark each page or negative, using methods outlined in AR 380–5, paragraph 4–6. The classification markings must be larger than any other letters on the page.

c. When separate artwork for illustrations is included with the manuscript, mark each classified piece to show its classification level. Stamp or mark the appropriate security classification at the top and bottom of the mounting (well outside the crop lines) and on the protective cover. The illustration should also contain the proper page and portion markings.

d. When marking classified documents, follow the procedures in *a* through *c*, above. Also, mark each subparagraph, paragraph, section, chapter, part, appendix, illustration, table, or other portion of a classified document to show the level of classification of the information in it.

e. When handling classified DA publications, make sure they contain the classification authority and the downgrading or declassification markings as prescribed in AR 380–5, chapter 4.

f. When there are exceptional circumstances, documents may be classified by compilation. (See AR 380–5, para 2–13, for requirements.)

C–2. Security classifications for CD–ROMs

CD–ROMs containing classified material should be clearly marked with the highest classification of the information contained on the disk. This marking should be printed on the face of the disk in 18-point bold sans serif typeface. All other printing on the disk must have a smaller point size than the classified markings. Only unclassified information and titles should be printed on the face of the disk. A sample of a disk face with classified markings is provided in figure C–1. Additional information on the publishing of CD–ROMs is contained in appendix D. In addition to the classification marking on the face of the disk, all disks containing classified information should use a classified color ring marking, as follows:

a. Yellow—Sensitive Compartmented Information.

b. Orange—Top Secret.

c. Red—Secret.

d. Blue—Confidential.

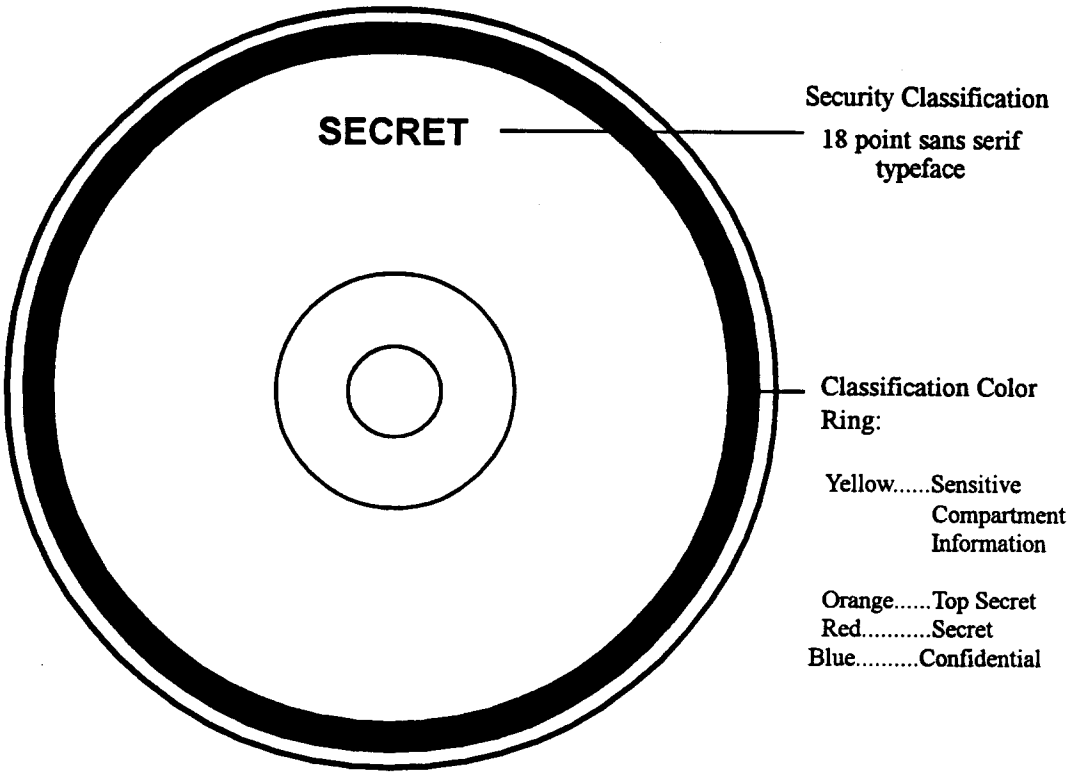


Figure C–1. CD-ROM classification markings

C–3. Protective marking for digital products

The instructions in AR 25–55 must be followed when marking unclassified materials that require protection in the public interest. CD–ROM products and the Internet are approved storage media for publications and forms. All requirements contained in this pamphlet, as well as AR 25–1 and AR 25–30, apply when developing and distributing information products over the Internet and by CD–ROM.

Appendix D
CD–ROM Products

D–1. Media

a. General. CD–ROM is an approved Army distribution and storage medium for departmental publications and forms. Information distributed by CD–ROM 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. Technical guidance for functional proponents and developers is provided in MIL–HDBK–9660.

b. Proponent decision-making process. Use the most economical means possible to develop CD–ROMs. Before developing a CD–ROM product, conduct a cost and feasibility analysis of CD–ROM production. This analysis should include cost impacts of local or commercial production of the CD–ROM and whether the target audience can access and view the CD–ROM's information. Use the evaluation guidelines in MIL–HDBK–9660 for this analysis. 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 utilize CD–ROM as the distribution medium, the proponent of the information must be established before the CD–ROM's development. The proponency may be apparent when only one

information product resides on the CD–ROM, and the CD–ROM 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, proponency may not be readily apparent. Therefore, the proponent developing the CD–ROM should obtain written approval from each proponent whose information product is to be included in such a compilation. If the CD–ROM is a departmental 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 until all proponent approvals are in hand.

D–2. Physical and content requirements

a. Installation requirements. All CD–ROM 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 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.

c. Labeling. The face of the CD–ROM should state the contents of the CD–ROM, 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 local command or agency seals or emblems. In addition, CD–ROM labels should conform to the requirements of MIL–HDBK–9660 (para 4.3) for (1) through (9), below. If this information cannot be included on the face of the CD–ROM because of space limitations, the jewel box inserts or cardboard mailers should provide the contents of the CD–ROM.

(1) Data classification for security classifications and other protective markings (for example, FOUO).

(2) Handling caveats for CD–ROMs 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 containing classified information (see para C–2).

(4) Name of functional proponent that developed the CD–ROM.

(5) Classification authority and declassification date, if applicable.

(6) Title of the CD–ROM or CD–ROM set, content, numbering scheme (such as the publication number), date the CD–ROM was produced, and volume identification.

(7) Disk identification number for accounting of CD–ROMs containing top secret information or code words.

(8) An EM number as assigned by the Director, APD (JDSO–PAT–L) e-mail: Pails1@usapa.army.mil.

(9) If space on CD–ROM face permits (otherwise include on insert or mailer): name of preparing agency that developed the CD–ROM, ISO 9660 logo, platform (such as DOS (disk operating system)) if applicable, supplemental data formats used, and volume identification.

d. CD–ROM master development standards. All CD–ROMs produced for use Army-wide should conform to international standards ISO 9660 and ISO 10149. (See MIL–HDBK–9660 for further technical guidance.) Proponents should use standard data elements, according to DODD 8320.1.

e. Software considerations. CD–ROMs containing authenticated departmental publications should also contain viewing software and the search and retrieval engine. Proponent requests to compile authenticated departmental publications with other information produced on CD–ROM should identify the target audience and certify on the DA Form 260 that the target audience has the hardware and software capability to use the product. Premastering of information for CD–ROM may be acquired by the local command or agency separately from disk replication. The proponent should acquire mastering and replication of the disk.

D–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, jewel box insert, cardboard mailer, and other printed matter accompanying the CD–ROM should follow the policy in AR 25–30.

D–4. Camera-ready art

Camera-ready artwork submitted for disks, inserts, and packaging should meet the same standards of reproducibility required for other departmental products. For questions about color separation, registration, typography, or design, contact the Director, APD (JDSO-PAP–F), td@usapa.army.mil.

D–5. CD–ROM index

Proponents who produce more than three CD–ROM products for Army-wide distribution should maintain and distribute an annual index of CD–ROM 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 in the CD–ROM. 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 home page. APD may provide a home page central file location that requires Government information locator service (GILS) compliance. (For CD–ROM 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 or set.

b. CD–ROM number.

c. Titles of products contained on the CD–ROM.

d. Classification and protective markings (if higher than unclassified) or the highest classification if the CD–ROM 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.

D–6. Packaging

Proponents should use the most cost-effective packaging for CD–ROM products. Currently, the most cost-effective packaging method is the cardboard mailer. CD–ROM packaging should conform to the requirements of MIL–HDBK–9660. Specify deviations from the most cost-effective method (for example, jewel box packaging) in the publishing request. In the case of compilation CD–ROM products that contain departmental publications and a combination of other information (such as agency and command publications or databases), the authentication blocks for either departmental or agency and command publications should not be displayed on the CD–ROM's face, cover (jewel box), or insert. Proponents should justify requests for jewel box packaging on the DA Form 260.

D–7. Authentication of departmental publications

Departmental (Army-wide) CD–ROM publications will be procured and distributed to Army-wide users by APD. APD will perform the contractual requirements for departmental CD–ROM publications. APD approval is required before the printer distributes departmental CD–ROM products.

a. All departmental CD–ROM publications must be official publications that have been appropriately coordinated. Before placing classified publications on CD–ROM, proponents must coordinate their classified publishing and distribution requirements with APD (JDSO–PAT–L).

b. According to AR 25–30, the SA or the AASA must authenticate departmental CD–ROM 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. Using imaging software (graphics capabilities), 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 and publication. Proponents do not have authorization to publish until they are in receipt of the approval documentation from APD.

c. Proponents issuing departmental publications on CD–ROM must submit a completed DA Form 260 through the designated functional manager to the Director, APD (JDSO–PAT–L) daform260@hqda.army.mil. This will allow for authentication, indexing into the Army publications inventory (DA Pam 25–30), and procurement.

D–8. Authentication of agency and command CD–ROM publications

a. The commander or agency head or his or her designated representative must authenticate agency and command CD–ROM publications. Using imaging software (graphics capabilities), 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 should display the publication title, number, date, contents, and any applicable supersession notice. If the CD–ROM 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.

D–9. Authentication of compilation CD–ROM products

Compilation CD–ROM products containing departmental publications and a combination of other information (such as agency and command publications or databases) do not display authentication blocks for either departmental or agency and command publications on the CD–ROM'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 SA or the AASA must authenticate departmental publications. The agency or command must obtain, from APD, the camera-ready copy of the controlled numbered authentication block for certain departmental publications. This

authentication must be digitally scanned in as an image into the departmental publication. If the software does not allow scanning, the controlled numbered authentication block must appear as part of the text of the publication.

D–10. Authentication placement

CD–ROMs containing only authenticated departmental 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 products containing a combination of departmental and command publications, include the authentication block of the appropriate departmental official only on the departmental publication itself. The authentication block for departmental and agency and command publication compilations cannot be displayed on the jewel box insert, cardboard mailer, or face of the CD–ROM.

D–11. Publishing

a. Proponents should coordinate early (before submission of DA Form 260 for publishing CD–ROM products) for approval of the CD–ROM subject identifier (formerly nomenclature). APD assigns an EM (electronic media) number (nomenclature) to all departmental CD–ROM products. APD provides expert advice on new departmental CD–ROM development (JDSO–PAT–L).

b. Proponents must submit a completed DA Form 260 to APD (pails1@usapa.army.mil) 30 days before the CD–ROM's required publication date. This allows time for indexing the CD–ROM product in DA Pam 25–30. The following information is required on the DA Form 260:

(1) A list of all items contained on the CD–ROM, including forms and the publication date of each item. All items must be the most current, and they must not have been superseded or made obsolete.

(2) For revised CD–ROMs, a list of publications (with dates) contained on the previous CD–ROM not being included in the revision. Also indicate whether eliminated publications are still valid in another unit of issue.

(3) A list of all publications and forms being superseded in the CD–ROM revision, with the dates of new and superseded items. Also indicate whether eliminated publications are still valid in another unit of issue.

(4) For new publications included on a CD–ROM without having been published in another media, a separate DA Form 260 for each new item. The separate DA Form 260 should state, "FOR INDEXING PURPOSES ONLY."

D–12. Stockage and distribution

Stockage and distribution of CD–ROM products containing authenticated departmental publications must be accomplished through Army's distribution system. Use printer initial distribution of CD–ROM products only where warranted.

D–13. Disposal of obsolete CD–ROMs

Army users must dispose of CD–ROMs properly. The classification level will determine the method you use to dispose of CD–ROMs. These methods are described below.

a. Unclassified and non-sensitive. Unclassified and non-sensitive CD–ROMs (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). The following statement must appear on the mailer:

> DISPOSAL OF OBSOLETE CD–ROMS. Users may send unclassified and non-sensitive expired CD–ROM disks to a commercial recycling facility for disposition. Disks 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 disks, 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. FOUO and distribution-restricted. FOUO and distribution-restricted CD–ROMs (not authorized for public release) should be sent to the NSA. The following statement must appear on the mailer of FOUO CD–ROMs or distribution restricted CD–ROMs.

> DESTRUCTION INFORMATION. National Security Agency (NSA) accepts (fill in either FOUO or distribution restricted, whichever is the correct distribution level) CD–ROMs for destruction and meets environmental standards. If your local facility does not handle CD–ROMs, send expired ones FIRST CLASS to Director, National Security Agency, 9800 Savage Road, ATTN: CMC S714, Suite 6890, Fort George G. Meade, MD 20755–6000.

D–14. Publishing requirements

a. Before assigning the CD–ROM electronic number and CD–ROM publication identification number (PIN), disks must be reviewed by the PCO. (If the proponent is within the AMC community, the PCO must provide LOGSA with a

copy of the disk(s) and any additional LOGSA requirements). (In order that placement and format can be checked, the EM, authentication block number, and PIN numbers must appear as zeros, using the required number of spaces.) The PCO must forward the following to APD as a complete packet for preview:

(1) A DA Form 260 for preview of the CD–ROM.

(2) Draft disk(s).

(3) All artwork samples for mailer and disk(s) labels.

b. Include the following for each item listed in (1), (2), and (3), above. 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 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 (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 and indicate for each publication:

(a) Publication with other Service numbers, as applicable.

(b) Publication date.

(c) Proponent, if different from preparing agency.

(d) Unit-of-issue (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 disks.

(10) CD–ROM "PIN 000000–000."

(11) Statement as to whether or not either advance printing or local reproduction authority are being considered.

(12) Any additional requirements.

c. Draft disks must contain:

(1) Authentication signature blocks, including signature and control number for publications within the disk.

(2) Other Services authentication, as applicable.

(3) Complete title page for the CD–ROM with:

(a) Publication date.

(b) Supersession statement.

(c) Distribution statement.

(4) Complete title page for each publication contained within the CD–ROM including:

(a) Publication date.

(b) Supersession statement.

(c) Distribution statement.

d. Draft artwork for mailer and disk 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 should already have the assigned numbers; usually the authentication on the CD–ROM itself is not numbered).

(3) Include artwork for every disk label. The mailer should include front, back, spine, left inside, right inside, and when there are additional pockets due to multiple disks, include additional covers.

e. The final publishing package must include all of the items listed in *b*, above, as well as the following:

(1) DA Forms 260 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 Forms 260 to the proponent of the CD–ROM. If the publications have not been indexed previously and are not being printed in paper, the DA Forms 260 must be part of the CD–ROM 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 is included in this CD–ROM 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 processing should be directed to pails1@usapa.army.mil.

Appendix E
Posting and Filing Paper Publications

Section I
Introduction

E–1. Purpose

This chapter provides instructions in the posting and filing of Army-wide paper publications; however, the principles also can be applied to agency, command, or local publications. Do not print electronic publications simply to post and file them.

E–2. Scope of posting

a. Although adequate posting is important, elaborate and detailed posting wastes time. The intent of these procedures is to provide a uniform and easily understood method of posting with minimum time spent.

b. These procedures apply only to the posting of sets or copies of paper publications maintained for reference purposes. Record sets of publications maintained for retirement as historical records are not posted, and changed or superseded pages are not destroyed.

Section II
Posting Actions Affecting the Entire Publication

E–3. Revisions

A revision is the issuance of a new edition of a publication. The revision supersedes the previous edition, making it obsolete. In both paper and electronic form, the new edition replaces the previous edition. Revisions may affect broad content of a publication.

a. Electronic publications.

(1) When functional revisions are published, they will reside only on an official Web site (see AR 25–30, para 5–4). Army departmental publications users must download and store current editions from an official Army Web site. Although posting of electronic publications is not required, users must ensure that they delete the previous edition (this includes priority issuance of new and revised administrative publications).

(2) When an administrative revision is published, the changes cited therein may affect the entire publication. These changes can be, but are not limited to: correcting typographical errors; updating office symbols; changing organizational names and addresses; or changing references or URLs. Procedures in (1), above, apply to administrative revisions.

b. Paper publications. When a paper revision is distributed, it will replace the existing (or previous) edition of that publication. Publication users must follow posting and filing instructions provided in this chapter. Dispose of the previous edition according to disposition instructions (destroy classified publications according to AR 380–5).

