



Headquarters  
Department of the Army  
Washington, DC  
14 June 2021

## Army Regulation 25–38

Effective 14 July 2021

### Information Management : Printing and Distribution Program Army Printing and Distribution Program

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By Order of the Secretary of the Army:

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*Chief of Staff*

Official:

  
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**History.** This publication is a new Department of the Army regulation.

**Authorities.** This regulation prescribes Army policy for printing and distribution. It implements Title 44, United States Code; the Government Printing and Binding Regulations published by the Congressional Joint Committee on Printing; DoDD 5205.02E, DoDI 5230.09, DoDI 5230.24, DoDI 5230.29, DoDI 5330.03, and DoDI 7750.07.

**Applicability.** This regulation applies to the Regular 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 regulation is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions or waivers to this regulation 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 regulation 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 higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see app B).

**Suggested improvements.** Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) via email to [usarmy.pentagon.hqda-apd.mbx.customer-service@mail.mil](mailto:usarmy.pentagon.hqda-apd.mbx.customer-service@mail.mil).

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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**Contents** (Listed by chapter and page number)

**Chapter 1**

**Introduction**, *page 1*

**Chapter 2**

**Army Publication Types**, *page 5*

**Chapter 3**

**Printing**, *page 6*

**Chapter 4**

**Distribution**, *page 12*

**Appendixes**

**A.** **References**, *page 15*

**B.** **Internal Control Evaluation**, *page 16*

**Glossary of Terms**

**Summary of Change**

## **Chapter 1 Introduction**

### **Section I**

#### **General**

##### **1–1. Purpose**

This regulation contains Army policy for the printing and distribution of Department of the Army (DA) publications and forms. DA Pam 25–38 contains required processes and procedures for management of Army Printing and Distribution. The policy prescribed by this regulation applies to all DA printing and distributing matters, regardless of format or delivery medium, except those defined in AR 115–11 and AR 360–1.

##### **1–2. References, forms, and explanation of abbreviations**

See appendix A. The abbreviations used in this electronic publication are defined when you hover over them. Also, all acronyms are listed in the abbreviations, brevity codes, and acronyms database located at <https://armypubs.army.mil/abca/>.

##### **1–3. Associated publications**

See DA Pam 25–38.

##### **1–4. Responsibilities**

Responsibilities are listed in section II of this chapter.

##### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

##### **1–6. Army Printing and Distribution Program**

a. The Army Printing and Distribution Program ensures that DA publications and forms comply with printing laws; printing regulations; and Department of Defense (DoD) and other Government agency issuances, to include United States Code (USC), Code of Federal Regulations (CFR), and the Federal Acquisition Regulation and guidance issued by the United States Congress Joint Committee on Printing (JCP).

b. Primary functions of the Army Printing and Distribution Program include the following:

(1) Providing printed DA publications and forms to intended users.

(2) Managing the printing and distribution of authenticated DA publications, so they are economically printed and distributed.

### **Section II**

#### **Responsibilities**

##### **1–7. Headquarters, Department of the Army principal officials**

HQDA principal officials will ensure all printing is requisitioned through United States Army Print and Media Distribution Center (APMDC), Printing Management Division (PMD), except drafts of technical and equipment manuals used for review and comment and new equipment training, before authentication. The use of in-house equipment for individual duplication requests is not to exceed \$1000, except for outside the continental United States (OCONUS)-based agencies and commands. Printing requirements that exceed this threshold must be requisitioned through PMD.

##### **1–8. Assistant Secretary of the Army (Acquisition, Logistics and Technology)**

The ASA (ALT) will—

- a. Serve as the Army's principal materiel developer (MATDEV) and will fund development and printing of new equipment publications, and when changes are made to the equipment configuration (engineering change proposal, modification, etcetera), copies to support total package fielding, and overpack.
- b. Determine distributions requirements for new DA authenticated and technical equipment publications.

#### **1-9. Administrative Assistant to the Secretary of the Army**

The AASA will—

- a. Serve as the proponent for Army Print and Distribution Program policy.
- b. Through the Commanding General (CG), U.S. Army Materiel Command (AMC):
  - (1) Fund print procurement for all Headquarters, Department of the Army (HQDA) Principal Officials.
  - (2) Fund print procurement for all field operating agencies.
  - (3) Fund publication of documents in the Federal Register.

#### **1-10. Chief, National Guard Bureau**

Pursuant to DoDD 5105.77, the CNGB is responsible for communicating standards set forth in this regulation to the Army National Guard (ARNG) and will—

- a. Budget and program for publications necessary to support the National Guard Bureau (NGB) mission.
- b. Ensure that ARNG publications meet Army format requirements (see DA Pam 25-38).
- c. Prepare publications that govern the Army National Guard of the United States (ARNGUS) when not in Federal service.
- d. Provide Printing Management Division (PMD) funding for DA authenticated printed material.

#### **1-11. Chief, Army Reserve**

The CAR will—

- a. Budget and program for publications necessary to support the U.S. Army Reserve (USAR) mission.
- b. Provide PMD funding for DA authenticated printed material.

#### **1-12. Commanders, Army commands**

Commanders, ACOM will—

- a. Ensure printing for all DA authenticated publications is requisitioned through PMD.
- b. Determine special distribution requirements for DA authenticated publications of which they are the proponent.

#### **1-13. Commanding General, U.S. Army Training and Doctrine Command**

The CG, TRADOC will—

- a. Coordinate with the Deputy Chief of Staff (DCS), G-3/5/7 on the development and approval of Army and multi-Service historical, doctrinal, and training publications.
- b. Develop an annual historical publications printing schedule.
- c. Formulate a plan and justify funding for Army Doctrine Training Publishing Program.
- d. Provide PMD funding for the printing for DA authenticated material. Prepare and approve official military histories for print.

