



INSTRUCTIONS FOR ORDERING GENERAL OFFICER SUPPLIES

**ARMY PUBLISHING DIRECTORATE
MEDIA DISTRIBUTION DIVISION
1655 WOODSON ROAD, STE A
ST. LOUIS, MISSOURI 63114-6128**

In accordance with AR 25-30, The Army publishing and Printing Program, paragraph 7-12, the following information is provided when requisitioning general officer supplies:

a. This booklet contains a form listing all items available for requisitioning. To make ordering simplified, each item listed has a corresponding number assigned on the enclosed sample copy. Please retain this order form for future orders using a reproduced copy to submit current requirements.

b. Public Law, Title 44 U.S. Code, Sections 1102 and 1118, precludes the reissue of stationery to retired general officers. Further, such stationery cannot be obtained on a reimbursable basis from the Army Publishing Directorate, Media Distribution Division. You can, however, have general officer stationery printed by a commercial firm of your choice at your own expense. Upon retirement, you are allowed two units of stationery from the Army Publishing Directorate, Media Distribution Division which should be requested in writing prior to retirement.

Orders submitted to the Media Distribution Division can take up to seven days to process and ship. Therefore, to prevent your supplies from being exhausted, request orders be submitted in a timely manner to allow for processing time and shipment.

All information required to submit your order may be found on the enclosed APD-MDD Form 337, General Officer Supplies Orders Form can be emailed or mailed to our Customer Service Email: usarmy.stlouis-mo.106-sig-bde.mbx.apdcustsrv@mail.mil or faxed to the Media Distribution Division, located at 1655 Woodson Road, Saint Louis, Missouri 63114, or FAX (314) 592-0920 or 0923. For customer service inquiries, please call the Media Distribution Division at DSN 693-7300 ext. 8266/8300 or Commercial (314) 592-0900 ext. 8266.

Business Cards. AR 25-3, 7-11 to 7-14, the printing of business cards at Government expense is authorized when those cards are considered necessary to perform official duties and to facilitate related business communications. When appropriated funds are used, individual offices are responsible for funding the cost of producing business cards locally.

General Officer and Senior Executive Service stationery, invitation and envelopes. Active duty and Reserve GOs and SES members who are current DA employees and are 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. Standard invitations have been developed for GOs to use. 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. Standard envelopes have been developed for use with the stationery and invitations. 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.

Public Law (Title 44 United States Code, Sections 1102 and 1118) precludes the reissue of stationery to retired general officers. Further, such stationery cannot be obtained on a reimbursable basis from the Army Publishing Directorate, Media Distribution Division. You can, however, have general officer stationery printed by a commercial firm of your choice at your own expense. Upon retirement, you are allowed two units of stationery from the Media Distribution Division. You should request it in writing prior to retirement. You can mail, fax or email information: usarmy.stlouis-mo.106-sig-bde.mbx.apdcustsrv@mail.mil the completed copy of this form to the Media Distribution Division, 1655 Woodson Rd, St. Louis, Mo. 63114 (Fax is: Commercial (314) 592-0920 or 0923). Orders can also be verified by calling DSN 693-7300, Ext. 8266/8300 or Commercial (314) 592-0900, Ext. 8266/8300.

Non-general officer invitations. Invitations (other than general officer invitations) may be printed at the local installation 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. National Guard Bureau will approve funding for local printing costs of invitations for change of command ceremonies or other official National Guard Bureau functions.

Personalized items and calendars. These items will not be personalized with an individual's name at Government expense. Printing of memo pads for GO and SES personnel, using local printing funds is authorized providing they contain only the organization name, office title, installation, city, state, and zip code. Standardized desk and wall calendars are available through normal supply channels. These are the only calendars authorized for purchase at Government expense. No specialized calendars will be printed, except those that are for the expressed purpose of promoting soldier recruitment and retention. These items must produce in accordance with the guidelines of the Army Recruiting Command and Army Public Affairs Office.