E–4. Rescissions

Notification that an entire publication and its changes are rescinded usually is contained in DA Pam 25–30. Upon receipt of a rescission notice, check the list of rescissions against your publication files and remove those that are rescinded. These rescinded publications should be destroyed unless they are required for further reference. Destroy rescinded publications that are classified in accordance with AR 380–5.

E–5. Supersessions

a. An entire publication may be superseded by an updated version of the same publication or by another publication. This information is contained in a supersession notice in the new publication. In most cases the supersession notice will be found at the bottom of the first page of the new publication, or at the bottom of the table of contents page, if the publication has a cover. You must read the supersession notice carefully to make sure that a publication is superseded in its entirety and not just in part. Frequently a new publication will supersede an old one with the same number. However, the new publication also may supersede one or more publications with a different number and even of a different type. For example, AR 700–5, 1 December 2000, has the following supersession notice: "This regulation

supersedes AR 700–5, 3 May 1998; TM 38–205, 15 July 1989; and chapter 4, AR 715–26, 23 October 1997." In this example, the new regulation supersedes one AR and a technical manual entirely and part of another AR.

b. When a publication is superseded in its entirety, remove your copy from the files and destroy it, as prescribed in paragraph E–4. If a publication is only partially superseded, post the supersession information on the front cover (or the first page, if no cover). Also, line through or "Z" out (see para E–8*e*) the superseded material on all pertinent pages. Post the authority for the supersession at the top or in the margin of each page, as indicated below. Using the example in *a*, above—chapter 4, AR 715–26, 23 October 1997, is superseded by AR 700–5, 1 December 2000. On the cover or first page of AR 715–26 and on all the pages that contain chapter 4, write "chap 4 supsd by AR 700–5, 1 Dec 2000."

E–6. Supersession of changes or other publications

A change to a publication may supersede a previous change or another publication. Check the bottom of the first page for any such supersession notice. Remove and destroy any prior changes or other publications that are totally superseded and not needed for future reference. Post to the current edition of the publication any other changes in the manner prescribed by section III.

E–7. Effective dates

If a new publication with a future effective date supersedes a publication, annotate this effective date at the top of the superseded publication, together with the supersession information, for example, "Supsd by (new publication), (date of new publication), effective (date)." Place the new publication behind the superseded publication if the numbers are the same; otherwise, file the new publication in proper numerical sequence in the reference set. Leave the old publication in the file until the effective date of the new publication. After that date, remove the superseded publication when filing, researching, or during a periodic general review of the file.

Section III
Posting Changes

E–8. General rules for posting

a. Be accurate and neat in your posting. A publication that is incorrectly or illegibly posted is as worthless as one that has not been posted.

b. Use only a sharp black lead pencil. Posting can then be erased easily if future changes or corrections are necessary.

c. Print or write the authority for changing the current edition of a publication in the outside margin of the page (away from the binding edge) by the changed portion. This authority usually is a numbered change, for example, C1, but it may be another publication or message. If the changed portion extends to more than one page, make the same notation on all pages concerned.

d. When fewer than three lines of text are affected, draw a single line through changed or deleted material instead of blocking it out.

e. When three or more lines of text are affected, line out old material in the following manner: draw single, straight lines through the first and last lines of the text and connect these lines from top right to bottom left, forming a Z-shaped figure (see fig E–1).

Change

No. 2

Posted
30 Apr 94
sg

AR 27-29, 20 May 1993 is changed as follows:

✓ *Page 6.* Paragraph 12a(4) is superseded as follows:

(4) Assist the claims judge advocate or claims officer in preparing on demand on carrier, warehouseman, and/or other third party (DA Form 1819), sign all copies, and cooperate to the extent the prosecution of such demand. If any part of the loss or damage appears to be covered by insurance, he will make a prompt written demand on the insurer for reimbursement under the terms and conditions of the policy, and furnish a copy thereof to the claims judge advocate or claims officer.

CHANGE

AR 27-29

12. Responsibilities and procedures: *a. Property owner.*

Supsd
C2

(4) Assist the transportation officer in preparing a demand on the carrier, warehouseman, and/or other third party and will cooperate to the extent required by any Government officer or agency in the prosecution of such demand. If any part of the loss or damage appears to be covered by insurance, he will make a prompt written demand on the insurer for reimbursement under the terms and conditions of the policy, and furnish the claims judge advocate or claims officer with a copy thereof. DA Form 1819 (Demand on Carrier for Damage to or Loss of Property) may be used for this purpose.

6

BASIC

Figure E–1. Sample: posting a supersession

f. Upon receipt of a new change, post any previously unposted changes.

E–9. Change notations

a. As each change to a publication is received, post the change number and date on the front cover of the basic publication, or first page if there is no cover. If a change supersedes a previous change, draw a line through the superseded change number and date and show the supersession authority.

b. This type of posting provides a checklist of all changes to a publication that have been received and their current status.

E–10. Bound changes

Changes to a bound publication are printed in page and paragraph sequence keyed to the basic publication. These changes may consist of supersessions, rescissions, additions, and minor amendments.

a. Supersession.

(1) *Identification.* When an entire chapter, section, paragraph, subparagraph, appendix, or other portion is superseded, this is stated in the change. For example: "Page 6. Paragraph 1–7 is superseded as follows:" (The new text of the superseded portion then follows.) (See fig E–1.)

(2) *Posting.* Using the line through, or Z method (para E–8*e*), mark out the superseded material in the basic publication. Write "Supsd" and the authority (for example, "C2") in the outside margin opposite the number of the section, paragraph, table, figure, or other portion that is superseded. (See fig E–1.)

b. Rescission.

(1) *Identification.* When material is rescinded, the word *rescinded*appears in the instructions of the new change. For example: "Page 4. Paragraph 2–2*c* is rescinded." (See fig E–2.)

Change

No. 2

Posted
30 April 94
sg

AR 27-29, 20 May 1993, is changed as follows:

Page 7. Subparagraph 12b(4) is rescinded.

CHANGE

AR 27-29

12. Responsibilities and procedures.

* * * * *

b. Transportation officer. Upon receipt of notice of loss, damage, or destruction from the property owner, or from any other source, the transportation officer or his representative will–

* * * * *

Resc
C2

~~(4) Prepare a written demand for reimbursement on the carrier, warehouseman, and other third party (DA Form 1819) for the signature of the property owner. The original and five copies of the demand, together with six copies of the inspection report, will be promptly forwarded to the claims judge advocate or claims officer for coordination and dispatch. Such action will not be delayed pending receipt of repair estimates, shipping documents, or other supporting evidence.~~

BASIC

Figure E–2. Sample: posting a rescission

(2) *Posting.* Line or Z out the rescinded portion of the basic publication. Write "Resc" and the authority (for example, "C2") in the outside margin opposite the rescinded portion. (See fig E–2.)

c. Addition.

(1) *Identification.* When a new chapter, section, paragraph, appendix, figure, or other portion is added, the text is preceded by a statement that the material is being added. For example: "Page 12. Paragraph 2–8.1 is added after paragraph 2–8." Decimal numbers or letters indicate the insertion of new material. For example, paragraph 2–8.1 would be inserted between 2–8 and 2–9; it would not be a part of paragraph 2–8. Using this system allows you to avoid renumbering the remaining paragraphs.

(2) *Posting.* Insert in the proper sequence in the basic publication the number of the new chapter, section, paragraph, or other portion (also include title when space allows), followed by the word "added" in parentheses. Write the authority (for example, "See C5") in the outside margin opposite the entry. (See fig E–3.)

Change

No. 5

Posted
30 April 94
sg

ARMY RESERVE
MISSION, ORGANIZATION, AND TRAINING

AR 140-1, 25 January 1993, is changed as follows:

✓ *Page 4.* Paragraph 3*u* is added as follows:

u. Officer active duty obliger. An officer who is appointed in the USAR from the ROTC Program or under programs monitored by The Surgeon General or Chief of Chaplains who has an obligation to serve on active duty who does not enter on such active duty concurrent with his appointment.

CHANGE

AR 140-1

3. Explanation of terms. The following contains an explanation of terms used in this regulation:

t. USAR school. A table of distribution and allowance unit specifically organized for the purpose of presenting Army service school courses and selected MOS training for Reserve component personnel during reserve and annual active duty training periods.

See C5

u. Officer active duty obligor. (added)

4. Area commands.

a. Area commands include–

BASIC

Figure E–3. Sample: posting additions

d. Minor changes.

(1) *Identification.* Instructions for the change must identify the action required, such as the addition, deletion, or amendment of words, phrases, or sentences. For example: For page 8, paragraph 2–5*b*(3), line 2, change "in duplicate" to read "original only." (See figure E–4 for an example of this format.)

Change

No. 4

Posted
30 April 94
jh

AR 735-7, 14 September 1993, is changed as follows:

✓ *Page 4, paragraph 10a, line 6.* Change "AR 35-14" to read "AR 35-8."

✓ *Page 5, paragraph 11m.* The following sentence is added: "Policies for recovery of nonrecurring costs such as engineering, tooling and the like applicable to Foreign Sales are set forth in appendix C."

CHANGE

AR 735-7

10. Accessorial costs. *a.* When reimbursement of accessorial costs is required, the objective is to use uniform Department of the Army rates to be applied to the inventory standard prices established for the materiel shipped. The policy and rates prescribed in ~~AR 35-11~~ will be used for this purpose. ^AR 35-8

C4

* * * * * *

11. Pricing policies applicable to materiel financed by military appropriated funds.

* * * * * *

m. Standard prices for materiel manufactured under commercial contracts or at Government manufacturing facilities will include all indirect costs such as engineering, tooling, quality assurance, and documentation financed by the procuring appropriation. When costs of this nature are not applicable exclusively to items placed under contract during the year in which the costs were incurred, they may be prorated on a percentage basis over the total production of the item so that the standard price may include a fair share of the total indirect costs. When expenditures of a prior year are representative of total production costs, the indirect cost may be prorated on the basis of the prior year cases. Reimbursable transfers of such materiel will be billed at the standard price.

See C4

^ Sentence added

BASIC

Figure E–4. Sample: posting minor changes

(2) *Posting.*

(a) If space in the basic permits, write in the added or changed portion in the proper place. Write the authority (for example, "C4") in the outside margin opposite the changed portions (see fig E–4). If there is only a deletion to be made, line out the portion to be deleted and write the authority in the margin opposite the deleted portion.

(b) If there is sufficient space for the added material, write "Sentence(s) added" or "word(s) added," in the proper place in the text, or as near to it as possible. A caret (^) may be inserted where the material is to appear. Line through material being changed and write the authority (for example, "See C1") in the outer margin opposite the entry. (See fig E–4.)

e. Repetitive change.

(1) *Identification.* An identical change that must be made in several or many places usually appears at the beginning of the change. Either the concerned portions are specified, or if they are numerous, a statement explains that the change applies wherever the word or phrase appears. (For example, in paragraphs 1–2, 1–4, 2–7, 2–18, and 2–35, wherever the phrase "DA Form 623" appears, change it to read "DD Form 1436.")

(2) *Posting.* When specific paragraphs are listed, make the change in the text if space permits and write the authority (for example, "C1") in the outer margin. If the changed paragraphs are not listed, post the change and the authority at the top of the first page of the basic.

f. Changes with effective dates. Post the changes to the basic publication and write the authority (for example, "See C5") and effective date of the change (for example, "Eff 1 Jan 2001") in the outer margin opposite the entry. (See fig E–5.)

Change

No. 5

Posted
30 Apr 94
sf

AR 140-1, 25 January 1992, is changed as follows:

✓ *Page 6.* Paragraph 9*a*(8) is added as follows:
Effective 1 January 1994:
(8) USAR control group (officer active duty obligor).

CHANGE

AR 140-1

9. Organizational structure of USAR. *a.* Ready Reserve consists of–
(1) Members assigned to troop program units.
(2) USAR control group (annual training) to include members thereof attached to reinforcement training units and USAR school student detachments.
(3) USAR control group (reinforcement) to include members thereof attached to reinforcement training units and USAR school student detachments.
(4) USAR control group (mobilization designee) to include members thereof attached to mobilization designation detachments.
(5) USAR School staff and facility.
(6) USAR control group (delayed).
(7) USAR control group (ROTC).
(8) - (added)

See C5
Eff 1 Jan 94

b. Standby Reserve consists of–
(1) Control group (standby).
(2) Control group (inactive).
(3) Control group (ineligibles).

BASIC

Figure E–5. Sample: posting changes with effective dates

g. Notations to be made on printed change.

(1) Place a check mark by each item of a change as it is posted to the basic. This will prevent overlooking portions of the change if an interruption occurs.

(2) Upon completion of your posting, enter the word "Posted," the date, and your initials at the top of the first page of the change.

E–11. 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. See figure E–6 for a sample. 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.

Posted
30 Apr 94
sf

AR 638-40
C 8

Change
No. 8

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, D.C., *29 March 1994*

DECEASED PERSONNEL
CARE AND DISPOSITION OF REMAINS

AR 638-40, 20 February 1989, is changed as follows:

1. The material which has been added or modified by this change is indicated by a star.

2. The following changes will be made:

✓ *a. Page iv.* Add "Appendix VIII–Mortuary Supplies and Equipment".

✓ *b. Page 1-4, paragraph 1-9a(1).* Add subparagraph *g* as follows:

g. Adjustments (increase or decrease) in interment and/or funeral allowances.

✓ *c. Page 1-4, paragraph 1-9b.* Change title of this paragraph to read "Responsibilities of Army authorities in the continental United States".

✓ *d. Page 3-5, paragraph 3-7b(6).* Change subparagraph "(6)" to read subparagraph "(6.1)".

✓ *e. Page 7-1, paragraph 7-2a.* Delete "Orleans, France" and add "DaNang, RVN".

✓ *f. Page 7-9, paragraph 7-8d(7).* In the last sentence change the reference made to "*a*(2) above" to read "*a*(3) above".

✓ *g. Page 7-9, paragraph 7-8f.* Change "Chief of Finance" to read "Chief of Finance and Accounting, Office, Comptroller of the Army".

3. Remove old pages and insert new pages as indicated below:

Remove pages–	**Insert pages–**
✓1-5	1-5
✓3-3 and 3-4	3-3 and 3-4
✓4-1 through 4-4	4-1 through 4-3
✓7-5 and 7-6	7-5 and 7-6
✓11-5 and 11-6	11-5 and 11-6
✓13-1 through 13-3	13-1 through 13-3
✓A1-1 and A1-2	A1-1 and A1-2
	A8-1 through A8-3

4. This change authorizes an increase in the maximum interment allowances, *effective 1 February 1994,* for burials made in private, civilian or Government cemeteries. Increases authorized are indicated in paragraph 13-3*a* and *b*.

5. In addition to the increase in the interment allowances, this change authorizes the following:

a. An increase from $400 to $500 in the maximum amount allowable as reimbursement when next of kin arrange for preparation of remains and no contract is in effect at place of death (para 4-5*b*).

b. Payment of an amount not to exceed $30 for rental cost of the casket cover (soft-pack) as required for shipment of remains via commercial aircraft.

Figure E–6. Sample: looseleaf change instruction sheet

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.) 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. Also, 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 (see fig E–6). If space in the basic 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 there is insufficient space 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.

Section IV
Filing Publications

E–12. Location

The location of publications may differ according to the size of the unit. The location also may vary depending upon the type of publication kept—administrative publications may be filed in a company headquarters, maintenance publications in a maintenance office, and supply publications in a supply room. A central publications library may be established for large headquarters. Whatever the type or size of the office, publications should be located so that they are convenient to the user. Because most departmental administrative publications are only available electronically, libraries must maintain electronic record copies of departmental publications. Individuals are also allowed to maintain their own electronic copy of departmental publications.

E–13. How to file unclassified publications

a. Generally, publications should be separated and filed by type—all ARs together, all DA Pams, all FMs, all TMs, and so forth. Within each type they are filed numerically; when letters are added to the publication number, they are filed numerically—alphabetically. Digital collections that contain multiple publications should be filed in sequence of the first publication contained. Collections that contain multiple types of publications can be filed before the individual publications or before the corresponding type of individual publications. If there are two types of publications in a collection and the first type is irrelevant for your office, a collection may be filed in sequence with the second type of publication.

b. Because of the mission or other requirements in some organizations and offices, it may be desirable to file publications functionally rather than by type of publication. All publications on a given subject may be grouped together. In another instance, all TMs, TBs, and MWOs that relate to the same item of material may be filed together.

c. Most DA publications have prepunched holes for filing in ring binders so pages can be removed and inserted easily. Some bound publications are of such size that they do not have to be filed in binders. The number is often printed on the spine so the publication can be identified without removing it from a shelf.

d. If binders are used, label each one to show its contents. Do not use permanent marking materials on the spine or cover of a binder. Such markings make reuse of the binder difficult. As preferred methods, use metal slip-on label holders, as shown in figure E–7, or attach labels to the spine of the binder with transparent tape. Gummed labels are hard to remove when relabeling and should be used only when no other suitable material is available.