#### **1-14. Commanding General, U.S. Army Materiel Command**

The CG, AMC will—

- a. Manage the Army Equipment Publications Program and ensure that only DA authenticated information is contained on compact disc-read only memory (CD-ROMs), digital versatile discs (DVDs), or other approved electronic media used for DA technical and equipment publications, such as electronic technical manuals (ETMs) and interactive electronic technical manuals (IETMs).
- b. Oversee the Army Print and Distribution Program and ensure that the program—
- c. Provides priority print procurement support for HQDA Principal Officials, their field operating agencies, and HQDA staffs, on a reimbursable basis. AMC will provide the highest priority print procurement for the Secretary of the Army (SECARMY), Under SECARMY, Deputy Under SECARMY, Chief of Staff of the Army, Vice Chief of Staff of the Army, Sergeant Major of the Army, and the AASA.

d. Fund the reprinting of DA technical and equipment publications. Provide funding for print procurement of all DA and DD level forms, tags, labels, posters, certificates, and for all Senior Executive Service (SES)/General Officer's (GO) Stationery used by the Department of the Army, excluding ARNG and USAR. ARNG and USAR will provide their own funding.

e. Funding costs include printing, initial distribution, and all subsequent reprints to maintain stockage levels when required in physical media.

(1) AMC will coordinate for the procurement of DA printed authentications, publications, and forms on behalf of proponent organizations in accordance with standard Army financial procedures and policies.

(2) PMD will keep records of funds available for the procurement of DA printing and inform agencies and Army commands (ACOMs) of the status of their reimbursable accounts and withdrawals made from their accounts.

(3) Establishes procedures and standards for the development, control, procurement, production, issue, storage, and distribution of DA publications.

(4) Oversee publications accounts authorized to commanders.

(5) Ensure that publications are distributed to foreign governments in accordance with the requirements in paragraph 4-2.

(6) Ensure that publications are shipped according to the requirements of paragraph 4-5.

(7) Ensure distribution of DA publications follows the requirements of and determines Initial Distribution requirements.

(8) Assign execution management of the Army's print procurement to the Chief of PMD, AMC.

(9) Assign operational responsibility for the printing of publications and forms, and serves as the Army point of contact on printing matters with the JCP, the Public Printer, the Bureau of Engraving and Printing to the Chief of PMD, AMC.

(10) Provide reprints of equipment publications during equipment RESET.

(11) Chief of the Media Distribution Division (MDD) oversees the maintenance and operation of the ordering portal and the distribution of authenticated DA publications for the Department of the Army.

#### **1-15. Commanders authorized publications accounts**

Commanders authorized publications accounts will—

a. Determine special distribution requirements for physical products (such as, printed material or CD-ROM/DVD) for all required publications in accordance with this regulation and DA Pam 25-38.

b. Establish and maintain an internal distribution scheme for publications the unit receives.

c. Ensure that the account is reviewed annually and that AMC and APMDC is notified of any changes by completing and submitting a DA Form 12 (Request for Establishment of a Publications Account) through the appropriate chain of command.

d. Ensure that a DA Form 12 is submitted annually for any accounts requiring classified service.

e. Ensure account subscription lists for DA publications are reviewed and updated annually.

#### **1-16. Commanders of designated publication control officers and forms management officers**

Commanders will—

a. Store only controlled items and certificates, as required to meet sustaining base and mobilization contingency requirements, and units within their geographic area of responsibility.

b. Control the storage as required by each item's security classification, this regulation, and AR 380-5.

c. Distribute blank forms electronically to USAR and Reserve Officers' Training Corps (ROTC) units located in their geographic areas of responsibility.

#### **1-17. Publications control officers and forms management officers**

Designated publication control officers and forms management officers will—

a. Supervise the procurement and production activities relating to all internal agency or command printing and reproduction. This supervision will cover tenant and satellite activities.

b. Develop and establish printing procurement contracts through PMD.

c. Ensure that all agency and command requirements for printing and facilities are essential. Act as the review authority for all printing requests.

d. Review annual funding requirements for printing within their agency or command and coordinate this review with resource managers. These requirements must include funds to acquire printing requirements

through PMD or Defense Logistics Agency (DLA) J67 Strategic Data Services. Ensure that internal controls include procedures for reconciling billing invoices for printing services.

- e. Initiate the printing resource initiative for the requirements statement.
- f. Act as a review authority for work to be produced in field printing and reproduction facilities or requisitioned through PMD or DLA J67 Strategic Data Services.
- g. Assist subordinate, tenant, and satellite activities in the development and preparation of—
  - (1) Specifications for in-house and commercial procurement.
  - (2) Justifications for printing and reproduction equipment.
- h. Conduct periodic inspections and assistance visits to Army-controlled tactical and field printing and reproduction facilities to ensure compliance with established policy and procedures.
- i. Recommend the establishment, relocation, consolidation, or disestablishment of field printing and reproduction facilities when justified and process requests for acquiring and disposing of all printing, reproduction, and related equipment.
- j. Maintain cost and production data on reproduction equipment and review, program, and budget for equipment requirements.

### **1–18. Publishing media**

a. *General.* CD-ROMs and DVDs are approved electronic media for Army distribution and storage of DA publications and forms. Publications may not be sent to MDD unless printed by PMD.

b. *Department of the Army administrative publications.* Electronic media is the primary method of publishing and issuing DA administrative publications. Printing of DA administrative publications is by exception only and requires a waiver to this regulation (this does not include DA posters). The waiver justification will be submitted with the DA Form 260 (Request for Publishing–DA Administrative Publications).

c. *Department of the Army doctrinal, training, technical, and equipment publications.* Electronic media is the primary method of publishing and issuing DA doctrinal, training, technical, and equipment publications. When requirements dictate the need for printed media or both electronic and printed media, the DA Form 260–1 (Request for Publishing–DA Training, Doctrinal, Technical, and Equipment Publications) must be signed by a GO or member of the SES. Exceptions include DA operator manuals, CD-ROM or DVD replicating, checklists (preventive maintenance checklist, (aircraft) operator's and crewmembers checklist, maintenance test flight manual, phased maintenance inspection manual, preventive maintenance daily manual, preventive maintenance services), firing tables (FTs), safety changes, oversize diagrams, and wiring diagrams, which may be provided in paper copy without higher level approval. Special Distribution may be printed without SES/GO signature as long it has not been sent to MDD. Joint/Multi-Service and TRADOC publications, with an approved DA Form 260–1, do not need a SES/GO signature for printing. All publications that have been previously published and approved for printing do not need SES/GO signatures for reprints.

d. *Technical and equipment publications.* DA technical and equipment publications, with both a printed operator manual and an IETM for operator and maintenance (-13&P or -14&P), both manuals will be updated and released at the same time to make sure the same information is in both manuals.

e. *Other publications.* Policies and procedures for distribution and printing of non-DA publications such as agency, command, and installation publications, should mirror what this regulation prescribes.