General Officer Pistol Kits, Flags, Poles for Flags, Belts and Buckles.
Information regarding Chapter 3, AR 725-1, Governs Special Authorization and Procedures for Issues, Sales, and Loans.

GENERAL OFFICER AND SES SUPPLIES ORDER FORM

The following is a list of items that are available for requisitioning. Please complete the ordering portion with all information requested, ensuring requests are filled out clearly and correctly to preclude a delay in the ordering process.

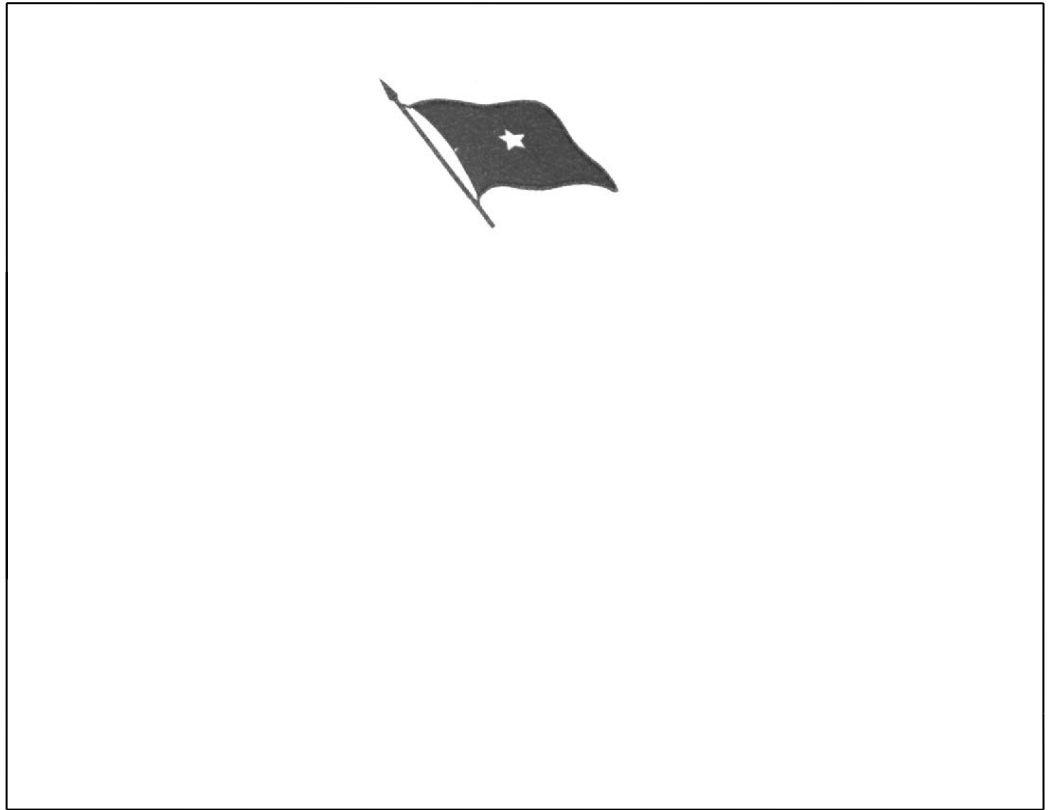
ACCOUNT NO.	Mailing Address w/ 9 digit zip code) No PO Box		
(For MDD Use Only)	Org Name:		
	Street Address:		
	Bldg/Rm/Ste:		
	City, State, Zip:		
SAMPLE NUMBER	NOMENCLATURE	QUANTITY PER UNIT	QUANTITY REQUESTED
1	1 Star Invitation Card, Blank	250	
2	1 Star Place Card	200	
3	1 Star Stationery (Thermographic)(embossed/raised)	500	
4	1 Star Stationery (Offset) (Laser) (flat)	500	
5	2 Star Invitation Card, Blank	250	
6	2 Star Place Card	200	
7	2 Star Stationery (Thermographic)(embossed/raised)	500	
8	2 Star Stationery (Offset) (Laser)	500	
9	3 Star Invitation Card, Blank	250	
10	3 Star Place Card	200	
11	3 Star Stationery (Thermographic)(embossed/raised)	500	
12	3 Star Stationery (Offset) (Laser)(flat)	500	
13	4 Star Invitation Card, Blank	250	
14	4 Star Place Card	200	
15	4 Star Stationery (Thermographic)(embossed/raised)	500	
16	4 Star Stationery (Offset)(Laser)(flat)	500	
17	Envelope Invitation (fits all)	250	
18	Envelope Stationery (fits all)	500	
19	Continuation Sheet	100	
20	SES Stationery Offset - Laser (flat)	500	
FOR: GENERAL OFFICER/SES FULL NAME AND RANK			
Typed Name/Rank/Title of Requester:		Signature (Digital)	Date
Email Address:		Telephone Number:	

