

Department of the Army
Pamphlet 25–30

Information Management: Publishing and
Printing

Consolidated Index of Army Publications and Blank Forms

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SUMMARY of CHANGE

DA PAM 25-30

Consolidated Index of Army Publications and Blank Forms

This major revision, dated 14 July 2009--

- o Updates procedures (throughout).
- o Corrects administrative errors (throughout).

Information Management: Publishing and Printing

Consolidated Index of Army Publications and Blank Forms

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History. This publication is a major revision.

Summary. This pamphlet covers the published database/pamphlet offered only in electronic media, usable online or offline [downloadable] from www.apd.army.mil. The database application contains data records of items that are current and obsolete. Publication account holders may order current items in stock for re-supply or subscription at the Directorate of

Logistics–Washington Media Distribution Division, St. Louis, MO which can be accessed through www.apd.army.mil - under ordering on the left hand side.

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

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

commander or senior leader of the requesting activity and forwarded through their higher headquarters to APDPOLSTDS@conus.army.mil. Refer to AR 25–30 for specific guidance.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Army Publishing Directorate (AAHS–PA), 2461 Eisenhower Avenue, Alexandria, VA 22331–0302 or by e-mail to APDPOLSTDS@conus.army.mil.

Distribution. This publication is available in electronic media only and is made available to download and available online from www.apd.army.mil. It is not available for re-supply or subscription.

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Glossary

Chapter 1 Introduction

1–1. Purpose

The database portion of this pamphlet contains records of current and obsolete publications and blank forms published by the Army, and limited record data from other military Services, Department of Defense activities, and other Government agencies and activities. This pamphlet also provides resources for materials published by other Services but not available through this index.

1–2. References

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

1–3. Explanation of abbreviations and terms

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

1–4. Using the software program and other files

a. Software program. The database program is a read-only, fully indexed, search and retrieve software. During installation, the software and user files are installed on the hard drive. The contents of the pamphlet and the database files remain on the hard drive. The user files cover in-depth, the application and all files relating to the pamphlet. Samples of searches, procedures, and useful information are provided.

b. Status fields. The application uses the PUB STATUS field to indicate the status of publications or forms. See table 1–1 for PUB STATUS codes and definitions. See table 1–2 for NEWSTAT codes and definitions.

Table 1–1
Codes for PUB STATUS (status of publication or form)

Code: Active
Status: Active

Code: Rescinded for Active Army
Status: Rescinded for Active Army

Code: Inactive (Obsolete) Items
Status: Obsolete for all components

Notes:
¹ The Pub/Form Date fields can be used to find the recently released items in every issue.

Table 1–2
Codes for NEWSTAT (status of new action to a publication or form)

Code: 00
Status: Blank Action: Not first time in index

Code: 10
Status: New item Action: First time in index

Code: 20
Status: Revised item Action: First time in index

Code: 30
Status: New change(s) to publication Action: First time in index

Code: 40
Status: Rescinded for Active Army Action: First time in index

Code: 50
Status: Obsolete Action: First time in index

c. Search and retrieve process. The main search window of DA Pamphlet (DA Pam) 25–30 displays available fields used to search and retrieve information. The corresponding dropdown lists, calendars, and other search aids help identify the desired entry (precluding typographical or format errors) for that field or users may type directly into each data entry field.

d. Results list. Once the search is completed, the retrieved records will be displayed item by item in the results list. This results list pane is located in the lower half of the main screen. Next, select the desired item from the results list to

display the full detail record of the selected item. The full record view (pop-up screen) displays all the available record detail information for the selected item.

e. Output options. The results of a search can be printed or saved to a file, in any of the views, including the initial results list. When saved to a file, the contents are in text (ASCII) format, formatted as they looked on the screen.

1–5. Organization of information

a. Database of publications and blank forms records. Once the user selects either the desktop or program listed icon for the DA Pam 25–30 they launch the database search interface window. The upper right corner of the main search window displays hyperlinks to this front matter [DA Pam 25–30] introduction.

b. LINTOPUB field. This introduction is organized in a second database using the same search interface window. It provides lists of publications for each main line item number (LIN) and, where applicable, for its components as well by selecting the view components button. To access the search interface of the application by selecting the radio button. Search Type NSN/LIN found next to the Search button on the Main Search interface screen.

c. Unit of issue. The unit of issue table is available in table 2–3.

d. Appendixes for publications control officers and forms management officers. The lists of PCOs and FMOs have been removed from this pamphlet and are now available on AKO's DA Pubs and Forms community page www.us.army.mil and also on www.apd.army.mil; look for the hyperlink identified PCO/FMO Directory. Publications control officers and forms management officers should review the existing information for their organization each quarter on the PCO/FMO Directory web page. Submit corrected information, preferably through electronic mail to APDPOLSTDS@conus.army.mil. Updates may be mailed to APD (AAHS–PAT–L), 2461 Eisenhower Avenue, Alexandria, VA 22331–0302.

e. Footnotes. Footnote codes with definition follows. These numbers may be used in searches. The full record view also shows the footnotes with their explanations in table 1–3.

