Army Regulation 25-30

Information Management: Publishing and Printing

The Army Publishing and Printing Program

Headquarters
Department of the Army
Washington, DC
21 June 1999

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Effective 21 July 1999

Information Management: Publishing and Printing

The Army Publishing and Printing Program

Louis Caldera
Secretary of the Army

History. This printing publishes a revision of AR 25-30.

Summary. This regulation covers the policies and mandated procedures for the preparation, review, approval, printing, distribution, and management of Department of the Army publications and products. It implements Title 44 of the United States Code, the Government Printing and Binding Regulations published by the Joint Committee on Printing (JCP) of the U.S. Congress, and DOD Directive 5230.24.

Applicability. This regulation 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 of this regulation is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to an individual within the proponent agency in the grade of colonel or the civilian equivalent.

Committee continuance approval. The DA Committee Management Officer concurs in the continuance of the Department of the Army Periodicals Review Committee.

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

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY, ATTN: SAAA-PP, 105 ARMY PENTAGON, WASH DC 20310-0105.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY, ATTN: SAAA-PP, 105 ARMY PENTAGON, WASH DC 20310-0105.

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

*****This regulation supersedes AR 25-30, 28 February 1989; DA Cir 25-94-1, 18 March 1994; AR 15-40, 15 September 1981; and AR 310-8, 26 September 1973. This regulation rescinds DA Form 5395-R, July 1988; DA Form 5465-R, July 1988; DA Form 5466-R, July 1988; and RCS CSIM-39 (Annual Copier Cost and Production Report).

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Summary of Change

AR 25-30, The Army Publishing and Printing Program

This regulation revises policy relating to publishing and printing. Specifically, this revision—

- Adds responsibilities for the Secretary of the Army.
- Updates the responsibilities for the Administrative Assistant to the Secretary of the Army and the Director, U.S. Army Publishing Agency (USAPA) (formerly U.S. Army Publications and Printing Command (USAPPC)).
- Clarifies the roles and responsibilities of the Headquarters, Department of the Army, agencies; and of major Army commands concerning the Army Publishing and Printing Program (chap 1).
- Places responsibility with the Director, USAPA, for the establishment and maintenance of the Army Continuous Acquisition and Lifecycle Support (CALS) Standard Generalized Markup Language (SGML) Registry and the Army CALS SGML Library. Further, the Director, USAPA, will approve proposed Army tagsets for incorporation into the CALS Registry and Library (para 1-9).
- Requires the Director, USAPA, to perform final review and approval of all new or revised military specifications, standards, and pamphlets concerning the format and content of departmental publications for conformance with Army publishing policy (para 1-9).
- Revises, updates, and incorporates new responsibilities for the Director, USAPA, and for publishing and printing functional managers. Deletes the terms deputy chiefs of staff for information management (DCSIMs), directors of information management (DOIMs), and information management officers (IMOs) throughout.
- Considers the use of new industry publications-process-related specifications and standards and recommends that SGML be used when preparing publications including reusable data; in addition, this regulation provides definitions covering SGML technology and electronic publishing (para 1-9 and chap 2; glossary).
- Covers electronic publishing policies to ensure the uniform application of advanced automation technology to departmental publications (chap 2).
- Includes new policy regarding manuscript preparation and submission (chaps 2 and 4).
- Includes new policy regarding CD-ROM (compact disk-read only memory) products (para 2-8).
- Includes new policy regarding the metric system (para 2-25).
- Requires the authentication of electronic publishing media (para 2-68).
- Includes new policy regarding electronic forms (para 3-15).
- Revises administrative publication coordination procedures (chap 4, sec II).
- Includes new policy regarding management controls (para 4-4).
- Revises definitions for doctrinal and training publications and products media (includes professional bulletins and graphic training aids—GTAs) (chap 5).
- Revises definitions for technical and equipment publications media (chap 6).
- Includes new policy regarding electronic publications (chap 6, sec IV).

- Updates the Periodicals and Nonrecurring Publications Program to reflect reporting requirements being rescinded by the Office of Management and Budget and DOD Directive 5120.43 being canceled (chap 10).
- Incorporates information on the Department of the Army Periodicals Review Committee as chapter 10 (superseding AR 15-40).
- Updates all printing, duplicating, and self-service copying management policies (chap 11).
- Includes new policy regarding the Defense Automated Printing Service's involvement in printing (chap 11).
- Eliminates the Annual Copier Cost and Production Report (RCS CSIM-39) (chap 11).
- Revises publication account management procedures (chap 12).
- Replaces most of the DA Form 12-series forms with initial distribution numbers (IDNs) for establishing initial distribution requirements (para 12-4).
- Incorporates the Secretary of the Army Awards for Improving Publications Program as chapter 13 (superseding DA Cir 25-94-1).
- Replaces the term "UPDATE" publications with "electronic publishing system (EPS)" prepared publications.
- Revises the use of the term "joint" publications. Former "joint" publications are now "multi-Service" publications. (Former Joint Chief of Staff publications are now "joint" publications.)
- Rescinds four DA forms and replaces them with Joint Committee on Printing (JCP) forms. JCP 1 (Printing Plant Report) replaces DA Form 5394-R. JCP 2 (Commercial Printing Report) replaces DA Form 5395-R. JCP 5 (Annual Plant Inventory) replaces DA Form 5466-R. JCP 6 (Annual Inventory of Stored Equipment) replaces DA Form 5465-R. These JCP forms along with JCP 3 (Form for Reporting Acquisition of Power-Operated Collators for Use in Other Than Authorized Printing Plants), and JCP 7 (Excess Equipment Disposal) are located on the Army Electronic Library CD-ROM and the USAPA web site.
- Directs users to the USAPA web site and the Army Electronic Library (AEL) CD-ROM to access prescribed forms (app A).

Chapter 1
Introduction

Section I
General

1-1. Purpose

This regulation prescribes policies and mandated procedures for the preparation, coordination, legal review, approval, authentication, final publication, and distribution of Army publications and training products, including forms. This regulation also prescribes the Army policy with respect to the authority to approve exceptions to policy. This regulation contains specific, detailed guidance for the operation and management of the Army Publishing and Printing Program (APPP) to include field printing and duplicating facilities and self-service copying operations. The publication guidance prescribed by this regulation applies to all official and authenticated Army publications and training products.

1-2. References

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

1-3. Explanation of abbreviations and terms

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

1-4. Legal authority

Legal authority for this regulation is derived from Title 44 of the United States Code (USC), the Paperwork Reduction Act, Executive Orders, the Government Printing and Binding Regulations, the Code of Federal Regulations, Federal Acquisition Regulations, and issuances from the Office of Management and Budget (OMB) and the General Services Administration (GSA).

1-5. APPP management concept

a. The APPP provides for the efficient and systematic management of publications, regardless of format. It also includes initiatives to modernize the Army publications system with new publishing management concepts, and to access state-of-the-art printing, duplicating, self service copying, and related equipment, including electronic means. The APPP—

(1) Includes all levels of publishing in the Army.

(2) Provides support for creating, preparing, coordinating, printing, distributing, and managing publications.

(3) Provides support for maximizing the use of electronic publishing.

(4) Covers all publications and printing matters except those discussed in AR 115-11, which governs Army topography.

b. The APPP consists of the major subprograms identified in paragraph 1-9a through g. These subprograms provide a means to execute the established laws, regulations, and directives that govern the publications and printing discipline. The APPP ensures that—

(1) The Army's publishing and printing needs are met.

(2) Department of the Army (DA) military and civilian employees, at all levels, are provided official publications necessary to conduct daily business.

(3) All official publications—

(a) Comply with established publishing and printing laws.

(b) Are properly managed, numbered, and authenticated or approved.

(c) Are distributed by the most economical, effective, and timely methods consistent with available resources.

(d) Are made available to the public unless classified or otherwise restricted. Appropriate users' fees will be collected from the public for the sale of publications.

(e) Are produced in the most effective, lowest cost media.

(4) Publishing and printing policies, procedures, standards, and controls are adhered to, resources are conserved, printing facilities are established and operated in accordance with appropriate guidelines, and printing, duplicating, and self service copying equipment is adequately controlled regarding purchase, rental, movement, and disposal.

(5) Forms are properly managed, designed, numbered, and prescribed in appropriate publications at the highest echelons.

(6) Army publications are free of language that prohibits or restricts contributions by all members of the force. Where appropriate in Army publications, the role of civilian members in combat support and combat service support must be recognized. Where military rank is specified in Army publications, also include the equivalent civilian position, unless prohibited by law.

Section II
Responsibilities

1-6. The Secretary of the Army (SA)

The Secretary of the Army approves and authenticates departmental policy.

1-7. The Administrative Assistant to the Secretary of the Army (AASA)

The Administrative Assistant (AA) is the functional proponent of the APPP. As the functional proponent, the AA acts on behalf of the Army Chief Information Officer (CIO) in performing the Army's publishing mission, subject to the direction of the Director of Information Systems for Command, Control, Communications, and Computers (DISC4). The AA, Policy and Plans Directorate, keeps the DISC4 informed and provides information necessary for the DISC4 to meet the AA and CIO oversight responsibilities for publishing. The AA will—

a. Approve and authenticate nonpolicy departmental publications and DA memorandums on behalf of the Secretary of the Army.

b. Determine coordination requirements for DA publications.

c. Approve exceptions to this regulation.

d. Serve as the senior Army official for publishing and printing information resource management regulations and directives.

e. Serve as the senior Army policy official for Army-wide publications and printing.

f. Serve as the DA functional proponent for publications and printing and the management of information regarding publications and printing functions.

g. Provide DA supervision of the execution of publications and printing for the Army Information Resources Management Program, to include policy formulation, programs, plans, goals, structures, and resources.

h. Exercise DA responsibility over all matters pertaining to publishing, publications, blank forms, and printing management, except Army topography, which is defined in AR 115-11.

i. Establish policy, procedures, and standards for the control, procurement, production, issue, storage, and distribution of Army publications.

j. Adopt policies and procedures issued by Department of Defense (DOD) or other Government agencies where warranted.

k. Approve written requests for exceptions to the policy stated herein.

l. Serve as the senior DA point of contact on policy issues with the Joint Committee on Printing (JCP), the Public Printer, the Director of Bureau of Engraving and Printing, the Defense Automated Printing Service (DAPS), and the Administrator of the GSA.

m. Serve as functional proponent for the policy, management, and execution of the publishing mission.

n. Serve as the principal point of contact with the Office of the Secretary of Defense (OSD) and other agencies for routine contractual and administrative matters relating to the mission.

o. Plan, program, and fund for execution of the publishing mission.

p. Provide input on the APPP, as required, for information management/information technology publications.

q. Coordinate with the Army CIO/DISC4 on publishing policy documents and publications.

r. Coordinate with the Army CIO/DISC4 in the completion of taskings from OMB, OSD, or any other agency.

s. Serve as the senior Army official for publishing and printing laws, regulations, and directives.

1-8. Army CIO/DISC4

The DISC4 is the Army CIO. As the Army CIO, the DISC4 will—

a. Provide oversight of the APPP and guidance to the AASA, as necessary, in compliance with Federal statutes, regulations, OMB and OSD direction, and General Order 12 (dated 30 August 1995).

b. In conjunction with the AASA, advise the SA on aspects of the APPP relating to CIO oversight responsibilities.

c. Respond, in conjunction with the AASA, to OMB, OSD, or other designated Federal agencies concerning CIO requirements involving publishing.

d. Maintain technical and management oversight of technical standards relating to publishing.

1-9. The Director, U.S. Army Publishing Agency (USAPA)

The Director, USAPA, on behalf of the AASA, has operational responsibility for matters pertaining to all official publications and their printing and distribution. The Director executes the APPP, which encompasses all Army publishing, publications, printing, and publications distribution programs. The Director manages and operates the Army's publishing, publications, printing, and publications distribution systems. The Director serves as the DA point of contact for operational matters with the JCP, the Public Printer, the Bureau of Engraving and Printing, and GSA on printing and duplicating matters. The Director endeavors to provide information in a digital form to the greatest extent possible to users capable of receiving it by maximizing electronic publishing technologies. The Director will direct and manage the APPP, recommend policy, and establish procedures and standards for control, procurement, production, issue, storage, and distribution of Army publications, training products, and forms. The Director, USAPA, will manage the various subprograms of the APPP as follows:

a. The Army Publications Management Program. The Director, USAPA, will—

(1) Develop, prescribe, and enforce standards for the preparation and publishing of Army publications as follows:

(a) In coordination with the Office of the AASA (OAASA), develop, prescribe, and enforce standards for DA administrative publications.

(b) In coordination with Office of the AASA, DISC4, and Army proponents, participate in the development of printing and publishing standards for doctrinal, training, equipment, and technical publications and products.

(2) Ensure all standard, unclassified Army administrative departmental publications will be produced under the Army Electronic Publishing System (EPS).

(3) Edit all departmental administrative and selected equipment and doctrinal and training publications to include permanent changes.

(4) Recommend approval or disapproval of new DA publications media.

(5) Approve requests to publish, change, revise, and rescind Army publications.

(6) Manage the numbering system for DA publications.

(7) Review and approve Headquarters, Department of the Army (HQDA), agency publishing plans to include consolidation plans.

(8) Review and approve decentralized departmental publishing programs.

(9) Monitor departmental publications to ensure that they are essential and current.

(10) Provide planning guidance and advice to Army proponents.

(11) Furnish representatives to meetings relating to the development, production, and distribution of departmental publications conducted by Army commands and agencies, the other Services, and industry associations and societies. These include meetings pertaining to consideration of new publications, technology-related specifications, standards, handbooks, pamphlets, and other guidance documents.

(12) Review plans from HQDA agencies and major Army commands (MACOMs) for departmental publications modernization efforts covering processes and systems. Plans for conversion of legacy data using Standard Generalized Markup Language (SGML) are included under these requirements. (HQDA agencies and MACOMs are encouraged to coordinate command and agency publications modernization plans with USAPA.)

(13) Participate in the inter-Service group on the exchange of technical manual (TM) technology (AR 25-36).

(14) Review military specifications and standards pertaining to the format and content of departmental publications. HQDA agencies and MACOMs will furnish technical input as appropriate.

b. The Army Printing Program.

(1) Departmental printing. The Director, USAPA, will—

(a) Promote efficiency and economy in Army departmental printing and electronic publishing.

(b) Prescribe requirements for printing, distributing, and storing DA publications and products, to include blank forms.

(c) Approve and assist proponents in establishing Army-wide distribution methods.

(d) Procure all departmental printing through proper channels.

(e) Establish standards for all artwork in DA publications.

(f) Manage centralized departmental printing funds.

(2) Army field printing. The Director, USAPA, will manage the Army-wide field printing program. This includes implementing policy, and establishing procedures and standards for the control, procurement, and production of command and agency field printing and duplicating requirements. The Director, USAPA, will—

(a) Exercise staff supervision over Army field printing, to include printing, duplicating, self-service copying, and the operation of Army printing facilities. The Director, USAPA, will control the acquisition, use, and disposition of printing, duplicating, and related reproduction equipment.

(b) Promote efficiency and economy in all phases (to include development, management, and operation) of Army printing and duplicating facilities by establishing production standards and efficient facility layouts. The Director, USAPA, in coordination with the publishing and printing functional managers, will curtail, consolidate, and eliminate facilities as warranted.

(c) Develop Army printing plans and analyze, consolidate, and submit all JCP required reports on printing and duplicating facilities.

(d) Establish and maintain the Army's budget program (except for the U.S. Army Corps of Engineers) for all printing, binding, and related equipment that has a unit cost of $50,000 or more and that is for table of distribution and allowances (TDA) units.

(e) Validate Requirement Statement (RS) initiatives for printing, duplicating, and self-service copying requirements according to AR 25-1.

(f) Review and concur or nonconcur with the inclusions in The Army Authorization Documents System (TAADS) and table of organization and equipment (TOE) documents that include printing, binding, and related equipment.

(g) Conduct periodic on-site review of Army field printing and duplicating operations to evaluate program effectiveness and provide staff assistance.

(h) Withhold concurrence on any request for authorization to acquire printing, binding, and related equipment, system, or program, if the accuracy, suitability, coordination, need, or cost factors are not clearly defined.

(i) Provide technical management over operational matters pertaining to Army field printing, duplicating, and copier operations.

(j) Represent the AASA in all technical matters relating to field printing, duplicating, and copier operations with the DAPS, the JCP, and the Public Printer, Government Printing Office (GPO).

(k) Maintain control of printing, duplicating, and copier related equipment.

(l) Coordinate with the JCP for all actions related to—

1. Establishment, relocation, and disestablishment of Army-controlled printing and duplicating facilities.
2. Purchase, rent, tranfer, storage, and disposal of printing, binding and related equipment.
3. Research and development projects which may affect field printing, binding, and related areas.
4. Submission of annual reports.
5. Conduct of staff visits to field printing and duplicating operations.

c. *The DA Forms Management Program.* The Director, USAPA, will—

(1) Promote efficiency and economy in the development, production, distribution, and use of forms.

(2) Serve as the DA contact for forms matters.

(3) Design forms, evaluate requests for forms, and approve forms to be used Army-wide (including electronic forms).

(4) Assist the OSD in achieving forms management objectives.

(5) Provide life-cycle management of departmental forms regardless of media.

(6) Assist proponents in reducing information requirements through recurring data analysis.

d. The Periodicals and Nonrecurring Publications Program. The Director, USAPA, will—

(1) Provide direct administrative support for the DA Periodicals Review Committee (DAPRC).

(2) Provide technical advice to the DAPRC.

e. The Readability Program. The Director, USAPA, will—

(1) Provide guidance on readability and monitor the Army's Readability Program.

(2) Exercise DA supervision over the readability of DA administrative publications.

f. The Reduction in Unit Publications Program (RUPP). The Director, USAPA, will manage the RUPP program to include analyzing proposed input to Army publications to ensure compliance with this regulation and AR 25-1.

g. The Electronic Publishing Program. The Director, USAPA, will—

(1) Manage the Army-wide Electronic Publishing Program and the administrative publications databases.

(2) Evaluate and implement new electronic publishing and electronic forms technology to improve the DA publications program, to include hardware and software development as well as considering new industry-related specifications and standards.

(3) In coordination with Army proponents, develop and publish standards for electronic departmental publishing applications.

(4) Use SGML to standardize departmental publications data structures.

(5) Establish, operate, and maintain the Army Continuous Acquisition and Lifecycle Support (CALS) registry and library for SGML publishing applications and furnish input to the DOD CALS SGML registry and library. Further, USAPA will review and approve all document type definitions (DTDs) and formatting output specification instances (FOSIs) for departmental media approved for inclusion in the DOD CALS SGML tag registry and library.

(6) Procure printing and replication of compact disk-read only memory (CD-ROM) for Army except where delegated to a proponent.

(7) Stock and distribute CD-ROM products containing authenticated departmental publications.

(8) Maintain the Army's standard distribution system.

(9) Perform contractual functions to procure Army-wide contracts for replication of CD-ROM departmental publications.

1-10. Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA(ALT))

ASA(ALT) will ensure that Program and Project Managers acquire CALS compliant TM data for new systems and revised TMs.

1-11. The Deputy Chief of Staff for Operations and Plans (DCSOPS)

a. The DCSOPS will exercise DA staff supervision over and set objectives for Army-wide doctrinal and training publications. This responsibility includes—

(1) Serving as the Army Staff functional proponent for Army-wide doctrinal and training publications.

(2) Formulating and justifying Army-wide doctrinal and training publications funding for out-year budgets within the overall guidance and policy developed by the Assistant Secretary of the Army (Financial Management and Comptroller) (ASA(FM&C)).

(3) Resolving resource questions and conflicts concerning Army-wide doctrinal and training publications.

(4) Assisting, when needed, in coordination of DA participation in or compliance with joint and DOD doctrinal and training programs and policies.

(5) Developing Army position on all joint doctrine matters, coordinating joint doctrine matters with Joint Staff, other Services, and the Combatant Commands.

(6) Obtaining approvals for multi-Service doctrinal publications and furnishing final DA approval.

b. The DCSOPS is responsible for Army's nuclear and chemical matters. The DCSOPS will exercise oversight of the Army equipment publications program to support its responsibility for the Army's nuclear weapons and chemicals programs. This responsibility includes—

(1) Coordinating with The Deputy Chief of Staff for Logistics (DCSLOG), for the management of nuclear weapons publications.

(2) Providing guidance to the U.S. Army Nuclear and Chemical Agency (USANCA) on the restricted distribution of nuclear weapons publications via Department of the Army Form (DA Form) 12-35-R (Requirements for Nuclear Weapons Publications). USANCA receives DA Forms 12-35-R, from units requesting nuclear weapons publications; reviews these requests, to ensure the units receive only those nuclear weapons publications for which they have a valid need; and forwards reviewed requests to the U.S. Army Publishing Agency Distribution Operations Facility (USAPA-DOF).

(3) Providing guidance to the Explosive Ordnance Disposal (EOD) Technical Center for EOD publications distributed via DA Form 12-29-R (Requirements for Explosive Ordnance Disposal Publications). The EOD Technical Center performs similar functions as the USANCA prior to forwarding DA Forms 12-29-R to the USAPC-DOF.

1-12. The Deputy Chief of Staff for Logistics

The DCSLOG will exercise staff supervision over the Army Equipment Publications Program. To carry out this responsibility, the DCSLOG will—

a. Plan, initiate, and supervise special programs or projects for equipment publications management and related logistics support.

b. Plan, coordinate, and supervise DA participation in or compliance with multi-Service and DOD equipment publications programs and policies.

c. Plan for equipment publications as an essential part of the Integrated Logistics Support Program (AR 700-127).

d. Formulate, justify, and supervise those portions of Army programs and budgets pertaining to equipment publications, following the overall guidance and policy developed by the ASA(FM&C) and the Director of Materiel Plans and Programs, Office of the Assistant Secretary of the Army for Acquisition, Logistics, and Technology.

e. Coordinate with the Office of the DCSOPS (ODCSOPS) (DAMO-FDQ) to manage nuclear weapons publications.

1-13. The Surgeon General (TSG)

TSG is responsible for—

a. The medical portion of Army technical, equipment, and selected training and doctrinal publications.

b. The development and management of the Army Equipment Publications Program in coordination with the Commanding General, U.S. Army Materiel Command (CG, AMC).

1-14. The Judge Advocate General (TJAG)

TJAG will review all DA policy publications (and changes to those publications) to ensure that proposed policies and procedures are consistent with controlling laws, directives, and regulations. TJAG will review, upon request, other publications. TJAG will act as proponent for all legal services (27 series) publications.

1-15. The Chief, National Guard Bureau (CNGB)

The CNGB will—

a. Ensure that National Guard Bureau (NGB) publications meet Army readability standards.

b. Prepare NGB publications that govern the Army National Guard of the United States (ARNGUS) when not in Federal service.

1-16. The Chief of Military History

The Chief of Military History manages the Army Historical Program and is the principal adviser to the SA and Chief of Staff, Army, for all historical matters. The Chief of Military History is responsible for:

a. Preparing official military histories and approving them for print.

b. Exercising staff supervision of Army historical doctrinal and training publications.

c. Developing an annual Army-wide doctrinal and training publications schedule and listing historical publications scheduled for printing. This schedule is developed in accordance with the approved Army Annual Historical Program.

d. Formulating and justifying funding for the out-year budgets for the Center of Military History (CMH) Army-wide doctrinal and training publications.

e. Resolving questions of priority concerning CMH Army-wide doctrinal and training publications.

f. Coordinating or participating in multi-Service and DOD doctrinal and training programs and policies.

g. Coordinating with ODCSOPS (DAMO-FDQ) 500 Army Pentagon, WASH DC 20310-0500, to obtain other Services' approvals on multi-Service doctrinal publications.

h. Providing agency positions to ODCSOPS (DAMO-FDQ) 500 Army Pentagon, WASH DC 20310-0500 on joint doctrine publications.

1-17. Heads of HQDA agencies

Heads of HQDA agencies are responsible for publications and parts of publications that pertain to their functional areas. They will—

a. Enforce departmental policies, regulations, and instructions governing publications within their agencies and subordinate elements.

b. Review and comment on draft manuscripts of DA publications when HQDA coordination or approval is required. They will ensure that the proposed publications do not conflict with the policies and procedures in their areas of responsibility.

c. Ensure that the publishing and printing function manages the functions of publications control, printing and reproduction control, forms management, and copier management.

d. Fund for initial distribution and replacement copy stockage as directed by USAPA.

1-18. Heads of HQDA agencies, commanders of MACOMs, and commanders of major subordinate commands (MSCs)

Heads of HQDA agencies, MACOM commanders, and commanders of MSCs will—

a. Ensure appropriate coordination with elements under their jurisdiction.

b. Be responsible for the enforcement of and compliance with departmental policies, regulations, and instructions governing field printing, binding, and related activities within their scope of control.

c. Ensure each installation appoints an individual who has knowledge of printing operations, techniques, and policies to act as the printing/duplicating control officer (P/DCO), serving as the liaison between installation customers and the field printing and duplicating operation. They will send the name, office, and telephone number of the P/DCO to Director, USAPA, ATTN: JDHQSV-PAM, Alexandria, VA 22331-0302.

d. Encourage coordination of command and agency publication plans with USAPA.

e. Ensure that all printing and duplicating accomplished at Army expense is essential to the conduct of official business and conforms with applicable laws and regulations.

f. Review all requests for printing, binding, and related equipment and queries prior to submission to USAPA for action.

g. Exercise staff supervision over the procurement and production of all field printing and duplicating activities.

h. Conduct facility inspections of Army-controlled printing and duplicating operations, to include tenant and satellite operations.

i. Act as the final review authority for work to be produced in the field printing or duplicating facility and for work to be requisitioned from other sources such as DAPS.

j. Assist subordinate and tenant activities in preparing specifications for requisitioning printing and duplicating services, and preparing justifications for acquisition of printing and duplicating equipment.

k. Provide planning guidance for preparing estimates and controlling printing funds.

l. Ensure that Army-controlled printing and duplicating facilities, including tenant and satellite activities, are economically and efficiently managed and operated.

m. Recommend the establishment, relocation, consolidation, or disestablishment of printing and duplicating facilities when considered in the best interest of Army.

n. Maintain cost and production data on printing and duplicating services performed in-house and contracted through the GPO.

o. Maintain cost and production data on printing, binding, and related equipment utilized in Army facilities. Review, program, and budget for equipment purchase and maintenance.

p. Maintain accurate inventory and records of all printing, binding, and related equipment acquired to support installation printing and duplicating.

q. Prepare and review annual reports to ensure that data are accurate and submitted through channels in accordance with reporting instructions contained in this regulation.

r. Ensure that excess equipment is not needed by other field printing and duplicating activities within the command prior to submission of a request for authority to dispose.

s. Ensure their units have adequate stock of publications and blank forms required for mobilization (unit deployment). This should be included as a requirement in the installation's mobilization plan.

1-19. The Commanding General, U.S. Army Materiel Command

a. The CG, AMC, manages the Army Equipment Publications Program. This responsibility includes developing policies and procedural guidance (in coordination with USAPA) and ensures DA participation in related DOD and multi-Service programs. To carry out this responsibility, the CG, AMC, will—

(1) Develop, review, and provide overall direction for Army equipment publications (except for the medical portion).

(2) Coordinate with other proponents to—

(a) Foster research programs that will provide knowledge, information on improved concepts, and procedures for presenting information in equipment publications.

(b) Prepare military specifications and standards covering the preparation of Army equipment and technical publications. All distribution media are included (paper, digital, CD-ROM, microfiche, etc.).

(c) Establish procedures for developing, reviewing, and distributing annual equipment publications schedules.

(3) Determine and record the total actual or estimated costs of all equipment publications. These costs include the amounts used to prepare manuscripts, drafts for final coordination, validation and verification effort (including funding for U.S. Army Training and Doctrine Command (TRADOC) personnel participating in the total technical manual program), and final copies for printing during—

(a) Research and development phases using research, development, test, and evaluation (RDTE) funds.

(b) Production and procurement phases using procurement appropriation funds.

(c) Support phases using Operation and Maintenance, Army (OMA) funds.

(4) Ensure availability of temporary duty assignment funds for target audience personnel to perform verification of technical manuals supporting systems and end items managed by U.S. Army Materiel Command (AMC), when target audience personnel are not locally available.

(5) Coordinate facilities, tools, and equipment in support of the Government verification efforts. These requirements normally are either MSC maintenance operations and procedures shops or contractor facilities.

(6) Develop and manage CD-ROMs containing authenticated departmental technical and equipment publications.

(7) Ensure verification, validation, and authentication of all technical or equipment information including departmental information products issued on CD-ROM.

b. The CG, AMC, for AMC doctrinal and training publications will—

(1) Act as proponent for AMC produced Army wholesale logistics doctrinal and training publications.

(2) Participate with TRADOC in developing standards and procedures for AMC doctrinal and training publications.

(3) Formulate and justify funding for the out-year budgets for AMC Army-wide doctrinal and training publications.

(4) Resolve questions of priority concerning AMC Army-wide doctrinal and training publications.

(5) Coordinate or participate in multi-Service and DOD doctrinal and training programs and policies.

(6) Coordinate with ODCSOPS (DAMO-FDQ), 500 Army Pentagon, WASH DC 20310-0500, to obtain other Services' approvals for multi-Service doctrinal publications.

(7) Provide agency position to ODCSOPS (DAMO-FDQ), 500 Army Pentagon, WASH DC 20310-0500 on joint doctrine publications.

(8) Ensure that the readability of AMC doctrinal and training publications meets established standards.

c. The CG, AMC, will—

(1) Catalog, compute requirements, and perform stock control and depot storage of printing and binding equipment and repair parts.

(2) Perform maintenance engineering and depot maintenance in the continental United States (CONUS) for all Army printing and binding equipment.

1-20. The Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC)

a. The CG, TRADOC, under the guidance of HQDA will—

(1) Prescribe standards and procedures for TRADOC-produced Army-wide doctrinal and training publications and products.

(2) Act as proponent for TRADOC produced doctrinal and training publications, products, and DA and Department of Defense forms (DD forms) if these publications are the prescribing directives.

(3) Evaluate the adequacy of existing publications and products.

(4) Supervise the readability program for TRADOC produced Army-wide doctrinal and training publications and products and ensure that those publications meet readability standards.

(5) Prepare and review TRADOC produced Army-wide doctrinal and training publications and products.

(6) Formulate and justify funding for the out-year budgets for TRADOC produced Army-wide doctrinal and training publications.

(7) Resolve questions of priority concerning Army-wide doctrinal and training publications and products.

(8) Coordinate or participate in the establishment of Joint, DOD, and multi-Service doctrinal and training programs and policies.

(9) Coordinate with ODCSOPS (DAMO-FDQ), 500 Army Pentagon, WASH DC, 20310-0500, to obtain other Services' approvals for multi-Service doctrinal publications.

(10) Provide agency positions to ODCSOPS (DAMO-FDQ), 500 Army Pentagon, WASH DC 20310-0500 on joint doctrine publications. Assist HQDA in development of joint doctrine publications.

(11) Act as proponent for departmental forms prescribed by Army-wide doctrinal and training publications.

(12) Prescribe standards and procedures for, and manage development, production, and distribution of DA graphic training aids (GTAs).

(13) Develop and manage CD-ROMs containing authenticated departmental doctrinal, training, and organizational publications, including training that supports approved programs of instruction.

(14) Ensure verification, validation, and authentication of all doctrinal, training, and organizational information included in departmental information products, issued on CD-ROM.

b. The CG, TRADOC, is the principal user representative in all matters relating to the use of equipment publications in the Army combat/training environment concerning the Army Equipment Publications Program. The CG, TRADOC, is responsible for—

(1) Providing a description of each applicable target audience to the materiel developer for equipment/system to be supported by equipment publications.

(2) Evaluating advanced individual training to ensure that general and selected special (equipment-peculiar) skills called for in equipment publications are accommodated. The CG, TRADOC, will ensure that provisions are made to use equipment publications efficiently during training.

(3) Providing, when applicable, for development, coordination, and subsequent changes to on-vehicle equipment loading plan appendixes included in specified combat vehicle operator publications.

(4) Participating in the development, review, and revision of appropriate military specifications covering equipment publications preparation. This participation will ensure that technical publications can be used to support unit and institutional training.

(5) Participating in the verification process. The CG, TRADOC, will provide subject matter experts and target audience personnel to meet verification milestones. The TRADOC representative (subject matter expert) will sign the verification record which will serve as approval for the TMs prepared by AMC.

1-21. Publishing and printing functional managers

a. Publishing mission.

(1) Heads of HQDA agencies and commanders of MACOMs, MSC, and installations will ensure that a functional manager is designated to manage the functions of publications control, printing and duplicating control, forms management, self-service copier management, and publications stockroom management. They will enforce departmental policies, regulations, and instructions governing these publishing and printing functional areas.

(2) Designated functional managers of the major U.S. Army Reserve Command (MUSARC) and U.S. Army Reserve Command (USARC) MSCs have MUSARC-wide responsibility for information management disciplines. MUSARC USARC MSCs internal managers have staff responsibility to support the internal MUSARC USARC MSC headquarters. (See glossary for definition of designated functional manager.)

(3) Designated functional managers for heads of HQDA agencies and commanders of MACOMs, MSCs, and installations will ensure compliance with the CD-ROM policy contained in this regulation and compliance with all public laws, DOD guidance, and Army guidance (for example, for copyright and licensing).

(4) Designated functional managers for heads of HQDA agencies and commanders of MACOMs, MSCs, and installations will validate and approve the proponent's analysis of the feasibility of producing the CD-ROM and the cost effectiveness of the CD-ROM development effort. They will also validate the proponent's certification that the target audience has the hardware and software required to access and retrieve the information distributed by the proponent's CD-ROM.

b. Publications control. Commanders or designated functional managers will—

(1) Review and comment on draft manuscripts of DA and command publications when coordination or approval is required. They will ensure that the proposed publications do not conflict with the policies and procedures in their areas of responsibility.

(2) Edit publications to make them more usable, understandable, and readable in accordance with the Army Readability Program.

(3) Ensure coordination is complete before submitting publications for printing.

(4) Maintain an index of all publications for which the agency, command, or activity is the proponent.

(5) Conduct a periodic review (at least every 18 months or when a reprint action is initiated, whichever is sooner) of all DA and command publications for which they have preparation responsibility. In conducting this review, commanders or designated functional managers will ensure that—

(a) Present editions are adequate.

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

(6) Conduct inspections and assistance visits at least every 2 to 3 years and direct that these visits be made to each organization or activity that reports directly to their agencies or commands.

(7) Notify the Director, USAPA, ATTN: JDHQSV-PAP-P, Alexandria, VA 22331-0302, of the individuals designated to approve the printing of publications and forms.

(8) Ensure timely response to reprint requests from the USAPA-DOF after determining whether publications are essential.

(9) Administer the agency or command publications and distribution system.

(10) Provide guidance to supported activities on managing publications accounts and preparing initial distribution requirements.

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

(12) Verify publications account addresses (when notified by the USAPA-DOF) and ensure that accounts authorized to receive classified publications actually need them.

(13) Provide guidance on the preparation of DA Form 12-R (Request for Establishment of a Publications Account) or DA Form 12-99-R (Initial Distribution (ID) Requirement For Publications) and promote conservation in the requisitioning of publications and forms.

(14) Advise USAPA of any mission requirements or operational changes that will affect publications support to commands, agencies, or activities.

(15) Develop and maintain a publications training program for stockroom and publications account maintenance personnel.

(16) Initiate the publications resource initiative for the RS.

(17) Review DA Pam 25-30, section 1-1, appendices A and B, and update this information as required.

(18) Manage the Reduction in Unit Publications Program and provide MACOM commander with program manager point of contact. Designated functional managers will submit changes to this information as they occur.

c. Printing and duplicating control. Commanders or designated functional managers will—

(1) Supervise the procurement and production activities relating to all internal agency or command printing and duplicating. This supervision will cover tenant and satellite activities.

(2) Develop and establish printing procurement contracts through DAPS according to customer requirements.

(3) Ensure that all agency and command requirements for printing and self-service copying equipment and facilities are essential. Act as review authority for all printing, publishing, duplicating, and self-service copying equipment.

(4) Review annual funding requirements for printing within their agency or command and coordinate this review with resource managers. These requirements must include funds to procure printing requirements through DAPS contract sources.

(5) Initiate the printing resource initiative for the RS.

(6) Provide planning guidance for preparing printing estimates and controlling printing funds.

(7) Act as a review authority for work to be produced in field printing and duplicating facilities or requisitioned through DAPS.

(8) Assist subordinate, tenant, and satellite activities in the development and preparation of—

(a) Specifications for DAPS commercial procurement.

(b) Justifications for printing and reproduction equipment.

(9) Conduct inspections and assistance visits to Army controlled field printing and duplicating facilities at least every 2 to 3 years and direct that these visits be made to each organization or activity that reports directly to their agencies or commands.

(10) Recommend the establishment, relocation, consolidation, or disestablishment of field printing and duplicating facilities when justified and process requests for acquiring and disposing of all printing, duplicating, and related equipment.

(11) Maintain cost and production data on reproduction equipment and review, program, and budget for equipment requirements.

(12) Review printing and reproduction reports before submission to the next higher level, ensuring that the data are accurate and complete.

(13) Prepare an annual printing budget based on past experience (baseline) plus cost growth for normal operating publications. From this baseline, anticipated requirements will be projected by each activity.

(14) Minimize cost of printing by providing a technical review of printing job specifications in accordance with paragraph 11-2.

d. Forms management. Commanders or designated functional managers will manage and operate their agency or command forms management programs. They will—

(1) Review the forms for which their agency or command is responsible every year or when a reprint action is initiated to make sure the forms are essential and current.

(2) Manage the maintenance of forms functional and numerical files.

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

(4) Ensure that each form is prescribed in an Army publication, except as indicated in paragraph 3-2c(1).

(5) Ensure that higher echelon forms are used as much as possible in lieu of creating local forms.

(6) Maintain an inventory and index of forms, including accountable and sensitive forms, issue, and update the inventory and index at least once a year.

(7) Reduce the number of forms in use by—

(a) Eliminating nonessential or duplicate forms.

(b) Combining similar or related forms, especially when one higher echelon form can replace two or more lower echelon forms.

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

(9) Ensure that all agencies and commands have considered using electronically generated forms for applicable new and existing forms. (See para 3-15.)

(10) Review each request and justification for form exceptions, deviation, or overprinting and approve or disapprove.

(11) Ensure that each form subject to a congressional act has been coordinated and approved by the proper authority. (Examples of such acts are the Privacy Act of 1974 and the Paperwork Reduction Act of 1980.)

(12) Develop a training program for forms management personnel.

(13) Assume responsibility (at the installation level) for the forms management programs of tenant units.

e. Self-service copier management. Commanders or designated functional managers will—

(1) Supervise the overall agency or command copier management program.

(2) Advise the agency head or commander on copier management policies.

(3) Evaluate requests for self-service copiers and make recommendations for the placement, relocation, or consolidation of self-service copiers as appropriate.

(4) Review RS initiatives for self-service copiers and related equipment, including out-of-cycle initiatives, and recommend approval or disapproval.

(5) Ensure that copier surveys are conducted every 2 years.

(6) Assist tenant and satellite activities in relocating and justifying self-service copiers and related equipment.

(7) Maintain a current inventory of all self-service copiers and related equipment to include annual costs and production statistics.

(8) Conduct a lease/purchase analysis of each self-service copier prior to purchase or lease renewal.

(9) Approve copier procurement for installation commanders.

f. Publications stockroom management. Commanders or designated functional managers will—

(1) Establish and operate publications stockrooms.

(2) Correctly maintain their initial distribution requirements and those of other accounts handled.

(3) Correctly distribute blank forms and command publications to supported units.

(4) Control the storage and issue of classified and accountable publications, including accountable forms, as required by each item's security classification, this regulation, and AR 380-5.

(5) Provide guidance to units on—

(a) Managing their publications accounts.

(b) Preparing DA Form 12-R and DA Form 12-99-R for supported units.

(c) Reviewing initial printouts of distribution requirements.

(d) Processing rejection or advice of supply status messages received from the USAPA.

(6) Conduct assistance visits to supported units as needed.

(7) Assist unit commanders in completing needed actions when units are alerted for permanent change of station.

(8) Establish procedures to record stockage demand data for blank forms and command publications. Ensure that up to 120 days' stock of blank forms is maintained or on order. Managers of overseas publications centers will ensure that up to 180 days' stock of blank forms is maintained or on order.

(9) Supply blank forms to U.S. Army Reserve (USAR) and Reserve Officers' Training Corps (ROTC) units located in their geographic areas of responsibility.

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

1-22. DA publications manager

The DA publications manager, when designated by the MACOM commander or commander of a major subordinate command, will develop and administer programs for the life-cycle management of the organization's DA publishing mission. (See para 1-18 and sec III for details on the DA publications manager and the internal versus the external publishing mission.) In addition to the DA publishing duties listed in 1-21b, the DA publications manager will—

a. Manage the expenditure of DA printing and publications funds.

b. Supervise the operational activity responsible for the organization's external publications mission.

c. Direct the creation, development, and preparation of DA publications.

d. Review projects and contracts and identify external publishing tasks.

e. Acquire, verify, and maintain databases to catalog and communicate operation and maintenance operation information.

1-23. All proponents

Only a principal HQDA official (see fig 4-2) who has primary interest in the subject matter of the publication may act as a proponent for a DA policy publication (see para 2-4b). Proponents of policy will ensure that all staffing and public notice requirements set out in this regulation are complied with before submitting the publication to the AASA for approval and authentication. When it is not clear who the proponent should be, Office of the Secretary of the Army (OSA) (SAAA-PP) and the Office of the Chief of Staff, Army (OCSA) (DACS-DMC) will determine the proponent. Proponents will—

a. Prepare and submit their publications for printing in a timely and accurate manner.

b. Keep their publications current. Publications that have not been revised or changed in 5 years will be reviewed and updated with current policies and procedures. Publications that contain policies and procedures that are no longer needed will be superseded or rescinded.

c. Properly coordinate their publications before submitting them for printing. Standard submission for electronic publishing will be coordinated with the Director, USAPA (JDHQSV-PAP-E). This pertains especially to tabular material, digital graphics, and data exported from structured databases.

d. Provide funding for the initial printing of their publications and forms and for the maintenance of stockage levels by reprinting those publications and forms.

e. Determine appropriate audience and level of command for their publications. (See para 12-7.)

f. Rescind those publications, forms, and requirement control symbols (RCSs) that are no longer required.

g. Remove canceled RCSs from publications and cite all canceled and reassigned RCSs on the title page of the implementing directive.

h. Establish a RUPP program to reduce administrative publications, forms, and reports at all levels. Proponents through their designated functional managers will—

(1) Oversee reduction of administrative publications, forms, and reports.

(2) Institute a “no-growth” policy to ensure that new administrative publications do not go to command level “A” unless a valid need exists. Proponents will remove (through rescission, consolidation, or distribution change) one current “A” level publication at the time a new publication is approved for publishing.

(3) Ensure that all new, revised, or changed command level ”A” or “B” administrative publications and their changes are staffed (in accordance with this regulation) with Director, USAPA, ATTN: JDHQSV-PAP-P, Alexandria, VA 22331-0302, before they are submitted for publication. Command publications and their changes will be coordinated with designated functional managers. Proponents will include in the staffing memorandum a justification showing the following:

(a) What the unit commander is expected to do that requires possession and maintenance of the publication.

(b) Why the commander cannot be expected to obtain directions from the next higher headquarters.

(c) What regulation is being eliminated or consolidated, or what distribution change is taking place in conjunction with this new publication.

(4) Rescind all publications, forms, and reports that duplicate requirements of higher headquarters.

(5) Comply with AR 335-15 and ensure that information for reports is collected at the highest available level.

(6) Use table 1-1 to determine if “A” or “B” level distribution is correct for their publications.

(7) Include a mobilization statement in the applicability statement of all publications distributed to A or B distribution level.

i. Use standardized departmental publications data structures as defined by Army DTDs to provide printed or digital information most cost-effectively to the field.

j. Ensure:

(1) The integrity, accuracy, and currency of the information on their CD-ROM.

(2) That International Standards Organization (ISO) 9660 is used to develop CD-ROMs. Additionally, proponents will ensure that other development guidelines in MIL-HDBK 9660 are followed.

(3) The intended Army audience for a non-standard CD-ROM has the hardware and software capability to use the product.

(4) Written approval is obtained from each proponent whose information products are included on CD-ROMs.

k. Scan all information products for viruses before submission for replication or release on CD-ROM. Proponents will indicate on the DA Form 260 (Request for Printing of Publication) the virus software and version used for departmental publications on CD-ROM.

l. Conduct a thorough validation of requests prior to issuing information products on CD-ROM that ensures:

(1) The cost effectiveness of the CD-ROM project is considered and the most economical means are employed for replicating the CD-ROM.

(2) Compliance with all public laws, DOD guidance, and Army guidance (for example, for copyright and licensing).

(3) End user hardware configurations are considered.

m. Maintain and distribute to end users, designated functional managers, heads of HQDA agencies, and commanders of MACOMs, MSCs, and installations an annual index of proponent CD-ROM issuances, if the proponent issues more than three annually.

n. Submit DA Form 260 (if the CD-ROM contains any authenticated departmental publications) through the proponent to USAPA.

o. Coordinate with the organization's visual information (VI) manager if their CD-ROMs also contain VI products to ensure all Army VI requirements are met.

1-24. Preparing agencies of doctrinal and training publications

a. Preparing agencies under the operational control of TRADOC, AMC, or TSG that prepare doctrinal and training publications and products will comply with the guidance in this regulation.

b. Preparing agencies that prepare doctrinal and training publications not under the operational control of TRADOC, AMC, or TSG will—

(1) Evaluate Total Army requirements for products in their functional areas of responsibility. They will base requirements on Army objectives and priorities.

(2) Approve and submit final draft manuscripts or camera-ready material or electronic final copy, through the MACOM to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, for DA printing. (This does not apply to publications prepared under the decentralized printing program.)

(3) Comply with the guidance in this regulation.

c. All preparing agencies will ensure that the readability of Army-wide doctrinal and training publications meets established standards.

d. All preparing agencies will analyze, evaluate, and participate in other methods to procure doctrinal and training publications in print, such as use of other Government agencies' publications.

1-25. Proponents for technical and equipment publications

The proponents for technical and equipment publications are the CG, AMC for the DCSLOG, the Corps of Engineers (COE), and TSG. In addition to the responsibilities listed in paragraphs 1-13, 1-19, and 1-23, they will—

a. Maintain cost records on technical and equipment publications and provide publications management data to HQDA as required.

b. Maintain data files for and take part in multi-Service efforts, procedures, and agreements to exchange technical publications and related technological information.

(1) Program for automated systems to receive, store, distribute, and use digital weapon system technical information.

(2) Configure and adapt these systems to enable either digital data delivery or Government access to contractor maintained technical databases.

(3) Acquisition plans, solicitation, and related documents for all new systems should require specific schedule and cost proposals for:

(a) Integration of contractor databases.

(b) Authorized Government access to contractor databases.

(c) Applying the CALS standards in digital form to technical information for delivery.

c. Write a schedule to develop, acquire, and initially distribute technical and equipment publications for the Materiel Acquisition Program. See AR 70-1 and AR 700-127. They will ensure that the plan includes—

(1) A description of the style, content, and format of the publications and a schedule for completion.

(2) A strategy for preparing, validating, verifying, and delivering the publications.

d. Prepare or procure by contract equipment publications that—

(1) Are for items that have been type classified as standard or limited production.

(2) Are intended for issue to the field.

(3) Will require maintenance support at any level.

e. Coordinate and review equipment publications according to AR 750-1 and this regulation.

f. Ensure that equipment publications for operators—

(1) Accompany the equipment when it is issued to the user. When it is wasteful to pack one operator's manual and hand receipt manual with each end item (e.g., small, high-density items such as telephones or telescopes), the responsible proponent will reduce the quantity to a reasonable level.

(2) Are listed in the basic issue items list.

g. Ensure that equipment publications for unit maintenance, direct support, general support, and aviation intermediate maintenance levels are issued to these maintenance activities before or during equipment delivery.

h. Ensure that technical publications are changed or revised to include mission-essential contingency items. The CG, AMC, COE, and TSG will base their decisions to change or revise technical publications on—

(1) The importance of the equipment or system.

(2) The urgency of need, anticipated economic useful life, and length of time the equipment or system will be retained in the DOD inventory.

(3) The standards contained in paragraph 2-55.

i. Analyze all existing equipment systems, especially new acquisitions, to determine the best medium or mix of media for dissemination of operation and maintenance instructions. Electronic media will be used whenever possible. At the time of TM revision, determine the cost effectiveness of conversion to digital form. When revising technical and equipment publications for older, low-density, or near obsolete equipment, the publication's original format will be used if conversion is not cost effective. Before scheduling such revisions and starting work, the proponent must coordinate with and receive written approval from the TRADOC element representing the user. Proponents must define requirements for revision of such publications in the appropriate contract statement of work. Contracts will not cite obsolete or canceled specifications used to prepare the current edition.

j. Prepare the component list supply catalog for each collection-type item or group of closely related collection-type items for which they have logistics responsibility. The CG, AMC, will delegate this responsibility to AMC MSCs and service item control centers.

k. Ensure that all technical and equipment publications are prepared according to the military specifications governing the category of document involved. All technical and equipment publications will be validated and verified against the related system or equipment, including changes to publications. The CG, AMC, and TSG will—

(1) Ensure (for contractor-developed technical and equipment publications) that the contract defines the roles of the contractor and the Army in validation and verification requirements.

(2) Ensure that the technical publications element of the proponent command will be responsible for providing guidance to the contractor and for review, verification, and acceptance of deliverable products.

l. Maintain an information system that will rapidly feed back users' reports on deficiencies in technical and equipment publications.

m. Coordinate with the user representative early (prior to contract award) and throughout the publications preparation cycle. This coordination will ensure consideration of content and techniques to improve the use of the publication for training as well as for operation and maintenance of the equipment/system.

n. Prepare a verification plan to ensure that the equipment publication is tested and proved to be suitable for use by the target audience. The CG, AMC, COE, and TSG will coordinate the verification plan with user representatives to ensure timely support of personnel and materiel for testing.

o. Inform the appropriate TRADOC school for the equipment involved of the general requirements for the project. This must be accomplished immediately upon contract award. The schools will be informed of the overall project schedule and will be invited to participate in the start-of-work meeting.

p. Invite appropriate TRADOC schools to participate in process reviews.

q. If the project has a TRADOC Systems Manager (TSM), accomplish all coordination and invitation through the assigned TSM.

r. Ensure that a digital master file is created for all new publications, revisions, and changes.

1-26. Commanders authorized publications accounts

Commanders authorized publications accounts will—

a. Determine initial distribution requirements for all (joint, multi-Service, and Army) required publications. For units organized under a Personnel and Administration Center (PAC), this responsibility will include ensuring that all the subordinate units have identified initial distribution requirements.

b. Control the storage and use of classified, accountable, or sensitive publications as required by each item's security classification, this regulation, and AR 380-5.

c. Review the annual initial distribution requirements printout received from the USAPA.

d. Establish and maintain an internal distribution scheme for publications received by the unit. For units organized under a PAC, this responsibility will include ensuring that publications are properly forwarded to the subordinate unit that requested them.

e. Ensure that publications account personnel within the unit are properly trained and are familiar with the requirements of this regulation and the guidance in DA Pam 25-33.

Section III
Organizing Publishing Elements

1-27. The publishing role

To meet the publishing needs of the Army, each command, agency, and activity must define its publishing role. Most organizations produce publications for their own use. Therefore, they have only an internal support publishing mission. A few organizations also develop literature that is published by DA for use Army-wide. Therefore, they also have an external publishing mission.

1-28. Organizing for internal support publishing

a. Most agencies and commands have an internal support publishing function, limited to supplementing higher guidance and providing local information. These internal publishing functions consist of the following:

(1) Publications control.

(2) Printing/reproduction control.

(3) Forms management.

(4) Copier management.

(5) Publications stockroom management.

b. Individuals performing these functions must have technical area expertise. Their major responsibilities will be to provide technical support and ensure that the agency or command uses the APPP properly.

1-29. Organizing for an external and internal publishing mission

Commands that also have an external publishing mission have two options in organizing for their publishing role.

a. Commanders may establish external publishing as an independent element in their organization.

(1) The commander may designate a DA publications manager to be responsible for the external publishing mission. (An example of such an organization is TRADOC, which develops Army training and doctrinal publications.) The external publishing element may be at an organizational level where it can fulfill the publishing needs of its organization, coordinate effectively with the next higher echelon, and meet the requirements of the APPP. For example, TRADOC service schools that write and publish their own publications may identify which of their activities are involved in writing and publishing. The school may then establish a management element for these activities. (See para 1-22 for DA publications manager responsibilities.)

(2) The designated functional managers (in administering the command's internal publishing mission) will supervise several functions. These functions are publications control, printing/reproduction control, forms management, copier management, and publications stockroom management. Designated functional managers will have oversight responsibility for the command's internal publishing mission and will provide publishing and printing support to the DA publications manager.

b. Commanders may instead have only a designated functional manager responsible for the organization's external and internal publishing missions. In this case, designated functional managers responsibilities will be those described in paragraph 1-21.

Table 1-1
Reduction in unit publications program decision logic table

Item	Question	If the response is yes, then...	If the response is no, then...
1	Is the publication a revision of an existing regulation?	Go to item 2.	Go to item 4.
2	Does the distribution on the revised regulation match the distribution of the existing regulation as listed in DA Pam 25-30?	Go to item 3.	See note 1.
3	Does the revision change any of the responsibilities of the unit commander?	See note 2.	Go to item 4.
4	Is the regulation aimed at the installation level?	See note 3.	Go to item 5.
5	Does the summary paragraph indicate that the publication deals with matters that must be resolved at company/battalion /brigade level?	Go to item 6.	See note 4.
6	Does the applicability paragraph indicate usage of the regulation at company/battalion /brigade level?	Go to item 7.	See note 4.
7	Does the purpose paragraph indicate usage at the company/battalion /brigade level?	Go to item 8.	See note 4.
8	Does the responsibility paragraph spell out things that the unit commander (“A” or “B” level) must do?	Go to item 9.	See note 4.
9	Does the unit commander generate any forms or reports required by the regulation?	Go to item 10.	See note 4.
10	Does the regulation have implied tasks applicable at unit level in the responsibilities paragraph or anywhere else in the regulation? (See notes 6, 7, and 8.)	Go to item 11.	See note 4.
11	Does this regulation overlap another regulation? (See note 7.)	See notes 5 and 7.	See note 9.
12	Is the regulation written in the structured, single-source format?	See note 10.	See note 8.

Notes.

1. Briefly explain in the staffing memorandum any discrepancies (see para 1-23h(3)), if the command level for the revised publication differs from the level of the original publication as it appears in DA Pam 25-30.
2. Outline the changes of the unit commander’s responsibilities in the staffing memorandum.
3. Use a command level not lower than “C” if the publication is aimed at the installation level.
4. Consider raising the command level of the publication to “C” or higher or rewrite the paragraph in question to clarify the tasks and responsibilities of the unit commander.
5. Consider revising the existing publication to incorporate the new tasks and responsibilities of the unit commander.
6. Watch for statements such as “Commanders are responsible for...,” implied tasks are contained within specific tasks or when there are no specific tasks. Regulations with implied tasks and no specific tasks are unstructured and probably should be DA pamphlets instead of regulations. Publications with no implied tasks and no specific tasks are almost certainly not regulations.
7. A structured regulation written as a single-source document will stand on its own without reference to another regulation.
8. Request an exception from the Director, USAPA, ATTN: JDHQSV-PAP-P, Alexandria, VA 22331-0302, when “A” and “B” publications cannot be adapted to the structured, single-source format.
9. Review your answers after processing through the table. If you were advised more than one or two times to consider raising the command level to “C” or higher or to rewrite the paragraph, it is very likely that the regulation is not needed at the unit level. If “A” level distribution is still desired, provide full justification to the RUPP program manager.
10. Complete DA Form 260 and staff with the RUPP program manager.

Chapter 2
Publications

Section I
Statutory Restrictions and Official Publications

2-1. Statutory restrictions for publications

a. Publishing and printing materials.

(1) An Army organization will not publish, print, or reproduce material, mechanically or electronically, unless an official designated by the commander certifies that the material is required for the official conduct of Government business.

(2) No periodical will be printed unless approved by a departmental or MACOM review committee.

(3) No private or commercial printing will be done at any Army plant even though the Army is offered reimbursement.

b. Nonessential publications. A proposed Army publication will be considered nonessential and will not be printed or reproduced in any media, to include electronic, if—

(1) It is not directly needed to effectively, efficiently, and economically conduct official business.

(2) It cannot be produced and distributed in time to fully serve its intended purpose.

(3) It duplicates, beyond the requirements for clarity, material already available to the publication's users.

c. Unauthorized publications. Unauthorized publications will not be printed or reproduced. They include—

(1) Elaborate conference or other program reports.

(2) Any publication with material that tends to glorify persons, units, or activities of the DA. (Official publications announcing the issue of citations and awards are exempt.) This will apply whether the publication will be produced by an Army field printing plant or for the Army under contract. It will also apply whether appropriated or nonappropriated funds will be used.

2-2. Official publications

a. Description.

(1) Official publications are those needed to conduct the Army's official business. Generally, they will be:

(a) Initiated by the agency head or commander having responsibility for the subject matter.

(b) Prepared in standard formats and prescribed media.

(c) Identified by a standard numbering system.

(d) Authenticated by a designated official.

(e) Financed from appropriated funds.

(2) Not all official publications meet the criteria in (1) above. The publications listed below may be considered official publications.

(a) School texts.

(b) Official historical volumes.

(c) Publications reporting results of scientific research.

(d) Publications by experts on technical, tactical, or similar subjects approved by the SA.

b. Proponent of publications.

(1) *Policy publications.* Only a principal HQDA agency (OSA, OCSA, and the principal HQDA officials) will be the proponent for a publication that establishes Army-wide policy.

(2) *Nonpolicy publications*. A field operating agency or MACOM may be the proponent of an instructional or informational publication; a doctrinal, training, or organizational publication; or a technical or equipment publication.

c. Echelons of publications.

(1) *DA* (*departmental*) *publications*. These publications have Army-wide application.

(2) *HQDA* agency publications. These publications have only agency-wide application. They apply only to the issuing agency and have no application to other agencies in the Army or to elements in other departments or Government agencies. Heads of HQDA agencies may issue these publications only to elements under their jurisdiction.

(3) *Command publications.* These publications have only command application. They apply only to the issuing command and have no application to other commands in the Army or to elements in other departments or Government agencies. Commanders are authorized to issue these publications only to elements under their jurisdiction.

(4) *Multi-Service publications*. These publications apply to more than one military department (Army, Navy, Air Force), Defense agency, or other Government agency. Multi-Service publications are agreed to and issued by the heads of the departments and agencies involved, one of which is designated as the executive agent for the publication. They are department-wide or agency-wide in scope.

(5) *National Guard Bureau publications*. These publications apply only to National Guard units while not in Federal service and are issued by CNGB.

d. Relationship of publication echelons.

(1) To ensure uniformity, all policies and procedures (and supporting forms) will be issued, when possible, in the highest echelon of publication and by the highest headquarters.

(2) If the policies and procedures in publications conflict, those in the higher echelon publication will govern. If both publications are of the same echelon, the most recent one will govern, and proponents will act to resolve such conflicts at once.

(3) No command or agency publication will, directly or indirectly, rescind, amend, or take precedence over a DA or multi-Service publication or any of its parts.

(4) Guidance in a DA publication will not be based on a lower echelon publication.

Section II
Media

2-3. General

a. DA policies, procedures, orders, instructions, and information will be published in the media prescribed in paragraphs 2-4 through 2-6. In addition, the media will be used for publications that have multi-Service interest and application and are prepared by other military Services, DOD agencies, or other Government departments and agencies. Select the appropriate medium for all Army-wide publications. Some publishing media (numbered HQDA letters and DA circulars) are temporary. Once the medium expires, so does the policy it contains. Long-term policy will be issued in Army regulations to avoid reissuing policy every 2 years in a temporary medium.

b. Agency and command policies, responsibilities, procedures, and information will be published in the media prescribed in paragraph 2-7.

c. Procedures for printing command information products are contained in AR 360-81.

d. The distribution medium must be issued in synchronization with the publishing medium; for example, an electronic technical manual (ETM) must be kept current with the paper TM.