## **Section III**

### **Requirements and Restrictions**

#### **1–19. Publishing restrictions and requirements**

- a. *Publishing and material distribution.*
  - (1) Principal officials and commanders must certify that material is required for official business before publishing material. Products that are to be printed must be accompanied by a DD Form 282 (DOD Printing Requisition/Order), DA Form 260 or DA Form 260–1..
  - (2) Army facilities or Army-owned equipment will not support printing of Non-Army materials for profit, even though the Army may be offered reimbursement, unless such use is authorized in accordance with DoDD 5500.07–R and complies with fiscal law principles.
- b. *Unauthorized publications.* Army activities will not print publications that include excessive graphics and color merely for decorative effect or that glorify specific persons, units, or activities. Forward requests

for exceptions to this policy to PMD. Official publications announcing the issuance of citations and awards are exempt.

### **1–20. Army forms**

*a. Reproduction of forms.* Users will not locally print, purchase, or produce controlled, restricted, or classified forms unless authorized by the Army Publishing Directorate (APD) and AMC. Unrestricted or unclassified forms are authorized for local reproduction. Specialized constructions, chemically-treated papers, and embossed certificates must be produced in the most economical manner for the using activity.

*b. Funding.* AMC will provide funding for the procurement of DA authenticated forms used by the Department of the Army, excluding ARNG and USAR. ARNG and USAR will provide their own funding.

## **Chapter 2 Army Publication Types**

### **2–1. Funding the printing of Department of the Army doctrinal and training publications**

Through TRADOC, the proponents are responsible for funding the cost of printing their own DA doctrinal and training publications in support of the Regular Army. Funding costs include prepress composition, printing, initial distribution, and all subsequent reprints to maintain stockage levels when required in physical media. NGB and USAR provide funding for their publication requirements to PMD will coordinate and for the procurement of DA doctrinal and training publishing and printing services on behalf of proponent organizations in accordance with standard Army financial procedures and policies. PMD will also keep records of funds available for the procurement of DA printing and inform agencies and ACOMs of the status of their reimbursable accounts and withdrawals made from their accounts.

### **2–2. Acquisition and use of electronic technical manuals and interactive electronic technical manuals**

Acquisition and use of ETMs and IETMs, in lieu of hardcopy manuals, is mandatory. Use of paper technical manuals (TMs) is not prohibited but must be limited based on operational necessity, with the exception of operator manuals (-10, -13, -14, -13&P, and -14&P) and checklists (preventive maintenance checklist, (aircraft) operator's and crewmembers checklist, maintenance test flight manual, phased maintenance inspection manual, preventive maintenance daily manual, preventive maintenance services), all of which may be provided to Soldiers in paper copy. Likewise, FTs, safety changes, oversize diagrams, and wiring diagrams may be provided to Soldiers in paper copy. If the proponent wants to provide operator information in electronic media only (EMO) and not provide paper operator TMs and checklists, it must verify the operational environment the operator uses it in is suitable, and that the operator has a suitable display device to use the TM. Both conditions must be met for operator information to be provided in EMO. Otherwise, paper operator TMs must be provided. If operator manual (-10) information will be provided in EMO, then the DA Form 260–1 must include the statement: "EMO for this system has been coordinated with and approved by TRADOC (insert name of approver, contact information, and date) and U.S. Army Materiel Command Logistics Data Analysis Center (AMC LDAC) (insert name of approver, contact information, and date)." Include approval emails and documentation when submitting the DA Form 260–1.

### **2–3. Funding for technical and equipment publications (Regular Army, National Guard Bureau, and U.S. Army Reserve)**

Funding for technical and equipment publications will be as follows:

*a. Funding for development of technical and equipment publications.* MATDEVs are responsible for funding the cost of DA technical and equipment publications they are the proponents for to meet Regular Army requirements.

*b. Funding for printing and distribution of technical and equipment publications.* MATDEVs are responsible for funding the cost of initial printing for technical and equipment publications, and reprints to be used for total package fielding, overpack, and RESET. NGB and USAR are responsible for coordination of their printing requirements and for funding printing and distribution of initial distribution and reprints. AMC is responsible for funding reprints for replacement of lost and damaged technical and equipment publications.

#### **2-4. Development of technical and equipment publications**

- a. *Final submission.* The proponent will prepare the final submission package for publication.
- b. *Paper manuals and portable document format manuals.* The final submission package will be processed through AMC LDAC. PMD will print and distribute the publication and AMC LDAC will post the document to its website.
- c. *Electronic technical manuals and interactive electronic technical manuals.* MDD will distribute these items according to the distribution instructions.

#### **2-5. Multi-Service Department of the Army doctrinal and training publications**

PMD will process and coordinate initial printing requests for hardcopies from the participating Services even if the Army has categorized the publication as EMO.

### **Chapter 3 Printing**

#### **3-1. General**

- a. PMD will procure all departmental printing and assist in the procurement of local printing from authorized sources. Procedures and guidelines for requisitioning printing are provided in DA Pam 25-38. PMD will work with and through DLA J67 Strategic Data Services to provide the most cost-effective printing. Army organizations, with the exception of the Army National Guard, are prohibited from acquiring printing directly from Government Printing Office (GPO).
- b. DoDI 5330.03 designates DLA J67 Strategic Data Services as the DoD single manager for printing.
- c. 44 USC stipulates that GPO will accomplish all printing, unless the JCP otherwise authorizes.
- d. The JCP considers replicating digital media to be printing, especially if CD-ROMs and DVDs include publications.
- e. Army printing will be obtained as follows:
  - (1) PMD will acquire or direct the procurement of all departmental printing and all Army local or command printing originating in the Washington, DC, metropolitan area.
  - (2) Army Organizations in the Washington, DC metropolitan area must requisition all local printing through PMD. Army organizations outside the Washington, DC metropolitan area will obtain local printing from PMD or DLA J67 Strategic Data Services.
  - (3) PMD may use U.S. AbilityOne Commission, a 41 USC 8501-8506 participating nonprofit agency, and the Federal Prison Industries, Inc. (UNICOR) as alternate sources of procuring services when a clear savings to the Army is shown.
  - (4) Printing will not be included in contracts for the manufacture or operation of equipment and for services. These services include architectural, engineering, research, construction, training, and publicity advertisement for personnel recruiting. For example, Army contracts may include preparation of digital files or camera-ready copy for official publishing; however, printing requirements and distribution for publications, such as TMs, may not be acquired as an integral part of a contract for supplies or other services. Resupply will not be requested in hardware contracts; PMD will satisfy all resupply requirements. This restriction does not prevent acquiring services for writing and editing, or for preparing manuscripts and related illustrations as part of a contract.