Table 1–3
Footnote codes

Code: 01

Definition: REQUIRED FOR MOBILIZATION USE AT HOME SITE

Code: 02

Definition: REQUIRED FOR MOBILIZATION USE AT MOB SITE

Code: 03

Definition: APPLICABLE TO ARNG UNITS

Code: 04

Definition: PUB NOT RELEASABLE TO FOREIGNERS (NOFORN)

Code: 05

Definition: PPUB NOT AVAILABLE - UNDER REVISION BY PROPONENT

Code: 06

Definition: PUB NOT AVAILABLE - ID ONLY/NO STOCK

Code: 07

Definition: JOINT SERVICE PUB (SEE TITLE FOR JT SVC NUMBERS)

Code: 09

Definition: DISTRIBUTION RESTRICTION – LIMITED TO GOVT AGENCIES

Code: 10

Definition: SENSITIVE FORMS

Code: 11

Definition: ACCOUNTABLE FORMS

Code: 14

Definition: REQUIRES PRIVACY ACT STATEMENT (AR 340–21)

Code: 15

Definition: REQUIRES PRIVACY ACT STATEMENT & SENSITIVE

Code: 16

Definition: REQUIRES PRIVACY ACT STATEMENT & ACCOUNTABLE

Table 1-3
Footnote codes—Continued

Code: 17

Definition: PREVIOUS EDITION IS OBSOLETE (DO NOT USE)

Code: 18

Definition: PREVIOUS EDITION WILL BE USED UNTIL EXHAUSTED

Code: 19

Definition: PUB NOT RELEASABLE OUTSIDE US GOVT ** NO LONGER USED**.

Code: 27

Definition: JOINT SERVICE PUB & PRESCRIBED FORMS

Code: 40

Definition: PUB CONTAINS COPYRIGHTED MATERIAL

Code: 41

Definition: ITEM ALSO PRODUCED IN ELECTRONIC MEDIA

Code: 42

Definition: ITEM ONLY PRODUCED IN ELECTRONIC MEDIA

Code: 44

Definition: CRITICAL ITEM

Code: 45

Definition: <http://www.apd.army.mil>; <http://www.us.army.mil>; <http://www.army.mil>

Code: 46

Definition: <http://www.adtdl.army.mil>.

Code: 47

Definition: <https://www.logsa.army.mil>.

Code: 48

Definition: <http://www.usace.army.mil/usace-docs>.

Code: 49

Definition: <http://www.armymedicine.army.mil>.

Code: 50

Definition: INCL CHG(S) ORIGINALLY ISSUED AS AN E-MESSAGE(S) AUTHENTICATED BY "AASA"

Code: 51

Definition: <http://www.dtic.mil/directives/infomgt/forms/formsprogram.htm>

Code: 52

Definition: <http://www.gsa.gov/forms>

Code: 53

Definition: <http://www.va.gov>

Code: 54

Definition: <http://www.vba.va.gov/pubs/otherforms.htm>

Code: 55

Definition: <http://www.dol.gov>

Code: 56

Definition: <http://www.opm.gov/forms/index.asp>

Code: 57

Definition: <http://www.tsp.gov/forms/index.html>

Code: 58

Definition: <http://web1.whs.osd.mil/icdhome/ogeforms.htm>

Table 1–3**Footnote codes—Continued**

Code: 59**Definition:** <http://travel.state.gov/passport>

Code: 60**Definition:** <http://www.mspb.gov>

Code: 61**Definition:** <http://www.ssa.gov>

Code: 62**Definition:** <http://www.us.army.mil>

Code: 63**Definition:** <http://JCS.DTIC.MIL/J6/CCEB/ACPS>

Code: 64**Definition:** <http://JCS.DTIC.MIL/J6>

Code: 65**Definition:** <http://www.archives.gov>

Code: 66**Definition:** <http://www.dtic.mil/doctrine/jpcapstonepubs.htm>

Code: 67**Definition:** AVAILABLE AS WEB APPLICATION (WIZARD) ON AKO MY FORMS

1–6. DA Pamphlet 25–33

DA Pamphlet 25–33 contains the guidance for users and those responsible for managing publication accounts. The pamphlet describes the Standard Army Publications System (STARPUBS), how to order, how to establish an initial distribution (ID) subscription, and how to maintain an account. It also contains special procedures for unique publications or customers, such as foreign military sales (FMS) program support. Readers may download a copy of the DA Pam 25–33 from www.apd.army.mil.

**Chapter 2
General Distribution****2–1. General distribution of publications and forms**

a. Availability of publications and forms. DA Pam 25–30 includes records of active, obsolete, and rescinded for Active Army publications and blank forms. Some of the records contain special notations about a publication's source of supply or availability, as explained in the following paragraphs.

b. Stock and issue items. Stock and issue (SI) items are stocked and issued by a specific activity in the field; which means that users must request the item directly from the activity that is shown after the SI code (not from the Directorate of Logistics-Washington Media Distribution Division (DOL–W MDD), St. Louis, MO). Normally, SI items are published in limited quantities, and are not for Army-wide use. DO NOT requisition these items unless authorized by the proponent or controlling activity.

c. Stock and use items. Stock and use (SU) items are stocked and used by a specific activity in the field. The proponent controls distribution and usage to an audience they specify and ID requirements are not based on the user's subscription.

d. Initial distribution only (ID only/no re-supply) items. Some publications are published in quantities sufficient to satisfy only the current subscription amount on file. Therefore, after ID is completed, there are no copies available for re-supply orders. Generally, this is done with publications that are updated often. It is more important than ever to maintain and keep accurate subscription requirements on file for these types of publications. These and other aspects of availability of publications and forms are covered in detail in DA Pam 25–33.