2-4. DA administrative publications

a. Listed below are types of DA administrative publications. Descriptions of these publications are in the glossary.

(1) Army regulations (ARs).

(2) DA circulars (DA Cirs).

(3) DA court-martial orders.

(4) DA general orders (DA GOs).

(5) DA memorandums (DA Memos).

(6) DA pamphlets (DA Pams).

(7) DA posters.

(8) Numbered HQDA letters.

b. Listed below are the publications that will be used to issue departmental policy. They will be staffed according to paragraph 4-8 and authenticated according to paragraph 2-68.

(1) Army regulations (including permanent change).

(2) DA circulars.

(3) DA memorandums.

(4) Numbered HQDA letters.

(5) DA general orders.

2-5. Doctrinal, training, training support, and organizational publications and products

Listed below are types of doctrinal, training, training support, and organizational publications and products. Descriptions of these publications are in the glossary.

a. Army training and evaluation programs (ARTEPs).

b. Field manuals (FMs)/multi-Service manuals (MMs).

c. Graphic training aids (GTAs).

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

e. Precommissioning publications.

f. Professional bulletins (PBs).

g. Soldier training publications (STPs).

h. Tables of allowances (TOAs).

i. Tables of distribution and allowances (TDAs).

j. Tables of organization and equipment (TOEs).

k. Training circulars (TCs).

2-6. Technical and equipment publications

Listed below are types of technical and equipment publications. Descriptions of these publications are in the glossary.

a. Automated information systems manuals (AISMs).

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

c. 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 (PMCS) table of the appropriate TM.)

d. Modification work orders (MWOs).

e. Supply bulletins (SBs).

f. Supply catalogs (SCs).

g. Technical bulletins (TBs).

h. Technical manuals (TMs).

2-7. Agency and command administrative publications

Listed below are types of agency and command administrative publications. These publications are discussed in chapter 9.

a. Agency and command AISMs.

b. Bulletins.

c. Circulars.

d. Memorandums.

e. Orders.

f. Pamphlets.

g. Posters.

h. Regulations.

i. Supplements.

2-8. CD-ROM products

a. *General.* CD-ROM is an approved Army distribution and storage medium for departmental publications and forms. Information distributed by CD-ROM will adhere to the same copyright, licensing, information management, and legal requirements as information distributed in other media. All requirements in this regulation and AR 25-1 apply when developing and distributing information products on CD-ROM. In addition, functional proponents and developers will follow the technical guidelines in MIL-HDBK 9660 as far as possible. Multiple copies of entire publications will not be reproduced, from CD-ROM or any other media, without prior local reproduction authorization from the Director, USAPA (JDHQSV-PAP-E). Small portions of publications may be printed from publications on CD-ROM without prior approval on an as-needed basis only.

b. *Proponent decision-making process.* Proponents will use the most economical means to develop CD-ROMs. Before developing a CD-ROM product, the proponent will conduct a cost and feasibility analysis for the CD-ROM production effort, to 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. Proponents may use the evaluation guidelines in MIL-HDBK 9660 (para 5.2.3) for this analysis. Analysis results will be provided 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 CD-ROM is identified 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 will obtain written approval from each proponent whose information product will be included in such a compilation. For all departmental publications, the developing proponent will use DA Form 260 to coordinate through USAPA with each proponent having a product residing on the compilation CD-ROM.

d. *Physical and content requirements.*

(1) *Installation requirements.* All CD-ROM products will 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.

(2) *Virus protection.* The proponent office will scan all information products for viruses before submission for replication or release on CD-ROM.

(3) *Labeling.* The face of the CD-ROM will 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 electronic media (EM) number (for indexing purposes). The label will 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 (a) through (I) 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.

(a) Data classification for security classifications and other protective markings (for example, For Official Use Only).

(b) 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).

(c) Classification color rings for CD-ROMs containing classified information.

(d) Name of functional proponent that developed the CD-ROM.

(e) Classification authority and declassification date, if applicable.

(f) 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.

(g) Disk identification number for accounting of CD-ROMs containing top secret information or code words.

(h) An EM number as assigned by the Director, USAPA (JDHQSV-PAM-M).

(i) 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) if applicable, supplemental data formats used, and volume identification.

(4) *CD-ROM master development standards*. All CD-ROMs produced for use Army-wide will conform to international standards ISO 9660 and ISO 10149. (See MIL-HDBK 9660 for further technical guidance.) Proponents will use standard data elements according to DOD Directive (DODD) 8320-1.

(5) *Software considerations.* CD-ROMs containing authenticated departmental publications will also contain the necessary viewing software and the search and retrieval engine. Proponent requests to compile authenticated departmental publications with other information produced on CD-ROM will 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. Mastering and replication of the disk will be acquired by the proponent.

e. 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 will follow the policy in paragraph 11-22.

f. *Camera-ready art.* Camera-ready artwork submitted for disks, inserts, and packaging will meet the same standards of reproducibility required for other departmental products. For questions about color separation, registration, typography, or design, contact the Director, USAPA (JDHQSV-PAM-M).

g. *CD-ROM index.* Proponents who produce more than three CD-ROM products for Army-wide distribution will maintain and distribute an annual index of CD-ROM products for which they are responsible. The index will 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 will 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 USAPA home page. USAPA will provide a home page central file location which 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 will provide the following:

(1) Title of the CD-ROM or set.

(2) CD-ROM number.

(3) Titles of products contained on the CD-ROM.

(4) Classification and protective markings (if higher than unclassified) or the highest classification if the CD-ROM includes both classified and unclassified information.

(5) Proponent name and address and the name, address, and phone number of a point of contact.

(6) Date of production.

(7) EM number.

h. *Packaging.* Proponents will use the most cost-effective packaging for CD-ROM products. Currently, the most cost-effective packaging method is the cardboard mailer. CD-ROM packaging will conform to the requirements of MIL-HDBK 9660 (para 5.2.2). Specify deviations from the most cost-effective method (for example, jewel box packaging) in the printing request. For compilation CD-ROM products containing departmental publications and a combination of other information, such as agency and command publications or databases, do not display the authentication blocks for either departmental or agency and command publications on the CD-ROM's face, cover (jewel box), or insert. Proponents will justify requests for jewel box packaging on the DA Form 260.

i. *Authentication.*

(1) *Departmental CD-ROM publications.* Departmental (Army-wide) CD-ROM publications will be procured and distributed to Army-wide users by USAPA. USAPA will perform the contractual requirements for departmental CD-ROM publications.

(a) All departmental CD-ROM publications will 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 USAPA (JDHQSV-PAP-E).

(b) Departmental CD-ROM publications will be authenticated by the SA or the AASA. Because authentication is controlled, USAPA 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 will be placed on the jewel box insert.

(c) Departmental CD-ROM publications will be stocked and distributed by USAPA through standard initial distribution requirements.

(d) Proponents issuing departmental publications on CD-ROM must submit a completed DA Form 260 through the designated functional manager to the Director, USAPA (JDHQSV-PAM-M). This will allow for authentication, indexing into the Army publications inventory (DA Pam 25-30), and procurement.

(2) *Agency and command CD-ROM publications.*

(a) Agency and command CD-ROM publications will be authenticated by the commander or agency head or his or her designated representative. 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 will 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 will be allowed on the face or back of the CD-ROM.

(3) *Compilation CD-ROM products.* For 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 will be part of the publication itself. Agency and command publications will be authenticated by the commander's designee. Departmental publications will be authenticated by the SA or the AASA. The agency or command must obtain, from USAPA, the camera-ready copy of the controlled numbered authentication block for certain departmental publications. This authentication will 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.

j. *Publishing.* Proponents will coordinate early (prior to submission of DA Form 260 for publishing CD-ROM products) for approval of the CD-ROM subject identifier (formerly nomenclature). USAPA will assign an electronic media number (nomenclature) to all CD-ROM products.

k. *DA Form 260.* Proponents must submit a completed DA Form 260 to USAPA 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 as well as the publication date of each item. All items must be the most current and have been neither superseded nor made obsolete.

(2) A list of all changes to the publications with their change numbers and publication dates.

(3) 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.

(4) 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.

(5) 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 will state "FOR INDEXING PURPOSES ONLY."

l. *Stockage and distribution.* Stockage and distribution of CD-ROM products containing authenticated departmental publications will be accomplished through Army's distribution system. Use printer initial distribution of CD-ROM products only where warranted.

m. *Authentication placement.* For 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.

Section III
Writing and Revising Publications

2-9. General guidelines for proponents

Proponents will:

a. Ensure that all information agrees with established policies regarding functional areas. Also, proponents should consider using SGML when preparing DA publications that include reusable data (see para 2-61). Use of formats, other than SGML, must be forwarded through HQDA agency or MACOM to the Director, USAPA, ATTN: JDHQSV-PAP-P, for approval prior to use.

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

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

(2) Requesting other interested agencies to prepare pertinent material for inclusion in the proposed publication or in changes to other affected publications. This material should be published and distributed at the same time as the proposed publication.

c. Review all proposed publications for forms implications. The review will 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 nonessential forms and requirements.

(2) Consolidating similar or related forms.

(3) Replacing MACOM or local forms with higher echelon forms.

(4) Using computer-generated forms instead of printed forms.

(5) Using standardized data elements and reducing unnecessary data elements on forms.

(6) Reducing the number of copies distributed.

(7) Establishing new DA forms to support nonstandardized requirements in proposed publications and precluding the establishment of multiple lower echelon forms.

(8) Identifying forms that are to be filled in mechanically (by computers or word processor printers) to ensure that the design and construction are suitable for mechanical completion.

d. Ensure that the publications they prepare conform to applicable U.S.-ratified international standardization agreements (STANAGs). These agreements include North Atlantic Treaty Organization (NATO) STANAGs and quadripartite standardized agreements (AR 34-1).

e. Avoid excessive references to or duplication of material already in other publications.

f. Develop life-cycle management plans for their publications to include the scheduling of changes and revisions.

g. Ensure that commercial textbooks are not procured for use as, or instead of, departmental publications.

h. Follow instructions for each type of publication. These instructions are in other chapters of this regulation.

i. Check citations and cross-references to other publications for accuracy and submit a statement to Office of The Judge Advocate General (OTJAG) that verifies that all citations and references are accurate and current.

j. Analyze all existing equipment systems, as well as new acquisitions, to determine the best mix of media for dissemination of operation and maintenance instructions using electronic media whenever possible. Cost savings of quality improvements that would result from changing paper deliverables to digital delivery must be fully documented.

k. Ensure that a digital master file is created for all new publications, revisions, and changes.

l. Ensure that final approved prototype ETMs on CD-ROM are marked “PROTOTYPE” and fielded for soldiers to evaluate (see para 6-12).

2-10. Approval before preparation

Proponents will obtain approval before preparing a manuscript or artwork for publications listed in a through d below or before negotiating the procurement of commercial items referred to in e below unless authorized under departmental decentralized printing programs. The proponent will submit justification for initiating or revising the publications and commercial items given below to Director, USAPA, ATTN: JDHQSV-PAP-F, Alexandria, VA 22331-0302.

a. DA posters.

b. DA publications containing multicolor printing. (Two colors are authorized for decentralized printing programs within the color guidelines of para 11-22.)

c. DA periodicals.

d. DA civilian recruiting publications and junior officer recruiting brochures.

e. Commercial items (such as posters, leaflets, brochures, and handbooks) intended for Army-wide distribution. This does not apply to commercial TMs.

f. Informational DA pamphlets.

2-11. Organization

a. A publication may be divided into the divisions and parts shown in table 2-1; for example, parts, chapters, sections, paragraphs, and subparagraphs (to the third subdivision, which is a letter enclosed in parentheses). When subdividing an element, at least two of the same subdivision must be used, as explained below. (Some multi-Service use equipment publications may, for standardization purposes, use decimal paragraph numbering.)

(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(1) must have a(2).

b. 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.

c. Table 2-1 will be used when numbering the divisions of a publication (and elements such as figures and tables).

d. Technical publications will be organized according to this regulation and refer to the applicable military specification for items not covered herein.

Table 2-1
Identifying the divisions and parts of a publication
(See note 1.)

Divisions or parts	Bound format	Looseleaf format
1. Parts	Number consecutively, spelling out the part number (for example, Part One, Part Two).	Same as for bound format.
2. Chapters	Number consecutively throughout the publication, using Arabic numbers (for example, Chapter 1, Chapter 2).	Same as for bound format.

Table 2-1
Identifying the divisions and parts of a publication
(See note 1.)

Divisions or parts	Bound format	Looseleaf format
3. Sections	Number consecutively throughout the publication, using capital Roman numerals (for example, Section I, Section II). If the publication is divided into chapters, number the same as for the looseleaf format.	Number consecutively within chapters, using capital Roman numerals (for example, within Chapter 1, Section I, Section II; within Chapter 2, Section I, Section II).
4. Paragraphs (See note 2.)	Number consecutively throughout the publication, using Arabic numbers (for example, 1, 2, 3). If the publication is divided into chapters, number the same as for the looseleaf format.	Number consecutively, using two-part Arabic numbers. The first number represents the chapter; the second represents the numerical sequence of the paragraph within the chapter (for example, 1-1, 1-2; 2-1, 2-2).
5. Subparagraphs	*First level:* Identify within each paragraph, using lower-case letters in alphabetical sequence (for example, a, b, c...z; aa, ab, ac,az; ba, bb, bc...bz. *Second level:* Number consecutively within each subparagraph, using Arabic numbers in parentheses (for example, within subparagraph a, (1), (2); within subparagraph b, (1), (2)). *Third level:* Identify within each subparagraph, using lower-case letters in parentheses and in alphabetical sequence (for example, within subparagraph a(1), (a), (b); within subparagraph a(2), (a), (b)). (See note 3.)	Same as for bound format. Same as for bound format. Same as for bound format.
6. Illustrations and tables	Number consecutively throughout the publication, using Arabic numbers (for example, Figure 1, Figure 2; Table 1, Table 2). If the publication is divided into chapters, number the same as for the looseleaf format.	Number consecutively within each chapter, using two-part Arabic numbers. The first number represents the chapter; the second number represents the numerical sequence of the illustration or table within the chapter (for example, Figure 1-1, Figure 1-2; Figure 2-1, Figure 2-2; Table 1-1, Table 1-2; Table 2-1, Table 2-2).
7. Appendixes	Identify with capital letters in alphabetical sequence (for example, Appendix A, Appendix B). (See note 4.)	Same as for bound format.
a. Sections within an appendix	Number consecutively within each appendix as explained in item 3 above. (See note 5.)	Same as for bound format.

Table 2-1
Identifying the divisions and parts of a publication
(See note 1.)

Divisions or parts	Bound format	Looseleaf format
b. Paragraphs within an appendix	Identify with a capital letter and an Arabic number. The letter represents the appendix; the number represents the numerical sequence of the paragraph within the appendix (for example, A-1, A-2; B-1, B-2). (See note 5.)	Same as for bound format.
c. Subparagraphs within an appendix	Same as in item 5 above. (See note 5.)	Same as for bound format.
d. Illustrations and tables within an appendix	Identify with a capital letter and an Arabic number. The letter represents the appendix; the number represents the numerical sequence of the illustration or table in the appendix (for example, Figure A-1, Figure A-2; Table A-1, Table A-2).	Same as for bound format.
8. Glossary	Unnumbered. (See note 6.)	Same as for bound format.
a. Sections within a glossary (See note 7.)	Number consecutively within the glossary as explained in item 3 above.	Same as for bound format.
b. Paragraphs within a glossary (See note 8.)	Unnumbered.	Same as for bound format.
c. Subparagraphs within a glossary	Same as in item 5 above.	Same as for bound format.
9. Index	Unnumbered. (See note 9.)	Same as for bound format.

Notes.

1. ARs in the 690-series (civilian personnel ARs) that supplement the FPM conform to the numbering system used for divisions in the FPM; that is, the chapter, section, and paragraph numbers used in a 690-series AR are the same as those in the FPM that the AR supplements.
2. This item refers only to paragraphs in the body of the publication.
3. A paragraph should not be divided further than the third level.
4. "Appendix A" is used as the title when there is only one appendix.
5. This information does not apply when an appendix is a reproduction or extract of a related document, such as a DODD or a sample contract. In this case, the numbering system used in the original document is maintained.
6. There is only one glossary per publication; it is titled "Glossary" and needs no number.
7. Sections are used when both terms and abbreviations are explained in the glossary.
8. This item refers to definitions that are paragraphs in length. The terms and abbreviations listed in a glossary are not numbered.
9. There is only one index per publication; therefore, it is not numbered. It is titled "Index." Also, subject entries themselves are not numbered.

2-12. Writing styles

a. Official publications must be concise, clear, factually accurate, and pertinent. Basic policies for writing official publications are listed below. 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.

(1) *Mood, tense, and voice.*

(a) 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.

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

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

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

(e) Use the active voice when possible.

(2) *Personal pronouns.* Do not use first and second person pronouns ("I," "we," and "you") in directive publications. However, they may be used in doctrinal and training publications. Second person pronouns ("you") may be used in informational publications and standard pamphlets. The use of third person singular pronouns ("he" or "she") must meet neutral language requirements.

b. Comply with equal employment opportunity policy and prevent possible sex discrimination by avoiding gender specific language, particularly in personnel manuals and personnel directives. For example, use "spouse" instead of "husband" or "wife," "he or she" instead of "he," and "family member" instead of "dependent." Rewriting a sentence frequently eliminates the need for repetitive "he or she." For example, "Soldiers complete their training." rather than "the soldier completes his or her training." Writers will also find words such as "the" and "a" helpful. The following awkward sentence can be rewritten as shown: "Each soldier will obtain his or her photograph and his or her badge and report to his or her commander; then, he or she will give the photograph to his or her supervisor." One rewritten example is: "Each soldier will obtain a photograph and a badge and report to the commander; then, soldiers will give the photographs to the supervisor." Another example is: "All soldiers will obtain photographs and badges and report to their commanders; then, they will give the photographs to the supervisor." Of course, there may be times when "he or she" and "his or her" is necessary, but careful writing can eliminate unnecessary repetition.

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 "Active Component." It has been replaced by "Active Army." This does not preclude the commander from using titles such as "physical security officer" or "reenlistment noncommissioned officer" to identify individuals to carry out the details of a given program. A duty or function must be fully described as follows:

(1) Army policy mandates that functions requiring special emphasis, attention, or skills be described in terms of desired results and actions. Army publications will fully describe these tasks. However, task implementation will be tied to a special staff activity identified in AR 5-3 or FM 101-5 rather than by directing designation of a specific individual to perform an "additional duty." There may be an external requirement based on a higher level directive, such as a DOD directive or an OMB circular, to appoint (and identify with a specific title) an individual to perform a certain function. For these external requirements, the paragraph in the Army publication establishing the requirement will state that it is implementing this higher level directive.

(2) The policy in (1) above does not preclude the commander from using titles such as “physical security officer” or “reenlistment noncommissioned officer” to identify individuals to carry out the details of a given program.

2-13. Compliance with the Army Readability Program

a. Basic guidance for the Army Readability Program is given below.

(1) Write Army publications at a reading grade level (RGL) that will meet the needs of the target audience.

(2) Measure the RGL using the Kincaid Readability Formula (c below).

(3) Write Army publications to meet the RGL standards in b below; however, do not revise an existing publication solely to lower its RGL.

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

(5) 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.

(a) For administrative publications—Director, USAPA, ATTN: JDHQSV-PAP-P, Alexandria, VA 22331-0302.

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

b. RGL standards are measured in terms of the overall RGL (ORGL) of the publication (c below) and are categorized by type of publication and target audience. Standards are listed below.

(1) Administrative publications. The target ORGL for Army administrative publications is 10. The maximum ORGL is 12.

(2) Doctrinal, training, technical, and equipment publications.

(a) Write Army instructional materials (except those discussed in (b) below) and technical and equipment publications at the RGL of the target audience. The maximum ORGL is 12.

(b) 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.

c. The Kincaid Readability Formula will be used to measure 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.

d. The RGLs of several samples within a publication are averaged to find the ORGL of the publication. To find the ORGL, add the RGLs from all samples and divide the total by the number of samples.

e. RGL computer programs that conform to MIL-STD-40051 may be used to measure the reading difficulty of Army publications.

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.

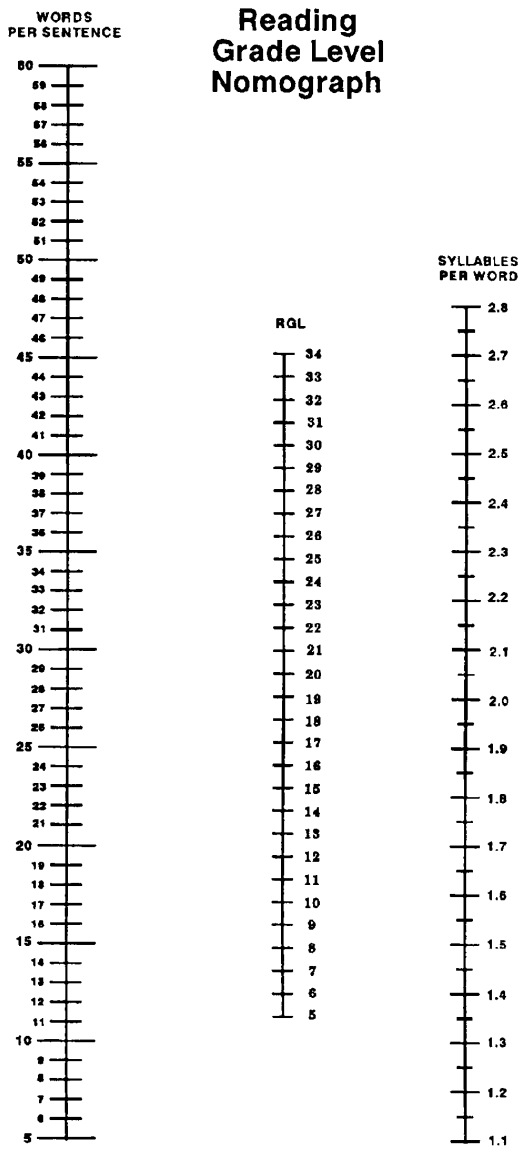

Figure 2-1. Reading grade level nomograph

2-14. Distribution restriction statements and warning and destruction notices for technical, equipment, doctrinal, and training publications

a. General. The policy contained in this paragraph implements DODD 5230.24. DODD 5230.24 establishes policy for marking technical documents of DOD and the military departments (including Joint, NGB, USAR, and the Unified and Specified Commands). 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.

(1) 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 2, or the continuation/remarks block of the DA Form 260.

(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, National Security Agency (NSA), or Chief, Central Security Service.

(b) That contain RESTRICTED DATA and FORMERLY RESTRICTED DATA as defined in the Atomic Energy Act of 1954, as amended.

(3) Distribution restrictions will remain in effect until changed or removed by the proponent. Each proponent will establish and maintain a procedure to review publications to increase their availability when conditions permit and notify USAPA 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 will be marked accordingly. Selection of these markings will 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 will 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 will not be placed on classified publications. Generally, statement A will 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 will 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.

(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 will 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 will 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 relate 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 will 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 4-505. When a classified publication that was assigned statement F is declassified, the statement will 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 will 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 will not be used on classified publications.

d. *Warning notice.* 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 b(2) through (7) above, 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.)

e. *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:

(1) For classified publications, use "DESTRUCTION NOTICE—Follow the procedures in AR 380-5, chapter IX."

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

2-15. Distribution restriction statement and destruction notice for administrative publications

a. *Distribution restriction statement.* Some administrative publications contain technical or operational information that is for Government use only and may prove harmful to U.S. interests if released outside the Government. The proponent must include the following statement on the cover and title page of such a publication: "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 release of this publication under the Freedom of Information Act or the Foreign Military Sales Program must be made to (insert office symbol and address of proponent)."

b. *Destruction notice.* Publications that bear the distribution restriction statement in a above will also be marked with one of the destruction notices in paragraph 2-14e.

2-16. Security classification and protective marking

a. *Security classification.*

(1) When each manuscript page of a classified DA publication requires copy preparation for composition by a printer, mark each page with the publication's assigned Defense classification. Mark each page regardless of its contents, whether the publication is bound or looseleaf. This procedure also applies to any changes to a classified publication.

(2) 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 one of the two methods in AR 380-5, paragraph 4-200. The classification markings must be larger than any other letters on the page.

(3) 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 will also contain the proper page and portion markings.

(4) When marking classified documents, follow the procedures in (1) through (3) 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.

(5) When handling classified DA publications, make sure they contain the classification authority and downgrading or declassification markings as prescribed in AR 380-5, paragraphs 4-103 and 4-402.

(6) When there are exceptional circumstances, documents may be classified by compilation. (See AR 380-5, para 4-203, for requirements.)

b. *Security classifications for CD-ROMs.* CD-ROMs containing classified material will be clearly marked with the highest classification of the information contained on the disk. This marking will 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 will be printed on the face of the disk. A sample of a disk face with classified markings is provided in figure 2-2. Additional information on the printing of CD-ROMs is contained in paragraphs 2-8 and 2-64. In addition to the classification marking on the face of the disk, all disks containing classified information will use a classified color ring marking as follows:

(1) Yellow—Sensitive Compartmented Information.

(2) Orange—Top Secret.

(3) Red—Secret.

(4) Blue—Confidential.

c. *Protective marking.* Follow the instructions in AR 25-55 to mark unclassified materials that require protection in the public interest.

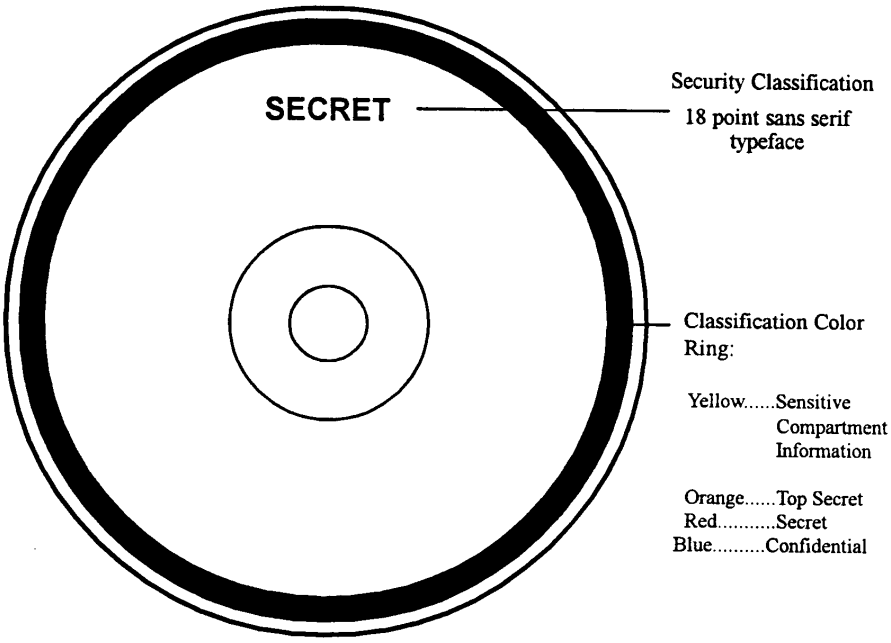

Figure 2-2. CD-ROM classification markings

2-17. Supersession notice

a. The supersession notice must be placed at the bottom of the first page of text (table of contents or title page), preceded by an asterisk. Also place an asterisk before the number of the publication at the top of the first page. Administrative publications that supersede or rescind other publications or forms must so state in a supersession notice at the bottom of the title page. (For the placement of supersession notices for TMs, see MIL-STD-38784.)

b. List the previous change being superseded when issuing a change that supersedes a previous change.

c. List RCSs, forms, and DA publications (including numbered HQDA letters, circulars, and DA memorandums) that are being rescinded or superseded.

d. Include specific chapters or paragraphs in the supersession notice when superseding portions of a publication.

e. Do not list agency or command publications or correspondence in the supersession notice on an Army-wide publication.

2-18. Table of contents and index

a. *Table of contents.* At the beginning of a DA publication, list parts, chapters, sections, paragraphs, appendixes, list of tables, list of figures, the glossary, and the index, respectively. List of tables and list of figures will contain table or figure number and table or figure title. List tables first, then figures. In preparing the table of contents, list the title and number (or letter) of each part, chapter, section, paragraph, appendix, table, and figure exactly as given in the text and in the same order. A table of contents is not required for numbered HQDA letters or DA memorandums. When publications are divided into volumes, each volume will contain a separate table of contents.

b. *Index.* Preparing an index is an optional feature, however, it is a very useful tool. The index is not a repetition of paragraph titles; it is a list of important subjects that users are most likely to look for. (For administrative publications, see DA Pam 25-40, para 3-32 and fig 3-3, to prepare an index.) The index should be the last segment of the publication, following references.

2-19. Terminology

a. Use terminology that is defined in AR 310-25, Joint Pub 1-02, or a standard dictionary when writing Army and multi-Service publications.

b. Explain new terms or additional meanings having military significance, if necessary, to ensure that readers completely understand the subject. All EPS prepared publications will have both an “Explanation of abbreviations, terms, and special terms” paragraph and a glossary. The “Explanation of abbreviations, terms, and special terms” paragraph will refer readers to the glossary. If there are no entries for the glossary, so state that in the glossary. Do not insert policies or procedures in explanations. (Send recommended changes or additions to AR 310-25 through channels to Records Management Program Division, ATTN: TAPC-PDR, 6000 6th Street, Stop C-55, Fort Belvoir, VA 22060-5576. Changes to Joint Pub 1-02 will be forwarded through channels to HQDA, ODCSOPS (DAMO-FDQ) 400 Army Pentagon, WASH DC 20310-0400.)

2-20. Abbreviations and acronyms

a. Use abbreviations and acronyms only for terms that appear repeatedly. They will be spelled out when they first appear in text with the abbreviation or acronym following in parentheses.

b. 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. (Also see para 2-30.)

c. Do not use abbreviations that are only shortened forms of words (such as “abn” for airborne) in the text of a publication. They may be used only in a table or figure and must be explained in a note or legend directly beneath the table or figure.

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

2-21. 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 25-51, AR 25-1, and AR 25-50.

b. *E-mail addresses.* Only the e-mail addresses of an organization may be used in Army-wide publications. E-mail addresses containing proper names will not be used. When 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 will be fully written out (for example, 31 March 1997, 15 January 2000, 20 December 2010). All dates in the text of publications will also be fully written out. The date on the cover of doctrinal and training publications will be written as month and year (for example June 1998).

e. *Telephone numbers.* Telephone numbers will not be allowed in publications unless the number will—

(1) Support health or safety issues.

(2) Contribute to the prevention of personal injury or loss of life.

(3) Support some other critical or emergency function.

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

2-22. Proper names and technical terms

a. Army-wide publications will not contain proper names.

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

2-23. Recognition of agencies or individuals

a. Army-wide publications will 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 will 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 will 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 will make this decision.

(1) “Front matter” (preliminaries) of a general historical volume, including the foreword and author’s preface, will be prepared in accordance with DA Pam 25-40.

(2) The author’s preface in a general historical volume will 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. (See para 11-20 for additional guidance.)

d. Bylines are permitted in periodicals.

2-24. Certifications

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

b. Include the following statement on each request to USAPA for printing or approval to print 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.”

2-25. The metric system

a. The Federal Government Program on use of the metric system is contained in 15 USC Section 205a and Executive order 12770.

b. The metric system of measurement is the preferred system of weights and measures for United States trade and commerce. The metric system will be used in grants, procurements, and other business-related activities. All weights, distance, quantities, and measures contained in all Army publications will be expressed in both U.S. standard and metric units. All Army programs and functions will use the metric system, especially those related to trade, industry, and commerce.

c. A listing of preferred metric units for general use is contained in FED-STD-376A. (See table 11-15 for an English-metric conversion.)

d. Army-wide publications, that pertain to the criteria in subparagraph *b* above, must be converted to metric measurements as they are revised on normal schedules or new publications developed.

2-26. 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 will 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 360-81.

(2) Appropriate civilian media under the morale, welfare, and recreation (MWR) program. (See para 11-16.)

c. Products cited in publications will be described or referenced with standard Army nomenclature or specification. (The use of trade names will be kept to a minimum; such use could be claimed to be the Army’s endorsement of the product.) Questions concerning use of a trade name should be referred to the servicing legal counsel.

2-27. References

Reference to other publications or other parts of the same publication will be made only to help users better understand the subject. Excessive references make a publication difficult to use. When references are needed, follow the rules below.

a. Do not list as required references any that are not available to the user.

b. Make references specific. Do not use general references, such as “current directives,” “Department of the Army instructions,” “existing regulations,” and “pertinent publications.”

c. Do not refer to temporary or draft publications in permanent media.

d. Always try to refer to a specific part of a publication; for example, “procedures in AR 380-5, paragraph 2-19,” not “procedures in AR 380-5.”

e. Do not cite DODDs and Department of Defense instructions (DODIs), which have very limited distribution, in a DA publication, except as authority for the DA publication. An example of an approved citation is “This regulation implements DODD 7400.21.” If material in a DODD or DODI is needed in a DA publication, check to see if the material is implemented by an Army regulation. If it is, cite that regulation. If it is not, consider extracting only the required material from the DOD publication and including it in the publication. The required material may be included in an appendix, but the entire publication is rarely needed or required.

f. Avoid references to publications that have a higher security classification than the publication citing them. Users may not have access to the publication with the higher security classification.

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, and RCSs in a reference paragraph or reference appendix. Show the type, number, and title of each publication, form, and RCS.

j. Cite references according to DA Pam 25-40, chapter 3, for administrative publications.

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

2-28. 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. (For administrative publications, insert and explain footnotes in text, figures, and tables according to DA Pam 25-40, para 4-12.)

2-29. Appendixes

a. Use appendixes to furnish supplemental material. For administrative publications, appendixes are not part of the main body of the publication and will not contain directive material. Examples of appendixes are a sample agreement or contract, a list of related reading materials, a sample plan for a maneuver or exercise, and a maintenance allocation chart.

b. Always cite appendixes in the main body of the publication.

c. Number appendixes in the order in which they are cited in the text. For example, the first appendix mentioned will be appendix A, the second will be appendix B, and so on.

d. Place appendixes after the body and before the glossary and index, if any.

2-30. Glossary

a. Use a glossary for all EPS prepared publications. For all other publications, prepare a glossary when there are more than 5 terms or more than 15 abbreviations to be explained in a publication.

b. Place the glossary after the appendixes (if any) and before the index.

c. Divide the glossary into three numbered sections titled “Abbreviations,” “Terms,” and “Special Abbreviations and Terms.” All three sections are mandatory. If any section has no entry, so state.

(1) Arrange abbreviations in alphabetical order. Use a list format. Do not number the abbreviations. Do not capitalize the explanation unless it would normally be capitalized in text.

(2) Arrange terms in alphabetical sequence and do not number them.

(3) Arrange special abbreviations in alphabetical order in list format and terms in alphabetical unnumbered sequence.

(4) See DA Pam 25-40, paragraph 3-31, for specific guidance on the glossary for administrative publications.

Section IV
Preparing Illustrations and Tables

2-31. Essentiality of illustrations

Illustrations will be used only when they relate entirely to official business and directly to the subject matter. Avoid designing illustrations in landscape format. Illustrations will 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 any person.

e. Are in good taste and are not offensive.

f. Minimize use of color (see para 2-38).

2-32. Unacceptable artwork

The following items generally are not acceptable as reproducible artwork:

a. 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.

b. 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.

2-33. Line illustrations

a. Line art 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 prior to submission for printing.

b. Border rules will 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.

2-34. Figures

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

b. *Publications other than EPS prepared publications.* Figures will appear as close to the figure reference as possible.

c. *EPS prepared publications.* Figures less than a half page in depth will generally appear as close to the figure reference as possible; figures of greater depth will be grouped together at the end of each chapter. The first figure in chapter 1 will be figure 1-1, followed by 1-2. The first figure in chapter 3 will be figure 3-1, and so forth. Figures follow tables. Hard copies of figures will be submitted as well as electronic files.

2-35. 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. 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 2-3 shows 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 2-4 shows sample entries of a text table. (This figure is a text-table version of the standard table entries in fig 2-3.)

(3) An SAT shows related actions that are usually taken in a certain sequence. (Also see DA Pam 25-40.)

(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. (Also see DA Pam 25-40.)

b. Preparation guidance.

(1) When using tables, make them as simple as possible so that they are easy to understand and use. When preparing hardcopy 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. (In EPS prepared publications, text tables may be unnumbered and included as part of a paragraph.)

(2) In typesetting tables, vertical rules are very costly and time-consuming to set. Therefore, do not use vertical rules in standard tables unless there is not enough space between columns to ensure clarity. (Vertical rules may be used in camera-ready copy and must be used in SATs and DLTs.) Leaders may be used to guide the eye to related items across the page.

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

(a) Publications other than EPS prepared publications. Tables will appear as close to the table reference as possible.

(b) EPS prepared publications. Tables less than a half page in depth will generally appear as close to the table reference as possible; tables of greater depth will be grouped together at the end of each chapter. Tables come before figures. The first table in chapter 1 will be table 1-1, followed by 1-2. The first table in chapter 3 will be table 3-1, and so forth. Hard copies of tables will be submitted as well as electronic files.

Table 5-2
Assignment codes

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

Figure 2-3. Sample entries of a standard table

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 2-4. Sample entries of a text table

2-36. Forms

When a form is prescribed for Army use and available through publications supply channels, 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 (para 3-14). Line art requirements apply for illustrated forms (para 2-33).

2-37. Negatives

Lithographic negatives must comply with standards in MIL-P-38790.

2-38. Printing illustrations in color

Printing in two or more colors increases cost. Multicolor illustrations will be approved only when they will make a decisive contribution toward fulfilling the purpose of the publication. The criteria and standards for multicolor printing are given in paragraph 11-22.

2-39. 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 2-23.

2-40. Size of artwork

a. *Reduction.* Make original artwork large enough to indicate clearly all details of the subject. For best results, prepare an illustration 50 to 100 percent larger than the size desired on the printed page. Make the dimensions of artwork proportionate to the reduced dimensions for the printed publication.

b. *Trim sizes.* See table 2-2 for standard trim sizes. These trim sizes facilitate production and minimize paper waste. Basic sizes of paper ordered from paper mills can be trimmed down to these sizes with minimal waste. Deviation from these prescribed sizes will not be allowed unless an odd-size publication or form has a justifiable functional value. Those measurements show the total work area.

Table 2-2
Army publication trim sizes

Trim size (width x depth in inches)	Equipment publications	Doctrinal/training publications	Administrative publications
17 x 11 (432mm x 279mm)	X		
16 ½ x 10 ¾ (419mm x 273mm)	X		
11 x 8 ½ (279mm x 216mm)	X		
8 ½ x 11 (216mm x 279mm)	X	X	
8 3/8 x 10 7/8 (212mm x 276mm)		X	X
8 ¼ x 10 ¾ (209mm x 273mm)	X		X
8 1/8 x 10 7/8 (206mm x 276mm)			X
7 7/8 x 10 ¼ (200mm x 260mm)	X	X	
7 ¾ x 10 ¼ (197mm x 260mm)	X	X	
6 ½ x 9 ½ (165mm x 242mm)	X		
5 7/8 x 9 1/8 (149mm x 232mm)	X	X	X
5 3/8 x 8 3/8 (136mm x 212mm)		X	
5 x 8 (127mm x 203mm)	X		
4 ½ x 8 (115mm x 203mm)	X		
4 x 8 (102-mm x 203mm)	X		
4 3/8 x 6 ¾ (111mm x 171mm)	X		
4 ¼ x 5 3/8 (108mm x 136mm)	X		
4 x 5 ¾ (102mm x 146mm)	X		
4 x 5 ½ (102mm x 140mm)	X		
4 1/8 x 10 ½ (105mm x 267mm)	X		
4 1/8 x 8 (105mm x 203mm)	X		
4 1/8 x 6 ¼ (105mm x 158mm)		X	
3 ½ x 8 ½ (89mm x 216mm)		X	
3 x 5 (76mm x 127mm)		X	

2-41. Submission and retention of artwork

a. When submitting the manuscript for printing, make sure that all illustrative material is complete. Each piece of mounted artwork must be properly cropped, sized, and identified.

b. When printing has been completed, artwork for illustrations in a publication will be returned to the proponent. This artwork must be preserved and stored as it may be used later in a change, revision, or reprint of the publication.

c. Camera-ready copy of text and illustrations must be retained by proponents. When negatives are not available for reprinting, original camera-ready copy will produce better quality than previously printed samples.

2-42. Service provided by USAPA

a. *Design and preparation of camera-ready materials.* USAPA will provide limited assistance in the preparation of artwork for DA publications initiated by HQDA agencies. USAPA provides this service on request. This service is not intended to replace the specialized work performed by art advisers and technicians of those agencies. Prior to any contract or procurement for design and/or preparation of camera-ready material, approval of the proposed design must be obtained from USAPA.

b. Art direction and consultation service. USAPA will 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 illustration, camera-ready pages, and design services must be funded separately by the proponent agency. Advance planning and preparation time will be needed for USAPA processing and printing schedules. (Send requests for this service to Director, USAPA, ATTN: JDHQSV-PAP-F, Alexandria, VA 22331-0302.)

Section V
Use of Copyrighted Material

2-43. Problems concerning copyrighted material

Problems concerning copyrighted material will be referred to 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 Services 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 Regulatory and Intellectual Property Law Division, U.S. Army Legal Services Agency.

2-44. 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 to 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 para 11-21.) The notice will 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. When notice of copyright pertains to a phonorecord, the letter "P" in a circle is used instead of "C" in a circle.

(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. As to foreign works, if there is a question as to whether copyright protection applies, 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.

2-45. Liability for infringement

a. Violating an exclusive right of the copyright owner is an infringement of the copyright. Any person committing such infringement may be subject to criminal penalties.

b. When the infringer is the general public, the copyright owner has the right to sue the infringer for money damages and injunctive relief. This right applies whether or not the infringement is willful or for commercial advantage or private financial gain.

c. The copyright owner may sue when an infringement is committed by the U.S. Government, as by a Government employee acting in an official capacity. However, the copyright owner's exclusive remedy is by action against the Government for money damages in the U.S. Court of Federal Claims. No injunctive relief is available.

d. Government employees will not be personally or criminally liable for copyright infringements in the course of their official duties. The Secretary of the Army or the Secretary's designee is authorized to settle an infringement claim administratively before court action is started. AR 27-60 tells how to process copyright infringement claims. Questions about infringements by Government employees in the course of their official duties and copyright infringement claims should be referred to the Regulatory and Intellectual Property Division, U.S. Army Legal Services Agency.

2-46. Consent of owner or authorized agent

a. When copyrighted matter is to be included in a publication, the proponent will obtain prior written permission from the copyright owner or the owner's duly authorized agent. (See paras 2-48 and 2-49.) Written permission is not required if the Government already has the right to reproduce the copyrighted material under a contract or grant, or if use of the copyrighted matter would be permissible under a fair use exception.

b. When the proponent has obtained permission in writing and will be sending the manuscript to USAPA for printing, he or she will include the title of the copyrighted matter and a copy of the written permission with the manuscript. When the Government's right stems from a contract or grant, the proponent will send a copy of the contract clause and identification of the contract (by the contractor's name and address, the contract number, and the date) as evidence of consent. For agency or command publications printed locally, the issuing agency head or commander will keep the written permission or other evidence of consent on file.

c. If the owner of the copyright or duly authorized agent withholds permission, fails to reply to a request, or cannot be reached by mail, the Army requester will send a report of the facts, along with the subject matter, to local legal counsel. If local legal counsel determines that the use of the copyrighted material is unquestionably within a statutory exception to the copyright owner's exclusive rights (para 2-44b), the material may be included. In questionable cases, the copyrighted material will not be used until an opinion has been rendered by the Regulatory and Intellectual Property Division, U.S. Army Legal Services Agency.

d. When requested by the copyright owner or duly authorized agent, use a credit line. If the requested credit line could be construed as an endorsement or approval, contact the local legal counsel for guidance.

e. When preparing a request for reproduction services under paragraph 11-29c, use DD Form 844 (Requisition for Local Duplicating Service), and follow the instructions in either (1) or (2) below (depending on which edition of DD Form 844 is used).

(1) *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.

(2) *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.

2-47. 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 2-48 and 2-49 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 section 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 will 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 2-5 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 (title of publication), a publication of the Department of the Army. I grant the United States Government royalty-free permission (1) to print 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 printing of the article. (For copyright notice purposes, the year of first publication of the article is (year).)

(Signature of author)
(Date)

Figure 2-5. Sample format for obtaining permission to publish voluntarily submitted manuscripts

2-48. 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 2-6 as a sample format for a 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 2-6. Sample format for request for free permission to use copyrighted material

2-49. 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 $2500 or less. Permission to purchase licenses at a higher cost is reserved to the Assistant Secretary of the Army for Acquisition, Logistics, and Technology.

Section VI

Changes, Revisions, Reprints, and Rescissions

2-50. Changes

a. Subject to the approval and authentication by the Secretary of the Army or his designee in accordance with the staffing requirements of this regulation, the proponent of a publication may issue changes.

b. Due to the confusion caused when proponents refer to a “revision” as a “change” or vice versa, all administrative publications being updated will be called “revisions,” and each subsequent revision will carry a current date. (This excludes new publications and the write-in changes.) Normally, revisions will not show the changes highlighted (strike through, underscore, or tint) made to the changed data, however, if a proponent specifically requests that the highlighting be present, it can be done.

2-51. When to issue permanent changes

When the policies or procedures in a publication need to be officially altered, a permanent change is issued. Once issued, a change will remain in effect until the publication is superseded or rescinded or until the change itself is superseded. Permanent changes may include an expiration date for temporary policy and procedures. The proponent will determine whether to set an expiration date.

a. Uses. Issue a change in order to—

(1) Add new policies or procedures to a publication.

(2) Revise policies or procedures in a publication.

(3) Correct a serious error in a publication or an earlier change. (A serious error is one that alters the meaning of the publication or change.)

(4) Make a publication conform to changes in the policies and procedures in related publications.

b. *Restriction.* Do not issue a change simply to correct typographical errors or to update references, terminology, or office symbols. Make these minor changes when a change is issued for the reasons stated in *a* above.

2-52. General instructions for preparing changes

Changes will not alter the numbering scheme used for the various parts of a publication (for example, paragraphs, figures, and tables). Changes apply to all DA publications to include administrative, doctrinal, training, technical, and equipment publications and products. Specific instructions for preparing changes are in the references given below or in MACOM or proponent regulation.

a. DA Pam 25-40 for administrative publications.

b. DA Pam 25-36 for instructional publications.

c. MIL-STD-40051 for equipment and technical publications.

2-53. Changes to EPS prepared publications

EPS publications will be changed using one of the following permanent change methods:

a. *Print entire publication.* Print the entire publication with all changes to policies and procedures developed since their previous printings embedded in text. Highlight the changed material using tinting and strike-through and underscore for emphasis and ease of identification.

b. *Write-in (bound) change.*

(1) Changes to EPS prepared publications may be issued as separate documents prepared as bound (write-in) changes. The format used in this type of EPS prepared change will be according to DA Pam 25-40, paragraph 3-33c and figure 3-4. A bound change is a publication with the pages permanently fastened together (neither cut nor perforated at the binding). A bound change may be issued when—

(a) Funding considerations preclude printing the publication in its entirety.

(b) Information to be published issues policy or procedures that must meet a mandatory effective date or to rescind or change a potentially harmful policy or procedure.

(2) Bound changes will be marked “Routine” or “Urgent” using the statement “This is an Urgent change.” Or “This is a Routine change.” as the first sentence of the summary. If the change is an “Urgent” change, the first statement will appear on the DA Form 260, in item 2 (Justification). The statement will be followed by an explanation for the “Urgent” change and for expedited processing.

(3) Prepare a bound (write-in) change in the same general format as other permanent changes to bound publications. A write-in change is a handwritten or posted alteration of the text. This write-in change is permanent and will be in effect until the publication is revised or rescinded.) Do not prepare a write-in change using page inserts. Prepare the change in either camera-ready copy or manuscript in the format prescribed in DA Pam 25-40, paragraph 3-33c and figure 3-4 (double-spaced manuscript to be typeset). Ballpoint, felt tip, or regular ink pens should not be used to post changes to EPS prepared publications because of possible bleed-through of ink. Lead pencil does not bleed. (See DA Pam 25-40, para 6-8.) Write-in changes will be filed in front of the basic publication. (See DA Pam 25-40, para 6-16.) Guidelines contained in paragraph 2-55a(3) must be used to determine if a bound change or revision to a publication should be issued.

(4) Write-in changes to EPS prepared publications will be submitted in complete paragraph or subparagraph units (for example, all of para 2-3, all of subpara 2-3a, or all of subpara 2-3a(2); if, however, para 2-3a, c, and e (three of five subparas) were to be changed, all of para 2-3 should be submitted). Write-in changes may include whole page units, such as a table, a figure, or a reproducible form. Do not include line changes to tables, or changes to artwork, tables of contents, and global terminology changes in a write-in change. Write-in changes to EPS prepared publications (excluding internal control review checklists) will be limited to 50 printed pages. Write-in changes will be completely staffed in accordance with paragraph 4-8a(1)(c).

(5) Write-in changes will include a publishing history statement on the title page. See paragraph 4-2 for further information regarding the publishing history statement.

(6) When basic publications require reprinting, any bound change will be incorporated. The change will appear at the front of the basic AR. The cover will include the following statement: “This is a reprint of _____, dated _____. Enclosed with this reprint is Change 1, dated _____.”

2-54. Changes by electrical messages

a. The use of electronic messages to change a publication will generally be avoided. Electronic message changes do not often reach intended users as the distributions of Army publications and electronic messages differ. When information must be issued to meet an emergency or other urgent situation and a permanent change would not reach the users soon enough, an approved electronic message may be used. Electronic changes will be used on rare occasions and will not be routinely utilized. Publish an electronic message change to—

(1) Issue policy or procedures to meet an effective date. The change must be imposed by law, executive order, order of another executive agency, court order, DODD, or request of the Secretary of the Army.

(2) Rescind or change a harmful or potentially harmful policy or procedure. Such a policy or procedure is one that could—

(a) Cause loss of life, personal injury, or destruction of property.

(b) Result in a judicial ruling against the Army.

(c) Result in a financial loss to the Army or seriously jeopardize mission accomplishment.

b. At a minimum, proponents will coordinate electronic messages changes with the appropriate Army Secretariat organization and other principal HQDA officials where the change has direct impact, NGB, Office of the Chief, Army Reserve (OCAR), and the USAPA. A legal review is required by the Office of The Judge Advocate General. Draft electronic message changes will be reviewed by all staffing agencies within 2 working days. (Hand carrying the draft electronic message change will facilitate its approval and dissemination.) The change will be authenticated in the same manner as a permanent change. The request must state the reason for the change and list concurring officials. It will be submitted for approval through the proponent's publications control officer to the Administrative Assistant to the Secretary of the Army.

c. Electronic message changes will not be changed after they are authenticated. Electronic message changes will include:

(1) The effective date.

(2) The statement: This change will be disseminated down to the lowest subordinate level of the command or agency.

(3) The statement: This change has been reviewed and approved for electronic release by the Administrative Assistant to the Secretary of the Army.

d. Electronic message changes will be incorporated into a permanent change or revision as soon as practical. All coordinating agencies will be provided an information copy of the disseminated electronic message change.