#### **3-2. Unlawful printing**

- a. Printing any of the following material is unlawful, unless allowed under an exception in *paragraph 3-2b*:
  - (1) Adjusted compensation certificates for veterans of the world wars.
  - (2) Licenses, such as automobile drivers, marine officers, aircraft, and radio operator licenses, as well as 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.

*Note.* Printing or reproducing (falsely making, forging, or altering) passports is unlawful. However, an individual may copy a passport for personal use only; that is, for purpose of reissuance in the event the passport is lost or stolen.

(9) Copyrighted material of any manner or kind without permission of the copyright owner, except as provided by law.

*b.* Exceptions to *paragraph 3–2a* 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  $\frac{3}{4}$ 's, or more than  $1\frac{1}{2}$  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 philatelic, 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 multicolored illustrations.)

(3) Printed illustrations of U.S. and foreign coins are allowed for any purpose. Tokens, discs, or devices 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.

### **3–3. Letterhead and memorandum stationery**

*a. General.*

(1) Printed letterhead stationery will be used for official written correspondence in response to actions external to the agency or command (see AR 25–50).

(2) All official letterhead and memorandum (memorandum and/or notepad) stationery will bear the DoD seal.

(3) Computer-generated letterhead will be used for internal correspondence. However, the format and output quality of the DoD seal must be comparable to that of printed letterhead stationery.

*(a)* 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.

*(b)* To conserve color toner, use black ink for computer-generated letterhead.

(4) Separate letterhead stationery is authorized when elements of the same agency, command, or organization are located in different geographical areas, cities, or States and will be limited to the following:

*(a)* Office of the Secretary of the Army and principal HQDA agencies identified in Department of Army General Order (AGO) 2020–01.

*(b)* ACOMs, Army service component commands (ASCCs), and direct reporting units (DRUs).

*(c)* Installations.

*(d)* Separate agencies, commands, or organizations headed by an individual with the rank of Colonel or above, or the civilian equivalent or above.

(5) The letterhead used for correspondence to be signed by the head of an agency, command, or organization, or by an authorized representative will be that of the office or the headquarters of the agency, command, or organization. In offices where more than one kind of letterhead is used, the capacity in which the agency, command, or organization head is acting, as reflected in the authority line or signature block of the letter, will dictate the proper letterhead.

*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 non-recycled stock.)

(2) *Size.* Letterhead stationery is 8–1/2 by 11 inches (216mm by 279mm). Padding of letterhead and other sizes are not authorized.

(3) *Grade and weight.* For letterhead and memorandum stationery, 20-pound, 25-percent recycled bond is the standard. 16-pound, 25-percent recycled bond may be used.

(4) *Recycled paper.* Use recycled paper in accordance with 40 CFR 247. Selected grades and weights will be in accordance with GPO, General Service Administration (GSA), and DoD standards, specifications, and mandates.

(5) *Continuation sheets.* Continuation sheets on the letterhead will be the same grade and weight as the letterhead. No letterhead will appear on the continuation sheet.

*c. Forms.*

(1) Letterhead and memorandum stationery will be printed in black ink. Specifications for letterhead and memorandum stationery are in DA Pam 25–38.

(2) No names, telephone numbers, titles of officers and officials, or other personalized information will be printed on letterhead or memorandum stationery.

### **3–4. Envelopes**

a. Imprinting of return and mailing addresses on envelopes with office laser printers is authorized. To conserve color toner, use black.

b. Envelopes will be the types and sizes GPO and/or GSA stock and/or issue.

c. Office symbols, names, and titles of officers and officials will not be printed on envelopes.

d. Markings, slogans, designs, or borders will not be printed or stamped on mailing envelopes.

e. Envelopes must conform to AR 25–51, which implements the Official Mail and Distribution Management Program.

f. Envelopes will be ordered through normal supply channels according to the current GSA Federal Supply Schedule.

### **3–5. General officer and senior executive service stationery, invitations, and envelopes**

a. Regular Army and USAR SES/GO members who are current DA employees and are required to host official Army-sponsored functions may have stationery, invitations, and envelopes printed at U.S. Government expense. Official Army functions include change of command, dedication, and recognition ceremonies and receptions and other official DA functions at the installation level. Invitations and envelopes will not be printed at U.S. Government expense for private functions.

b. Standard invitations and envelopes have been developed for use. To avoid obsolescence and waste, stationery will have the appropriate flag imprinted but will not contain the name of the SES or GO member. Invitations and envelopes may be completed in writing or imprinted locally.

c. Requests for SES or GO stationery and official function invitations and envelopes will be made only on behalf of a SES or GO member and will be sent to PMD. All requests must include the appropriate name, building number, room number, and street address. Stationery and invitations will be issued in a standard package of 250 per box. Envelopes will be issued in quantities corresponding to the invitations requested.

### **3–6. Business cards**

a. Printing 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 acquired using the most economical authorized method.

(1) *Commercially procured cards.* A Brigadier General or SES equivalent must approve commercial procurement and printing of business cards. Cards commercially procured with appropriated funds will be limited to a single color of ink unless a Brigadier General or SES equivalent has granted an exception and only when the use of more than one color shows value and serves a functional purpose. Customized, embossed, or engraved cards will not be acquired at Government expense.

(2) *Cards produced in-house.* Cards produced in-house must use existing computer hardware and software. No special hardware, software, or card stock will be acquired for the express purpose of producing business cards. Only standard business card stock that is available through normal supply channels may be used.

b. PMD may use the U.S. AbilityOne Commission and UNICOR as an alternate source of acquiring business cards when the cost is equivalent or less than the cost of producing the cards on a personal computer. Activities supported by DLA J67 Strategic Data Services must submit requirements through PMD or J67.

c. Cards will contain only the necessary business information, such as the name of the organization, office, activity, or unit represented; official mailing address; name of individual; Defense Switched Network, commercial telephone, and facsimile numbers; and office, email addresses, and website(s).

d. Only approved organization logos may appear on business cards.

### **3-7. Personalized items and calendars**

a. *Stationery, memorandum pads, and other items.* These items will not be personalized with an individual's name at Government expense. Printing of memorandum pads for SES and GO personnel, using local printing funds, is authorized provided they contain only the organization name, office title, installation, city, State, and zip code.

b. *Desk and wall calendars.* 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 express purpose of promoting Soldier recruitment and retention. These items must be produced in accordance with the guidelines of the Office of the Chief, Public Affairs.