2–2. Current ordering systems available to users

Customers may place orders, maintain their account(s), and obtain management reports from www.apd.army.mil. Alternate ordering systems are described in DA Pam 25–33, chapter 3.

2-3. Foreign military sales

Foreign military sales customers submit requisitions to the APD (AAHS-PAT-L) through the U.S. Army Security Assistance Command, using DA Form 4569-1-R. See DA Pam 25-33, chapter 8 for detailed information about FMS.

2-4. Distribution levels and codes for publications

a. Administrative publications. Since administrative publications can apply to one or more levels of command, their records in this index show the level(s) designated by the proponent as the intended audience. Customers should subscribe to the publications appropriate to their command level. See table 2-1 for command level codes.

Table 2-1
Command level codes

Level: A

Applicability: Company or similar organizational units only.

Level: B

Applicability: Brigade, regiment, battle group, and battalion level only.

Level: C

Applicability: Installation or similar activities (including headquarters of divisions and comparable commands) only.

Level: D

Applicability: ACOMS and HQDA agencies only.

Level: E

Applicability: Headquarters of ACOMs and HQDA agencies only.

b. Distribution levels and codes for National Guard and U.S. Army Reserve. The codes (NG) and (USAR) indicate that distribution is also made to the National Guard or the U.S. Army Reserve, respectively. The letters for applicable levels of command are placed after the NG: or USAR:, although the distribution to active Army accounts is shown by the letters designating applicable command levels only. For example, a publication that applies to Active Army, the NG and the USAR at different levels would carry a distribution code similar to DISTRIBUTION: B, C; NG: B; USAR: C.

c. SPECIAL or CONTROLLED initial distribution. The words SPECIAL or CONTROLLED are shown for publications that require a special type of initial distribution. Most of these publications require proponent approval prior to placing a subscription. Direct questions about establishing a subscription requirement for these types of items to the proponent indicated in the index record.

2-5. Initial distribution numbers beginning with 99

Users should not attempt to subscribe to publications that have initial distribution number (IDNs) beginning with 99. Table 2-2 identifies those IDNs and descriptions.

Table 2-2
IDNs beginning with 99

IDN: 990001

Description: HQDA Staff ID

IDN: 990002

Description: Forms/no ID

IDN: 990003

Description: Proponent ID

IDN: 990004

Description: Re-supply/no ID

IDN: 990006

Description: EM product

2-6. Unit of issue codes

Unit of issue codes for publications. Publications listed in the database will have a unit of issue (UI) code. See table 2-3 for the publication UI codes and corresponding definitions.

Table 2-3
Unit of issue codes

| Legacy Unit of issue codes | | New Unit of issue codes | |
|----------------------------|--|-------------------------|---|
| Code | Description | Code | Description |
| | | BK | SINGLE PRINTED COPY |
| BK25 | Book W/25 Forms | BK | SINGLE PRINTED COPY |
| BK30 | Book W/30 Forms | BK | SINGLE PRINTED COPY |
| BK50 | Book W/50 Forms | BK | SINGLE PRINTED COPY |
| BKL | BOOKLET | BKL | BOOKLET |
| BKL15 | Booklet W/15 Forms | BKL | BOOKLET |
| BKST | Book Set | BKST | BOOK SET |
| CASS | Cassette | CASS | CASSETTE |
| CCERT | Certificate (Continuous Form) | CCERT | CERTIFICATE (CONTINUOUS FORM) |
| CD | Card (NOT Tab Cards) | CD | CARD (NOT TAB CARDS) |
| CD4 | Card W/4 Forms | CDWF | CARD WITH FORMS |
| CD40 | Card W/40 Forms | CDWF | CARD WITH FORMS |
| CD5 | Card W/5 Forms | CDWF | CARD WITH FORMS |
| CDC | Card Continuous Form | CDC | CARD (CONTINUOUS FORM) |
| | | CDROM | COMPACT DISC |
| CERT | Certificate | CERT | CERTIFICATE |
| CERT4 | Certificate (4 Forms Per Set) | CERT | CERTIFICATE |
| CERT6 | Certificate (6 Forms Per Set) | CERT | CERTIFICATE |
| CHART | Chart | CHART | CHART |
| CP | Computer printout (ADP use only) | CP | COMPUTER PRINTOUT (ADP USE ONLY) |
| CS | Cut Sheet | CS | CUT SHEET |
| CS10 | Cut Sheet W/10 Forms | CSWF | CUT SHEET WITH FORMS |
| CS14 | Cut Sheet W/14 Forms | CSWF | CUT SHEET WITH FORMS |
| CS18 | Cut Sheet W/18 Forms | CSWF | CUT SHEET WITH FORMS |
| CS2 | Cut Sheet W/2 Forms | CSWF | CUT SHEET WITH FORMS |
| CS3 | Cut Sheet W/3 Forms | CSWF | CUT SHEET WITH FORMS |
| CS4 | Cut Sheet W/4 Forms | CSWF | CUT SHEET WITH FORMS |
| CS5 | Cut Sheet W/5 Forms | CSWF | CUT SHEET WITH FORMS |
| CT10 | Carton W/10 Copies (RPI) | CTN | CARTON |
| CT600 | Carton W/600 Copies (RPI) | CTN | CARTON |
| CTN | Carton | CTN | CARTON |
| DECAL | Decal | DECAL | DECAL |
| | | DVD | DIGITAL VIDEO DISC |
| EGA | Electronically Generated Form | EGA | ELECTRONICALLY GENERATED FORM |
| | | EFILE | ELECTRONIC FILE |
| EMO | Electronic Media Only | WEB | WEB |
| EN | Envelope | EN | ENVELOPE |
| | | FDS3H | FLOPPY DISKETTE SET 3 1/2 HIGH DEN- SITY |
| FDS5L | Floppy Diskette Set, 5 1/4 Low-Density | FDS5L | FLOPPY DISKETTE SET 5 1/4 LOW DENSITY |
| FICHE | MICROFICHE (24X or 48X) | FICHE | MICROFICHE (24X OR 48X) |
| FL | Folder | FL | FOLDER |