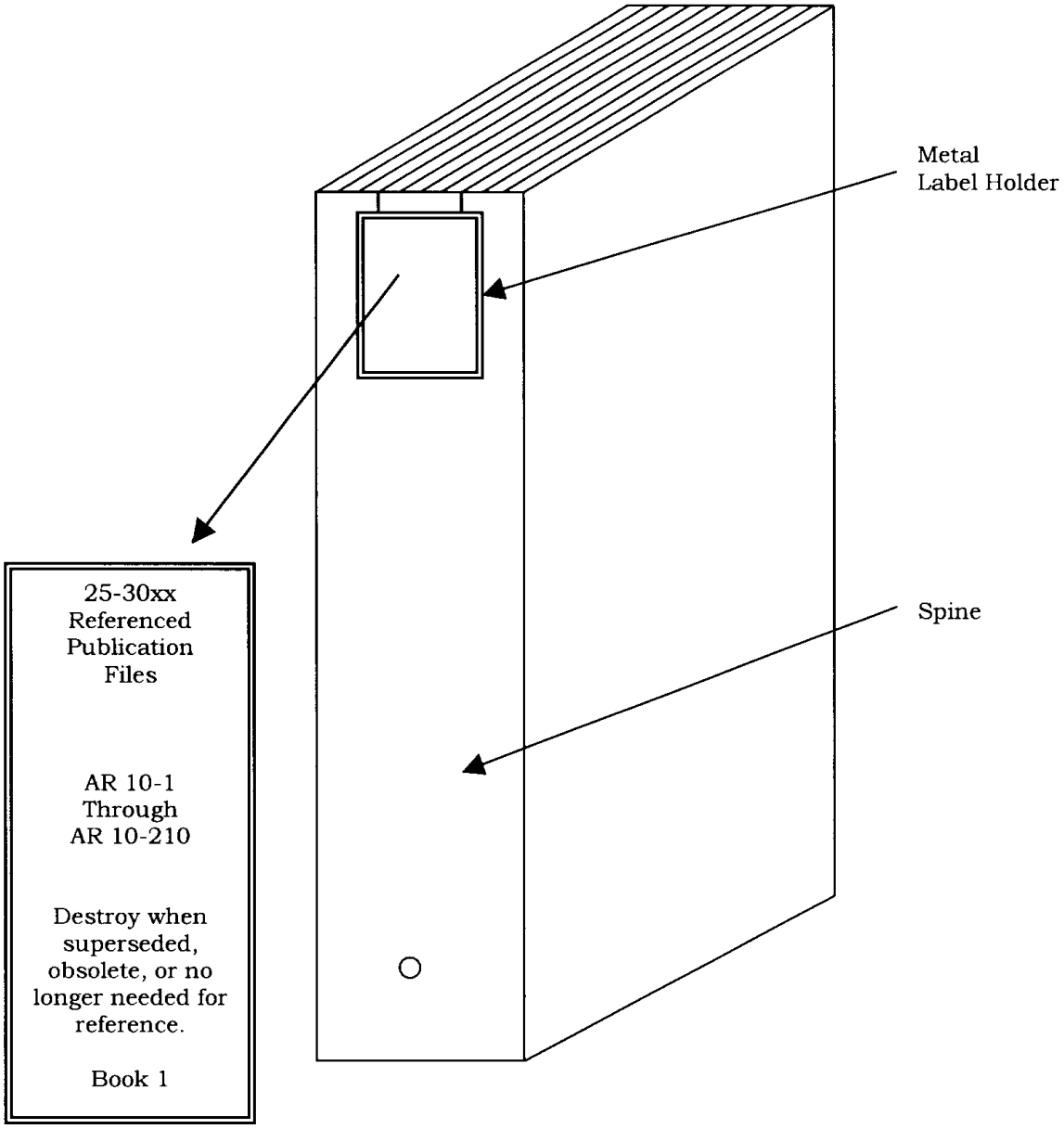


Figure E–7. Labeling a binder

E–14. How to file classified publications

Classified publications must be stored in security containers that meet the requirements of AR 380–5. They may be placed in binders, or in a separate file folder for each publication. If folders are used, the visible edge of the folder should be labeled to show the publication number. If placed in binders, the outside of the binder must carry the highest security marking of the documents contained in that binder. A cross-reference page may be inserted in the proper place in the unclassified file to show that the publication is classified.

E–15. Filing changes

Changes to bound publications are filed in front of the basic publication. After new pages of a looseleaf change are inserted, the change instruction sheet is filed in front of the updated basic. The latest change or change sheet is always placed on top.

E–16. Publications of different sizes

Although most printed DA publications are 8½ by 10½-inches (216mm x 267mm), the Army prints publications in several different sizes because of format requirements or intended usage. When odd size publications cannot be filed in numerical order with other publications in a binder, a sheet containing the number, date, title, and filing location of the odd size publication should be inserted, in proper sequence, in the binder.

E–17. Publications with expiration dates

Some types of publications, such as DA Cirs, contain automatic expiration dates after which they are no longer in effect (for example, "Expires 15 May 2001"). Files of such publications should be reviewed periodically, or individual items should be flagged, so that expired publications can be removed and destroyed.

E–18. Using the index

a. Departmental publications and forms are indexed in DA Pam 25–30. The index helps you keep your files current.

b. Check the supersession and rescission section of the index. This section helps you determine whether you are holding publications that are no longer current. If supersessions and rescissions are posted correctly, your files should be accurate and agree with the index.

E–19. Corrected copy

A corrected copy publication is issued to correct a recent publication that contains serious printing errors. The corrected version is identified by the words "*CORRECTED COPY*" printed at the top of the first page or cover, and bears the same date as the original. If you receive a corrected copy, replace the previously printed publication with the corrected copy and destroy the incorrect copy. No posting is required.

E–20. Summary

As a last reminder, look over a change after you have completed your posting to make sure you have done all that is required. Be sure superseded or rescinded publications are removed. Posting and filing regularly will help to keep your publications current. Do not let them accumulate for several weeks. A new publication is worthless if the user does not know it exists.

Appendix F
Periodicals and Nonrecurring Publications

F–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.

F–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 in 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.

F–3. Publishing periodicals and nonrecurring publications

Only mission-essential and cost-effective periodicals and nonrecurring publications must be published after review and approval by appropriate principal HQDA official or MACOM commander, as appropriate. (See para F–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 F–1*c*.

b. Periodicals and nonrecurring publications must be published only by MACOM 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.

F–4. Approval authority and reviews for periodicals and nonrecurring publications

a. All existing and proposed periodicals and nonrecurring publications must be reviewed annually by the functional proponent to determine if the publication is still necessary. Request for 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 DA Periodicals Review Committee (DAPRC) (for HQDA agencies only) or MACOM commander, as appropriate. Approval criteria are the responsibility of the MACOM commander or DAPRC, as appropriate. The requesting memorandum must be sent to the approval authority together with a mock up, 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. (Justification must show that the publication is mission-essential and why this publication cannot be published in or combined with another official DA publications medium or existing periodical.)

(6) Frequency of issuance. (Frequency of issue for nonrecurring publications is one time only. 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 publication was approved by DAPRC or MACOM commander.)

(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), 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 HQDA level (including field operating agencies and Army National Guard) is the SA. Requests must be sent to the Chairman, DA Periodicals Review Committee, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.

d. The approval authority for periodicals and nonrecurring publications originating at MACOM level is the MACOM commander. This authority may not be delegated below MACOM headquarters level. Requests must be sent to the MACOM commander.

F–5. Mandatory statements for periodicals

Each issue of an approved periodical must contain the information below.

a. Approval statement. Use the following statement: "The Secretary of the Army (for HQDA agencies only, others should insert MACOM 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 MACOM 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 the Department of the Army 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 or command and Department of the Army.

(3) Mailing address, including ZIP Code or APO number.

(4) Commercial and DSN telephone numbers.

(5) Names of the Secretary of the Army and 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.

F–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.

F–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 MACOMs must determine the most appropriate means of informing the public of periodicals and other information available to them.

Appendix G
Departmental Printing

G–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 DAPS. MACOMs and FOAs must requisition departmental printing through APD. Requests must be prepared on a DA Form 260 and sent through command channels to Director, APD, ATTN: JDSO–PAP–D, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, daform260@hqda.army.mil. (See AR 25–30, para 7–17 for requests for approval of multicolor departmental printing.) (See AR 25–30, para 2–3, for funding requirements.)

b. Forms. The forms listed below are used to requisition printing. These forms are available on the AKO, AHP, and APD Web sites.

(1) Use Standard Form (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 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.

G–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 departmental publications for instructional use if reproduction is more economical to the Army than ordering complete sets of publications.

b. Except as directed in *a*, above, 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, and controlled and sensitive forms. (See AR 25–30, para 7–26 for reproduction of classified material.)

c. Field organizations automatically have the authority, upon mobilization, to reproduce locally any departmental publication (including blank forms) needed to perform their missions until OAASA, 107 Army Pentagon, Washington, DC 20310–0107, rescinds this authority.

G–3. 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 (216mm by 279mm). Padding of letterhead and other sizes are not authorized.

(b) Memorandum stationery may be in vertical formats of 5½ by 8½ inches (140mm by 216mm) or 7¼ by 8½ inches (184mm by 216mm) 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. Examples of slogans and logos that may be used on letterhead stationery are in AR 25–30, para 7–9. (See fig G–1 for sample and specifications of letterhead and fig G–2 for sample and specifications of memorandum stationery.) A template of the letterhead stationery, DOD seal, and recycle logo are available on the AKO, AHP, and APD Web sites.

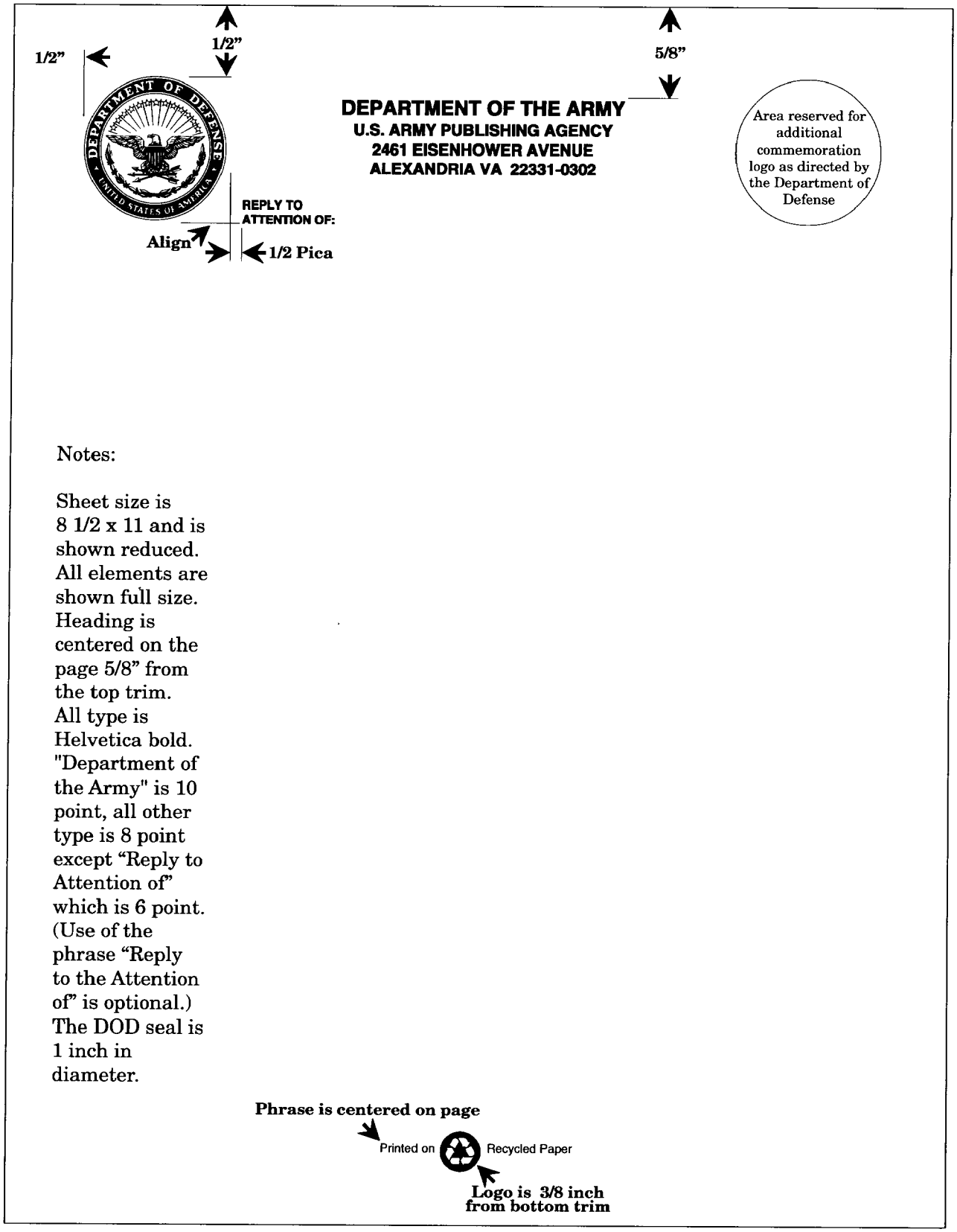


Figure G–1. Sample format for letterhead

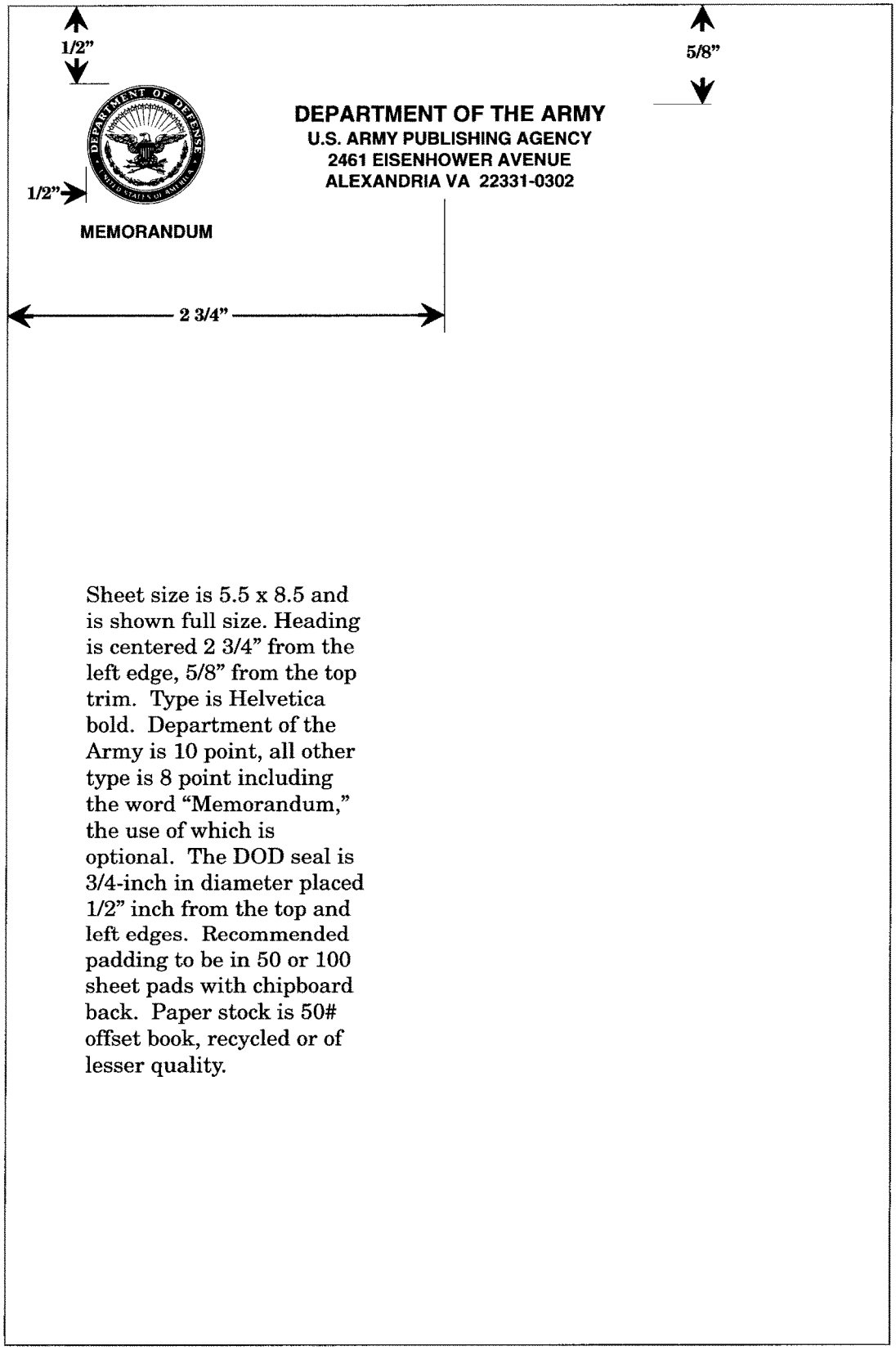


Figure G–2. Sample format for memorandum stationery

(2) Letterhead and memorandum stationery must be electronically generated. (See figs G–1 and G–2 for requirement for the DOD logo and placement on paper.) Font must be either Helvetica or Arial. Printer resolution must be 300 dpi 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.