e. An electrical message may be used to advise users of an impending change to an official publication. Figure 2-7 shows an example of the text of such a message.

```
SUBJECT: Future change to AR 25-30 (Army Integrated Publish-
ing and Printing Program)

This message does not change AR 25-30. It is merely advance
notice that a change is to be published.

Change 1, AR 25-30, is now being staffed. When it is pub-
lished, the change will alter the criteria and preparation
instructions for permanent changes; update the Army's neutral
language policy; require a listing, with definitions, of all
abbreviations and acronyms used in a publication; and pre-
scribe a new form, DA Form 260.
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Figure 2-7. Sample text for an electrical message advising of an impending change

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2-55. Revising a publication

a. *When to revise.* Revise Army-wide publications as described below.

(1) *Handbooks.* The Army publishing program is migrating from the handbooks (multiple-publication volumes) to standalones (single publications). Convert publications contained in handbooks to standalones when revising. Handbooks and tissue-type paper stock will be used on an exception-only basis.

(2) *Bound publications.* Revise bound publications when directed by USAPA or when—

(a) A proposed change to a publication would alter 25 percent or more of its printed pages.

(b) A proposed change to a publication would alter 50 percent or more of its printed paragraphs.

(c) The publication is eight or fewer printed pages and material is to be added, changed, or deleted.

(3) *Looseleaf publications.* Revise looseleaf publications when directed by USAPA or when:

(a) A publication (including previous changes) is 32 or fewer printed pages and a proposed change would replace 50 percent or more of those pages.

(b) A publication (including previous changes) is more than 32 printed pages and a proposed change would replace 75 percent or more of those pages.

(4) *EPS prepared publications (formerly known as UPDATE publications).* Revise EPS prepared publications in either bound or looseleaf formats. The Army publishing program is migrating from the handbooks to standalones. Publications contained in handbooks will be converted to standalones when revised. Use of handbooks and tissue-type paper will be the exception and evaluated on a case-by-case basis. Revise EPS prepared publications when directed by USAPA or when:

(a) A proposed change would alter more than 65 percent of the publication's paragraphs.

(b) A publication is extensively rewritten or reorganized, and a change would detract from its usefulness.

b. Preparation of publications to be edited or typeset.

(1) Prepare revisions of publications, other than EPS prepared publications, in typewritten manuscript. Use the cut-and-paste method to prepare revisions only when time constraints require it.

(2) Prepare revisions of EPS prepared publications electronically.

2-56. Reprints

a. Reprints will be directed and prepared as follows:

(1) The stock of a publication or form at the USAPA, Distribution Operations Facility, (USAPA-DOF) may reach a level that requires the printing of more copies. If so, the USAPA-DOF will send a status request to the proponent agency designated functional manager for action.

(2) The information manager or functional proponent will review the publication or form for continued need and life-cycle status in coordination with the local resource management office. Based on the review and any pending action, such as a planned rescission, change, or revision, the designated functional manager will advise the USAPA-DOF whether a reprint is required and whether funds are available for printing. (To avoid reprinting, a revision must be near enough to publication to reach users before supplies of the latest edition are used up.)

(3) The USAPA-DOF will send two copies of the publication to the designated functional manager when a reprint of a looseleaf publication with changes is required. The proponent agency will ensure that an updated copy incorporating all current (published) changes is assembled. The designated functional manager will return the copy to be reprinted (basic publication with all current changes incorporated and a new cover page) to the USAPA-DOF. They will also inform the USAPA-DOF of the number of copies needed for 1 year to meet service school and contractor overpack requirements.

b. Reprint copies are used only to fill replacement copy orders; therefore, new changes (unpublished) to the existing edition of the publication or form will not be made in the reprint. If additions, new changes (unpublished), or deletions are required, the designated functional manager will prepare and submit them to USAPA for printing as a new permanent change or revision.

c. The proponent agency is responsible for funding reprints other than Army-wide administrative forms processed under Activity Group 43 funds. (See para 11-28 for guidance on the funding of departmental printing.)

2-57. Rescinding and transferring publications

a. *Rescinding.* The proponent of the publication must decide if the publication is no longer needed by Active Army components only or no longer needed by all components. To rescind a DA publication or Army-wide form, send a written request through channels to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

(1) Publications no longer needed by Active Army components only are known as “P88” in DA Pam 25-30. These publications are still valid for Army Reserves, Army National Guard, the Foreign Military Sales Program, the International Logistics Program, and the Military Assistance Program.

(2) Publications no longer needed by all components are known as “P99” in DA Pam 25-30. These publications are not valid for any Army component, including those listed in (1) above. They will no longer be revised or changed and the publication number cannot be reused. They are not stocked and cannot be ordered.

b. *Transferring.* To transfer a DA publication or Army-wide form from one organization to another, send a written request through channels to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. This request must show concurrence from the losing and gaining organizations acknowledging publication(s) or form(s) being affected.

Section VII
Coordination, Approval, and Post Publication Comments

2-58. Coordination procedures

a. All DA publications must be coordinated with the proper commands and agencies before they are printed. Coordination is necessary to ensure the correctness and consistency of publications, to inform commands and agencies of impending changes, and to reduce the possibility of conflicts. The amount of coordination required depends upon the medium of the publication being issued. A proponent will coordinate a publication by distributing a draft manuscript (either double- or single-spaced). The draft manuscript is for comment only and will not be used as an official document. The proponent will state this fact in the memorandum of transmittal used to send the draft publication for coordination. Copies of the draft publication will be distributed in either hardcopy or diskette. Draft publications distributed on diskette will be provided in American standard code for information interchange (ASCII) format. Draft publications placed on local area networks (LANs) or web sites for coordination will be removed after coordination is accomplished. The proponent will request, in the memorandum of transmittal, that a point of contact be provided within 7 days of receipt. This point of contact will provide the organization's concurrence or comments to the draft manuscript. The memorandum of transmittal should also include the proponent's electronic mailing address (if one is available) to encourage responses by electronic mail. The point of contact can also be provided if the proponent attaches a DA Form 209 (Delay, Referral, or Follow-up Notice) to the memorandum of transmittal. The DA Form 209 will be completed by the recipient and returned to the proponent within 7 days of receipt.

b. 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 USAPA for publication.)

c. A detailed summary of important changes being made will be included with the draft when staffing revisions. When staffing a change, highlight the changed material in the draft. (Use the same highlighting marks that will be used in the printed publication.)

d. Publications sent to USAPA for printing will have all required coordination shown in Part II of DA Form 260.

(1) Chapter 4 prescribes the required coordination and public notice requirements for DA administrative publications.

(2) Chapter 5 prescribes the required coordination for doctrinal and training publications.

(3) Chapter 6 prescribes the required coordination for technical and equipment publications.

(4) Chapter 7 prescribes the required coordination for multi-Service publications.

(5) Chapter 8 prescribes the required coordination for Defense Logistics Agency publications.

e. Proponents will allow reviewers at least 1 month to return comments when coordinating a publication Army-wide; and 30 days for final legal review of the draft following completion of all other required coordination, as required by paragraph 4-8a. In some circumstances, 30 days may not be enough time for coordinating publication to ensure the best product is published. In these circumstances, listed in (1) through (3) below, allow up to 2 months for coordinating publications Army-wide.

(1) Publications that have not been revised recently.

(2) Publications that involve complex consolidation.

(3) Publications that are over 250 draft manuscript pages long.

f. Reviewers should inform the proponent of any additional guidance that will be needed at the user level. They should also suggest changes or improvement 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.

g. Publications containing or referencing forms need a forms management review. The memorandum of transmittal used to send the draft publication for coordination must specifically request the following forms management review from HQDA agency or MACOM designated functional manager:

(1) The forms review required in paragraph 2-9c.

(2) Comments resulting from the review. Comments should include recommendations pertaining to the mechanical completion of forms and the identification of equipment used (in accordance with para 2-9c(8)).

(3) A draft of proposed new forms needed to support unstandardized requirements in the draft publication, annotated with the estimated annual usage.

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

(5) Identification of mechanical equipment used to complete (fill in) forms.

h. No comment from an organization will be considered as an acceptable response. Nonresponse to the memorandum of transmittal will not be considered concurrence. However, failure to respond will not unreasonably delay publication. Proponents will contact the organization's point of contact at the end of the comment period. Proponents will verify that contact was made with the nonresponding organization by noting the point of contact and the date contacted on the DA Form 260, Part II. Final determination of approval to publish without the nonresponding organization will be made by the AASA for policy publications and the Director, USAPA, for nonpolicy publications, when the publication is submitted for authentication. Questions concerning policy coordination requirements will be directed to the Director of Policy and Plans, Office of the Administrative Assistant.

i. A stated nonconcurrence from a reviewer must be addressed by the proponent. The proponent will contact the reviewer and make every attempt to come to an agreement on any issues involved. If agreement cannot be reached, the proponent will submit the issue to the AASA before the publication is submitted for printing, and ask for a waiver for concurrence. The proponent will include the reasons for the nonconcurrence and the failure to reach agreement.

2-59. Coordination comments

Reviewing agencies and commands will use DA Form 2028 (Recommended Changes to Publications and Blank Forms) or correspondence to submit comments on draft publications. The use of electronic mail or a telephonic response is encouraged where appropriate and acceptable to the proponent. (See para 2-60d for guidance on the preparation of DA Forms 2028 for classified publications.)

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:

(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 will 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.

2-60. 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 will acknowledge receipt of and indicate the action to be taken on each DA Form 2028 and DA Form 2028-2 (Recommended Changes to Equipment Technical Publications) they receive. They may use DA Form 209 for this purpose.) To submit comments, follow the instructions below.

a. Use a separate DA Form 2028 or correspondence for each publication. Use DA Form 2028-2 or correspondence to comment on technical manuals as discussed in paragraph 6-18a(8). (Three copies of DA Form 2028-2 will be located at the back of most technical and equipment publications.)

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 DA Form 2028-2 (original only) 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, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

d. Mark 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.

Section VIII
Preparing and Submitting the Final Manuscript for Printing

2-61. Manuscript preparation

a. *Standard EPS prepared publications.* The Army EPS is a database tagged in SGML with the necessary structure to produce required multiple-media outputs (such as CD-ROM, optical disk, or online system) without time-consuming or costly proponent or writer actions. Nonstandard Army publications cannot be readily 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).

(1) *EPS point of contact.* Proponents planning to revise or update their publications must contact USAPA (JDHQSV-PAP-E) first to learn if their publications reside on the Army EPS database. Because of frequent automation technology changes, proponents are to contact USAPA for current guidance on the best way to proceed.

(2) *Contract editorial support.* If contractor support is secured to assist in the development or writing of publications, it is essential that the contract requirements comply with publications regulations and format criteria. Assistance is available from USAPA before a contract is awarded and in working with vendors after the award.

(3) *Data file formats.* All proponents or writers of unclassified or For Official Use Only Army administrative publications must submit all new, revised, or changed data files in one of the following formats:

(a) An SGML-tagged file (text and tabular material), which supports the Army Document Format.

(b) Standard ASCII file format.

(c) Specified word processing software formats. Contact USAPA (JDHQSV-PAP-E) for current guidance.

(d) Tabular material (data displayed in rows and columns) will be accepted in hard copy format (for vendor coding and keyboarding) or in electronic files prepared in column type format. Nonstandard table formats will be avoided.

(e) 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.

(f) Forms must be submitted in specified software formats. Contact Director, USAPA, ATTN: JDHQSV-PAP-E, Alexandria, VA 22331-0302 for current guidance.

b. Publications other than standard EPS prepared publications.

(1) *Inserting and changing material.* Material may be inserted or changed after a final manuscript has been prepared. Insertions and changes in the manuscript must be typed or written neatly in pencil. When making extensive changes, retype the page. Changes made to manuscripts after final draft is submitted to USAPA for printing must be coordinated in advance with OAASA, ATTN: SAAA-PP, 105 ARMY PENTAGON, WASH DC 20310-0105. Uncoordinated policies or procedures will not be accepted. No substantive additions will be made at proof stage.

(2) *Using reproduced manuscripts.* Reproduced copies of final manuscripts submitted for printing will be accepted only if the reproduction is clear and legible. (Blueprints with a granular background are not acceptable.) Assure that a digital master file is created for all publications updates whenever it is cost effective.

(3) *Using camera-ready copy.*

(a) Camera-ready copy for DA publications will not be prepared for printing without approval from USAPA. (Prior approval does not apply to publications under decentralized printing authorities, DA memorandums, and numbered HQDA letters. These publications are always prepared in camera-ready copy.)

(b) Camera-ready copy, for the purpose of this regulation, consists of any of the following:

1. Textual material assembled on one surface that, when reproduced, will create a complete page in a publication.
2. The same as (1) above, except that correct spaces have been allowed for the printer to include separately furnished illustrations.
3. Complete and correct textual material that is in the proper format and that requires no further preparation before printing.

(c) The requirements below must be met before submitting camera-ready copy for printing.

1. Type characters are clear and sharp throughout.
2. There are no weak or broken characters in automatic data processing equipment printouts.
3. Oversize copy and computer printouts fit the proportions of the printed page in the intended publication (table 2-2).

4. DA memos and numbered HQDA letters will have margins around the image area that are at least 1 inch (25mm) at the top, bottom, and both sides.
5. Typed copy is prepared single spaced unless other spacing has been approved in advance.

(d) The first or original copy will be submitted as the camera-ready copy. The use of laser or ink-jet printers is preferred, dpi 600 or greater.

2-62. Numbering pages

After the final manuscript is completed, number the pages consecutively with Arabic numbers. The title page (or foreword, if any) will 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 printed publication. As a guide in determining the final printed pages, normally 3 to 4 pages of double-spaced manuscript equals one printed page of 8 ½ inches by 11 inches (216mm by 279mm) size.

2-63. Required copies

All manuscripts will be submitted to USAPA in duplicate (original and one clear copy), except for multi-Service publications. (Submit manuscripts of multi-Service publications in duplicate, plus one copy for each interested Government department or agency.) These requirements do not apply to publications handled under the decentralized printing program.

2-64. Requests for printing or approval to print

a. DA Form 260. DA Form 260 is the transmittal and record document used to send new, revised, or changed DA publications to USAPA for authentication and printing. It is available through normal publications supply channels. Instructions for completing DA Form 260 are given in table 2-3. A separate DA Form 260 (or DD Form 67 for forms) is required for each unit of issue requested. (See DA Pam 25-30 for a complete listing of units of issue.)

(1) Use DA Form 260 for sending the following items to USAPA:

(a) Final approved draft manuscript, electronic files, single-sided double-spaced hard copy, and all original artwork for illustrations (if any).

(b) Request for printing under the decentralized printing program.

(c) Requests for micropublishing (*c* below).

(2) A request for printing that is machine-generated or electronically transmitted is acceptable, provided all the information required by table 2-3 is included.

(3) Use DA Form 260 to request printing of write-in changes to EPS prepared publications. DA Form 260 will be submitted through channels to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. If a 3 ½ inch (89mm) or 5 ¼ inch (133mm) disk of the write-in change is available, submit it with the manuscript. It is usually more cost effective to prepare copy for printing from the disk than from manuscript. The request will include funding to have the changes made to the EPS database. Guidance and assistance on funding for changes to the EPS database can be obtained from Director, USAPA, ATTN: JDHQSV-PAP-E, Alexandria, VA 22331-0302.

Table 2-3
Instructions for completing DA Form 260

Item	Instruction
Heading	
Date	Insert current date.
To	Route DA Form 260 (original and two copies) through the proponent agency designated functional manager, Army Staff office (if necessary) or as appropriate to the DA publications manager to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. (See para 1-22, for information on the DA publications manager.)
From	Give the full mailing address of the proponent agency or the preparing command or activity. For administrative policy publications, give the full name of the HQDA proponent.
Person to contact and telephone/Defense Switched Network (DSN) number	Give the name and two telephone numbers (DSN numbers if outside the Washington metropolitan area) of the person who is most familiar with the publication and can answer questions about it. Also give the name and telephone number of an alternate who can answer questions about the publication.
Part I—Completed by originating agency	
1. Type and title of publication	Enter the type of publication (AR, DA cir, DA memo, TM, and so forth), the publication number (if known), and the title of the publication. Also, state if the publication is new, revised, or changed. (If the nomenclature changes during revision, the publication is considered new for indexing purposes.) If it is a change, give the change number. For CD-ROM products, enter nomenclature of publications and EM number. The EM number will be the publication number. Any other identifiers (for example, "TM 1-1520-BLACKHAWK for collections) and the CD-ROM's content will be listed in "Publication Title" or on an attached sheet.
2. Justification	Complete the items listed below: a. Briefly describe the need for the publication. If the directive or regulation affects the public, state that it has been reviewed for Federal Register publication applicability or that is falls within the exempted category. State the authority for publishing it, such as implementing a public law or a directive from higher headquarters, implementing internal Army policy changes, or publishing new reorganization procedures. b. Indicate whether or not this publication is subject to the requirements of AR 11-2. If Army management control provisions apply, also state whether the checklists are being developed or are included in the publication. (This statement applies only to ARs.) c. Indicate whether consolidation with other existing publications has been addressed. d. State whether the publication has been edited to comply with this regulation. (This statement applies only to administrative publications.) e. Indicate Privacy Act clearance. f. Indicate compliance with AR 200-1 and AR 200-2. g. State the anticipated frequency of change to the publication if it is an EPS prepared publication. h. State that the publication has been reviewed for forms implications and include specific comments on the results of that review. i. Give reasons for special requests, such as priority processing or printing in other than standard format. (If priority processing is requested, a letter to that effect signed by the agency head must be attached.) j. List service schools or centers that were sent advance copies of the

Table 2-3
Instructions for completing DA Form 260

Item	Instruction
	manuscript. Use the CONTINUATION/REMARKS block (on the reverse of the form) and bond paper when additional space is needed. k. List job specifications such as size of publication, color(s) of ink, number of holes, page count, number of illustrations, quantity required, and attachments to the DA Form 260. l. Additional requirements for publications submitted for replication/creation of a CD-ROM product. (1) Provide a detailed listing of the publications and the dates of each contained on the CD-ROM. If multiple publications compilations are produced, each publication requires authentication. (2) List the search and retrieval, run-time, or viewer software used on the CD-ROM, if any. If no software is used (the disk contains data only), so state. (3) Provide information on any licensing releases, software royalty arrangements, and the like, if applicable. (4) Certify conformance to 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 multimedia applications. (5) 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). (6) Ensure CD-ROM publication nomenclature and EM numbers 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. An example is "ARMYLOG," reflecting the compilation of logistical information contained on the CD-ROM.
3. Related publications	List only publications closely related to the publication being submitted.
4. Publications to be superseded	Complete the items listed below. a. List DA publications (numbered HQDA letters, DA cirs, and DA memos), blank forms, and RCSs being superseded or rescinded. For permanent changes, list any previously printed changes that will be superseded or rescinded and date of each item superseded. Indicate dates of all items being superseded or rescinded. b. State whether a publication is being superseded entirely or whether only specific parts of it are being superseded. Information must agree with the supersession notice in the manuscript. If no publications are being superseded or rescinded, enter "None."
5. Copyright material	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. Complete blocks a and b as follows: a. Check the YES block if copyrighted material is included in the manuscript. Check the NO block if copyrighted material is not included. b. Give the name and address of the owner of the copyright.
6. Distribution restriction	Check the YES block if the publication contains material that would restrict distribution; check the NO block if it does not contain such material.
7. Sale by Superintendent of Documents	Check the proper box.

Table 2-3
Instructions for completing DA Form 260

Item	Instruction
	a. Check the MAY BE SOLD block if the manuscript does not contain copyrighted material or if it contains copyrighted material and the owner has given permission for GPO to place it on sale. Complete a GPO Form 3868 (Notification of Intent to Publish) if recommending the publication for sale to the public. b. Check the MAY NOT BE SOLD block if the manuscript is classified, contains a distribution restriction statement, or is for official use only. Also, check this block if the manuscript contains copyrighted material and the owner has not given permission for GPO to place it on sale.
8. Recommended distribution	Provide information discussed below.
	a. State the initial distribution number (IDN), if available, under which the publication is distributed. (See para 12-6.) For administrative publications, identify the intended audience by specifying the level of command (para 12-7). For example, use A, B, C, D, or E or a combination if appropriate for Active Army, ARNGUS, and USAR. If command level A or B is recommended for a DA administrative publication, the following notation must be shown in the block: "Command level approved by Director, USAPA, ATTN: JDHQSV-PAP-P on (enter date)." b. Indicate quantity and shipping address for advance copies for use within the proponent agency. c. Indicate if the publication being submitted may increase the demand for an existing publication or form. d. State whether U.S. Army schools do or do not need copies of this publication in addition to their current publications/forms requirements. If needed, state that a special distribution list is attached.
Approving official (lower left block)	e. State (for equipment publications) whether there is or is not a contractor requirement. If there is, state that a special distribution list is attached and also include the information required by paragraph 12-23.
Approving official's signature (lower right block)	Type the name, grade, and title of approving official. Sign form here.
Part II—Concurrences	
	Complete the items listed below. a. List HQDA agencies and MACOMs and the names and office symbols of persons with whom the manuscript was coordinated, including mandatory coordination as required. Include the date coordination was completed. Also include name and office symbol of others coordinated with (for example, TRADOC user representatives during verification process for TMs.) b. Show coordination with other Services (Air Force, Navy, and Marine Corps). c. Show coordination with other Defense or Government agencies. d. Continue under Part V in the CONTINUATION/REMARKS block if more space is needed for concurrences.
Part III—Approving authority	
	List general staff or higher level approval.
Part IV—Publication control action	
	Type the name of the individual designated by the designated functional manager who is responsible for publications control. He or she must date and sign in the proper block.
Part V—Requirement control action	

Table 2-3
Instructions for completing DA Form 260

Item	Instruction
Continuation/remarks	The blocks in this part must be completed by HQDA (DAPE-ZXI-RM) to show requirement control clearance if one or more reports are required by the publication. (See AR 335-15 for guidance on management information requirement reports.) a. Unit of issue: _____ (indicate ea, CS, CDROM, etc.) (See DA Pam 25-30 for a list of units of issue.) A separate DA Form 260 (or DD Form 67) is required for each unit of issue. b. Indicate any security classifications, protective markings, distribution restriction statements, and warning and destruction notices. If a distribution restriction statement is used, identify the pages in the publication that contain restrictive information. Provide specific reasons for the restriction and identify the individual responsible for making the determination. (See para 2-14 for information on distribution restriction statements and destruction notices and para 2-16 for information on classified protection markings.) c. List all materials furnished with the form. For decentralized printing, furnish a copy of the publication's cover. d. Indicate the development cost of the publication (writing, illustrating, copy preparation, and so forth). e. State the Military Interdepartmental Procurement Request (MIPR) number and the Program Activity Group to be used for printing. f. Use this area when additional space is needed to continue any other part of the form.

b. Printing request statement. Each request to USAPA for printing a publication must include the following statement: This publication, for which printing is requested, does not unnecessarily duplicate existing publications and is essential to the effective, efficient, and economical conduct of official business. This statement is printed on the DA Form 260; type it on all other requests. The request will be signed by the proponent agency head or commander, the deputy, a director, or a division chief.

c. Printing requests for micropublishing. In addition to the DA Form 260, proponents will:

(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. Printing specifications for microfiche publications are given in paragraph 11-24.

(a) Print image magnetic tapes and record layout and pagination instructions.

(b) Full text database tapes plus a coding layout and pagination instructions.

(c) Source documents.

(d) Digitized illustrations or illustration copy.

(e) Master microfiche. Submit one set of silver originals, two sets of silver duplicates, and two sets of diazo duplicates (generated from a silver duplicate).

d. Printing requests for publications contained on CD-ROM. In addition to the information required on all DA Forms 260, proponents will:

(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 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 2-73.

(6) Local reproduction authority (LRA) requests will be approved by USAPA. However, LRAs of new publications, changes, or revisions will also require use of the new numbered authentication block.

2-65. Identifying duplication of material in other publications

When a proposed publication duplicates material in another publication, the proponent will justify and clearly identify the duplication to permit efficient review by USAPA.

2-66. Copy editing

USAPA will prepare and mark all copy for the printer, except as specifically authorized in writing for decentralized printing programs. Proponents will insert only marks intended as instructions to editors who prepare copy.

Section IX
Publication Dates and Authentication

2-67. Publication dates

a. Date of issue (publication date). All publications must have this date. A date of issue is the date that a publication is distributed to users. USAPA assigns the date of issue. A USAPA designee assigns the date for publications printed through the decentralized printing program, using guidelines provided by USAPA.

b. Effective date. 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.

(1) USAPA 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.

(a) When assigned by USAPA, the effective date will depend on the distribution of the publication and the amount of time needed to implement its policies and procedures. The effective date will 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 will state the requirement for the effective date.

(2) The effective date and completion date will be placed at the top of all MWOs. The proponent will 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 will be reported. The proponent will assign this date.

2-68. Authentication

a. General. The SA and AASA are the authenticators of departmental (DA) publications. The SA approves and authenticates departmental policy publications (ARs, DA Cirs, numbered HQDA letters, and DA general orders). The AASA approves and authenticates nonpolicy departmental publications and DA memorandums. The AASA has delegated authority to the Director, USAPA, as single manager of the departmental publications system, to serve as his or her agent to ensure that authentication requirements are met. This authority will not be redelegated. Both electronic publishing media and electronic distribution media will be authenticated.

b. Departmental administrative publications. The printed authentication for departmental policy publications will consist of the Secretary of the Army's signature block (name and title) with the SA's signature above. A sample authentication is shown in figure 2-8.

c. Nonpolicy departmental publications. The printed authentication for nonpolicy departmental 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 figure 2-9.

d. Other departmental publications. All other departmental publications not covered in *b* or *c* above (for example, field manuals, technical manuals, electronic manuals, electronic technical manuals, and interactive electronic technical manuals) will be authenticated as follows:

(1) Publications printed under centralized printing programs. A sample authentication is shown in figure 2-10.

(2) Publications printed under the decentralized printing programs. Authentication procedures are as follows:

(a) For publications printed under the decentralized printing program, USAPA will issue a numbered authentication block (camera-ready copy) for each DA Form 260 submitted for new, revised, or changed publications.

(b) Commands will submit DA Form 260 for any new, revised, or changed publications to be printed. Copies of the cover and title page (showing any supersession) of the publication must accompany the DA Form 260. USAPA will review the material and if no problems exist, the print request will be approved and a numbered authentication block will be issued. This authentication block will be used only for that print order. It will not be reused for any other publication. The numbered authentication block (camera-ready copy), print order, publication identification number (PIN) sheet, and distribution statement will be returned to the command for processing. USAPA will review printed copies of publications to ensure that the Administrative Assistant to the Secretary of the Army authentication is being properly used.

(Signature)

Louis Caldera
Secretary of the Army

Figure 2-8. Sample authentication for DA departmental policy publications

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By Order of the Secretary of the Army:
DENNIS J. REIMER
General, United States Army
Chief of Staff

Official:

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

Figure 2-9. Sample authentication for nonpolicy departmental publications

By Order of the Secretary of the Army:

DENNIS J. REIMER
General, United States Army
Chief of Staff

Official:

(Signature)
JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army
00000

Note. This authentication is printed full measure.

Figure 2-10. Sample authentication for doctrinal, training, organizational, technical, and equipment publications

Section X
Numbering DA Publications

2-69. The numbering system

Each DA publication is assigned a publication number for identification. Most publications are assigned a basic (series) number and one or more subnumbers; 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. The publications series for administrative publications are listed in table 2-4, and the series for doctrinal, training, organizational, technical, and equipment publications are listed in table 2-5. All publications published in volumes should bear the same publication number.

Table 2-4
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.

Table 2-4
Series numbers and titles for administrative publications

Series Number: 11
Title: Army Programs
Description: Policies, procedures, and scope of major programs related to the Army mission. Publications concerning programs in specific subject areas are placed in the appropriate subject series.

Series Number: 12
Title: Security Assistance and International Logistics
Description: Responsibilities, policies, functions, and procedures pertaining to security assistance; management, supervision, and conduct of international logistics activities of the Grant Aid and Foreign Military Sales programs. Planning and furnishing of logistical support to meet requirements of foreign governments, international organizations, or forces.

Series Number: 15
Title: Boards, Commissions, and Committees
Description: Establishment, mission, membership, and functions of boards, commissions, and committees which 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.
a. Subnumbers 25-1 through 25-9, Information Management: Management of Subdisciplines. See 25 series above.
b. 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.
c. 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.

Table 2-4
Series numbers and titles for administrative publications

d. 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.

e. 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.

f. 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.

g. Subnumbers 25-96 through 25-100, Information Management: Libraries-Information Centers. Policies and procedures for management of Army libraries-information centers, guidance on library technology, and establishment of standards, operating procedures, and union lists.

Series Number: 27
Title: Legal Services
Description: Judiciary boards and proceedings, decisions, opinions, and policies applicable to civil law and military affairs; international, foreign, procurement, and contract law; legal assistance for military personnel and their dependents; policies and procedures relative to patents, inventions, taxation, and land litigation involving the Army; trial by courts-martial, including pretrial, trial, and post-trial procedures; nonjudicial punishments; investigation, processing, settlement, and payment of claims against or on behalf of the Government when the Army is involved.

Series Number: 28 (Being converted to 215 series.)
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.

Table 2-4
Series numbers and titles for administrative publications

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 (CONEX) 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.

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).

Table 2-4
Series numbers and titles for administrative publications

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.

Table 2-4
Series numbers and titles for administrative publications

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.

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 ROTC 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.

Table 2-4
Series numbers and titles for administrative publications

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 affecting field units such as activation and inactivation, movement, training, mission readiness, and unit documents such as rosters and journals.

Series Number: 230
Title: Nonappropriated Funds and Related Activities
Description: Administration of the accounting for nonappropriated funds and activities financed from nonappropriated funds.

Series Number: 235
Title: Industrialized Activities and Labor Relations
Description: Establishment and operation of commercial and industrial-type activities managed by the Army to provide products and services and procurement of contract support services. Matters concerning industrial labor relations, involving unions, contractors, and industry in connection with supplies and services furnished the Government under contract.

Series Number: 290
Title: Cemeteries
Description: Development, operation, maintenance, administration, and responsibility for Army national cemeteries and for post cemeteries under the jurisdiction of the Army.

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.

Table 2-4
Series numbers and titles for administrative publications

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: Schools
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 (TADSS) 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: 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; investigations 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 counter-intelligence activities.

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.

Table 2-4
Series numbers and titles for administrative publications

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.

Table 2-4
Series numbers and titles for administrative publications

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 will 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 one personnel series.

Series Number: 601
Title: Personnel Procurement
Description: Appointment of officer personnel, enlistment and reenlistment of enlisted personnel, recruiting activities, and other matters relating to the entry of military personnel into the Army.

Series Number: 602
Title: Soldier-Materiel Systems
Description: Policies, procedures, and standards for integrating the development of systems and materiel with the capabilities and performance of people. Includes human factors engineering; computer-assisted instruction; devices for personnel testing, interviewing, and training; automated physical examinations; and similar areas in which the human, personal, and personnel aspects and the materiel aspects require joint attention.

Series Number: 604
Title: Personnel Security Clearance
Description: Granting, denial, suspension, and revocation of security clearances of DA personnel, both military and 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.

Table 2-4
Series numbers and titles for administrative publications

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) 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 systems.

Series Number: 624
Title: Promotions
Description: Criteria relating to the promotion in grade of officer and enlisted personnel. Includes procedures pertaining to selection boards, announcements of zones of consideration, and issuance of recommended promotion lists.

Series Number: 630
Title: Personnel Absences
Description: Leaves of military personnel, including types, entitlements, computations, and recording; procedures pertaining to military personnel who are absent without leave or in a desertion status; and absences from regular duty or post because of pass, authorized administrative absences, or public holiday.

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.

Table 2-4
Series numbers and titles for administrative publications

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 2-4
Series numbers and titles for administrative publications

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: 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 systems 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, including the receipt, handling, packaging, preserving, inspection incident to 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.

Table 2-4
Series numbers and titles for administrative publications

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 marking), loading, and escorting of shipments.

Series Number: 750
Title: Maintenance of Supplies and Equipment
Description: Actions taken to retain materiel in a serviceable condition or to restore it to serviceability. Maintenance actions include inspection, testing, servicing, classification as to serviceability, repair, rebuild, and reclamation. Includes activities and operations responsible for maintenance functions.

Series Number: 755
Title: Disposal of Supplies and Equipment
Description: Reporting, using, screening, redistributing, and disposing of excess, surplus, and foreign excess personal property.

Series Number: 840
Title: Heraldic Activities
Description: Authority for and description, display, and use of flags, guidons, tabards, and automobile plates used by Army organizations 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 Veteran Affairs (VA) and VA field activities; procedures for exchange of records 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.; 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.

2-70. Assignment of numbers

USAPA is responsible for the overall management of the DA publications numbering system and assigns numbers to DA administrative publications. As doctrine, training and materiel developers, TRADOC, AMC, and TSG will control and assign numbers for doctrinal, training, organizational, technical, and equipment publications according to numbering schemes approved by USAPA.

2-71. Changing numbers
The number of an existing publication may be changed only when the publication is revised. The publication is then considered new for indexing purposes. A publication will not be renumbered by means of a change.

2-72. Reusing numbers
The number of a rescinded or superseded DA administrative or technical and equipment publication will not be reused. If the number of a doctrinal or training publication is reused, TRADOC will maintain the historical data for that number.

2-73. Numbering CD-ROM publications
CD-ROM publication nomenclature will be identical to the printed product in a CD-ROM containing a single publication. CD-ROMs containing a compilation of publications, logically or functionally related, will contain nomenclature by subject area. An example is "ARMYLOG," reflecting the compilation of logistical information contained on the CD-ROM. Equipment publications should be numbered with the publication (or majority of one type) medium, such as "TM," followed by the maintenance level designator, such as "9," followed by the FSC designator, such as "1440," and the short name of the weapons system. An example is "TM 9-1440-Avenger."

2-74. Numbering administrative publications

a. *Army regulation.* Use a series number (table 2-4) according to the subject of the publication and a subnumber to distinguish among other regulations on the same general subject.

b. *Civilian personnel publications.*

(1) *Civilian personnel ARs.*

(a) Number ARs that supplement the Federal Personnel Manual (FPM) according to the portion of the FPM being supplemented.

(b) ARs that do not supplement the FPM will be assigned a subject series number (table 2-4) and a subnumber to distinguish among other ARs on the same general subject.

(2) *Civilian personnel occupational standard.* Use a number that corresponds with the series number within the Office of Personnel Management occupational series (general schedule) or occupation code (wage grade positions).

c. *Department of the Army circular.* Use a three-part number as follows:

(1) A series number according to the subject (table 2-4).

(2) The last two digits of the calendar year.

(3) A subnumber to distinguish between other circulars on the same subject that are issued in the same year.

d. *Department of the Army court-martial orders.*(Also see AR 27-10, chap 12.)

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

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

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

e. *Department of the Army general order.* Number consecutively within each calendar year, starting with 1 (DA GO 1) for the first order issued in a year. DA GO1 will be reserved for the inaugural issue only in years when the President of the United States is inaugurated into office.

f. *Department of the Army memorandum.* Use a series number according to the subject of the memorandum (table 2-4) and a subnumber to distinguish between other memorandums on the same general subject.

g. *Department of the Army pamphlet.* Use a series number according to the subject of the pamphlet (table 2-4) and a subnumber to distinguish between pamphlets on the same general subject.

h. *DA posters.* Use a series number according to the subject of the poster (table 2-4) and a subnumber to distinguish among other posters on the same general subject.

i. *Numbered HQDA letters.* Use a three-part number as follows:

(1) A series number according to the subject (table 2-4).

(2) The last two digits of the calendar year.

(3) A subnumber to distinguish between other letters on the same subject that are issued in the same year.

2-75. Numbering doctrinal, training, training support, and organizational publications and products

a. *Army training and evaluation program.* Use a four-part number as given below.

(1) *Series number.* Use a series number (table 2-5) that indicates the function or other classification of the subject matter. A zero will not be placed in front of those series numbers below "10."

Table 2-5
Series numbers and titles for doctrinal, training, organizational, technical, and equipment publications

Series No.	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

Table 2-5
Series numbers and titles for doctrinal, training, organizational, technical, and equipment publications

Series No.	Title
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
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
100	General Operational Doctrine
101	Staff Officers
105	Maneuver Control
300	TOE consolidated Change Tables

Note.
1. Do not place a zero in front of series numbers below 10.

(2) *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 will be the lowest TOE subnumber to which it applies.

(3) *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 will not contain a second subnumber. Select the second subnumber from the index given below.

(a) Platoon or section—10 through 29.

(b) Company or detachment—30 through 39.

(c) Office, branch, or division—40 through 59.

(d) Unique organizational requirements—60 through 79.

(4) *Content designator.* Use a content designator of “MTP” or “DRILL” to identify the content of the ARTEP.

(5) *Examples.* “ARTEP 11-038-30-MTP” and “ARTEP 3-257-10-DRILL” consist of the parts described below.

(a) “11” and “3” are the series numbers.

(b) “038” and “257” are the first subnumbers.

(c) “30” and “10” are the second subnumbers.

(d) “MTP” and “DRILL” are the content designators.

b. Field manual.

(1) Use a series number (table 2-5) according to the function or other classification of the subject matter. Use a subnumber to distinguish among other FMs on the same basic subject. An option to use subnumbers to the second division exists. Number an FM using the subnumber segments shown in figure 2-11. Classified field manuals may be “A” suffix.

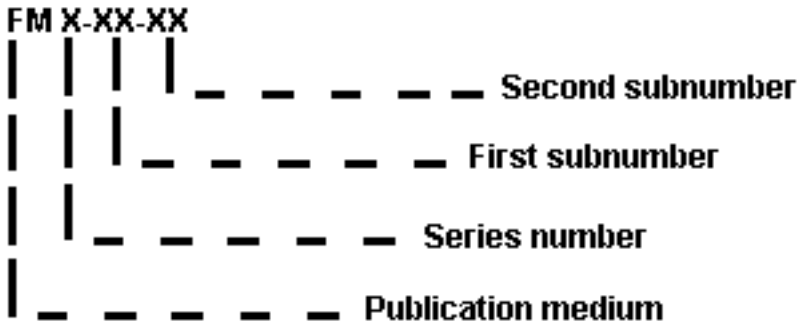

Figure 2-11. Field manual numbering

(2) For wholesale logistic FMs, use—

(a) A series number (table 2-4 or table 2-5) according to the function or subject matter.

(b) A subnumber to distinguish among other FMs on the same basic subject.

c. *GTAs.* Use a series number (table 2-5) 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.

d. *Modification table of organization and equipment.* Use an 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.

e. *Professional bulletin.* Number a PB using the four segments shown in figure 2-12.

(1) *Publication medium.* Use the letters "PB."

(2) *Series number.* Use a series number (table 2-5) according to the function or other classification of the subject matter.

(3) *Calendar year.* Use the last two digits of the calendar year in which the bulletin is published.

(4) *Subnumber.* Use a subnumber designating the volume or issue.

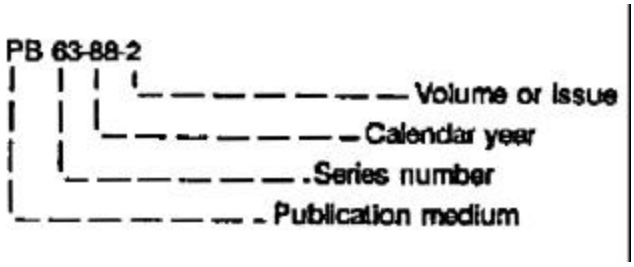

Figure 2-12. Professional bulletin numbering

f. *Precommissioning publications.* Use the series number "21," and the subnumber "I" to distinguish from other manuals in the series.

g. *Soldier training publication.* STPs are published for three audiences: enlisted soldiers, officers, and a combination of enlisted soldiers and officers called common core.

(1) *Publication medium.* Always use the letters "STP."

(2) *Series number and subnumber for enlisted STPs.* Use a series number (table 2-5) according to the function or other classification of the subject matter. Use a subnumber consisting of one of the military occupational specialty (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:

(a) The first three characters of the MOS (two numbers and one letter) if the STP addresses a single MOS (for example, "13B").

(b) 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”).

(c) The career management field (CMF) number if the STP addresses all MOSs and SLs in the CMF.

(3) *Series number and subnumber for officer STPs.* Use a series number (table 2-5) 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 will 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—will 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—

(a) The proponent wishes to split the publication because it is very long.

(b) A separate publication containing information of a different security classification for an office specialty is required.

(4) *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.

(5) *Content designators.*

(a) *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.

(b) *Officer STPs.* The content designator for officer STPs is “OFS” for officer foundation standards, which replaces military qualification standards (MQS). MQS publications will remain in the system until supplies are exhausted or they are superseded or rescinded.

(6) *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 will be used.

(a) For STPs which contain materials that do not fall under paragraphs (2)(a) through (c) 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).

(b) The publication number should be as short as possible while still providing the needed information.

(c) Any alphanumeric STP number must be approved by USAPA through TRADOC (ATIC-ITP and ATIC-ETP-A).

(7) *Volume.* Use a volume number for STPs requiring more than one volume. Use multiple volumes when—

(a) The proponent wishes to combine an entire CMF, but because of the size, more than one volume is required.

(b) A separate publication containing information of a different security classification for an MOS is required.

(8) *Example.* “STP 34-98J34-SM-TG-1” consists of five segments as described below.

(a) “STP” is the publication medium.

(b) “34” is the series number.

(c) “98J34” is the subnumber, consisting of an MOS designation (“98J”) and an SL designation (“34”).

(d) “SM” and “TG” are content designators.

(e) “1” is the volume number.

(9) *Number combinations.* The following publication numbers illustrate various STP combinations.

(a) STP 7-11B15-SM-TG (all SLs plus TG).

(b) STP 7-11B1-SM (SL 1 SM only).

(c) STP 7-11B25-SM (SL 2 through 5 SM).

(d) STP 7-11B25-SM-TG (SL 2 through 5 SM plus TG).

(e) STP 7-11B-TG (TG only).

(f) STP 12-71-SM-TG (STP for entire CMF, including all SLs).

(g) STP 12-71-TG (TG for CMF).

(h) STP 12-71-SM-TG-1 (STP for entire CMF, including all SLs, volume 1).

(i) STP 34-98J34-SM-TG-2 (STP for SL 3 and SL 4 SM plus TG, volume 2).

(j) STP 12-01BCDEF13-SM-TG (STP for multiple MOSs that are within the same CMF and that have the same first two MOS numbers).

(k) STP 21-1-SMCT (SL 1 only).

(l) STP 21-24-SMCT (SL 2 through 4).

(m) STP 44-HBS-SM (STP for alphanumeric abbreviation).

h. Table of allowances.

(1) *Common table of allowances (CTA)*. Use the letters “CTA” to designate the publication medium. Use a series number (table 2-5) that indicates the function or other classification of the subject matter, and use a subnumber for further identification within the series.

(2) Joint table of allowances (JTA). Use the letters “JTA” to designate the publication medium. Use the same numbering as in (1) above.

i. Table of distribution and allowances.

(1) Use an eight-position number. 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.

(2) Number a mobilization TDA the same as a normal TDA, but add positions 9 and 10 as “MO.”

(3) 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 is used only for designated mobilization TDA.

j. Table of organization and equipment. The TOE number is composed of a nine-position alpha-numeric 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 2-5). The second position contains the subnumber which 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 will be used as follows:

(1) 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 will be used for teams. Normally application is as follows:

(a) 0, 1, 2, and 3—divisional/brigade and equivalent.

(b) 4—corps units.

(c) 5—teams (generic).

(d) 6—EAC/theater Army.

(e) 7, 8, and 9—unique.

(2) Position four will delineate among the organizations identified in the categories outlined above.

(3) Position five will indicate the type of organization as follows:

(a) 0—corps, division, brigade, or company modular recapitulation tables.

(b) 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).

(c) 2—brigade, group, regiment, DIVARTY, or similar organization headquarters and headquarters company.

(d) 3—separate companies within brigade, division, corps subgroups.

(e) 4—division headquarters and headquarters company, and, if required, some separate companies.

(f) 5—battalion or similar organizations recapitulation tables.

(g) 6—battalion or similar organizations headquarters and headquarters company.

(h) 7, 8, and 9—company or similar organization within a battalion.

(4) 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 will be established as needed.

(5) Position 7 will be used to identify variations or teams.

(a) A zero in this position will indicate that there are no variations of the TOE. When there are variations, the number in position 7 will reflect the variation number (1 to 9).

(b) Alpha characters "A" through "Z" will be used in position 7 to designate teams.

(6) Positions 8 and 9 will be used to identify the specific type of TOE as follows:

(a) 00—base TOE (BTOE).

(b) 01 through 98—intermediate TOE (ITOE). This identifies the incremental change package (ICP) which, when combined with the BTOE, results in an ITOE.

(c) 99—objective TOE (OTOE). This indicates that all ICP (including basis-of-issue-plans (BOIPs) that are not yet HQDA approved) are combined with BTOE to generate the OTOE.

k. Training circular. Use a series number (table 2-5) according to the function or other classification of the subject matter. Use a subnumber to distinguish among other circulars on the same basic subject. Use a second subnumber for TCs as that shown for FMs in paragraph 2-75 and in figure 2-11.

2-76. Numbering technical and equipment publications

a. Automated information systems manual. Number an AISM in the six segments shown in figure 2-13. Additional segments or characters can be used to identify such areas as operating systems (for example, OS, DOS, MASTER, and so forth), providing total number of characters including blanks and beginning with 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.)

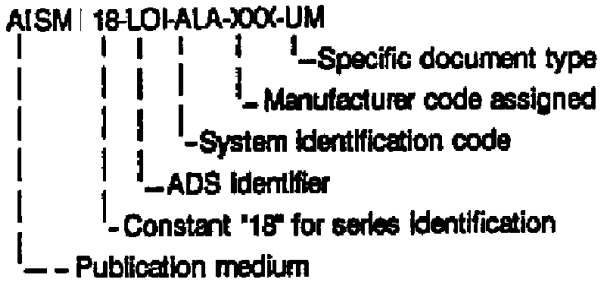

Figure 2-13. AISM numbering

(1) In the first segment, use the letters "AISM"

(2) In the second segment, use the number " 25" to represent the information series.

(3) In the third segment, use the three-position alphanumeric AIS identifier assigned per TB 18-103.

(4) In the fourth segment, use the three-position alphabetic system identification code that uniquely identifies the AIS assigned per TB 18-103.

(5) In the fifth segment, use a three-position alphabetic manufacturer code.

(6) In the sixth segment, use the two-position alphabetic abbreviation for each document type identified in DA Pam 25-4.

b. Firing table and trajectory chart. Number an FT and TJC as follows:

(1) 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."

(2) In the second segment, use letters that indicate the projectile and fuse combination.

(3) In the third segment, use a number that indicates the edition or revision.

(4) After the first segment, identify addenda to an FT by adding the letters "ADD"; for example, "FT 105-ADD-B-1."

(5) 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).

c. Modification work order.

(1) Number an MWO the same as the equipment TM (*g*(1) below) 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 will apply to the same level of maintenance. The two-digit level of the maintenance number will 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).

(2) 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 *g*(1) below. Use the FSC class number requirements detailed in (1) above. The sequence number will 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).

(3) Prepare and number separate MWOs as indicated in (1) 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).

(4) Use "55" for the level of maintenance portion of the MWO for an MWO short form.

d. Supply bulletin. Use a series number (table 2-5) according to the classification of the subject matter. Use a subnumber to distinguish between other bulletins on the same subject.

e. Supply catalog.

(1) Identification list (IL). Use a catalog number composed of three segments as shown in figure 2-14.

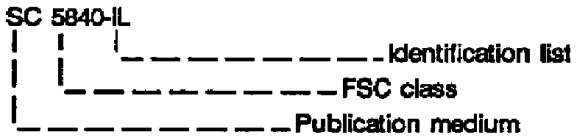

Figure 2-14. Supply catalog identification list numbering

(a) In the first segment, use the letters “SC” to denote the publication medium.

(b) 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.)

(c) In the third segment, use the letters “IL” to denote the publication medium.

(d) If the catalog consists of more than one volume, add a suffix number such as “-1,” “-2.”

(2) Supply catalog. Use a catalog number composed of four segments as shown in figure 2-15.

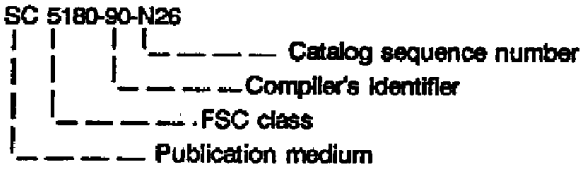

Figure 2-15. SC numbering

(a) In the first segment, use the letters “SC” to denote the publication medium.

(b) In the second segment, use four numerals representing the FSC class coverage.

(c) In the third segment, use one of the numerical identifiers in table 2-6 to designate the compiler of the catalog. (Compiler will be determined by the Commodity Manager Code list in SB 700-20.)

(d) In the fourth segment, use an alpha character and a two-numeral catalog sequence number.

Table 2-6
Compiler identifiers

Identifier	Compiler
8	The Surgeon General
32	U.S. Army Electronics Materiel Readiness Activity
90	U.S. Army General Materiel and Petroleum Activity
91	U.S. Army Communications-Electronics Command
92	U.S. Army Missile Command
95	U.S. Army Armament and Chemical Acquisition Logistics Activity
97	U.S. Army Aviation and Troop Command
98	U.S. Army Tank-Automotive and Armaments Command

(3) Federal supply catalog. For an explanation of the format, content, and preparation of Federal supply catalogs, see DOD 4130.2-M. 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 2-16 through 2-18.

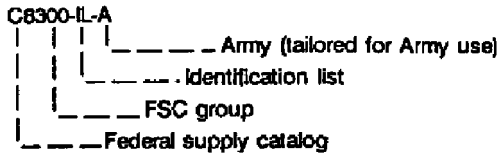

Figure 2-16. FSC identification list numbering

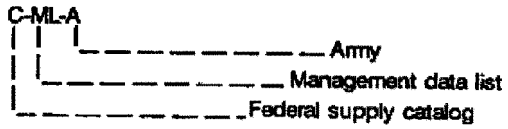

Figure 2-17. FSC management data list numbering

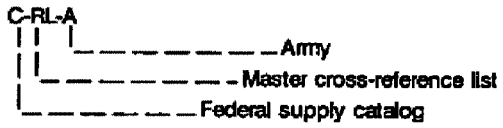

Figure 2-18. FSC master cross-reference list numbering

f. Technical bulletin.

(1) *TBs pertaining to equipment.* Number these TBs as indicated in h(1) below, 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 will 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 h(1)(d) below, the number "-50" will 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 will indicate the lowest level and the second digit the highest level. (For example, "-34" indicates direct support (DS) and general support (GS) maintenance combined.)

(2) *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 *g*(1)(b) below, 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 will 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).)

(3) *TBs relating to general subject areas or to professional techniques.* Assign these TBs a series number (table 2-5) or an abbreviation representing the proponent. Use a subnumber or subnumbers for further identification; for example, "TB 43-0107" and "TB IG 1."

(4) *TB 43-series of Equipment Improvement Reports (EIR).* Assign EIR numbers to the TB 43-series as shown in figure 2-19 and as follows:

(a) *Basic series number.* Use the TB 43-series as the basic number and note that table 2-5 shows the 43-series as "maintenance."

(b) *Identification subnumber.* User table 2-5 for the subnumber. For example, aviation EIRs would be "0001."

(c) *Proponent number.* Use the proponent number assigned by the U.S. Army Logistics Support Activity (LOGSA). For example, Aviation and Missile Command (AMCOM) uses "03."

(d) *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 (e below) changes. If an EIR happens to fall behind schedule, this publishing year will ensure that the EIRs will always have a different publication number.

(e) *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 publications.