**Table 2-3
Unit of issue codes—Continued**

| Legacy Unit of issue codes | | New Unit of issue codes | |
|----------------------------|-------------------------------|-------------------------|---------------------------------|
| LABEL | Labels - Gummed | LABEL | GUMMED LABEL |
| | | KIT | MIXED (COLLECTIONS ONLY) |
| MTR | Magnetic Tape Recording | MTR | MAGNETIC TAPE RECORDING |
| OM | Offset Master | OM | OFFSET MASTER |
| OMC | Offset Master Continuous Form | OMC | OFFSET MASTER (CONTINUOUS FORM) |
| OMST5 | Offset Master-5 Part Set | OMST | OFFSET MASTER (PART SET) |
| PD100 | Pad W/100 Forms | PD | PAD |
| PD150 | Pad W/150 Forms | PD | PAD |
| PD25 | Pad W/25 Forms | PD | PAD |
| PD50 | Pad W/50 Forms | PD | PAD |
| PD60 | Pad W/60 Forms | PD | PAD |
| PD75 | Pad W/75 Forms | PD | PAD |
| PDST | Pad-Set | PDST | PAD (SET) |
| PK1 | Package (RPI) | PK | PACKAGE |
| PK10 | Package W/10 Forms | PK | PACKAGE |
| PK100 | Package W/100 Forms | PK | PACKAGE |
| PK125 | Package W/125 Forms | PK | PACKAGE |
| PK150 | Package W/150 Forms | PK | PACKAGE |
| PK2 | Package (RPI) | PK | PACKAGE |
| PK20 | Package W/20 Forms | PK | PACKAGE |
| PK200 | Package W/200 Forms | PK | PACKAGE |
| PK225 | Package W/225 Forms | PK | PACKAGE |
| PK25 | Package W/25 Forms | PK | PACKAGE |
| PK250 | Package W/250 Forms | PK | PACKAGE |
| PK30 | Package W/30 Forms | PK | PACKAGE |
| PK300 | Package W/300 Forms | PK | PACKAGE |
| PK4 | Package (RPI) | PK | PACKAGE |
| PK5 | Package (RPI) | PK | PACKAGE |
| PK50 | Package W/50 Forms | PK | PACKAGE |
| PK500 | Package W/500 Forms | PK | PACKAGE |
| PK6 | Package (RPI) | PK | PACKAGE |
| PK625 | Package W/625 Forms | PK | PACKAGE |
| PK999 | Package W/999 Forms | PK | PACKAGE |
| | | POD | PRINT ON DEMAND |
| POST | Poster | POST | POSTER |
| PTC1 | One (1) Part Continuous | CCS | CONTINUOUS CUT SHEET |
| PTC4 | Four (4) Part Continuous | STC | SET CONTINUOUS FORM |
| RL | Roll | RL | ROLL |
| RL10 | Roll W/10 Forms | RL | ROLL |
| RL100 | Roll W/100 Forms | RL | ROLL |
| RL25 | Roll W/25 Forms | RL | ROLL |
| RL300 | Roll W/300 Forms | RL | ROLL |