Mail requests to: Army Publishing Directorate
 Media Distribution Division
 Attn: Logistics Management Branch
 1655 Woodson Road
 St. Louis, MO 63114-6128

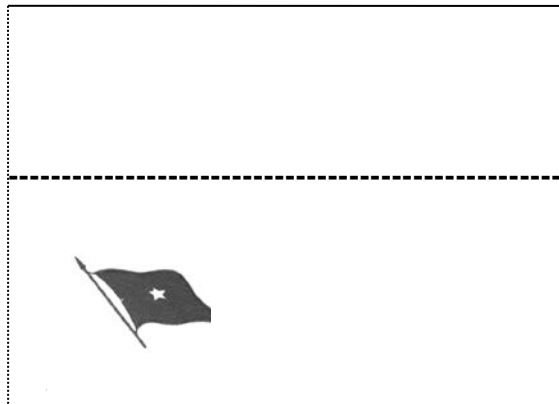
Fax requests to: Commercial (314)592-0920 or 0923

Customer Inquiries: DSN 693-7300 Ext. 8266/8300
 Commercial (314)592-0900 Ext 8266/8300

APD/MDD Form 337, Oct. 18 (Previous editions are obsolete.)



SAMPLE 1
1 Star Invitation Card, Blank



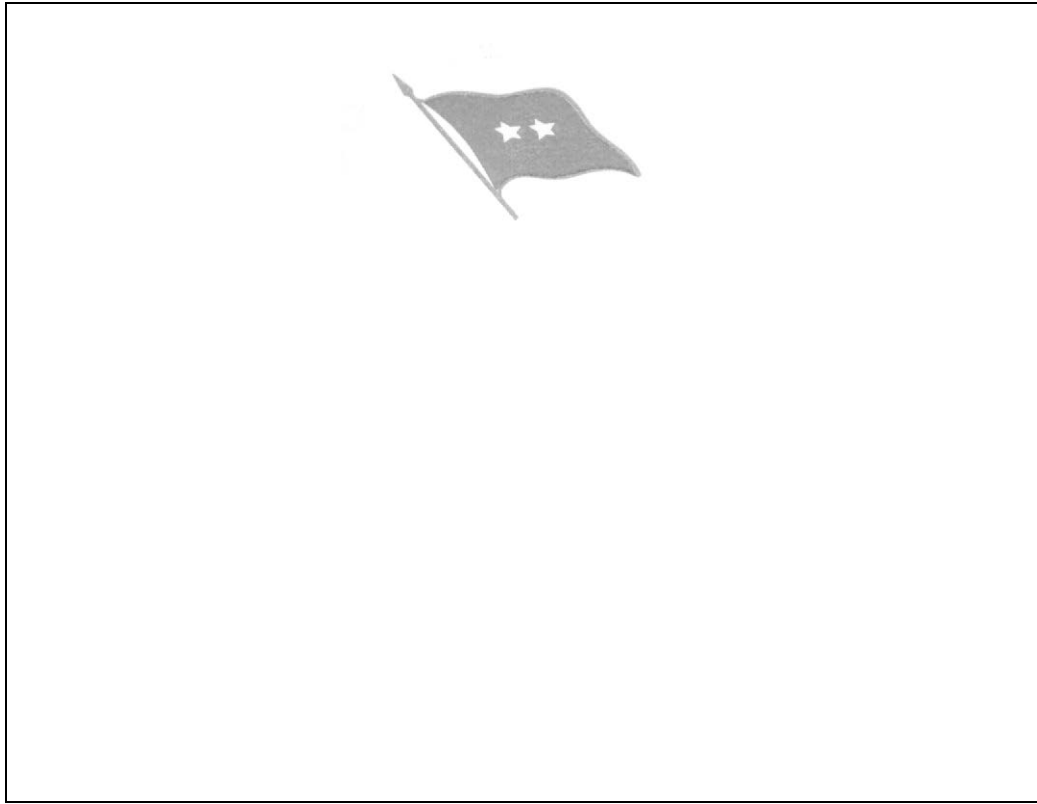
SAMPLE 2
1 Star Place Card



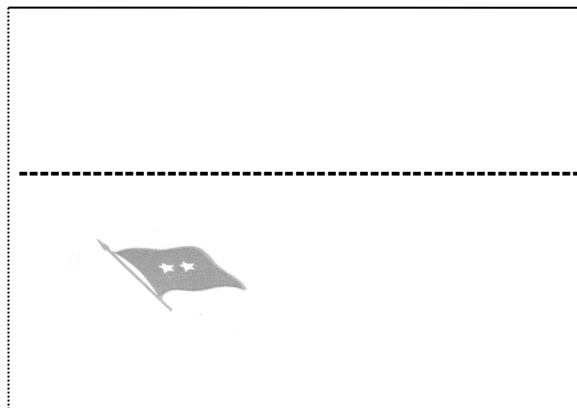
SAMPLE 3
1 Star Stationery (Thermographic)



SAMPLE 4
1 Star Stationery (Offset) (Laser)