```
TB 43-0001-03-98-1
|  |  |    |  |  └──────── Designator
|  |  |    |  └─────────── Publishing year
|  |  |    └──────────── Proponent number
|  |  └─────────────── Identification subnumber
|  └──────────────── Basic series number
└─────────────────── Publication medium
```

Figure 2-19. EIR numbering

g. Technical manual. Number TMs as shown in figure 2-20.

(1) *Equipment TMs.* Number these TMs as follows:

(a) *Series number.* Use a series number (table 2-5) that indicates the general type of equipment.

(b) *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 will remain the same. (For example, the FSC class for fixed wing aircraft is “1510,” and all manuals containing data applicable to these aircraft only will 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.)

(c) *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) will be assigned the same sequence number. Successive equipment TMs for other equipment in the same series and FSC group or class will be numbered “002,” “003,” and so forth.

(d) *Level of maintenance numbers.* Use a dash and a set of two digits that signify the level of maintenance to which the TM applies. 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 will indicate the lowest level and the second digit will 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 will be used. (For example, number as "-14" a test set TM that includes instructions on the operation of the equipment and that which is operated exclusively at the DS and GS level of maintenance.)

(e) *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 will have a separate table of contents. TMs will not be divided into volumes based on model or configuration criteria. Neither dash nor second sequence number will be used.

(f) *Suffix letter "P."* Use the suffix letter "P" for repair parts and special tools lists (RPSTLs) equipment TMs published separately from the associated narrative maintenance instructions. The letter "P" will 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."

(g) *Suffix letters for special types of equipment TMs.* Use the suffix letters in table 2-7 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 will carry a "-10" maintenance level designator.

Table 2-7
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.

(h) *Examples.* In TM 5-5420-210-20, “5” is the series number (table 2-5); “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.

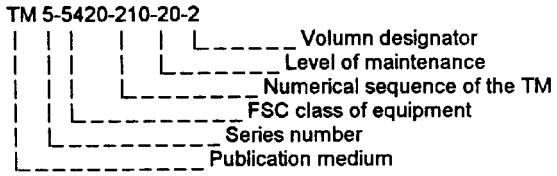

Figure 2-20. Technical manual numbering

(2) *General subject TMs.* Assign to these TMs a series number (table 2-5) 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.”

2-77. Numbering miscellaneous publications
Publications that do not fit into publication categories in paragraphs 2-72, 2-73, or 2-74 are given a miscellaneous publication (Misc Pub) number. Use a series number (table 2-4) according to the subject of the publication and a subnumber to be numbered consecutively (this subnumber is assigned by USAPA).

Chapter 3
Department of the Army Forms Management Program

Section I
General

3-1. Developing new forms

a. A form that duplicates the function of a higher echelon form will not be created.

b. A new form will be reviewed and, if approved, prescribed at the highest proper echelon.

c. The use of a form will be prescribed by sending an original of a completed DD Form 67 (Form Processing Action Request) to the next higher organizational level for approval. (Include a copy of the form and a duplicated copy of that portion of the prescribing publication which applies, to include the title page (para 3-2b).)

d. Certificates are managed under the forms management program.

e. New forms design analysis must include considerations relative to the electronic environment. Margins, line weights, font selection, and organization of data elements, should be designed to facilitate maximum use of electronic forms.

3-2. Approval of new and revised forms

a. *General.* All new and revised Army-wide, agency and command, and local forms will be prescribed in a publication and submitted for approval in accordance with (1) through (3) below.

(1) *DA forms.* DA forms are developed for use by more than one DA agency or command. To request the design or approval of a new or revised DA form, prepare an original of DD Form 67 for each unit of issue requested stating how the proposed form will be used. (See DA Pam 25-30 for a complete listing of units of issue.) Send a draft of the proposed form or a list of the data elements required on the form, together with an original and two copies of the manuscript of the prescribing publication (b below) and an original and two copies of a completed DA Form 260, through the designated functional manager to Director, USAPA, JDHQSV-PAM-M, Alexandria, VA 22331-0302.

(2) *Other Army-wide forms.* When requesting approval of other Army-wide forms (such as standard forms (SFs) and optional forms (OFs)), submit one copy of the form, an original of a completed DD Form 67, and one copy of the prescribing publication to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

(3) *Agency, command, and local forms.* When requesting approval of an agency, command, or local form, submit one copy of the proposed form, an original of completed DD Form 67, and one copy of the prescribing publication, if necessary, to the designated functional manager having jurisdiction over the form. (See *c* below.)

b. Publications media. The media listed in (2) through (4) below will be used to prescribe forms.

(1) *Requirements for all forms.* Army-wide forms or agency or command forms will not be approved for printing, reproduction, or issue unless authorized in a publication (usually a DA, agency, or command publication) prescribing the form's use. This requirement includes forms issued by other Government agencies, SFs, OFs, and DD forms. If a prescribing publication is rescinded or expires, the forms prescribed by the publication are automatically rescinded unless the policy and forms are converted to a permanent publication prior to the rescission or expiration date. The prescribing publication must—

(a) Give the form number, title, and source of supply. Include preparation instructions in the prescribing publication (if it is an AR) if they are short; otherwise, preparation instructions will be included in an accompanying pamphlet of procedures.

(b) Be coordinated with the designated functional manager before it is issued.

(2) *DA administrative publications.*

(a) *Army regulations.*

(b) *Civilian personnel publications.*

(c) *DA circulars.* DA circulars are temporary media.

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

(e) *Numbered HQDA letters.* Numbered HQDA letters are temporary media.

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

(3) *Doctrinal, training, and organizational publications.*

(a) Field manuals.

(b) Training circulars.

(4) *Technical and equipment publications.*

(a) Automated information systems manuals.

(b) Supply bulletins.

(c) Technical bulletins.

(d) Technical manuals.

c. Other forms requirements.

(1) *Local forms.* A local form may be required for use by two or more organizational elements of an installation or activity. If so, a prescribing publication is required. If a form is used by only one organizational element, such as an office, a prescribing publication is not required.

(2) *Forms instructions.* A form or instructions for completing its entries may be complex. In these cases, a sample of a completed form may be illustrated to ensure understanding and accuracy. Samples of completed forms may also be illustrated to eliminate or reduce lengthy narrative instructions. The illustration of a blank form (without sample entries) is prohibited. (See para 3-14 for requirements for camera-copy of blank forms to be used for local reproduction purposes.)

d. *Stock levels of Army-wide forms.* Stock levels of Army-wide forms may be affected by a proposed revision of or changes to the prescribing publications. If so, the proponent of the DA prescribing publication will inform Director, USAPA, ATTN: JDHQSV-PAP-F, Alexandria, VA 22331-0302, immediately.

3-3. Required form elements

a. All local, agency, command, and DA forms must be numbered, regardless of the method of reproduction. (Use a symbol to identify the approving authority, followed by the word "Form" and the form number.)

(1) If the form is designated for local reproduction, put "-R" at the end of the form number. (See para 3-14 for more information on R-forms.)

(2) If the form is designated for electronic generation, put "-E" at the end of the form number. (See para 3-15f for more information on "-E" forms.)

(3) If the form is designated for both local reproduction and electronic generation, put "-R-E."

b. Every form must show its title.

c. The edition date of the form will be placed directly after the form number.

d. A supersession notice will be included when the form replaces another form or an earlier edition of the same form. (Indicate whether a previous edition may be used until the existing supply is exhausted.)

e. Forms (except SFs, OFs, DD forms, and one user local forms), including forms authorized for local reproduction, will show the number of the prescribing publication in the title area of the form.

f. The proponent of each DA form must be shown on the form. When the proponent for an Army-wide form changes, the HQDA agency or command responsible will report the change to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. The proponent of an agency, command, or local form may be shown on the form at the discretion of the designated functional manager.

g. Only standard and authorized brevity codes, abbreviations, and data elements authorized by AR 310-50 and the publications in the Information Management: Automation series (AR 25-70 through AR 25-89) will be used on forms.

3-4. Forms control

Commanders or designated functional managers will—

a. Maintain records of all forms control actions using DA Form 4815 (Forms Control Register) or an automated system, if available.

b. Manage forms in accordance with paragraph 1-21.

3-5. Forms review

Commanders or designated functional managers will ensure that a review of all forms for which their agency or command is responsible is conducted every year or when a reprint action is initiated. This review is necessary to ensure that all forms are essential and current.

Section II
Specific Forms Requirements

3-6. U.S. Government Standard Forms

a. General. SFs are approved by the GSA and are designed and prescribed for mandatory use by two or more Government agencies. (Use SFs according to the forms' DA prescribing publications and the construction furnished by GSA.)

b. Exceptions. Exceptions to the content or construction of an SF must be approved by GSA. Requests for exceptions must be submitted on a Standard Form (SF) 152 (Request for Clearance or Cancellation of a Standard or Optional Form or Exception), along with the justification required in (1) below and the forms discussed in (2) and (3) below, if applicable. (Forward an original and four copies of the SF 152 and attachments to Director, USAPA, ATTN: JDHQSV-PAP-F, Alexandria, VA 22331-0302, for Army approval and processing through proper channels.)

(1) A separate justification that includes the reasons for the request with a statement as to why the SF cannot be used as prescribed in the existing format or construction; the cost benefits derived from the exception; the distribution of each copy requested in the exception; and the locations where the exception will be used and the usage levels for each location.

(2) A GPO Form 1026a (Specifications for Marginally Punched Continuous Forms) if the exception is for a marginally punched continuous construction.

(3) A SF 1 (Printing and Binding Requisition) for the printing specifications required.

3-7. U.S. Government Optional Forms

GSA develops OFs for use by two or more Federal agencies. The use of OFs within the Army is encouraged. If an OF needs to be modified or altered, follow the instructions in paragraph 3-6b.

3-8. Other Government agency forms

These are forms approved by other Government agencies such as the Treasury Department, Office of Personnel Management, and the Department of Veterans' Affairs. The Army is required to use them in matters related to the functions of these agencies. The designation of the responsible agency is shown on the form. It is the responsibility of the Army proponent to make the other agency forms available through normal publications supply channels.

3-9. Department of Defense (DD) forms

a. DD forms are either adopted or prescribed.

(1) *Adopted.* These are forms that are not mandatory but have been adopted for use by two or more military departments or DOD agencies. They are approved by the Director for Information Operations and Reports, Office of the Assistant Secretary of Defense (Comptroller) (OASD(C)).

(2) *Prescribed.* These forms are approved and prescribed by the Secretary of Defense (SECDEF) for mandatory use by the military departments and other Defense agencies.

b. The Army is the executive agent for some DD forms. For these forms, the Army proponent prepares—

(1) A publication prescribing the form.

(2) A DD Form 67. On the DD Form 67—

(a) Show that the form was coordinated with the other military departments. Provide the names, organizations, and telephone numbers of the concurring officials.

(b) State how the form will apply within DOD.

c. DD forms used by the Army require a prescribing publication and DD Form 67. (Send these items through the designated functional manager to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.)

3-10. Reporting forms

a. Public reporting forms.

(1) These forms are prescribed for collecting information on identical items from 10 or more persons outside the Federal Government. Under the Paperwork Reduction Act of 1980, these forms require clearance from and assignment of an approved number by OMB. OMB approval is shown by the legend "Form Approved, Office, Management and Budget," printed with the OMB number in the upper right corner of the form inside the border. (See AR 335-15, chap 4, for more information.)

(2) When initiating or sponsoring public reporting forms that are subject to the Paperwork Reduction Act of 1980, submit requests for new or revised forms through channels to HQDA (SAIS-PSM), WASH DC 20310-0107.

b. Internal reporting forms. Forms used for collecting data within the Federal Government require clearance and assignment of an approved RCS (requirements control symbol) number by the information management control officer (IMCO) having jurisdiction over the form. (Show the RCS approval in the upper right corner, inside the border, by inserting the words "Requirement Control Symbol," followed by the symbol.) (See AR 335-15 for more information.)

c. New or revised reporting forms. Before submitting DD Form 67, the IMCO with jurisdiction must complete and sign the IMCO portion (block 14d).

3-11. Forms requiring General Accounting Office (GAO) approval

31 USC 3511 lists the kinds of forms that require GAO approval before publication and use. Show GAO approval by inserting the words "Form Approved by the Comptroller General, U.S." followed by the date. Insert this item in the lower right margin, outside the border. Also, the Office of the Assistant Secretary of Defense (Comptroller)(OASD(C)) must approve these forms before publication and use. An example of this type of form is DA Form 2140 (Military Pay Voucher Summary and Certification Sheet).

a. When initiating or sponsoring these forms, send requests for their approval through channels to Director, USAPA, ATTN: JDHQSV-PAP-F, Alexandria, VA 22331-0302, for forwarding to OASD(C).

b. In request packages, include five copies of the following:

(1) Completed DD Form 67, prepared according to paragraph 3-2a(1).

(2) Proposed new or revised form.

(3) Existing prescribing publication.

3-12. Forms subject to the Privacy Act

If a form is to be used to collect personal data from an individual, follow the requirements of the Privacy Act of 1974.

a. New or revised forms.

(1) Develop a Privacy Act statement for a form used to collect personal data (AR 340-21 and DA Pam 25-51). Consult legal counsel, as needed, to ensure that the statement meets the requirements of the law.

(2) The functional manager or proponent will ensure that the Privacy Act official completes block 14a of DD Form 67, however, they may rule that signatures are not applicable.

(3) Send the items listed below to the appropriate Privacy Act official for approval if forms are subject to the Privacy Act.

(a) DD Form 67.

(b) A draft copy of the proposed form (which will include the Privacy Act statement).

(c) A draft copy of the prescribing publication.

(4) Integrate the Privacy Act statement and the form using one of the methods below. (This integration is done by the designated functional manager.)

(a) Include the Privacy Act statement in the body of the form, preferably below the title and positioned so that it can be easily seen before the person begins to fill out the form.

(b) Print the statement on the back of the form. In this instance, place a note on the front of the form, below the title, stating where the Privacy Act information is located.

b. New or revised records systems. Follow AR 340-21, chapter 5, when—

(1) Developing a new or revised form that is a part of a new records system.

(2) Changing an existing records system.

3-13. Temporary, test, or one-time forms

Forms needed for temporary, test, or one-time use must be assigned a number in the proper series. Following the form number, insert the wording “Temporary,” “Test,” or “One-Time.” An example is “TRADOC Form 000, 1 Aug 87 (TEST).”

a. A temporary form will be printed for a limited time (normally not more than 1 year) to serve a specific requirement. The form will become obsolete when its purpose has been served.

b. A test form will be printed for use only during a testing period that is specified in the prescribing instructions. The form will become obsolete after the test is completed. To continue use after the test, convert the form to a permanent form.

c. A one-time form will be printed to meet a one-time requirement, such as a report made only once. When the requirement is complete, the form will become obsolete.

3-14. Forms authorized for local reproduction

Forms will be authorized for local reproduction when printing, stockage, and distribution are not cost justified.

a. The prescribing publication will include a camera-ready copy of the form which will appear as the last pages of the publication (unless reproducible copies are furnished separately to users), authority to use the form, and reproduction instructions. Forms will not be placed in an appendix.

b. Designated functional managers will assign numbers to local forms as they do with other local forms, but local reproduction form numbers will be followed by a dash and the letter "R." Requests for reproduction of quantities of these forms through the local field printing and duplicating facility must be approved by the local designated functional manager.

c. USAPA will determine whether local reproduction is appropriate for Army-wide forms and will assign the form numbers.

3-15. Electronic forms

An electronic form is a form whose image is stored in a magnetic, optical, video or other type of file and can be retrieved electronically to print the form and/or to produce an image of the form on a computer screen. New and existing forms may be authorized for total electronic generation only if users have the equipment capable of performing this function. When forms are distributed in more than one media, the information from the published paper format will be exactly replicated in the other distribution medium. (This guidance does not apply to requests for printed forms in a continuous (pin-fed) construction for automation purposes.)

a. *Criteria for electronic forms.* The purpose, use, and construction of a form determines its applicability as an electronic form. The following criteria apply to forms that lend themselves to electronic generation and dissemination:

(1) *Use.* Forms designed for typewriter completion, or forms designed for handwritten completion that are usually prepared in an office environment.

(2) *Construction*. Forms that do not require special papers, inks, construction, or applications.

(3) *Sensitivity*. Forms that do not require controls to prevent forgery or use for fraudulent purposes.

b. *Content requirements.* All electronic forms (Army-wide, command, agency, and local) must—

(1) Replicate the content (wording), format (layout), and sequence (arrangement) of the approved edition of the printed forms. Any deviation must receive prior approval from the form proponent and forms manager.

(2) Conform to the requirements of this chapter and the data element requirements of AR 25-1.

c. *Prescribing electronic generation authority.* Personal computers have enabled Army users at every level to utilize electronic forms software systems. Proponents should consider electronic application for forms when developing recordkeeping or reporting requirements. When prescribing forms, proponents must include authorization for electronic versions of forms in the prescribing publication. The publication must contain any instructions pertinent to generation of the form.

d. *Electronic forms design and fill-in software.* Personal computer-based electronic forms software packages have design and fill-in capabilities. These software packages provide the capability to design forms that produce high quality images and provide user friendly interfaces, links to external databases, and electronic routing.

(1) *Design.* Only functional managers responsible for designing forms are authorized to design official versions of forms.

(a) Army-wide forms. USAPA will design official Army-wide forms. Exceptions to design of these forms are discussed in e below.

(b) *Command, agency, and local forms.* Forms functional managers may use a forms software package to design their official internal forms.

(2) *Fill-in.* Forms users are authorized to use only form fill-in software capabilities. However, forms purchased with software packages are for vendor demonstration purposes only and are not authorized for use as official forms.

e. Exceptions to electronic forms design of Army-wide forms.

(1) Requests for authorization to use departmental forms in various software packages, other than those USAPA provides, will be coordinated with the local functional process owner to ensure compliance with local business processes and will be submitted to the local information manager who will—

(a) Check DA Pam 25-30 to ensure the form is current.

(b) Check the electronic forms library bulletin board system to see if an approved electronic form currently exists for the designed software package. If an electronic form does exist that meets the user's needs, it may be downloaded for immediate use; if not, the information manager may request approval for a locally developed electronic form.

(2) The designated functional manager will—

(a) Complete DD Form 67. The DD Form 67 will list the software (and version number) and compatible hardware used to generate the electronic form. A technical point of contact will also be listed who can answer detailed automation questions about the use of the electronic form for the Army-wide community.

(b) Prepare one blank and one sample filled, printed paper copy of the electronic form with enough blank space on the bottom right margin to be used for a USAPA assigned approval number (imprint line). USAPA will advise the designated functional manager of the number to be placed on the form. (See (4) below for more information on the imprint line.)

(c) Forward the request package to the MACOM headquarters.

(3) The MACOM headquarters will—

(a) Review the request to ensure the electronic form does not conflict with other MACOM information management initiatives.

(b) Forward the request to Director, USAPA, ATTN: JDHQSV-PAP-F, Alexandria, VA 22331-0302.

(4) USAPA will—

(a) Ensure the electronic form meets the administrative requirements of GSA and DOD and conversion criteria relating to construction, color, special inks, size, and so forth.

(b) Ensure output image is a near duplicate of the current paper edition of the form.

(c) Coordinate with, and obtain approval from, the functional proponent of the form.

(d) Coordinate with the appropriate data administrator to ensure compliance with AR 25-1.

(e) Assign a control number to be imprinted on the electronic form. USAPA will notify the local designated functional manager of the approval and advise of the requirement to add the approval number (imprint line) to the bottom right margin of the form.

(f) Publish approved electronic versions of forms for Army-wide use, together with pertinent information such as nomenclature; paper edition date; electronic form file; USAPA approval number; and the name, address, and telephone number of the technical point of contact.

f. Electronic forms developed with wordprocessing software. Similar to the typewriter, wordprocessing software may be used to design a form. However, capability in producing complex forms design artwork is somewhat limited. Because of the inability to produce varying type styles and sizes, the form image produced rarely looks like a printed form.

(1) *New forms generated solely by electronic means.*

(a) *DA forms.* Proponents must submit a completed DD Form 67 through designated functional management channels to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. The DD Form 67 must be accompanied by a statement indicating that all users of the form are equipped to comply with the electronic requirement, a copy of the electronically generated form for review, and a copy of the prescribing publication. The publication must contain a completed sample illustration of the electronically generated form.

(b) *Command, agency, and local forms.* Proponents must establish the electronic form requirements and obtain approval from the designated functional manager in the local area.

(2) *Existing stocked or locally reproducible forms.*

(a) *DA forms.* Approval will be obtained from the proponent of the form. Requesters must provide the proponent a copy of the generated form for review. At a minimum, the generated image must contain the form title, form number and date, reference to the prescribing publication, the Privacy Act statement (if applicable), and the RCS, OMB, and/or GAO approval number (if required). If the requester anticipates above average costs for generating a form, the requester will obtain the proponent's approval before starting the work. This coordination will eliminate expenditure of funds for a form that may later be disapproved. Proponents must comply with the restrictions in h below before approving requests. When granting approval, the proponent will direct that an "-E" be added to the existing form number when the number is placed on the generated form; for example, DA Form 0000-E (date), DA Form 0000-R-E (date). The date shown will be the same as the date on the printed form. Proponents will provide a completed DD Form 67, together with a copy of the electronically generated form, to the designated functional manager for forwarding to USAPA (JDHQSV-PAM-M).

(b) *Command, agency, and local forms.* Approval will be obtained from the designated functional manager in the local area. Approved electronically generated forms will be assigned numbers as described in (a) above, using the command, agency, or local designation; for example, TRADOC Form 0000-E (date), TRADOC 0000-R-E (date).

(c) *DD, SF, OF, and other Government agency forms.* Activities requesting electronic generation of these forms will submit their requests to the Army proponent of the form. Requesters will provide the proponent a copy of the generated form for review. Proponents will send a completed DD Form 67, together with the copy of the generated form, through designated functional management channels to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, for forwarding to the proper approval authority. Requests for electronic generation of SFs and OFs must be accompanied by a completed SF 152 and a separate justification. If approved, the respective approval authority will provide electronic generation instructions.

g. Distribution media. Electronic forms may be issued on floppy disks or CD-ROM. Online systems may also be used as a distribution medium.

(1) *Floppy disks.* Forms will be listed on disks in numerical sequence. Since disks will contain a compilation of forms, the disk will describe the content of the disk, include the edition date of the disk, and show any applicable supersession notice. If more than one disk is issued at a time, the disks will be distributed in sets. The set, and each disk within the set, will be numbered consecutively; that is Set (number), Disk (number). Each set will include a numerical index of the forms contained within the set, indicating the specific disk that contains the form.

(2) *CD-ROM.* Forms will be listed on disks in numerical sequence, not by functional category. The storage capacity of a CD-ROM will accommodate a large inventory of forms. Since the disk will contain a compilation of forms, the disks will be labeled and numbered for management purposes. The label will describe the content of the disk, include the edition date of the disk, and show any applicable supersession notice. Disks will be numbered consecutively. Each disk will contain an index of the forms contained on the disk.

h. Restrictions. Controlled and sensitive forms and specialty constructions (except multipart forms that have all copies alike) will not be approved for electronic generation. Forms that require color (either in paper or ink) will not be approved for electronic generation if additional expense is required.

i. Rescissions.

(1) *Paper editions of forms.* Proponents of departmental forms will notify Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, when a form has been totally automated and the paper copy is no longer required. Proponents of command, agency, and local forms will provide notification to the designated functional manager in the local area.

(2) *Electronic forms.* Proponents of departmental forms will notify USAPA (JDHQSV-PAM-M) when approved electronic versions of forms are no longer required. Proponents of command, agency, and local forms will notify the local designated functional manager.

Section III
Deviations and Restrictions

3-16. Deviations

Army-wide forms will not be altered or modified in any way without prior approval. When requesting deviation from the format, content, or construction of an established form, follow the procedures in a through d below. Send a request for deviation to the approval authority of the form.

a. When the form is an established local, agency, or command form, send the request to the proponent. If the request is approved, the proponent will send it to the designated functional manager for final approval.

b. When the form is an established Army-wide form, send the request to the proponent. If the request is approved, the proponent will send it through the designated functional manager. If the designated functional manager approves the request, he or she will send it to Director, USAPA, ATTN: JDHQSV-PAP-F, Alexandria, VA 22331-0302, for final approval.

c. When the form is a public reporting form or a form requiring a Privacy Act statement, obtain approvals according to paragraph 3-10 or 3-12, respectively.

d. When the forms are covered in a through c above, deviations will not be approved for more than 2 years. At the end of the approval period, submit a new request through the approval channels described in a through c above. However, if a form is revised during the 2-year period, the deviation approval no longer applies, and a new request must be submitted for the revised form.

e. When the form is an approved Army-wide form available through normal supply channels, local reproduction or procurement of reproducible masters or other construction variations must have prior approval of the designated functional manager having jurisdiction over the form. Send requests through channels to Director, USAPA, ATTN: JDHQSV-PAP-F, Alexandria, VA 22331-0302, for review, approval, and assignment of a case number. This approval requirement applies to initial procurement or reproduction only.

(1) Requests for reproducible masters will include the annual requirement, number of copies to be procured from each master, and distribution of each copy.

(2) Requests for carbon-interleaved constructions will include justification, number of sets required annually, and distribution of each copy of the set.

(3) Other construction variations must be fully justified.

3-17. Prohibited reproduction of forms

a. Do not locally print, purchase, or reproduce Army-wide forms unless authorized by Director, USAPA, ATTN: JDHQSV-PAP-F, Alexandria, VA 22331-0302. (Forms authorized for local reproduction will be procured in the construction most economical for the using activity, as determined by the designated functional manager. See para 3-15 for use, restrictions, and distribution of forms with personal computer-based electronic forms software packages.)

b. Do not reproduce local, agency, or command forms without prior approval of the designated functional manager.

c. Do not print electronic forms from personal computer-based software for reproduction on self-service copiers.

3-18. Forms or labels designed to be self-mailing

Forms or labels designed to be self-mailing will not be approved by the designated functional manager unless authorized by the official mail control officer. The signature of the official mail control officer must appear on the DD Form 67 (block 14b).

3-19. Overprinting of forms

a. Overprinting a form with fixed data having a wide applicability is allowed if the form is not altered. Using available stock for overprinting is not required (except per d through f below) if forms can be procured more economically by other local means. The designated functional manager will determine whether local production is best.

b. Overprinting will be with data that will be the same each time the form is completed. (Insert this data in the preprinted blocks.) To avoid waste, limit the quantity overprinted. (Do not overprint with data subject to frequent change, such as a person's name, telephone number, and office symbol.)

c. DD Form 67 will be used to request overprinting approval from the designated functional manager. If the request is approved, a control number will be assigned. Designated functional managers are not authorized to approve SF and OF overprinting requests except for medical form overprints. They will send these requests with justification to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

d. A security classification and downgrading information may be overprinted on a form if the form's quantities are small and the classification conforms with AR 380-5. The designated functional manager will approve this type of overprinting only if authorized by the agency or command security officer.

e. Forms used by service schools for instructional purposes will be overprinted or stamped with the word "SAMPLE" in large letters. They will use forms procured from available stocks.

f. Forms procured through normal publications supply channels will be used to overprint SFs or OFs. (Do not procure the forms locally.)

3-20. Downgrading or declassification instructions

Downgrading or declassification instructions usually will not be preprinted on forms. A change in security regulations could make preprinted instructions obsolete. Therefore, when applying instructions, use a rubber stamp or other suitable means. However, preprinted classification instructions showing the status of the form standing alone (that is, when classified enclosures are removed) is permitted. An example of the instructions would be "This form may be downgraded to (enter classification) when classified enclosures are removed."

Chapter 4
Department of the Army Administrative Publications

4-1. Proponents of DA administrative publications

a. The proponent for a DA administrative publication will be the HQDA agency or MACOM that has primary interest in the subject of the publication. When it is not clear who the proponent for a publication should be, OSA (SAAA-PP) and the OCSA (DACS-DMC) will determine the responsibility for the publication.

b. Only HQDA agencies (OSA, OCSA, and the principal HQDA officials) will be the proponents of Army regulations, DA circulars, DA memorandums, numbered HQDA letters, and DA general orders.

c. Field operating agencies and MACOMs may be the proponents for administrative publications other than those listed in b above when the preparation responsibility is assigned to them by their parent HQDA agency.

4-2. Publishing history statement

The publication history information that originally appeared within the authentication area has been reformatted into a history paragraph. Every administrative publication will contain a publishing history statement. This paragraph will be titled "History." Each publishing history statement is specific to that publication or change. It will be the first paragraph on the title page and will appear directly before the summary statement. The printing history statement may consist of one or both of the following:

a. *Publishing history*. This statement will trace the history of the publication, from its first printing through its current changes. "This printing publishes a revision of this publication. Changes made to this publication since the last revision are/not highlighted."

b. *Change history*. This statement will designate which change is being issued and its effective date. "This is a write-in Change 1 to be posted in front of your current publication, dated _____."

4-3. Exceptions to policy issued by DA administrative publications

a. Unless specifically restricted by the policy publication concerned, exceptions to policy consistent with controlling law and regulation may be approved, but only by the head of the proponent agency or higher authority. The head of the proponent agency may, but is not required to delegate this general authority. Delegation of authority, including duration of delegation, must be in writing clearly stating the terms of delegation.

b. Where the head of the proponent agency or higher authority acts under this general provision, the proposed exception will be coordinated with HQDA (DAJA-AL), WASH DC 20310-2200, prior to approval. In addition to this general authority, policy publications may contain specific provisions providing for approval of exceptions to policy, by designated officials, limited to 06 (colonel) within the proponent agency, consistent with controlling law and regulation.

c. This delegation of authority will appear on the title page of the publication directly before the Management control systems statement. The paragraph will be titled "Proponent and exception authority." The proponent and exception authority statement will be tailored to each individual policy publication. An example of this statement is provided in figure 4-1.

4-4. Intra-Army committees

a. When an AR requires the establishment of or continuance of an intra-Army committee, AR 15-1 requires the proponent to justify establishing or continuing the committee. The proponent will coordinate the draft publication with the DA Committee Management Office, ATTN: SAAA-PP, Office of the Administrative Assistant, 105 Army Pentagon, WASH DC 20310-0105.

b. The proponent will also place a statement on the title page of the AR establishing the AR as requiring the committee. The statement will be titled “Intra-Army committee,” and appear directly before the Management control systems statement. The Intra-Army committee statement will appear directly after the “Proponent and exception authority statement” but before the Army Management control systems statement.

4-5. Army management control process

All Army programs and functions are subject to AR 11-2 and the requirement to establish and maintain effective management controls. HQDA functional proponents are also required by AR 11-2 to identify in their ARs the key management controls that require formal evaluation. Proponents of ARs will do the following:

a. Include a statement on the title page of every AR as to whether or not the AR identifies key management controls. Place it immediately after the applicability statement. There are several statements that can be used depending on how the AR addresses management controls:

(1) *Army management control process.* This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

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

(3) *Army management control process.* This regulation does not contain management control provisions.

b. Identify key management controls, if appropriate, in appendixes to the regulations that implement them. (Appendix will be placed as the last appendix. If the AR contains multiple appendixes that are management control evaluation checklists, place them alphabetically by title.) Formats are specified in AR 11-2, chapter 2. This policy applies to all classified and unclassified regulations.

c. Existing management review processes may be identified and included as an alternative to using the management control evaluation checklists. These processes will also be placed as the last appendix. (See AR 11-2 for sample formats of an appendix for management control evaluation checklist and an appendix for an existing management review process.)

d. A DA Form 11-2-R (Management Control Evaluation Certification Statement) will appear in each prescribing directive that contains either management control evaluation checklist appendixes or appendixes for existing management review processes.

e. State in item 2 of the DA Form 260 whether or not the AR is subject to the requirements of AR 11-2.

4-6. Supplementation

a. ARs provide the guidance needed for uniform application of policies and use of standard procedures Army-wide. Therefore, supplementation of ARs and establishment of command or local forms to support requirements of DA administrative publications are prohibited, unless prior approval is obtained from the proponent of the AR. The proponent may approve only supplementations that do not conflict with the policy contained in the publication. Since policy formulation responsibilities rest with HQDA agencies, only those agencies are permitted to approve supplementation and only their office symbols and addresses will appear on the statement in c below.

b. Similarly, supplementation of command regulations and establishment of local forms are prohibited, unless prior approval is obtained from the MACOM that issued the regulation.

c. Each AR will include the following statement on its title page "Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from (enter office symbol and address of the HQDA proponent)."

d. Supplements will contain only that information which is unique to the MACOM or the particular level preparing the supplement. Supplements will not repeat information contained in the basic publication, unless some information must be repeated for clarity.

4-7. Listing references

a. *General.* The references listed in administrative publications may consist of required and related publications and prescribed and referenced forms. References are listed in a reference appendix. (See DA Pam 25-40, para 3-22, for information on required and related publications.)

(1) *Reference paragraph.* If a paragraph is used to list references, divide it into four subparagraphs. Title the first subparagraph "Required publications"; the second, "Related publications"; the third, "Prescribed forms"; and the fourth, "Referenced forms." If a publication does not contain one or more types of references, simply exclude those types and renumber the subparagraphs, keeping the order given above.

(2) *Reference appendix.* Entitle the appendix "References" and divide it into four sections (if necessary) list in appendix A: section I, "Required Publications"; section II, "Related Publications"; section III, "Prescribed Forms"; and section IV, "Referenced Forms."

b. *Forms*. Each form cited in the publication will be either prescribed or referenced. Cite its number and title in the reference appendix. List forms alphabetically by type, then in numerical order within each type.

(1) *Prescribed forms.* Prescribed forms are mandated by the publication; that is, the publication is the prescribing directive for the use of the form. Prescribed forms listed in the reference appendix must contain a statement indicating where they are prescribed in the publication; for example, "(Prescribed in para 4-10.)"

(2) *Referenced forms.* Referenced forms are prescribed by a publication other than the one in which they are referenced. Information on forms referenced in a publication must not conflict with the instructions in their prescribing directive.

4-8. Coordination

a. Policy publications. A policy publication (para 2-4b) must be fully staffed and edited before it is submitted for authentication. Departmental policy publications (except DA memorandums) will be authenticated by the SA. (See para 2-68 for sample authentication.) The AASA authenticates DA memorandums on behalf of the SA. Authentication by the SA or AASA constitutes clearance of the publication's content, verifies that appropriate coordination has been accomplished, 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. Proponents will forward policy publications for review, comment, and concurrence as follows:

(1) *Basic coordination requirements.*

(a) New, revised, and consolidated Army regulations and DA circulars will be coordinated with all principal HQDA officials (fig 4-2) and MACOM commanders (fig 4-3). This also applies to multi-Service policy publications which are not initiated by the Army. As an exception, coordination with the Assistant Secretary of the Army (Civil Works) (ASA(CW)); Chairman, Army Reserve Forces Policy Committee; Chief, Legislative Liaison; and Director, Office of Small and Disadvantaged Business Utilization is required only if the proposed policies affect their areas of responsibilities. Proponents will make such changes in the draft identified by OTJAG as required for legal sufficiency.

(b) DA memorandums, numbered HQDA letters, and DA general orders will be coordinated with ASA(FM&C), OTJAG, and with any other principal HQDA official and MACOM commander affected by or interested in the proposed policy.

(c) DA circulars will be coordinated as shown in (a) above. DA circulars are temporary in nature and are not intended to convey long-term policies or procedures, nor direct continuing practices or actions. DA circulars will be given a 2-year expiration and will not be renewed.

(d) All permanent changes to policy publications will be coordinated with the AASA; ASA(FM&C); The Inspector General; the DCSOPS; TJAG; the Chief, National Guard Bureau; the Chief, Army Reserve; and any other principal HQDA official and MACOM commander affected by or interested in the proposed new policy change. Proponents will make changes in the draft identified by OTJAG as required for legal sufficiency. The AASA will determine the HQDA officials and MACOM commanders with whom the publication must be staffed.

(2) *Coordination requirements for specific principal HQDA officials.* Requirements for specific principal HQDA officials are as follows:

(a) *AASA.* Proponents will send all policy publications to the AASA (HQDA (SAAA-PP), WASH DC 20310-0105), as a principal HQDA official, for review and comment. Concurrence by the AASA during this phase of coordination does not constitute authentication. The AASA will act on behalf of and coordinate, as necessary, with the SA and the Under Secretary of the Army. Proponents will not send publications for coordination directly to the SA or Under Secretary. Policy publications that require an intra-Army committee must be approved by the DA Committee Management Office (DACMO), OAASA. Proponents will indicate the need for the review for establishment or continuance of a committee when the publication is submitted to the AASA for coordination. The content and committee review will be conducted simultaneously. The AASA's response to the proponent will include the required concurrence of the DACMO. Proponents must indicate the AASA, including DACMO, concurrence on the DA Form 260 when the publication is submitted to USAPA for printing.

(b) *Chief of Staff, Army and Vice Chief of Staff, Army.* The Director of the Army Staff (DAS) will act on behalf of and coordinate, as necessary, with the Chief of Staff and the Vice Chief of Staff. Proponents will not send publications directly to the Chief or Vice Chief of Staff. (Send publications to the DAS (HQDA (DACS-ZD), WASH DC 20310-0200).)

(3) *Exceptions to coordination of policy publications.* Requests for exception to the policy coordination requirements will be directed to the Director of Policy and Plans, Office of the Administrative Assistant to the Secretary of the Army, before staffing is initiated.

(4) *Principal HQDA officials and MACOM commanders.* The principal HQDA officials and MACOM commanders will ensure that proposed policy publications are coordinated with their subordinate offices, field operating agencies, and commands, as appropriate. Principal HQDA officials are shown in figure 4-2. MACOM commanders are shown in figure 4-3.

(5) *OTJAG reviews.*

(a) *Staffing review.* A draft manuscript will be provided to OTJAG at the time proponents are coordinating with other principal HQDA officials. The transmittal to OTJAG will include:

1. A copy of the existing publication, and any other publication, or portion thereof, being incorporated.
2. One double-spaced copy of the draft manuscript.
3. A detailed summary of any significant deletions, additions, or revisions, referenced by paragraph and/or highlighted on the draft manuscript.
4. Citation to any statute, DOD publication, or other references which govern the content of the proposed publication.
5. Identification of any conflicting policy in other Army policy publications which must be changed simultaneously in accordance with paragraph 2-9 of this regulation.
6. A cover memorandum requesting the review and providing the name and telephone number of the proponent agency's point of contact for the publication.

7. After completion of the OTJAG staffing review and prior to submission of the draft manuscript for printing, the proponent will submit to OTJAG for review one double-spaced copy of those pages of the draft manuscript which were changed pursuant to comments by principal HQDA officials and MACOM commanders after the OTJAG staffing review. The changes will be clearly identified either through the use of high-lighting, italics, or bold print.

(b) *Final legal review.* After completion of all required coordination and appropriate incorporation of reviewers' comments into a final draft, USAPA will edit the final draft manuscript and provide it to OTJAG (DAJA-AL) for final legal review. The transmittal will include:

1. One double-spaced copy of the final draft manuscript.
2. DA Form 260 prepared in accordance with paragraph 2-64 and table 2-3 of this regulation, and containing a statement that the proposed publication has been evaluated to determine whether public notice and comment are necessary. (See AR 310-4.)
3. A copy of any waiver by the AASA to the staffing requirements of this regulation.
4. A summary of the change, or for new publications, an outline of major topics covered.

(c) *Submission of draft manuscript for printing.* Proponents, who have not made changes to their draft manuscript that contained legal objections, identified by OTJAG in the staffing review, will resubmit the draft manuscript to OTJAG. The second submission will be a copy of the draft manuscript as it was submitted to the AASA. The second submission will also identify those portions modified in response to the OTJAG legal review.

(d) *Coordination with the Office of the General Counsel.* Proponents will coordinate publications directly with the General Counsel only if the publication contains policies of specific interest to the Office of the General Counsel. In such cases, OTJAG will coordinate the legal review with the General Counsel, as necessary.

b. Nonpolicy publications.

(1) Proponents will coordinate new and revised nonpolicy DA administrative publications (except those that are strictly informational) with:

(a) The Director of the Army Staff, HQDA (DACS-ZD), WASH DC 20310-0200, for the Chief or Vice Chief of Staff, Army.

(b) The Administrative Assistant to the Secretary of the Army, HQDA (SAAA-PP), WASH DC 20310-0105, for the Office of the Secretary of the Army.

(c) All other principal HQDA officials and MACOM commanders (including the CNGB and the Chief, Army Reserve). As an exception, coordination with OTJAG, the ASA(CW); Chairman, Army Reserve Forces Policy Committee; Chief, Legislative Liaison; and Director, Office of Small and Disadvantaged Business Utilization is required only if the proposed publication affects their areas of responsibilities.

(2) Changes to nonpolicy DA administrative publications (except informational publications) will be coordinated with the DAS, NGB, OCAR, Office of the Deputy Chief of Staff for Operations and Plans, Office of The Inspector General, and all other interested or affected principal HQDA officials and MACOM commanders.

(3) Informational publications will be coordinated with at least the NGB and OCAR and other interested and affected principal HQDA officials and MACOM commanders.

c. *Additional coordination requirements for all DA administrative publications.* Additional coordination requirements may also apply depending on the material in the proposed publication. These additional requirements are given below.

(1) *Forms management program.* Publications prescribing a form will be coordinated in the initial draft stage with DA forms management officer at USAPA (Director, USAPA, ATTN: JDHQSV-PAP-F, Alexandria, VA 22331-0302). Informal coordination is encouraged. Actual forms approval and design will be performed after the document is submitted for publication.

(2) *Reports.* Publications involving information management control or submission of information or reports will be cleared with the IMCO at HQDA. The address is HQDA, ODCSPER, Room 2C729, ATTN: DAPE-ZXI-RM, WASH DC 20310-0300. This clearance will be performed after the policy staffing but before submission for publication and authentication.

(3) *Reduction in Unit Publications Program.* New, revised, or changed proposed DA administrative publications for “A” (company) or “B” (battalion) command level will be coordinated with USAPA (Director, USAPA, ATTN: JDHQSV-PAP-P, Alexandria, VA 22331-0302). This coordination will be accomplished after the policy staffing but before submission for publication and authentication.

(4) *Federal Rules Program.* Publications affecting the public or the environment will be reviewed by Records Management Program Services, ATTN: TAPC-PDR, 6000 6th Street, Stop C-55, Fort Belvoir, VA 22060-5576. This coordination will be accomplished concurrently with the policy staffing.

(5) *Resource management assessments.* Heads of agencies and commanders preparing publications that are directive in nature will ensure that internal staffing includes a resource management assessment.

(a) Most HQDA agencies have a resource management office (or an equivalent) that should be responsible for this assessment. At HQDA level, agencies will determine whether the directive will affect resources other than those for which the originating agency is responsible. If resources of other agencies are believed to be involved, the proponent will coordinate the publication with OCSA (HQDA (DACS-DPZ-A), WASH DC 20310-0200), and the Office of the Assistant Secretary of the Army for Financial Management and Comptroller, (HQDA (SAFM-AO), WASH DC 20310-0103).

(b) When Army regulations originate in field operating or staff support agencies, proponents will follow the guidance in (1) above.

(c) Proponents will assess fully the resources needed to comply with their publications. They must assess the impact on resources as a total package; they will not isolate their assessment to funds, spaces, personnel, or equipment. For example, directives often affect funds and personnel as well as MOS and grade structure. These, in turn, affect the Army's ability to meet its other requirements. All resource needs and interrelationships will be assessed and substantiated, as appropriate, before publication of a directive that assigns a new mission or changes an existing one.

(6) *Resource management policies.* If a publication establishes or changes resource management policies, the proponent will coordinate it with the Assistant Secretary of the Army for Financial Management and Comtroller, (SAFM-BUC), WASH DC 20310-0109.

(7) *Changes for policy consistency among publications.* If a publication is revised or changed to make it consistent with a recently issued publication containing major changes in policy, the proponent will coordinate it with the office that initially issued the policy change.

(8) *Employment conditions.* If a publication affects the conditions of employment of civilian employees, the proponent will coordinate it with the Office of the Assistant Secretary of the Army for Manpower and Reserve Affairs, 111 ARMY PENTAGON, WASH DC 20310-0111.

(9) *Official Military Personnel File and Military Personnel Records Jacket.* When a proposed publication contains filing instructions for the Official Military Personnel File or DA Form 201 (Military Personnel Records Jacket, U.S. Army), the publication must be approved by the Commander, U.S. Total Army Personnel Command (PERSCOM), (TAPC-PDO), ALEX VA 22332-0400).

(10) *Military personnel orders.* If a publication contains a requirement to include information in orders for military personnel, the proponent will coordinate it with PERSCOM (TAPC-PDO), ALEX VA 22332-0400 to determine whether the proposed policy involves a substantive change in the conditions of employment for civilian employees of DA. The proponent will furnish these new or revised Army-wide policies to labor organizations which have been accorded national consultation rights by DA and give them the opportunity to comment on these policies. (See DA Memo 690-5.)

(11) *Service schools or centers.* Proponents will coordinate with U.S. Army schools to determine the schools' initial distribution requirements for the first year of publication. Proponents will also provide advance copies of a coordinated draft publication to service schools or centers that are under TRADOC, AMC, or the U.S. Army Medical Command and that provide training in subjects covered by the publication. Changes can then be included in training media that have long production lead times. This inclusion does not eliminate the requirement for formal MACOM coordination.

(12) *Material affecting the environment.* If a publication contains material that affects the conditions of the environment (AR 200-1 and AR 200-2), the proponent will coordinate it with the Office of the Assistant Chief of Staff for Installation Management, Environmental Programs Directorate, ATTN: DAIM-ED, 600 Army Pentagon, WASH DC 20310-0600.

(13) *Management control review checklist.* If a publication contains a management control review checklist, the proponent will coordinate it with the U.S. Army Audit Agency; SAAG-PRS, 3101 Park Center Drive, ALEX VA 22302-1596 and HQDA (SAFM-ROI), Indianapolis, IN 46249-0120.

d. Procedures for submitting all DA administrative publications for printing. All departmental administrative publications will be processed by USAPA. After the required staffing has been accomplished, the responsible official within the proponent office will, in addition to meeting the requirements of paragraphs 1-21b and 2-64, submit the manuscript for the proposed publication with an unfunded DA Form 260 through the proponent's publication control officer (PCO) to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. (If an exception to the policy coordination requirements in a above was granted by the AASA, the approved exception will be included with the DA Form 260.) USAPA will—

(1) Review the request and submitted material to ensure compliance with all publishing acceptance criteria (to include editing, reviewing the forms, assigning the publication number, and formatting/structure). Technical deficiencies which may delay printing of a publication will be coordinated directly between USAPA and the proponent.

(a) Material that does not meet acceptance criteria will be returned by USAPA, through the PCO, to the proponent's immediate supervisor. Depending on the condition of the material, USAPA may recommend the proponent seek contractual editorial services. Once appropriate corrections are made, the proponent may resubmit the material through the PCO to USAPA.

(b) If the submitted material meets all acceptance criteria, USAPA will continue processing the publication.

(2) Process accepted manuscripts.

(3) Route submitted material, after editing, to OTJAG (DAJA-AL) for final legal review.

(4) Make appropriate corrections indicated from the legal review in coordination with the proponent.

(5) Forward the submitted material for funding and authentication.

(a) *Regulations and circulars.* USAPA will forward edited regulations and circulars to the HQDA agency PCO, within information management channels. The HQDA agency PCO will update records and forward the publications materials to the HQDA PCO (Office of the Administrative Assistant to the Secretary of the Army, Information Management Support Center, ATTN: JDIM-RM, WASH DC 20310-6602) for funding. The publication will not be processed further unless sufficient funds for printing are available. The HQDA PCO will forward the materials to the Office of the Administrative Assistant to the Secretary of the Army, Director of Policy and Plans, ATTN: SAAA-PP, WASH DC 20310-0105, for authentication. The AASA will then return authenticated publications to USAPA.

(b) *DA pamphlets.* USAPA will forward pamphlets through the HQDA agency PCO, within information management channels. The HQDA agency PCO will update records and forward the publications materials to the HQDA PCO for funding. The HQDA PCO will return funded publications to USAPA for authentication (on behalf of the AASA).

(6) Prepare the draft publication for printing.

(7) Assign the publication date and effective date.

(8) Obtain composition and, in coordination with the proponent, proofread the material.

(9) Provide printing and distribution services.

4-9. Printed format

a. ARs, standard DA pamphlets, and DA circulars not processed under the EPS will be printed as either looseleaf or bound publications. Final trim size will be 8 ¼ inches by 10 ¾ inches (209mm by 273mm) for both looseleaf and bound. These publications will be punched for three-ring binders. The text will be printed in two columns on each page unless the material requires a different arrangement.

(1) Publications of eight or fewer printed pages (24 or fewer double-spaced manuscript pages) will generally be published as bound publications. However, this does not apply to ARs in the 690-series (civilian personnel regulations), which will all be published looseleaf for interfiling with the FPM.

(2) Publications of more than eight printed pages will generally be published as looseleaf publications. However, some publications of more than eight printed pages are published in bound rather than looseleaf format. These are publications (such as indexes and lists of terms or codes) that have only a few pages of explanatory material at the beginning, followed by long lists.

b. The content of EPS prepared publications may be given a bound or looseleaf organization as described in DA Pam 25-40 but will be published as bound publications. EPS prepared publications will be printed with a trim size of 8 3/8 inches by 10 7/8 inches (212mm by 276mm) and will usually be printed in two columns on each page.

c. DA administrative publications will not contain illustrated covers. This requirement will reduce the cost of publications and standardize the media for electronic preparation and printing. This policy does not apply to DA informational pamphlets. (See DA Pam 25-40, table 1-1, for additional guidance on DA informational pamphlets.)

4-10. Preparation and submission

a. *Preparation.* Detailed guidance on the preparation of DA administrative publications is in DA Pam 25-40. All publications printed under the EPS will be electronically prepared; drafts of publications may be prepared in an electronic file on diskette, magnetic tape, or other compatible equipment. (Also send two single-sided double-spaced hard copies.)

b. *Submissions.* General guidance on submitting DA administrative publications for printing is in chapter 2, section VII. Manuscripts will be submitted to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

4-11. The Electronic Publishing System

a. *System description.* The EPS is an electronic printing program for issuing publications that contain the most current policies and procedures. EPS prepared publications will be changed using one of the approved methods in paragraph 2-53.

b. *Access to the system.* Proponents who have wordprocessing equipment or other electronic systems will prepare their publications on their existing equipment. Before preparing their publications, these proponents should contact Director, USAPA, ATTN: JDHQSV-PAP-E, Alexandria, VA 22331-0302, for information on support system compatibility.

c. *Guidance on the support system.* Proponents who need advice or assistance regarding the operation of the EPS, the preparation of a publication for the EPS, the submission of a publication, and the distribution of EPS prepared publications should contact Director, USAPA, ATTN: JDHQSV-PAP-E, Alexandria, VA 22331-0302.

d. *Copies of EPS prepared publications.* Other than USAPA personnel, only the proponent is allowed to have copies of publications, for which he or she is responsible, on disk from the database.

4-12. DA posters

a. All proposed posters, poster programs, and DA directives that require Army-wide use of posters will be coordinated with USAPA before the artwork for the poster is prepared.

b. The proponent will prepare justification for the poster and an appropriate prescribing directive. The directive will contain the purpose and the plan for issuing the posters to include—

(1) Information regarding posters to be made available by DA.

(2) 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.

c. All DA posters scheduled for Army-wide distribution by any DA agency will be reviewed by the Office of the Chief of Public Affairs (OCPA), OSA. They will be submitted to HQDA (SAPA-CI), WASH DC 20310-1510.

(1) Each DA poster will be submitted with artwork roughed in and text included. OCPA will 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.

(2) 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, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, for printing and distribution.

4-13. DA memorandums

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

b. Each DA memorandum will 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.

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

Figure 4-1. Sample proponent and exception authority statement

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The Secretary of the Army*
The Chief of Staff, Army*
Under Secretary of the Army*
Vice Chief of Staff, Army*
Assistant Secretary of the Army (Civil Works)*
Assistant Secretary of the Army (Financial Management and Comptroller)*
Assistant Secretary of the Army (Installations, Logistics, and Environment)
Assistant Secretary of the Army (Manpower and Reserve Affairs)
Assistant Secretary of the Army (Research, Development, and Acquisition)
General Counsel*
Administrative Assistant to the Secretary of the Army*
Director, Army Staff*
Director of Information Systems for Command, Control, Communications, and Computers*
The Inspector General*
The Auditor General
The Deputy Under Secretary of the Army (International Affairs)
The Deputy Under Secretary of the Army (Operations Research)
Chief, Legislative Liaison*
Chief, Public Affairs*
Director, Small and Disadvantaged Business Utilization*
Chairman, Army Reserve Forces Policy Committee*
Deputy Chief of Staff for Intelligence
Deputy Chief of Staff for Logistics
Deputy Chief of Staff for Operations and Plans*
Deputy Chief of Staff for Personnel
Chief of Engineers
The Surgeon General
Chief, National Guard Bureau
Chief, Army Reserve*
The Judge Advocate General*
Chief of Chaplains
Assistant Chief of Staff for Installation Management

Notes

1. *See para 4-8 for specific information on coordinating departmental policy publications with these principal HQDA officials.

Figure 4-2. Principal HQDA officials

Commanding General
U.S. Army, Europe, and Seventh Army (USAREUR)

Commanders
- U.S. Army Materiel Command (AMC)
- U.S. Army Forces Command (FORSCOM)
- U.S. Army Training and Doctrine Command (TRADOC)
- U.S. Army Special Operations Command (USASOC)
- U.S. Army Corps of Engineers (COE)
- U.S. Army Medical Command (USAMEDCOM)
- U.S. Army Pacific (USARPAC)
- Eighth U.S. Army (EUSA)
- Military Traffic Management Command (MTMC)
- U.S. Army Military District of Washington (MDW)
- U.S. Army South (USARSO)
- U.S. Army Intelligence and Security Command (INSCOM)
- U.S. Army Criminal Investigation Command (USACIDC)

Figure 4-3. Commanders of major Army commands

Chapter 5
Doctrinal, Training, Training Support, and Organizational Publications and Products

Section I
Publishing Media, Preparation, Scheduling, and Funding

5-1. Media
Army-wide doctrinal and training products standardize doctrine and training practices for the Total Army. They are DA numbered, authenticated, printed, indexed, and published in one of the media prescribed below. Users may obtain replacement copies of all of these publications except PBs and GTAs through the Director, (JDHQSV-PAS), 1655 Woodson Rd., St. Louis, MO 63114-6181. PBs are not maintained at the USAPA-DOF. Doctrinal and training publications, GTAs, and PBs are defined in a through c below. (See paras 5-2 and 5-3 for development and preparation of doctrinal, training, and organizational publications.)

a. *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.

b. *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:

(1) Training procedures for collective tasks that a unit must perform to accomplish its mission and survive on the battlefield.

(2) Individual MOS and common tasks.

(3) Collective and individual tasks, conditions, and standards.

(4) Relationships between collective and individual tasks, including training exercises.

(5) Recommended sustainment training frequencies.

(6) Unit or individual soldier training information that does not fit standard requirements, other established types of training publications.

c. *Graphic training aids.* GTAs are printed 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 will 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 the USAPA-DOF.

(1) GTAs are produced in the following media:

(a) Charts (sized from 8 ½- by 11-inches (216mm by 279mm), 21 by 29-inches (534mm by 737mm), or 26 by 36-inches (660mm by 914mm)).

(b) Recognition cards.

(c) Cards, pamphlets, and booklets (pocket-sized).

(d) Two and three dimensional battlefield simulation games.

(e) Devices (identified as simple devices, usually of heavy stock or plastic construction).

(2) Numbering, obtaining copies, and indexing.

(a) Numbering. GTAs will be numbered according to paragraph 2-75.

(b) Obtaining copies. GTAs may be obtained from local training support centers in accordance with AR 5-9.

(c) Indexing. GTAs are indexed in DA Pam 25-37.

d. *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. PBs will complement other official DA publications. Preparing agencies will not use the PB as a substitute for official, definitive doctrinal and training publications. Preparing agencies will use the PB as a forum to explain, digest, or debate Army doctrine, policy, or other definitive information. PBs are not available through the USAPA-DOF.

(1) 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:

(a) Technological developments.

(b) Strategy, tactics, techniques, and procedures.

(c) “How-to” pieces.

(d) Practical exercises.

(e) Training methods.

(f) Historical perspectives.

(g) Monographs and summaries of research papers.

(h) Views and opinions.

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

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

(k) 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.

(2) Items commonly found in PBs that do not meet the content standards are:

(a) Nonfunctional photographs or illustrations (para 2-31). (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.)

(b) 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.

(c) Routine personnel items, such as listing graduates of courses, promotions, and awards. (Non-routine personnel items can be included in the bulletin section.)

(d) General military-related news articles.

(e) 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.

(f) “Personality-type” articles, except for those that have historical significance.

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

(h) 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.

(3) 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 2-75d for numbering.)

(4) Proponents of PBs will—

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

(b) Comply with this regulation and the terms of approval for their PBs.

(c) Maintain records of editorial, printing and administrative, distribution, and other costs. They will prepare reports as required.

(d) Maintain current distribution lists.

(e) 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.

(f) Coordinate with the designated functional manager regarding printing and establishing term contracts; maintain liaison with the DAPS.

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

5-2. Proponents and preparing agencies

TRADOC, AMC, TSG, and the CMH are the proponents of doctrinal and training publications. They manage their publications under the staff supervision of the DCSOPS, HQDA, and according to publication policy and guidance prescribed by USAPA. 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 AMC 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 MSCs.

(3) TRADOC service schools.

(4) Army Medical Department Center and School (AMEDDC&S).

(5) U.S. Army Judge Advocate General School (under direction of TJAG, HQDA).

(6) Defense Information School (under direction of the Chief of Public Affairs, OSA).

(7) U.S. Army Nuclear and Chemical Agency (under direction of DCSOPS, 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) AMC Packaging, Storage, and Containerization Center.

(4) Selected AMC subordinate commands.

5-3. Development, preparation, and distribution

a. Army-wide doctrinal and training publications. Proponents and preparing agencies (para 5-2) will follow the policy, procedures, and standards prescribed in chapter 2 of this regulation when preparing and producing Army-wide doctrinal and training publications. In addition, these publications will 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 paragraph 2-75.

(5) Made available through normal publications supply channels and indexed in DA Pam 25-30. (See chap 12 of this regulation for details on distribution.)

(6) Initially distributed only to components to which they apply. However, they will 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 will follow guidelines in a(1) through (4) above, paragraph 5-1c, and any additional guidelines and specifications provided by USAPA regarding PBs.

c. Proposed new PBs. Proponents of proposed new PBs will—

(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, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

d. Printing specifications for all PBs. Multicolor printing authorized for PBs must be functional and must be limited to no more than two colors (the primary color, usually black, and one additional color). Other printing 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, JCP No. L10, 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 (para 2-14).

(d) Date of publication

(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.

(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, will 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 will not be listed in the PB.

(5) *Request for exception.* Requests for exception to standard to meet special requirements, must be justified based on the unique needs of the publication or the target audience. Requests will be sent through the MACOM to the Director, USAPA, ATTN: JDHQSV-PAP-P, Alexandria, VA 22331-0302.

(6) *Page size.* 8 ½ x 11 inches (216mm x 279mm), typeset on uncoated stock.

(7) *Limit.* PBs will not be published more than six times annually.

5-4. Scheduling criteria

The preparing agency will negotiate scheduled publication priorities with its proponent to ensure that Army training plan priorities are observed. Only publication media identified in paragraph 2-5 can be introduced within the official schedules. A publication designated for development must meet the following criteria:

a. Addresses a required capability.

b. There is a specific unit requirement for the publication as verified by a needs assessment.

c. There is a valid need to introduce or change a publication to incorporate a ratified STANAG (AR 34-1).

d. There are provisions for field validation of the publication's appropriateness and usefulness.

e. There is no existing publication that meets the criteria.

5-5. Doctrinal, training, training support, and organizational publications schedule

Each proponent (ATSC acting for TRADOC) will prepare an annual Army-wide doctrinal and training publications schedule. The annual schedule constitutes the authority for preparing agencies to develop and submit initial printing requirements for departmental printing. This schedule will be published and distributed as follows:

a. It will be consolidated and published before the start of each fiscal year.

b. TRADOC, AMC, and CMH will provide copies of the annual schedule, including current fiscal year accomplishments and status, as follows:

(1) HQDA (DAMO-TRS), WASH DC 20310-0450 (1 copy).

(2) Director, USAPA, ATTN: JDHQSV-PAP, Alexandria, VA 22331-0302 (4 copies).

(3) HQDA (DAAR-OFD), WASH DC 20310-2400 (1 copy).

(4) NGB-PAP, WASH DC 20310-2500 (1 copy).

5-6. Publications cost data and printing funds

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

b. *Printing funds.* Publications printing funds will be programmed through the program analysis and resources review and command operating budget process. The budget must include funding for reprints of publications and forms to maintain stockage levels.