Table 2-3
Unit of issue codes—Continued

| Legacy Unit of issue codes | | New Unit of issue codes | |
|----------------------------|------------------------------|-------------------------|-----------------------------|
| RL500 | Roll W/500 Forms | RL | ROLL |
| | | SG | SYSTEM GENERATED |
| SH20 | Sheet 20 (RPI) | SH | SHEET (RPI) |
| SM | Stencil Master | SM | STENCIL MASTER |
| SMC | Stencil Master Continuous | SMC | STENCIL MASTER (CONTINUOUS) |
| ST | Set | ST | SET |
| ST10 | Set-10 Part | ST | SET |
| ST11 | Set-11 Part | ST | SET |
| ST2 | Set-2 Part | ST | SET |
| ST20 | Set-20 Part | ST | SET |
| ST3 | Set-3 Part | ST | SET |
| ST4 | Set-4 Part | ST | SET |
| ST5 | Set-5 Part | ST | SET |
| ST6 | Set-6 Part | ST | SET |
| ST7 | Set-7 Part | ST | SET |
| ST8 | Set-8 Part | ST | SET |
| ST9 | Set-9 Part | ST | SET |
| STC10 | Set-Continuous Form-10 Part | STC | SET CONTINUOUS FORM |
| STC2 | Set-Continuous Form-2 Part | STC | SET CONTINUOUS FORM |
| STC3 | Set-Continuous Form-3 Part | STC | SET CONTINUOUS FORM |
| STC4 | Set-Continuous Form-4 Part | STC | SET CONTINUOUS FORM |
| STC5 | Set-Continuous Form-5 Part | STC | SET CONTINUOUS FORM |
| STC6 | Set-Continuous Form-6 Part | STC | SET CONTINUOUS FORM |
| STC7 | Set-Continuous Form-7 Part | STC | SET CONTINUOUS FORM |
| STC8 | Set-Continuous Form-8 Part | STC | SET CONTINUOUS FORM |
| STC9 | Set-Continuous Form-9 Part | STC | SET CONTINUOUS FORM |
| TCBX | Tab Card Box (2000 Cards/BX) | TCBX | TAB CARD BOX |
| TCC | Tab Card-Continuous | TCC | TAB CARD (CONTINUOUS) |
| TG | Tag | TG | TAG |
| TGST2 | Tag Set-2 Part | TGST | TAG SET |
| TGST4 | Tag Set-4 Part | TGST | TAG SET |
| UNIT | Unit | UNIT | UNIT |
| USF | Unit Set Folder | USF | UNIT SET FOLDER |
| | | VCT | VIDEO CASSETTE TAPE |

2-7. Customer assistance

a. Direct questions about publication issues or ordering procedures to the installation or servicing DOIM or publications control officer first. It is understood that many publication customers can not obtain local support. If assistance is required, contact the DOL-W MDD at DOLCUSTSRV@conus.army.mil or by telephone at commercial 314-592-0900 or DSN 892-0900.

b. To check the status of or to resolve problems with pending orders, contact the Directorate of Logistics-Washington Media Distribution Division (DOL-W MDD) customer service via e-mail at DOLCUSTSRV@conus.army.mil or by telephone at commercial 314-592-0900 or DSN 892-0900.

c. DA Pam 25-33 contains procedures and guidance for using and managing your publications account. Direct any questions regarding the information contained within the database records of this index to Army Publishing Directorate

(AAHS-PAT-F), ATTN: PAILS Manager, 2461 Eisenhower Avenue, Alexandria, VA 22331-0302. The electronic mail address is epubs@conus.army.mil

2-8. General information about forms

a. Blank forms. The index contains records of all current, obsolete, and rescinded blank forms. DA Pamphlet 25-33 describes in detail all procedures related to ordering, distributing, and stocking forms. Policies regarding printing and distribution of paper forms are also changing.

b. Less Paper Policy for departmental (Army-wide) forms. Under the Less Paper Policy, effective 1 December 1998, APD will not procure paper for any departmental (Army-wide) form that has been electronically converted and is posted on www.apd.army.mil. St. Louis will continue to fill paper orders until stock is revised or exhausted. Any form that cannot be converted to an electronic form, such as special construction tags and labels, will not be affected by the Less Paper Policy.

c. Electronic forms. An officially prescribed set of data residing in an electronic medium is used to produce as near to a mirror-like image as the creation software will allow of the officially prescribed form. An electronic form may include intelligent features combining form logic and prescribed data into a single file.

(1) An electronic form can also be one in which prescribed fields for collecting data can be integrated, managed, processed, and/or transmitted through an organization's information technology system.

(2) An electronic form can develop applications to include calculations, entry data, tabbing order, secure electronic signatures, automatic routing of the form to recipients, automatic information population, and synchronization of form data with Army databases.

(3) Electronic forms may or may not be stocked in paper. Check for alternate units of issue with the same form number to see if another medium or construction is available.

d. Forms in electronic media. The Army Electronic Library (AEL) CD-ROM (EM 0001) is no longer available through subscription. Forms made available only in electronic format will show EMO as the unit of issue. Forms made available in electronic and paper format will show other than EMO as the unit of issue. These forms may show a footnote 41, Items also produced in electronic media. All published forms formerly produced on the CD-ROM are now hosted from the Army Publishing Web sites – <https://akocomm.us.army.mil/usapa>; <http://www.army.mil/usapa>; <http://www.apd.army.mil>.

e. Accountable and sensitive forms. Records of accountable and sensitive forms have footnotes 10, 11, 14, or 16. This means that the distribution of these forms has to be controlled to prevent fraud.

f. Forms that require Privacy Act statements. Some records of forms show footnotes 14 or 15 (for sensitive forms). That means that the forms include Privacy Act Statement. That usually must be signed by the user. Because of Privacy Act statement, some, especially the sensitive forms, also have controlled distribution.

g. National Guard Bureau forms. Army Publishing Directorate does not stock National Guard Bureau (NGB) forms. NGB forms are available only from (NGBDMJP), Bldg 34, Camp Keyes, Augusta, ME 04333-0032; telephone at Commercial 207-686-4245 or DSN 626-4245.

h. Department of the Army Staff forms. Department of the Army Staff (DAS) forms are included for the information of all users at HQDA or in the Military District of Washington (MDW) service area. Use of DAS Forms is normally restricted to the HQDA area or limited MDW ACOM use. These items are NOT STOCKED or maintained by APD. Contact OSA publication control officer for these forms.