### **3-8. Advertising**

a. *Prohibited items.* 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:

(1) Any advertisement inserted by or for any private individual, firm, or corporation, or material that directly or through implication favors a specific commercial product, commodity, service, or political affiliation.

(2) Material that implies in any manner that the Government endorses or favors any specific commercial product, commodity, or service.

b. *Advertisements and trade names.*

(1) Commercial advertising is acceptable in publications supplied free of charge to Army activities under the provisions of AR 360-1 and in civilian media under the morale, welfare, and recreation program.

(2) Army publications will use standard Army nomenclature or specification instead of trade names. Send requests for an exception to use trade names to the AASA. The servicing legal counsel will review and address questions concerning use of trade names.

### **3-9. Topographic and military information support operations field printing**

Topographic and military information support operations field printing units may produce any authorized work needed to support their mission. When units are engaged in mobilization and combat contingency exercises, the commander may authorize limited amounts of printed material to be produced to allow units to provide proficiency training to personnel in operating and maintaining equipment. The units will not solicit from or provide printing support to other activities that PMD or DLA J67 Strategic Data Services normally support.

### **3-10. Nonappropriated fund activities**

a. PMD will not procure printing that is 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 nonappropriated fund instrumentalities. PMD can procure printing of publicity for nonappropriated fund activities if provided on a cost reimbursement basis.

b. Printing 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 support will include a statement on why the product is required to support the commander's supervisory function. All printing support provided will be within the guidelines established by this regulation and AR 215-1.

### **3–11. Office of the Chief Army Enterprise Marketing, U.S. Army Recruiting Command, U.S. Army Cadet Command, and United States Military Academy**

Recruiting and publicity material for U.S. Army Recruiting Command, U.S. Army Cadet Command, and the United States Military Academy will be reproduced only on a reimbursable basis when submitted to AMC. Printing will not be included in recruiting advertisement contracts and may not be required as an integral part of a contract for marketing and/or publicity or other services.

### **3–12. Standards for printed products**

a. PMD will set print formatting standards for printed materials and PMD will ensure that the printed product can be produced at the greatest value to the Army while still meeting its requirements. PMD will determine the appropriate construction and layout of printed products, including front covers, back covers, and spines (if necessary). PMD uses the guidance in this regulation, DA Pam 25–38, as well as standard industry-wide practices when determining acceptable formatting standards.

b. For DA publications, exceptions to these print standards may be approved by PMD when determined to be in the best interest of the Army's mission.

c. Products that are to be commercially printed must be accompanied by a completed and approved DD Form 282, DA Form 260 or DA Form 260–1.

### **3–13. Contract printing**

a. *Procurement.* Procurement of printing for the field from any source other than PMD on JCP Form 2 (Commercial Printing Report) or DLA J67 Strategic Data Services is prohibited unless authorized by a waiver from the JCP. When the JCP grants a waiver, the waiver number will be referenced in the bid advertisement. PMD may use printing services, procurable through AbilityOne or UNICOR, as an alternative to DLA J67 Strategic Data Services, when DLA J67 Strategic Data Services cannot provide support in a timely manner or at a competitive cost. No waiver is required by PMD to use other facilities. Only unclassified or non-sensitive material may be procured from UNICOR.

b. *Army National Guard and U.S. Army Reserve.* ARNG and USAR contract printing activities are exempt from the requirement to use DLA J67 Strategic Data Services. USAR requisition printing must be procured through PMD. USAR will not go directly to the GPO.

c. *Establishing term contracts.* To establish a term contract for recurring printing for departmental printing, contact PMD.

(1) Publishing control officers will send a letter of request and a Standard Form (SF) 1 (Printing and Binding Requisition) to PMD or DLA J67 Strategic Data Services to enter into these contracts. The letter of request will include—

- (a) An explanation of the need for the contract.
- (b) Effective date desired.
- (c) Specifications.
- (d) Estimated annual requirements.

(2) PMD and/or DLA J67 Strategic Data Services will administer term contracts, to include maintaining quality control of products and payment.

(3) The local commander or designated publications control officer must ensure that funds are available for requisitioning printing services through PMD or DLA J67 Strategic Data Services for procurement from commercial sources. They will also establish close liaison with PMD or DLA J67 Strategic Data Services to determine the time required to procure printing under various circumstances. Proponents will coordinate with designated printing control officers when projecting printing requirements and the required delivery time from commercial sources.

### **3–14. Army National Guard Printing Facilities and Defense Logistics Agency J67 Strategic Data Services**

a. Local ARNG printing facilities have been chartered to support printing requirements that cannot be adequately satisfied by a local DLA J67 Strategic Data Services facility or procurement through AMC. Local ARNG printing facilities must operate within the provisions of 44 USC and the guidelines and procedures in DA Pam 25–38.

b. DoDI 5330.03 establishes DLA J67 Strategic Data Services as the consolidated organization for printing and high-speed, high-volume duplicating, and as the preferred provider of document conversion and/or automation services in DoD, excluding printing equipment in table of organization and equipment

(TOE), modified table of organization and equipment (MTOE), and ARNG organizations that is used for tactical and operations support. Unless otherwise exempted, commands and agencies will—

(1) Obtain automated printing services through PMD or DLA J67 Strategic Data Services consistent with the provisions of this regulation.

(2) Provide necessary information and assistance to PMD or DLA J67 Strategic Data Services in setting requirements, arranging for and executing inter-Service support agreements, and enabling PMD and/or DLA J67 Strategic Data Services to provide them with the required products and services in an effective and efficient manner.

(3) ARNG local printing facilities will report to their appropriate headquarters elements. Requests to establish or eliminate local printing facilities must be forwarded to the ARNG printing officer for approval or disapproval and subsequent transfer to GPO. Requests will include a business case analysis.

### **3–15. Establishing local and field printing facilities**

Printing facilities at Army installations and activities provide support for those requirements that cannot be efficiently and effectively acquired through PMD and DLA J67 Strategic Data Services or to produce work that must be retained in-house to avoid the compromise of national security.

a. No new Army local printing facility will be established at locations a DLA J67 Strategic Data Services facility supports.

b. Approval must also be obtained from AMC before—

(1) Operation of an Army-controlled local printing facility by a contractor as either a Government-owned, contractor-operated or a contractor-owned, contractor-operated facility.