G–4. Envelopes

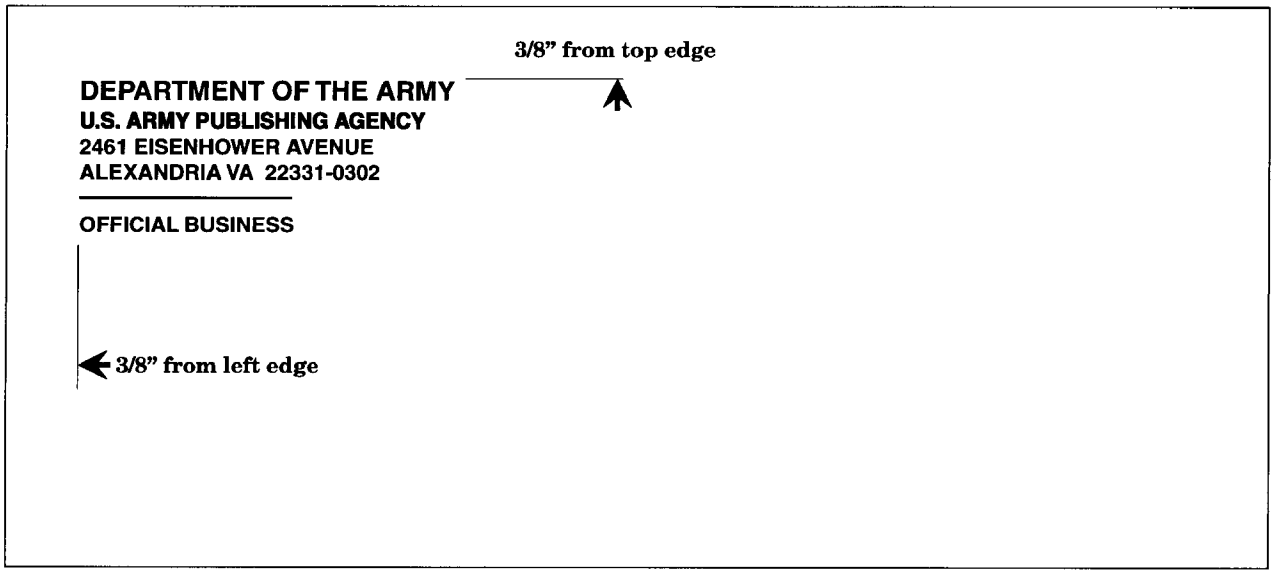
a. GPO/GSA stocked and issued unprinted mailing envelopes must be used. Use of office laser printer to imprint the return address and mailing address on envelopes is encouraged. Use black ink only. Print the return and mailing addresses at the same time; do not print return addresses on envelopes before they are needed. See figure G–3 for a sample format for envelopes.

b. If preprinted envelopes are required, they must be requisitioned as follows:

(1) HQDA agencies within the NCR must submit DA Form 260 through the HQDA PCO to the Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, or daform260@hqda.army.mil.

(2) Non-HQDA agencies in the NCR, ordering any quantity, must submit DA Form 260 through the designated functional manager to the Director, APD, ATTN: JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.

(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. Note the size and position of the type in figure G–3. In requests for reprinting existing envelopes, include two printed samples and negatives, if available.



Notes:

Face of the envelope is shown. Opens on top edge. When using short edge-opening envelopes, the opening is on the right. All type is Helvetica bold, flush left. DA line is 10 point, all others are 8pt. Line space between city and state and official business is equal to two hard returns. Rule is 1 point equal in lenth to the phrase "Official Business."

Envelopes are drawn from the Government Printing Office supply catalog issued quarterly.

Figure G–3. Sample format for envelopes

(4) Field activities must have their envelopes printed through the DAPS or by an Army field printing and duplicating facility having 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.

G–5. Microfiche publications

a. Eye-readable film cover. Each publication must contain an eye-readable film cover similar in design and content to conventional publications, which must also include distribution instructions and authentication.

b. Table of contents. The table of contents may be on an eye-readable film or contained on the first frame of the microfiche publication. It must include paragraph, page, and microfiche numbers and frame or grid coordinates. If an eye-readable table of contents is used, computer output microfilm- (COM) produced publications need not be indexed in the lower right corner of the individual microfiche.

c. Page markings. Microfiche frames (pages) must carry page numbers and/or coordinates.

d. Headers.

(1) Positive header titling must be used for both source documents and COM-produced microfiche when possible. Titling for unclassified publications must follow the format shown in figure G–4.

Superintendent of Documents
Title
Fiche 1 of 1

Number
Publication Number
Publication

Date

Figure G–4. Unclassified microfiche publications header

(2) The Superintendent of Documents number will be furnished by the Director, APD, ATTN: JDSO–PAP–D, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302. Classified publications must carry the classification in the upper left corner in place of the Superintendent of Documents number. Other needed information must be included in the top row of the title.

e. Reduction ratios Microfiche produced by source document filming must be in 24X, 98 frames per fiche format. COM-produced microfiche must be in 48X, 270 frames per fiche format except for those carrying halftones; these microfiche may be in the 24X, 98 frames format for greater legibility.

f. Page/frame formats. Frames must be arranged horizontally if the equipment used to produce the original masters has this capability. Frames must be enclosed in a line box to distinguish between frames. COM produced microfiche must be prepared in two-column, 14-inch by 11-inch (356mm by 279mm) page format.

g. Point sizes. Point sizes for alphanumeric COM are determined by equipment capability. Minimum type size for both graphic quality COM and source document text material is 10 point for illustrations and 7 point for tabular data.

h. Source document. Printed (source) documents may be filmed to produce microfiche masters. Maximum copy size must be 17½ by 12½ inches (445mm by 318mm). Bound books furnished as source documents must be cut apart for filming.

i. Print image magnetic tapes. Files must be recorded on a 9-track tape having a 1,200-foot (36,576cm) or 2,400-foot (73,152cm) by ½-inch (13mm) reel at a density of either 800 or 1,600 bytes per inch. Tapes must be comparable with standard extended binary coded decimal interchange code (EBCDIC) or ASCII character set. The data must consist of records not exceeding 3,000 characters.

j. Full text database tapes. Files must be recorded on a 9-track tape having a 1200-feet (36,576cm) or 2400-feet (73,152cm) by ½-inch (13mm) reel at a density of either 800 or 1600 bytes per inch. Tapes must be comparable with standard computer generated tapes and must use a standard EBCDIC or ASCII character set. These tapes must be nonlabeled with a leading tape mark. The data must be unblocked and consist of records containing 3,000 characters. The last record must be padded with blanks. These records must not contain a block or record count field. They must be undefined records.

k. Master microfiche. Microfiche masters must be furnished in cut form as follows: type I (silver halide), class 1 (original camera master fiche, first generation), kind N (negative) or P (positive), reduction ratio 24:1 or 48:1.

l. Illustration copy. Illustration copy is original line or continuous tone artwork that is scanned and digitized for input to a phototypesetting device. Artwork must be free from dust, dirt, markups, blots, smears, smudges, or other spots. It must also be free from creases, folds, or scratches in the image area. Other specifications are given below:

(1) *Line work.* Line work must be black on a matte white background. Existing lines must be clean cut, opaque, uniform, and properly spaced for legible reproduction by microfilm. Art with weak or thin lines must be reworked. Best results will be obtained from original drawings on a uniform background without pasteups. Matte prints of original pasteup art must be provided. Line weight must be not thinner than 1 point when using various line weights. Other line weights must be proportionally heavier in weight. Minimum distance between parallel lines is one-sixth of an inch (4mm).

(2) *Callout numbers.* Callout numbers must not be enclosed by a circle. Callouts must be indicated by a dark, short, 1-point line or arrow which breaks adjacent lines on both sides and is clearly separate from adjacent lines visually.

(3) *Continuous tone photos.* Continuous tone photos and previously printed halftone illustrations must be converted to line drawings or digitized halftones.

(4) *Digitized illustrations.* Data for digitized illustrations must be furnished on 9-track magnetic tape having a 1,200-foot (36,576cm) or 2,400-foot (73,152cm) by ½-inch (13mm) reel at a density of 800 or 1,600 bytes per inch.

m. Microfiche distribution duplicates. Microfiche distribution duplicates must be negative image (clear letters on dark background) on high-contrast blue-black or black-diazo film.

n. Printing requests for micropublishing. In addition to the DA Form 260, proponents must:

(1) Include the information below in an enclosure to the DA Form 260.

(a) Special data pertinent to the publication to be micropublished and necessary to its printing in microfiche.

(b) Titling information.

(c) Film cover and table of contents information.

(d) Special indexing information.

(2) Furnish the items below with the DA Form 260, as applicable.

(a) Print image magnetic tapes and record layout and pagination instructions.

(b) Full text database tapes plus coding layout and pagination instructions.

(c) Source documents.

(d) Digitized illustrations or illustration copy.

(e) Master microfiche. One set of silver originals, two sets of silver duplicates, and two sets of diazo duplicates (generated from a silver duplicate) must be included, as appropriate.

Appendix H
Series Numbers and Titles for Administrative Publications

H–1. Series numbers and titles for administrative publications

All administrative publications must be assigned a series number, title, and a subnumber. Table H-1 provides the series numbers and their titles for administrative publications. See chapter 9 for the numbering scheme for administrative publications.

H–2. 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 Director, APD, ATTN: JDSO-PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, for approval.

Table H–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.

Table H–1
Series numbers and titles for administrative publications—Continued

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 (Being converted to 25–70 through 25–89.)
Title: Army Automation
Description: See 25–70 through 25–89.

Series Number: 20
Title: Assistance, Inspections, Investigations, and Follow up
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 the 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, above.)
Subnumbers 25–10 through 25–29, Information Management: Telecommunications. Policy, direction, planning, testing, and operation of communications and electronics systems such as radio, telephone, facsimile 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.

Table H–1
Series numbers and titles for administrative publications—Continued

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 U.S. General Accounting Office.

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 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 Military Airlift Command or commercial airlift; air traffic facilities and activities; arrangements for air transportation; and aerial terminals and ports.

Table H–1
Series numbers and titles for administrative publications—Continued

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 Development
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.

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, 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: 105 (Being converted to 25–10 through 25–29.)
Title: Communications-Electronics
Description: See 25–10 through 25–29.

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 NGB. National Guard air defense program and personnel and logistical support. Excludes publications that are generally related to USAR and Reserve Components (including both the National Guard and USAR); these publications are placed in the 135 or 140 series.

Table H–1
Series numbers and titles for administrative publications—Continued

Series Number: 135
Title: Army National Guard of the United States and Army Reserve
Description: Organization, administration, training, and logistical support of the Reserve forces (the National Guard 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.

Series Number: 165
Title: Religious Activities
Description: Functions and duties of chaplains and auxiliary chaplains; religious programs, including services, sacraments, and rites; use of chapels and similar activities; character guidance; and religious reports.

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: 210
Title: Installations
Description: Responsibilities of installation commanders and administrative and management functions pertaining to installations. Subject functional areas include activation and inactivation, site and master planning, quarters and housing, commercial solicitation, financial institutions, sale of products and services, and similar functions applicable at 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 Army-wide, 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.

Table H–1
Series numbers and titles for administrative publications—Continued

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.

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 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: 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.

Table H–1
Series numbers and titles for administrative publications—Continued

Series Number: 385
Title: Safety
Description: Administration of the Army Safety Program, which is directed toward accident prevention Army-wide. 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.

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 210 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, 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, communications security, 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 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 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 civilian personnel not specifically provided for in other 600 series or subjects containing procedures pertaining to more than on personnel series.

Table H–1
Series numbers and titles for administrative publications—Continued

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.

Series Number: 602
Title: Solider—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 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 the 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 military occupational specialties 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.

Table H–1
Series numbers and titles for administrative publications—Continued

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.

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: Deceased Personnel
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 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 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 Civilian Personnel Program, including recruitment, placement, details, career development, employee-management relations, and other related matters. Other 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.

Table H–1
Series numbers and titles for administrative publications—Continued

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.

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 Pams) 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 issue of 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: 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.

Table H–1
Series numbers and titles for administrative publications—Continued

Series Number: 755
Title: Disposal of Supplies and Equipment
Description: Reporting, using, screening, redistributing, and disposing of excess, surplus, and foreign excess personal property.

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: 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 National Board for Promotion of Rifle Practices and the Office of Director of Civilian Marksmanship. 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.

Appendix I
Interactive Electronic Technical Manual Checklist for PCOs

I–1. Interactive electronic technical manual (IETM) checklist

a. Item #1. Does the IETM contain classified information?

(1) If yes, go to item #2.

(2) If no, go to item #3.

b. Item #2. Is the CD–ROM label marked with proper security classification markings? (See para C–2 of this regulation; AR 25–30; and MIL–STD–40051, para 4.9.19.)

(1) If yes, go to item #3.

(2) If no, properly secure the IETM and notify appropriate technical writer.

c. Item #3. Has the IETM been scheduled, using AMC Form 1217? (See AMC Supplement 1 to AR 25–30, para 1–20*c*(1) (http://www.logsa.army.mil).)

(1) If yes, go to item #4.

(2) If no, schedule the IETM.

d. Item #4. Has the IETM been completely verified for accuracy, adequacy, and usability? (See publications concurrence sheet.)

(1) If yes, go to item #5.

(2) If no, return to appropriate technical writer for complete verification. (See paras 14–3*c*(2) and 14–14*d*.)

e. Item #5. Is the IETM a Joint Service publication?

(1) If yes, go to item #6.

(2) If no, go to item #10.

f. Item #6. Is the Army the lead service?

(1) If yes, go to item #7.

(2) If no, see AR 25–36.

g. Item #7. Are all using Services' publication numbers included? (See MIL–STD–40051, paras 5.3.1.1.1 and 5.4.1.4.1.)

(1) If yes, go to item #8.

(2) If no, return to appropriate technical writer for assignment of publication numbers. (See AR 25–36, para 6*a*(7).)

h. Item #8. Are all using Services' authentication blocks/statements included? (See AR 25–36, para 6*b*(3).)

(1) If yes, go to item #9.

(2) If no, return to appropriate technical writer for action.

i. Item #9. Does DA Form 260 include other Services' replication requirements and address to which copies are to be sent? (See AR 25–36, para 6*a*(7).)

(1) If yes, go to item #10.

(2) If no, return to appropriate technical writer for action.

j. Item #10. Does the IETM include manuals from other commands?

(1) If yes, go to item #11.

(2) If no, go to item #12.

k. Item #11. Has written approval been obtained from each proponent—permitting placement of their publications on the IETM? (See para D–1*c*.)

(1) If yes, go to item #12.

(2) If no, return to appropriate technical writer for action.

l. Item #12. Does the IETM CD–ROM contain individual IETMs?

(1) If yes, go to item #13.

(2) If no, go to item #14.

m. Item #13. Does each of the individual IETMs contain an authentication number and PIN, if applicable?

(1) If yes, go to item #17.

(2) If no, obtain authentication number and PIN from APD.

n. Item #14. Does the IETM contain both departmental (DA) and non-departmental (command) publications? (See para I–2*a*.)

(1) If yes, go to item #15.

(2) If no, go to item #17.

o. Item #15. Does each of the individual DA publications contain an authentication number and PIN, if applicable? (See para D–9.)

(1) If yes, go to item #16.

(2) If no, obtain authentication number and PIN from APD.

p. Item #16. Does each of the individual command publications contain an authentication block, complete with signature?

(1) If yes, go to item #17.

(2) If no, obtain authentication block, complete with signature.

q. Item #17. Has the IETM been scanned and found free of viruses? (See para D–2*b*.)

(1) If yes, go to item #18.

(2) If no, scan and clean viruses.

r. Item #18. Does the IETM contain an installation/uninstall routine in accordance with MIL–STD–40051, para 5.4.1.1?

(1) If yes, go to item #19.

(2) If no, return to appropriate technical writer for corrective action.

s. Item #19. Has the IETM's installation/uninstall routine been successfully tested and found free of errors? (See MIL–STD–40051, para 5.4.1.1.)

(1) If yes, go to item #20.

(2) If no, return to appropriate technical writer for corrective action.

t. Item #20. Does the IETM contain a distribution restriction statement and, if applicable, export control warning and destruction notice? (See paras 17–1*b* and *c*, 17–2, and 17–3.)

(1) If yes, go to item #21.

(2) If no, return to appropriate technical writer for corrective action.

u. Item #21. Is the IETM face, flyleaf, jewel case or mailer prepared in accordance with MIL–HDBK–1222, para A.5.1?

(1) If yes, go to item #22.

(2) If no, return to appropriate technical writer for corrective action.

v. Item #22. Does the IETM contain copyright/proprietary material? (See para 2–37*a*.)

(1) If yes, go to item #23.

(2) If no, see item #25.

w. Item #23. Does the government have unlimited use and replication rights for the IETM?

(1) If yes, go to item #25.

(2) If no, go to item #24.

x. Item #24. Does the related contract specifically state how many copies may be replicated?

(1) If yes, go to item #25.

(2) If no, contact local legal counsel. (See para 2–36.) Ensure DA Form 260 reflects number of copies that may be replicated.

y. Item #25. Have more than 15 calendar days passed since the IETM date was assigned?

(1) If yes, contact APD for proper date and return IETM to appropriate technical writer for corrective action.

(2) If no, go to item #26.

z. Item #26. Is the IETM properly numbered? (See chap 14, sect III.)

(1) If yes, go to item #27.

(2) If no, return to appropriate technical writer for corrective action.

aa. Item #27. Does IETM contain proprietary/licensed run-time display software or software required to support free/government-owned run-time software? (See AR 25–30, para 3–16*a*(4).)