Chapter 3 General Information on Publications

3-1. New publications

New publications are indicated by the appropriate code in the NEWSTAT field (see para 14*b* above). Wait about 45 days before ordering because they may still be in printing, and not yet stocked at the distribution operations facility.

3-2. Classified publications

Publications classified SECRET or CONFIDENTIAL include (S) or (C) in their title field. Some of them include (S/NOFORN), which means that the publication will not be distributed to foreign customers. If these publications have been unclassified, their title includes (U) at the end. Publications that are FOR OFFICIAL USE ONLY are indicated by an (O). The title field of a publication with a classified title will show "Title Classified" only.

3-3. Classified COMSEC Equipment TMs, COMSEC Equipment SBs, COMSEC Equipment MWOs, and COMSEC Equipment TBs

A complete listing of these restricted-use publications now appear in the index. Requisitions for these items must be submitted to Headquarters, U.S. Army CECOM Life Cycle Management Command, Communications Security Logistics Activity, 2133 Cushing Street, Suite 3600, (SELCLIANMP(EPCO)), Fort Huachuca, AZ 85613-7041. Requisitions

for these items may also be made by e-mail to: epco.csla@conus.army.mil. All requisitions must include an explanation for requiring the publication. The requisition must include the name, address, e-mail address, and telephone number of the requiring unit's commander.

3-4. Multi-Service publications

The title field of multi-Service publications includes the other Service publication numbers in brackets after the title of the publication. For example: TM 9-1115-75050/1, shows {AECDNA TP W66.731} in its title field. For instructions about retrieving multi-Service publications, when no Army information is available, see the applications user manual.

3-5. Specific Department of the Army publications and forms

a. Chief of Staff regulations. This index includes records for Chief of Staff regulations (CSRs), up to December 1986, in section 13 (obsolete publications) for information only.

b. Department of the Army circulars. Department of the Army circulars (DA Cirs) are short-term directives that usually expire two years after the publication date. The expiration date is shown in the circular and in PAM 25-30 as part of the title field.

c. Department of the Army general orders . A complete list of Department of the Army General Orders is in the index. Most of the Department of the Army general orders (DAGOs) dated from the 1960s up to the present are available on www.apd.army.mil.

d. Headquarters Department of the Army numbered letters. All HQDA numbered letters (HQDA Ltrs) are issued to special mailing lists (HQ Staff ID) developed by their proponent. Address questions regarding HQDA Ltrs to the corresponding proponent.

e. Department of the Army memorandums . Department of the Army memorandums (DA Memos) are normally issued only to HQDA and its field operating agencies. Address questions concerning DA Memos to the corresponding proponent.

3-6. Specific DOD publications and forms

a. Department of Defense publications and forms. For additional instructions on ordering procedures for Department of Defense (DOD) publications and forms, see DOD 5025.1I or visit their Web site at <http://www.dtic.mil/whs/directives>.

b. Defense Intelligence Agency publications. Defense Intelligence Agency (DIA) publications are mostly classified and have controlled distribution. Those DIA publications used by the Army are stocked by the Directorate of Logistics-Washington Media Distribution Division at St. Louis, unless otherwise indicated. These publications may be ordered per AR 381-11. For further information on these publications, contact DIA Customer Service, Bolling AFB, Bldg. 6000, Washington, DC 20340 by mail or by telephone at (202) 231-6000.

c. DOD Specifications and Standards. Department of Defense Index of Specifications and Standards (DODISS) are mandatory for all military activities. Further information can be found at the DOD Single Stock Point Web site at <http://dodssp.DAPS.DLA.MIL>. The DODISS (Parts 1, 2, 3, and 4) has been cancelled and replaced by the ASSIST database at <http://assist.daps.dla.mil>.

3-7. Center for Military (CMH) History publications

These publications are distributed based on a list prepared by the CMH. Current CMH publications are also available through the re-supply ordering system. For information, contact the U.S. Army Center of Military History, Collins Hall, Building 35, Publishing Division (DAMH-PD), 103, Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

3-8. Army command and component publications

a. Army command publications. The most current information regarding ACOM publications can be accessed through web sites of the respective Army ACOMs and other Services. A list is provided at the Army Links AZ at <http://www.army.mil/a-z/>.

b. National Guard Bureau publications. This index does not include publications and forms exclusive to the Army National Guard. Contact the respective National Guard Bureau (NGB) state POC with questions regarding NGB publications and forms. From the Army sites, there is a direct link to NGB's library and the NGB state point of contact (PCO).

c. U.S. Army Reserve publications. This index does not include publications and forms exclusive to the Army Reserve. Direct questions about Army Reserve publications and forms to the appropriate Reserve Support Command POC.

d. Corps of Engineers civil works publications. This index does not list the U.S. Army Corps of Engineers (USACE) civil works publications. For information on these publications, contact the USACE Publications Depot, 2803 52nd Avenue, Hyattsville, MD 20781-1102 by mail or by telephone at commercial (301)394-0081/0082/0083, or on their Web site at <http://www.usace.army.mil/inet/usace-docs/>.