(2) Augmentation of field printing TOE and/or MTOE with table of distribution and allowances-based printing organizations.

### **3–16. Authorized equipment**

a. The JCP groups printing, electronic publishing, binding, and related equipment authorized for use in local printing facilities according to certain basic types. The tables in DA Pam 25–38 define the basic types of equipment and approval levels.

b. Commanders will ensure that approval is obtained from PMD for printing, binding, or related equipment listed in the equipment tables in DA Pam 25–38, regardless of intended use or location. Commanders must report printing equipment located inside and outside of the printing facility to PMD on JCP Form 5 (Annual Plant Inventory). Equipment used by facilities DLA J67 Strategic Data Services controls and operates is excluded from this requirement.

### **3–17. Authorized work**

a. Any authorized in-house facility may produce work provided that the—

(1) Work is not commercially procurable through PMD or DLA J67 Strategic Data Services.

(2) Work is not for private organizations.

(3) Work does not conflict with existing laws and regulations.

b. For economy and efficiency, and regardless of the command's mission, each Army-operated printing facility 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 paragraphs 3–17b(1) through 3–17b(3).

(1) The facility can do it economically within its capacity.

(2) The designated printing/reproduction control officer of the agency or activity that will do the printing approves the work.

(3) The designated printing/reproduction control officer verifies that the work is mission essential and meets the requirements of this regulation.

## **Chapter 4 Distribution**

### **4-1. Distribution management**

Except for classified materials, AMC provides management and centralized control of the Armywide distribution of DA publications and blank forms in all media. AMC serves as the approval authority for commanders establishing and operating DA level blank forms distribution centers and warehouses, as needed. Organizations requiring publications will acquire them through MDD available at (<https://epubs.army.mil/orderingportal>). Unless otherwise specified, guidance for obtaining distribution support is in DA Pam 25-38.

a. The policy for reviewing and marking technical documents of DoD and the Military Services, including multi-Service, NGB, USAR, and the unified and specified commands, is established in DoDM 5200.01, Volumes 1-4; DoDD 5205.02E; DoDI 5230.09; DoDI 5230.24; and DoDI 5230.29. Proponents must review publications and forms for data sensitivity before publishing and online posting, and protect them accordingly.

(1) This review will be accomplished in accordance with DoDI 5230.09 and DoDI 5230.29 and must include operations security considerations as defined by DoDD 5205.02E. DoD policy is to provide accurate and timely information to the public, Congress, and news journalists to help the analysis and understanding of defense strategy and national security issues.

(2) Security and public affairs offices will review for clearance official publications intended for public release that pertain to military matters, national security issues, or subjects of significant concern to DA or DoD before release. This includes online posting.

b. DA Pam 25-38 explains distribution schemes for physical products (for example, printed material or CD-ROM/DVD) for publications and forms, including those that continue to be distributed in paper format only. All publications will comply with AR 380-5 for appropriate statements specifying their distribution restriction and availability for access, release, and dissemination.

c. Hardcopy (paper (print), CD-ROM, and DVD) DA publications and forms are available to authorized Army publications account holders available at (<https://epubs.army.mil/orderingportal>). Strict controls will be placed on those accounts authorized to order controlled, accountable, and sensitive publications and forms. These accounts should be limited to one for each ACOM, ASCC, and DRU.

### **4-2. Distribution of publications and forms to foreign governments**

Publications and forms will be distributed to foreign governments through their government's foreign military sales (FMS) program. Printed copies of publications and forms will be supplied only to those foreign governments who establish a sales agreement and account under the FMS program (see DA Pam 25-38). The program will fund or reimburse the AMC technical and equipment print budget for the cost of printed copies.

### **4-3. Foreign countries maintaining U.S. Government equipment**

Foreign contractors maintaining U.S. Army equipment should request publications using a DA Form 4790 (Certification for Distribution of Publication(s) in Support of Government Contract). This form should be sent to the Commander, U.S. Army Materiel Command Logistics Support Activity (AMXLS-AP), Building 3307, Redstone Arsenal, AL 35898.

### **4-4. Distribution of technical and equipment publications to U.S. Government agencies and organizations excluding the U.S. Army**

U.S. Government agencies and organizations outside the U.S. Army should request technical and equipment publications using a DA Form 4790. This form should be sent to the Commander, U.S. Army Materiel Command Logistics Support Activity (AMXLS-AP), Building 3307, Redstone Arsenal, AL 35898.

### **4-5. Shipping and mailing printed material**

Publications and forms will be shipped by the least costly mode of transportation that meets the required delivery date and security and accountability requirements. Freight shipments will be processed in accordance with DoDI 4500.57. Mail shipments will be processed according to AR 25-51 and the International Mail Manual.

#### **4-6. Indexing Department of the Army publications**

APD will maintain an index of all DA publications and prescribed forms. The Department of the Army Publishing Index contains the consolidated index of all DA publications and forms.

#### **4-7. Official websites for Department of the Army publications**

The websites listed in DA Pam 25-40 are recognized as the only official Army websites for access to the most current version of authenticated DA publications and forms.

a. The only exceptions to this policy are—

(1) Only commands OCONUS and remote activities that experience significant difficulty in accessing DA publications and forms online because of bandwidth limitations may make DA publications and forms accessible on local servers or a local Intranet by downloading the current version. Only OCONUS and remote activities will be responsible for the following:

(a) Funding the costs associated with the establishment and maintenance of local servers or a local Intranet.

(b) Ensuring that the most recent versions of DA publications and forms are available.

(c) Notifying users on the initial access screen that the version reviewed locally may differ from the official copy maintained on the websites in DA Pam 25-40.

(2) Proponent organizations that maintain classified DA publications may establish websites on appropriately accredited classified systems that allow for access to classified publications by cleared personnel. APD will provide authenticated publications to the proponent organizations and maintain access and contact instructions for users on the APD website.

b. Draft or incomplete DA publications will not be displayed online as official DA publications.

#### **4-8. Distribution of other publications (not authenticated by the Department of the Army) and forms**

Agencies, commands, Service schools, regions, and installations will distribute their publications electronically to the maximum extent possible. Distribution of paper copies should be limited to only those entities that do not have the capability to access electronic media. Agency, command, and installation publications and forms will not be distributed outside the respective organization's jurisdiction, except for the following:

a. Informational copies of orders involving temporary duty or permanent change of station.