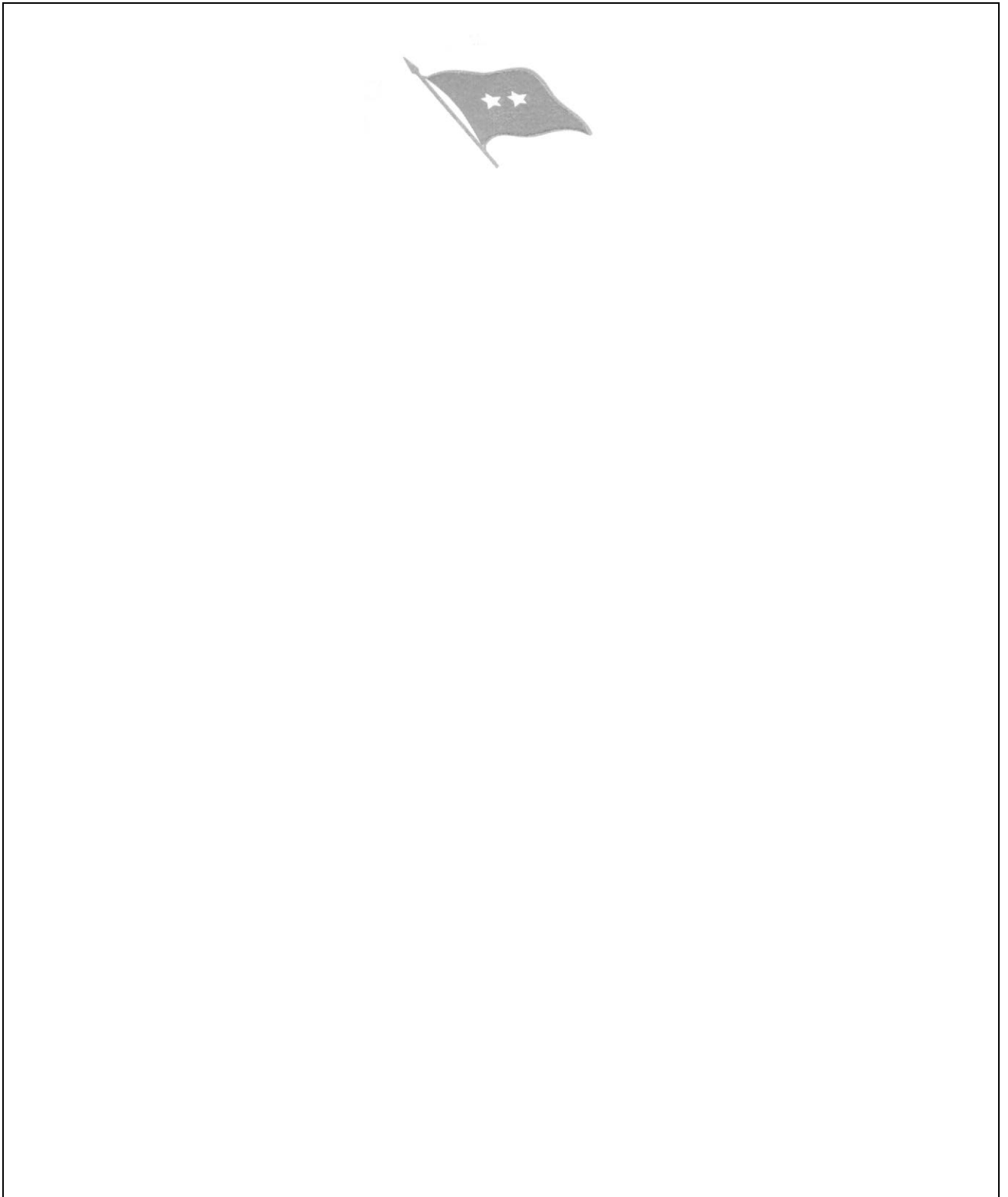
SAMPLE 5
2 Star Invitation Card, Blank



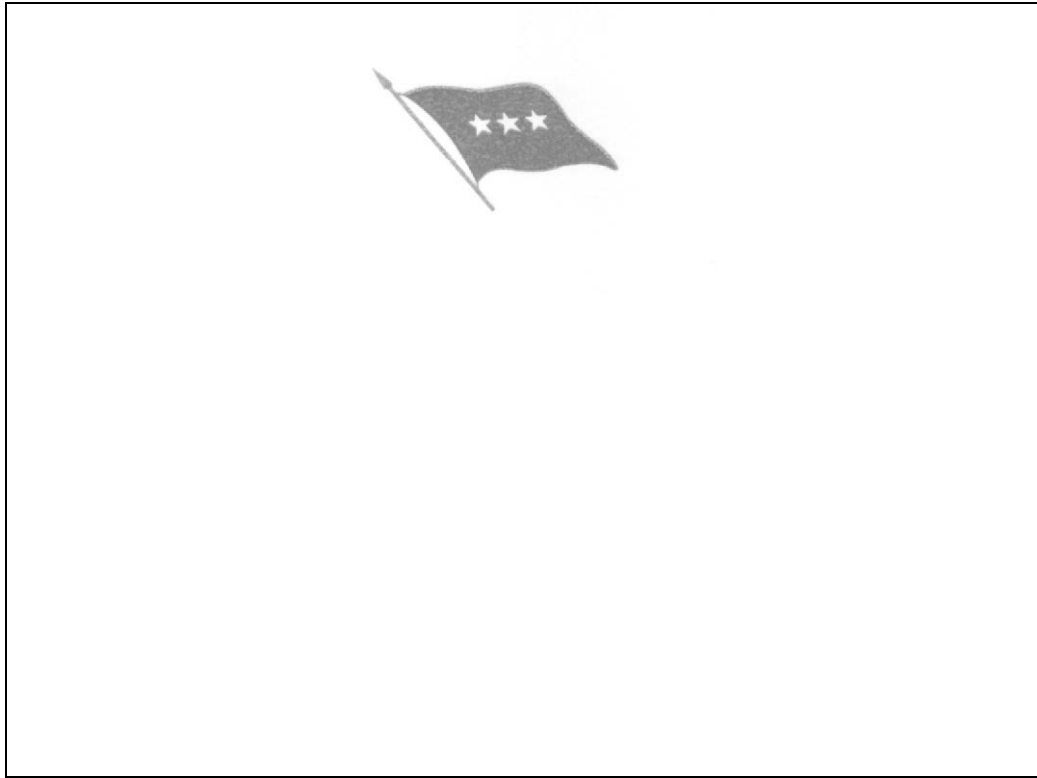
SAMPLE 6
2 Star Place Card



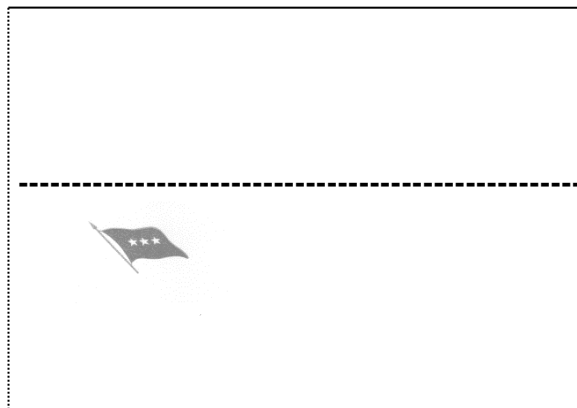
SAMPLE 7
2 Star Stationery (Thermographic)



SAMPLE 8
2 Star Stationery (Offset) (Laser)