c. *Records.* The preparing command will 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 II
Coordination, Approval, and Requests for Printing

5-7. Coordination requirements

Before publication, preparing agencies will coordinate Army-wide doctrinal and training publications as indicated below and according to the guidelines in chapter 2, section VI.

a. Publications supporting Army programs that are supervised or monitored by an HQDA agency or a MACOM will be coordinated with that agency or MACOM, to include the NGB and the OCAR.

b. Publications addressing subjects that are the primary functional responsibility of TRADOC or AMC elements will be coordinated with those elements.

c. Publications addressing general training subjects will be coordinated within all TRADOC service schools and AHS.

d. Publications having ammunition, range, or land implications will be coordinated with ATSC and HQDA (DAMO-TR), WASH DC 20310-0450.

e. Publications containing required references to support content will be coordinated with the proponents of those references. If a required reference or DA form is to be revised or rescinded within the following 18 months, the reviewer will indicate the impact of this action on the content of the publication.

f. Publications will be coordinated with MACOMs whose subordinate elements will be users of those publications.

g. Publications will be coordinated with selected user units, as representatives of the target audience, for need and usability as deemed appropriate by the proponent.

h. Multi-Service doctrinal publications will be coordinated with HQDA (DAMO-FDQ).

5-8. Coordinating drafts and memorandums of transmittal

Preparing agencies will coordinate new, revised, or changed publications as initial drafts. Requirements for these drafts and their memorandums of transmittal are as follows:

a. *Initial drafts.* No less than two copies of the initial drafts will be clearly marked as such and will contain the following statement: This draft is for review purposes only and does not reflect DA final approval. Comments and recommendations will be provided to this agency no later than (enter date according to b(6) below). At least two to five copies of the initial drafts should be provided to each reviewer. MACOMs and integrating centers need at least five copies.

b. *Memorandum of transmittal.* Preparing agencies will use a memorandum of transmittal to send coordinating drafts, together with copies of illustrations, to required and other selected agencies. The memorandum of transmittal will 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 their currentness.

(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 will be applied prior to final preparation. (See para 5-9.)

(5) A request for the number of copies needed to support service school instructional requirements for 1 year after printing of the publication. The complete address and telephone number of the point of contact will also be requested. If DA printing is not accomplished within 9 months after the coordination is completed, the preparing agency will reconfirm the number of copies required for instructional purposes.

(6) The date that DA Form 2028 review comments are due back to the preparing agency. (See para 2-58 for coordination time guidelines.)

(7) The project officer's name and telephone (DSN) number and extension.

(8) A request for reviewers to weigh their comments according to the criteria in paragraph 2-59d(1) through (4).

5-9. Review comments

a. Review comments will be evaluated and incorporated into the final manuscript based on Total Army objectives and current doctrine. 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 will be consolidated with reasons for not including. This consolidation of nonconcurrences (coordination annex), together with a summary of significant changes, will be available to each reviewing agency upon request.

5-10. Approval

a. Preparing agencies will forward, when necessary, 10 copies of 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 chapter 3.

c. Commander, ATSC, has approval authority for GTAs. GTAs will be forwarded to ATSC by preparing agencies for review and approval prior to forwarding to USAPA for printing.

d. Preparing agency commandant/commander has approval authority for PBs.

5-11. Requests for printing

a. Requests for printing and distributing Army-wide doctrinal, training, and organizational publications will be submitted through the designated functional manager to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, according to the instructions in paragraph 2-64 and table 2-3. Copies of manuscripts handled under the decentralized printing program will not be forwarded to USAPA, but will be retained by ATSC. However, when a publication prescribes a form, two copies of the manuscript together with the DD Form 67 will be sent through the designated functional manager to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. A copy of the publication's cover and title page must accompany the DA Form 260 for all decentralized printing.

b. Requests for printing and distributing PBs will be prepared on DA Form 260 by preparing commands. The DA Form 260 will be submitted to the designated functional manager, who will approve it and will forward it through MACOM commander to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. USAPA will issue an authentication block, provide distribution services, and index the PB issue as an official departmental publication.

c. Proponents of new PBs will follow instructions in paragraph 5-3 prior to preparing DA Form 260 for an inaugural issue. Once the new PB is approved, send the DA Form 260 through MACOM designated functional manager to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. This request must include a sample comprehensive dummy with the inaugural issue only.

d. Requests for printing and distributing GTAs will be forwarded from ATSC on DA Form 260, in accordance with paragraph 2-64, with camera-ready mechanicals and distribution list, to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

5-12. 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 6
Technical and Equipment Publications

Section I
Equipment Publications Management

6-1. Equipment publications schedule

a. Proponents will develop consolidated equipment publications schedules for each fiscal year and will maintain a current schedule of all assigned equipment. The schedule will include all anticipated new or revised publications and planned changes to existing publications.

b. Schedules will 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 will 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 will identify all projected additions to and deletions from the schedule.

d. Proponents will furnish two copies of equipment publications schedules and changes and equipment publications accomplishments schedules to HQDA (DALO-SMP), WASH DC 20310-0546; the CG, AMC, will distribute four copies of the equipment publications schedule to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, and copies to other interested activities upon request.

6-2. 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 that are 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) DS and GS maintenance instructions and RPSTLs.

(3) Battlefield damage assessment and repair instructions.

(4) Depot maintenance manuals for depot test, measurement, and diagnostic equipment.

6-3. Security classification of equipment publications

Equipment publications will have the lowest classification that corresponds with security requirements. When downgrading is not permitted, small amounts of classified information in equipment publications for one equipment or system should be relocated and consolidated into one classified equipment publication for the equipment or system. (Mark classified manuscripts as prescribed in para 2-16.)

6-4. Military specifications

a. Military specifications and standards will govern the presentation of data, instructions, and information that are needed for equipment installation, operation and maintenance, overhaul, and rebuild and that will be used in equipment publications.

b. The CG, AMC, will prepare military specifications and standards for the preparation of equipment publications.

c. Proponents will coordinate general requirement specifications and standards and specifications and standards for the preparation of equipment publications with TRADOC and USAPA (Director, USAPA, ATTN: JDHQSV-PAP-E, Alexandria, VA 22331-0302).

Section II
Publications Coverage

6-5. General

a. Proponents will prepare the required equipment publications for a new item or system or one which does not have a manufacturers' manual existing prior to the contract date which meets the requirements of MIL-M-7298. Equipment publications will 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 will 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, 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 will be made to reflect the results of the TT I and EUT&E. In order to demonstrate the accuracy of the PDEP, the contractor will conduct a TM validation of the PDEP, at which the Government representatives function as observers. Corrections to the review draft copy will 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 (DEP)) of operator's and maintenance TMs and RPSTL TMs will 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 will conform to the governing content and format military specifications and standards. PTM will be adequate for use in NET for Technical Test II (TT II) and Initial Operational Test and Evaluation (IOT&E) and will 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 will be made to reflect the results of TT II and IOT&E.

(2) Usability and accuracy of the PTM will be verified by the Government. Government TM verification will 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 will always be verified hands-on by user representative. Arrangements will be made for later verification of any task that is not successfully verified during the TM verification. Corrections to the PTM will be made as a result of verification. Any questions that cannot be resolved previously will be resolved at the maintenance literature conference which is convened only when required.

d. Final reproducible copy (FRC) (formerly final draft equipment publication (FDEP)) will be prepared during the production and deployment phase of the equipment life cycle (after the Milestone III Decision Review). FRC will 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 will be considered a PTM until the errors are corrected. After "camera-ready review" and approval, the FRC is submitted for printing and distribution or for distribution by means of an electronic media.

6-6. 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 will 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 will 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) will 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 gyro compass) that have never before been used together in the configuration required by the Army. This item may be termed "nondevelopmental" but 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 6-8 and 6-9.

(5) Ensure the PMCS table of the manufacturer's manual or supplementary material is verified 100 percent by user representative.

6-7. Unauthenticated manufacturers' manuals

a. Proponents will 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 will not be issued to TOE and MTOE units and will not be supported by repair parts in the Army supply system.

b. Unauthenticated manufacturers' manuals will not be assigned DA publications numbers. They will not be directly changed or modified by an official DA publication. The proponent will be responsible for providing replacement copies of unauthenticated manufacturer's manuals. The resupply source will be shown on the front cover of the publication.

6-8. Authenticated manufacturers' manuals

a. Proponents will acquire and provide manufacturers' manuals to USAPA 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 will acquire or develop changes or supplementary material as specified in MIL-M-7298 and integrate this material into the manufacturer's manual before it is submitted for authentication.

c. The proponent will obtain a copyright release if the publication contains copyrighted material. (See chap 2, sec IV.)

d. The proponent will obtain either (1) or (2) below.

(1) Enough copies of the manufacturer's manual for initial distribution and stockage. The proponent will integrate supplemental data, including the authentication page.

(2) Camera-ready copy or electronic final copy of the manufacturer's publication. The proponent will integrate supplemental data.

e. DA Form 260 will be used to transmit manufacturer's manuals to USAPA for authentication for printing, distribution, and stockage. This form will be completed according to table 2-3 and will 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 NDI equipment will be acquired using a phased (option) process. Requests for proposals and invitations for bids will 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 will be evaluated in accordance with MIL-M-7298 to determine which option in the requests for proposals and invitations for bids will be exercised.

Section III
Coordination, Review, and Requests for Printing

6-9. Coordination

a. Proponents will coordinate PTMs, including manufacturers' equipment publications (MEPs) and multi-Service equipment publications, with TRADOC and other interested agencies. Coordination will be handled as a continuous process; that is, it will begin when publications requirements are prepared prior to the Request for Proposal or Invitation for Bid and will continue throughout the development of the publication. This process will 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 their 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 will be used for planning and stocking purposes only.)

b. Proponents will comply with the requirements in a above and also ensure that MEPs are coordinated as follows:

(1) Unauthenticated MEPs will be coordinated to determine if operational units can use the publications to install, operate, and maintain the applicable equipment.

(2) Authenticated MEPs will be coordinated with interested agencies at the time of the suitability test of the equipment.

c. Proponents will comply with the requirements in a above for multiservice equipment for which DA has been designated the life-cycle manager. For this category of equipment, they will 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 will 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 will be performed with production configuration equipment. Advance copies, if used, must be verified to the same standard prior to distribution.

6-10. Review

a. Proponents will distribute PTMs and their illustrations for review before either the scheduled verification or the coordinated review of the PTM. This distribution will allow reviewing agencies the opportunity to examine the manuscript and illustrations prior to the scheduled verification or coordinated review. Reviewing agencies will provide comments at the scheduled verification or coordinated review unless the proponent has agreed to an alternate method of providing comments.

b. Proponents will allow reviewing agencies time according to the procedures in paragraph 2-58.

c. Proponents will maintain records of all comments and resolutions submitted by reviewing agencies. All essential comments will be incorporated or the reviewing agencies will be informed of the disposition of their comments. Any issue that cannot be resolved between the proponent and reviewing agencies will be submitted to the appropriate MACOMs for resolution.

6-11. Advance copies

Use of advance copies in place of DA-authenticated publications will be avoided. Follow the requirements below if advance copies are needed.

a. Proponents will use advance copies on a case-by-case basis and only when approved by a waiver submitted to AMC.

b. Proponents will coordinate the request for advance copies with TRADOC and document TRADOC's position.

c. Proponents will distribute as advance copies only fully validated and verified final drafts that reflect resolution of all comments.

d. Headquarters, AMC, will maintain records on advance copies used in fieldings and provide information to USAPA upon request.

e. Publications used as advance copies will—

(1) Have the words "advance copy" clearly marked on their front covers.

(2) State that additional copies must be obtained from the proponent, not the USAPA-DOF.

(3) Include a statement advising that advance copies will be destroyed when the DA-authenticated publication is received.

f. The updated draft must be submitted to USAPA for printing as a DA-authenticated publication within 1 year after the advance copies are distributed.

g. Forms included in advance copies will be overstamped in large letters with “FOR INFORMATION ONLY.” Place the stamp across the face of the form so that the information-only form cannot be used as a prescribed form.

Section IV
Electronic Technical Manuals and Interactive Electronic Technical Manuals (IETMs)

6-12. General

a. Acquisition and use of ETMs and IETMs is the preferred method of providing TM information to soldiers.

b. The CALS standards will 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-M-87269 will be used in development of IETMs.

c. Government-owned or free run-time display software for IETMs will be used. A waiver from LOGSA will 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 soldier beyond the capability of either paper based or ETMs. In no instance will an acquisition package state a specific class of manual is being required; for example, that the contractor will deliver a class 4 IETM; but rather the acquisition package will tailor specific requirements needed to support the weapon system or equipment.

e. Final approved prototype ETMs on CD-ROM will be clearly marked and fielded for soldiers to evaluate. Prototype ETMs on CD-ROM—

(1) Are not official replacements of authenticated paper manuals.

(2) Will be replaced by final releases (official quality assured, approved, and authenticated CD-ROMs).

6-13. Requests for printing

Requests for printing and distributing equipment publications will be submitted to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, according to the instructions in paragraph 2-64 and table 2-3. Copies of manuscripts handled under the decentralized printing program will not be forwarded to USAPA but will be retained by the proponent. However, when a publication prescribes a form, two copies of the manuscript together with the DD Form 67 will be sent to the Director, USAPA, ATTN: JDHQSV-PAM-M. A copy of the publication’s cover and title page must accompany DA Form 260 for all decentralized printing. In addition to the instructions in table 2-3, proponents will include the following information on their requests for printing (DA Form 260) when applicable:

a. Item 1 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 1 and place the title on a blank sheet of paper and attach it to the DA Form 260.

b. Item 2 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 1.)

(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 printing, 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 printing was scheduled on AMC Form 1217-R, (insert schedule number), (insert line number), and submitted to Commander, USAMC Logistics Support Activity, on (insert date AMC Form 1217-R was 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 8 ½-inch (216mm) apron) and image area for each foldout.

Section V
Communications Security Technical Manuals

6-14. Policies regarding NSA and Army Communications Security (COMSEC) TMs

a. 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 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 will be prepared by, or for, NSA following NSA regulations and specifications. Army COMSEC TMs will 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 will prevail.

d. NSA and Army COMSEC TMs will 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 will 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 will 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 will be listed in DA Pam 25-35.

g. Army COMSEC TMs will be requisitioned according to chapter 12 of this regulation. NSA COMSEC TMs will be requisitioned according to paragraph 6-15.

6-15. NSA COMSEC TM categories

NSA produces a variety of COMSEC TMs. The following are the most common categories:

a. Operators’ manuals, designated as KAOs (KAO is not an acronym, but a NSA-unique designator.), were produced for most TSEC and CCI equipment. These are assigned an NSA Accounting Legend Code (ALC) 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 will 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 equates to the Army Direct Support and below levels of maintenance. LMMs are not assigned an ALC and are not accounted for within the CMCS. LMMs are stocked within the Army publications systems and will be requisitioned according to chapter 12 of this regulation.

c. Maintenance Manuals, designated as KAMs (KAM is not an acronym, but a NSA-unique designator.) are produced by NSA for COMSEC equipment. There is a variety of KAM types which cover different NSA maintenance levels and depth 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 VI
Equipment Technical Manuals on Military Materiel

6-16. Information covered in equipment TMs

Equipment TMs pertain to the operation, maintenance, and repair parts support for Army materiel. They also pertain to materiel that is procured by the Army and supplied to or used by logistics customers. AMC (in coordination with TRADOC, Office of The Surgeon General, Office of the Chief of Engineers, and U.S. Army Intelligence and Security Command) will develop all specifications and related amendments. Equipment TMs on military materiel will 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 will not be changed by TBs, nor will TBs be published instead of equipment TMs.

6-17. Organization of equipment TMs

Operators', maintenance, and repair parts instructions and information embedded in the equipment or presented on a screen or any electronic media will conform to equipment TM requirements and military specifications and standards, and will use terminology consistent with that used in the TM, whether electronic or otherwise. Coordination review of electronically presented operators', maintenance, and repair parts and special tools instructions, including warnings, cautions, and notes, will be conducted, and the information will 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 regulation. (See para 2-76 for numbering of multiple-part TMs.)

b. Use titles, such as the examples below, which 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.

6-18. 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 as to clearly define the individual responsibilities of each level.

(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 material if less than two pages. Equipment TMs covering higher levels of maintenance will 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 so they will be clearly understood by the target audience. Instructions must meet the RGL requirements of the target audience as established by TRADOC.

(8) Make sure every equipment TM of more than eight printed pages contains one completed sample DA Form 2028-2 and three blank DA Forms 2028-2. The blank DA Forms 2028-2 contained in the TM will be tear-out forms that are preprinted and addressed. Do not include DA Forms 2028-2 in classified, For Official Use Only publications, oversized TMs and pocket-size TMs. (See para 2-60d for guidance on preparing comments on classified publications.) Recommendations accepted by the proponent are not authority for users to change the official publication. Equipment TMs will be changed only by a DA-authenticated change or revision.

b. Content by levels of maintenance.

(1) An operators' TM will 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 MAC.

(2) Equipment TMs for unit maintenance will contain only essential information needed by organizations authorized the equipment to perform those functions allocated in the MAC.

(3) Equipment TMs for DS maintenance will contain only essential information needed by personnel performing the functions allocated in the MAC.

(4) Equipment TMs for GS maintenance will contain only essential information needed by personnel performing the functions allocated in the MAC.

c. Content by maintenance topics. Equipment TMs will 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 (COEIs) and basic issue items (BIIs) lists, additional authorization lists (AALs), and expendable supplies and materials lists.

6-19. General publications specifications

General style and format requirements are in MIL-STD-40051.

6-20. TMs on the destruction of Army materiel to prevent enemy use

Separate TMs will be used to cover instructions for destroying materiel to prevent capture and use by an enemy. These equipment TMs will 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 and that conform to the requirements of the agreements reached in NATO STANAG 2113. This international agreement establishes the priorities to be followed in the destruction of military equipment.

d. Simple standardized destruction methods. Develop destruction methods based on the assumption that time and demolition materials will not always be available for carrying out complicated demolition or other destruction procedures.

6-21. 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 6-10, 6-11, and 6-13, for technical equipment publications prepared for high-cost, low-density equipment.

6-22. 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 will 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 6-21.)

f. RPSTL equipment TMs will 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.

6-23. 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 will be published at least quarterly.

b. Expiration. Each EIR will 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 will be picked up in a permanent publication.

c. Distribution. The TB 43-EIR-series will be a one-time distribution and will not be reprinted or stocked as an item of supply.

d. Numbering. EIRs will be numbered in accordance with paragraph 2-76f(4).

6-24. 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 will 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-1223.

c. *Distribution.* HRs will normally be distributed according to the same formula as the related -10 series maintenance manual.

6-25. Lubrication instructions

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 will 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 will 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 will be prepared in the pertinent TM bearing the same or higher classification.

g. Lubrication instructions will be prepared according to MIL-M-63036(TM) or MIL-M-63038(TM), as applicable.

Section VII
Modification Work Orders

6-26. Preparation

a. Proponents will prepare MWOs to furnish uniform instructions for altering or modifying materiel of their respective activities according to MIL-M-63002(TM). MWOs will be prepared only when a materiel change has been approved and a materiel change number assigned.

b. MWOs contain technical requirements for accomplishing mandatory modifications and will 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.

6-27. 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 DCSLOG before publication. Obtain approval according to AR 750-10.

b. Prepare MWOs in accordance with MIL-M-63002.

6-28. Time compliance date

The proponent will 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 print 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.

6-29. COMSEC equipment MWOs

COMSEC equipment MWOs will 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.

6-30. 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 USAPA while the MWO is being printed, ensure the change to the TM is printed and distributed no later than the MWO effective date.

6-31. Identification of MWOs

A narrative and graphic description of each MWO will 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 will be included. Instructions for placement of MWO data plate, decal, and identification marks will be such that validation of MWO application can be accomplished without disassembly of the equipment.

Section VIII
Supply Catalogs

6-32. Description

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, assigned a line item number (LIN) and a national stock number (NSN).

a. Each SC will include instructions necessary to ensure its proper use.

b. Every effort will be made to assign an NSN to all items published in SC. However, publication of an SC will not be delayed pending assignment of NSNs to 100 percent of the items. For those without an NSN, the manufacturers' code and part number will be listed in the item description block along with a note stating that an NSN will be assigned in the next SC update.

c. SCs (except medical SCs) will be available in various media (optical disks, and hard copies). SCs other than hard copies will be provided on a demand support basis from the USAMC Logistics Support Activity. (Send such requests to the Executive Director, USAMC Logistics Support Activity, ATTN: AMXLS-CIP, Redstone Arsenal, AL 35898-7466.)

6-33. 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 will 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 2-76.

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 will 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. Ensure that one copy of the applicable SC is initially issued to the user.

i. 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.

j. Rescind SCs according to paragraph 2-57. Requests to rescind SCs will 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.

6-34. Revisions

a. Revisions required in published data on SCs will be prepared by the proponent.

b. Revisions will contain a summary of change page.

c. SCs will 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 catalog maintenance action will 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 will 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.

6-35. Development and use of ILs

a. *Development.* The Defense Logistics Service Center (DLSC-WPCB, Battle Creek, MI 49017-3084), will develop, publish, and distribute ILs with the exception of the following categories, which 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 IX
Automated Information Systems Manuals

6-36. Description of AISMs

a. AISMs provide the complete technical documentation for all AISs. AISMs may be used to disseminate existing policy but will 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 will be considered departmental publications.

(2) AISMs that do not cross command lines will be considered agency or command publications.

b. DA Pam 25-4 implements DOD-STD-7935A. DOD-STD-7935A 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).

6-37. Indexing

When departmental AISMs are not included in the Army distribution system, send the information below to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, for indexing purposes.

a. AISM publication number.

b. Title.

c. Full date (day, month, and year).

d. Proponent's address and telephone (DSN) number.

e. Name and address (to include office symbol) of the organization that will handle requests for copies of AISMs.

Chapter 7
Multi-Service Publications

7-1. Description of multi-Service publications

Multi-Service publications are official Federal 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 use 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. (Joint publications are listed in DA Pam 25-30 with procedures for establishing initial distribution requirements outlined in DA Pam 25-33.)

7-2. Required approvals and coordination

a. Multi-Service publications must be coordinated with appropriate DA elements, other military departments, and DOD and other Government agencies concerned.

b. A proposed multi-Service publication that involves policy or commits the use of Army funds and personnel must be approved by either the Secretary of the Army; the Chief of Staff, Army; or an official who is delegated approval authority and who works in the subject matter area.

c. A proposed multi-Service publication containing directives that apply to commanders of unified and specified commands will be coordinated with the proper joint staff agencies.

d. Each of the Services and the Defense Logistics Agency (DLA) will honor and accept as final any coordination that has been accomplished within 90 days prior to the time a publication is submitted for printing.

7-3. Procedures for multi-Service publications initiated by DA

a. The Army agency or command responsible for the subject matter will—

(1) Prepare the manuscript.

(2) Coordinate with the proper DA elements, other military departments, DOD, and other Government agencies. The agency or command will indicate whether the publication applies or does not apply to the ARNGUS or USAR. Coordinate with HQDA (DAMO-FDQ), WASH DC 20310-0460, to obtain other Services' approvals for doctrinal publications.

(3) Contact the other appropriate Services and DOD and Government agencies to obtain final functional coordination and concurrences no more than 30 days prior to the time the publication is submitted for printing.

(4) Obtain approval as described in paragraph 7-2.

(5) Send the items below to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

(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 will 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. USAPA will—

(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 90 days prior to receipt of the request to print. If the coordination is more than 90 days old, the action will be returned to the proponent agency for recoordination.

(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 will carry a 30-day suspense. If an answer is not received by the suspense date, USAPA will call the delinquent activity and give an additional 10 days to respond. If a response is not received, 10 courtesy copies will be sent to the nonresponsive activity.

(c) Print and distribute 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 print.

(b) Contact (by telephone) 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. USAPA will also notify the U.S. Army Communications-Electronics (C-E) Services Office, 200 Stovall Street, Alexandria, VA 22332-2200, if a response is not received within 5 working days.

(c) Print, distribute, and stock publications as directed by the U.S. Army C-E Services Office.

7-4. Procedures for multi-Service publications not initiated by DA

a. Multi-Service publications other than ACPs and JANAPs.

(1) The initiating military department or Government agency will 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 will staff administrative publications according to the requirements in paragraph 4-8 and will 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 USAPA notification of intent to print.

(3) The publishing activity of the initiating department or agency will then notify USAPA when coordination is complete and the publication is ready for printing. USAPA will notify the responsible Army agency or command, which will obtain approval from the SA, the CSA, or the officially delegated approval authority, if needed (para 7-2). The Army agency or command will give USAPA written, final approval for the publication; two copies of a completed DA Form 260 (which will 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 will notify the U.S. Army C-E Services Office that a publication is ready to print.

(2) The U.S. Army C-E Services Office will forward to USAPA—

(a) The USMCEB written, final approval.

(b) Two copies of a completed DA Form 260. The DA Form 260 will include the recommended Army distribution. When required, it will 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. USAPA processing. USAPA will—

(1) Determine the Army's printing requirements for the publications in a and b above.

(2) Provide information required in paragraph 7-3b(1)(b) or (2)(b) to the publishing activity.

(3) Receive, store, and distribute the Army's copies.

7-5. Procedures for multi-Service technical publications

AR 25-36 tells how to prepare and process multi-Service technical publications for the military departments and DLA.

7-6. 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 will—

(a) Advise the Director, USAPA, 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 SECDEF and, if needed, of the SA, Chief of Staff, Army (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, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. The DA Form 260 will list the names and telephone numbers of the persons concurring for the organizations in (c) above.

(2) USAPA will—

(a) Obtain printing requirements and distribution information from interested Government departments and agencies.

(b) Print the publication and distribute 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 will represent the Army. That agency or command will inform USAPA (Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302), of such representation.

Chapter 8
Department of Defense Publications

Section I
Defense Logistics Agency Publications

8-1. Description and categories of DLA publications

DLA publications direct and inform the elements of DOD that receive support from or provide support to DLA. For Army purposes, DLA publications are divided into the four categories described below.

a. Category A includes DLA regulations that assign responsibilities and prescribe operating policies or procedures that regulate or place requirements on DA.

b. Category B includes DLA manuals and handbooks. These publications further implement DLA operating policies and procedures that were previously coordinated with the military departments.

c. Category C consists of publications that support routine operations (such as catalogs and informational publications). These publications are nonregulatory in content but are designed to foster easier referencing and simple and consistent operations. Cataloging handbooks and manuals, such as the Federal Supply Catalogs and the Federal Supply Code for Manufacturers, are included in this category.

d. Category D consists of emergency publications that are urgently needed for the protection of life, property, or material.

8-2. Role of DA

DA has certain authority to coordinate and issue DLA publications. It also has certain precedence and methods to follow. These subjects are further discussed in paragraphs 8-3 through 8-5.

8-3. Management of DLA publications

a. The Director, DLA—

(1) Issues, subject to the overall policies in DOD issuances, publications that are needed to—

(a) Administer and control DLA and its operating elements.

(b) Administer programs and functions assigned to DLA.

(c) Provide direction and information to DOD elements and other Government agencies that receive support from or provide support to DLA.

(2) Coordinates DLA publications with the proper Army element when the publications contain policy or procedures on actions for which the Army is responsible. Examples of such coordination are described below.

(a) Office of the ASA(FM&C) on actions that apply to financial management (budgeting, funding, accounting, and reporting).

(b) AMC on actions that apply to the Defense Standardization Program and procurement of equipment.

(c) Office of the Deputy Chief of Staff for Logistics (HQDA (DALO-ZXA)) or a DCSLOG-designated Army element that serves as the Army staff element responsible for the initial and final Army coordination of DLA regulations in category A (para 8-5a).

b. Heads of designated DLA headquarters offices or field activities responsible for the subject matter of revised documents will prepare the necessary new or revised publications within the four major categories discussed in paragraph 8-1.

8-4. Publication in DOD and DA media

a. Decisions made in the OSD on the following subjects relating to DLA will be published as DODDs:

(1) Policies.

(2) Plans.

(3) Programs.

(4) Organization assignments.

(5) Delegations of authority.

b. DLA publications that apply to or are required by DA activities will be issued in the proper DA publications media.

8-5. Coordination procedures

Coordination procedures are described below.

a. Category A publications. Procedures for category A publications are in paragraph 7-4.

b. Category B publications.

(1) An Army element will be designated as the DA clearance representative for coordinating category B publications with the proper DA field activities. This element will be the headquarters of the MACOM concerned or an Army activity assigned class manager responsibilities.

(2) After DA concurrence, the clearance representative will—

(a) Prepare three copies of DA Form 260 (and three copies of DD Form 67 if there are new or revised forms). The representative will recommend required distribution on the DA Form 260.

(b) Send the copies to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

(3) If DA does not concur, the DLA field activity responsible for the publications will refer the action to HQ, DLA for resolution with DCSLOG.

c. Category C and D publications. The Director, DLA, will determine how these publications will be coordinated with DA.

Section II
U.S. Military Communications-Electronics Board Publications

8-6. Authority

The USMCEB is the Joint Chiefs of Staff (JCS) activity responsible for all C-E matters that pertain to DOD, Government activities, and their contractors. USMCEB publications take precedence over any other publications on C-E matters. The U.S. Army C-E Services Office is the Army proponent for USMCEB publications.

8-7. Types of USMCEB publications

USMCEB publications contain policy and procedures on the operation and use of the automatic digital network (AUTODIN), DSN, Automatic Secure Voice Communications, frequency and spectrum management, and all other areas of communications. The types of USMCEB publications and information on supplementation are given below. Descriptions of these publications are in the glossary.

a. Allied Communications Publications. Supplementation of ACPs is prohibited without prior written approval of the USMCEB. The three types of supplements to ACPs are as follows:

(1) General supplements to ACPs.

(2) National or organizational supplements to ACPs.

(3) United States supplements to ACPs.

b. JANAPs. Supplementation of JANAPs is prohibited.

c. Message Address Directory. Supplementation of the Message Address Directory or any of its parts is prohibited.

8-8. Release of USMCEB 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 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 will include certifications required by paragraph 12-23a.

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.

8-9. 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.

8-10. Methods of change and revision

a. Prior to printing 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 (JAFPUB). Users of ACPs, supplements to ACPs, and JANAPs should coordinate with their serving telecommunications center to ensure the receipt of JAFPUBs. The information contained in JAFPUB will be incorporated into the next printed change or revision of the publication involved.

(1) Printed changes are issued by direction of the USMCEB. Printed 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 7.

8-11. 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” will 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 will 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 para 12-24f.) The foreword and U.S. Letter of Promulgation in ACPs, supplements to ACPs, and JANAPs contain additional reporting instructions.

Section III
Defense Information Systems Agency Publications

8-12. Description and categories of Defense Information Systems Agency (DISA) publications

The Director, DISA, issues guidance and instructions for operating and maintaining the defense communications system (DCS) and related defense communications activities. This guidance is issued in two types of publications that apply to all military departments and other DOD elements. The two types of publications are as follows:

a. *DISA circulars.* DISA circulars are either directive or informative; contain detailed instructional material covering such matters as practices, procedures, and techniques; and are continuing in nature.

b. *DISA notices.* DISA notices are either directive or informative and are one-time or short-term publications.

8-13. Authority of DISA publications

DISA circulars and notices will apply to all Army communications facilities designated as elements of the DCS. The provisions of these publications will take precedence over conflicting provisions in DA publications. Provisions in DA publications that exceed the instructions in DISA publications will be considered as supplementary instructions.

Chapter 9
Agency and Command Administrative Publications

Section I
Publishing Agency and Command Administrative Publications

9-1. Description of agency and command publications

a. 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, policy memorandums, and standing operating procedures (SOPs) will not be used as substitutes for an official agency or command publication. Use of electronic means to generate and distribute agency and command publications is authorized. Electronically generated and distributed agency and command publications will be prepared according to paragraph 9-6e(5). These publications are described in b below.

(1) *Agency publications.* Principal HQDA officials having command responsibility may issue agency publications to subordinate elements under their sole jurisdiction.

(2) *Command publications.* Field commanders may issue command publications to subordinate elements under their command jurisdiction.

b. The types of agency and command publications are listed below.

(1) *Regulations.* Agency and command regulations contain policies, responsibilities, and administrative procedures relating to subjects not contained in ARs. They are directive, apply throughout the agency or command, and remain in effect until superseded or rescinded. Each regulation will be confined to a single subject.

(2) *Circulars.* Circulars contain material that is directive or informational, is transitory, or needs to be published only once. They apply throughout the agency or command. Each circular will have an expiration date that is not later than 2 years from the date of issue. A shorter expiration date will be used when the circular does not have to remain in effect for 2 years. Each circular will be limited to a single subject.

(3) *Pamphlets.* Pamphlets contain information, guidance, or reference material of a continuing nature. Pamphlets will not be used to implement ARs at a lower level.

(4) *Memorandums.* Memorandums—

(a) Contain policies, responsibilities, and administrative procedures that are of a continuing nature and that apply only to the headquarters organizations of the issuing element. Each memorandum will be confined to a single subject.

(b) Announce the assignment of personnel where no change of station is involved. This type of memorandum will be called an assignment memorandum and may be used when there is a large number of such assignments.

(5) *Orders.* Orders are directive or informational publications that contain personnel actions on military personnel. Announcements of promotions, dates of rank, basic service data determinations, and additional skill identifiers are combined into weekly extracts of orders.

(6) *Supplements.* Supplements contain policies, responsibilities, and administrative procedures required to implement ARs or higher command regulations. Subordinate echelons will use supplements, when and as permitted, to implement higher command or agency regulations that cover subjects not contained in an AR. (Sec II gives more information on supplements.)

(7) *Bulletins.* For information on bulletins, see section III.

(8) *Posters.* Posters consist of pictorial presentations, placards, or notices that emphasize or attract attention to a specific subject. They may be published when essential to support a prescribed DA or command program.

(9) *Agency and command AISMs.* For guidance on agency and command, see paragraphs 6-36 and 6-37.

9-2. Use of agency and command media

a. MACOMs, MUSARCs, USARC major subordinate commands, MSCs, and commands below the MSC level may use all the media listed in paragraph 9-1. 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 will not use circulars and memorandums.

b. HQDA agencies will use only supplements, regulations, circulars, bulletins, and memorandums.

c. Posters will be prepared at the highest command level to reduce the need for similar posters at lower levels.

9-3. Numbering

Regulations, circulars, pamphlets, posters, and memorandums will be numbered according to table 2-4. (See para 9-10 for numbering of supplements.) Assignment memorandums will be numbered consecutively in yearly series.

9-4. Changes

Commands and agencies will amend or add to their publications by issuing numbered changes to the basic publication. (See chap 2, sec V, for more information on changes.)

9-5. General requirements for proponents

Proponents will—

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.

c. See chapter 2 for additional guidelines.

9-6. Format

An agency or command publication will 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 9-1 shows examples of authentications.

(1) The authority line will 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 will 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 will be omitted if the same name is used for both the authentication and signature blocks.

(5) Electronically generated and distributed agency and command publications will contain the authority line, signature block, and "official" section. However, when the commander or agency head issues the publication, only the signature block will be used. If digitizing equipment is available, signatures will be scanned in above the signature block.

FOR THE COMMANDER:

R.J. CONROY
Colonel, GS
Chief of Staff

OFFICIAL:
(Signature or official seal)
JOHN A. JACKSON
Colonel, AG
Adjutant General

DISTRIBUTION:
A; B2; E1; F
G (less schools)
H (plus 10)
USAMDS (4)
USAPAG (2)

FOR THE COMMANDER:

GEORGE B. HOWE
Major, AG
Adjutant

OFFICIAL:

(Signature)
K. R. SMITH (typed)
(Insert rank or title. Delete if not applicable.)
Director of Information Management

DISTRIBUTION:
A & D

FOR THE DEPUTY CHIEF OF STAFF FOR LOGISTICS:

(Signature)
NELSON J. WARREN (typed)
Colonel, GS
Executive Officer

DISTRIBUTION:
C

Notes

1. See paragraph 9-6 for authentications for electronically generated and distributed agency and command publications.

Figure 9-1. Examples of authentication and distribution

Section II
Supplements to Regulations

9-7. Issuing supplements

a. Supplements are issued by HQDA agencies, MACOMs, and subordinate elements, when permitted, to provide additional instructions needed to implement an AR or agency or command regulation. Supplements will not be issued for minor reasons, such as to correct obvious printing errors or to emphasize the need for complying with certain provisions of a regulation.

b. Publications other than regulations will not be supplemented.

c. Supplements to regulations will comply with paragraph 9-1b(5). A regulation may only be supplemented as stated on the title page of the regulation.

9-8. Authority to issue supplements

ARs contain a statement indicating that supplements are prohibited without prior approval from the AR's proponent. (See para 4-6 for additional guidance on supplementing ARs.) If an agency or command feels that a supplement is needed, the proposed supplement must be sent to the AR's proponent for approval. If approved, the agency or command may then issue the supplement. (This restriction and the approval procedures also apply to supplementation of agency and command regulations.) The proponent agency and its mailing address are shown in the supplementation statement on the title page of each AR. Information on the distribution of supplements is in paragraph 12-36.

9-9. Level for issuing supplements

a. Agency heads and commanders will 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 will not issue supplements that duplicate or conflict with information or policy in supplements from higher headquarters.

9-10. Identification of supplements

a. Identify each supplement with the name of the issuing command or agency, a supplement number (beginning with "1"), and the regulation number; 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 1985, as supplemented by TRADOC Suppl 1, 17 May 1985," is further supplemented as follows."

d. Identify changes to supplements as follows: "C1, AMC Suppl 1 to AR 25-50."

9-11. Content

a. Supplements will 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, change, or rescind any portions of regulations. Also, do not use supplements to reproduce or quote material in regulations.

b. Each new or revised supplement will state that further supplementation is prohibited without prior approval from the proponent of the higher level supplement.

c. Paragraphs in the supplement will 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.

9-12. Review of supplements

a. Subordinate and higher level activities will carefully review proposed and printed 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 conflicts 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 will review a proposed or printed supplement and then—

(1) Advise the proponent if irregularities exist or corrections are needed.

(2) Change or revise its own regulation or supplement if needed.

(3) Notify the proponent of a higher level supplement of any incomplete or impractical guidance.

9-13. 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.

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 9-14.

9-14. 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 will—

(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.

9-15. 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 will review existing supplements to determine if the supplements are still needed and, if so, whether they need to be revised. Proposed supplements to a new or revised regulation must be approved by the regulation's proponent before they can be issued.

c. When a regulation is changed, agency heads and commanders will determine whether the change affects a supplement. If so, they will change, revise, or rescind the supplement as appropriate.

d. When a regulation is supplemented, agency heads and commanders will 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 will coordinate with their higher headquarters.

Section III
Bulletins

9-16. Description of bulletins

A bulletin includes official and unofficial items of an advisory, informative, or directive nature. Normally, items published in a 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 bulletin are orders of the command. This statement is needed to ensure the legality of the bulletin's official sections.

9-17. Preparing command bulletins

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 printed 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 will contain official items that are advisory, informative, or directive. Items in this section will 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 will contain unofficial items. Items in this section will 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 will 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 9-6e and fig 9-1.)

(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 will be authenticated by or for the agency head or commander.

d. Publishing frequency. The local commander will decide the frequency of publication.

9-18. 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 (para 9-1) or authorized Army newspapers (AR 360-81) are not considered appropriate. When considering whether the establishment of a functional or service bulletin is warranted, agency heads and commanders will 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 will be limited to one specific functional area.

b. Heading.

(1) The heading will 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 printed 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 will be austere.

(3) Illustrations will be limited to line drawings, charts, graphs, and tables necessary for presenting the directive, instructional, or administrative information.

(4) Bulletins will 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 will 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 will 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. *Printing and distribution.* Only as many copies as necessary will be printed and distributed on a "need-to-know" basis. (Review and update distribution lists annually.)

g. *Frequency of issue and size*. Bulletins will not be published more often than weekly. Bulletins issued five or more times a year must not exceed an average of eight pages per issue. Bulletins issued one to four times a year must not exceed an average of 16 pages per issue.

h. *Review.* All functional bulletins will 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 will be approved by the agency head or commander of the issuing activity prior to publication of the first issue. Functional bulletins will be reapproved annually. The commander may delegate approval authority.

j. *Management.* Designated functional managers will manage functional bulletins as official publications in accordance with agency or command publications directives and priorities.

Chapter 10
Periodicals and Nonrecurring Publications

Section I
Periodicals and Nonrecurring Publications

10-1. Description

a. *Periodicals.* A periodical is a publication that is nondirective classified or unclassified Army magazine, 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 printed 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's 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 360-81.

(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.

10-2. Content

a. Policies governing the printing of Army publications apply to periodicals and nonrecurring publications. The content of periodicals and nonrecurring publications will 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 will be presented in a positive and logical manner. Material unnecessary in the transaction of the public business as required by law will 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 will be noted by identifying the opinion and naming the person who expresses it.

c. Periodicals and nonrecurring publications will 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.

10-3. Publishing

Only mission-essential and cost-effective periodicals and nonrecurring publications will be published after review and approval by appropriate principal HQDA official or MACOM commander, as appropriate. (See para 10-4 for review and approval process.)

a. A periodical or nonrecurring publication will not be published if the information can be presented in—

(1) Official DA publications.

(2) Army newspapers and civilian enterprise publications authorized by AR 360-81.

(3) Official correspondence under provisions of AR 25-50.

(4) Other excluded publication categories listed in paragraph 10-1c.

b. Periodicals and nonrecurring publications will 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 printing of Army publications apply to periodicals and nonrecurring publications.

10-4. Approval authority and reviews

a. All existing and proposed periodicals and nonrecurring publications will be reviewed annually. Request for approval of proposed new and consolidated periodicals and nonrecurring publications may be requested at any time. Mission essentiality and cost effectiveness are the primary criteria for approval. The publishing organization of proposed new periodicals and nonrecurring publications bears the burden of proving mission essentiality and cost effectiveness.

b. Requests for approval of new and consolidated periodicals and new and reprinted nonrecurring publications will be requested by memorandum to the DAPRC (for HQDA agencies only) or MACOM commander, as appropriate. Approval criteria is the responsibility of the MACOM commander or DAPRC, as appropriate. The requesting memorandum, will be sent to the approval authority together with a mock up, printer's dummy, or copy of the publication. The request will 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 mission essentiality and why this publication cannot be published in or combined with another official DA publications medium or already 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. Request is to reprint previously approved nonrecurring publication, so state and include the date the nonrecurring 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) When proposed first issue for periodicals or date 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 their field operating agencies and Army National Guard) is the SA. Requests will be sent to the Chairman, DA Periodicals Review Committee, USAPA, ATTN: JDHQSV-PAP-P, 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 will be sent to the MACOM commander.

10-5. Mandatory statements for periodicals

Each issue of an approved periodical will 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 printing 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.

10-6. 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 will gather data on distribution effectiveness, readership awareness and acceptance, and readership opinion of the value and effectiveness of the periodical.

10-7. Providing information to the public

In accordance with OMB guidance, agencies are responsible for informing the general public of information dissemination products available to them. HQDA agencies and MACOMs will determine the most appropriate means of informing the public of periodicals and other information available to them.

Section II
DA Periodicals Review Committee

10-8. DA Periodical Review Committee

The DAPRC, acting on behalf of the Secretary of the Army, will review and make recommendations to the AASA on requests for new periodicals, existing periodicals that are proposed for consolidation, and nonrecurring publications (new and proposed reprints) originating at HQDA level.

10-9. Composition

The DAPRC will include the following members, with a senior noncommissioned officer serving as an adviser to the committee. Committee members at the O-6 or GS-15 level are recommended.

a. Representative of the AASA.

b. Representative of the Chief of Public Affairs.

c. Representative of the DAS.

d. Representative of the Comptroller of the Army.

e. Representative of the DCSOPS.

f. Representative of the DISC4.

g. Representative of the Army National Guard of the United States and the U.S. Army Reserve (on a 2-year rotating basis).

10-10. Direction and control

a. The DAPRC will report to the AASA, who will act on behalf of the Secretary of the Army.

b. The representative of the DISC4 will be the chairperson.

c. The DAPRC will meet at the call of the chairperson.

10-11. Administrative support

The Director, USAPA, will—

a. Provide direct administrative support for the DAPRC.

b. Provide technical advice to the DAPRC.

c. Administer the Army-wide Periodicals and Nonrecurring Publications Program.

10-12. Correspondence

Correspondence for the DAPRC will be addressed to: Chairman, DA Periodical Review Committee, USAPA, ATTN: JDHQSV-PAP-P, Alexandria, VA 22331-0302.

Chapter 11
Printing, Duplicating, and Self-Service Copying Management

Section I
General

11-1. Printing, duplicating, and self-service copying sources

a. Title 44, USC, stipulates that all printing will be accomplished at the GPO unless otherwise authorized. USAPA is required to charter the operation of Army field printing and duplicating facilities. (See the glossary for definitions of printing and duplicating.)

b. Army printing, duplicating, and self-service copying will be obtained as follows:

(1) USAPA will acquire or direct the acquisition of all departmental printing and all local or command printing originating in the Washington, DC, metropolitan area (except for local or command printing by HQDA agencies supported by the HQDA, Information Management Support Center).

(2) P/DCOs or designated functional managers at the command or local level will obtain printing and duplicating from local DAPS office. Mission requirements which cannot be satisfied through these services due to time requirements, or concerns of national security may be produced in Army field printing plants or duplicating facilities.

(3) Self-service copying will be obtained through the most economical source or method available and as authorized by this and local regulations. (See glossary for definition of self-service copying.)

c. The procedures for the management of self-service copiers given in this chapter do not apply to the U.S. Army School of the Americas, the U.S. Army Post Dependent School Systems, and nonappropriated fund instrumentalities (NAFIs) when nonappropriated funds (NAFs) are involved. Also, they do not apply to Army units during periods of mobilization.

d. USAPA will serve as the sole point of contact for all operational matters related to field printing, duplicating, self-service copying, and the authorization of all printing, binding, and related equipment as listed in tables 11-1 through 11-4 for use at Army controlled facilities. These tables are not all inclusive and list generic descriptions of equipment. All items in Federal Supply Class 3610 should be considered to fall under the provisions of this regulation unless specifically granted an exception elsewhere in this regulation.

e. 40 Code of Federal Regulations (CFR) part 250 sets forth the implementing guidelines for the Resource Conservation and Recovery Act, Section 6002 (as amended). These guidelines require that procuring agencies have an affirmative procurement program for paper and paper products, to ensure that procured items have the highest percentage of recoverable (recycled) materials practicable. Guidelines for percentage of recoverable (recycled) materials are summarized in paragraph 11-19.

Table 11-1
Composing and related equipment

Printing equipment requiring USAPA approval	Notes
Cameras, composing	2
Computer output microform devices	2,3
Keyboards, tape/disc 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 when approved by USAPA. Also, these items must be listed in the authorization documents for TOE and MTOE organizations. Thereafter, the items may be replaced within the basis of issue shown in the document without further USAPA approval (11-34).
2. This item requires prior notification to JCP by USAPA before it is used in connection with printing operations.
3. Justification and requirements will be submitted to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, when required for microform duplicating operations.

Table 11-2
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
Vacuum frames, printing, plate	1,2

Table 11-2
Camera, platemaking, and related equipment

Printing equipment	Notes

Notes.

1. These items may be acquired when approved by USAPA. Also, these items must be listed in the authorization documents for TOE and MTOE organizations. Thereafter, the items may be replaced within the basis of issue shown in the document without further USAPA approval (para 11-34).
2. This item requires prior notification to JCP by USAPA before it is used in connection with printing operations.
3. Justification and requirements will be submitted to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, when required for microform duplicating operations.

Table 11-3
Printing, duplicating, and related equipment

Printing equipment requiring USAPA 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 when approved by USAPA. Also, these items must be listed in the authorization documents for TOE and MTOE organizations. Thereafter, the items may be replaced within the basis of issue shown in the document without further USAPA approval (para 11-34).
2. USAPA must give prior notification to the JCP of the acquisition of two-unit perfecting and tandem sheet-fed presses in other than printing facilities.

Table 11-4
Binding and Related equipment

Printing equipment requiring USAPA 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 11-4
Binding and Related equipment

Printing equipment requiring USAPA 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 (multihead)	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 when approved by USAPA. Also, these items must be listed in the authorization documents for TOE and MTOE organizations. Thereafter, the items may be replaced within the basis of issue shown in the document without further USAPA approval (para 11-34).
2. These items are authorized for use only in those printing facilities chartered by the JCP. USAPA must notify the JCP prior to acquisition of these items.

11-2. Conservation

All levels of command will conserve resources.

a. Proponents will request only the least expensive materials, construction, processes, and number of copies that will achieve the intended purpose of the product.

(1) An affirmative program to procure paper and paper products, purchased with appropriated funds, containing recovered (recycled) materials will be established at all levels.

(2) Paper and paper products will contain recovered (recycled) materials. These products include, but are not limited to the following:

(a) All grades and types of copier paper.

(b) All grades and types of printing, duplicating, and writing paper.

(c) All stationery and office paper (paper for correspondence, memo pads, scratch pads, envelopes, manifold paper, and computer paper).

b. Managers of printing, duplicating, and self-service copier operations will conserve personnel, funds, material, and equipment. Conservation will be consistent with conducting operations essential to Army missions.

11-3. Commercially procurable printing and duplicating

a. Commercially procurable printing and duplicating requirements being obtained from the GPO central office in Washington DC will be submitted through USAPA. Requirements for administrative printing and duplicating requirements originating at the installation level will be obtained through the DAPS. Printing and duplicating requirements originating at locations or directly supported by a DAPS office will be obtained through the GPO regional printing procurement offices (RPPOs) within the Federal printing regions. Federal printing regions are shown in figure 11-1; RPPOs are listed, by region, in figure 11-2. Contract field printing and duplicating are explained in paragraph 11-30.

b. Effectiveness and economy in performing the Army's mission must be considered in determining whether in-house or commercial resources will be used. Table 11-5 gives criteria for determining whether printing and duplicating will be produced by in-house facilities or whether it will be procured through DAPS sources.

c. All printing and duplicating which is commercially procured using appropriated funds by activities other than printing and duplicating facilities must be reported to USAPA. (Follow the reporting requirements described in para 11-42.)

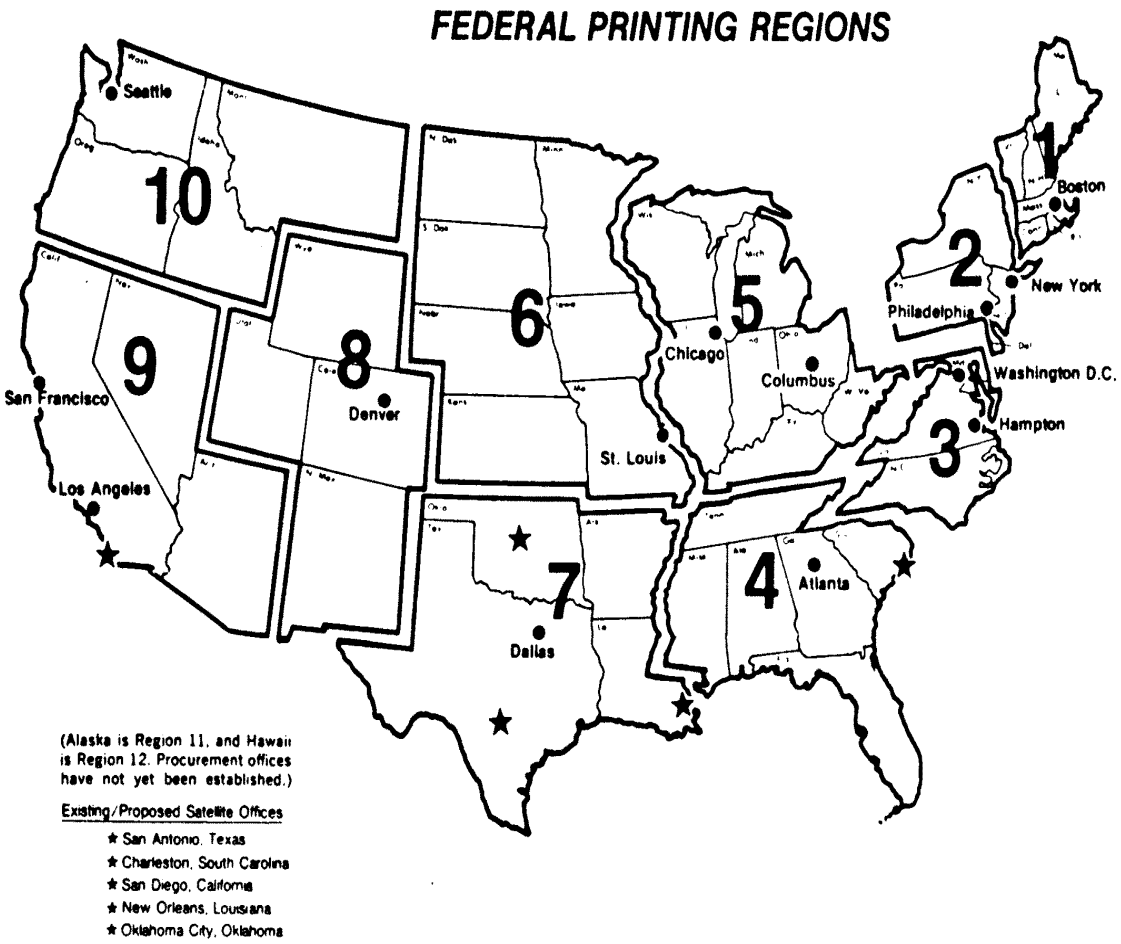


Figure 11-1. Federal printing regions

Region 1 GPO Regional Printing Procurement Office John F. Kennedy Federal Building Government Center, Room 612 Boston, MA 02203-0001 Phone: 617-565-3161 FTS: 835-3161	
Region 2 (I) GPO Regional Printing Procurement Office Southhampton Office Park 928 Jaymore Road, Suite A-190 Southampton, PA 18966 Phone: 215-364-6465 FTS: 8-215-364-6465 Philadelphia does not have direct FTS; to dial FTS include area code	**Region 2 (II)** GPO Regional Printing Procurement Office 201 Varick St., Room 752 New York, NY 10014 Phone: 212-620-3321 FTS: 660-3321
Region 3 (I) U.S. Government Printing Office Rapid Response Center (Procurement) 1st and N Sts., S.E., Building 136 Washington, DC 20403 Phone: 202-755-2110 FTS: 755-2110	**Region 3 (II)** GPO Regional Printing Procurement Office 11836 Bunker Blvd., Suite 400 Newport News, VA 23606 Phone: 804-873-2800 FTS: 8-804-873-2800 Hampton does not have direct FTS; to dial FTS include area code
Region 4 GPO Regional Printing Procurement Office R.B. Russell Federal Office Building 75 Spring St., S.W., Room 222 Atlanta, GA 30303 Phone: 404-331-5198 FTS: 242-5198	**GPO Satellite Printing Procurement Office** L. Mendel Rivers Federal Building, Room 122 334 Meeting St. Charleston, SC 29403 Phone: 803-724-4137 FTS: 677-4137
Region 5 (I) GPO Regional Printing Procurement Office 610 South Canal St., Room 1051 Chicago, IL 60607 Phone: 312-353-3916 FTS: 353-3916	**Region 5 (II)** GPO Regional Printing Procurement Office 200 North High St. Federal Building, Room 614 Columbus, OH 43215 Phone: 614-469-6884 FTS: 943-6884
Region 6 GPO Regional Printing Procurement Office Old Post Office Building 815 Olive St., Room 328 St. Louis, MO 63101 Phone: 314-425-4371 FTS: 279-4371	
Region 7 GPO Regional Printing Procurement Office U.S. Courthouse & Federal Office Building Room 3D4, 1100 Commerce St. Dallas, TX 75242 Phone: 214-767-0451 FTS: 729-0451	**GPO Satellite Printing Procurement Office** Building 1552, Door Two Kelly Air Force Base, TX 78241 Phone: 512-229-4775 FTS: 730-4775

Figure 11-2. Government Printing Office regional printing procurement offices

GPO Satellite Printing Procurement Office U.S. Customs House 423 Canal Street, Room 310 New Orleans, LA 70130 Phone: 504-589-2538 FTS: 682-2538	**GPO Satellite Printing Procurement Office** Building 206, L-55 Tinker Air Force Base, OK 73145-5000 Phone: 405-231-4146 FTS: 736-4146
Region 8 GPO Regional Printing Procurement Office Denver Federal Center Building 53, Room D-1010 Denver, CO 80225 Phone: 303-236-5292 FTS: 776-5292	
Region 9 (I) GPO Regional Printing Procurement Office Room 2W26, Federal Office Building 15000 Aviation Blvd. Lawndale, CA 90261-1087 Phone: 213-297-1650 FTS: 984-1650	**GPO Satellite Printing Procurement Office** Federal Building, Room 2S-16 880 Front St. San Diego, CA 92188-0016 Phone: 619-293-6390 FTS: 895-6390
Region 9 (II) GPO Regional Printing Procurement Office Building 99, Treasure Island San Francisco, CA 94130 Phone: 415-974-0847 FTS: 454-0847	
Region 10 GPO Regional Printing Procurement Office 4735 East Marginal Way South Seattle, WA 98134 Phone: 206-764-3726 FTS: 446-3726	

Figure 11-2. Government Printing Office regional printing procurement offices

11-4. In-house production areas

a. *Field printing and duplicating facilities.* Field printing and duplicating facilities are departmental facilities as chartered by USAPA. The functions performed in these facilities are platemaking, presswork, duplicating, binding operations, and composition (typesetting). Composition also includes composition workstations and related electronic publishing equipment, regardless of output speed, when primarily used in the publications' creation and reproduction process. See paragraph 11-29 for the use of printing and duplicating facilities.

b. *Self-service copying.* Self-service copying is automatic, end-user operated, self-service copy processing (using equipment, outside a controlled environment, with speeds of 70 copies per minute or less) that produces copies by electrostatic, thermal, or other processes. (See glossary for definition of controlled environment.) (See para 11-33b for additional information on the classification of self-service copiers.) P/DCOs or designated functional managers will ensure cost effective utilization of self-service copiers.

Section II
Restrictions

11-5. Unlawful printing or reproduction of material

a. Printing or reproduction of any of the material listed in (1) through (9) below is unlawful unless allowed under an exception in b and c below.

(1) Adjusted compensation certificates for veterans of the world wars.

(2) Licenses such as automobile drivers, marine officers, aircraft, and radio operators licenses and also automobile titles.

(3) Certificates of citizenship or naturalization.

(4) Certificates of war necessity.

(5) Immigration papers.

(6) Obligations of any foreign government, bank, or corporation.

(7) Obligations or securities of the U.S. Government, including bonds; Certificates of Indebtedness; National Bank Currency; coupons; United States Notes; Treasury Notes; Certificates; Silver Certificates; Fractional Notes; Certificates of Deposit; bills, checks, or drafts for money drawn by or for authorized officers of the United States; passports; and Selective Service Registration Certificates.

(8) Official badges, identification cards, and other insignia of the design prescribed by the head of any department or agency of the U.S. Government.

(9) Copyrighted material of any manner or kind without permission of the copyright owner, except as provided by law. (See para 2-44b(1).)

b. Exceptions to subparagraph a above are for illustrations only and are as follows:

(1) Printed illustrations of paper money, checks, bonds, other obligations, and securities of the United States and foreign governments are allowed for numismatic, educational, historical, and news purposes only. Illustrations used primarily for eye-catching purposes are not permitted. Illustrations must be in black and white and must be less than three-fourths or more than one and one-half times the size of the genuine instrument. (Use these illustrations only in articles, books, journals, newspapers, magazines, or albums. Do not use individual facsimiles.)

(2) Printed illustrations of U.S. postage stamps and U.S. revenue stamps are allowed for philatelical, educational, historical, and news purposes in articles, books, journals, newspapers, magazines, or albums. The illustrations will be in black and white and may be of any size. (Do not use colored illustrations.)

(3) Printed illustrations of U.S. and foreign coins are allowed for any purpose. Tokens, disks, or devices in the likeness of or resembling U.S. and foreign coins in design, color, or inscription are prohibited.

(4) Printed illustrations of official badges, identification cards, and other insignia are permitted in official publications that explain or deal with these items. The word “Sample” must be overprinted on the badge or identification card.

c. Printing or reproducing (falsely making, forging, or altering) of passports is unlawful. However, passports may be copied for personal use only. That is, for purpose of reissuance in the event the passport is lost or stolen.

11-6. Propriety of material

All printed or reproduced material must relate entirely to the transaction of official business.

11-7. Contracts for equipment and services

