DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY HEADQUARTERS SERVICES
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AAHS-ZA

10 JUL 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Migrating to Adobe Fillable Forms

1. In September 2012, the Army CIO/G-6 purchased an enterprise license for Adobe Acrobat Professional, which contains the Adobe LiveCycle Forms Designer. In conjunction with this enterprise purchase, the Army Office of the Administrative Assistant to the Secretary of the Army purchased an enterprise license for Adobe LiveCycle Reader Extension Software allowing the Army to transition to Adobe LiveCycle Designer as the forms design solution and Adobe LifeCycle Reader Extended Forms for publication of all Department of the Army, command, and local forms in the Army. This will greatly increase efficiency and align the Army with other Federal agencies, the Department of Defense, and other military Services.

2. The purchase of these enterprise licenses provides Armywide users a new integrated forms and digital signature solution in one software package and provides the ability to open, fill-in, sign, and save forms with the Adobe Acrobat Free Reader.

3. The Army Publishing Directorate (APD) will begin the conversion of the Army's inventory of existing IBM Lotus (XFDL) forms to fillable PDF in the first quarter of FY14 with completion by the end of FY14. APD will continue to host existing (XFDL) forms on their website until the end of FY14. Beginning in FY15, IBM Lotus Forms Viewer and Silanis Desktop ApproveIT (digital signature) software will no longer be supported.

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STEVEN J. REDMANN
Executive Director

DISTRIBUTION:
Forms Managers for:
Principal Officials of Headquarters, Department of the Army
Commander
U.S. Army Forces Command
U.S. Army Training and Doctrine Command
(CONT)

DISTRIBUTION: (CONT)
U.S. Army Materiel Command
U.S. Army Pacific
U.S. Army Europe
U.S. Army Central
U.S. Army North
U.S. Army South
U.S. Army Africa/Southern European Task Force
U.S. Army Special Operations Command
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U.S. Army Space and Missile Defense Command/Army Strategic Command
U.S. Army Cyber Command
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