3-9. Joint publications of the Joint Chiefs of Staff and other Armed Forces publications

a. Joint publications of the Chairman, Joint Chiefs of Staff. This index includes Joint publications of the Chairman, Joint Chiefs of Staff (Joint Pub) among the administrative publications (JCS Publications). JOINT PUBs describe doctrine, tactics, techniques, and procedures to guide joint force commanders in the execution of operations during war and military operations other than war. They also provide common guidance to link service component operations to joint force operations.

(1) *Distribution.* Normally, joint publications are not printed for distribution. Joint publications can be found electronically at the Joint Doctrine Education and Training System web portal at <https://jdeis.js.mil/> or through the Joint Electronic Library at <http://www.dtic.mil/doctrine/>. For additional information on joint publications and joint publication web portal access, contact the following office: Department of the Army, Office of the Deputy Chief of Staff for G-3/5/7 (DAMO-SSP), Washington, DC 20310 or call DSN 222-9451 or commercial (703) 692-9451.

(2) *Security.* Only approved joint publications and joint test publications are releasable outside the combatant commands, Services, and Joint Staff. Release of any classified joint publication to foreign governments or foreign nationals must be requested through the local embassy (Defense Attache Office) to DIA Foreign Liaison Office, POFL, Room 1E811, 7400 Defense Pentagon, Washington, DC 20301-7400.

b. Joint munitions effectiveness manuals. Joint munitions effectiveness manuals (JMEMs) are specialized publications that deal with weapons characteristics, and methodology, target vulnerability, or delivery accuracy of munitions currently in use. These manuals are listed and published in the FM 101-series. They are classified and are distributed on a strict need-to-know basis. For information on JMEM distribution, contact the Director, U.S. Army Materiel Systems Analysis Activity (AMXSYJ), Aberdeen Proving Ground, MD 21005-5071 by mail or by telephone at DSN 298-2786/6580 or commercial (410)298-2786/6580.

c. Federal Information Processing Standards (FIPS). The National Bureau of Standards issues FIPS publications for use by all Government agencies. They are available electronically at the following Web site: <http://www.itl.nist.gov/fipspubs/>.

d. Allied communications publications and multi-Service publications. Allied communications publications (ACPs) and joint Army-Navy-Air Force publications (JANAPs) are multi-Service communication publications prescribed in AR 25-1, chapter 6, and AR 25-30, chapters 7, 8, and 12. A complete list of ACPs and JANAPs is contained in JANAP 201, classified: Confidential. This index lists some JANAP publications among the administrative publications (USMCEB Communications Publications). Most are classified, and have controlled distribution. For more information on ACP or JANAP publications, contact the U.S. Army CE Services Office (SFIS-FA-CM), Suite 1204, 2461 Eisenhower Avenue, Alexandria, VA 22331-2200 by mail or by telephone at (703) 325-8208 or DSN 221-8208.

e. Air Force publications. A number of multi-Service Air Force (USAF) publications are stocked and issued by APD. When using this index to search for a multi-Service publication, if the Army publication number is not known, search for the publication using the Air Force publication number, which is included in the title field of the Army multi-Service publication. For information about Air Force technical orders or publications contact the Air Force Web site at <http://www.e-publishing.af.mil>.

f. Navy publications. A number of multi-Service Navy publications are stocked and issued by APD. When using this Index to search for a joint publication, if the Army publication number is not known, search for the publication using the Navy publication number, which is included in the title field of the Army multi-Service publication. For information on Navy Publications, contact the Naval Inventory Control Point (Customer Service), Bldg 1, Room 3204, 700 Robbins Avenue, Philadelphia, PA 19111-5098 by mail or by telephone at commercial (215) 697-2626 or DSN 442-2626.

g. Marine Corps publications. A number of multi-Service U.S. Marine Corps (USMC) publications are stocked and issued by MC Library Branch, Warehouse 1221, Sec 5, Albany, GA 31704. When using this Index to search for a multi-Service publication, if the Army publication number is not known, user can search for the publication using the Marine Corps publication number, which is included in the title field of the Army multi-Service publication. For additional information on Marine Corps publications contact the Commandant of the Marine Corps, HQ USMC, 3000 Marine Corps Pentagon (ARDE), Washington, DC 203503000 by mail, by telephone at commercial (703) 614-1712/1713 or DSN 224-1712/1713, or by facsimile at commercial (703) 614-1463 or DSN 224-1463.

3-10. Miscellaneous publications

These printed materials are a variety of non-technical subjects for informational purposes. They do not come under a specific Army departmental numbering system. To make these available in the index database, they were organized under the MISC PUB category. Numbers are assigned based on AR 25-30, table 2-4, Series Numbers and Titles for Administrative Publications.

3-11. Automated data systems manuals

This index includes automated data systems manuals (ADSMs). Most of the ADSMs are stocked and issued by the proponent (mostly proponent ID) and are not stocked by APD.