a. Printing, duplicating, and self-service copying services or equipment requirements will not be included in contracts for the manufacture or operation of equipment and for services without prior coordination with USAPA. These are services such as architectural, engineering, research, construction, training, and publicity advertisement for personnel recruiting. For example, printing requirements (camera-ready copy, typeset in justified page format, or page lithographic negatives) for TMs and other publications may not be procured as an integral part of a contract for supplies or services. This restriction does not prevent procuring services for writing and editing or for preparing manuscripts and related illustrations as a part of a contract. It also does not prevent preparing recorded manuscript copy in digital form for typesetting if coding instructions have been approved by USAPA.

b. The Army sometimes requires that equipment contractors maintain and update the original technical data they wrote and illustrated during the contract. If so, data will be procured in camera-ready copy, photolithographic page negatives, or digital form rather than draft manuscript. USAPA approval is required before these items can be procured.

c. The requirement for an Army contractor or grantee to duplicate less than 5,000 units of only one page or less then 25,000 units in the aggregate of multiple-page documents is not considered to be printing; thus, it is authorized (one color only). Pages may not exceed an image size of 10 ¾ inches by 14 ¼ inches (274mm by 363mm).

d. The requirement for a contractor or grantee to produce or procure less than 250 duplicates from original microfilm is not considered to be printing

11-8. Printing and duplicating requirements in grants

Printing and duplicating will not be included in grants unless authorized by USAPA. This requirement does not preclude—

a. Grants to support non-government publications, if such grants are authorized by law and not made primarily or substantially to have material printed for Army use.

b. The publication of findings by grantees within the terms of their grants when the findings are not printed primarily or substantially for Army use.

c. Grants for writing and editing or preparing manuscript copy and related illustrations as parts of Army contracts. It also does not preclude preparing recorded manuscript copy in digital form for typesetting if USAPA approved the coding instructions. The printing of such material must be done according to this regulation.

11-9. Initial publication by private publishers

When the Army uses appropriated funds to create information for publication (such as scientific materials or technical reports), it is subject to Title 44, USC, sections 103 and 501. Such information will not be made available to a private publisher for initial publication without the prior approval of USAPA.

11-10. Classbooks and yearbooks

a. Appropriated funds, nonappropriated funds, and Army equipment will not be used to prepare, print, or copy classbooks, yearbooks, or similar publications that—

(1) Tend to glorify a person, group, or activity.

(2) May result in or appear to give preferential treatment to any person, group, or activity.

b. Military or civilian personnel will not be authorized or permitted to engage, during duty hours, in activities involving these types of publications. These activities are—

(1) Writing, editing, or collecting information.

(2) Procuring or producing photographs.

(3) Making drawings or paintings.

(4) Selling orders for copies.

(5) Delivering or collecting funds.

(6) Any other activity connected with the completion, preparation, production, sale, and distribution of these publications.

c. The restrictions in a and b above do not apply to officially authorized installation newspapers, periodicals, and similar publications. (Do not construe the restrictions as applicable to providing assistance to newspapers and magazines produced and distributed by the public press.)

11-11. Business cards

a. The printing of business cards at Government expense is authorized when those cards are considered necessary to perform official duties and to facilitate mission related business communications. When appropriated funds are used, individual offices are responsible for funding the cost of producing business cards. Cards will be procured using the most economical authorized method.

(1) *Commercially procured cards.* Commercially procured business cards are generally restricted to designated investigators and recruiters.

(a) The authority to approve the commercial procurement and printing of business cards is delegated to general officers and members of the Senior Executive Service.

(b) Cards commercially procured with appropriated funds will be procured through the Defense Automated Printing Service. Cards will be limited to a single color of ink. Customized embossed or engraved cards will not be procured at Government expense.

(2) *Cards produced in-house.* Cards produced in-house must use existing computer hardware and software and be printed on perforated card stock which can be obtained through in-house or commercial supply channels. No special hardware, software, or card stock will be procured for the express purpose of producing business cards.

b. Cards will contain only the necessary business information such as the name of the organization, office, activity, or unit represented; name of individual; DSN, commercial telephone, and facsimile numbers; and office and e-mail addresses.

c. Only approved organization logos may appear on business cards.

11-12. Invitations

Invitations (other than general officer invitations) may be printed at Government expense only as required for official functions. Official functions (for example, change of command, dedications, or official ceremonies) are those that are directly related to the organization's mission. Invitations may not be printed at Government expense for private purposes. (See para 11-23 for general officer invitations.)

11-13. Printing, duplicating, and self-service copying of personalized items

Stationery, memo pads, and other items that contain any or all of the following information are not authorized: person's name, position, rank, and/or office title. These items are considered for personal rather than for official use. The printing, duplicating, and self-service copying of these items is prohibited.

11-14. Official telephone directories

a. The Defense Telecommunications Service-Washington (DTS-W) is authorized to publish and distribute the DOD Telephone Directory. This directory will be the only authorized telephone directory for DOD components in the Washington, DC, metropolitan area. Army activities will not publish or duplicate this document without the approval of the DTS-W.

b. A commercial publisher will not print or distribute official telephone directories free or at a reduced rate in exchange for the right to advertise. Official telephone directories must be published in accordance with the guidance of AR 25-1.

c. Unofficial telephone and personnel listings may be included in installation civilian enterprise guides in lieu of printing an official installation telephone directory. These guides are printed by civilian publishers in exchange for certain distribution rights and they contain advertisements. These guides may be published only under the provisions of AR 360-81.

11-15. Wall and desk calendars

Standard Government wall and desk calendars are the only calendars authorized at Government expense. These items should be ordered from GSA according to local purchase procedures.

11-16. Advertising

a. An Army publication or other Army printed matter prepared or produced with either appropriated or nonappropriated funds or identified with an activity of the Army will not contain any of the items listed in (1) and (2) below.

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

(2) Material that implies in any manner that the Government endorses or favors any specific commercial product, commodity, or service.

b. Publications published under the Civilian Enterprise Program managed by the Office, Chief of Public Affairs, may contain advertisements as authorized by that program.

c. NAFIs, excluding exchange operations, may sell space for commercial advertising in any media form (printed, signage, electronic) produced for or prepared by the NAFI. Payment may be accepted for such advertising subject to the policy, conditions, and restrictions of the program. (See AR 215-1 for additional program guidelines.)

d. Morale, welfare, and recreation 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.)

Section III
Specifications, Standards, and Requisitioning

11-17. Format

The format for each type of publication will be determined by its content, use, and most economical production method.

a. Composition (typesetting or electronic publishing) will 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 will be applied to publications.

c. Publications will be printed in a standard trim size.

11-18. Identification of publications

Publications printed or reproduced at Government expense will bear the name of the issuing organization, the issuing date, a title, and, when applicable, a subtitle, a series title, appropriate number, and authentication.

11-19. 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, D.C. 20402. The Government Paper Specifications Standards reflect mandated minimum content standards of selected papers and paper products as referenced in paragraph 11-1e. Army activities will 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) will adhere to the following guidelines for minimum percentage of post consumer recovered (recycled) materials. Not adhering to these standards constitutes a violation of public law. (See para 11-1.)

(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 will 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, USAPA, ATTN: JDHQSV-PAM, 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 GSA Federal Supply Schedule (FSS) (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 will be obtained in tabulating card and marginally punched continuous form construction as follows:

(a) Stocked items—from the USAPA-DOF.

(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, USAPA, ATTN: JDHQSV-PAM, Alexandria, VA 22331-0302.

(d) Nonstocked items (other than those in (3) above)—through normal supply channels to the GSA or GPO. (Send an SF 1 requisition for items in continuous marginally punched construction through the designated functional manager to the proper GPO RPPO.)

(e) Aperture and copy cards—follow (3) and (4) above.

(f) Nonstocked items of tabulating cards when requested by overseas commands—by submitting MILSTRIP requisitions directly to the CONUS GSA regional office serving the command.

11-20. Courtesy credit lines

Courtesy credit lines are permissible for uncopyrighted materials only when the materials are contributed or loaned by non-Government parties. (See para 2-46d for use of a credit line on copyrighted materials.) These credit lines will not dominate the publication. Courtesy credit lines will reference and identify the specific material in the publication that applies to the credit line. The courtesy credit line will be placed on the cover page or on the title page if there is no cover page. Also, the specific information in the text will be identified in a footnote unless the credit line applies to the entire publication. The footnote will 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.

11-21. Copyright notices

Copyright notices must give reasonable notice of the claim of copyright but should not dominate the publication. The copyright notice will reference and identify the specific material in the publication that is protected by copyright. (See para 2-44d for the content of the notice and sec IV of chap 2 for general information on copyrights.) The copyright notice will be placed on the cover page or on the title page if there is no cover page. Also, the specific information in the text that is protected by copyright will be identified in a footnote. The footnote will either refer to the cover page (or title page if no cover page) for details of the copyright notice or give the full copyright notice as required by paragraph 2-44d.

11-22. Color in printing, duplicating, and self-service copying

Multicolor printing, duplicating, and self-service copying (including color self-service copiers) will be used only when necessary to make a valuable contribution to the purpose of the publication. This policy also applies to the use of two colors authorized under decentralized printing programs.

a. The designated functional manager that supports the originating activity has the authority to approve or disapprove, for the commander, the use of multicolor in field printing, duplicating, and self-service copying. However, before approving or disapproving, they will consider the criteria in b through d below. Justification for and approval of the use of multicolors will be signed and become a part of the requisition. A copy of the justification for and approval of color used in printing, duplicating, and self-service copying will be kept as part of the file.

b. Multicolor printing, duplicating, and self-service copying meets the valuable contribution requirement in the following cases:

(1) Maps and technical diagrams where 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 where cost savings can be clearly identified and soundly predicted if multicolors are 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).

c. Multicolor printing, duplicating, and self-service copying does not meet the valuable contribution requirement if—

(1) Additional color is used mainly for decorative effect. The inclusion of multicolored insignia, emblems, logo types, unit crest seals, or similar devices in a design or illustration does not in itself justify multicolor use.

(2) Additional color is used instead of effective layout and design.

(3) Additional colors are used to excess; that is, four colors when two or three will fill the need, three colors when two will do, two colors when one (with or without reverse treatment) is adequate.

(4) Use of multicolor does not show careful, competent planning that recognizes the contribution of color and how it should be used to achieve a publication's purpose.

d. A request for approval for multicolor departmental printing, with full justification, will be sent through command channels to Director, USAPA, ATTN: JDHQSV-PAP-F, Alexandria, VA 22331-0302. This request will be sent before creating the artwork. Preliminary sketches and visuals will also be sent to avoid wasting time and money to complete artwork that may not be approved for printing. This subparagraph does not apply to two colors used in decentralized printing.

e. Three- or four-color process printing and duplicating in CONUS Army field printing and duplicating facilities is prohibited. When procuring three- or four-color process printing and duplicating through the DAPS, the criteria in b and c above must also be considered before the designated functional manager approves.

11-23. General Officer and Senior Executive Service stationery and General Officer invitations

a. *Stationery.* GOs who are on active duty and SES members who are current DA employees and required to host official Army sponsored functions may have stationery printed at Government expense. Official functions include change of command, dedication and recognition ceremonies; receptions and other official DA functions at the installation level. Standard stationery has been developed for use by these officials. To avoid obsolescence, stationery will have the appropriate flag imprinted, but may not contain the name of the GO or SES member. Stationery may be completed in writing or imprinted locally.

b. *Invitations.* Standard invitations have been developed for GOs to use. Requests for GO invitations must be forwarded to the address in d(2) below. Requests should include the appropriate name, building number, room number, and street address. Invitations will not be stocked in installation stock rooms. Invitations may be completed in writing or imprinted locally.

c. Envelopes.

(1) Standard envelopes have been developed for use with the stationery and invitations.

(2) GOs and SES members may have their names locally imprinted on envelopes on a case-by-case basis. Envelopes will not be stocked with imprinted names.

d. Replenishment of stationery and invitations.

(1) Request for GO and SES stationery and GO invitations will be made by memorandum on official letterhead.

(2) Requisitions will be sent to the USAPA, Distribution Operations Facility (JDHQSV-PAS), 1655 Woodson Road, St. Louis, MO 63114-6181.

(3) At a minimum, the requesting memorandum will request the quantity of stationery and /or invitations required by standard package (see (4) below). The memorandum will also provide a point of contact with a telephone number, and a complete United States Postal Service mailing address, to include room number and building number.

(4) All requested materials will be issued only in a standard package of 250 each to a box. Envelopes will be issued in quantities corresponding to the product requested.

e. Local inventory. Local inventory of GO and SES stationery or GO invitations—

(1) Is authorized within the GO and SES office to meet anticipated requirements and within immediate support offices to the GO or SES member, when appropriate.

(2) Is not authorized at publication stock room or equivalent facilities at the installation.

11-24. Microfiche publications

a. Eye-readable film cover. Each publication will contain an eye-readable film cover similar in design and content to conventional publications, but it will 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 will 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) will carry page numbers and/or grid coordinates.

d. Headers.

(1) Positive header titling will be used for both source documents and COM produced microfiche when possible. Titling for unclassified publications will follow the format shown in figure 11-3.

Superintendent of Documents
Title
Fiche 1 of 1

Number
Publication Number
Publication

Date

Figure 11-3. Header titling for unclassified microfiche publications

(2) The Superintendent of Documents number will be furnished by Director, USAPA, ATTN: JDHQSV-PAM, Alexandria, VA 22331-0302. Classified publications will carry the classification in the upper left corner in place of the Superintendent of Documents number. Other needed information will be included in the top row of the title.

e. *Reduction ratios.* Microfiche produced by source document filming will be in 24X, 98 frames per fiche format. COM produced microfiche will 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 will be arranged horizontally if the equipment used to produce the original masters has this capability. Frames will be enclosed in a line box to distinguish between frames. COM produced microfiche will 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 will be 17 ½ by 12 ½ inches (445mm by 318mm). Bound books furnished as source documents will be cut apart for filming.

i. *Print image magnetic tapes.* Files will 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 will be comparable with standard EBCDIC or ASCII character set. The data will consist of records not exceeding 3,000 characters.

j. *Full text data base tapes.* Files will 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 will be comparable with standard computer generated tapes and will use a standard EBCDIC or ASCII character set. These tapes will be nonlabeled with a leading tape mark. The data will be unblocked and consist of records containing 3,000 characters. The last record will be padded with blanks. These records will not contain a block or record count field. They will be undefined records.

k. *Master microfiche.* Microfiche masters will 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 will be black on a matte white background. Existing lines will 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 will 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 will not be enclosed by a circle. Callouts will 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 will be furnished on 9-track magnetic tape having a 1200-feet (36,576cm) or 2400-feet (73,152cm) by ½-inch (13mm) reel at a density of 800 or 1600 bytes per inch.

m. Microfiche distribution duplicates. Microfiche distribution duplicates will be negative image (clear letters on dark background) on high-contrast blue-black or black-diazo film.

11-25. Letterhead and memorandum stationery

a. General.

(1) Letterhead stationery will be used for official correspondence in response to actions external to the agency or command. Memorandum stationery will be used only for internal or informal notes.

(2) All official, preprinted letterhead and memorandum (memo/note pads) stationery will bear the DOD seal. Computer- or wordprocessor-generated letterhead stationery will not bear the DOD seal. Do not print any seals, emblems, decorative devices, distinguishing insignia, slogans, office symbols, names, or mottos on letterhead or memorandum stationery except those approved or directed by HQDA. (See para 11-13 for other printing restrictions.) Paragraph 11-27 covers the slogan exception for the U.S. Savings Bond Program.

(3) Separate printed stationery is authorized—

(a) Where elements of the same agency, command, or organization are located in different areas or cities within the same state.

(b) When elements of the same agency, command, or organization are located in different cities or states but where the organization, command, or agency wants each of its elements to use the same basic letterhead.

(4) The letterhead used for correspondence to be signed by the head of an agency, office, or command, or by an authorized representative, will be that of the office or the headquarters of the agency or command. When the head of an agency or a command performs two or more functions (for example, a commander of an installation who is also commandant of a school), use the appropriate letterhead. In offices where more than one kind of letterhead is used, the capacity in which the commander or agency head is acting, as reflected in the authority line or signature block of the letter, will dictate the proper letterhead.

(5) Use supplies of letterheads made obsolete by changes in terminology until exhausted.

(6) Limit separate printed letterhead stationery to the following:

(a) OSA and principal HQDA agencies identified in AR 10-5, chapter 2.

(b) Major Army commands and major Army subordinate commands.

(c) Continental United States armies.

(d) Installations.

(e) Separate organizations or agencies headed by a commander in the grade of Lieutenant Colonel or above, or a civilian in the grade of GS-15/GM-15 or above.

(7) Stationery, memo pads, and other printed items that include a person's name, rank, or official status are deemed to be for personal use rather than official use. The printing of these items is prohibited under paragraph 11-13.

(8) Justification for requesting letterhead when following the specifications set forth in this regulation is simply the statement "Routine correspondence." Requests for exceptions, with detailed justification, will be submitted through information management channels to Records Management Program Services, ATTN: TAPC-PDR, 6000 6th Street, Stop C-55, Fort Belvoir, VA 22060-5576. (See AR 25-50, app B, for additional guidance on letterhead stationery.) The approval authority for letterhead and memorandum stationery is the AASA.

b. Paper.

(1) *Color.* White is the only color authorized for stationery. Note: White recycled stationery stock may not appear to be as white as nonrecycled stock.

(2) *Size.*

(a) Letterhead stationery is 8 ½ by 11 inches (216mm by 279mm). Padding of letterhead and other sizes are not authorized.

(b) Memorandum stationery may be in vertical formats of 5 ½ by 8 ½ inches (140mm by 216mm) or 7 ¼ by 8 ½ inches (184mm by 216mm) and may be constructed in pad form.

(3) *Grade and weight.*

(a) *Letterhead stationery.* Twenty-pound, 25 percent recycled bond is the standard for cut sheet letterhead. Sixteen-pound, 25 percent recycled bond may be used.

(b) *Memorandum stationery. Fifty-pound, offset book.*

(4) Re*cycled paper.* Use of recycled paper will be in accordance with GPO standards and specifications. (See para 11-19.)

(5) *Continuous feed.* Letterhead may be ordered in single-sheet or multiple-sheet continuous margin punched with black or blue carbon or carbonless paper.

(a) With carbon, stock may be recycled 25 percent bond, 20 pound white or 20 pound recycled CW bond. Courtesy copies when printed must be on 20 pound CW bond or 9 to 10 pound white manifold.

(b) Stock may be carbonless paper.

(6) *Continuation sheets.* Continuation sheets will be the same grade and weight as the letterhead. No printing will appear on the continuation sheet.

(7) *Manifold (tissue) sheets.*

(a) Manifold sheets are to be used with letterhead stationery only. They are not authorized with memorandum stationery.

(b) Stock will be 9 to 10 pound, white sulphite when printed for courtesy copies.

(c) Color stock may be used for copies but no printing on them is authorized.

c. Format.

(1) Letterhead and memorandum stationery will be printed in black or blue (Pantone Matching System (PMS) 288) ink. Printing to appear on memorandum stationery will match that of letterhead stationery. (see fig 11-4 for sample and specifications of letterhead and figure 11-5 for sample and specifications of memorandum stationery.)

(2) When the originating agency must be identified on carbon copies of correspondence to be sent outside the agency, the manifold sheet will be a duplicate, including the color of ink, of the letterhead it is used in conjunction with. No other printing, such as “file,” “file copy,” or clearance ladders, will appear on any manifold sheets, whether for internal or external use.

(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. Likewise, no office symbols will be printed as this will prevent stock from becoming obsolete.

d. Requisitioning letterhead or memorandum stationery.

(1) HQDA agencies will order letterhead or memorandum stationery by submitting the appropriate form (original only) listed in (a), (b), or (c) below. Include on each form the number of sheets required, black or PMS 288 blue ink, fund citation, point of contact, commercial telephone number with area code, and a complete address for delivery.

(a) HQDA agencies within the National Capital Region (NCR), ordering quantities of 10,000 sheets or less, will submit DD Form 282 (DOD Printing Requisition/Order) through the HQDA PCO (OAASA, Information Management Support Center, ATTN: JDIM-RM, WASH DC 20310-6602) to the DAPS.

(b) HQDA agencies within the NCR, ordering quantities in excess of 10,000 sheets, will submit DA Form 260 through the HQDA PCO (OAASA, Information Management Support Center, ATTN: JDIM-RM, WASH DC 20310-6602) to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

(c) Non-HQDA agencies in the NCR, ordering any quantity, will submit DA Form 260 through the designated functional manager to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

(2) Field activities will order stationery through information management channels. Quantities of 10,000 or less may be locally reproduced. Quantities in excess of 10,000 sheets will be procured through the DAPS.

(3) When requesting reprint of existing stationery include two samples and negatives, if available.

(4) When requesting new stationery, include two copies of a typed sample or two altered copies of existing stationery.

(5) Use the format in figure 11-4 for the content of the text. The type is Helvetica caps, 12 point bold, for the phrase “Department of the Army” and 10 point bold for the remaining lines of the address. The city and state will have a comma after city and one space between them. Two spaces will be between the state and ZIP code. The ZIP code will be nine digits or no ZIP code at all. A hyphen will appear between the fifth and sixth digit. Camera-ready copy of the DOD seal, Korean War logo, and recycling logo can be obtained from Director, USAPA, ATTN: JDHQSV-PAP-F, Alexandria, VA 22331-0302.

Notes:

Sheet size is 8 1/2 x 11 and is shown reduced. All elements are shown full size. Heading is centered on the page 5/8" from the top trim. All type is Helvetica bold. DA is 10 point, all others are 8 point except "Reply to Attention of" which is 6 point. (Use of the phrase "Reply to the Attention of" is optional.) The DOD seal is 1 inch in diameter and is not electronically generated. Camera copy of the DOD seal, recycle logo, and Korean War Commemoration Logo is availabale from the U.S. Army Publishing Agency, 2461 Eisenhower Avenue, Room 1050, Alexandria VA 22331-0302. Savings Bond slogan, if used, is 1/8" above recycle logo and centered, 10pt Helvetica.

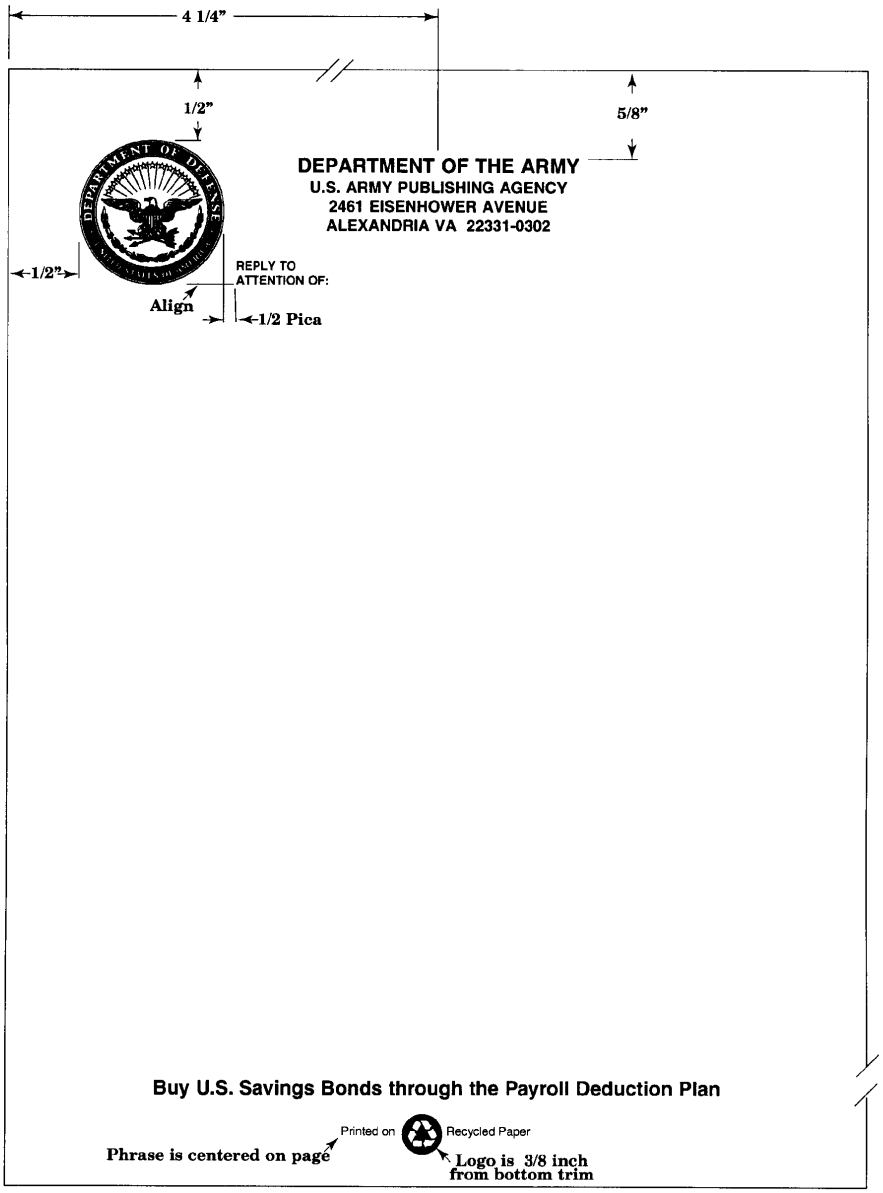
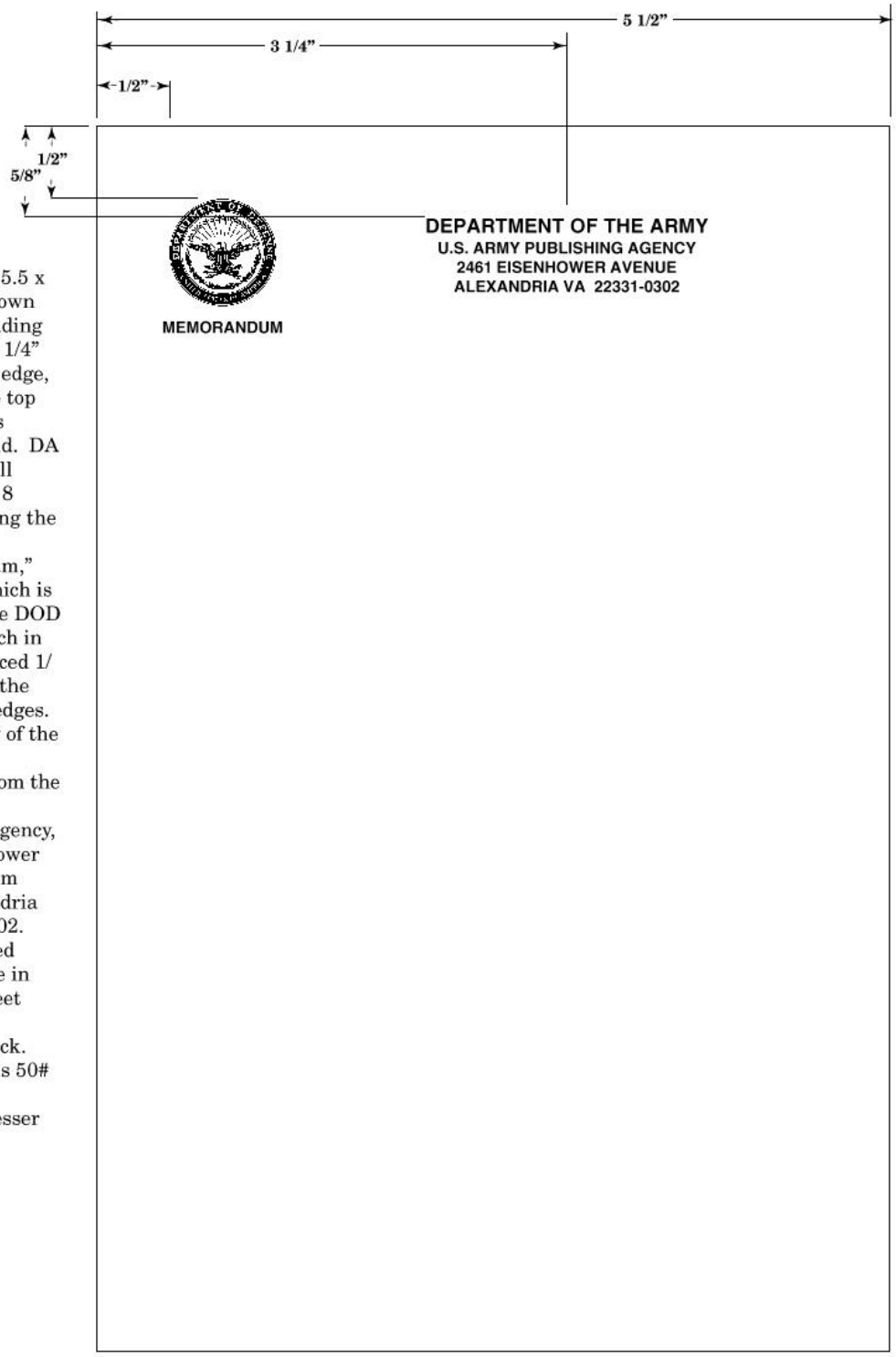


Figure 11-4. Sample format for letterhead



Sheet size is 5.5 x 8.5 and is shown full size. Heading is centered 3 1/4" from the left edge, 5/8" from the top trim. Type is Helvetica bold. DA is 10 point, all other type is 8 point including the word "Memorandum," the use of which is optional. The DOD seal is 3/4-inch in diameter placed 1/2" inch from the top and left edges. Camera copy of the DOD seal is availabale from the U.S. Army Publishing Agency, 2461 Eisenhower Avenue, Room 1050, Alexandria VA 22331-0302. Recommended padding to be in 50 or 100 sheet pads with chipboard back. Paper stock is 50# offset book, recycled or lesser quality.

Figure 11-5. Sample format for memorandum stationery

11-26. Envelopes

a. Envelopes will be the types and sizes stocked/issued by GPO/GSA.

b. Envelopes must be printed in black or blue ink (PMS 288) preferably to match the letterhead with which they will be used. They will not be embossed or engraved.

c. Office symbols, names, and titles of officers and officials will not be printed on envelopes. This will prevent obsolete stocks.

d. Markings, slogans, designs, or borders will not be printed or stamped on mailing envelopes, except as shown in paragraph 11-28.

e. Envelopes must conform to AR 25-51, which implements the Official Mail and Distribution Management Program.

f. Unprinted mailing envelopes will be ordered through normal supply channels according to the current GSA FSS.

g. Justification for requesting envelopes when following the specifications set forth in this regulation is simply "Routine Correspondence." Requests for exceptions, with detailed justification will be submitted through information management channels to Records Management Program Services, ATTN: TAPC-PDR, 6000 6th Street, Stop C-55, Fort Belvoir, VA 22060-5576.

h. Requests for standard envelopes with return address will be submitted as follows:

(1) HQDA agencies within the NCR, ordering quantities of 10,000 envelopes or less, will submit DA Form 260 through the HQDA PCO to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

(2) Non-HQDA agencies in the NCR, ordering any quantity, will submit DA Form 260 through the designated functional manager to the Director, USAPA, ATTN: JDHQSV-PAM-M, 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. Note the size and position of the type in figure 11-6. In requests for reprinting existing envelopes, include two printed samples and negatives, if available.

(4) Field activities will 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.

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 of type 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 length to the phrase "Official Business" and is centered vertically. Use of the Savings Bond slogan is optional. Envelopes are drawn from the Government Printing Office supply catalog issued quarterly.

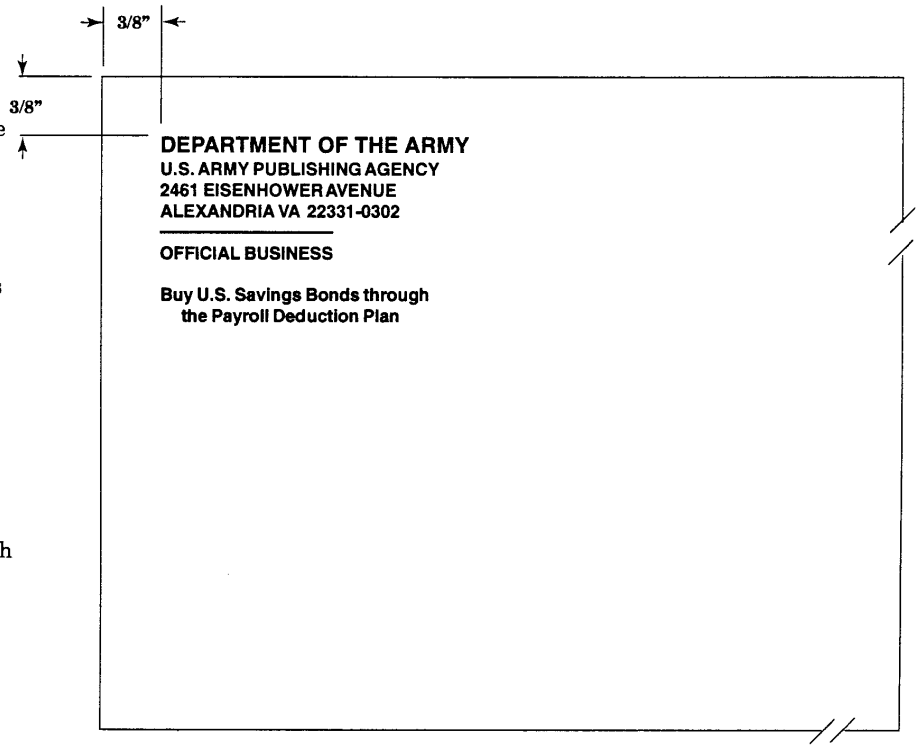


Figure 11-6. Sample format for envelopes

11-27. Slogans promoting Savings Bonds

a. U.S. Savings Bonds slogans may be printed on letterhead stationery and envelopes, including envelopes used to mail U.S. Treasury checks. Print slogans concurrently with the printing of stationery or the printing of the official return address on the envelopes. Separate printing to include a slogan is not authorized. Commanders are encouraged to use slogans as a medium for promoting the U.S. Savings Bonds Program.

b. Listed below are examples of the types of slogans that may be used to promote the U.S. Savings Bonds Program.

(1) Buy U.S. Savings Bonds through the Payroll Deduction Plan.

(2) Keep Freedom in Your Future with U.S. Savings Bonds.

(3) Strengthen America's Peace Power—Buy U.S. Savings Bonds.

(4) U.S. Savings Bonds Are Shares in America.

(5) Save Regularly—Buy U.S. Savings Bonds through the Payroll Savings Plan.

(6) Secure Your Future with U.S. Savings Bonds.

(7) You Save More than Money with U.S. Savings Bonds.

(8) U.S. Savings Bonds Help Keep America Free.

(9) Buy and Hold U.S. Savings Bonds.

(10) Save Regularly for Future Needs—Buy U.S. Savings Bonds.

Section IV
Procurement (RCS DD-COMP(AR)1467)

11-28. Departmental printing

USAPA will procure departmental printing from authorized sources.

a. Requisitions. HQDA agencies and commands will requisition departmental printing through USAPA. Requests will be prepared on a DA Form 260 and sent through command channels to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. Instructions for completing the DA Form 260 are in table 2-3. (See para 11-22 for requests for approval of multicolor departmental printing.)

b. Exceptions. Commands and field activities will not produce or procure departmental printing unless authorized by USAPA. The only exceptions are listed below.

(1) Service schools and other training activities will reproduce extracts of departmental publications for instructional use if reproduction is more economical to the Army than ordering complete sets of publications.

(2) Except as directed in (1) above, approval to reproduce locally DA and DOD publications and blank forms will be requested from USAPA. Local reproduction will not be authorized for SFs, OFs, and controlled and sensitive forms (chap 3). (See para 11-41 for reproduction of classified material.)

(3) Field organizations automatically have the authority, upon mobilization, to reproduce locally any departmental publication (including blank forms) needed to perform their missions until OAASA, WASH DC 20310-0107, rescinds this authority.

c. Funding.

(1) Proponents are responsible for funding the cost of all departmental printing. Funding costs include prepress composition, printing, printer's initial distribution, and all subsequent reprints to maintain stockage levels. Funding for reprints of Army-wide administrative forms is a USAPA responsibility. Forms funded in other budget programs are a proponent responsibility.

(2) USAPA will also—

(a) Coordinate and control funds for the procurement of publishing and printing services on behalf of proponent organizations in accordance with standard Army financial procedures and policies.

(b) Keep records of funds available for procurement of departmental printing and inform agencies and MACOMs of the status of their reimbursable accounts and withdrawals made from their accounts.

d. Forms. The forms listed below are used to requisition printing. These forms are available through normal publications supply channels.

(1) Use SF 1 for single-type procurements including marginally punched forms.

(2) Use SF 1-C (Printing and Binding Requisition for Specialty Items) for snapout forms or sales-book-style snapout sets.

(3) Use GPO Form 3868 (Notification of Intent to Publish) to offer publications to the Superintendent of Documents, GPO, for public sale (para 12-40).

(4) Use GPO Form 2511 (Print Order) for processing jobs on GPO term contracts once the contracts are established.

e. *Non-government publications.* Procurement of non-government, or commercial, publications for use Army-wide is not authorized.

11-29. Work accomplished in Army field printing and duplicating facilities

a. Field printing and duplicating services will be requisitioned according to the guidelines established by the installation commander or designated functional manager and the policies set forth in this regulation.

b. Work accomplished in Army operated field printing and duplicating facilities or requisitioned from DAPS must be authorized according to paragraph 11-36 and must meet the criteria for in-house printing according to table 11-5.

c. DD Form 843 (Requisition for Printing and Binding Service) or DD Form 844 (Requisition for Local Duplicating Service) will be used to obtain printing, duplicating, and binding services. (See table 11-6 for instructions on completing DD Form 844). These forms do not apply to self-service copier operations. Self-service copy requirements will be determined at the local level. All printing requests must be signed by the designated functional manager certifying that requested work is essential to the mission of the commander. (See para 2-46e for further information on signing block 14 on DD Form 844 if the material to be copied contains certain copyright material.)

d. Army field printing and duplicating facilities will not be used to create forms which duplicate forms at a higher echelon. (See para 3-1a.)

Table 11-5
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 (See note 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 11-6
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.
Requesting Office	Enter the name and address, to include building number and room number, of organization which 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.
To:	Individual/organization requesting printing or binding service. Enter the name and address of the organization which will provide the requested services.
From:	Enter the name and address of the organization which is requesting printing services.
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 will 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 8 ½ 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.

Table 11-6
Preparation instructions for DD Form 844

Heading	Instructions
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.
Blocks 16 through 22	For printing facility use only.

11-30. Contract field printing and duplicating

Contract field printing will be obtained from the DAPS at installations directly supported by DAPS offices. Excluded locations will requisition printing and duplicating from GPO RPPOs in the Federal printing region of copy origin or distribution. (Do not go directly to the GPO central office.) (See figs 11-1 and 11-2 for a map and list of RPPO regions. See para 11-28d for the required requisition forms.) The only exceptions to this requirement are if a written waiver has been granted through USAPA by the JCP or GPO for direct commercial source procurement or if the job meets the criteria described in c below. Procedures for DAPS requisition and exceptions for direct procurement from commercial sources are as follows:

a. The local commander or designated functional manager must ensure that funds are available for requisitioning printing and duplicating services through the GPO RPPO or DAPS and for direct procurement from commercial sources as authorized by c below. They will also establish close liaison with RPPOs and DAPS to determine the time required for printing and duplicating procurement under various circumstances. Proponents will coordinate with designated functional manager when projecting printing and duplicating requirements and the required delivery time from commercial sources.

b. Where applicable, the designated functional manager must establish requirement-type contracts for recurring printing and duplicating needs as follows:

(1) He or she will send a letter of request and SF 1 to the DAPS to enter into these contracts. The letter of request will include the following:

(a) An explanation of the need for the contract.

(b) Effective date desired.

(c) Specifications.

(d) Estimated annual requirements.

(2) The DAPS will administer requirement-type contracts to include maintaining quality control of products and payment of invoices.

c. Procurement of printing or duplicating services from any source other than GPO is prohibited unless authorized by a waiver from the JCP. With the waiver, procurement or printing and duplicating may be authorized for direct procurement from authorized Army purchasing and contracting officers.

(1) Requests for waivers from requirements to use the GPO must be submitted to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, in writing, provided justification as to why GPO cannot adequately meet the procurement requirements. USAPA will then forward the request to the JCP for review and consideration. When a waiver is granted, the waiver number will be referenced in the bid advertisement to indicate that a waiver has been granted.

(2) Army field printing and duplicating costing $1,000 or less per line item may be procured directly from commercial sources without reference to the GPO providing it meets the following criteria:

(a) Is essential to the conduct of official business and is approved by the installation commander only.

(b) Is not of a continuing or repetitive nature.

(c) Does not lend itself to the establishment of an open-end, indefinite quantity-type contract.

(d) Cannot be ordered against existing contract established by the GPO.

(3) Printing and duplicating procured from sources other than through GPO must be reported on JCP Form 2 (Commercial Printing Report). Table 11-7 gives instructions for completion of this report. This report is required semi-annually (March and October) from all Army purchasing and contracting activities that procure printing directly from non-government commercial sources with appropriated funds. (See d below for procurements that are not to be reported on this form.) Send this form report to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

(4) Where applicable, printing and duplicating may be obtained through Federal Prison Industries, Inc., (UNICOR), as an alternative to GPO procurement when GPO cannot provide support in a timely manner or at a competitive cost. The GPO RPPO should remain the primary source for procurement. Only unclassified material may be procured from UNICOR. No waiver is required to use these facilities. Work procured will not be reported as GPO contract work. It will be reported on JCP Form 2. Enter “UNICOR”in column (b) to indicate that procurement was through UNICOR.

d. The following procurements of printing and duplicating will not be reported on JCP Form 2 as discussed in c(2) above:

(1) Procurement through GPO sources.

(2) Printed envelopes or tabulating cards ordered on GSA contracts.

(3) Rebinding of publications.

(4) Procurements through other Government printing sources.

(5) Procurements with nonappropriated funds.

(6) Equipment.

(7) Procurements outside the United States provided the area of origin and distribution of these materials are restricted to non-U.S. areas.

Table 11-7
Preparation instructions for JCP Form 2

Heading	Instructions
Name of department or agency	Enter "Army," MACOM/FOA, and USAPA assigned facility number. Example: Army/FORSCOM/123.
Name of service	Enter name of the facility.
City and State	Enter complete facility address.
Fiscal year	Enter period ending (September and year).
Description	List all jobs (exceptions and waivers) not procured through the GPO RPPO as explained in paragraph 11-30. (That paragraph also lists the requirements for this report and jobs that will 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)	See paragraph 11-30 and 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.

Section V
Printing and Duplicating Facilities Operations

11-31. Conservation of resources

Commands at all levels will take appropriate measures to conserve personnel, funds, material, and equipment consistent with conducting operations essential to Army field printing and duplicating.

a. *Equipment.*

(1) Requests for authority to acquire new equipment or dispose of existing equipment will not be sent to USAPA for approval until determination is made that like or comparable items are available from, or are needed by, other field operations within their command. If excess equipment can be used elsewhere within the command, the request for transfer will be forwarded to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

(2) Installations will notify USAPA by memorandum, through channels, of all printing, binding, and related equipment which is considered excess to their needs or expected to be excess. This memorandum must include—

(a) Location of the equipment.

(b) Complete description, including make and model, serial number, age, and condition.

(c) Date last rebuilt (if applicable).

(d) Estimated cost to rebuild.

(e) Date the equipment will be available if suitable for transfer to another activity.

(f) Authorization number which granted initial acquisition approval.

b. *Paper.* Printing and duplicating operations must utilize both sides of the sheet unless—

(1) Use of only one side is clearly justified as being mission essential.

(2) Use of only one side is more cost effective.

11-32. Establishing printing and duplicating facilities

a. Printing and duplicating facilities at Army installations and activities are established to support those requirements which cannot be efficiently and effectively procured through the GPO, or to produce work which must be retained in-house to avoid compromise of national security. Only one primary field printing or duplicating facility will be authorized to support an installation. Satellite duplicating facilities may be established after approval by USAPA when necessary to support remote locations. In order to ensure compliance with provisions of U.S. Code, Title 44, and JCP Printing and Binding Regulations, USAPA must authorize—

(1) The establishment, discontinuance, or modification of the approved equipment configuration of field printing, duplicating or satellite facilities.

(2) Operation of an Army controlled printing and duplicating facility by a contractor.

(3) Augmentation of TOE/MTOE printing and duplicating organizations.

b. Requests for approval to establish field printing and duplicating facilities must be forwarded through channels to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. The request must clearly state the following:

(1) How the facility will support Army missions, and why GPO or other existing capabilities are not adequate to support the mission.

(2) Types, frequency, and volumes of materials to be produced (such as regulations, pamphlets, forms, reports, operations plans, administrative instructions, maps, and contract solicitation packages). Give, by category of material—

(a) 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.

(b) Normal delivery time required (for example, 1-5 days or 5-10 days).

(3) Projected number of production units to be produced each year in the proposed facility.

(4) Equipment on-hand to be used. Describe each item, including make, model, serial number, size, age, condition, year purchased, present value (use guides in tables 11-8 and 11-9), and provide the USAPA authorization number.

(5) When new equipment is to be procured, submit a completed DA Form 5695 (Information Management Requirement/Project Document) (RCS CSIM-46) as per the instructions in paragraph 11-34f(3). See table 11-10 for instructions for completing this form.

(6) Number of military and civilian personnel required, availability of manning spaces, and the estimated yearly payroll.

(7) Estimated yearly cost of operating the facility and whether funds are available.

(8) 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.

(9) Impact statement if authorization is denied. Identify any potential cost avoidance and/or productivity enhancements which will result from establishing the facility.

Table 11-8
Normal life of printing equipment

Equipment	Years
Addressing and mailing machines	10
Back-stripping machines	15
Blueprint machines	10
Book carton insert and sealer	10
Cameras, copying darkroom	20
Casting machines, lead and rule	20
Collating cabinets (nonmechanical)	20
Collating machines:	
Power-operated	10
Manually-operated (foot-treadle or electric pushout)	5
Collating tables, rotary	20
Copiers/duplicators	10
Counting machines (card and paper)	10
Cutters and book trimmers	20
Drilling machines, power-operated	15
Duplicating machines:	
Stencil	10
Spirit or gelatin	5
Electric typewriters, tape activated	10
Feeder-stitcher, automatic, signature	15
Folders:	
Up to and including 14” X 24” (356mm x 610mm)	10
Larger sizes	20
Gathering machines, power-operated	20
Insetting machine, signature	15
Intensity meters	10
Imposing tables	15
Joggers, power-operated	10
Lamps, camera or plate	10
Laser printers	8
Lead and slug cutters, miterers and Monotabular broach	20
Melting furnaces	20
Offset platemaking units not requiring The use of negatives	10
Offset platemaking units requiring the Use of negatives	15
Packaging and sealing machine, plastic wrap	10
Perforators	20
Photostat machines:	
Standard	20

Table 11-8
Normal life of printing equipment

Equipment	Years
Continuous	15
Photocomposing machines	10
Photocomposing devices	5
Plate developing machine	10
Presses, offset:	
Sheet sizes 10” X 15” (254mm x 381mm) to less than 14” X 20” (356mm x 508mm)	10
Sheet sizes 14” X 20” (356mm x 508mm) to Less than 22: X 34” (559mm x 864mm)	15
Sheet sizes 22” X 34” (559mm x 864mm) and Larger	20
Presses, letterpress:	
Rotary (multigraph)	10
Platen	20
Cylinder	20
Presses, proof	20
Presses, silk screen, power-operated	10
Press dampener cleaner	20
Processor, film	10
Roll converter	5
Saw trimmers	20
Screens, halftone:	
Glass	20
Contact	2
Sinks, temperature-control	15
Stitchers, power-operated	15
Tables:	
Lineup and register	15
Layout and opaquing	20
Plate finishing	15
Typing machines	15
Typecasting and typesetting machines	20
Trucks, transfer, galley, chase form	20
Vacuum frames	20
Wrapping and/or banding machines (kraft Paper or shrink film)	10
White print	15

Table 11-9
Condition and evaluation guide for printing equipment (See note 1.)

A	B	C																			
	Normal life in years (See note 2.)	Age in years																			
Condition group		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 orgaizational 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 adjustments, repairs, and replacement of minor parts to compensate 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	12	10	10	10	10	10	10	10	10	10	10	10
	15				39	34	31	28	25	21	20	18	16	14	12	10	10	10	10	10	10
	20				47	43	40	37	34	25	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 orginal cost.
2. Figures are for a one-shift operation.

Table 11-10
Preparation instructions for DA Form 5695

Heading	Instructions
1. FY	Enter the FY in which equipment will be purchased.
2. MACOM/FOA	Enter the abbreviated name for the major Army command or the field operating agency.
3. Current Date	Enter date this form is completed.
4. Date required	Enter the approximate date the activity would like the equipment. Usually this is the same date as the acquisition year. If the delivery or installation needs to coincide with other construction or system development, state the need.
5a. Unit name and address	Enter the complete name and address of the activity requesting or receiving the equipment.
5b. DODAAC	Enter requesting activity's DODAAC
6. 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. (This number is assigned by the Materiel Developer.)
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. ID number	Enter the facility identification number assigned by USAPA which 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; i.e., "FPP" for field printing plant, "DP" for duplicating facility; or "other" for equipment which 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 USAPA.)
14. POC 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. IMA Discipline and Major	
Program Involved	

Table 11-10
Preparation instructions for DA Form 5695

Heading	Instructions
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 (OMA, MCA) being provided outside the OPA 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 requiredeach 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 which would necessitate selecting one piece of equipment over another?
25. Mission/project supported	Describe the mission or specific project(s) this equipment or system will support. Give a detailed justification, including information on customers served, frequency of usage, and how this item will help your command and activity perform the mission.
26. Projected utilization factors	Give details on past, current, and projected workload data. This data should not conflict with information in the latest Annual Report. Giving current and projected workload is extremely important. Workload is needed to determine the essential performance characteristics of the equipment or system to satisfy the requirement.
27. Cost Savings/Avoidance	Enter savings expected as a result of procurement of equipment.

Table 11-10
Preparation instructions for DA Form 5695

Heading	Instructions
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 will be replaced; include Equipment Authorization Number.
b. Condition	Describe current condition.
c. Manufacturer/Model/Serial No.	List manufacturer, model number, and serial number.

Section VI
Equipment

11-33. Classification of equipment

a. Printing, electronic publishing, duplicating, binding, and related equipment is grouped according to certain basic types by JCP. Tables 11-1 through 11-4 define the basic types of equipment and approval levels.

b. Table 11-11 identifies various categories of self-service copiers. The following are restricted from use in a self-service environment without prior approval from the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. Those installations supported by the DAPS will coordinate requirements with the local DAPS office.

(1) Copier/duplicator machines with a speed of 71 copies per minute and above, either as single placements or under cost-per-copy contracts.

(2) Equipment used for special application (for example, plate or master making, diazo-type for map or chartmaking).

(3) Equipment classified in tables 11-1 through 11-4 or used in a controlled environment with a dedicated operator. (See glossary for definition of controlled environment.)

(4) Copiers/duplicators capable of producing multicolor or three- or four-color process copies in a single pass regardless of throughput speed. Color copiers are not authorized in a self-service environment.

(5) Copiers/duplicators (regardless of speed) capable of producing single or multicolor work on 8 ½ x 14-inch (216mm x 356mm) or larger paper with in-line collating, folding, and/or variable stitching/binding capabilities.

(6) Placement of these types of copiers in an uncontrolled environment, or in areas where limited use is expected, is discouraged.

Table 11-11
Guidelines for self-service copiers

Criteria	Automatic model copiers		
	Group 1	Group 2	Group 3
Letter-size multiple copies per minute (group determinant) (See note 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 (See note 2.)	25	25	25
Produces black and white and single color copies	Yes	Yes	Yes
Recommended range of monthly volume of reproduction (See note 2.)	15,000 to 75,000	3,000 to 25,000	0 to 10,000

Notes.
1. Number of copies per minute determines group in which a given copier falls.
2. The recommended volume ranges, average monthly volumes, and ratio 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.

c. Electronic publishing and printing systems are those that are total integration publishing, printing and reproduction systems, or individual components using computer technology to support publishing and printing processes, (see glossary for definition of printing). While acquired as automation equipment, these require prior notification to the JCP through Director, USAPA, ATTN: JDHQSV-PAM-M, 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.

11-34. Acquisition of printing, binding, and related equipment

a. Authority to buy, lease, or transfer controlled equipment, as listed in tables 11-1 through 11-4, does not exempt any proposed procurement of equipment from requirements such as—

(1) The Competition in Contracting Act and the Federal Acquisition Regulation.

(2) Getting an exemption, when applicable, from the Buy America Act restrictions.

(3) Determining that it is cheaper to rent/lease then to buy.

(4) The Army Information Resource Management Program.

b. Program Plan:

(1) Each activity must develop a Program Plan to set the foundation for electronic publishing, printing, duplicating, binding, and related equipment requirements. This plan forms the basis for the Planning, Programming, Budgeting, and Executing System (PPBES) process, contributes to the defense and prioritization of those requirements, and forms the basis to move program requirements into the implementation phase under the Command Budget Estimate (CBE).

(2) Program Plans will be updated annually and submitted through USAPA for submission to OAASA in order to—

(a) Ensure orderly planning, approval, and prioritizing of publishing and printing equipment requirements in support of the baseline, target, and objective configurations.

(b) Establish the funding levels required to support capital investments for printing, publishing, binding, and related equipment for the current, target, and objective configurations.

(c) Provide required notification to the JCP.

(3) The Program Plan consists of the following:

(a) Upcoming Fiscal Year (for example, Fiscal Year (FY) 97).

(b) CBE (for example, FY 99-99).

(c) Program Objective Memorandum (POM) (for example, FY 2000 - 2004).

(d) Extended Planning Period (EPP) (for example, FY 2005 - 2014).

c. Requirements for procurement during the upcoming FY will be identified on DA Form 5695 and forwarded through command channels to USAPA not later than 1 July of each year. Increased emphasis is being placed on funding those items which clearly address mission need, total production requirements, intended use, cost savings and/or avoidance and return on investment.

d. POM requirements are as follows:

(1) Information provided in the POM submissions is vital to planning and analyzing mission requirements, formulating solutions or alternatives, making preliminary cost estimates, and initiating any required engineering, design, or development activities. It is used to establish a baseline cost estimate for the selected solution or alternative, obtain necessary system and program approvals, and combine the requirements into a Management Decision Package, which can successfully obtain visibility and resources to support the capital investment requirements.

(2) New requirements for the POM years will be identified on DA Form 4821(Printing, Duplicating, and Related Equipment Projections) (RCS CSIM-36). This form will be used to reflect the projected requirements for new, replacement, or expansion requirements.

(3) Requirements will be grouped in five classes:

(a) Composing and related equipment.

(b) Platemaking and related equipment.

(c) Printing presses and related equipment.

(d) Binding and related equipment.

(e) Electronic publishing systems.

(4) Printing, Duplicating, and Related Equipment Projections (DA Form 4821) should be submitted to USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, by 1 July each year. (See table 11-12 for instructions for completing DA Form 4821.)

Table 11-12
Preparation instructions for DA Form 4821

Heading	Instructions
FY	Enter the year the equipment is to be procured.
Facility Number	Enter the Facility ID number assigned by USAPA.
Facility Name	Enter the name of the requesting facility.
MACOM/FOA	Enter the MACOM/FOA of the requesting facility.
UIC	Enter the Unit Identification Code.
Type of Requirement	Enter either “Replacement,” “Expansion,” or “New.”
Complete Facility Address	Enter the name and complete location of the requesting facility to include building, room number, installation, state, and ZIP code.
Contact	Enter the name of an individual knowledgeable about equipment request.
Telephone	Enter the telephone number for the individual in the contact block.
Equipment Description	a. Enter equipment category from tables 11-1 through 11-4. Enter only one item of equipment per form. Components of systems may be listed on the same form but must be documented individually. b. Enter manufacturer and model number if known, otherwise provide a complete generic description which describes equipment capabilities. c. Enter the number needed if for more than one of the same item.
Items to be Replaced	Enter: a. Manufacturer. b. Model number. c. Serial number. d. Authorization number.
Projected Cost	a. Enter unit price. b. Enter total cost if more than one of the same item is required.
Mission to be Supported	Describe how the equipment will be utilized to support mission requirements.
Projected Savings	Enter the projected savings anticipated from use of the new or replacement equipment.

e. EPP requirements for the EPP cover the 10 to 20 years beyond the POM years. This information is to be provided by 1 July each year as an enclosure to the Program Plan submission to USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

(1) The EPP is an itemized list which provides:

(a) Facility number (assigned by USAPA).

(b) Facility name (for example, post, camp, or station name).

(c) Item description (use tables 11-1 through 11-4 to determine proper equipment description).

(d) Estimated cost (best estimate of cost for replacement/acquisition year based upon inflation factor of 10 percent per year).

(e) FY the equipment is to be purchased.

(2) Requirements identified in the EPP are consolidated by USAPA from input provided by Army field activities. The information is then submitted to OAASA to be entered into the Long Range Research and Development Acquisition Plan. This serves as the basis to acquire future funding in support of mission requirements, goals, and objectives.

(3) As the requirements identified in the EPP move into the POM years, more definitive information is provided and more precise technical solutions are identified to meet the changing mission requirements. Actual funding levels are identified as requirements move from the POM years into the CBE.

f. Upcoming fiscal year (funding/acquisition) requirements are as follows:

(1) Modifications to the priority and acquisition plan must be submitted through USAPA for further review and approval by OAASA.

(2) Funding:

(a) Equipment obtained under a rental, or lease to purchase agreement, must be satisfied by OMA funds at the local level. Decisions regarding lease-to-purchase must comply with other policies related to Army Resource Management.

(b) Equipment with a unit cost of $50,000 or more is Other Procurement, Army (OPA) funded. Equipment with a unit cost of less than $50,000 is OMA funded and must be provided at the local level. ($50,000 was the threshold at time of publication, however, prevailing threshold will apply.) Component parts purchased to function as a system will be considered one unit when determining cost. A system exists when a number of components are part of, and function within the context of, a whole to satisfy a documented requirement. Component parts may cost less than $50,000 individually, but if, when added to other component parts, the total cost is $50,000 or more the system must be OPA funded.

(c) In those cases where funding is to be provided by USAPA, a direct fund citation will be provided for procurement via local purchasing activities. A complete mailing address of the individual authorized to receive direct fund citations must be provided to USAPA along with DA Form 5695. A notification of direct fund citation will be forwarded to the appropriate procurement activity (with copy furnished to MACOM/FOA) when FY funds are released. When funds are certified and furnished to the procurement activity, the activity will promptly provide the obligation document to the Director, USAPA, ATTN: JDHQSV-PAR, Alexandria, VA 22331-0302.

(3) Acquisition (TDA units):

(a) Acquisition will be accomplished through local procurement activities, using standard GSA schedules for procurement as applicable.

(b) Activities will notify the Director, USAPA, ATTN: JDHQSV-PAM-M, within 15 workdays after new, additional, or replacement equipment has been received.

(4) Acquisition (TOE/MTOE units):

(a) TOE/MTOE units are authorized only that printing, duplicating, binding, and related equipment listed in SB 700-20. Nonstandard commercial items not requiring type-classification, as listed in SB 700-20, will not be included in TOE/MTOE documents (AR 71-32).

(b) Under AR 25-35 and AR 71-32, USAPA approval must be obtained for—

1. All planned TOEs that include printing, duplicating, binding, and related equipment (tables 11-1 through 11-4).
2. Existing TOE/MTOEs in which equipment requirements are to be increased. USAPA concurrence is authority for units to acquire (within basis of issue) the equipment listed in the TOE documents without further approval. Units will process acquisition of additional MTOE equipment according to AR 71-32. (MTOE units will disregard AR 71-32.)

(c) Proponents will coordinate all TOE/MTOE documents which include printing, duplicating or related equipment with USAPA, ATTN: JDHQSV-PAM-M, prior to final approval of the TOE.

(d) Commanders of MTOE units, including topographic (TOPO) and psychological operations (PSYOP) units, will forward their requisitions for equipment authorized in MTOEs directly to Commander, ATCOM, ATTN: AMSAT-D-W-M-E, St. Louis, MO 63120-1798. A copy will be furnished to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

(e) All authorized equipment assigned to a TOE/MTOE unit may be moved with the unit to other stations within CONUS without prior notification to USAPA. However, the MACOM will notify USAPA, ATTN: JDHQSV-PAM-M, of the unit's new home station within 30 days of relocation. Reporting of unit location need not be reported when such movement has been classified or the movement is for a limited period (less than 60 days). The MACOM will inform USAPA as soon as possible of any intended movements of such equipment to outside continental United States (OCONUS) stations. Disposal or diversion of equipment for other uses must be coordinated through USAPA, ATTN: JDHQSV-PAM-M.

(f) Equipment assigned to TOE/MTOE units will not be used for other than internal administrative-type or mission-related reproduction requirements during peacetime while in a CONUS garrison environment. TOPO and PSYOP operations units are permitted to provide general printing and duplicating support to corps and echelons above corps during times of mobilization/deployment. However, providing such services must not interfere with the primary assigned mission of these specialized units.

(5) Out of cycle requirements: Out of cycle requirement resulting from systems failures and mission changes will be submitted to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302.

(6) VI items: When investment VI items are being procured in support of a HQDA approved VI initiative which also supports a printing process, and utilizes equipment items identified in tables 11-1 through 11-4, coordination with the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, is necessary to satisfy notification requirements to the JCP.

11-35. Transfer and disposal of equipment

a. No Government-owned printing, binding, and related equipment, whether serviceable or unserviceable, assembled or unassembled, will be disposed of or transferred as surplus without prior USAPA approval.

b. Requests to dispose of or transfer printing, binding, and related equipment must be forwarded through command channels to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. The request must identify:

(1) Facility number (as assigned by USAPA).

(2) USAPA 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.

c. Reports of excess equipment will be coordinated, when applicable, through the P/DCO and sent through command channels to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. The disposing or transferring organization will notify USAPA within 15 workdays after each item of printing, binding, and related equipment is disposed of or transferred. Components of the systems should be identified separately. Excess equipment must be disposed of in accordance with the Defense Disposal Manual (DOD 4160.21-M). All equipment actions will be documented in accordance with AR 71-32.

d. Trade-in of equipment towards the purchase of new or replacement equipment is encouraged.

Section VII
In-House Production

11-36. Authorized work

a. Work may be produced as authorized in b through i below if the—

(1) Work is not commercially procurable.

(2) Work does not interfere with or delay the facilities' own work that is essential to its mission.

(3) Accounting policies and procedures comply with the provisions of AR 37-1.

(4) Work is not for private organizations. (See AR 210-1 for definition and classification of private organizations.)

(5) Work is not limited by the provisions of section II of this chapter.

b. For economy and efficiency and regardless of the command's mission, each Army operated field printing and duplicating facility (except as noted in c through e below) may do work for other Army agencies and commands without charge unless local charge-back procedures have been established. However, the work must meet the conditions in (1) through (3) below.

(1) The facility can do it economically within its capacity.

(2) The designated functional manager of the agency or activity that will do the printing or duplicating approves the work.

(3) The designated functional manager verifies that the work is mission essential and that it meets the requirements of this regulation.

c. Printing facilities operated for vocational purposes in disciplinary barracks may print only forms and other publications that—

(1) Have no established source of supply.

(2) Are required to administer the activities of the barracks.

d. Topographic units may produce only maps and charts needed by their mission and any administrative material required for internal operations. In peacetime, when units are in a garrison status, the commander may allow limited amounts of mission training material to be produced to keep the units proficient in operating equipment. Topographic units will not do printing and duplicating in support of other Army units or agencies unless USAPA authorizes it in writing.

e. PSYOP printing and duplicating units are authorized to reproduce only PSYOP-oriented material to include psychological training exercises, psychological studies, and administrative material required to support internal operations of the unit. The material must be essential to the unit's mission. When the use of illustrations or multicolor printing is mission essential, this work may be done without regard to the requirements in paragraph 2-38 and 11-22. During peacetime, when units are in a garrison status, commanders may allow limited amounts of simulated mission training material to be printed unless otherwise prohibited. This work is allowed so that unit personnel may stay proficient in equipment operations (such as camera, platemaking, and press). PSYOP printing units will not do printing and duplicating to support other Army elements unless Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, authorizes the request in writing.

f. Printing and duplicating in Army operated facilities is allowed for the activities and departments listed below when the facilities receive a citation for full repayment of funds. The facilities will use a comptroller-approved method to compute the cost.

(1) Civil works activities, Chief of Engineers. Inversely, when they receive a citation for full repayment of funds, civil works appropriated fund activities may do authorized work for military appropriated fund activities.

(2) Nonappropriated fund activities.

(a) Printing and duplicating is not authorized for costs related to the sale of merchandise or services and those locally developed forms that are unique to and required for the internal operation of individual NAFIs. Printing and duplicating of publicity for activities is authorized if provided on a cost reimbursement basis and if commercial printing support is not available.

(b) Printing and duplicating support is authorized on a nonreimbursable basis if the material to be reproduced is in direct support of the commander's supervisory functions. Examples include directives, forms, and reports.

(c) Requests for nonreimbursable printing and duplicating support will include a statement on why the product is required to support the commander's supervisory function. All printing and duplicating support provided will be within the guidelines established by this regulation and AR 215-1.

(3) Activities financed from industrial funds or management funds.

(4) Activities of other Government departments and agencies that are financed from appropriated funds. Designated functional managers will advise ordering agencies that the agencies must process commercially procurable work through available GPO RPPO sources. Designated functional managers may require non-Army activities to provide a statement that jobs are not commercially procurable through GPO RPPO sources.

g. Industrial-type printing and duplicating facilities that operate under revolving funds or similar fiscal systems may perform services for departments, agencies, and offices as authorized by their charter. The facilities must receive citation for full repayment of funds. Repayment will be made according to AR 37-1. (The Corps of Engineers has revolving fund reimbursement arrangements associated with civil works appropriated fund activities.)

h. USAR and ROTC printing and duplicating is base operations support according to AR 37-49. This will be furnished without charge except as stated in i below.

i. Recruiting and publicity material for USAR and ROTC units is considered mission unique and will be reproduced only on a reimbursable basis. Recruiting and publicity work will be submitted by—

(1) USAR units to their MUSARC headquarters or for USARC units, to the USARC MSCs, for approval. If approved, the units will submit the work to the host installation or to the regional support command for USARC MSCs.

(2) ROTC units to their regional headquarters for approval. If the work is approved, the units will submit it to the host installation.

11-37. Production units of measurement

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 11-13 for estimated minimum production standards.)

a. A production unit of conventional printing and duplicating is one sheet that is reproduced only on one side and in one color and that conforms to the sizes below.

(1) Letterpress, offset, electrostatic, or laser—8 ½ inches by 11 inches (216mm by 279mm).

(2) Diazo—8 ½ inches by 11 inches (216mm by 279mm).

(3) Photostat—9 inches by 12 inches (229mm by 305mm).

(4) Black and white prints—8 ½ inches by 11 inches (216mm by 279mm).

(5) Blueprint—9 inches by 12 inches (229mm by 305mm).

b. A production unit for microform is one microfiche or one roll of microfilm 100 feet long.

Table 11-13
Estimated minimum production standards
(See note.)

Process	Unit	Standard per hour
Composition (Straight text input)	1 character	11,000 characters
Page makeup (Pagination and copy fitting)	8.5 X 11 (216mm x 279mm)	(To be determined)
Photocomposition (To include page makeup and design)	8.5 X 11 (216mm x 279mm)	(To be determined)
Negatives		
Negatives (nonautomatic)	8.5 X 11 (216mm x 279mm)	37
Stripping	8.5 X 11 (216mm x 279mm)	27
Deflat negatives	Flat unit value	60
Negatives (automatic)	8.5 X 11 (216mm x 279mm)	55
Offset duplicating (10 X 15 (254mm x 381mm), 11 X 17 (279mm x 432mm)) (In-line sorting)		
Paper master	10 X 15 (254mm x 381mm)Master	150
Run--10 X 15 (254mm x 381mm) –one side	8.5 X 11 (216mm x 279mm)	4,500
Run-10 X 15 (254mm x 381mm) -two side	8.5 X 11 (216mm x 279mm)	6,400
Run-11 X 17 (279mm x 432mm) -one side	8.5 X 11 (216mm x 279mm)	4,900
Run-11 X 17 (279mm x 432mm) -two side	8.5 X 11 (216mm x 279mm)	7,500
Electrostatic copying/duplicating		
(In-line collating and sorting)	8.5 X 11 (216mm x 279mm) (single-side)	3,400
70 to 90 copies per minute and above	8.5 X 11 (216mm x 279mm) (duplex)	3,000
70 to 90 copies per minute and above	8.5 X 11 (216mm x 279mm) (single-side)	4,400
91 copies per minute and above	8.5 X 11 (216mm x 279mm) (duplex)	4,000
91 copies per minute and above		
Offset press (make ready/run)		
4-unit	Impressions = 4 8.5 X 11(216mm x 279mm)	3,700
6-unit	Impressions = 6 8.5 X 11(216mm x 279mm)	3,700
8-unit	Impressions = 8 8.5 X 11(216mm x 279mm)	2,750
Fold/perforate	Sheet unit	
Make ready/run	Value = 1 8.5 X 11 (216mm x 279mm)	3,600
Collate/assemble		
Make ready/run	Sheets	5,500
Punch/drill	Impact = 1 or 3 hole	350
Plastic comb punch assemble	Sheet (8.5 X 11 (216mm x 279mm))	2,900
Stitch/staple		
Adjacent stitching	Impact = 1 stitch	1,000
Side stitch/staple	Impact = 2 per book	750
Saddle stitch/staple	Impact = 2 per book	500
Miscellaneous binding services		
Padding	Pad (100 sheets per pad)	500
Acco fastener	Fastener (inserting 1 ea.)	55
Screw posts	Screw post (inserting 1 ea.)	75
Glue bind	100 sheets (8.5 X 11 (216mm x 279mm))	300
Perfect bind makeready/run	1 book	100
Wrap		
Shrink wrap	Wrap (10 pads)	80
Thermal seal/plastic wrap	Wrap (10 pads)	650

Notes.

Table 11-13
Estimated minimum production standards
(See note.)

Process	Unit	Standard per hour

1. Actual production may vary depending on equipment configuration and condition of equipment.

11-38. Computation of production

a. Letterpress, offset, electrostatic, and laser. 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 11-14. See also the English-to-metric measurement conversion chart in table 11-15.)

b. Photocopy, blueprint, and diazo. A production unit is a single copy up to 9 inches by 12 inches (229mm by 305mm) (standard) for photostat and blueprint and up to 8 ½ inches by 11 inches (216mm by 279mm) (standard) for diazo and black and white prints. If a copy is larger than the standard size, divide its size by the standard size to determine the number of production units in each copy. If there is a remaining fraction, increase the number by one.

c. Microform. Measure microform production by the number of units reproduced. Production of less than 250 microform production units is microform duplicating. Reproduction in excess of 250 microform production units is micropublishing. Micropublishing is subject to the same policies, restrictions, and limits governing printing.

Table 11-14
Maximum sheet and equivalent unit size of press

Sheet size	Units
(Metric equivalents for these measures appears in table 11-15.)	
11 X 17 inches or less (10 ¾ X 14 ¼ maximum image)	1
11 X 17 inches or less, tandem (10 ¾ X 14 ¾ 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 11-15
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
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

11-39. Production standards and limitations for printing and duplicating

a. Printing and duplicating.

(1) Recommended minimum production standards are used in table 11-13 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.