(1) If yes, go to item #28.

(2) If no, go to item #30

ab. Item #28. Has a waiver been obtained from LOGSA?

(1) If yes, go to item #29.

(2) If no, return to appropriate technical writer for corrective action.

ac. Item #29. Does licensing agreement cover all replication requirements (for example, schoolhouses, libraries, stations) as well as active units? (See para I–2*b*.)

(1) If yes, go to item #30.

(2) If no, contact local legal counsel (See para 2–36.) Ensure DA Form 260 reflects number of copies that may be replicated.

ad. Item #30. Do the hyperlinks work properly (that is, do they take you to the proper place, to include figure and table hyperlinks)?

(1) If yes, go to item #31.

(2) If no, return to the appropriate technical writer for corrective action.

ae. Item #31. Is the IETM free from the irregular wrapping of text?

(1) If yes, go to item #32.

(2) If no, return to the appropriate technical writer for corrective action.

af. Item #32. Is the IETM "chunked" into segments of data accessible by "Next" function or limited scrolling vs. extensive scrolling?

(1) If yes, go item #33.

(2) If no, return to the appropriate technical writer for corrective action (breaking down into smaller frames).

ag. Item #33. Does the IETM contain the correct Chief of Staff Army and Administrative Assistant to the Secretary of the Army signature blocks?

(1) If yes, go to item #34.

(2) If no, PCO will provide correct signature block(s) to appropriate technical writer for inclusion in IETM.

ah. Item #34. Prepare DA Form 260 and forward IETM to APD. Forward copy of IETM to USAMC LOGSA (AMXLS–AP) concurrently with submission to APD. (See para I–2*c*.)

I–2. IETM checklist notes

a. Only -50 level IETMs will contain non-departmental publications.

b. If proprietary/licensed run-time display software must be used, the related waiver must state that a quantity of IETMs sufficient to satisfy all replication requirements has been acquired.

c. If IETM is new (not a revision), ensure EM, PIN, and IDN are included.

Appendix J
Field Printing

Section I
Obtaining Field Printing and Duplicating Services

J–1. Primary role

Published materials essential to 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 DAPS, or procured from GPO. Table J–1 gives criteria for determining whether printing and duplicating can be produced by in-house facilities or whether it should be procured through DAPS or GPO sources.

J–2. Requisitioning services

a. In-house facilities. Field printing and duplicating services can be requisitioned by submitting a completed Department of Defense Form (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 J–2 for instructions on completing DD Form 844). These forms do not apply to self-service copier operations. Self-service copy requirements are determined at the local level. The designated functional manager certifying that requested work is essential to the mission of the commander should sign all printing requests.

b. DAPS. Printing and duplicating must be requisitioned from the supporting DAPS office in accordance with established local procedures.

Table J–1
Reproduction decision logic table (CONUS 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
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.

Note:
1. Proponents should be advised of the time required for commercial procurement and of guidelines regarding in-house production.

Table J–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 DAPS 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. DAPS 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 (216mm by 279mm).
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.
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.

Section II
Establishment and Discontinuance of Field Printing and Duplicating Facilities

J–3. Obtaining approval to establish a facility

Submit request for approval to establish field printing and duplicating facilities through channels to Director, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302. 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—

(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 days or 5–10 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 J–1), and provide the APD authorization number.

A	B	C[1]																			
	Normal life	Age in years																			
Condition group	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 adjust, repair, and replace minor parts, 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 J–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 J–3 for instructions for completing this form.)

f. Number of military and 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 J–3
Preparation instructions for DA Form 5695

Heading	Instructions
1. Fiscal Year (FY)	Enter the FY in which equipment will be purchased.
2. MACOM/FOA	Enter the abbreviated name for the major Army command 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.

Table J–3
Preparation instructions for DA Form 5695—Continued

Heading	Instructions
5b. DODAAC	Enter requesting activity's DOD activity address code (DODAAC)
6. Requirement Statement (RS) Number	Enter the RS number assigned at the MACOM or FOA level.
7. RS Title	Enter the RS title assigned at the MACOM or FOA level.
8. Project number	Leave blank. The Materiel Developer assigns (this number.)
9. TDA/UIC number	Enter unit identification code.
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 (ID) number	Enter the facility identification number assigned by APD that authorizes the facility. For example, the ID 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 utilized 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. MACOM	Enter the priority assigned by the MACOM 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 number 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	
a.	Check "Publishing."
b.	Enter "Field Printing and Duplicating Program."
18. Short Title of Requirement/Project	N/A
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 or other installations or the MACOMs? 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.

Table J–3
Preparation instructions for DA Form 5695—Continued

Heading	Instructions
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	
a. Equipment Description	List the equipment that must be replaced; include equipment authorization number.
b. Condition	Describe current condition.
c. Manufacturer/ Model/ Serial No.	List manufacturer, model number, and serial number.

J–4. Transfer of equipment

a. Equipment items listed in tables J–4 through J–7 (with note 1) that are serviceable but no longer needed at the current location may be transferred to another location within the MACOM. The gaining organization must provide the Director, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, with notification of completion of the transfer action. Notification must include the following:

(1) Authorization number
(2) MACOM/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 J–4 through J–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 MACOM, may be transferred outside of the MACOM. Notify the Director, APD, of equipment availability. APD will notify other commands of its availability and determine where the equipment will best serve 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)

J–5. Disposal of equipment

a. Requests to dispose of printing, binding, and related equipment identified in tables J–4 through J–7 (with note 1 or 2) should be forwarded through command channels to Director, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302. 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, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, with notification which includes:

(1) Authorization number.
(2) MACOM/FOA.
(3) Facility number.
(4) Installation.
(5) Nomenclature.
(6) Manufacturer.
(7) Model number.
(8) Serial number.
(9) Date of disposal.

Table J–4
Composing and related equipment

Printing equipment requiring APD approval	Notes
Cameras, composing	2
Computer output microform devices	2,3
Keyboards, tape/disk activated, for operating phototypesetting machines	2
Molding machines, rubber or plastic, molding from type	2
Photocomposition devices, display matter	1
Photographic/electronic character generating devices (Laser printers)	2
Phototypesetting machines	2

Notes:
[1] These items may be acquired by TDA activities when approved by APD.
[2] These items require prior notification to JCP by APD before they are used in connection with printing operations.
[3] Justification and requirements must be submitted to the Director, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, when required for microform duplicating operations.

Table J–5
Camera, platemaking, and related equipment

Printing equipment	Notes
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

Table J–5
Camera, platemaking, and related equipment—Continued

Printing equipment	Notes
Vacuum frames, printing, plate	1,2

Notes:
[1] These items may be acquired by TDA activities when approved by APD.
[2] These items require prior notification to JCP by APD before they are used in connection with printing operations.
[3] Justification and requirements must be submitted to the Director, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, when required for microform duplicating operations.

Table J–6
Printing, duplicating, and related equipment

Printing equipment requiring APD approval	Notes
Dampener cleaners, press	1,2
Driers, press	1,2
Duplicator/copier: 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
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, or 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
Thermographic or embossing	1,2

Notes:
[1] These items may be acquired by TDA activities when approved by APD.
[2] These items require prior notification to JCP by APD before they are used in connection with printing operations.

Table J–7
Binding and related equipment

Printing equipment requiring APD approval	Notes
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

Table J–7
Binding and related equipment—Continued

Printing equipment requiring APD approval	Notes
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
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] These items may be acquired by TDA activities when approved by APD.
[2] These items require prior notification to JCP by APD before they are used in connection with printing operations.
[3] Justification and requirements must be submitted to the Director, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, when required for microform duplicating operations.

Section III
Equipment Classification

J–6. Printing equipment classification

a. Printing, electronic publishing, duplicating, binding, and related equipment is grouped according to certain basic types by JCP. Tables J–4 through J–7 define the basic types of equipment and approval levels.

b. Table J–8 identifies various categories of self-service copiers. The following are restricted from use in a self-

service environment without prior approval from the Director, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302. Those installations supported by the DAPS should coordinate requirements with the local DAPS office. (See fig J–2 for sample memorandum format.)

Table J–8
Guidelines for self-service copiers

Criteria	Automatic model copiers		
	Group 1	Group 2	Group 3
Letter-size multiple copies per minute (group determinant)[1]	25-69	15-24	0-14
Copy paper loading facility	Yes	Yes	Yes
Multiple copy dial-up	Yes	Yes	Yes
Ratio of copies to original[2]	25	25	25
Produces black and white and single color copies	Yes	Yes	Yes
Recommended range of monthly volume of reproduction[2]	15,000 to 75,000	3,000 to 25,000	0 to 10,000

Note:
1. Number of copies per minute determines group in which a given copier falls.
2. The recommended volume ranges, average monthly volumes, and ration figures are not mandatory. They are for guidance only and are intended as reasonable limits. Depending on the particular application, actual production or ratio may vary. The maximum number of copies to original on any machine is 25.

(Letterhead)

OFFICE SYMBOL (Marks Number)

MEMORANDUM THRU (P/DCO or designated functional manager)

FOR (Designated approval authority)

SUBJECT: Copier Equipment Request

1. References:
    a. AR 25-30.

    b. (MACOM or agency supplement to AR 25-30.)

2. Background. (Provide background information identifying the problem, condition, or reasons leading to the request.)

3. Objective. (Briefly summarize the overall purpose, goal, or benefit to be achieved in accepting this request. Include other than monetary benefits expected from the proposed equipment. Fully explain anticipated gains in personnel time and justify the
selection of the requested copier over comparable copiers of the same group.)

4. Equipment requested.

    a. (Specify model, manufacturer, and copier group.)

    b. (Include special features or additional accessories; for example, two-sided copying, automatic document feeder, automatic duplexing, collating, and reduction capabilities.)

    c. (Provide at least one alternative proposal from a different vendor considered in the selection process.)

    d. (Provide the approval control number of the copier identified for turn-in if the request is for a replacement copier.)

5. Estimate the types of material to be copied during a typical month.

    a. (Include description of each type.)

    b. (Give number of originals, by type.)

    c. (Include average number of copies to be made of each original.)

    d. (Indicate copy to original ratio.)

    e. (Give monthly estimate of volume.)

Figure J–2. Sample copier request memorandum

6. Other information.

a. (Include distance from nearest copier that would satisfy existing requirement.)

b. (Give the proposed location of requested copier (building, room).)

c. (Indicate the quantity and security classification of classified material to be reproduced, if applicable.)

d. (Justify fully any unforeseen increase in the amount of material to be reproduced. Give the basis for the increase such as a change in mission or function.)

e. (Include a completed DA Form 4951 for each copier being considered.)

7. Method of procurement.

a. (Indicate whether the copier will be procured under flat rental, metered rental, or purchase.)

b. (Indicate if equipment qualifies for purchase under the Quick Return on the Investment Program or if it will qualify after the initial rental period.)

8. Basis for request (enter justification).

a. (Indicate procedures currently used for copying material and state why existing copiers cannot be used; for example, relocation or centralization.)

b. (Identify nonmonetary benefits, if any, to be derived from proposed equipment. This information may be incorporated in paragraph 6.)

c. (Include current monthly cost (for example, rental, purchase, maintenance, supplies) of producing copies.)

d. (Give estimated total monthly cost (rental, purchase, maintenance, supplies, and so forth) of proposed copier.)

e. (Include for special purpose.)

Figure J–2. Sample copier request memorandum—Continued

(1) Copier/duplicator machines with a speed of 70 copies per minute and above, either as single placements or under cost-per-copy contracts.

(2) Equipment used for special applications (for example, plate or master making, engineering drawing printer/copier map or chartmaking).

(3) Equipment classified in tables J–4 through J–7 or used in a controlled environment with a dedicated operator. (See glossary for definition of controlled environment.)

c. 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 Director, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302. 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.

d. Digital multifunctional devices capable of imaging, scanning, and producing a printed copy may be used as self-service copier devices provided the output speed does not exceed 70 copies per minute. Networking these devices must be in accordance with established network security procedures.

J–7. Acquisition of printing, binding, and related equipment

Agencies and commands must implement procedures for maintaining control and accountability of printing, binding, and related equipment resources. Tables J–4 through J–7 identify typical types of equipment that may be procured to support publishing, printing, binding, duplicating, and related processes.

J–8. Production units of measurement

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 J–9 for estimated minimum production standards.)

b. A production unit of conventional printing and duplicating is one 8½ inches by 11 inches (216mm x 279mm) sheet that is printed on one side and in one color.

Table J–9
Estimated minimum production standard

Process	Unit	Standard per hour[1]
Composition (Straight text input)	1 character	11,000
Page makeup (Pagination and copy fitting)	8½ X 11 (216mm x 279mm)	(To be determined)
Photocomposition (To include page makeup and design)	8½ X 11 (216mm x 279mm)	(To be determined)
Negatives Negatives (nonautomatic) Stripping Deflat negatives Negatives (automatic)	8½ X 11 (216mm x 279mm) 8½ X 11 (216mm x 279mm) Flat unit value 8½ X 11 (216mm x 279mm)	37 27 60 55
Offset duplicating (10 X 15 (254mm x 381mm), 11 X 17 (279mm x 432mm)) (In-line sorting)		
Paper master Run-10 X 15 (254mm x 381mm) — one side Run-10 X 15 (254mm x 381mm) — two side Run-11 X 17 (279mm x 432mm) — one side Run-11 X 17 (279mm x 432mm) — two side	10 X 15 (254mm x 381mm)Master 8½ X 11 (216mm x 279mm) 8½ X 11 (216mm x 279mm) 8½ X 11 (216mm x 279mm) 8½ X 11 (216mm x 279mm)	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 (216mm x 279mm) (single-side) 8½ X 11 (216mm x 279mm) (duplex) 8½ X 11 (216mm x 279mm) (single-side 8½ X 11 (216mm x 279mm) (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(216mm x 279mm) Impressions=6 8½ X 11(216mm x 279mm) Impressions=8 8½ X 11(216mm x 279mm)	3,700 3,700 2,750
Fold/perforate Make ready/run	Sheet unit Value=1 8½ X 11 (216mm x 279mm)	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 (216mm x 279mm))	350 2,900

Table J–9
Estimated minimum production standard—Continued

Process	Unit	Standard per hour[1]
Stitch/staple	Impact=1 stitch	1,000
Adjacent stitching	Impact=2 per book	750
Side stitch/staple	Impact=2 per book	500
Saddle stitch/staple		
Miscellaneous binding services	Pad (100 sheets per pad)	500
Padding	Fastener (inserting 1 ea.)	55
Acco fastener	Screw post (inserting 1 ea.)	75
Screw posts	100 sheets (8½ X 11 (216mm x 279mm))	300
Glue bind	1 book	100
Perfect bind makeready/run		
Wrap	Wrap (10 pads)	80
Shrink wrap	Wrap (10 pads)	650
Thermal seal/plastic wrap		

Notes:
[1] Actual production may vary depending on equipment configuration and condition of equipment.

J–9. Computation of production (conventional and electronic)

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 J–10. See also the English-to-metric measurement conversion chart in table J–11.)

Table J–10
Maximum sheet and equivalent unit size of press

Sheet size (Metric equivalents for these measures appear in table J–11.)	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 J–11
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

J–10. Production standards and limitations for printing and duplicating

a. Recommended minimum production standards are used in table J–9 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). 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.

Section IV
Printing Records and Reports

J–11. 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 J–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 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 regional printing procurement office (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 DAPS contract requirements and procurement of printing. Records should show only the percentage of salary (including benefits and administrative support) dedicated to DAPS 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 J–12
Preparation instructions for DA Form 5394–1

Heading	Instructions[1]
MACOM/FOA	Enter “Army” and command or agency name.
Complete facility address	Enter name and complete location of facility, to include building and room number, installation, state, and address.
FAC/ID number	Enter facility ID number assigned by APD.
For FY	Enter period ending (September and year).
Section A— Strengths	Report the authorized and assigned personnel strengths, military and 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 fiscal year 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.

J–12. 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, APD, ATTN: JDSO–PAT–S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302) within 30 calendar days after the close of the fiscal year for which the report is due. All forms must be signed and dated. Table J–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 J–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 J–14).
d. JCP Form 5.
e. JCP Form 6 (Annual Inventory of Stored Equipment) (see table J–15).

Table J–13
Printing facility report forms

Form	Report	RCS	Prepared by	Frequency/ due date
DA Form 5394–1 (table J–12)	Printing Facilities Productivity Report (Attach to JCP Form 1.)	DD–COMP (AR) 1467	Commands. All printing and duplicating facilities.	Annually (1 Oct–30 Sep) Due 31 Oct
JCP Form 1	Printing Plant Report	DD–COMP (AR)1467	Commands. All printing and duplicating facilities under Army oversight	Annually (1 Oct–30 Sep) Due: 31 Oct
JCP Form 2 (table J–14)	Commercial Printing Report	DD–COMP (AR)1467	Commands (CONUS only). All installations or activities procuring printing directly from commercial sources with appropriated funds.	Semi-annually (1 Oct–31 Mar; 1 Apr–30 Sep) Due: 30 Apr and 31 Oct
JCP Form 5 (table J–15)	Annual Plant Inventory	DD–COMP (AR)1467	All printing and duplicating facilities.	Annually (1 Oct–30 Sep) Due: 31 Oct
JCP Form 6 (table J–15)	Annual Inventory of Stored Equipment	DD–COMP (AR)1467	Commands. All printing and duplicating facilities.	Annually (1 Oct–30 Sep) Due: 31 Oct

Table J–14
Preparation instructions for JCP Form 2

Heading	Instructions
Name of department or agency	Enter “Army,” MACOM/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) (Fiscal Year).
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.
Style of binding (if any)	Self-explanatory.
Total cost including paper	Self-explanatory.
Signature and date	Sign and date this form.