3-12. Commercial equipment publications index

This index does not contain publications on commercial equipment such as chain saws, kitchen equipment, welding machines, torch cutting outfits, sewing machines, and so forth. Commercial technical manuals covering such equipment are available from the Defense Supply Center Richmond. For information, contact the Defense General Supply Center Richmond call center by telephone (804) 279-3861; DSN: 695-3861 or visit them at: <http://www.dscr.dla.mil/>.

3-13. Graphic training aids

Graphic Training Aids are listed as individual publications in this DA Pam 25-30 database index. As outlined in AR 5-9, GTAs are ordered from local Training Support Center (TSC) or downloaded directly from <https://atiam.train.army.mil/>. (See the list of TSCs attached to each GTA online at www.train.army.mil/.) When accessing GTAs using Reimer Digital Library (RDL) (www.train.army.mil/), Under "Type" select "Graphic Training Aids," under "School" select "Any," and the list of GTAs will come up. Restricted GTAs require logon with Army Knowledge Online (AKO) user ID and password credentials. For information on GTAs contact the Training Media Support Team, Individual Training Support Directorate, Army Training Support Center, Wilson Ave; Bldg 3306; Rm 2; Ft Eustis, VA 23604, or telephone at commercial: (757) 878-4701; DSN: 826-4701 fax 4705, or e-mail ATSC.TEAMGTA1@CONUS.ARMY.MIL.

3-14. Certificate of discharge awards folder

This index does not include the certificate of discharge awards folder. The folder can be obtained through supply channels from GSA, using the following GSA information:

Nomenclature: Awards certificate folder (Army).

NSN: 10007557077.

Unit of Issue: EA.

3-15. Publication and special interest web sites

Army departmental publications and forms are accessible from our Web site as well as other related military sites. The addresses are listed below:

— <https://akocomm.us.army.mil/usapa>.

— <http://www.army.mil/usapa>.

— <http://www.apd.army.mil>.

Appendix A References

Section I Required Publications

DA Pam 25-33

User's Guide for Publications and Forms (Cited in paras 1-6, 2-1, 2-2, 2-3, 2-7, and 2-8.)

Section II Related Publications

AR 5-9

Area Support Responsibilities

AR 25-1

Army Knowledge Management and Information Technology

AR 25-30

The Army Publishing Program

AR 340-21

The Army Privacy Program

AR 380-5

Department of the Army Information Security Program

DODI 5025.01

DOD Directives System Annual Index (Available at www.dtic.army.mil.)

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

DA Forms are available on the Army Publishing Directorate Web site www.apd.army.mil.

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 4569-1-R

Security Assistance Publication Requisition Code Sheet (LRA)

Glossary

Section I Abbreviations

ACP

Allied communications publication

ADSM

Automated data systems manuals

APD

Army Publishing Directorate

AV

audiovisual

AEL

Army Electronic Library

ASCII

American standard code for information interchange

CMH

Center for Military History

COMSEC

Communications security

CSR

Chief of Staff regulation

CTN

carton

DA Cir

Department of the Army circular

DA Form

Department of the Army form

DAGO

Department of the Army general order

DA Memo

Department of the Army memorandum

DA Pam

Department of the Army pamphlet

DAS

Department of the Army Staff

DD Form

Department of Defense form

DGSC

Defense General Supply Center

DIA

Defense Intelligence Agency

DOD

Department of Defense

DIP

Army data processing installation

FIPS

Federal Information Processing Standards

FMO

forms management officer

FMS

foreign military sales

GTA

Graphic training aid

HQDA

Headquarters, Department of the Army

HQDA Ltr

Headquarters, Department of the Army letter

JCS

Joint Chiefs of Staff

JANAP

Joint Army-Navy-Air Force publication

JMEM

Joint Munitions Effectiveness Manuals

LIN

line item number

MDW

Military District of Washington

MNWPS

multi-Service nuclear weapons publications

NG

National Guard

NGB

National Guard Bureau

OF

optional form

PAIS

Publications Automated Information Locator System

PCO

publications control officer

RPI

real property inventory

SF

standard form

STARPUBS

Standard Army Publication System

TB

technical bulletin

TM

technical manual

UI

unit of issue

USACE

U.S. Army Corps of Engineers

USAF

United States Air Force

USAR

U.S. Army Reserve

USMC

United States Marine Corps

USN

United States Navy

Section II**Terms**

This section has no entries.

Section III**Special Abbreviations and Terms****AEL**

Army Electronic Library

CDC

card (continuous form)

CD-ROM

compact disc read only memory

CTN

carton

DO

due out

DOF

Distribution Operations Facility

EM

electronic media

ID

initial distribution

IDN

initial distribution number

LINTOPUB

line item number to publication

NEWSTAT

new status

PIN

publication identification number

PTC1

1 part (continuous)

PUBSTAT

publication status

SI

stock and issue

SU

stock and use

STC2 through STC8

set (2 part)through set (8 part)

TCBX

tab card box (2000 cards/box)

TCC

tab card (continuous)

USMCEB

United States Military Communications-Electronics Board

UNCLASSIFIED

PIN 076710-000

USAPD

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