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.

g. Instructional materials produced in bulk at Army Service schools. One copy may be sent when requested by other Service schools, U.S. Army Reserve Command, Headquarters Army National Guard, Regular Army units, ACOMs, ASCCs, DRUs, military assistance advisory groups, and military missions.

h. Copies of publications written by a host installation or command to provide tenant activities with instructions and guidance.

i. Free copies of publications requested by industry, private organizations, or the public if—

(1) Approved by the agency commander after consultation with his or her resource manager and servicing legal counsel.

(2) Release is not restricted (restrictions include classified, protected, proprietary, or copyrighted material).

(3) Stocks permit.

j. Copies of publications requested under the Freedom of Information Act (5 USC 552), which will be processed according to AR 25-55.

k. 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, ACOM, ASCC, or DRU unless the issuing authority determines the contents of the supplement do not apply to all elements that receive the regulation. 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.

*l.* Command publications that contain Army observations, insights, best practices and lessons learned that were captured from current operations and training. training will not be distributed outside the department of Defense unless authorized by the proponent.

*m.* Army concepts that express future warfighting capabilities and how the Army will employ these capabilities and fight in the future will not be distributed outside the department of Defense unless authorized by the proponent.



## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

Army publications are available on the Army Publishing Directorate website available at (<https://armypubs.army.mil/>).

##### **DA Pam 25–38**

Army Printing and Distribution Program Procedures (Cited in para 1–1.)

##### **DA Pam 25–40**

Army Publishing Program Procedures (Cited in para 4–7.)

#### **Section II**

##### **Prescribed Forms**

Unless otherwise indicated, Joint Committee on Printing (JCP) forms are available at on the Government Printing Office website (<https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/>); Standard forms (SFs) are available on the General Service Administration (GSA) website (<https://www.gsa.gov>).

##### **JCP Form 2**

Commercial Printing Report (Prescribed in *para 3–13a.*)

##### **JCP Form 5**

Annual Plant Inventory (Prescribed in *para 3–16b.*)

##### **SF 1**

Printing and Binding Requisition (Prescribed in para 3–13c(1).)

## Appendix B

### Internal Control Evaluation

#### B-1. Function

This internal control evaluation assesses the execution of the Army Printing and Distribution Program including key controls in the following areas: publications and forms management, printing management, and distribution and account management.

#### B-2. Purpose

The purpose of this evaluation is to assist Army organizations and personnel responsible for DA and agency, command, and installation publications in evaluating the key internal controls listed in paragraph B-4. It is intended as a guide and does not cover all controls.

#### B-3. Instructions

Answers must be based on the actual testing of internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action indicated in supporting documentation. These key internal controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

#### B-4. Test questions

##### a. *Printing management.*

(1) Are all Service-level agreements, memorandums of agreement, and memorandums of understanding accounted for and up-to-date for each reimbursable proponent requesting multiple procurements?

(2) Are processes and procedures in place to ensure that all products are acquired by using the most economical means to procure printing?

(3) Are all DD Forms 282 and DA Forms 260, or DA Forms 260-1 complete with proper signature when a job is submitted?

(4) Are all procurements reconciled after procurement is complete?

(5) Are all remaining prior fiscal year funds are verified ready for the procuring vendor or liaison to return any remaining funding to the proponent?

(6) Is all data properly accounted for and recorded in accordance with the ARIMS?

##### b. *Distribution and account management.*

(1) Are initial distribution or subscription reports or DA Form 12-99 (Initial Distribution Requirements for Publications) requirements for FMS cases made available to account holders (U.S. Army Security Assistance Command for FMS) on <https://dol.hqda.pentagon.mil/ptclick?>

(2) Are initial distribution requirements released to authorized account holders upon receipt of revised or new publications?

(3) Is DA Form 12 used to establish accounts?

(4) Are classified accounts updated annually?

##### c. *Graphics management.*

(1) Are all figures submitted for insertion into DA administrative publications scrutinized to ensure that they conform to the standards set forth by this publication and DA Pam 25-38?

(2) Do all commercial print files submitted to APD adhere to commercial print standards?

#### B-5. Supersession

Not applicable.

#### B-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Administrative Assistant to the Secretary of the Army (AAHS-PA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5447.

## **Glossary of Terms**

### **Army doctrine publication**

Fundamental principles, with supporting tactics, techniques, procedures, and terms and symbols, used for the conduct of operations and as a guide for actions of operating forces, and elements of the institutional force that directly support operations in support of national objectives.

### **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**

A separate publication containing amendments in the form of deletions, or additions to portions of a previously issued publication. Changes are no longer published for DA authenticated administrative publications.

### **Composition**

The process for composing material by hot-metal, cold-type, photocomposition, 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.

### **Continuation sheets**

Note pages that provides additional writing space for the user. Typically, they are used in cases where the amount of writing space required is unknown and can vary from a few lines to several pages

### **Copyright**

An exclusive right granted by law to an author to protect an original work of authorship. These works can be literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, or audiovisual. Examples of works that may be copyrighted include written or printed material, motion pictures, sound recordings, and material stored in a computer and readable only by machine.

### **Department of the Army publication**

An Army document that applies to two or more agencies or commands not in the same reporting structure that is DA authenticated and published.

### **Departmental forms**

All forms distributed Armywide, including DA forms, DD forms, SFs, and optional forms.

### **Departmental printing**

All printing for use Armywide regardless of place of origin and/or printing of a publication that applies to two or more agencies or commands not in the same reporting structure and is DA authenticated and published. DA publications that contain Army doctrine. Doctrine publications consist of ADPs, FMs, and Army training programs. The Army also uses and contributes to other doctrine publications, to include joint publications (JPs), multi-Service publications, and multinational publications.

### **Doctrine, 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.

### **Electronic compact disc-read only memory copies**

An electronic collection of all Surface Deployment and Distribution Command Transportation Engineering Agency publications on one CD-ROM. Some of the publications have large file sizes which limits the ability to email the documents to customers. Also, the equipment transportability characteristics database fills an entire CD-ROM by itself.

### **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**

Generally a digitized version of a paper publication in either a formatted or reflowable text file format. Internal hyperlinks may be added to all publications. External hyperlinks may only be added to administrative and training and doctrinal publications.