SAMPLE 9
3 Star Invitation Card, Blank



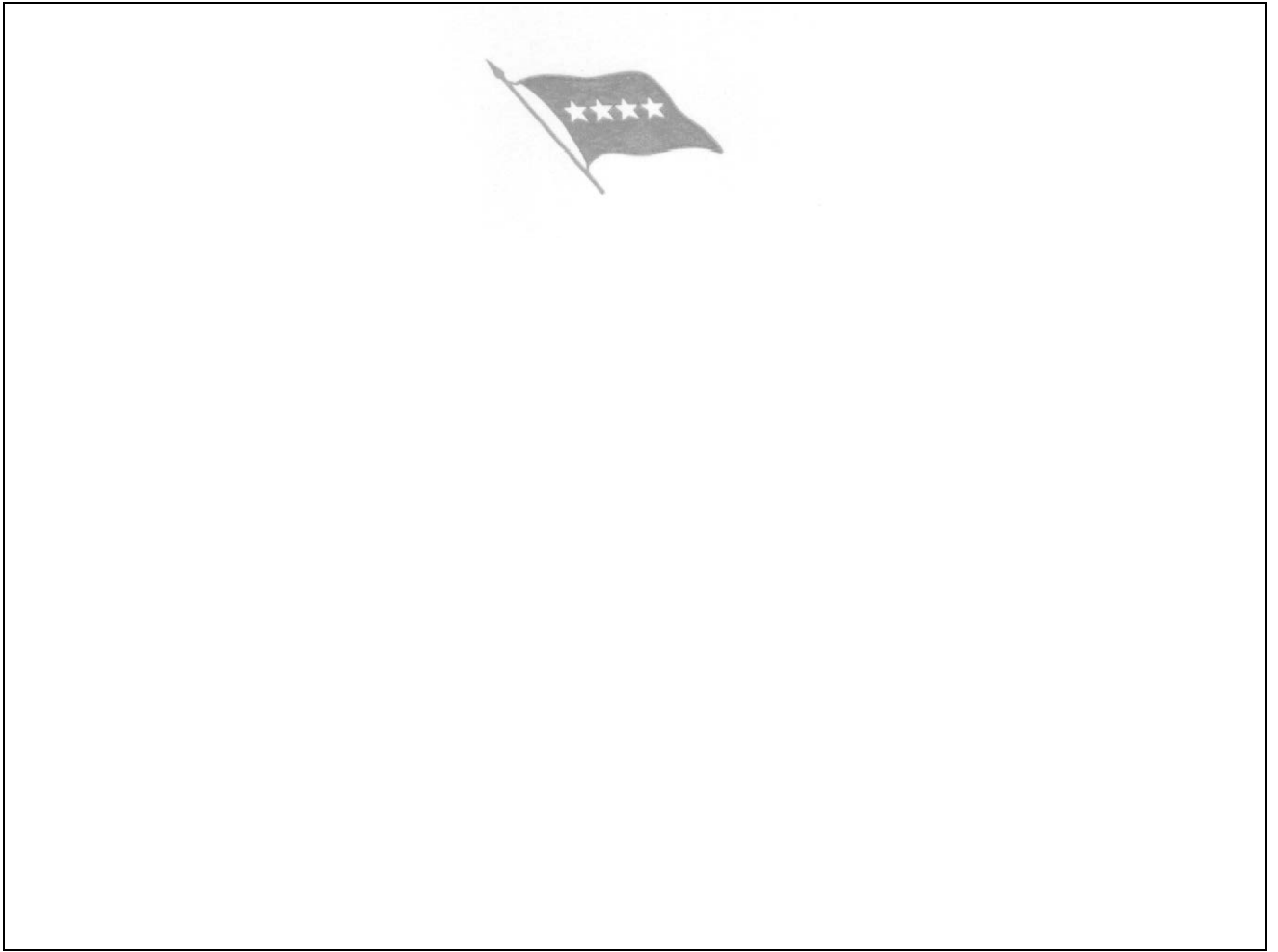
SAMPLE 10
3 Star Place Card



SAMPLE 11
3 Star Stationery (Thermographic)



SAMPLE 12
3 Star Stationery (Offset) (Laser)