Table J–15
Preparation instructions for JCP Form 5 and JCP Form 6

Heading	Instructions
Name of department or agency	Enter "Army," MACOM/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 (tables J–4 through J–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 J–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.

Section V
Self-Service Copier Management

J–13. Self-service copier management

The installation commander must manage acquisition, operation, and accountability for self-service copiers (including color self-service copiers). The installation commander must also promote economies and efficiencies in self-service copier applications throughout the installation. The determination as to whether to lease or purchase copier equipment, or acquire support through a cost-per-copy contract, must be made on the basis of economies.

a. Acquisition of equipment. Self-service copiers (including color self-service copiers) must not be acquired to circumvent the use of the installation printing or duplicating facility. An administrative request (fig J–2), along with a completed DA Form 4951 (Lease/Purchase Analysis for Copying/Duplicating Machines), should be submitted to the designated functional manager for validation (technical review) prior to acquisition, as required by agency or MACOM guidance. These items should be submitted after notification of requirement statement approval. As a minimum, one alternate proposal from a different vendor is to be considered in the selection process. (See para J–15 for computing depreciation for self-service copiers.)

b. Cost-per-copy (CPC)/site plan service contracts. A cost-benefit analysis, which clearly documents that this service option is more cost-effective than actual purchase of the copier equipment, must be conducted prior to entering into a service contractual agreement. The condition of existing copier equipment available, the cost of exercising any buyout options on existing equipment, and the useful life of owner equipment must be considered. The copier manager should maintain the following records:

(1) Equipment brand and model in each volume band.

(2) Location of equipment (organization, building, and room number).

(3) Number of copies produced monthly in each volume band for each copier.

(4) Total cost per volume band (including copies, developer, toner, fuser, and paper) when included in the CPC contract.

c. Approval authority. Self-service copiers or a service contract may not be procured before the technical review (validation) process outlined in *a*, above, is completed. A copy of the documentation (administrative request and DA Form 4951) must be attached to each procurement action. Levels of validation authority for self-service copiers are as follows:

(1) Copier managers have technical review responsibility for self-service copiers; that is, for machines up to and including a maximum rated speed of 70 copies per minute.

(2) TOE units normally obtain their self-service copiers support while in garrison through the supporting logistics activity. Such equipment, whether rented or bought, will become station property. An exception is the acquisition and use of tactical document copiers for MTOE units, activities, or major elements. The authority for the acquisition of these copiers is in CTA 50–909.

d. Evaluating requests. In evaluating requests for self-service copiers, the main concern is whether the proposal is cost-effective and if a valid need exists. The copier manager must also determine if currently available copiers or printing and duplicating capabilities can satisfy these requirements.

(1) The copier manager, upon completion of the validation process must—

(a) Record the requirement statement authorization control number. This number must be referred to in all future correspondence relating to the copier requirements.

(b) Coordinate with the requesting activity before recommending a substitute copier to ensure that it will meet user needs.

(2) The copier manager must retain a copy of the validation document (DA Form 4951) until the copier is replaced or disposed of.

e. Replacing copiers. The copier manager may replace copiers when operation is determined unreliable and repair is not cost-effective. Copiers should not be replaced solely on the basis of being fully depreciated. Many machines have a serviceable life of more than 5 years and remain cost-effective to operate.

J–14. Controls on self-service copiers

Appropriate controls and use procedures must be implemented. Local conditions dictate equipment characteristics and internal operating procedures. The copier manager must ensure the following is accomplished:

a. Prepare DA Form 4951 at the time of initial acquisition and prior to purchase or lease renewal.

b. Take action to replace a copier with a more efficient one in a lower of higher group, or consolidate the reprographic support, if these statistics indicate that a given copier consistently—

(1) Fails to produce the monthly volume (minimum number of copies) provided in the basic price plan.

(2) Exceeds the manufacturer's recommended maximum monthly number of copies.

J–15. Depreciation of self-service copiers

The following guidelines are provided to determine the depreciation of self-service copiers to use on DA Form 4951 or to prepare other cost figures.

a. To determine the monthly depreciation of a newly purchased copier, divide the original cost (including accessories) by 60 months. This figure will be the monthly depreciation cost.

b. To determine the monthly depreciation of a copier that is purchased after having been leased, use the formula below:

(1) First, subtract the number of months rented from 60 months.

(2) Second, subtract the manufacturer's rental credits from the original purchase price of the copier. This figure will be the reduced price of the copier.

(3) Third, divide the reduced purchase price by the adjusted number of months (the number in the first part of this formula). This figure will be the monthly depreciation for the newly purchased copier.

c. To determine the annual total depreciation cost for originally leased copiers that are later converted to purchased during the reporting period, multiply the monthly depreciation by the number of months that the equipment was utilized during the reporting period.

d. To report a copier that is more than 60 months old, use zero depreciation. These copiers are 100 percent depreciated.

J–16. Disposal of self-service copiers

Every effort should be made to make excess Government-owned self-service copiers available to other organizations prior to turn in to property disposal officials. When equipment has been declared excess or is no longer serviceable, disposal must be initiated in accordance with established property disposal procedures.

J–17. Self-service copier records

Consolidated annual statistics for owned, leased, or contract service copiers are required to be maintained at agencies/activities, commands, or installations and made available to the director APD upon request. Records maintained by the command or agency must include—

a. Equipment brand, model number or name, and serial number.

b. Type of procurement (lease/purchase/cost per copy) and installation date.

c. Purchase price (if owned).

d. Equipment characteristics, such as production speed, accessories, or special features.

e. Record of repair and maintenance.

f. Machine location.

g. Number of copies produced annually.

h. Total annual depreciation.

i. Total annual rental cost.

j. Total annual maintenance cost.
k. Total annual cost of supplies.
l. Total annual cost of all components.
m. Cost per copy.

Section VI
Specification and Standards for Printing

J–18. Format

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 J–16).

Table J–16
Army publications trim sizes

Trim size (width x depth in inches)	Equipment publications	Doctrinal/training publications
17 x 11 (432mm x 279mm)	X	
16½ x 10¾ (419mm x 273mm)	X	
11 x 8½ (279mmX 216mm)	X	
8½ x 11 (216mm x 279mm)	X	X
8⅜ x 10⅞ (212mm x 276mm)		X
8¼ x 10¾ (209mm x 273mm)	X	
8⅛ x 10⅞ (206mm x 276mm)		
7⅞ x 10¼ (200mm x 260mm)	X	X
7¾ x 10¼ (197mm x 260mm)	X	X
6½ x 9½ (165mm x 242mm)	X	
5⅞ x 9⅛ (149mm x 232mm)	X	X
5⅜ x 8⅜ (136mm x 212mm)		X
5 x 8 (127mm x 203mm)	X	
4½ x 8 (115mm x 203mm)	X	
4 x 8 (102mm x 203mm)	X	
4⅜ x 6¾ (111mm x 171mm)	X	
4¼ x 5⅜ (108mm x 136mm)	X	
4 x 5¾ (102mm x 146mm)	X	
4 x 5½ (102mm x 140mm)	X	
4⅛ x 10½ (105mm x 267mm)	X	
4⅛ x 8 (105mm x 203mm)	X	
4⅛ x 6¼ (105mm x 158mm)		X
3½ x 8½ (89mm x 216mm)		X
3 x 5 (76mm x 127mm)		X

J–19. Paper stock

a. Paper. Standards for paper stock to be used for copying, printing, duplicating, and binding for the U.S. Government are found in the Government Paper Specifications Standards. (Copies of these standards are available through the Superintendent of Documents, Government Printing Office, Washington, DC 20402. The Government Paper Specifications Standards 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, duplicating, and self-service copying (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. Not adhering to these standards constitute a violation of public law.

(1) Minimum percentage of post consumer recovered (recycled) materials for newsprint paper is 40.

(2) Minimum percentage of waste paper 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 NSNs 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 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, ATTN: 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 Director, APD, ATTN: JDSO–PAP–D, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302, 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) Reasons 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 General Services Administration Federal Supply Schedule (FSC Group 7500, Part VIII). Requisitions for marginally punched continuous forms are prepared on SF 1 (Printing and Binding Requisition).

(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 APD (JDSO–PAD).

(b) Stocked tabulating paper—through normal supply channels.

(c) Nonstocked items that are custom designed for Army use and qualify as departmental printing—from Director, APD, ATTN: JDSO–PAP, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.

(d) Nonstocked items (other than those in (*c*), above)—through normal supply channels to the General Services Administration 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 figure J–3 for 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.

U.S. GPO REGIONAL PRINTING PROCUREMENT OFFICES	
U.S. Government Printing Office Regional Operations Office Printing Procurement Department Room C-842 North Capitol & H Streets, N.W. Washington, D.C. 20401 Phone: 202-512-0412, Fax: 202-512-0381 E-mail: jdurrington@gpo.gov	
GPO Regional Printing Procurement Office 28 Court Square Boston, MA 02108-2504 Phone: 617-720-3680, Fax: 617-720-0281 E-mail: bostonrppo@gpo.gov	GPO Regional Printing Procurement Office Room 709, Seventh Floor 201 Varick Street New York, NY 10014-4879 Phone: 212-620-3321, Fax: 212-620-3378 E-mail: newyorkrppo@gpo.gov
GPO Regional Printing Procurement Office 928 Jaymore Road, Suite A-190 Southhampton, PA 18966-3820 Phone: 215-364-6465, Fax No: 215-364-6479 E-mail: philadelphiarppo@gpo.gov	GPO Regional Printing Procurement Office Federal Center South 4735 East Marginal Way South Seattle, WA 98134-2397 Phone: 206-764-3726, Fax: 206-764-3301 E-mail: seattlerppo@gpo.gov
GPO Regional Printing Procurement Office Building 136, Washington Navy Yard First & N Streets, SE Washington, DC 20403 Phone: 202-755-2110, Fax: 202-755-0287 E-mail: rrcrppo@gpo.gov	GPO Regional Printing Procurement Office 1335 Dublin Road, Suite 112-B Columbus, OH 43215-7034 Phone: 614-488-4616, Fax: 614-488-4577 E-mail: columbusrppo@gpo.gov
GPO Regional Printing Procurement Office 1888 Emery Street, Suite 110 Buckhead West Atlanta, GA 30318-2542 Phone: 404-605-9160, Fax: 404-605-9185 E-mail: atlantarppo@gpo.gov	GPO Regional Printing Procurement Office 536 Stone Road, Suite I Benicia, CA 94510-1170 Office No: 707-748-1970 Fax No: 707-748-1980 E-mail: sanfranrppo@gpo.gov
GPO Regional Printing Procurement Office 200 North La Salle Street, Suite 810 Chicago, IL 60601-1055 Phone: 312-353-3916, Fax: 312-886-3163 E-mail: chicagorppo@gpo.gov	GPO Regional Printing Procurement Office 11836 Canon Boulevard, Suite 400 Newport News, VA 23606-2555 Phone: 757-873-2800, Fax: 757-873-2805 E-mail: hamptonrppo@gpo.gov
GPO Regional Printing Procurement Office 1222 Spruce Street, Room 1.205 St. Louis, MO 63103-2822 Phone: 314-241-0349, Fax: 314-241-4154 E-mail: stlouisrppo@gpo.gov	GPO Regional Printing Procurement Office U.S. Courthouse & Federal Office Building 1100 Commerce Street, Room 7B7 Dallas, TX 75242-0395 Phone: 214-767-0451, Fax: 214-767-4101 E-mail: dallasrppo@gpo.gov
GPO Regional Printing Procurement Office Denver Federal Center Building 53, Room D-1010 Denver, CO 80225-0347 Phone: 303-236-5292, Fax: 303-236-5304 E-mail: denverrppo@gpo.gov	GPO Regional Printing Procurement Office 12501 East Imperial Highway, Suite 110 Norwalk, CA 90650-3136 Phone: 562-863-1708, Fax: 562-863-8701 E-mail: losangelesrppo@gpo.gov

Figure J–3. GPO regional printing procurement offices

U.S. GPO SATELLITE PRINTING PROCUREMENT OFFICES	
GPO Satellite Printing Procurement 1531 Connally Street, Suite 2 Lackland AFB, TX 78236-5514 Phone: 210-675-1480, Fax: 210-675-2429 E-mail: sanantoniosppo@gpo.gov	GPO Satellite Printing Procurement Office 2825 Ave. D N. Charleston, SC 29405 Phone: 843-743-2036, Fax: 843-743-2068 E-mail: charlestonsppo@gpo.gov
GPO Satellite Printing Procurement Office Valley Center Office Building 2221 Camino Del Rio South, Suite 109 San Diego, CA 92108-3609 Phone: 619-497-6054, Fax: 619-497-6055 E-mail: sandiegosppo@gpo.gov	GPO Satellite Printing Procurement Office U.S. Customs Building, Room 310 423 Canal Street New Orleans, LA 70130-2352 Phone: 504-589-2538, Fax: 504-589-2542 E-mail: neworleansspo@gpo.gov
GPO Satellite Printing Procurement Office 3420 D Avenue, Suite 100 Tinker AFB, OK 73145-9188 Phone: 405-610-4146, Fax: 405-610-4125 E-mail: oklahomacitysppo@gpo.gov	GPO Satellite Printing Procurement Office Moorehead Federal Office Building, Room 501 1000 Liberty Avenue Pittsburgh, PA 15222-4000 Phone: 412-395-4858, Fax: 412-395-4894 E-mail: pittsburghsppo@gpo.gov

Figure J–3. GPO regional printing procurement offices—Continued

Appendix K
Preparing the DA Form 260

K–1. Preparing page 1 of DA Form 260

Instructions for preparing page 1 of DA Form 260 are provided in table K–1. Figure K–1 provides a sample of page 1 filled out.

Table K–1
Preparing DA Form 260, page 1

Item number and title	Entry
Part I. Completed by originating agency	
1.Date	Enter the date in year (4 digits), month (2 digits), and day (2 digits)
2. To	Enter Director, Army Publishing, JDSO–PAT–L, 2461 Eisenhower Avenue, Alexandria, VA 22331–0302 (include the 9 digit ZIP Code). (The name of another publisher can be entered, if applicable.)
3. From	Enter the name of the originating agency (including address and 9 digit ZIP Code).
4a. Person to contact	Enter a point of contact (someone qualified to answer questions about the publication submitted for publishing).
4b. Telephone/DSN No.	Enter the point of contact's commercial telephone number and DSN number.
4c. E-mail address	Enter the point of contact's e-mail address.
4d. Fax number	Enter the point of contact's fax number.
5. Type and title of publication	Enter the publication number (type, series, and number) and it's title. (If number is unknown use "XX." If the publication number changes when revised, the publication is considered a new publication.) For CD–ROM products, enter nomenclature of publication(s) and the EM number. The EM number must be the publication number. Any other identifiers (for example, "TM 1–1520–BLACKHAWK" for collections) and the CD–ROM's content must be listed in "Publication Title" or on an attached sheet.