(2) Printing and duplicating jobs that exceed the production unit standards listed below will be reported on JCP Form 1 (Printing Plant Report). (See para 11-42 for additional guidance on reports.) (Also see table 11-16 for instructions on completing JCP Form 1.) The local P/DCO or designated functional manager, may decide to exceed these guidelines based on economics and/or mission requirements.

(a) Press production size: Less than four units. Production units: 25,000.

(b) Press production size: Four units. Production units: 60,000.

(c) Press production size: Six units. Production units: 90,000.

(d) Press production size: Eight units. Production units: 120,000.

(e) Press production size: Sixteen units. Production units: 240,000.

(3) Listed in (a) and (b) below are jobs that normally may be produced in field printing and duplicating facilities.

(a) 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.

(b) Priority jobs that cannot be procured from other sources within the given time limits.

Table 11-16
Preparation instructions for JCP Form 1

Heading	Instructions
Department or Agency	Enter “Army” and command or agency abbreviation.
Name and location of plant	Enter name and complete location of facility to include building and room number, installation, state, and address.
JCP Authorization number	Enter facility ID number assigned by USAPA.
For period ended	Enter period ending (September and year).
Part I, Cost Information (For Fiscal Year Only)	Use Part I to enter total fiscal year cost for each category (columns A, B, and C) and each item. Follow the instructions on the report and the specific line instructions below.
Line 1	Report total salaries, including annual leave, sick leave, and overtime pay for military and civilian personnel directly engaged in the operations of the facility for each category. Apportion salaries of overall administrative and supervisory personnel among each category (columns A, B, and C). Include salaries expended for administering GPO RPPO contracting in column C. Do not include contract labor personnel costs for repair and maintenance. Include 11 percent for personnel benefits and 10 percent for administrative support when calculating personnel salary costs.
Line 2	Report cost of all materials such as paper, film, plates (metal, plastic, or paper), chemicals, inks, solvents, offset blankets, roller covers, and stitching wire. Do not include the cost of machine spare parts for repairs and maintenance.
Line 3	Report depreciation of equipment at 1 percent per month of original cost until fully depreciated. Do not report depreciation for items over 8 1/3-years old unless the equipment has been completely rebuilt. Depreciate rebuilt equipment as new equipment, using the rebuilt value as the basis for depreciation. When used equipment is acquired, attempt to ascertain the actual age and original cost; if this is impossible, estimate the age and cost and report depreciation for the remaining period. Depreciate equipment used for second- and third-shift operations accordingly. (Maintain records.)
Line 4	Report the total costs for repairs and maintenance of Government-owned equipment. This total includes the cost for replacement and spare parts, as well as the cost for contract labor for repairs and maintenance. Do not include the cost for preventive maintenance agreements for rented equipment.
Line 5	Report space and utility costs at a monthly rate of 14.5 cents per square foot of space occupied for each category, including facility storage and warehousing space. This rate covers both space and utilities and will be used for this report regardless of the actual cost for rent and utilities.
Line 6	Report total annual expenditure for all equipment used on a rental basis for each category. This expenditure includes the charge for preventive maintenance agreements on rental equipment.
Line 7	Compute the total cost for the entire fiscal year for each category (columns A, B, and C). Use only column A total cost to compute the “cost per 1000 units” required in the last block on page one of the form.
Line 8	Enter the total cost of all printing (column A) and composition (column B) for the entire fiscal year. Do not include the total from line 7, column C.
Part II, Production Information	All printing and duplicating facilities will report production information annually. Report only information that pertains to the report period. Follow

Table 11-16
Preparation instructions for JCP Form 1

Heading	Instructions
	the column instructions below:
Column (d)	Add only printed or reproduction-type equipment capable of producing printing units. This equipment includes electrostatic or other type devices capable of producing 70 or more copies per minute. Include (under "letterpress") all power-operated platen and cylinder presses. But do not include hand-operated presses used as an adjunct to a drafting section for preparing map titles, legends, and similar items. Include total number of jobs received for offset units.
Column (e)	Enter the number of items of equipment in each category.
Column (f)	Add total number of masters, plates, or originals reproduced during the reporting period.
Column (g)	Report the total number of production units, exclusive of overruns, produced for each machine listed. Compute production units in accordance with instructions in paragraph 11-37.
Prepared by	Sign and date the form on this page.
Part III, List of Reportable Jobs Run During the Period	List all jobs that exceed the economical maximum press runs prescribed in Part III of the form. This information is required annually. Group reportable jobs that are run on two or more presses by form size and list for each press used to show the press load on each press. Report jobs printed in more than one color on a separate form. Follow the column instructions below:
Column (1)	List each job exceeding maximum press run limitations by title and/or form number.
Column (2)	Give the total number of front and back pages required for each job reproduced.
Column (3)	Give the total number of copies reproduced of each page in column (2).
Column (4)	Give actual sheet size of finished page size after folding and trimming.
Column (5)	Give unit press size; that is, 2, 4, 8, 16 unit press.
Column (6)	Determine total by counting the number of impressions required to complete the job.
Column (7)	Determine total production units by multiplying total of column (5) by the total of column (6).
Column (8)	Enter "O" for offset process or "L" for letterpress offset. 1. Produced in-house to avoid compromising a program of national security. (Do not list job title or number if classified.) 2. Unobtainable from GPO RPPO commercial sources within the time limits required. 3. Produced in-house to maintain efficient use of manpower and equipment resources. 4. Commercially procurable but funds not available for commercial procurement. 5. Other. Specify reasons on an attached additional sheet of paper. For example, "New workload for which GPO RPPO contract is being established."

Notes.
1. Be sure this form is signed and dated on the first page.

b. *Self-service copying.*

(1) Self-service copiers (table 11-11) should not be used consistently to produce more than 25 copies per original. Copier managers will ensure cost effective utilization of self-service copiers at all times.

(2) ARs, blank forms, and similar publications available through publications sources will not be reproduced on self-service copiers. However, extracts of publications may be reproduced on self-service copiers for use in conferences or for instructional purposes.

11-40. Reduction or discontinuance of field printing and duplicating facilities

When requirements for in-house printing and duplicating facilities are reduced, or the facility is expected to be discontinued, a notice will be sent through the P/DCO or designated functional manager to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302. The notice will include the following information:

a. A brief summary of reasons for disestablishing the facility.

b. An explanation of how any continuing printing and duplicating requirements will be met.

c. A list of equipment to be retained, transferred, or disposed of along with original authorization numbers. Give the condition of the equipment, the authorization number, its current value, and the date it will be available. (See table 11-9 for guidelines on condition of equipment.) (Use current depreciated value for current value.)

d. The number of military and civilians to be released or reassigned. Show this number by category (such as officers, enlisted personnel, and direct hire (U.S. or foreign national) or indirect hire civilians). Also include the number of civilians who are assigned to authorized spaces and who will be subject to RIF procedures.

11-41. Reproduction of classified material

Strict controls must be used when reproducing classified material. The security procedures in AR 380-5 and those shown below must be followed.

a. When authorized on an individual basis by a designated official appointed in accordance with AR 380-5, classified material may be reproduced.

b. After reproducing classified material, always run one or more blank sheets of paper through the machine to ensure the machine is clear of any latent images.

c. When reproducing classified material on machines that use an intermediate master, ensure that the master sheets are properly safeguarded and disposed of according to the security classification of the original document. This type of machine will be used for reproducing classified material only when it is located in a controlled area.

d. If a paper jam occurs, the person reproducing the material will remain at the machine until the malfunction is cleared and the original and all copies are retrieved. To ensure proper functioning of the machine following a malfunction, run one or more blank sheets through the machine to ensure the machine is clear of any latent images.

e. Before leaving the reproduction area, the machine operator will account for—

(1) All pages of each classified document.

(2) The exact number of copies made.

Section VIII
Printing Records and Reports

11-42. Field printing and duplicating (RCS DD-COMP(AR)1467)

a. Records. Agencies, commands, and installations that operate field printing and duplicating facilities under Army authorization and those who procure printing from commercial sources will keep or have access to information for reports. This information is as follows:

(1) Records of field printing and duplicating facility operational costs, production, and job information. Use these records to complete DA Form 5394-1 (Printing Facility Productivity Report). (See table 11-17 for instructions for completing the form.) Record the information monthly as follows:

(a) 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 will include 11 percent for personnel benefits and 10 percent for administrative support.

(b) Cost in administering GPO RPPO contract requirements and procurement of printing. Records should show only the percentage of salary (including benefits and administrative support) dedicated to GPO procurement.

(c) 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.

(2) Accounting records for billing charges of reimbursable work.

(3) 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. The data maintained on DA Form 4570 and DA Form 4570-1 must be included on the JCP Form 2 report. (See table 11-7 for instructions on completing JCP Form 2.)

(4) 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.

(6) 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 11-17
Preparation instructions for DA Form 5394-1

Heading	Instructions
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 USAPA.
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 catergories (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 catergory.
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 in COL C On the salary line.

Notes
1. Attach this completed form to the signed JCP 1.

b. Reports. Agencies, commands, and installations that operate printing and duplicating facilities under Army authorization or that procure printing from commercial sources will prepare the reports discussed below. The signed original report forms and a memorandum of transmittal will be sent through command channels to arrive at USAPA (Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302), within 30 calendar days after the close of the fiscal year for which report is due. All forms will be signed and dated. Table 11-18 lists printing facility reports and their frequencies, times of submission, and organizations required to prepare the reports. Instructions for preparing the reports are in figures as noted on the table and below. TOE organizations with primary printing support missions (TOPO and PSYOP 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.

(1) 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 (Printing Facility Productivity Report).* See table 11-17.

(b) *JCP Form 1 (Printing Plant Report).* See table 11-16.

(c) J*CP Form 2 (Commercial Printing Report).* See table 11-7 and para 11-30.

(d) *JCP Form 5 (Annual Plant Inventory).* See table 11-19.

(e) J*CP Form 6 (Annual Inventory of Stored Equipment).* See table 11-19.

(2) *JCP Form 3 (Reporting Acquisition of Power-Operated Collators for Use in Other Than Authorized Printing Plants)* will be used only when collator acquisition is approved. (See table 11-20.)

(3) *JCP Form 7 (Excess Equipment Disposal Report)* will be completed when printing facilities have been authorized to dispose of equipment. (See table 11-21.)

Table 11-18
Printing facility report forms

Form	Report	RCS	Prepared by	Frequency/ due date
DA Form 5394-1(Table 11-17)	Printing Facility 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 (table 11-16)	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 11-7)	Commercial Printing Report	DD-COMP (AR)1467	Commands (CONUS only). All installations or activities procuring printing directly from commercial sources with appropriated funds.	Semiannually (1 Oct-- 31 Mar; 1 Apr—30 Sep) Due: 30 Apr and 31 Oct
JCP Form 3 (table 11-20)	Reporting Acquisition of Power-Operated Collators for Use in Other Than Authorized Printing Plants	DD-COMP (AR)1467	Commands. All installations or activities authorized power collators in other than printing facilities.	Within 15 days after
JCP Form 5 (table 11-19)	Annual Plant Inventory	DD-COMP (AR)1467	All printing and duplicating facilities.	Annually (1 Oct--30 Sep) Due: 31 Oct
JCP Form 6 (table 11-19)	Annual Inventory of Stored Equipment	DD-COMP (AR)1467	Commands. All printing and duplicating facilities.	Annually (1 Oct--30 Sep) Due: 31 Oct
JCP Form 7 (table 11-21)	Excess Equipment Disposal Report	DD-COMP (AR)1467	Commands. All printing and duplicating facilities disposing of equipment.	Within 15 days after equipment disposal

Table 11-19
Preparation instructions for JCP Form 5 and JCP Form 6

Heading	Instructions
Name of department or agency	Enter "Army," MACOM/FOA, and USAPA assigned facility number. Example: Army/FORSCOM/123.
Name and location of place wherein 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).
Page	Enter page number and total number of pages. For example, "1 of 1," "2 of 2," or "2 of 3."
Description	Make a separate line entry for each item of equipment that can be identified from the equipment tables (tables 11-1 through 11-4). Include the USAPA 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 table 11-11 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.

Table 11-20
Preparation instructions for JCP Form 3

Heading	Instructions
Heading	Self-explanatory.
Production information for past year	Self-explanatory.
Projected production information for next year	Self-explanatory.
Description	List power-operated collating machines that have been approved for acquisition and acquired for use in facilities that are not authorized printing facilities. In addition, list all printing related equipment that is in the inventory. Include the LIN from SB 700-20 for each item. Group and list each piece of equipment in the following order: (1) composing, (2) platemaking, (3) duplicators, (4) binding, and (5) related equipment.
Age	Enter age in years. Round off. Do not include months or days.
Condition	Use table 11-11 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 capabilities of each item listed. For example, "11- by 17-inch (279mm by 432mm) paper" or "7/8-inch (22mm) stitching."
Model	Enter the manufacturer's model number.
Estimated value	Use tables 11-10 and 11-11 to establish estimated current value of equipment in the inventory.
Signature and date	Sign and date the form and send to the Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, no later than 15 days after acquisition. (This suspense will allow adequate time to meet reporting requirement to JCP.)

Table 11-21
Preparation instructions for JCP Form 7

Heading	Instructions
Heading	Self-explanatory.
Description	Report each item of equipment after disposal. (These disposal actions must be reported by USAPA to the JCP.) Group and list each piece of equipment in the following order: (1) composing, (2) platemaking, (3) printing presses, (4) binding, and (5) related equipment. Include the LIN from SB 700-20 for each item.
Age	Enter age in years. Round off. Do not include months or days.
Condition	Use table 11-11 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. For example, "11- by 17-inch (279mm by 432mm) paper" or "7/8-inch (22mm) stitching."
Model	Enter the manufacturer's model number.
Estimated value	Use tables 11-10 and 11-11 to establish estimated current value of the disposable equipment.
Signature and date	Sign and date this form and send to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, within 15 days after disposal. (This will allow adequate time for USAPA to report to the JCP.)

11-43. Electronic printing

a. General.

(1) Government Printing and Binding Regulations mandate the reporting of equipment capability for electronic generation of characters for the purpose of producing camera copy, negatives, plates, or images to be used in the production of printing or microform. The location of the equipment is not a factor in determining whether it should or should not be reported.

(2) Electronic printing has been defined and accepted by the Department of Defense Printing and Duplicating Services Oversight Group as that portion of electronic publishing which includes composition, reproduction, finishing, and general distribution of information produced by means of high speed (60 copies per minute or more) imaging without a plate using nonimpact methods on paper, film, magnetic, or optical media.

(3) The above definition will be used to provide a base for identifying Army electronic printing programs and their associated costs for lease/rent, maintenance, and supply.

(4) Certain equipment used in publishing and printing meets the legal definition of computer equipment and the legal definition of printing equipment. Microcomputers can be used for both computer equipment applications and in pre-press electronic publishing operations. High speed laser printers, typesetters, and scanners have embedded electronics and can interface with computers and network as part of an electronic printing system.

(5) When computer equipment is to interface with and/or be acquired for printing and publishing functions (see glossary), coordination with USAPA is required prior to acquisition so that appropriate notification can be provided to the JCP. Acquisition of such items will not be initiated until this coordination is accomplished.

b. Procedures.

(1) Commanders will ensure that approval is obtained from USAPA for printing, binding, or related equipment listed in tables 11-1 through 11-4, regardless of intended use or location. Printing equipment that is located outside of the printing plant as well as equipment located at the facility must be reported on JCP Form 5.

(2) Commanders will ensure that records of reportable electronic printing equipment are maintained and include—

(a) Equipment brand, model number or name, and serial number.

(b) Type of procurement (lease/purchase) and installation date.

(c) Purchase price.

(d) Equipment characteristics, such as production speed, accessories, or special features.

(e) Record of repair or 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 these components.

(m) Cost per copy.

c. Reports.

(1) Commanders will use JCP Form 5 to report electronic printing equipment which is not located at the installation printing or duplicating facility to the MACOM.

(2) One copy of each JCP Form 5 will be forwarded to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, no later than 30 calendar days after the end of the fiscal year for which the report is due.

Section IX
Self-Service Copier Management

11-44. Self-service copier management

Acquisition, operation, and accountability for self-service copiers (including color self-service copiers) is the responsibility of the installation commander. Commanders are encouraged to appoint an individual to serve as the primary point of contact for copier program management at each installation. Local policies and procedures are to be developed and implemented to 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) will not be acquired to circumvent the use of the installation printing or duplicating facility.

(1) An administrative request (fig 11-7) along with a completed DA Form 4951 (Lease/Purchase Analysis for Copying/Duplicating Machines) will be submitted to the P/DCO or designated functional manager for validation (technical review) prior to acquisition. These items will be submitted after notification of RS approval. As a minimum, one alternate proposal from a different vendor is to be considered in the selection process. (See para 11-45 for computing depreciation for self-service copiers.)

(2) The commander will ensure that all requirements for new or replacement copiers to be used in a self-service environment are validated against the existing capabilities of the host field printing and duplicating facility prior to acquisition. This validation must determine that requirements cannot be met by existing capabilities.

(Letterhead)

OFFICE SYMBOL (Marks Number)
MEMORANDUM THRU (P/DCO or delegated 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 alternatie proposl 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.)

6. Other information.

a. (Include distance from nearest copier that would satisfy existing requirement.)

b. (Give the proposed location of requested copier (building, room).)

Figure 11-7. Sample format for memorandum for copier request

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 11-7. Sample format for memorandum for copier request (continued)

b. Cost-per-copy (CPC)/site plan service contracts. A cost benefit analysis must be conducted prior to entering into a service contractual agreement which clearly documents that the service option is more cost effective than actual purchase of the copier equipment. Consideration must be given to the condition of existing copier equipment available, the cost of exercising any buyout options on existing equipment, and the useful life of owned equipment. Records which should be maintained by the copier program manager include:

(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 (includes 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) will be attached to each procurement action. Levels of validation authority for self-service copiers are as follows:

(1) P/DCOs or designated functional managers have technical review responsibility for self-service copiers; that is, machines up to and including a maximum rated speed of 70 copies per minute (CPM). Duplicators with speeds in excess of 70 CPM (71 and above) must coordinate with the local DAPS office and USAPA. (See para 11-33b for additional information and exceptions on the classification of self-service copiers.)

(2) TOE units will normally obtain their reprographic (self-service copier) 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, chapter 14, appendix C.

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 P/DCO or designated functional manager must also determine if currently available copiers or printing and duplicating capabilities can satisfy these requirements.

(1) The P/DCO or designated functional manager, upon completion of the validation process, will—

(a) Record the RS authorization control number. This number will 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 P/DCO or designated functional manager will retain a copy of the validation document (DA Form 4951) until the copier is replaced or disposed of.

e. *Replacing copiers.* The P/DCO or designated functional 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.

11-45. Depreciation of self-service copiers

Depreciation of self-service copiers for DA Form 4951 or other cost figures is as follows:

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.

11-46. Disposal of self-service copiers

a. A self-service copier may no longer be required or may become unserviceable. In these cases, the user and functional manager will coordinate with the designated logistics review authority to determine proper disposal.

b. Self-service copiers will not be moved from one activity to another or within an activity without concurrence of the P/DCO or designated functional manager.

c. The P/DCO or designated functional manager will redistribute excess Government-owned self-service copiers before contacting property disposal officials.

d. A self-service copier may be replaced with another in the same or lower group. (See table 11-11 for guidelines.) If so—

(1) The user will notify the P/DCO or designated functional manager, in writing, of the following information:

(a) Item description, authorization number, and original date of installation for the equipment being discarded.

(b) Item description, authorization number, and date of installation for new or replacement copiers.

(2) The P/DCO or designated functional manager will annotate the inventory record.

11-47. Controls on self-service copiers

a. General. Appropriate controls and use procedures will be implemented. Local conditions dictate equipment characteristics and internal operating procedures. The objectives of copier management are to—

(1) Ensure that user needs are adequately supported.

(2) Ensure that the Army benefits from modern equipment technology.

(3) Provide the most economical self-service copier support.

(4) Capitalize on the use of centralized copier support.

(5) Control copiers to eliminate unnecessary use and reduce costs.

b. Mandatory controls. The P/DCO or designated functional manager will—

(1) Prepare DA Form 4951 at time of initial acquisition and prior to purchase or lease renewal. (See para 11-45 for computing depreciation of self-service copiers.)

(2) Conduct copier surveys at least every 2 years to evaluate the management, efficiencies, and cost effectiveness of the program.

(3) Take action to replace a copier with a more efficient one in a lower or higher group, or consolidate the reprographic support, if these statistics indicate that a given copier consistently—

(a) Fails to produce the monthly volume (minimum number of copies) provided in the basic price plan.

(b) Exceeds the manufacturer's recommended maximum monthly number of copies.

c. Optional controls.

(1) Use DA Form 4575 (Copy Machine Production Log) to determine ratios of copies to originals. Identify the type of material being reproduced and enforce the maximum limits of copies reproduced (recommended not to exceed 25 copies to one original).

(2) Attach control devices to copiers. An example is a locking unit that allows the machine to operate only when "unlocked" by inserting a "credit card" or control unit. The device is coded so that all copies made on one machine are charged to a given activity or billing address code.

11-48. Self-service copier records

Commanders will ensure that operators of Government owned or leased self-service copiers, or organizations that procure services under service contracts will maintain or have access to the information below. Consolidated annual statistics for owned, leased, or contract service copiers will be maintained at agencies/activities, commands, or installations. Records will include—

a. Equipment brand, model number or name, and serial number.

b. Type of procurement (lease/purchase/CPC) 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.

Chapter 12
Distribution

Section I
Distribution System

12-1. Distribution management

USAPA provides management and centralized control of the Army-wide distribution of DA publications and blank forms. This command manages the one Army publications storage and distribution center. It also serves as the approval authority for overseas commanders establishing and operating Army publications and blank forms distribution centers as needed.

12-2. Overseas publications centers

a. These centers are established by overseas MACOM commanders. The centers stock and issue blank forms and command publications to the units within the geographical area of their MACOM. In addition, centers will provide bulk service for consolidated publications shipments to publication account holders in their area of responsibility. They will keep accurate inventory stock records to ensure that the blank forms and command publications they stock are continuously available within the tenants of supply discipline and the need to prevent the fraud, waste, or abuse of resources. These centers will conduct an annual inventory and account for all classified publications and accountable and sensitive blank forms.

b. Centers that maintain manual inventory stock records will use DA Form 479 (Publication and Blank Form Stock Record Card (Vertical File)) and DA Form 479-1 (Publication and Blank Form Stock Record Card (Visible File)). Centers that have automated capability may capture the data elements of DA Forms 479 and 479-1 and maintain this information on an automated system.

12-3. Publications stockrooms in the 50 States

a. One publications stockroom will be established at each major Army installation in the 50 States and at each State National Guard headquarters to stock and issue blank forms and command publications. In addition, installation publication stockrooms will provide break bulk service for consolidated publications shipments to publication account holders on their installation. The installation designated functional manager will oversee the stockroom operations.

b. Under AR 5-9, installation publication stockrooms will service USAR and junior and senior ROTC units that are in the installation's area of responsibility. Further, stockrooms will provide services to smaller installations and activities located in their geographical area.

c. One publications stockroom may be established at each service, USAR, or National Guard school to stock and issue instructional publications and forms. School administrative needs will be provided by installation stockrooms.

d. Publication inventory stock record procedures and responsibilities are identical to those cited for overseas centers in paragraph 12-2.

12-4. Identifying publications through indexes

USAPA will maintain and issue indexes of DA, multi-Service, and joint publications. DA Pam 25-30 will be used to identify publications that can be requisitioned in multi-media formats. The initial distribution number (IDN), formerly DA 12-Series form and block number, information in DA Pam 25-30 and the instructions in DA Pam 25-33 will be used to establish initial distribution requirements.

12-5. Annual review of distribution lists

Once a year, agency heads and commanders will review and update the distribution lists for their official publications. This review will decrease costs caused by publications being incorrectly addressed or mailed to addresses no longer needing them. When possible, titles and office symbols will be used rather than the names of persons. This method will reduce the costs of keeping the list current.

Section II
Initial Distribution

12-6. Establishing initial distribution

a. Initial distribution is a one-time issue of new and revised publications and changes to publications. When these publications are printed, copies will be sent automatically to the units that previously submitted requirements for them to USAPA. Some publications, however, are given a limited distribution and are controlled by the proponent. Instead of these publications being distributed Army-wide, the proponents decide who will get them and how many copies will be issued.

b. Units must have publications accounts to use any part of the publications distribution system. Units authorized publications accounts and the procedures for establishing an account are given below.

c. The units below are authorized publications accounts with the USAPA.

(1) Active Army.

(a) Units organized under a PAC. A PAC that supports battalion-size units will request a consolidated publications account for the entire battalion except when subordinate units in the battalion are geographically remote. To establish an account, the PAC will forward a DA Form 12-R (Request for Establishment of a Publications Account) through their designated functional manager to the Director,(JDHQSV-PAS), 1655 Woodson Rd., St. Louis, MO 63114-6181. The PAC will manage all accounts established for the battalion it supports. (Instructions for the use of DA Form 12-R forms and a reproducible copy of the form is in DA Pam 25-33.)

(b) Units not organized under a PAC. Units that are detachment size and above may have a publications account. To establish an account, these units will submit a DA Form 12-R through their designated functional manager to the USAPA-DOF (address in (a) above).

(c) Staff sections of field operating agencies (FOAs), MACOMs, installations, and combat divisions. These staff sections may establish a single account for each major staff element. To establish an account, these units will follow the procedure in (b) above.

(2) ARNGUS units that are company size to State adjutants general. To establish an account, these units will submit a DA Form 12-R through their State adjutants general to the USAPA-DOF (address in (1)(a) above).

(3) USAR units that are company size and above and staff sections from division level and above. To establish an account, these units will submit a DA Form 12-R and current publications/forms requirements through their supporting installation and MUSARC/ARCOM to the USAPA-DOF (address in (1)(a) above). For USARC units, submit the DA Forms 12-R through their USARC MSC, ATTN: (designated functional manager).

(4) ROTC elements. To establish an account, ROTC regions will submit a DA Form 12-R and current publications/forms requirements through their supporting installation and TRADOC designated functional manager to the USAPA-DOF (address in (1)(a) above). Senior and junior ROTC units will submit a DA Form 12-R through their supporting installation, regional headquarters, and TRADOC designated functional manager to the USAPA-DOF.

(5) MUSARC JROTC units. These units will submit a DA Form 12-R through their MACOM to the USAPA-DOF.

d. Units not described in c above may be authorized accounts. To establish accounts, these units must send their requests through their designated functional manager to Director, USAPA, ATTN: JDHQSV-PAL, Alexandria, VA 22331-0302.

e. Specific instructions for establishing initial distribution requirements are in DA Pam 25-33.

12-7. Levels of command for the distribution of administrative publications

Army administrative publications apply to the levels of command specified below. Command levels are not cumulative and must be specified for each level. For example, command levels for the Total Army are A, B, C, D, and E.

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

b. Level B—applicable to only brigade, regiment, group, battle group, and battalion level.

c. Level C—applicable to only 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.

12-8. Special distribution

a. USAPA must approve requests for special distribution. Special distribution will be approved only if there is no IDN that may be used to issue a new publication. The IDN will consist of six digits. The first two digits will identify the subject category and the last four digits will 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 will be accepted for special distribution.

b. Proponents may request special distribution when submitting a new publication to USAPA for printing. Requests will be attached to the DA Form 260 and will include a written justification and a special distribution list. The justification will explain why existing IDN cannot be used for initial distribution and will describe the intended recipients of the publication. If the request is approved, USAPA will issue the publication according to the special distribution list. If the request is disapproved, USAPA will return the request to the proponent for further justification.

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

d. Proponent requests for contract and school requirements are not considered as special distributions. (See paras 12-23 and 12-25 for information on contractor and school requirements.)

Section III
Management of Publications Accounts

12-9. Account management

a. Unit commanders will ensure that the information submitted on the DA Form 12-R and DA Form 12-99-R is current. They will—

(1) Ensure that when a change is needed, DA Form 12-99-R is revised and sent through their designated functional manager to the USAPA-DOF (address in 12-6c(1)(a) above).

(2) Review initial distribution requirements at least once a year and submit needed changes as described in c below.

b. The USAPA-DOF will provide an account printout each year to assist unit commanders in keeping their accounts reconciled. This printout will show the mailing address and initial distribution requirements on file at the USAPA-DOF. When unit commanders receive the account printout, they will review the printout according to DA Pam 25-33. If a printout is needed and is not on file, unit commanders will send requests for a new printout through their designated functional manager to the USAPA-DOF (address in 12-6c(1)(a) above).

c. Unit commanders may change a unit's initial distribution requirements. They will send a DA Form 12-99-R to the USAPA-DOF (address in 12-6c(1)(a) above) for all forms except those in d below. (A reproducible copy of DA Form 12-99-R is in DA Pam 25-33.)

d. DA Form 12-99-R will not be used to change requirements previously submitted on the forms below. To change these forms, the unit commander must send a revised copy of the form indicating all the new requirements for the unit. (Reproducible copies of the forms in (1) and (2) below are in DA Pam 25-33.)

(1) DA Form 12-29-R (Subscription for Explosive Ordnance Disposal (EOD) Technical Publications).

(2) DA Form 12-35-R (Subscription for Nuclear Weapons Publications).

e. The unit commander must send a DA Form 12-R (prepared by the unit commander) through proper information management level channels to upgrade the classified service level of an account.

f. Unit commanders will ensure that they maintain up to a maximum of 60 days' stock of blank forms on hand or on order from the supporting stockroom or center.

g. The unit commander will report excess copies of current DA publications to the designated functional manager of the stockroom that supports the unit's account. The unit commander will provide the publication number, title, date, and the quantity of surplus on hand. The designated functional manager will redistribute excess copies locally or, if quantities are excessive, ask for disposition instructions from the Director, USAPA, ATTN: JDHQSV-PAL, Alexandria, VA 22331-0302.

h. DA Pam 25-33 gives additional information for managing publications accounts.

12-10. Classified accounts

a. Requesting a classified account.

(1) A unit must have a classified account in order to obtain classified publications. To qualify for a classified account, a unit must—

(a) Have a valid requirement for the material to be requested or received.

(b) Have facilities to safeguard the classified material to be received.

(c) Have personnel cleared to handle classified material.

(2) Units will complete requests according to DA Pam 25-33. They will submit the requests as follows:

(a) Active Army units will submit requests through their designated functional manager to the USAPA-DOF.

(b) ARNGUS units will submit requests through their State adjutants general to the NGB.

(c) USAR units will submit requests through their chain of command designated functional manager.

(d) Senior and junior ROTC units may not establish classified accounts, except for test control material.

(3) The designated functional manager will review the request and, if approved, send it to the USAPA-DOF.

(4) As requests are approved, the USAPA-DOF will notify the requesting unit, through the designated functional manager, when classified service will begin.

b. Validating classified service. Each year, a validation of accounts that have publications service is required, and it will include the validation of classified publications service.

(1) The USAPA-DOF will—

(a) Produce two validation listings for each MACOM. One listing will show the units that have classified publications service; the other will show those accounts with unclassified service.

(b) Send the listings to the designated functional manager.

(2) The designated functional manager will—

(a) Verify the information shown on the validation listings.

(b) Indicate corrected mailing addresses and proper unclassified or classified service levels.

(c) Send the listings to the USAPA-DOF (address in 12-6c(1)(a) above).

(3) The USAPA-DOF will process the listings and then send a printout of the initial distribution requirements to each account authorized publications service.

12-11. Disposing of excess DA publications and blank forms

a. Excess publications and blank forms. All excess DA publications and blank forms will be disposed of properly, according to policy and procedures given herein. The method of disposition or redistribution of DA publications and blank forms will be determined by quantity declared excess, usability, whether the unit with the excess is being deactivated or relocated, and whether the excess is a normal declaration of excess. These procedures are applicable to all publications distribution centers and publication stockrooms. Disposition or redistribution will be carried out as directed by USAPA when the following circumstances exist.

(1) Misdirected mail.

(2) Deactivation of a unit.

(3) Incorrect amount (excessive shipment) of publications distributed from the facility.

b. *Disposition or redistribution of excess DA publications and blank forms.* USAPA will be notified of any excess DA publications or blank forms using the FTE/FTR (declaration of excess/reply back) process (this process is described below). USAPA will direct how to handle DA publications and blank forms. However, units should review DA Pam 25-30 and recycle those publications that are not current and usable. Only those publications that are current and usable should be returned to stockrooms or distribution centers.

(1) *Deactivation of a unit.*

(a) When a CONUS unit is to be deactivated, the unit commanders will notify USAPA, using the FTE/FTR process, as soon as the deactivation date is known (at least 90 days prior to deactivation, if possible). The unit commander should rely heavily on local redistribution of DA publications and blank forms.

(b) When an OCONUS unit is to be deactivated, the units should normally rely on redistribution. The unit commander will notify USAPA, as soon as the deactivation date is known (at least 90 days prior to deactivation, if possible). However, under circumstances when there is a short amount of time for deactivation, organizations should box up all current publications that will not remain with equipment and ship to the applicable publications distribution center or stockroom. This will ensure that excess current publications and blank forms are returned for redistribution and that the distribution problem, if one exists, is corrected. The publications distribution center or stockroom will sort out what is current and usable, current and not usable, and not current. Current and usable publications will go in stock with USAPA being provided monthly tape for disposition instructions, while remaining can be sold as recyclable paper.

(2) *Relocation of a unit.* When the unit is to be relocated, excess DA publications and blank forms that are not to go with the unit will be disposed of locally according to procedures in paragraph 12-9g. Unit commanders will follow procedures in paragraph 12-21 for handling DA publications and blank forms that will be taken with the unit to the new duty station. The FTE/FTR process will not be used when units are relocated.

(3) *Normal declaration of excess* DA publications and blank forms. When DA publications are declared excess due to misdirected mail or an incorrect amount (excessive shipment) of publications distributed from the center, the unit commander will report excess copies to the designated functional manager of the stockroom that supports the unit's account. The unit commander will provide the designated functional manager with the publication number, title, date, and the quantity of surplus on hand. This information will be relayed to USAPA, using the FTE/FTR process. USAPA will instruct the stockroom as to whether the publications will be redistributed locally or returned to the publications distribution facility. The stockroom will follow procedures below in c when notifying USAPA of the excess.

(4) *CONUS versus OCONUS.* The procedures given above in b(1) through (3) will apply whether the excess involves units in CONUS or OCONUS.

c. *Reporting.* A message from the stockroom (FTE) to USAPA will be sent that describes what DA publications and blank forms were declared excess and ready for return to the publications distribution facility for redistribution. FTE/FTR process is described below. FTE will—

(1) Originate with the designated functional manager and not the unit.

(2) Be a last resort for the designated functional manager with local redistribution, in accordance with AR 5-9, a first resort.

(3) Be by a clear message.

(4) Be action at USAPA and reply by FTR message with information copy to gaining publications distribution center, if appropriate.

(5) Due-ins from FTE should be entered into case management system (at USAPA) for tracking.

(6) Customer will always pay transportation.

12-12. Closing accounts

If a unit must close its publications account (such as for inactivation), the unit commander will notify the Director, USAPA, ATTN: JDHQSV-PAL, Alexandria, VA 22331-0302, by memorandum. (See DA Pam 25-33 for procedures for closing publications accounts.)

Section IV
Resupply Copy and Blank Forms Distribution

12-13. Resupply copy distribution

Resupply copy distribution is a stock program that is drawn upon by specific requisitions from account holders. It is also a back-up to initial distribution. Resupply copy distribution will be used to—

a. Replace lost or worn-out publications.

b. Order publications not normally required and for which an initial distribution subscription should not be established.

c. Obtain supplemental copies of publications, pending change of subscription.

12-14. Units authorized resupply copy distribution

Only units that have a publications account number (para 12-6) issued by USAPA may receive resupply copies. The account number recorded is the only authorized account number to be used when submitting requisitions.

a. Units that have a publications account will submit requisitions using the electronic DA Form 4569 (Requisition Code Sheet). Access the electronic DA Form 4569 by using either STARPUBS DDN Interface System (SDIS), Defense Data Network (DDN), or the USAPA World Wide Web home page for replacement of unclassified publications, publication changes, and subscription changes. (See DA Pam 25-33.)

b. Units that have established a classified publications account according to paragraph 12-10 may requisition resupply copy publications up to and including their authorized service level.

12-15. Units without publications accounts

Units that do not have publications accounts issued by USAPA will send their requisitions for resupply publications to the installation stockroom or organization that serves them. (See para 12-16b for additional information.)

12-16. Requisitioning publications

a. The electronic DA Form 4569 is the only authorized method to requisition publications. Account holders with access to electronic transmission facilities will send their requisitions using SDIS, DDN, or the USAPA World Wide Web home page.

b. DA Form 17 (Requisition for Publications and Blank Forms) and DA Form 17-1 (Requisition for Publications and Blank Forms (Continuation Sheet)) will be used for requisitioning command publications or blank forms from installation stockrooms and overseas centers only. The requests will be submitted using the procedures prescribed by the supporting stockroom or overseas center.

c. Test control officers will use their special account numbers when requisitioning publications from the USAPA-DOF. Test control material is issued through the resupply copy system only. Accounts which are established to receive this material may be used only for that purpose. To receive service for test control material, units must submit a completed DA Form 12-R which is routed through Commander, U.S. Total Army Personnel Command, ATTN: TAPC-PDE, 2461 Eisenhower Ave., Alexandria, VA 22331-0472. This address must appear in block 5 of DA Form 12-R. In addition to a completed DA Form 12-R, units must submit:

(1) A copy of the test control officer assignment orders.

(2) A letter of justification, including a list of units or organizations to be supported by the test control officer.

d. Requisitions for recruiting publicity items will be handled as indicated below.

(1) USAR recruiting and retention personnel will send their requisitions to the USAPA-DOF.

(2) ROTC recruiting personnel will send their requisitions to the Commander, TRADOC, ATTN: ATCC-MCC, Fort Monroe, VA 23651-5000 for requisitioning from the USAPA-DOF.

(3) Active Army requesters will send their requisitions to the Commander, U.S. Army Recruiting Command, ATTN: APA-PC-P, Bldg 6579, Room 108, Fort Knox, KY 40121.

e. Only EPS prepared standalone publications may be requisitioned; EPS handbooks will not normally be issued under resupply copy distribution. Handbook users who do not receive enough copies under initial distribution must submit a DA Form 12-99-R that cites the appropriate IDN to revise their handbook requirements.

12-17. Obtaining blank forms

Generally, USAPA will issue blank forms only to publications stockrooms and overseas centers; it does not issue blank forms to individual units. Individual units must order the forms they need from their local stockrooms or overseas centers. National Guard personnel will obtain blank forms from their State National Guard headquarters blank forms stockroom. Units that have a publications account and provide blank forms support to the award-approving authorities cited in AR 600-8-22 may requisition military award certificates directly from the USAPA-DOF. Blank forms authorized for local reproduction are normally available in the directives prescribing their use.

Section V
Mobilization

12-18. Mobilization requirements

a. Battlefield publication account numbers apply to Active Army, ARNGUS, and USAR units who are being mobilized and deployed from home station to an OCONUS location for a period of 60 days or longer.

b. Battlefield publication account numbers will support the units priority requirements at the deployed location, while the current unit publications account number will remain in effect to support initial distribution and sustaining base requirements at home station while the unit is deployed.

c. Battlefield publication account numbers will be requested by the deploying unit by contacting the Director, USAPA, ATTN: JDHQSV-PAL, Alexandria, VA 22331-0302.

d. Additional procedures, responsibilities, and a listing of required publications and blank forms or quantities for mobilizing units are listed in DA mobilization circulars, DA Pam 25-33, the Army Mobilization and Operations Planning System, and the U.S. Army Forces Command (FORSCOM) Mobilization and Deployment Planning System Publication.

12-19. Active Army units on maneuvers or temporary duty (TDY)

a. Units on maneuvers or TDY for 60 days or less will be given normal support by USAPA. These units will ensure that publications received in garrison are appropriately forwarded. Units will take required blank forms when they depart on maneuvers or TDY.

b. Units on maneuvers or TDY for more than 60 days will be given direct publications support from USAPA and blank forms from the servicing CONUS stockroom or overseas publications center.

(1) At least 90 days prior to going on maneuvers or TDY, the unit commander will forward a memorandum or message through the servicing CONUS stockroom or overseas publications center to USAPA citing—

(a) The unit's publications account number.

(b) The unit's permanent duty address (including 9 digit ZIP code).

(c) The unit's maneuver or TDY address (including 9 digit ZIP code).

(d) The effective date distribution should stop at the unit's permanent duty address.

(e) The effective date distribution should begin and end at the unit's maneuver or TDY address.

(2) These units will take up to 60 days' supply of blank forms with them on maneuvers or TDY. When additional forms are needed, the unit will be given blank forms service by the installation supporting them during maneuvers or TDY.

Section VI
Special Publications Support

12-20. Newly activated TOE and TDA units

MACOMs will ensure that publications and blank forms support is available to newly activated units. This support will be accomplished as follows:

a. Active Army units.

(1) The MACOM designated functional manager will contact the installation designated functional manager where the unit will be located. He or she will request the installation functional manager to provide assistance in establishing publications and blank forms support for the unit being activated.

(2) The installation designated functional manager will assist in establishing a publications account and submitting DA Form 12-R or DA Form 12-99-R for initial distribution requirements.

(3) The installation designated functional manager will assist the commander of the unit being activated in establishing blank forms support with the local publications stockroom or overseas publications center.

(4) The commander of the unit being activated will—

(a) Send DA Form 12-R and DA Form 12-99-R through the gaining installation designated functional manager and the unit's designated functional manager to the USAPA-DOF to establish the activated unit's publications account and initial distribution requirements.

(b) Once the account is established, requisition publications using the electronic DA Form 4569 to obtain existing publications.

b. ARNGUS units. CNGB sets procedures for providing publications and blank forms support to ARNGUS units.

c. USAR units. CG, USARC, sets procedures for supplying publications and blank forms to their subordinate USAR units.

12-21. Active Army units alerted for permanent change of station (PCS)

a. Commanders of units will submit a change of address, by memorandum or message, through the designated functional manager and proper command channels to the USAPA-DOF(address in 12-6c(1)(a) above), and the gaining installation. Commanders must submit these changes at least 90 days before the effective date of the PCS. The memorandum will contain—

(1) The unit's account number.

(2) The unit's old and new mailing addresses (including 9 digit ZIP code).

(3) The effective date that distribution to the old address should be stopped and the effective date that distribution to the new address may begin.

(4) The effective date that the unit may begin receiving registered mail if the unit has a classified service account.

b. The commander will ensure that required publications and a 60 days' stock of needed blank forms are taken with the unit to the new station. (See para 12-11 when PCS involves excess publications and blank forms that will not be taken with the unit and are to be declared excess or disposed of.)

c. The commander of the gaining installation will hold any publications that may arrive at the installation before the unit arrives. These publications will be issued to the unit when it arrives at the station.

12-22. Reserve component units ordered to annual training

USARC units ordered to annual training will take the publications and blank forms they need with them. Commander, USARC, will arrange and direct additional publications and blank forms support when needed.

12-23. Requirements in support of DA contracts

The contracting officer will obtain publications needed by contractors in support of DA contracts. He or she will ensure 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.

(4) See paragraph 8-8a for release of ACPs, supplements to ACPs, and JANAPs.

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

(1) To obtain new publications that are to be printed, the contracting officer will 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 will submit appropriate certifications (a above) and requisition publications using the electronic DA Form 4569.

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

(1) To obtain new publications that are to be printed, the contracting officer will 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 will forward its requests to the contracting officer. The contracting officer will provide the appropriate certifications (a above) and forward it to the proponent. The proponent will authorize reprinting as required. A valid required delivery date for the publications at the contract facility will be included with the request. The USAPA-DOF does not stock publications to support overpack requirements; therefore, publications must be ordered 6 months prior to required delivery. The proponent will forward the reprint authorization and appropriate certifications to the USAPA-DOF and a copy to the Director, USAPA, ATTN: JDHQSV-PAL, Alexandria, VA 22331-0302.

d. *Requests for automatic distribution to contractors rendering support to installations.* These requests for initial distribution of publications will include the installation address of the contractor as the "ship to" address. The contractor must prepare a DA Form 12-R and DA Form 12-99-R 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 Director, USAPA, ATTN: JDHQSV-PAL, Alexandria, VA 22331-0302.

Section VII
Distribution of Controlled Items and Instructional Materials

12-24. Classified, accountable, and sensitive items

a. Classified publications will be distributed only to organizations that have classified accounts. Transport, store, and destroy classified publications according to AR 380-5.

b. Accountable forms are numbered blank forms that could be forged and used for fraudulent purposes. They are identified in DA Pam 25-30. Transport and store these forms as prescribed for CONFIDENTIAL material in AR 380-5. Control the transfer of these forms using DA Form 410 (Receipt for Accountable Form). (See DA Pam 25-33.) When an accountable form is destroyed, keep destruction records as prescribed by the regulation governing the form. If the governing regulation has no specific recordkeeping provisions, keep the destruction record according to AR 25-400-2.

c. Sensitive forms are blank forms that could be forged and used for fraudulent purposes. To prevent unauthorized use, safeguard these forms when transporting, storing, and destroying them.

d. Only those units that have a blank forms account with a classified service level (CONFIDENTIAL or SECRET) may request or have accountable and sensitive forms issued to them by the USAPA-DOF. This is not intended to restrict distribution of accountable and sensitive forms by installation publication stockrooms. Local procedures must be developed and used to ensure that accountable and sensitive forms are not used for fraudulent purposes.

e. Inventories of accountable and sensitive forms will be conducted in accordance with paragraph 1-21d.

f. The officer responsible for control of a classified publication will comply with AR 380-5 if the classified publication is lost or compromised. The officer will also notify the installation designated functional manager. If an accountable item (other than bills of lading (AR 55-355)) is lost or compromised, the officer responsible for its control will immediately inform the installation designated functional manager. The installation designated functional manager will report the incident through the proper MACOM designated functional manager to Director, USAPA, ATTN: JDHQSV-PAP-F, Alexandria, VA 22331-0302. The officer will then conduct an informal investigation according to AR 15-6 and send the results of this investigation through command channels to USAPA, ATTN: JDHQSV-PAP-F. If the loss or compromise involves SECRET or TOP SECRET publications, USAPA will send a copy of the results of this investigation to HQDA (DAMI-CIS), WASH DC 20310-1051.

12-25. Instructional material

a. Publications accounts.

(1) Commandants of colleges and schools may establish publications accounts to meet their resident and nonresident instructional needs. These accounts will be used for instructional material only and not for administrative support.

(2) The term colleges and schools in (1) above includes, but is not limited to:

(a) TRADOC service schools.

(b) Noncommissioned officers' (NCO) academies, to include ARNGUS and USAR NCO academies.

(c) ARNGUS and USAR schools.

(d) HSC medical activities.

(e) AMC colleges and schools.

(f) Drill sergeants' schools.

(g) U.S. Military Academy.

(h) U.S. Army War College.

(i) U.S. Army Command and General Staff College.

(j) U..S. Army Sergeants' Major Academy.

(k) U.S. Army Element School of Music.

b. Requisitioning publications.

(1) *Projecting requirement.* Colleges and schools will send a projection of their annual publications requirement through their supporting principal HQDA official, MACOM, MUSARC/ARCOM, or State AG to Director, USAPA, ATTN: JDHQSV-PAL, Alexandria, VA 22331-0302, not later than 1 June of each year. Projections will be prepared on a memorandum.

(2) *Submitting requirement.* Colleges and schools may submit their actual publications requirements via electronic transmission to USAPA-DOF 90 days prior to the date they are needed. Colleges and schools without electronic transmission capability will send a memorandum directly to USAPA-DOF 120 days prior to the date the publications are needed. In all cases, colleges and schools will provide a copy of their requisition to their supporting principal HQDA official, MACOM, MUSARC/ARCOM, or USARC MSCs for USARC units, or State AG and Director, USAPA, ATTN: JDHQSV-PAL, Alexandria, VA 22331-0302. Supporting activities will monitor these requisitions for excessive quantities and necessity. Requisitioning procedures in DA Pam 25-33 must be followed. Requisitions will be submitted throughout the school year; not on an annual basis.

(3) *Special publications.*

(a) EPS prepared handbooks. EPS prepared handbooks will be ordered through channels described in (1) above on DA Form 12-99-R (See DA Pam 25-33.). EPS prepared handbooks are the only DA publications authorized to be ordered through subscription. All other instructional material will be obtained through resupply.

(b) Joint publications. Schools and colleges desiring to obtain large quantities of joint publications for instructional purposes will be required to coordinate requirements for new or revised publications with HQDA (ODCSOPS, DAMO-SSP), 400 Army Pentagon, Washington, D.C. 20310-0400. These requirements will be further coordinated by HQDA with the Joint Staff agency responsible for joint publications. Procurement of large quantities of joint publications for instructional purposes will be on a reimbursable basis. Resupply of individual copies will be through normal resupply channels. (Note: Schools and colleges may meet instructional needs by downloading joint publications from the Internet Joint Electronic Library (http://www.dtic.mil/doctrine).)

c. Keeping publications.

(1) Resident students may keep DA training and doctrinal publications as specified by the school commandant, to assist in the soldier's professional growth through continuous study of the profession of Army doctrine. Officers may retain their MQS manuals for professional development purposes. However, administrative and technical publications and extracts will be turned in upon completion of course of instruction for subsequent issue to new students.

(2) Nonresident students may keep DA publications and extracts.

(3) Foreign students may keep DA publications and extracts under the provisions of AR 12-15.

d. Using extracts.

(1) Colleges and schools may locally reproduce portions of DA publications to use as extracts. Extracts will be used when no more than 10 percent of a DA publication is required for instructional purposes. Extracts will contain the following information in the top margin of the first page:

(a) A statement that the extract was locally reproduced for instructional purposes.

(b) A statement referencing this paragraph as the authority for local reproduction.

(c) The name of the college or school.

(2) To conserve DA publications, extracts will be used to the fullest extent possible in both resident and nonresident instruction.

(3) Complete copies of DA publications will not be locally reproduced unless authority is granted from USAPA-DOF (see para 11-28b). Colleges and schools will request LRA from the USAPA-DOF. Normally, LRA is granted only when the publication is at zero balance in USAPA-DOF.

e. Publications management. Colleges and schools should—

(1) Review all programs of instruction (POIs) for use during the fiscal year and reduce references to DA publications. Once approved, do not allow changes to these POIs until the next fiscal year.

(2) Ensure students do not mark, tab, highlight, fold, or render DA publications unserviceable. This includes storing publications in the trunks of privately owned vehicles.

(3) Place looseleaf and three-hole punched publications in binders, whenever possible.

(4) Allow students to store their publications in the classroom. This reduces wear and tear and keeps the publications from being lost or stolen.

(5) Treat DA administrative and technical publications as accountable items by requiring students (regardless of grade) to sign for them as part of in-processing and return them upon completion of the course of instruction.

f. Acquiring new and revised publications.

(1) The CG, AMC, will ensure that colleges and schools receive the Consolidated Equipment Publications Schedule. This schedule lists the dates when new and revised equipment publications will be submitted to USAPA for printing. After reviewing the schedule, the colleges and schools will contact the AMC MSCs that are the proponents of the new publications. They will give the AMC proponent a list of the publications and the number of copies needed. The AMC proponent will enter these colleges and school requirements on DA Form 260, block 8, when submitting the publications to USAPA for printing.

(2) When colleges and schools receive draft manuscripts of other publications (such as FMs and general subject TMs), they will inform the proponent of the number of copies they will need for instructional purposes for the first year after the publication is issued. As in (1) above, the proponent will enter these requirements on DA Form 260, block 8. Copies required in later years will be obtained as described in b above.

Section VIII
Distribution of Multi-Service Publications and Publications of Other Military Departments and Government Agencies

12-26. Joint publications
Joint publications (formerly known as Joint Chiefs of Staff, joint-use, and joint-Service publications) will be indexed in DA Pam 25-30 (IDN or DA Form 12-series form and block numbers are assigned in DA Pam 25-30). All distribution of joint publications, to include initial distribution, reissue of revisions, and resupply will be based on current publications/forms established requirements for publications/forms. (Requirements are established using the same procedures as for Army publications.) Users are encouraged to update their publictions/forms requirements subscription service on a periodic basis in order to validate requirements for joint publications. Users without established accounts are encouraged to establish requirements immediately to ensure continued access to required publications. Users are encouraged to meet requirements for multiple titles by requesting joint publications in the CD-ROM format. (The CD-ROM contains all approved joint publications and is updated semi-annually.)

12-27. Multi-Service publications
USAPA will distribute multi-Service publications to Army users. The responsible Army agency or command will provide USAPA with recommended Army distribution 18 months prior to printing. This enables USAPA to capture all Army distribution requirements. The completed DA Form 260 will cite the appropriate IDN when sent to USAPA.

12-28. Exchange of military Service and DLA publications
DA has a common service agreement with the Departments of the Navy and Air Force, the Marine Corps, and DLA that allows the exchange of technical publications and blank forms. This agreement is prescribed in AR 25-36. Procedures for exchanging publications and forms among the military Services and DLA vary with the number of copies required, the type of service needed, and the security classification of the document.

a. One-time requirements. Army units, units of other military Services, and DLA may request 25 copies of a publication or 100 copies of a blank form as a one-time requirement.

(1) Army units requiring publications or forms from another Service or DLA will submit requests directly to the other Service or DLA in accordance with AR 25-36.

(2) DLA or units from other Services requiring Army publications and forms will submit requests by memorandum directly to the Director, USAPA-DOF, 1655 Woodson Rd., St. Louis, MO 63114-6181.

b. Continuing, bulk, and classified requirements.

(1) Army units requiring publications or forms from another Service or DLA will submit a memorandum of request to Director, USAPA, ATTN: JDHQSV-PAL, Alexandria, VA 22331-0302.

(2) DLA or units from other Services requiring Army publications or forms will submit a memorandum of request through their supporting Service or agency as indicated in AR 25-36. Requests will not be processed without approval from USAPA.

(3) The requester of classified publications or forms must indicate a need to know and if storage facilities and personnel are properly cleared to receive and handle classified material. Requests from DLA or units of other Services will be forwarded to the Army proponent for approval of the requester's need to know.

12-29. Joint Nuclear Weapons Publications System (JNWPS)

a. Description.

(1) The JNWPS provides instructions and data to supplement the publications systems of the Department of Energy (DOE), Defense Nuclear Agency, and the military departments of DOD.

(2) The JNWPS consists of—

(a) TMs on nuclear weapons and associated material that are designed and produced by DOE, as well as TMs on related components that are designed and developed by DOD agencies.

(b) Supplemental information or data that DOE or DOD determined to be in or connected with the general field of nuclear weapons.

(3) DA Pam 25-30 lists those nuclear weapon and explosive ordnance publications stocked and issued by the USAPA-DOF.

b. Initial distribution. Units and activities will—

(1) Base their initial distribution requirements on—

(a) Their need to know.

(b) Their mission and functions.

(2) Change or update initial distribution requirements for EOD and nuclear weapon publications by submitting new copies of the proper DA Form 12-29-R.

(3) Request initial distribution of EOD publications as indicated below.

(a) Units and activities will complete DA Form 12-29-R and send it through command channels to the AMC EOD officer, U.S. Army Technical Detachment, Naval Explosive Ordnance Disposal Technology Center, ATTN: DRDAR-ED, Indian Head, MD 20640-5040.

(b) The AMC EOD officer will approve or disapprove initial distribution and changed distribution requirements based on the mission and need to know of the submitting organization. If the request is approved, the AMC EOD officer will send the DA Form 12-29-R to the USAPA-DOF (address in 12-6c(1)(a) above). If the request is disapproved, the AMC EOD officer will send the DA Form 12-29-R to the originator for cancellation or further justification.

(4) Request initial distribution of nuclear weapon publications as indicated below.

(a) Units and activities will complete DA Form 12-35-R and send it through command channels to the Commander, U.S. Army Nuclear and Chemical Agency, ATTN: MONA-SU, Springfield, VA 22150-3198, for approval.

(b) The Commander, USANCA, will approve or disapprove all initial distribution or changed distribution requirements based on the mission and need to know of the submitting organization. If USANCA approves the DA Form 12-35-R, USANCA will endorse the form, forward it to the USAPA-DOF (address in 12-6c(1)(a) above) and send an information copy to the Commander, U.S. Army TACOM Armament, Research, Development, and Engineering Center (ARDEC), ATTN: AMSTA-AR-LSB, Picatinny Arsenal, NJ 07806-5000. The USAPA-DOF will also notify the requesting unit of items approved for initial distribution and when initial distribution will begin. If USANCA does not approve the form, USANCA will return the form to the requesting unit with a notice of cancellation or a request for further justification.

(c) Requesting units must refer specific questions regarding cancellation or the need for further justification directly to the Commander, USANCA, for resolution. In such cases, the Commander, USANCA, will advise the USAPA-DOF of any newly approved changes as prescribed in (b) above.

c. Resupply copy distribution.

(1) Resupply copy distribution of EOD and nuclear weapon publications is restricted to those units and activities authorized initial distribution through an approved DA Form 12-29-R or DA Form 12-35-R. These activities will requisition needed resupply copies using the electronic DA Form 4569.

(2) Activities not possessing EOD and nuclear weapon initial distribution authorizations should justify their need by memorandum to the addresses shown in (a) below.

(a) EOD resupply copy requests. Send these requests by memorandum through command channels to the AMC EOD officer, U.S. Army Technical Detachment, Naval Explosive Ordnance Disposal Technology Center, ATTN: DRDAR-ED, Indian Head, MD 20640-5040. The AMC EOD officer will requisition or direct the requisitioning of approved request using the electronic DA Form 4569.

(b) Nuclear weapon resupply copy requests. Send these requests by memorandum through command channels to the Commander, USANCA, ATTN: MONA-SU. USANCA will requisition or direct the requisitioning of approved request using the electronic DA Form 4569.

d. Controlled distribution.

(1) The project manager for nuclear munitions at ARDEC will determine those nuclear weapon publications to be distributed as controlled items.

(2) JNWPS publications that have a controlled distribution will not be requisitioned from USAPA. Units or activities that need these items will send their requests to the Commander, ARDEC, ATTN: AMSTA-AR-LSB, Picatinny Arsenal, NJ 07806-5000. ARDEC will requisition approved request using the electronic DA Form 4569.

12-30. Allied communications publications and multi-Service Army-Navy-Air Force publications

JANAP 201 gives the number, summary of content, and general subject matter for each ACP and JANAP.

a. Separate DA Form 12-99-R for ACPs and JANAPs. A separate DA Form 12-99-R will be prepared and submitted using instructions in DA Pam 25-33. The subscription form and block number are listed in DA Pam 25-30.

b. Supplement subscription numbers. Supplements have their own subscription numbers; supplements to the basic ACP will not be automatically distributed. Subscribe to ACP supplements using their separate block numbers as indicated in DA Pam 25-30. ACPs that have been supplemented are listed in DA Pam 25-33.

12-31. DLA publications

USAPA will distribute DLA publications to Army organizations. As indicated below, distribution requirements will be established by either DA or DLA depending on the DLA category of the publication. (See chap 8 for information on the various categories of DLA publications.)

a. *Categories A and B.* After DA concurrence, the HQDA agency or field element having primary coordination responsibility will recommend distribution on the DA Form 260. When USAPA receives the DA Form 260, it will send the distribution information to DLA.

b. *Categories C and D.* DLA will determine distribution.

12-32. Defense Information Systems Agency and Defense Intelligence Agency (DIA) publications

a. Requests for DISA publications and forms will be sent to the Director, DISA, ATTN: CIO-D03A, 701 South Courthouse Rd., Arlington, VA 22204-2199.

b. DIA publications available for DA use are indexed in DA Pam 25-30. Initial distribution and resupply copies are controlled by the Deputy Chief of Staff for Intelligence. Send requests to HQDA (DAMI-ZXM-A), WASH DC 20310-1020.

12-33. Publications of other Government agencies

a. Some publications and forms of other Government agencies are stocked by the USAPA-DOF and may be requisitioned using the procedures in section III of this chapter. DA Pam 25-30 lists these publications and forms.

b. Army organizations needing other Government agencies' publications and forms that are not stocked by the USAPA-DOF will submit their requests in writing to the agency that printed the publication or form. Requests will include—

(1) Complete address where the item is to be shipped.

(2) Nomenclature, title, and unit of issue of the item.

(3) Number of copies needed.

(4) Justification of need.

Section IX
Distribution of Agency and Command Publications

12-34. Restrictions

Command and agency publications will be distributed by the proponent agency or command. These publications, including forms, published by agency heads, field commanders, and commandants of service schools will not be distributed outside their command jurisdiction, except for—

a. Informational copies of orders involving temporary duty or PCS.

b. Correspondence course materials.

c. Publications financed by nonappropriated funds and supported by individual sales.

d. Instructional material that is based on official doctrine and that supports ARNGUS and USAR schools, Reserve Component staff training, and ROTC programs.

e. Programs of instruction.