**Electronic publishing**

An electronic means for producing a digitized version of a publication in either formatted or reflowable text file format, encompassing 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 manual**

A page-oriented file usually based on a paper original that may or may not be prepared from a digital database. An ETM may have internal hyperlinks added. ETMs can be distributed as digital media or printed on paper.

**Equipment publication**

A publication that deals with information, installation, operation, maintenance, training, and parts support of Army materiel. TMs, technical bulletins, FTs, lubrication orders, and modification work orders are examples of DA equipment publications.

**Field printing**

Printing in MTOE and TOE organizations with documented MTOE or TOE printing equipment for use in military operations.

**Form**

A fixed arrangement of captioned spaces designed for gathering, organizing, and transmitting prescribed information quickly and efficiently. It also serves as a historical record. A form may be in hardcopy, electronic, or other media. Certificates are forms. Items such as labels, stickers, tags, instruction sheets, notices, and file covers do not require insertion of information; however, they may still be considered forms for procurement purposes.

**Format**

A suggested logical sequence that illustrates a predetermined arrangement or layout for presenting information or stating a request. Most formats are largely narrative in nature and the space needed by respondents to provide the desired information varies substantially. It does not have to be a form if it does not meet the definition of a form.

**Forms management officer**

An individual who establishes and manages a forms management program for an agency or organization in order to implement policy and procedures within the given guidelines.

**Government Publishing Office Regional Printing and Procurement Office**

Any office established by the Public Printer in accordance with the JCP authorized to acquire Federal printing needs that are determined to be commercially procurable.

**Illustration**

Any map, drawing, photograph, graphic aid, or other pictorial device included in a publication.

**Interactive electronic technical manual**

A TM designed for electronic window display and possessing the following four characteristics:

- a. Format and style are optimized for window presentation; that is, the presentation format is frame-, not page-oriented.
- b. The elements of technical data constituting an IETM are so interrelated that a user's access is facilitated and achievable by a variety of paths.
- c. An IETM can function interactively (as a result of user requests and information input).
- d. For TMs prepared to ASD-S1000D and MIL-STD-3031, the term "interactive electronic technical publication" is equivalent to the term "IETM."

**Joint Committee on Printing**

A committee Congress established that consists of members of the House of Representatives and the Senate. The Committee is charged with overseeing all Government department and agency printing actions.

**Joint publication**

A compilation of agreed-to fundamental principles, considerations, and guidance on a particular topic that guides the employment of a Joint force toward a common objective. A JP is prepared under the cognizance of Joint Staff directorates and applicable to the military Services, combatant commands, and other authorized agencies. A JP is approved by the Chairman of the Joint Chiefs of Staff, in coordination with the military Services, combatant commands, and Joint Staff.

**Local printing**

Printing of publications, documents, or other products that are not departmental and are not DA authenticated. Printing for agency, command, and installation use. It does not cross agency, command, or installation lines, and products are not used outside of the agency, command, or installation. (The term includes ARNG local printing facilities.)

**Memorandum stationery**

Stationery (memorandum or notepad) used only for internal or informal notes, usually handwritten. Memorandum stationery should not be confused with GO invitations.

**Modification work order**

A publication that contains technical requirements for accomplishing mandatory hardware or software equipment modifications.

**Multi-Service publication**

A publication containing principles, terms, tactics, techniques, and procedures used and approved by the forces of two or more Services to perform a common military function consistent with approved Joint doctrine (CJCSM 5120.01).

**Overpack**

Overpacking of publications is the packaging of a copy of an equipment manual, normally the operator manual, with the piece of equipment being fielded. This can be done by physically packaging the manual and end item together or by providing copies of the operator manual with the end item when it is issued.

**Padding**

Is a process of applying an **adhesive** product commonly used in the manufacture of writing pads or any 'tear away' style paper product. It is most commonly used in the graphic arts industry for binding different varieties of forms and notepads.

**Printing**

The processes of composition, platemaking, presswork, duplicating, and binding for the production of publications.

**Proponent**

The agency or command responsible for initiating, developing, coordinating, approving content, and issuing a publication, as well as identifying a publication for removal. Each publication has only one proponent. Only HQDA principal officials can be proponents for DA policy publications.

**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.

**Publications control officer**

An individual who supports the publishing champion in managing all authenticated publications within an agency or organization's functional area.

**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, authenticated edition of a publication or existing blank form to replenish stock levels.

## **RESET**

When viewed in all capital letters, RESET refers to the Army imperative that will systematically restore deployed units to an appropriate level of equipment, Soldier, and Family readiness in preparation for future deployments and contingencies.

## **Revision**

A new edition of a publication; it replaces the previous edition in its entirety. A revision supersedes the previous edition of that publication or the publications that have been consolidated. (A revision action changes the issue date of the basic publication.)

## **Soldier training publications**

The publications serve to standardize individual training for the whole Army; provide information and guidance in conducting individual training in the unit; and aid the Soldier, noncommissioned officer, officer, and commander in training critical tasks. They consist of Soldier's Manuals, Soldier's Manual and Trainer's Guides, Military Qualification Standards Manuals, and Officer Foundations Standards Systems Manuals.

## **System 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.

## **Technical manual**

A publication that is one of the two types listed in subparagraphs a and b. A TM may be electronically displayed to the user (see ETM and IETM) or presented as a paper document. Electronic display is the preferred method of presentation.

a. *Equipment technical manual.* A publication that contains instructions for installation, operation, training, and support of weapon systems, weapon system components, and support equipment. An equipment TM includes 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, CD-ROM, DVD, world wide web, and hardcopy.

b. *General subject technical manual.* A publication 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, medical, painting, welding, and destruction to prevent enemy use.

# ***SUMMARY***

AR 25–38  
Army Printing and Distribution Program

This new Army regulation, dated 14 June 2021—

- Prescribes the provision of funds from the Administrative Assistant to the Secretary of the Army to Commanding General, U.S. Army Materiel Command, for print procurement and for publication of documents in the Federal Register (paras 1–7, 1–9, 1–14, 1–15, and 1–20).
- Revised printing publication requirements (paras 1–17, 1–18, 2–2, and 3–1).
- Extracts Army printing and distribution policies from AR 25–30 and places them in a new departmental regulation (throughout).
- Prescribes Joint Committee on Printing Form 2 (Commercial Printing Report), Joint Committee on Printing Form 5 (Annual Plant Inventory), and Standard Form 1 (Printing and Binding Requisition) (throughout).

**UNCLASSIFIED**

**PIN 208007-000**