Table K–1
Preparing DA Form 260, page 1—Continued

Item number and title	Entry
6. Required for mobilization?	Enter whether or not the publication is required for mobilization by checking either "Yes" or "No." Mobilization publications must be A and/or B company/battalion) distribution (audience) level. Also put a mobilization statement in the applicability paragraph (on the title page) and coordinate all A and/or B distribution levels with APD RUPP manager. (RUPP approval is obtained from APD, JDSO–PAT–S.)
7. Justification	Enter any of the following that affect your publication: a. Include why the publication is needed, such as statutory requirement, DOD directive, and so forth. Also include required statements, clearances, information, and special requests. b. Include whether the neutral language requirement has been met. If so, enter the following statement: "This publication complies with the neutral language policy in AR 25–30." c. Include whether consolidation with other existing publications has been addressed. d. Include Privacy Act clearance, if applicable. e. Include whether the publication has been reviewed for forms implications and include specific comments on the results of that review. f. Include a reason for special requests, such as priority processing or publishing in other than a standard format. (A general officer or Senior Executive Service official's memorandum or signature, on this form in block 12b below, must accompany priority processing requests.) g. Include a statement indicating whether the publication complies with environmental impact guidance (AR 200–1 and AR 200–2). h. Include a statement indicating whether the Federal Register liaison official has reviewed the publication, if the publication is a directive and affects the public. i. Indicate whether or not the publication is subject to the requirements of AR 11–2. If Army management controls provisions apply, also state whether the checklists are being developed or are included in the publication if it is an AR. j. Include any additional requirements for publications submitted for replication/creation of a CD–ROM product. (See appendix D for detailed information.) k. Indicate if a waiver to the less-paper policy has been granted and attach a copy of the waiver. l. Indicate digital text file format, format for tables and graphics files. If the files are available for file transfer protocol download, indicate the URL.
8. Manuscript includes	Check any or all that apply to your manuscript: a. APPIP template format used? b. Graphics included? c. Tables included?
9a. Related publications	List only publications closely related to the publication being submitted.
9b. Superseded DA publications and forms	List DA publications, blank forms (prescribing publication only), RCSs (prescribing publication only) that are superseded or rescinded. State whether only a part of the publication is being superseded (if applicable). The information entered in this block must agree with the supersession notice on the title page of the publication. If no publications are being superseded or rescinded, enter "None." For permanent changes to non-administrative paper publications only, list any previously printed changes that must be superseded or rescinded and date of each item superseded. Indicate dates of all items being superseded or rescinded.
10a. Is copyright material included in manuscript?	Indicate whether the manuscript includes copyrighted material by checking "Yes" or "No." If copyrighted material is included in the manuscript, submit a copy of the copyright release. If the Government has the right to use the material under a contract, give the number and date of the contract and the contractor's name and address.
10b. Copyright held by	Give the name and address of the owner of the copyright.
11. Distribution	
11a. Distribution restriction	Indicate "Yes" or "No" to indicate if the publication contains material that would restrict its distribution.
11b. Sale by Superintendent of Documents	Mark "May be sold" or "Not to be sold," indicating that the Superintendent of Documents, GPO, can sell the publication if the manuscript does not contain copyrighted material. If the publication may be sold, attach a completed GPO Form 3868 (Notification of Intent to Publish). The publication cannot be sold if the manuscript is classified or FOUO, distribution-restricted, or contains copyrighted material.
11c. Recommended Distribution	Indicate the recommended distribution for the publication. a. Unclassified administrative publications that are electronically distributed include "This unclassified publication is for electronic distribution only. b. For non-administrative publications, state the IDN under which the publication is distributed. c. Give the recommended level of distribution. Include the following statement only if the RUPP manager has reviewed draft manuscript prior to submission to APD: "Level of distribution approved by APD, RUPP manager (JDSO–PAT–S) and on (date)." d. Indicate any extra distribution requirements such as special distribution lists. If a special distribution list is indicated, the list of names and addresses must be attached. Indicate how many copies should go to each address (applicable to paper publications only). e. For equipment publications, state whether there is or is not a contractor requirement. If there is, state that a special distribution list is attached and includes contract number, contract expiration date, "Ship to" address, quantity needed, and appropriate certifications.

Table K–1
Preparing DA Form 260, page 1—Continued

Item number and title	Entry
11d. Distribution media	Check what the distribution medium is. All Army-wide administrative publications will be EMO unless classified, FOUO, or distribution-restricted. Check “Electronic media only (EMO),” “Paper only,” or “Electronic and paper.”
11e. Waiver to print in paper attached?	Indicate if a waiver to the less-paper policy was granted and attach a copy. Check “Yes” or “No.”
12. This publication does not unnecessarily duplicate existing publications and is essential to the effective, efficient, and economical conduct of official business.	
12a. Type name and grade of agency head	Type the name and grade of the agency head (this entry can be a deputy, director, or division chief). If the publication is priority this would be a general officer or Senior Executive Service official.
12b. Signature of agency head	The agency head’s signature goes in this block.

REQUEST FOR PUBLISHING

For use of this form, see AR 25-30; the proponent agency is OAASA.

1. DATE *(YYYYMMDD)* 20020521

IF YOU ARE SUBMITTING DA FORM 260 ELECTRONICALLY, INDICATE "ORIGINAL SIGNATURE ON FILE" IN SIGNATURE BLOCKS.

PART I - COMPLETED BY ORIGINATING AGENCY

2. **TO:** *(Include ZIP Code)*
USAPA
2461 EISENHOWER AVENUE
ATTN: JDHQSV-PAP-D
ALEXANDRIA, VA 22331-030

3. **FROM:** *(Originating Agency)*
DCS, G-3, 400 ARMY PENTAGON, ATTN: DAMO-ODL,
WASHINGTON, DC 20310-0400

4a. PERSON TO CONTACT
LTC Larry Knight

4b. TELEPHONE/DSN NO.
703-697-0011
227-0011

4c. E-MAIL ADDRESS
larry.knight@hqda.army.mil

4d. FAX NUMBER
703-695-1234

5. TYPE AND TITLE OF PUBLICATION. On confidential or higher classified publications, indicate the title which can be listed in index *(DA Pamphlet 25-30)*.

AR 190-6, Obtaining Information From Financial Institutions

6. REQUIRED FOR MOBILIZATION? *(Mobilization publications must be A and/or B company/battalion) distribution (audience) level; put mobilization statement in applicability paragraph and coordinate all A and/or B with USAPA Reduction in Unit Publications Program (RUPP) manager.)*

☐ YES ☒ NO

7. JUSTIFICATION. Indicate why publication is needed, such as statutory requirement, DOD Directive, etc., REQUIRED STATEMENTS/ CLEARANCES, INFORMATION, AND SPECIAL REQUESTS. Use Part VI of this form for additional space if necessary.
a. Publication implements portions of DODD 5210.56.
b. This publication complies with the neutral language policy in AR 25-30.
c. Consolidation with other publications was addressed.
d. Complies with environmental impact guidance in AR 200-1 and AR 200-2.
e. Publication contains Army management control requirements per AR 11-2.
f. Publication contains requirements of the Privacy Act of 1974.
g. Publication has been reviewed for forms implications.

8. MANUSCRIPT INCLUDES *(if applicable)*
☒ a. APPIP TEMPLATE FORMAT
☒ b. GRAPHICS
☒ c. TABLES

9a. RELATED PUBLICATIONS

DA Pam 190-23

9b. SUPERSEDED DA PUBLICATIONS AND FORMS. Include forms prescribed in superseded publications, if they will not be prescribed by this publication, and requirement control symbols *(RCSs)*.

AR 190-6, 15 January 1982; RCS-445-AR; and DA Form 9999, October 1980

10a. IS COPYRIGHT MATERIAL INCLUDED IN MANUSCRIPT? *(If "YES" copy of copyright release must be attached)*
☐ YES ☒ NO

10b. COPYRIGHT HELD BY *(Name and address, include ZIP Code, of copyright owner)*

None

11. **DISTRIBUTION**

a. DISTRIBUTION RESTRICTION *(Publication contains material that would restrict distribution)*
☐ YES ☒ NO

b. SALE BY SUPERINTENDENT OF DOCUMENTS
☒ MAY BE SOLD ☐ NOT TO BE SOLD

c. RECOMMENDED DISTRIBUTION Include statement as to whether distribution to ARNGUS and USAR is required.

Distribution of this publication will be electronic.

d. DISTRIBUTION MEDIA *(All Army-wide administrative publications will be EMO unless classified, FOUO, or distribution restricted)*
☒ ELECTRONIC MEDIA ONLY *(EMO)* ☐ PAPER ONLY ☐ ELECTRONIC AND PAPER

e. WAIVER TO PRINT IN PAPER ATTACHED?
☐ YES ☒ NO

12. **THIS PUBLICATION DOES NOT UNNECESSARILY DUPLICATE EXISTING PUBLICATIONS AND IS ESSENTIAL TO THE EFFECTIVE, EFFICIENT, AND ECONOMICAL CONDUCT OF OFFICIAL BUSINESS.** *(SIGN AFTER ITEMS 13 AND 18 HAVE BEEN COMPLETED)*

a. TYPED NAME AND GRADE OF AGENCY HEAD *(Deputy, Director, or Division Chief)*
JOHN W. SMITH, COL; DIRECTOR, PERSONNEL SERVICES

b. SIGNATURE OF AGENCY HEAD *(Deputy, Director, or Division Chief)* John W. Smith

DA FORM 260, MAR 2002 EDITION OF MAY 84 IS OBSOLETE. USAPA V1.00ES

Figure K–1. Sample: DA Form 260, page 1

K–2. Preparing page 2 of DA Form 260

Instructions for preparing page 2 of DA Form 260 are provided in table K–2. Figure K–2 provides a sample of page 2 filled out.

Table K–2
Preparing DA Form 260, page 2

Item number and title	Entry
13. Coordination for new and revised Army-wide publications. If a waiver for coordination was granted check "Waiver for coordination attached" and attach a copy. Show all coordination, include coordination from agencies outside DA, if applicable. Show approval by the committee management officer, when the manuscript establishes a committee. Show approval by the Federal Register liaison officer if the proposed publication affects the public.	
13a. Agency/MACOM	Indicate each HQDA agency and MACOM the publication was coordinated with.
13b. Name and office symbol of reviewing official	Indicate the name and office symbol of the reviewing official.
13c. Phone no.	Include the phone number of the reviewing official (or his or her point of contact).
13d. Date	Indicate the coordination date: year (4 digits), month (2 digits), and day (2 digits)
Part II. Requirement Control Action	
14. Approved in accordance with AR 335–15. Requirement control symbol assigned:	
14a. Type name and grade	Type the name and grade of the requirement control symbol official.
14b. Signature	The signature of the requirement control symbol official goes in this block.
14c. Date	The date the requirement control symbol official signed the form goes in this block.
Part III. Publications Control Action	
15. Approved in accordance with AR 25–30	
15a. MIPR No./fund cite	Include a Military Interdepartmental Procurement Request number, program activity group, and fund citation, if applicable.
15b. Type name and grade	Type the name and grade of the agency's publication control officer.
15c. Signature	The signature of the publications control officer goes in this block.
15d. Date	The date the publications control officer signed the form goes in this block.
Part IV. Reduction in Unit Publications Program Action	
16a. Type name and grade	The typed name and grade of the RUPP manager goes in this block.
16b. Signature	The signature of the RUPP manager goes in this block.
16c. Date	The date the RUPP manager signed the form goes in this block.
Part V. Approving Authority	
17a. Type name and grade	The typed name of a general staff member, or higher level, goes in this block.
17b. Signature	The signature of the general staff member goes in this block.
17c. Date	The date the general staff member signed the form goes in this block.

13. **COORDINATION.** Use Part VI of this form for additional coordination, if necessary.

☐ WAIVER FOR COORDINATION ATTACHED

a. AGENCY/MACOM	b. NAME AND OFFICE SYMBOL OF REVIEWING OFFICIAL	c. PHONE NO.	d. DATE *(YYYYMMDD)*
AASA	John Slone, SAAA-PX	703-697-0987	20011212
ACSIM	Mary Smith, DAIM-ZXA	703-601-7890	20011211
ASA(FM&C)	Thomas Laws, SAFM-AOA	703-695-1223	20011206
ASA(I&E)	Sam Slade, SAIE	703-601-2234	20011206
ASA(M&RA)	Cathy Snyder, SAMR-FM	703-691-2355	20011231
CAR	Harold Wilson, DAAR-LLO	703-601-9888	20011201
CNGB	Deborah Kennedy, NGB-AQ	703-697-3443	20011212
DCS, G-1	Janis Cantor, DAPE-PE	703-601-2334	20011231
TJAG	LTC Jerry Long, DAJA-PTW	703-601-2344	20011206

PART II - REQUIREMENT CONTROL ACTION

14. APPROVED IN ACCORDANCE WITH AR 335-15. REQUIREMENT CONTROL SYMBOL ASSIGNED:

a. TYPED NAME AND GRADE	b. SIGNATURE	c. DATE *(YYYYMMDD)*
HELEN E. COLTRAIN, GS-11	Helen E. Coltrain	

PART III - PUBLICATION CONTROL ACTION

15. APPROVED IN ACCORDANCE WITH AR 25-30.	a. MIPR NO./FUND CITE *(As appropriate)*	
b. TYPED NAME AND GRADE JOAN WRIGHT, GS-12	c. SIGNATURE Joan Wright	d. DATE *(YYYYMMDD)*

PART IV - REDUCTION IN UNIT PUBLICATIONS PROGRAM ACTION

16a. TYPED NAME AND GRADE	16b. SIGNATURE	16c. DATE *(YYYYMMDD)*
RON GOODMAN, GS-12	Ron Goodman	

PART V - APPROVING AUTHORITY *(To be used by general staff or higher level agencies when submitted for approval)*

17a. TYPED NAME AND GRADE	17b. SIGNATURE	17c. DATE *(YYYYMMDD)*

DA FORM 260, MAR 2002 Page 2 of 3

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Figure K–2. Sample: DA Form 260, page 2

K–3. Preparing page 3 of DA Form 260

DA Form 260, page 3, contains a “remarks” block. This provides you with an area to use for remarks and an area to use to continue any previous block when there was not enough room. You can also indicate any security classifications, an itemized list of materials furnished, protective markings, distribution restriction statements, or warning and destruction notices. Figure K–3 provides a sample of page 3 filled out.

PART VI - CONTINUATION/REMARKS

18. REMARKS

This publication is unclassified.

No protective markings, distribution restriction statements, or warning and destruction notices are required.

MATERIALS FURNISHED:
120 page manuscript in MS Word using APPIP e-mailed to da260@usapa.army.mil
3 figures attached to e-mail
figures are in .tif format

DA FORM 260, MAR 2002

Page 3 of 3

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Figure K–3. Sample: DA Form 260, page 3

Glossary

Section I
Abbreviations

AAL
additional authorization list

AASA
Administrative Assistant to the Secretary of the Army

ACP
Allied communication publication

AHP
Army Home Page

AKO
Army Knowledge Online

APD
Army Publishing Directorate

AR
Army regulation

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

ARTEP
Army training and evaluation program

ASA (FM&C)
Assistant Secretary of the Army (Financial Management and Comptroller)

AVIM
aviation intermediate maintenance

AVUM
aviation unit maintenance

BII
basic issue item

CAR
Chief, Army Reserve

CFR
Code of Federal Regulations

CMF
career management field

CMH
Center of Military History

CNGB
Chief, National Guard Bureau

COEI
components of end items

COMSEC
communications security

CONUS
continental United States

CPA
Chief, Public Affairs

CSA
Chief of Staff, Army

CTA
common table of allowances

DA
Department of the Army

DA Cir
Department of the Army circular

DAGO
Department of the Army general order

DA Memo
Department of the Army memorandum

DA Pam
Department of the Army pamphlet

DA Form
Department of the Army form

DAS
Director of the Army Staff

DCS, G–3
Deputy Chief of Staff, G–3

DLA
Defense Logistics Agency

DLT
decision logic table

DOD
Department of Defense

DODAAC
DOD activity address code

DODD
Department of Defense directive

DODI
Department of Defense instruction

DS
direct support

DSN
Defense Switched Network

EIR
equipment improvement report

fax
facsimile

FM
field manual

FMO
forms management officer

FMS
foreign military sales

FOA
field operating agency

FORSCOM
U.S. Army Forces Command

FOUO
For Official Use Only

FPP
Federal Printing Program

FSC
Federal supply classification

FSG
Federal supply group

FT
firing tables

FY
fiscal year

GCMO
general court-martial order

GO
general officer

GPO
Government Printing Office

GS
general support

GTA
graphic training aid

HR
hand receipt

IL
identification list

IMCO
information management control officer

JANAP
Joint Army-Navy-Air Force publication

JCP
Joint Committee on Printing

JTA
Joint tables of allowances

LO
lubrication order

MAC
maintenance allocation chart

MACI
military adaptation of commercial item

MACOM
major Army command

MEDCOM
U.S. Army Medical Command

MILSTRIP
Military Standard Requisitioning and Issue Procedures

MOS
military occupational specialty

MSC
major subordinate command

MTOE
modification table of organization and equipment

MWO
modification work order

MWR
morale, welfare, and recreation

NCR
National Capitol Region

NGB
National Guard Bureau

NSA
National Security Agency

NSN
national stock number

OCPA
Office of the Chief of Public Affairs

OCSA
Office of the Chief of Staff, Army

ORGL
overall reading grade level

OTJAG
Office of the Judge Advocate General. U.S. Army

PCO
publications control officer

PDEP
preliminary draft equipment publication

POV
privately owned vehicle

RCS
requirement control symbol

RGL
reading grade level

RPPO
Regional printing and procurement office

RPSTL
repair parts and special tools list

RS
requirements statement

RUPP
Reduction in Unit Publications Program

SA
Secretary of the Army

SAT
specified action table

SB
supply bulletin

SC
supply catalog

SCMO
summary court-martial order

SES
Senior Executive Service

SF
standard form

SM
Soldier's manual

SPCMO
special court-martial order

STP
soldier training publication

TB
technical bulletin

TC
training circular

TDA
tables of distribution and allowance

TG
trainers' guide

TIG
The Inspector General, U.S. Army

TJAG
The Judge Advocate General, U.S. Army

TJC
trajectory charts

TM
technical manual

TOE
table(s) of organization and equipment

TRADOC
U.S. Army Training and Doctrine Command

TSEC
telecommunications security

TSG
The Surgeon General, U.S. Army

UI
unit of issue

UIC
unit identification code

USAMC
U.S. Army Materiel Command

USAR
U.S. Army Reserve

USC
United States Code

USO
United Services Organization

USPS
U.S. Postal Service

VA
Department of Veterans Affairs

Section II
Terms

Amend
To change or to correct. Any change is an amendment.

Army regulation
A directive that sets forth missions, responsibilities, and policies, delegates authority, sets objectives, and establishes procedures to ensure uniform compliance with those policies.

Army training and evaluation program (ARTEP)
A DA publication containing guidance and instructions on how to train and evaluate TOE units. ARTEPs consist of either mission training plans or drills.