SAMPLE 13
4 Star Invitation Card, Blank



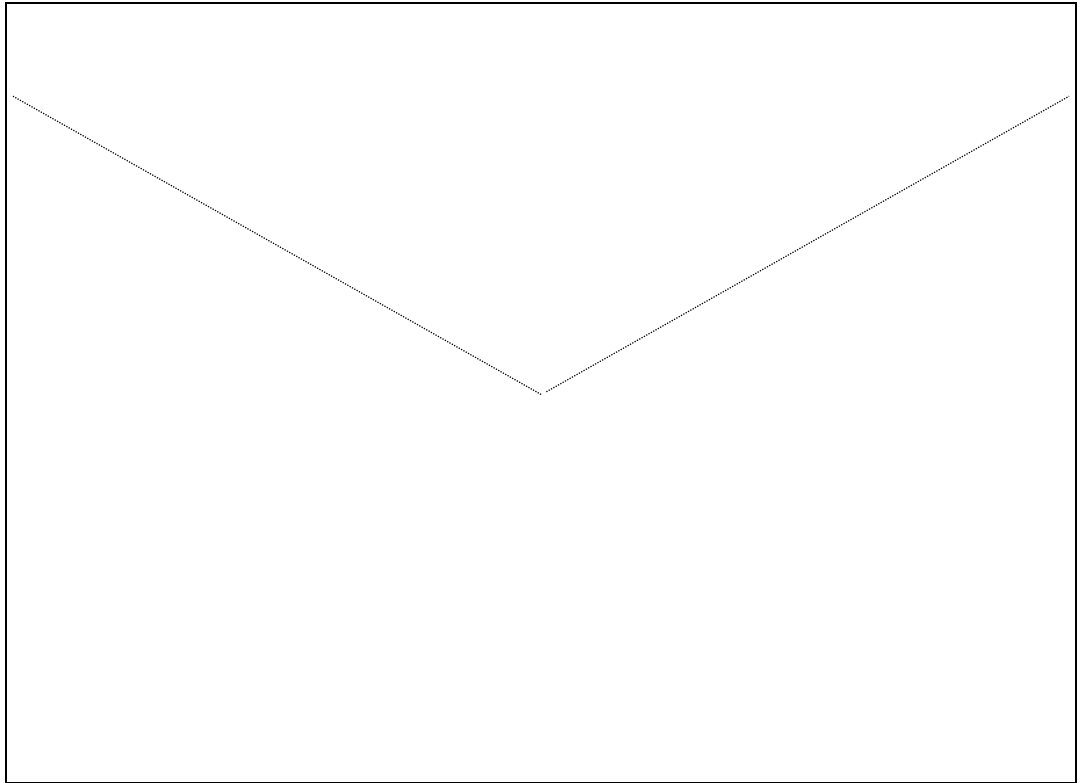
SAMPLE14
4 Star Place Card



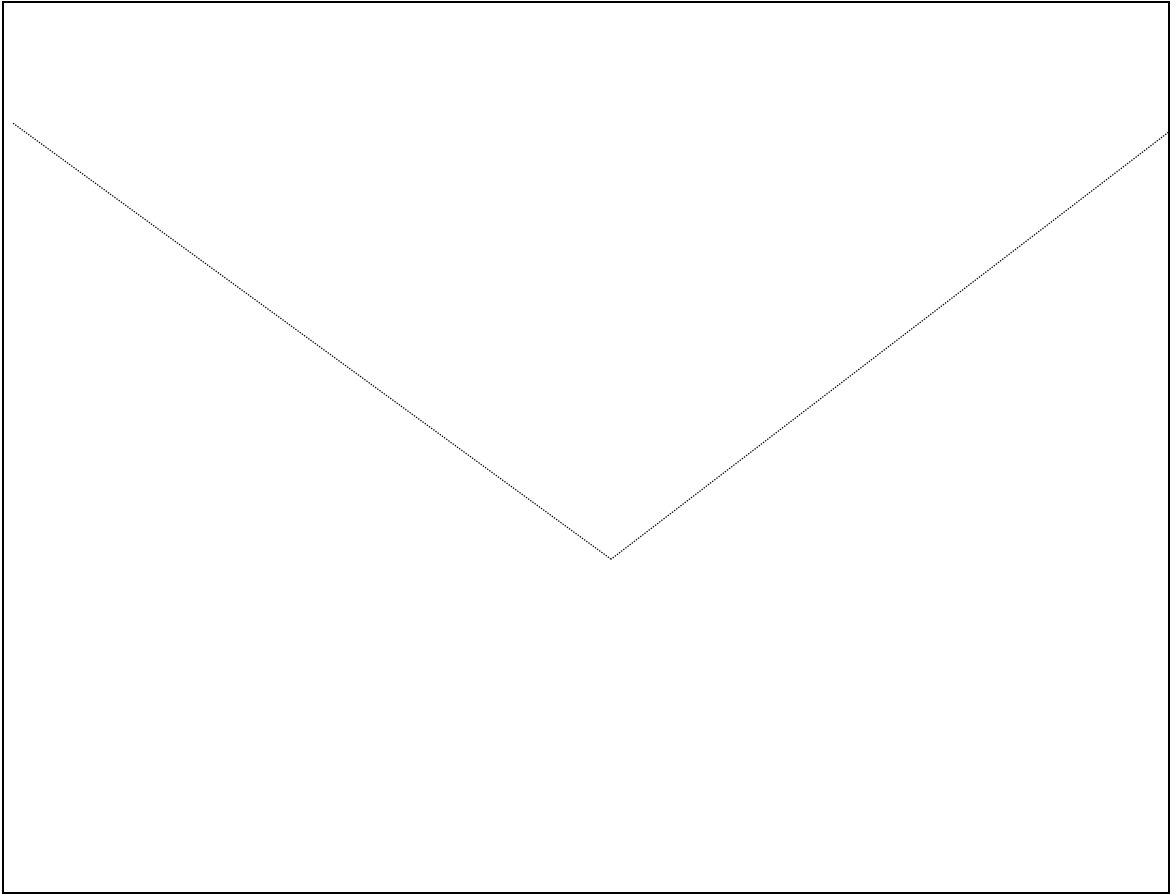
SAMPLE 15
4 Star Stationery (Thermographic)



SAMPLE 16
4 Star Stationery (Offset) (Laser)



SAMPLE 17
Envelope, Invitation



SAMPLE 18
Envelope, Stationery