f. Lesson plans and instructional materials that are based on official doctrine and Detailed Schedule of Classes—Army Schools and those that support instructions of Army Service schools.

g. Instructional materials (f above) produced in bulk at Army Service schools. One copy may be sent when requested by other Service schools, MUSARC USARC MSCs, Active Army units, MACOMs, military assistance advisory groups, and military missions.

h. Copies of supplements to ARs when the supplements are sent to higher echelons as required by chapter 9.

i. Information copies of agency and command publications sent to other selected HQDA agencies and MACOMs.

j. Copies of publications written by a host installation or command to provide tenant activities with instructions and guidance.

k. One or more free copies of publications that are requested by industry, private organizations, or the general public if stocks permit and release is not restricted. Restrictions include classified, protected, proprietary, or copyrighted material. Quantities will not exceed 50 copies. If production cost of the copies is less than $100, the quantity limit does not apply. See AR 37-60 for a schedule of fees and charges. Requests for copies of publications under the Freedom of Information Act will be processed according to AR 25-55.

l. Other publications whose distribution is specifically approved by USAPA. Requests for USAPA approval will be sent by memorandum to Director, USAPA, ATTN: JDHQSV-PAL, Alexandria, VA 22331-0302. The type of publication, content, proposed distribution, and justification for exception must be furnished.

12-35. Designations for standard distribution

a. Proponents will designate standard distribution of publications by a letter, a combination of letters, or a distribution statement. Proponents will prepare a distribution list showing the elements included in each letter designation. For uniformity, distribution codes should parallel command levels (para 12-7) for ARs.

b. The word “Distribution” will be placed at the left margin on the second line below the “OFFICIAL” section. Distribution information or letter-code designations will be placed on the next line, beginning at the left margin.

12-36. Supplements

a. Supplements will be distributed to the subordinate elements and activities that need them and that are authorized to receive the AR or agency or command regulation. The distribution of a supplement will parallel the distribution of the regulation within the HQDA agency or MACOM, unless the issuing authority determines that the contents of the supplement do not apply to all elements that received the regulation.

b. The proponent will send one copy of the approved and issued supplement through command channels to the proponent of the regulation that is being supplemented. (Each regulation contains the proponent's mailing address.) Memorandums of transmittal are not required.

12-37. Bulletins

The number of copies of bulletins printed and distributed will be on a need-to-know basis and held to the minimum necessary. Proponents will review and update distribution lists periodically.

Section X
Shipping and Mailing Printed Material

12-38. Mode of shipment

Printed matter will be shipped by the least costly mode of transportation that meets the required delivery date and security and accountability requirements.

a. Freight shipments will be processed according to AR 55-355.

b. Mail shipments will be processed according to AR 25-51 and the International Mail Manual.

12-39. Self-mailers

When printed matter is to be distributed by mail within CONUS with single copies going to each address, the use of self-mailers will be considered. If this method can be used and is economical, the printed matter will be prepared for mailing in accordance with the Domestic Mail Manual.

Section XI
Sale of Publications

12-40. Sale to the public

a. Proponents may be reasonably certain that there will be a public demand for their publications or they may want their new publication to be placed on sale by the Superintendent of Documents, GPO. In these cases, they will complete two copies of GPO Form 3868 and submit them with the DA Form 260 (table 2-3), checking the appropriate box in item 7 of the DA Form 260. (These requirements do not apply to technical, doctrinal, and equipment publications.) All applicable items of the form will 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. GPO Form 3868 will be submitted to Director, USAPA, ATTN: JDHQSV-PAM-M, Alexandria, VA 22331-0302, along with the DA Form 260 when requesting the printing 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.

12-41. Sale to eligible foreign governments

Publications and forms will 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.

a. FMS customers will use DA Form 12-R or DA Form 12-99-R to establish their initial distribution requirements for unclassified publications, except as stated in paragraph 12-31. They will send these forms to the Commander, U.S. Army Security Assistance Command (USASAC), ATTN: AMSAC-OL, 54 M Avenue, Suite 1, New Cumberland, PA 17070-5096. USAPA will ship the publications to the address in the sales agreement. Classified publications will not be requested or shipped through initial distribution.

b. Requests for resupply copies will be handled as stated below.

(1) FMS customers will use DA Form 4569-1-R (Security Assistance Publication Requisition Code Sheet) to request both classified and unclassified publications. (See DA Pam 25-33.) They will send the completed form to the Commander, USASAC, ATTN: AMSAC-OL, 54 M Avenue, Suite 1, New Cumberland, PA 17070-5096. A reproducible copy of DA Form 4569-1-R is in DA Pam 25-33.

(2) USAPA will direct the USAPA-DOF to ship unclassified publications to the address in the sales agreement. If the requested publications are to be shipped to a different address, the customer must state the new address in a cover memorandum submitted with the DA Form 4569-1-R. This memorandum will serve as a notice to change the address recorded at USAPA.

(3) USAPA will direct the USAPA-DOF to ship classified publications only to the country's military representative in CONUS or to an address approved by HQDA (DAMI-FL), WASH DC 20310-1040. The recipient must return a signed receipt to the USAPA-DOF.

c. USAPA will send an itemized list of the shipped publications to USASAC (ATTN: AMSAC-OL) after publications have been shipped to an FMS customer. Certification of shipment and the shipping cost, if special transportation is used, must be included. USAPA will send a notification of delivery to USASAC (ATTN: AMSAC-OL).

d. USASAC will prepare vouchers and forward them to the Director, Defense Finance and Accounting Service, Denver Center, Security Assistance Accounting Center, Denver, CO 80279-5000.

e. The Security Assistance Accounting Center will—

(1) Reimburse the appropriation from which the issued publications were procured.

(2) Compute and obtain reimbursement for accessory costs.

(3) Write a final accounting statement according to AR 37-1.

Chapter 13
Secretary of the Army Awards for Improving Publications

13-1. Introduction
This chapter—

a. Assigns responsibility for administering the program to the AASA.

b. Assigns responsibilities to the Director, USAPA, for providing technical and staff support to the screening panel.

13-2. Award categories
There are four types of awards as shown below.

a. Army Editor of the Year Award (Departmental).

b. Army Editor of the Year Award (Command).

c. Secretary of the Army Award for Publications Improvements (Departmental).

d. Secretary of the Army Award for Publications Improvements (Command).

13-3. Objectives
These awards are designed to recognize the following:

a. Departmental and Army field command writers and editors who have significantly improved the quality of Army publications through their own personal initiatives.

b. Departmental and Army field command employees who have made significant contributions toward improving the quality of Army publications systems.

c. Departmental or Army field command employees who have significantly reduced the amount of printing through innovative structure or organization using conventional means or advanced page-processing technologies.

d. Achievements and contributions of individuals rather than the performance of teams or groups of people. If a group is involved, the name of a single individual who was primarily responsible for the initiative or accomplishment should be forwarded for recognition.

13-4. Eligibility

a. *Army Editor of the Year Award (Departmental).* Any Army employee (military or civilian), regardless of location, who performs the duties of writing and editing official Army-wide (departmental) publications as a major duty may be nominated for this award. Command information publications (including newspapers) published under the provisions of AR 360-81 and Army periodicals (chapter 10, section I) are not eligible for this competition. Editors of web sites are excluded.

b. *Army Editor of the Year Award (Command).* Any Army employee (military or civilian), regardless of location, who performs the duties of writing and editing official command or agency publications as a major duty may be nominated for this award. Command information publications (including newspapers) published under the provisions of AR 360-81 and Army periodicals (chapter 10, section I) are not eligible for this competition. Editors of web sites are excluded.

c. *Secretary of the Army Award for Publications Improvements (Departmental).* Any Army employee (military or civilian), regardless of location, who is actively involved in the development, management, or support of programs or efforts to improve an Army-wide (departmental) publications system may be nominated for this award. The award is intended to recognize either innovative approaches to improving existing printing operations, or the application of new technologies and solutions that increase efficiency and/or tangible or intangible savings.

d. *Secretary of the Army Award for Publications Improvements (Command).* Any Army employee (military or civilian) who is involved in the development, management, or support of programs to improve a publications system at MACOMs or at their subordinate command elements may be nominated for this award. The award is intended to recognize either innovative approaches to improve existing printing operations, or the application of new technologies and solutions that increase efficiency and/or tangible or intangible savings.

13-5. Criteria

Army employees nominated for these awards must meet the following criteria for the period 1 April of the previous year through 31 March of the current year.

a. *Army Editor of the Year Awards.* Nominees must produce (through writing, editing, restructuring, and reorganizing) publications that are easy to read, use, and understand. The reduction of pages is encouraged provided it does not detract from the improvements of the publication. The editing should be written at the appropriate reading grade level for its intended audience. (See para 2-13.) The writing or editing must involve at least one of the types of official Army publications listed in paragraphs 2-4 through 2-7. If there is any doubt of the qualification of an official command or agency publication, refer to paragraphs 9-1, 9-6, and 9-16. An official Army command publication must be numbered and authenticated in order to be considered as a basis for this award.

b. *Secretary of the Army Awards for Publications Improvements.* Nominees must—

(1) Develop, manage, or support an Army-wide, HQDA agency, MACOM, corps, division, or installation program designed to improve the activity's publications system.

(2) Improve effectiveness or achieve a savings as a result of initiated publications actions or establishment of an innovative program designed to improve publications or a publications system.

13-6. Preparing nominations

a. Nominations will be made on DA Form 1256 (Incentive Award Nomination and Approval).

b. A narrative justification will be prepared to explain the nomination. Justification should be of high quality and contain as much supporting materials and documentation as possible. Specific examples of what the nominee has done to further the publications improvement effort must be included. This justification will be attached to the DA Form 1256.

(1) Nominations for the Army Editor of the Year Awards will contain a portfolio that includes “before” and “after” samples of the work on which the nomination is based. The nomination portfolio will also include draft manuscripts that demonstrate the amount of work performed by the nominee to include editorial marks, rewrites, and comments. If editing is performed in an automated environment, a copy of “before” and “after” excerpts must be provided in hard copy. If the work spans the entire award period, provide enough samples to give an indication of the year’s activity. Nonprinting comments and notes to the author should also be provided. Reading grade level data, based on the Kincaid Readability Formula, must be shown. (See para 2-13.) The narrative justification must clearly state the objectives of the publication and the publication’s target audience. It must also include supporting documentation to show how these objectives were met.

(2) Nominations for the Secretary of the Army Awards for Publications Improvements must include specific comments regarding the improved effectiveness of a publication or any tangible or intangible savings.

13-7. Submitting nominations

a. All submissions must be forwarded through the headquarters element. Official signatures must be present on the original DA Form 1256 before any package is accepted. Principal HQDA officials and MACOM commanders must submit their nominations to Director, USAPA, ATTN: JDHQSV-PAP-P, Alexandria, VA 22331-0302, no later than 1 May of each year.

b. Departmental level nominations will be forwarded through channels to the appropriate principal HQDA official or his or her designated representative for approval. Command level nominations will be forwarded through command level channels and approved at the MACOM level.

c. The original and six copies of the DA Form 1256, narrative justification, an Equal Employment Opportunity clearance statement, and all supporting work samples, to include publications, will be submitted for each nomination.

13-8. Selection and notification procedures

a. The nominations will be screened by a panel composed of one representative from each of the following as shown below:

(1) Office of the AASA.

(2) Office of the ODISC4.

(3) Office of the Chief of Public Affairs.

(4) Office of the DCSOPS.

(5) Office of the Deputy Chief of Staff for Personnel.

(6) Office of the DCSLOG.

b. The panel, chaired by the OAASA representative, will select the top two nominees for each award. USAPA will provide technical and staff support for the panel.

c. Panel recommendations will be forwarded to the DA Incentive Awards Board. The DA Incentive Awards Board will select and notify winners. Winners will be presented an engraved plaque at the annual Secretary of the Army awards ceremony held in the Pentagon, Washington, D.C.

d. Each person chosen as a runner-up will receive a Certificate of Achievement. OAASA will notify the runners-up and prepare the certificates.

Appendix A
References

Section I
Required Publications

AR 5-3
Installation Management and Organization. (Cited in para 2-12.)

AR 5-9
Intraservice Support Installation Area Coordination. (Cited in paras 5-1, 5-8, and 12-3.)

AR 5-22
The Army Proponent System. (Cited in para 5-1.)

AR 11-2
Management Control. (Cited in para 4-5 and table 2-3.)

AR 12-15
Joint Security Assistance Training (JSAT) Regulation (Navy Instruction 4950.4; AFR 50-29). (Cited in para 12-25.)

AR 15-1
Boards, Commissions, and Committees—Committee Management. (Cited in para 4-4.)

AR 15-6
Procedures for Investigating Officers and Boards of Officers. (Cited in para 12-24.)

AR 25-1
The Army Information Resources Management Program. (Cited in paras 1-9, 2-8, 2-21, 3-15, and 11-14.)

AR 25-35
Joint Technical Coordinating Group For Munitions Effectiveness (JTCG/ME) Publications (AFJI 10-411; NAVMAT INST 5600.23; MCO 5600.43B). (Cited in para 11-34.)

AR 25-36
Interservicing of Technical Manuals and Related Technology (AFR 66-19; OPNAVINST 5600.22; MCO 5215.16A; DLAR 4151.9). (Cited in paras 1-9, 7-5, and 12-28.)

AR 25-50
Preparing and Managing Correspondence. (Cited in paras 2-21, 9-19, 9-21, and 11-25.)

AR 25-51
Official Mail and Distribution Management. (Cited in paras 2-21, 11-26, and 12-38.)

AR 25-55
The Department of the Army Freedom of Information Act Program. (Cited in paras 2-16 and 12-34.)

AR 25-400-2
The Modern Army Recordkeeping System (MARKS). (Cited in paras 5-6, 11-42, and 12-24.)

AR 37-1
Army Accounting and Fund Control. (Cited in paras 11-36 and 12-41.)

AR 37-49
Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities. (Cited in para 11-36.)

AR 37-60
Pricing for Materiel and Services. (Cited in para 12-34.)

AR 55-355
Defense Traffic Management Regulation (NAVSUPINST 4600.70; AFR75-2; MCO P4600.14B; DLAR 4500.3). (Cited in paras 12-24 and 12-38.)

AR 70-1
Army Acquisition Policy. (Cited in paras 1-25 and 6-6.)

AR 70-31
Standards for Technical Reporting. (Cited in para 2-14.)

AR 71-32
Force Development and Documentation—Consolidated Policies. (Cited in paras 2-75, 11-34, and 11-35.)

AR 200-1
Environmental Protection and Enhancement. (Cited in para 4-8 and table 2-3.)

AR 200-2
Environmental Effects of Army Actions. (Cited in para 4-8 and table 2-3.)

AR 210-1
Private Organizations on Department of the Army Installations and Official Participation in Private Organizations. (Cited in para 11-36.)

AR 310-25
Dictionary of United States Army Terms (Short Title: AD). (Cited in para 2-19.)

AR 310-50
Authorized Abbreviations and Brevity Codes. (Cited in para 3-3.)

AR 335-15
Management Information Control System. (Cited in paras 1-23, 3-10, and table 2-3.)

AR 340-21
The Army Privacy Program. (Cited in para 3-12.)

AR 360-81
Command Information Program. (Cited in paras 2-3, 2-26, 9-21, 11-14, and 13-4.)

AR 380-5
Department of the Army Information Security Program. (Cited in paras 1-21, 1-26, 2-14, 2-16, 2-60, 3-19, 8-11, 11-41, 12-24, and 12-24.)

AR 600-8-22
Military Awards (Cited in para 12-17.)

AR 690-200
General Personnel Provisions. (Cited in para 2-52.)

AR 700-127
Integrated Logistic Support. (Cited in paras 1-12 and 1-25.)

AR 725-50
Requisition Receipt and Issue System. (Cited in para 11-19.)

AR 750-1
Army Materiel Maintenance Policy and Retail Maintenance Operations. (Cited in para 6-14.)

AR 750-10
Modification of Materiel and Issuing Safety-of-Use Messages and Commercial Vehicle Safety Recall Campaign Directive. (Cited in paras 6-26, 6-27, and 6-30.)

DA Pam 25-4
Information Systems Technical Documentation. (Cited in paras 2-76 and 6-36.)

DA Pam 25-30
Consolidated Index of Army Publications and Blank Forms. (Cited in paras 1-21, 2-8, 2-27, 2-57, 3-15, 5-3, 7-1, 12-4, 12-8, 12-11, 12-24, 12-29, 12-30, 12-32, 12-33, and table 1-1.)

DA Pam 25-33
User's Guide for Army Publications and Forms. (Cited in paras 1-26, 7-1, 12-6, 12-8, 12-9, 12-10, 12-12, 12-14, 12-18, 12-25, 12-30, and 12-41.)

DA Pam 25-35
(O) Military Publications Index of Communications Security (COMSEC) (U). (Cited in para 6-14.)

DA Pam 25-36
Design and Production of Instructional Publications. (Cited in para 2-52.)

DA Pam 25-40
Administrative Publications: Action Officers Guide. (Cited in paras 2-18, 2-23, 2-27, 2-28, 2-30, 2-35, 2-52, 2-53, 4-7, 4-9, and 4-10.)

DA Pam 25-51
The Army Privacy Program—System Notices and Exemption Rules. (Cited in para 3-12.)

DOD 4130.2-M
Federal Catalog System Policy Manual. (Cited in para 2-76.)

DOD 4160.21-M
Defense Materiel Disposition Manual. (Cited in para 11-35.)

DODD 8320-1
DOD Data Administration. (Cited in para 2-8.)

FM 101-5
Staff Organization and Operations. (Cited in para 2-12.)

Joint Pub 1-02
Department of Defense Dictionary of Military and Associated Terms. (Cited in para 2-19.)

MIL-HDBK 1221
DOD Handbook for Evaluation of Commercial Off-The-Shelf (COTS) Manuals. (Cited in paras 6-6, 6-7, and 6-8.) (This publication may be obtained from the Defense Printing Service, Detachment Office, Philadelphia, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111.)

MIL-HDBK 1223
The Guidance for Preparation of Hand Receipts (HRs). (Cited in para 6-24.) (This publication may be obtained from the Defense Printing Service, Detachment Office, Philadelphia, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111.)

MIL-HDBK 9660
DOD-Produced CD-ROM Products. (Cited in para 2-8.) (This publication may be obtained from the Defense Printing Service, Detachment Office, Philadelphia, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111.)

MIL-M-63002(TM)
Manuals, Technical: Requirements for Preparation of Modification Work Orders. (Cited in paras 6-26 and 6-27.) (This publication may be obtained from the Defense Printing Service, Detachment Office, Philadelphia, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111.)

MIL-M-63036(TM)
Manuals, Technical: Operator's, Preparation of.) (Cited in para 6-25.) (This publication may be obtained from the Defense Printing Service, Detachment Office, Philadelphia, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111.)

MIL-M-63038(TM)
Manuals, Technical: Unit or Aviation Unit, Direct Support, Aviation Intermediate, and General Support Maintenance, Requirements For.) (Cited in para 6-17.) (This publication may be obtained from the Defense Printing Service, Detachment Office, Philadelphia, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111.)

MIL-M-7298
Manuals, Technical: Commercial Equipment. (Cited in paras 6-5 and 6-8.) (This publication may be obtained from the Defense Printing Service, Detachment Office, Philadelphia, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111.)

MIL-P-38790
Printing Production of Technical Manuals: General Requirements for. (Cited in para 2-37.) (This publication may be obtained from the Defense Printing Service, Detachment Office, Philadelphia, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111.)

MIL-PRF-63013(TM)
Catalogs, Supply: Sets, Kits, and Outfits Component Lists. (Cited in para 6-33.) (This publication may be obtained from the Defense Printing Service, Detachment Office, Philadelphia, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111.)

MIL-PRF-87268
Manuals, Interactive Electronic Technical, General Content, Style, Format, User-Interaction Requirements. (Cited in para 6-12.) (This publication may be obtained from the Defense Printing Service, Detachment Office, Philadelphia, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111.)

MIL-STD-40051
Technical Manual Preparation. (Cited in paras 2-13, 2-52, and 6-19.) (This publication may be obtained from the Defense Printing Service, Detachment Office, Philadelphia, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111.)

SB 700-20
Army Adopted/Other Items Selected for Authorization/List of Reportable Items. (Cited in para 11-34.) (This publication may be obtained from USAMC LOGSA, ATTN: AMXLS-LC, Redstone Arsenal, AL 35898-7466.)

Section II
Related Publications
A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 27-10
Legal Services: Military Justice

AR 27-60
Intellectual Property

AR 34-1
International Military Rationalization, Standardization, and Interoperability

AR 115-11
Army Topography

AR 215-1
Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities

AR 310-4
Publication in the Federal Register of Rules Affecting the Public

AR 708-1
Cataloging and Supplies and Equipment Cataloging and Supply Management Data

CTA (Common Tables of Allowances) 50-909
Field and Garrison Furnishings and Equipment

DA Memo 690-5
Consultation with Labor Organizations

DA Pam 25-37
Index of Graphic Training Aids

DOD 4100.39-M
Federal Logistics Information System (FLIS) Procedures Manual (Vols 1-18)

DODD 5230.24
Distribution Statements on Technical Documents

Executive Order 12770
Metric Usage in Federal Government Programs

Federal Acquisition Regulation (FAR) 6.101
Competition Requirements, Full and Fair Competition: Policy

Federal Acquisition Regulation (FAR) 7.401
Acquisition Considerations (Subpart 7.4 Equipment Lease or Purchase)

Federal Acquisition Regulation (FAR) 13.106
Competition and Price Reasonableness (Subpart 13.1XGeneral, Part 13XSmall Purchase and Other Simplified Purchase Procedures.) GAO Policy and Procedures Manual for Guidance of Federal Agencies. (Subscriptions may be obtained from the U.S. Government Printing Office, Superintendent of Documents, Washington, DC 20402-9371.)

Federal Standard 376A (FED-STD-376A)
Preferred Metric Units for General Use by the Federal Government
Government Paper Specifications Standards

JANAP 201
(C)Status of Noncryptographic JANAPs and ACPs (U)

NATO STANAG 2113
Destruction of Military Technical Equipment

TB 18-103
Software Design and Development

TB 380-41
(O)Procedures For Safeguarding, Accounting, and Supply Control of COMSEC Material

TB 380-41-1
(O)Procedures for Safeguarding, Accounting and Supply Control of COMSEC Material, Vol 1, Accounting and Reporting Procedures

TB 380-41-3
(O) Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Material, Vol 3, Accounting and Reporting Procedures

Section III
Prescribed Forms
All the forms prescribed below (except for DA Form 2028-2) are available on the Army Electronic Library CD-ROM and the USAPA web-site.

DA Form 260
Request for Printing of Publication. (Prescribed in paras 1-23, 2-8, 2-53, 2-58, 2-64, 2-68, 3-2, 4-5, 4-8, 4-12, 6-8, 6-13, 7-3, 7-4, 7-6, 8-5, 11-25, 11-26, 11-28, 12-8, 12-23, 12-25, 12-26, 12-27, 12-31, 12-40, table 2-3, and figure 2-7.)

DA Form 2028
Recommended Changes to Publications and Blank Forms. (Prescribed in paras 2-59, 2-60, and 5-8.)

DA Form 2028-2
Recommended Changes to Equipment Technical Publications. (Prescribed in paras 2-60 and 6-18.)

DA Form 4570
Register of Printing/Duplicating Requisitions. (Prescribed in para 11-42.)

DA Form 4570-1
Commercial Printing Record. (Prescribed in para 11-42.)

DA Form 4575
Copy Machine Production Log. (Prescribed in para 11-47.)

DA Form 4790
Certification for Distribution of Publication(s) in Support of Government Contract. (Prescribed in para 12-23.)

DA Form 4815
Forms Control Register. (Prescribed in para 3-4.)

DA Form 4821
Printing, Duplicating, and Related Equipment Projections. (Prescribed in para 11-34.)

DA Form 4951
Lease/Purchase Analysis for Copying/Duplicating Machines. (Prescribed in paras 11-44, 11-45, and 11-47.)

DA Form 5394-1
Printing Facility Productivity Report (Prescribed in para 11-42.)

DD Form 67
Form Processing Action Request. (Prescribed in paras 3-1, 3-2, 3-9, 3-10, 3-11, 3-12, 3-15, 3-18, 3-19, 6-13, 7-4, 8-5, and table 2-3.)

DD Form 282
DOD Printing Requisition/Order. (Prescribed in para 11-25.)

DD Form 843
Requisition for Printing and Binding Service (Prescribed in para 11-29.)

DD Form 844
Requisition for Local Duplicating Service. (Prescribed in paras 2-46 and 11-29.)

GPO Form 1026a
Specifications for Marginally Punched Continuous Forms. (Prescribed in para 3-6.)

GPO Form 2511
Print Order (Prescribed in para 11-28.)

GPO Form 3868
Notification of Intent to Publish. (Prescribed in paras 11-28, 12-40, and table 2-3.)

JCP Form 1
Printing Plant Report. (Prescribed in paras 11-39 and 11-42.)

JCP Form 2
Commercial Printing Report. (Prescribed in paras 11-30 and 11-42.)

JCP Form 3
Reporting Acquisition of Power-Operated Collators for Use in Other Than Authorized Printing Plants. (Prescribed in para 11-42.)

JCP Form 5
Annual Plant Inventory. (Prescribed in para 11-43.)

JCP Form 6
Annual Inventory of Stored Equipment. (Prescribed in para 11-42.)

JCP Form 7
Excess Equipment Disposal Report. (Prescribed in para 11-42.)

SF 1
Printing and Binding Requisition. (Prescribed in paras 3-6, 11-19, 11-28, and 11-30.)

SF 1-C
Printing and Binding Requisition for Specialty Items. (Prescribed in para 11-28.)

SF 152
Request for Clearance or Cancellation of a Standard or Optional Form or Exception. (Prescribed in paras 3-6 and 3-15.)

Section IV
Referenced Forms

DA Form 11-2-R
Management Control Evaluation Certification Statement

DA Form 12-R
Request for Establishment of a Publications Account

DA Form 12-29-R
Subscription for Explosive Ordnance Disposal (EOD) Publications

DA Form 12-35-R
Subscription for Nuclear Weapons Publications

DA Form 12-99-R
Initial Distribution (ID) Requirements for Publications

DA Form 17
Requisition for Publications and Blank Forms

DA Form 17-1
Requisition for Publications and Blank Forms (Continuation Sheet)

DA Form 201
Military Personnel Records Jacket, U.S. Army

DA Form 209
Delay, Referral, or Follow-Up Notice

DA Form 410
Receipt for Accountable Form

DA Form 479
Publication and Blank Form Stock Record Card (Vertical File)

DA Form 479-1
Publication and Blank Form Stock Record Card (Visible File)

DA Form 1256
Incentive Award Nomination and Approval

DA Form 2140
Military Pay Voucher Summary and Certification Sheet

DA Form 4569 (Electronic Mode Only)
USAPC Requisition Code Sheet

DA Form 4569-1-R
Security Assistance Publication Requisition Code Sheet

DA Form 5695-R
Information Management Requirement Project Document

Appendix B
Management Control Evaluation Checklist

B-1. Function
The functions covered by this checklist are the administration of The Army Publishing and Printing Program. They include key controls for the following areas: Publications Management, Forms Management, Printing and Reproduction Control, and Distribution and Account Management and Control.

B-2. Purpose
The purpose of this checklist is to assist HQDA, and its field operating agencies; MACOMs; and installations in evaluating the key management controls outlined below. It is not intended to cover all controls.

B-3. Instructions
Answers must be based on the actual testing of management controls (such as, document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

B-4. Test questions
a. Publications management and control.

(1) Are policy publications issued as regulations or circulars?

(2) If publications are effective for a limited period of time, are they published in the correct medium, showing expiration dates?

(3) Are draft publications used only for coordination purposes?

(4) Are publications that have Army-wide applicability issued in DA publications media?

(5) Are command and agency publications issued only within the respective command or agency and its subordinate elements?

(6) Are permanent changes issued to officially alter the policies and procedures in publications?

(7) Are permanent changes to publications properly authenticated?

(8) Are all official publications fully staffed with all interested or affected agencies and commands prior to publication?

(9) Are funding requirements identified, prioritized, and coordinated with the resource manager each fiscal year?

(10) Are records maintained on costs relative to life-cycle management of publications?

(11) Have all departmental (Army-wide) publications been authenticated by the SA or the AASA prior to issuance as an official publication?

(12) Have all agency or command publications been authenticated by the agency head or designee?

(13) Do periodicals meet the requirement for not publishing unauthorized material in accordance with AR 25-1?

b. Forms management and control.

(1) Are higher echelon forms used in lieu of creating local forms for the same purpose?

(2) Have forms been prescribed in official publications?

(3) Did the prescribing publication contain the form number, title, and source of supply?

(4) Have all approved forms been reviewed for required form elements?

(5) If there is a need to use temporary forms, do the applicable words follow the form number?

(6) When appropriate, is this temporary method used instead of creating a permanent form?

(7) Are forms with low annual usage authorized for local reproduction?

(8) Are requests to alter the content, format, or construction of forms fully justified?

(9) Are approvals for form deviations restricted to a 2-year period?

(10) Is a program to encourage the design and use of electronically generated forms in place?

(11) Are Army-wide forms for electronic generation approved by the functional proponent and USAPA?

(12) Is the form authorized for electronic generation by the proponent?

(13) Do users of forms have the necessary equipment to electronically generate forms?

(14) Are procedures implemented to maintain an inventory and index of forms issued?

(15) Were records maintained on the use of forms to avoid procuring excessive stocks and ensure that forms ordered are consistent with expected usage?

(16) Are functional and numerical forms files maintained?

(17) Are DD Forms 67 maintained for management and historical purposes?

c. Printing and reproduction control.

(1) Was authorization given by USAPA for the establishment, discontinuance, or significant modification of a field printing and duplicating facility?

(2) Did the request contain pertinent information regarding the establishment of a proposed facility?

(3) Was the Program Plan prioritized and grouped accordingly?

(4) Has action been taken to implement restrictions on reproduction or duplication of unlawful and unauthorized items?

(5) Were all applicable guidelines, specifications, and standards implemented to ensure product adhered to standards and the most economical production method used in regard to format, composition, production measures, and trim size for each publication according to content or use of the product?

(6) Did USAPA acquire or direct the acquisition of all departmental printing?

(7) Is field printing coordinated through DAPS?

(8) Was the DAPS used for command and local printing and duplicating requirements?

(9) Was all other printing accomplished at an Army approved printing and duplicating facility?

(10) Are records being kept on all printing and duplicating operational costs involving production and manpower?

(11) Are additional records kept on billing charges involving reimbursable work?

(12) Are current inventory and production data maintained for each Government owned or leased self-service copier?

(13) Were required reports submitted in a timely manner to USAPA?

d. Distribution and account management and control.

(1) Is DA Form 12-99-R reviewed to ensure requirements are not excessive?

(2) Are initial distribution requirements reviewed at least once a year, and any necessary changes made, as required?

(3) Is DA Form 12-R used to establish accounts?

(4) Are account validation listings verified each year?

(5) Are mailing addresses for authorized accounts reviewed and updated each year?

Glossary

Section I
Abbreviations

AAL
additional authorization list

AASA
Administrative Assistant to the Secretary of the Army

ACP
Allied communications publications

AMC
U.S. Army Materiel Command

AR
Army regulation

ARNGUS
Army National Guard of the United States

ARTEP
Army Training and Evaluation Program

ASA(ALT)
Assistant Secretary of the Army for Acquisition, Logistics, and Technology

ASA(CW)
Assistant Secretary of the Army for Civil Works

ASA(FM&C)
Assistant Secretary of the Army for Financial Management and Comptroller

ASCII
American standard code for information interchange

ATSC
U.S. Army Training Support Center

AUTODIN
automatic digital network

AVIM
aviation intermediate maintenance

AVUM
aviation unit maintenance

BII
basic issue items

BOIP
basis-of-issue-plan

CBE
Command Budget Estimate

CCI
controlled cryptographic items

CD-ROM
compact disk-read only memory

C-E
communications-electronics

CFR
Code of Federal Regulations

CG, AMC
Commanding General, U.S. Army Materiel Command

CG, TRADOC
Commanding General, U.S. Army Training and Doctrine Command

CMF
career management field

CMH
Center for Military History

CNGB
Chief, National Guard Bureau

COE
Corps of Engineers

COEI
components of end item

COM
computer output microfilm

COMSEC
communications security

CONEX
container express

CONUS
continental United States

CSA
Chief of Staff, Army

CTA
common table of allowances

DA
Department of the Army

DA Cir
Department of the Army circular

DA GO
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

DD Form
Department of Defense form

DDN
Defense Data Network

DCSLOG
Deputy Chief of Staff for Logistics

DCSOPS
Deputy Chief of Staff for Operations and Plans

DIA
Defense Intelligence Agency

DISA
Defense Information Systems Agency

DISC4
Director of Information Systems for Command, Control, Communications, and Computers

DLA
Defense Logistics Agency

DLT
decision logic table

DOD
Department of Defense

DODD
Department of Defense directive

DODI
Department of Defense instruction

DOE
Department of Energy

DS
direct support

DSN
Defense switched network

DTS-W
Defense Telecommunications Service-Washington

EIR
Equipment Improvement Report

EOD
explosive ordnance disposal

FM
field manual

FMS
foreign military sales

FORSCOM
Forces Command

FPM
Federal Personnel Manual

FSC
Federal supply classification

FSG
Federal supply group

FSS
Federal supply schedule

FT
firing table

GAO
General Accounting Office

GCMO
general court-martial order

GO
general officer

GPO
Government Printing Office

GS
general support

GSA
General Services Administration

GTA
graphic training aid

HQDA
Headquarters, Department of the Army

HR
hand receipt

IL
identification list

IMCO
information management control officer

JANAP
joint Army-Navy-Air Force publication

JCP
Joint Committee on Printing

JCS
Joint Chiefs of Staff

JTA
joint table of allowances

LAN
local area network

LIN
line item number

LO
lubrication order

LOGSA
Logistics Support Activity

MAC
maintenance allocation chart

MACI
military adaptation of commercial items

MACOM
major Army command

MILSTRIP
Military Standard Requisitioning and Issue Procedures

MIPR
Military Interdepartmental Procurement Request

MM
multi-Service manual

MOS
military occupational specialty

MSC
major subordinate command

MTOE
modification table of organization and equipment

MUSARC
major United States Army Reserve Command

MWO
modification work order

MWR
morale, welfare, and recreation

NAF
nonappropriated fund

NAFI
nonappropriated fund instrumentality

NATO
North Atlantic Treaty Organization

NCO
noncommissioned officers

NCR
National Capital Region

NGB
National Guard Bureau

NSA
National Security Agency

NSN
national stock number

OAASA
Office of the Administrative Assistant to the Secretary of the Army

OASD(C)
Office of the Assistant Secretary of Defense (Comptroller)

OCAR
Office of the Chief, Army Reserve

OCONUS
outside continental United States

OCPA
Office of the Chief of Public Affairs

OCSA
Office of the Chief of Staff, U.S. Army

ODCSOPS
Office of the Deputy Chief of Staff for Operations and Plans

OF
optional form

OFS
officer foundation standard

OMA
Operation and Maintenance, Army

OMB
Office of Management and Budget

OPA
Other Procurement, Army

ORGL
overall reading grade level

OSA
Office of the Secretary of the Army

OSD
Office of the Secretary of Defense

OTJAG
Office of The Judge Advocate General

PAC
Personnel and Administration Center

PB
professional bulletin

PCO
publications control officer

PCS
permanent change of station

PERSCOM
U.S. Total Army Personnel Command

PMCS
Preventive Maintenance Checks and Services

PMS
Pantone Matching System

POI
program(s) of instruction

POM
program objective memorandum

POV
privately owned vehicle

PSYOP
psychological operations

RCS
requirements control symbol

RDTE
research, development, test, and evaluation

RGL
reading grade level

ROTC
Reserve Officers' Training Corps

RPPO
regional printing procurement office

RPSTL
repair parts and special tools list

SA
Secretary of the Army

SB
supply bulletin

SC
supply catalog

SCMO
summary court-martial order

SECDEF
Secretary of Defense

SF
standard form

SOP
standing operating procedure

SPCMO
special court-martial order

STANAG
Standardization Agreement

STP
soldier training publication

TAADS
The Army Authorization Documents System

TB
technical bulletin

TC
training circular

TDA
table of distribution and allowances

TDY
temporary duty

TJAG
The Judge Advocate General

TJC
trajectory chart

TM
technical manual

TOA
table of allowance

TOE
table(s) of organization and equipment

TOPO
topographic

TRADOC
U.S. Army Training and Doctrine Command

TSEC
telecommunications security

TSG
The Surgeon General

UIC
unit identification code

USAMC
U.S. Army Materiel Command

USANCA
U.S. Army Nuclear and Chemical Agency

USAPA
U.S. Army Publishing Agency

USAPA—DOF
U.S. Printing and Publishing Agency—Distribution Operations Facility

USAR
U.S. Army Reserve

USARC
U.S. Army Reserve Command

USASAC
U.S. Army Security Assistance Command

USC
United States Code

USMCEB
United States Military Communications-Electronics Board

USPS
United States Postal Service

VA
Department of Veterans Affairs

Section II
Terms

Army regulation
A directive that sets forth missions, responsibilities, and policies, delegates authority, sets objectives, and prescribes mandated procedures to ensure uniform compliance with those policies. Mandated procedures in Army regulations are required and authoritative instructions that contain the detail needed to make sure basic policies are carried out uniformly throughout the Army. These mandated procedures also ensure uniform implementation of public law, policy guidance, and instructions from higher headquarters or other Government agencies such as the JCP, OMB, or Department of Defense.

Army training and evaluation program
A DA publication that contains guidance and instructions on how to train and evaluate TOE units. ARTEPs consist of either MTPs or drills.

Binding
The work involved in and the equipment used for finishing books, pamphlets, or single sheets of paper after the presswork is completed. Binding processes include gluing, drilling, punching, sewing, stitching, collating, folding, cutting, trimming, covering, stamping, lettering, and related operations. Neither office operations such as staple-fastening nor the hand-operated devices designed for this use are included in this term.

Change
An alteration of policy or procedure approved and authenticated by the Secretary of the Army or his, or her, designee and issued by the proponent that adds to, revises, corrects serious errors in, or cancels or rescinds policies or procedures contained in a DA publication.

Circular (agencywide or commandwide)
A publication of agencywide or commandwide application that contains information of general interest and instructions that are temporary or of a one-time nature.

Color copier
A special purpose multicolor copier dedicated to support internal office management functions either through an administrative or information technology application.

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 which may be copyrighted include written or printed material, motion pictures, sound recordings, and material stored in a computer and readable only by machine.

DA circular
A temporary directive or informational publication that expires 2 years or less after date of issue.

DA general order
A written directive containing material of general interest (permanent or semipermanent 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 general order 1, in an inaugural year (for example, 1993, 1997) will be reserved for the Inaugural DA general order.

DA memorandum
A permanent directive with limited distribution. It applies only to the HQDA or HQDA and its field operating agencies. DA memorandums are effective until superseded or rescinded.

DA pamphlet
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 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.

DA poster
A decorative or pictorial bill or placard for posting, often in a public place, and intended primarily for advertising.

DA publication
A publication that is published and authenticated either by the order of the Secretary of the Army in the name of the Chief of Staff, Army, and authenticated by the Administrative Assistant to the Secretary of the Army for nonpolicy publications or authenticated by the Secretary of the Army for publications that prescribe policy. In both cases the authentication represents the acts, orders, and directions of the Secretary of the Army.

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 nonpolicy publications.

Depreciation
The dollar amount that is deductible monthly from the initial purchase price of a copying machine and that is spread over 100 months.

Designated functional manager
The individual or group of individuals who manage publishing and printing functions. A designated functional manager could be one or more than one individual as appointed by heads of HQDA agencies and MACOM commanders to perform publishing and printing functions. Publishing and printing functional areas are: publications control, printing and duplicating control, forms management, self-service copier management, and publications stockroom management. A designated functional manager could carry the title of publications control officer, printing/duplicating control officer, forms management officer, self-service copier management officer (or self-service copier manager), or publications stockroom management officer (or publications stockroom manager). Heads of HQDA agencies and MACOM commanders may choose to designate one individual for each of these functions or combine functions. Heads of HQDA agencies and MACOM commanders may also choose to designate a deputy chief of staff for information management (DCSIM), director of information management (DOIM), or information management officer (IMO) to perform these functions.

Doctrinal, training, and organizational publications
Publications that contain the doctrine, organization, tactics, techniques, and procedures adopted for use in training individuals and units of the Army and that provide guidance for units operating in the field.

Drill
A discipline or repetitious exercise to teach and perfect a skill or procedure. Drills are linked to Mission Training Plans in that they are a method for executing a collective task or task step. There are two types: battle drill and crew drill.

Duplicating

a. Conventional. 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 as defined in tables 11-6 through 11-9. Processes using reusable contact negatives or positives for making masters or plates are not duplicating.

b. Microfilm. The production of not more than 250 duplicates from original or intermediate microforms.

Duplicator
A device for making multiple copies of an original or master copy, in either paper or microform. (This definition does not include office-type copying machines capable of producing 70 or fewer paper copies of one original per minute.)

Equipment publication
A publication that deals with the installation, operation, maintenance, training, and parts support of Army materiel, including firing tables (FTs) and trajectory charts (TJCs). Equipment technical manuals (TMs), technical bulletins (TBs), and modification work orders (MWOs) are DA publications media used to 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 that contains doctrine and training principles with supporting tactics, techniques, and/or procedures and describes how the Army and its organizations function in terms of missions, organizations, personnel, and equipment. FMs implement ratified international standardization agreements. FMs may also contain informational or reference material relative to military operations and training and may be used to publish selected alliance doctrinal publications that are not readily integrated into other doctrinal literature.

Field printing
Printing for command and local use; it does not cross command lines and products are not used outside of the command.

Firing table and trajectory chart

a. *Firing table.* A table that contains exterior ballistic data, based on range firings, for specific types of weapons and combinations of projectiles, fuses, and propelling charges. It is classified according to types of weapons as follows:

(1) Abridged. Minimum data needed to determine the elevation for the desired point of impact for tank guns, light mortars, and similar weapons.

(2) Antiaircraft. Exterior ballistic tabulations that provide data along the trajectory for constant elevation out of the time of flight for which the fuse is set.

(3) Field artillery. Exterior ballistic tabulations giving the trajectory characteristics at the point of impact. They provide data needed to determine the elevation for a desired point of impact.

b. *Trajectory chart*. A chart prepared for all artillery and tank weapons. It shows the entire trajectory, extended to 500 feet below gun. It is supplied in sets for each FT.

Form
An officially prescribed document with a fixed arrangement of prepared, captioned spaces designed for entering and extracting prescribed information, including Federal information processing (FIP) systems forms regardless of media. Certificates are included in this definition. Items such as labels, stickers, tags, instruction sheets, notices, and file cover sheets do not require insertion of information; however, 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. Most formats are prescribed for use in situations where the information is largely narrative in nature or the amount of space needed by respondents to furnish the desired information varies substantially.

General officer invitations
The general officer (GO) invitation package consists of stationery, invitations, and envelopes. The GO invitation package attributes are 100 percent fine writing paper, size, and thermographic or offset GO flag. The GO stationery is used for personalized handwritten notes by the GO. Invitations are used for inviting guests to official related functions.

Government Printing Office regional printing procurement offices
Any office established by the Public Printer in accordance with the Joint Committee on Printing authorization to procure Federal printing needs which are determined to be commercially procurable.

Graphic Training Aids
Printed training support products that enable trainers to conduct or sustain essential military training in lieu of using extensive printed material or an expensive piece of equipment to conduct training.

Hand receipt manual
A publication that is designed to improve property accountability and to provide a ready reference for equipment.

Illustration
Any map, drawing, photograph, graphic aid, or other pictorial device included in a publication.

Joint Committee on Printing
A committee that is established by Congress and that consists of members of the House of Representatives and the Senate. The Committee is charged with oversight of all Government department and agency printing actions.

Joint publications
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.

Memorandum stationery
Stationery (memo or note pads) used only for internal or informal notes, usually handwritten. Memorandum stationery should not be confused with GO invitations.

Mission Training Plan (MTP)
A plan which provides comprehensive training and evaluation outlines and exercise concepts and related training management aids to assist field commanders in the planning and execution of effective unit training. It provides units a clear description of “what” and “how” to train to achieve wartime mission proficiency.

Modification table of organization and equipment
A basic TOE modified to adapt its mission, capabilities, organization, personnel, or equipment to the needs of a specific unit or type of unit.

Modification work order
A publication that contains technical requirements for accomplishing mandatory modifications or nonmandatory alterations of equipment.

Multi-Service doctrine
Fundamental principles that guide the employment of forces of two or more Services in coordinated action toward a common objective. It is ratified by two or more services, and is promulgated in multi-Service publications that identify the participating Services, for example, Army-Navy doctrine.

Numbered HQDA letter
A temporary directive or informational publication that has a limited distribution, is effective for 2 years or less, and applies to HQDA agencies and MACOMs.

Precommissioning publications
A publication that contains material in support of Army training programs to be used by ROTC students when suitable material is not readily available in other publications.

Printing
The processes of composition, platemaking, presswork, duplicating, and binding, including micropublishing, for the production of publications.

Professional bulletin
A publication that contains instructions, guidance, and other material that serves to enhance, on a continuing basis, the professional development of individuals within a specified functional area.

Proponent
The agency or command responsible for writing and issuing a publication.

Publications
Items of information that are printed or reproduced, whether mechanically or electronically, for distribution or dissemination usually to a predetermined audience. Generally, they are directives, books, pamphlets, posters, manuals, brochures, magazines, and newspapers produced in any media by or for the Army.

Publishing
The actions involved in issuing publications to the Army. Publishing involves creating, preparing, coordinating, approving, processing, printing, and distributing or disseminating publications.

Reprint
A second or later printing of the current edition of a publication or blank form to replenish stock levels.

Reproduction
A broad term that encompasses printing, duplicating, copying, and related processes, including microform reproduction.

Soldier training publication (STP)
Publications that contain critical tasks and other training information used to train soldiers and serve to standardize individual training for the whole Army; provide information and guidance in conducting individual training in the unit; and aid the soldier, officer, noncommissioned officer (NCO), and commander in training critical tasks. They consist of Soldier's Manuals, Training Guides, Military Qualification Standards Manuals, and Officer Foundations Standards Systems manuals.

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
A table that contains the mission, capabilities, organizational structure, and personnel and equipment requirements and authorization of a military unit performing a specific support mission for which a TOE is not appropriate.

Table of organization and equipment
A document that prescribes the mission, organizational structure, and 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 publication that contains information, procedures, and techniques of a technical or professional nature relating to equipment and general subjects. A TB does not contain administrative material or material pertaining to tactical training or tactical operations.

Technical manual
A publication that is one of the two types below.

a. *Equipment technical manual.* Publications that contain instructions for installation, operation, training and support of weapon systems, weapon system components, and support equipment. They include operational and maintenance instructions, parts lists or parts breakdown, and related technical information or procedures. Information may be presented in many forms or characteristics, including but not limited to hard printed copy, audio and visual display, magnetic tape, disks, and other approved electronic devices. There are three types of equipment technical manuals and they are defined as follows:

(1) *Type A.* Any equipment technical manual for which the master copy is in the form of paper or photographic negative. Type A manuals can be converted to microform or raster scanned and displayed electronically as individual page images, but the resulting files are not “computer sensible.” For example, they cannot be subjected to such common word processing functions as search, replace, or check spelling.

(2) *Type B.* An equipment technical manual for which a digital master file is maintained, with the text in the form of digital alphanumeric characters and the illustrations in either vector or raster image form. When printed on paper, a Type B manual looks the same to the user as Type A; both are page-based documents. Though not specifically designed for this purpose, a Type B manual may also be presented to the user directly via electronic display, bypassing the scanning process required for Type A.

(3) *Type C.* An equipment technical manual intended for interactive presentation to the user by an electronic delivery device. The digital master file does not reflect the structure of a page-based manual, and its successful use depends on considerable value added in paper form. Type C manuals may include the following features:

(a) Provide related maintenance data and full representation of all associated technical data and documentation.

(b) Perform diagnostics and provide interactive diagnostic and repair support.

(c) Provide an interactive expert system diagnostic capability.

(d) Collect maintenance data of the respective system under repair.

(e) Provide for electronic requisitioning.

b. *General subject technical manual.* A manual that contains technical instructions prepared on various subject areas (other than specific items of equipment or groups of related equipment) such as communications or electronics fundamentals, painting, welding, and demolition to prevent enemy use.

c. *Technical manual media.* A TM may be presented to the user as a paper document or electronically displayed produce (see ETM and IETM).

Training circular
Publications (paper or computer-based) which provide a means to distribute unit or individual soldier training information that does not fit standard requirements for other established types of training publications.

Validation
The process by which a contractor (or other agency, as directed by the procuring activity) tests an equipment publication for completeness and technical accuracy.

Verification
The process by which an equipment publication is tested and proved (under Army or other DOD component jurisdiction) to be adequate (comprehensive and usable) for the operation and maintenance of equipment procured for operational units.

Waiver
See definition for “Exception.”

Word processing
The equipment and functions associated with the automated preparation of documents. Included are 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. Word processing equipment is considered composition equipment when the majority of materials prepared are camera-ready copy intended for printing.

Section III
Special Abbreviations and Terms

AIS
automated information system

AISM
automated information systems manual

ALC
Accounting Legend Code

APPP
Army Publishing and Printing Program

ARDEC
Armament, Research, Development, and Engineering Center

BTOE
base TOE

CALS
Continuous Acquisition and Lifecycle Support

CIO
Chief Information Officer

CMCS
COMSEC Material Control System

CPC
cost per copy

CPM
copies per minute

DACMO
DA Committee Management Office

DAPRC
DA Periodicals Review Committee

DAPS
Defense Automated Printing Service

DCS
defense communications system

DEP
draft equipment publication

dpi
dots per inch

DTD
document type definition

EM
electronic media

EPP
Extended Planning Period

EPS
Electronic Publishing System

ETM
electronic technical manual

EUT&E
Early User Test and Experimentation

FDEP
final draft equipment publication

FOSI
formatting output specification instance

FRC
final reproducible copy

GILS
Government Information Locator Service

ICP
incremental change package

ID
initial distribution

IDN
initial distribution number

IETM
interactive electronic technical manual

IOT&E
Initial Operational Test and Evaluation

ISO
International Standards Organization

ITOE
intermediate TOE

JAFPUB
Joint Armed Forces Publications Holder

JNWPS
Joint Nuclear Weapon Publications System

LMM
Limited Maintenance Manual

LRA
local reproduction authority

MEP
Manufacturers' equipment publication

MQS
military qualification standards

MTP
mission training plan

NDI
nondevelopmental item

OTOE
objective TOE

P/DCO
printing/duplicating control officer

PDEP
preliminary draft equipment publication

PIN
publication identification number

PPBES
Planning, Programming, Budgeting, and Executive System

PTM
preliminary TM

RS
Requirement Statement

RUPP
reduction in unit publications program

SAT
specified action table

SDIS
STARPUBS DDN Interface System

SGML
Standard Generalized Markup Language

SL
skill level

TSM
TRADOC Systems Manager

TT I
Technical Test I

TT II
Technical Test II

UNICOR
Federal Prison Industries, Inc.

USAPA
U.S. Army Publishing Agency

USAPA–DOF
U.S. Army Publishing Agency -Distribution Operations Facility

VI
visual information

Advance copy
A final draft publication that is distributed prior to printing.

Allied communications publication (ACP)
A publication that contains C-E policy, procedures, and instructions. The guidance in ACPs is also used by Allied nations.

Army document format
Standard format established for Army regulations, DA pamphlets, DA circulars, and joint-Army regulations. It identifies the three major manuscript components—front matter, body matter, and rear matter—and the required and optional statements, paragraphs, and other elements included in these three components.

Army document type definition (DTD)
The required, standard structure for a Departmental publishing medium. Army DTDs exist for Army regulations (AR-DTD), DA circulars (CIR-DTD), DA pamphlets (PAM-DTD), joint-Army regulations (JAR-DTD), for which Army is the executive agency, and technical manuals (TMs) (both equipment TMs and non-equipment TMs). Variations of these basic DTDs apply to automated information systems manuals (AISM), Air Force regulations (AFRs), common tables of allowance (CTA), field manuals (FMs), constituents of the Message Address Handbook (MAD) [including USN Plain Language Address Directory (PLAD), US Military Communications-Electronics Board (USMCEB) Publication], the Manual for Courts-Martial (MCM) United States, joint-Army pamphlets (JAPs), supply bulletins (SBs), supply catalogs (SCs), technical bulletins (TBs), and training circulars (TCs).

Army Electronic Publishing System (EPS)
A database tagged in Standard Generalized Markup Language with the necessary structure to produce multiple-media outputs without time-consuming or costly proponent or writer actions.

Army-wide doctrinal and training publications schedule
The consolidated TRADOC, AMC, and CMH publishing authorization document for initial and reprint actions. It identifies the status of all Army-wide doctrinal and training publications and groups the publications by publication media.

Automated information systems manual
A manual that is part of the complete technical documentation for an AIS. This documentation starts with the AIS functional requirements for the proponent and continues through the system design, programming, testing, evaluation, operation, and maintenance.

Bulletin Board System (BBS)
An approved departmental distribution medium used to distribute electronic forms and departmental publications.

Civilian personnel occupational standard
A publication that contains guidance of a continuing nature for use in evaluating the grades of jobs.

compact disk-read only memory (CD-ROM)
An approved departmental distribution medium used to distribute publications and forms.

Composing equipment
All equipment used for composition. This equipment includes—

a. Electronic composition devices and output equipment producing proportionately spaced characters and spaces.

b. Systems employing digital computers to perform the functions of line justification, hyphenation, or makeup, including output systems employing cathode ray tubes.

c. Computer output microfilm devices only when the material recorded is to be used in printing, including micropublishing.

d. 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 microimages from electronically generated signals.

Continuous construction
Continuous forms in a single set or multipart set with pin-fed marginally punched holes. This construction makes it easier to feed and align forms through information technology equipment.

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.

Copier accessories
Separate devices that are attached to a copier (at an additional charge to the user) such as automatic document feeder units, collating units, sorting bins, or similar devices.

Copying device
Equipment normally used to make a limited number of copies (25) of materials that are required in the daily administrative support of mission requirements.

Court-martial order

a. *General court-martial order.* A written directive containing the results of trial by a general court-martial and the initial action of the convening authority thereon. It also shows any later action taken on the findings or sentence of the general court-martial case.

b. *Special court-martial order.* A written directive containing the results of trial by a special court-martial and the initial action of the convening authority thereon. It also shows later actions taken on the findings or sentence of the special court-martial case if such actions are different from the action previously taken.

c. *Summary court-martial order.* A written directive containing the results of trial by a summary court-martial and the initial action of the convening authority on the court-martial. It also shows any later action taken by the convening or higher authority on the findings or sentence of the summary court-martial case.

Departmental printing
All printing for use Army-wide regardless of place of origin.

Desktop publishing
A relatively unsophisticated software program using a microcomputer to arrange text and graphics electronically which are then produced on an electronic output device in a page format that may then be produced in quantity by some printing method.

Document type definition
An abstract collection of rules, determined by an application, that apply SGML to the markup of documents of a particular type (for example., Army regulations, DA pamphlets, DA circulars, field manuals, and technical manuals).

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

Electronic Display Device (EDD)
A one-person portable device, designed for operation in a field environment, to maintain the full range of weapons systems, (for example, tanks, missiles, helicopters, communications, command and control, and intelligence systems). EDD will allow the operator or maintainer to access whatever information is required to easily and expeditiously isolate a fault and repair a system, on-board or off-line, to a line replaceable unit (LRU).

Electronic form (E-form)
A digital version of a form, usually designed to be filled in electronically and printed with the filled-in data. The data for an E-form can be stored in a database and transmitted electronically, with or without the form image itself. E-forms can also be used to 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. Departmental E-forms must be approved by both the functional proponent and USAPA.

Electronic generation
Generating both the form image and the fill-in data at the same time. This includes either an exact facsimile or a simulation of the form.

Electronic manual
A page-oriented manual prepared from a digital database. It is distributed in either paper or digital form.

Electronic preparation
The process of filling in printed forms with electronic equipment. Forms that are electronically prepared require the use of continuous, pin-fed forms.

Electronic printing
That portion of electronic publishing including composition, reproduction, finishing, and general distribution of information produced by means of high speed (60 copies per minute and more) imaging without a plate using non-impact methods on paper, film, magnetic or optical media.

Electronic publication (E-pub)
A digital version of a publication, normally the source of or derivative from the printed paper publication; usually, therefore, an electronic distribution medium of a paper publishing medium, where the paper medium is the authenticated record copy.

Electronic publishing
An electronic 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 technical manuals (ETMs)
An ETM is a page-oriented file usually based on a paper original which may or may not be prepared from a digital database. An ETM may have hyperlinks added. ETMs can be distributed as digital medial or printed on paper.

Enlarger-printer (copies)
A machine that projects an enlarged image from film or microform and develops and fixes the image on suitable material.

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.

EPS prepared publications
Publications printed using an electronic typesetting process. These publications are printed in their entirety with all changes to policies and procedures embedded into the text. EPS prepared publications can also be distributed in electronic formats such as CD-ROM, online systems, and floppy diskettes.

External publishing tasks
Those publishing and printing missions directed by higher authority for which the commander is responsible to include literature development for publications by a higher echelon, usually HQDA.

Federal printing
All printing done for the use of all governmental departments, regardless of where it is produced or procured.

Final reproducible copy (FRC)
The final approved manuscript (or reproducible copy) with illustrations ready for printing and distribution as a DA equipment publication.

Flag stationery
See definition for "general officer invitations."

Formatting Output Specification Instance (FOSI)
An instance (SGML-tagged output file or printed document) of the Output Specification (OS) that assigns values to the style characteristics for a particular document type definition. The FOSI uses the syntax of an SGML document instance to format the instance.

General supplement to an Allied communications publication
A separate publication related to the basic ACP in a series. General supplements to ACPs expand or sum up policies, procedures, and instructions that apply to holders of the basic ACP.

High-cost end item

a. A system or end item not in production that would cost $2 million in any 1 fiscal year.

b. A system or end item currently in production that would cost $5 million or more in any 1 fiscal year or $25 million over a 5-year program period.

Identification list
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 (IETM)
A technical manual designed for electronic window display and possessing the following three characteristics:

a. Format and style are optimized for window presentation; that is, the presentation format is frame oriented, not page oriented.

b. The elements of technical data constituting the IETM are so interrelated that a user's access is facilitated and is achievable by a variety of paths.

c. The IETM can function interactively (as a result of user requests and information input).

Internal publishing tasks
Those publishing and printing activities that the commander determines necessary to accomplish the missions and objectives within his or her command.

Joint Army-Navy-Air Force publications
A publication prepared for use by the U.S. Armed Forces. JANAPs contain detailed communications-electronics policies, procedures, and instructions not included in any Allied communications publication series.

Leaders
Leaders are rows of dashes or dots used in composition which serve to guide the eye across the page. Leaders are usually used in tabular work, programs, and tables of contents.

Low-density equipment
Materiel for which the number in the hands of troops, in the supply system, and planned acquisition totals 19 or less.

Message Address Directory
An EPS handbook that contains USMCEB Publication Number 6, AFR 33-131, DA Pam 25-11, and USN PLAD-1. The Message Address Directory is a source publication for message addresses used in the preparation of DD Form 173.

Microform
Any form that contains microimages too small to be read without magnification.

Micropublishing
The publishing and distribution of information in microform. Micropublishing does not include microfilming of administrative records, accounting reports, or similar items.

Military assistance advisory group
A U.S. military group located in a foreign country that receives U.S. military assistance. The group may be a military assistance advisory group, a military mission, or any other Army element that has a comparable mission.

National or organizational supplement to an Allied communications publication
A separate publication prepared for use by a nation, group of nations, or an organization. National or organizational supplements to ACPs expand or sum up policies, procedures, and instructions that apply to and are used by one or more nations or an organization.

Near obsolete
Materiel that is scheduled for replacement and obsolescence action within the next 5 years.

Operations security
Protection of military operations and activities by identifying and then eliminating or controlling intelligence indicators (vulnerabilities) that hostile governments may exploit.

Overprinting
Inserting fixed information on a blank form and having the form reprinted or reproduced with that information (such as inserting a command name and address).

Payback/break-even point
The number of months for rental or lease cost needed to equal the purchase price of an office copier. The payback/break-even point is calculated as the monthly lease costs minus monthly maintenance charges, if included in the rental, divided into the purchase price.

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.

Preliminary technical manual (PTM)
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. A PTM provides technical guidance for the installation, operation, maintenance, and parts support of the equipment upon deployment. It is used for technical test II and initial operational test and evaluation (IOT&E). The term is also used to refer to the publications that are sent for user review during revision of DA equipment publications.

Printing and duplicating facility
Any facility that produces printing and that is owned or operated wholly or in part by the Government or at Government expense. This includes all facilities located on property owned or controlled by the Government. Some types of printing facilities are—

a. *Map and chart facilities.* Facilities that produce maps, charts, and related material but not administrative-type printing.

b. *Facilities for vocational training.* Facilities using specified equipment in programs that provide rudimentary instruction for inmates of U.S. disciplinary barracks.

c. *Instructional facilities.* Facilities authorized solely for instructing personnel in topographic reproduction and other Army printing.

d. *Contractor-operated facilities.* Facilities that use printing equipment in the performance of an Army contract and that are—

(1) Designed especially for Army needs.

(2) Operated exclusively for Army needs.

(3) Located on property owned and controlled by the Government.

Production unit
A standard unit of measurement for printing, duplicating, self-service copying, and microform reproduction. A unit of printing, duplicating, or copying is on 8 ½ inches x 11 inches (216mm x 279mm) sheets of paper imaged on one side in one color.

Protected publications
Publications that are for official use only; publications that contain copyrighted material that the copyright holder wants withheld from sale; and publications that contain proprietary or sensitive information.

Publications management
The establishment of publications policies, standards, systems, and techniques and their effective and economical use. Publications management extends from the creation of information through the end use of that printed information.

Review draft copy (RDC)
An equipment publication prepared during the demonstration and validation phase of the equipment life cycle for use during the technical test I and early user test and experimentation and the contractor's TM validation.

Self-service environment
Copiers designated to support walk-up use by the general work force. The copiers listed in paragraph 11-33 are not intended to be used in a self-service environment. These copiers are most economical when placed in controlled environments where the production potential of the particular copier may be fully utilized. Acquisition must be coordinated through the DOIM prior to submission to USAPA.

Soldier training publication
A task-specific publication that supports training and evaluation of individual (officer and enlisted) military occupational specialty (MOS) or common critical tasks. Officer STPs are military qualification standards (MQS) common manuals, MQS branch manuals, and MQS commanders' and supervisors' guides. Enlisted STPs are soldiers' manuals (SMs) or soldiers' manuals of common tasks (SMCTs), and trainers' guides (TGs). The SMCTs have common tasks that all soldiers must know regardless of their MOS.

Special feature copiers
Copying machines that have an added unique capability such as 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.

Special purpose copiers
Copying machines that produce a particular type of copy such as multicolor copy (color copier) or that accept a special document for reproduction (computer forms printer).

Standard Generalized Markup Language (SGML)
A computer language used to mark up documents so information can be created, stored, reviewed, and used in a heterogeneous computing environment. It is a neutral information exchange language that allows dissimilar computer systems to exchange information.

Supply item
An item that involves the printing process in its manufacture but is not produced specifically to meet Army printing requirements. An item of this type is normally carried in stock by commercial establishments. Examples of supply items are index library cards, monthly guide cards, looseleaf fillers, ledger sheets, and similar shelf items.

Supportable end item
An end item, assemblage, or system that is for issue to the Army in the field and that requires maintenance support at some level.

Table of allowances
An authorization for issue in one of two types.

a. *Common table of allowance.* A table that contains authorization or approved basis of issue for common items of nonexpendable material that are required Army-wide.

b. *Joint table of allowance.* A table that contains authorization for equipment for units operated jointly by two or more military services such as military assistance advisory groups and missions.

Thermographic process
A process used on some paper for stationery (for example, GO invitations). This process involves melting a plastic based powder into the printing ink, thereby creating a raised surface on the paper.

United States supplement to an Allied communications publication
A separate publication prepared for use by the U.S. Armed Forces. United States supplements to ACPs contain information on specialized communications-electronics operations, policies, and procedures needed to broaden the use of basic and general supplements to Allied communications publications.

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