Binding
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.

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.

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 departmental administrative publications.

Composition
The process for composing material by hot-metal, cold-type, photo-composition, 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 or microform.

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 order
Written directives that contain the results of a specific case showing the general trial results, initial action by convening authority, later action taken, and the sentence. They are divided into three categories: general court-martial order, special court-martial order, and summary court-martial order.

DA circular
A temporary directive or informational publication that expires 2 years or less after date of issue.

DA directive
A permanent directive or information memorandum issued by the SA for distribution and applicability Army-wide. DA directives are effective until superseded or rescinded by the SA.

DA form
A form used throughout the Army; any form that is used by more than one Army command or agency; approved by the U.S. Army Publishing Directorate.

DA general order
A written directive containing material of general interest (permanent or semi-permanent in duration) on establishment, redesignation, inactivation, or discontinuance of Army commands, installations, agencies, and activities; announcements of awards, decorations, and unit citations; and similar subjects.

DA memorandum
A permanent directive with limited distribution; applies only to HQDA agencies or to HQDA and its FOAs. Memorandums are effective until superseded or rescinded.

DA pamphlet
A permanent instructional or information publication. The two types of pamphlets are standard and informational. DA pamphlets provide procedures, establish methods, and describe optional or helpful methods of performing missions and functions, probably course of action, and how something is effected. A standard pamphlet is organized and printed in the same format as an AR and is used to publish information needed to carry out policies and established procedures prescribed in ARs. An informational pamphlet publishes information or guidance in support of Army missions that have no set organization or format; it does not support a specific AR.

DA poster
A decorative or pictorial bill or placard for posting, often in a public place, intended primarily for advertising.

DA publication
A DA document published and authenticated either by the order of the Secretary of the Army in the name of the Chief of Staff, Army. Non-policy publications are authenticated by the Administrative Assistant to the Secretary of the Army; publications that prescribe policy are authenticated by the Secretary of the Army. In both cases the authentication represents the acts, orders, and directions of the Secretary of the Army.

DD form
A form used by two or more Defense departments or agencies. DD forms are approved by the Director for Information Operations and Reports, Office of the Assistant Secretary of Defense (Comptroller).

Departmental
Publications and forms that are used Army-wide, regardless of place of origin.

Departmental forms
All forms distributed Army-wide, including DA forms, DD forms, SF forms, and OF forms.

Departmental publications
All publications distributed Army-wide, including all publishing and distribution media, policy, and non-policy publications.

Depreciation
The monthly amount in dollars that can be deducted from the initial purchase price of a copying machine over a period of 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, self-service copier management, and publications stockroom management.

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.

Drill
A discipline or repetitious exercise to teach and perfect a skill or procedure; two types are battle drill and crew drill.

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 J–5 through J–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 one original per minute.)

Electronic form
A form whose image is stored in magnetic, optical, video, or other type of file (for example, CD–ROM, floppy disk) and can be retrieved electronically for printing or producing an image of the form on a computer screen.

Equipment publication
A publication that deals with the installation, operation, maintenance, training, and parts support of Army materiel, including FTs and TJCs. Equipment TMs, TBs, and MWOs are DA publications that provide these essential instructions.

Exception
A determination approved by the Secretary of the Army or his or her designee waiving for a limited time or purpose a policy or procedure contained in a DA publication.

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 focusing on doctrine and training principles with supporting tactics, techniques, and/or procedures; describes Army missions, organizations, personnel, and equipment. Field manuals may also contain informational or reference material relative to military operations and training.

Field printing
Printing for command and local use.

Firing table and trajectory chart
Charts presenting exterior ballistic data, based on range firings, for specific types of weapons and combinations of projectiles, fuses, and propelling charges. They are classified according to the following types of weapons: abridged, anti-aircraft, field artillery, and trajectory charts.

Form
An officially prescribed document (which may include Federal information-processing documents, regardless of media) with a fixed arrangement of prepared, captioned spaces designed for entering and extracting prescribed information. Certificates are included in this definition, and although items such as labels, stickers, tags, instruction sheets, notices, and file cover sheets do not require insertion of information, they may still be considered forms if they meet the standards for size, item sequence, wording, design, and construction.

Format
A suggested logical sequence of presenting information or stating a request; the layout of a publication.

Government Printing Office regional printing procurement offices
Any office established by the Public Printer, in accordance with the Joint Committee on Printing authorization, that procures Federal printing needs determined to be commercially procurable.

Graphic training aids
Printed training support products that enable trainers to conduct or sustain essential military training; used in place of extensive printed material or expensive equipment.

Hand receipt manual
A publication designed to improve property accountability and provide a ready reference for equipment.

HQDA directive
A permanent directive or information memorandum issued by the SA for distribution and applicability only to HQDA. HQDA directives are effective until superseded or rescinded by the SA.

HQDA letter
See definition of *numbered HQDA letter*, below.

Illustration
Any map, drawing, photograph, graphic aid, or other pictorial device included in a publication.

Joint Committee on Printing
A committee established by Congress and consisting of members of the House of Representatives and the Senate; charged with oversight of all Government department and agency printing actions.

Joint publication
A publication of joint interest prepared under the cognizance of Joint Staff directorates and applicable to the Military Departments, combatant commands, and other authorized agencies; it is approved by the Chairman of the Joint Chiefs of Staff, in coordination with the combatant commands, Services, and Joint Staff.

Looseleaf format
A publication designed to be easily taken apart. When changes are necessary, they are normally issued on a replacement-page basis.

Memorandum stationery
Stationery (memo or note pads) used only for internal or informal notes, usually handwritten.

Mission training plan
A plan providing comprehensive training and evaluation outlines, exercise concepts, and related training management aids to assist field commanders in the planning and execution of effective unit training.

Modification table of organization and equipment
A basic table of organization and equipment 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 containing technical requirements for accomplishing mandatory modifications or nonmandatory alterations of equipment.

Multi-Service doctrine
Imparts the fundamental principles guiding the employment of forces of two or more Services in coordinated action toward a common objective.

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.

Numbered HQDA letter
A temporary publication prepared in modified correspondence format, numbered, and used for issuing short-term directives or general information. It applies to HQDA agencies and MACOMs, although information copies may be distributed to other addresses. HQDA letters are effective for a maximum of 2 years from the date of issue.

Optional form
A form used by two or more Federal agencies and approved by the General Services Administration for nonmandatory use throughout the Government.

Policy memorandum
A temporary means of issuing permanent policy, responsibilities, and mandatory procedures. Each memorandum covers

only one subject and is inserted into a regulation as soon as practicable. Memorandums will only be applicable to the headquarters organizations of the issuing element.

Posting
The method of keeping publications up to date by entering the directed changes as they occur.

Precommissioning publications
Publications that support Army training programs; used by Reserve Officers' Training Corps students when suitable material is not readily available in other publications.

Printing
The processes of composition, placemaking, presswork, duplicating, and binding; also includes production of publications, replication of CD–ROMs, and micropublishing.

Professional bulletin
A publication designed to enhance, on a continuing basis, the professional development of individuals within a specified functional area; contains instructions, guidance, and other material.

Proponent
The agency responsible for writing and issuing a publication; specifically, the person within that agency who writes the publication.

Publications
Items of information printed or reproduced, whether mechanically or electronically, for distribution or dissemination, usually to a predetermined audience; include directives, books, pamphlets, posters, manuals, brochures, magazines, and newspapers produced in any media by or for the Army.

Publishing
Creating, preparing, coordinating, approving, processing, printing, and distributing or disseminating publications for the U.S. Army.

Related publication
A source of additional information cited in a text 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. (Compare with *required publication*, defined below.)

Reprint
A second or later printing of the current edition of a publication or blank form in order to replenish stock levels.

Reproduction
Encompasses printing, duplicating, copying, and related processes, including microform reproduction.

Required publication
A source a user must be able to access and read in order to understand or comply with a publication. (Compare with *related publication*, defined above.)

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.

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

Soldier training publications
Publications that contain critical tasks and other training information used to train soldiers and 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 Soldier's Manuals, Training Guides, Military Qualification Standards 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 the General Services Administration.

Supersede
To replace a publication, part of a publication, a form, or a report with a new or revised version. Noun form: *supersession*.

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.

Table of distribution and allowances
Tables that contain 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 the 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 bulletin containing information, procedures, and techniques of a technical or professional nature relating to equipment and general subjects; does not contain administrative, tactical training, or tactical operations material.

Technical manual
A manual that includes operational and maintenance instructions, parts lists or parts breakdown, and related technical information or procedures. Equipment technical manuals and general technical manuals are the two basic kinds of manuals. Information may be presented in many forms, including, but not limited to, hard printed copy, audio and visual display, magnetic tape, disks, and other approved electronic devices. Electronic technical manuals and interactive electronic technical manuals are increasingly used to provide technical information.

Training circular
A paper or computer-based circular used to distribute unit or individual soldier training information that does not fit the standard requirements of other established types of training publications.

Validation
The process by which a contractor (or other agency, as directed by the procuring activity) tests an equipment publication for completeness and technical accuracy.

Verification
The process of testing and proving an equipment publication (under Army or other DOD component jurisdiction) to ensure it is comprehensive and usable for operating and maintaining equipment procured for operational units.

Waiver
See definition for *exception*, above.

Word processing
The equipment and functions used for the automated preparation of documents; including the dictating and transcribing of text and the keyboarding, recording, editing, and revising of text on magnetic media for final output on either modified typewriters or high-speed printers; considered to be composition equipment when the majority of materials prepared are in the form of camera-ready copy intended for printing.

Section III
Special Abbreviations and Terms
This publication uses the following abbreviations, brevity codes, or acronyms not contained in AR 310–50. These include use for electronic publishing media and computer terminology.

ADF
Army document format

AEL
Army Electronic Library

AIS
automated information system

AISM
automated information systems manual

ALC
Accounting Legend Code

APPIP
Administrative Publication Proponent and Editor Interface Product

ASCII
American standard coded for information interchange

ATSC
U.S. Army Training Support Center

BTOE
base TOE

CD–ROM
compact disk-read only memory

CMCS
COMSEC Material Control System

COM
computer output microfilm

CPC
cost-per-copy

DAPRC
DA Periodicals Review Committee

DAPS
Document Automation Production Service

dpi
dots per inch

DTD
document type definition

EBCDIC
extended binary coded decimal interchange code

EM
electronic media

EMO
electronic media only

EPS
Electronic Publishing System

(file name).eps
Encapsulated PostScript

ETM
electronic technical manual

EUT&E
early user test and experimentation

FR
Federal Register

FRC
final reproducible copy

FTP
file transfer protocol

(file name). gif
Graphics Interchange Format

GILS
Government Information Locator Service

HQDA
Headquarters, Department of the Army

HTML
Hypertext Markup Language

ICP
incremental change package

ID
identification

IDN
initial distribution number

IETM
interactive electronic technical manual

ISO
International Standards Organization

ITOE
intermediate TOE

JAFPUB
Joint Armed Forces Publications Holder

LAN
local area network

LMM
Limited Maintenance Manual

LOGSA
USAMC Logistics Support Agency

MEP
manufacturers' equipment publication

MQS
military qualification standards

NDI
nondevelopmental item

OAASA
Office of the Administrative Assistant to the Secretary of the Army

OACSIM
Office of the Assistant Chief of Staff for Installation Management

OASA(FM&C)
Office of the Assistant Secretary of the Army for Financial Management and Comptroller

OASA(M&RA)
Office of the Assistant Secretary of the Army for Manpower and Reserve Affairs

OCIO/G–6
Office of the Chief Information Officer/G–6

OFS
officer foundation standard system

ODCS, G–1
Office of the Deputy Chief of Staff, G–1

ODCS, G–3
Office of the Deputy Chief of Staff, G–3

ODCS, G–8
Office of the Deputy Chief of Staff, G–8

PB
professional bulletin

PC
personal computer

PDEP
preliminary draft equipment publication

PDF
portable document format

PIN
publication identification number

PMS
Pantone Matching System

PTM
preliminary TM

RGB
red, green, blue

RTF
rich text format

SGML
Standard Generalized Markup Language

SKO
sets, kits, and outfits

SL
skill level

(file name).tif
Tag Image File

TOA
tables of allowances

TT I
Technical Test I

TT II
technical test II

URL
uniform resource locator

USMCEB
U.S. Military Communications-Electronics Board

WWW
World Wide Web

XML
eXtensible Markup Language

Allied communications publication
A publication that contains communications and electronics policy, procedures, and instructions.

Army document format
A standard format established for Army regulations, 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.

Automated information systems manual
Part of the complete technical documentation for an automated information system (AIS); includes the AIS functional requirements for the proponent, the system design, programming, testing, evaluation, operation, and maintenance.

Compact disk-read only memory (CD–ROM)
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).

Computer output microfilm recorder
A device that produces micro-images from electronically generated signals.

Controlled environment
An area set aside for the operation of copying and duplicating equipment that precludes unmonitored operation of the equipment by walk-up users. These areas include printing plants, duplicating facilities, and tended copy centers.

Departmental printing
All printing for Army-wide use, regardless of place of origin.

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.

Document type definition (DTD)
An abstract collection of rules, determined by an application, that applies SGML to the markup of documents of a particular type (for example, Army regulations, DA pamphlets, DA circulars, field manuals, or technical manuals).

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

Electronic form
A digital version of a form, usually designed to be filled in electronically and printed with the filled-in data; data for an E-form can be stored in a database and transmitted electronically, with or without the form image itself. E-forms can provide reproducible masters of the blank form; in contrast to an electronically generated form (Form-E), an electronic form precisely reproduces the image of the original paper form.

Electronic manual
An electronic manual is a page-oriented manual prepared from a digital database; distributed in either paper or digital form.

Electronic publication
A digital version of a publication.

Electronic publishing
A digital means for producing all aspects of the document publishing process, including creation, design and capture of text and graphics, composition, editing, storage, transfer, printing, and distribution.

Electronic Publishing System
A database tagged in Standard Generalized Markup Language with the necessary structure to produce multiple-media outputs.

Electronic technical manuals
A page-oriented file that may have 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 hard copy, an offset master, or a printing plate.

Final reproducible copy
Approved manuscript (or reproducible copy) with illustrations ready for printing and distribution as a DA equipment publication.

General supplement to an Allied communications publication
A separate publication related to the basic Allied communications publication. General supplements to ACPs expand or sum up policies, procedures, and instructions that apply to holders of the basic ACP.

High-cost equipment
A system or end item not in production that would cost $2 million in any one fiscal year. Also system or end item

currently in production that would cost $5 million or more in any one fiscal year or $25 million over a 5-year program period.

Identification list
An identification list is a list of identification data for equipment and supplies in those Federal supply classification classes not assigned to the Defense Logistics Agency for integrated materiel management.

Interactive electronic technical manual
A technical manual designed for electronic window display; the presentation format is frame oriented, not page oriented; user's access is achievable by a variety of paths; and it can function interactively (as a result of user requests and information input).

Joint Army-Navy-Air Force publication (JANAP)
Publication prepared for the U.S. Armed Forces that contains detailed communications-electronics policies, procedures, and instructions not included in any Allied communications publication series.

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.

Low-density equipment
Equipment totaling 19 or fewer units in the hands of troops, the supply system, and planned acquisition.

Message Address Directory
Source publication for message addresses used in the preparation of electronic messages.

Operations security
Protection of military operations and activities by identifying and then eliminating or controlling intelligence indicators (vulnerabilities) that hostile governments may exploit.

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.

Policy
A written communication that initiates or governs action, conduct, or procedures, giving a definite course or method of action, or determines present and future decisions. Policy implements, interprets, or prescribes public law and executive orders and explains the execution of actions, or directives, from a higher level; it delegates authority and assigns responsibility; and it dictates an action to be carried out, a procedure to be followed, a form be used, or a report be submitted.

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.

Preliminary technical manual
An equipment publication prepared during the full-scale development phase of the equipment life-cycle; for use during the engineering developmental prototype and initial production stages of the equipment. Also publications that are sent for user review during revision of DA equipment publications.

Procedure
A procedure is a particular way of accomplishing something, a series of steps followed in a definite order, a series of instructions, protocol, an established way of doing things. Procedures carry out policy and explain how a program operates.

Production Unit
A standard unit of measurement for printing, duplicating, and self-service copying reproduction. A unit of printing, duplicating, or copying is on 8 1/2 inches x 11 inches (216mm x 279mm) sheets of paper imaged on one side in one color.

Self-service environment
A location that houses a copier that makes fewer than 70 copies per minute and is designated to support walk-up use by the general work force.

Soldier training publication
A task-specific publication that supports training and evaluation of individual (officer and enlisted) MOS or common critical tasks.

Special feature copiers
Copying machines with reduction, automatic two-sided copying, or similar features in addition to those that basically produce black and white copies on one side of the paper in a one-to-one ratio.

Standard Generalized Markup Language
A computer language used to mark up documents so information can be created, stored, reviewed, and used; a neutral information exchange language that allows dissimilar computer systems to exchange information.

Supplementation
Guidance issued by an HQDA agency or major command to explain or direct the execution of DA policy or procedures at the agency or command level.

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; includes common table of allowance (common items of nonexpendable material required Army-wide), and joint table of allowance (equipment for units operated jointly by two or more military services).

Volume band
A group or recommended range of volume of reproduction.

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