

Army Regulation 25–30

**Information Management:
Publishing and Printing**

Army Publishing Program

**Headquarters
Department of the Army
Washington, DC
13 June 2018**

UNCLASSIFIED

SUMMARY of CHANGE

AR 25–30

Army Publishing Program

This administrative revision, dated 9 May 2019—

- o Corrects and clarifies guidance for processing Army departmental publications (paras 1–8a(1) and (2)).

This administrative revision, dated 2 July 2018—

- o Covers exception to policy authority (para 1–8c).

This administrative revision, dated 21 June 2018—

- o Corrects and clarifies that Army directives are valid for 2 years (table 2–1).

This major revision, dated 13 June 2018—

- o Clarifies approval authority for all Department of the Army administrative publication publishing actions, specifically that Headquarters, Department of the Army principal officials and commanders of Army commands (or their deputies) are required to approve/sign DA Form 260s (Request for Publishing – DA Administrative Publications) for all of their Department of the Army administrative publications prior to authentication by the Secretary of the Army or designee (paras 1–8a(4) and 1–24a(2)).
- o Revises and clarifies policies, processes, and definitions for departmental, local, and field printing (paras 1–8a(13), 1–24a(9), chap 5, and glossary).
- o Revises and clarifies staffing and publishing policy for Department of the Army posters (paras 1–11, 1–15, and 3–5c).
- o Transfers responsibility for administering publication storage to the Army Publishing Directorate (para 1–13b(4)(j)).
- o Eliminates Army installation and command publications and blank forms distribution centers and warehouses (paras 1–24a(8) and 4–1).
- o Streamlines Department of the Army administrative publication types from eight to six, eliminating Department of the Army circulars and Headquarters, Department of the Army letters (numbered) (chap 2 and throughout).
- o Converts Department of the Army memorandums into Headquarters, Department of the Army policy notices, which are permanent; restricted to the use of the Administrative Assistant to the Secretary of the Army as proponent, with Headquarters, Department of the Army principal officials remaining as subject matter experts for their functional areas; applicable only to Headquarters, Department of the Army or Headquarters, Department of the Army and its field operating agencies; and authenticated by the Administrative Assistant to the Secretary of the Army (chap 2 and throughout).
- o Changes Army directives from a permanent to temporary Department of the Army administrative publication medium (table 2–1).
- o Corrects definition of Army regulation (table 2–1).
- o Corrects definition of Department of the Army pamphlet (table 2–1).

- o Expands table 2–1 (Department of the Army administrative publications) to include applicability and authentication authority (table 2–1).
- o Revises and clarifies policies and process for Army directives (table 2–1).
- o Implements electronic/digital media as the primary delivery format for all Department of the Army publications (para 2–3).
- o Revises DA Form 260–1 (Request for Publishing – DA Training, Doctrinal, Technical, and Equipment Publications) to capture requirement for justification to print training, doctrinal, technical, and equipment publications (para 2–5a(1)).
- o Requires proponents of Department of the Army administrative and technical and equipment publications to consult the Abbreviations, Brevity Codes, and Acronyms Directory as the official source of information when preparing Department of the Army administrative or technical and equipment publications (para 2–5k).
- o Adds language for system-generated forms (para 2–20).
- o Adds information on and graphic figure depicting Department of the Army 5-year administrative publication life cycle (para 3–2 and fig 3–1).
- o Changes name of the expedite revision to expedited revision for Department of the Army administrative publications (para 3–3c and throughout).
- o Clarifies staffing requirements for Department of the Army administrative publications, to include the need to resolve all nonconcurrences received from organizations during staffing (para 3–5b and table 3–1).
- o Clarifies that critical comments must be resolved in the same manner as any other nonconcurrency because the inclusion of any critical comments makes an staffing response an automatic nonconcurrency (para 3–5b(3)).
- o Clarifies legal review requirements for Department of the Army administrative publications (para 3–6).
- o Clarifies requirement that proponents must acquire written Federal Register clearance for all of their Department of the Army policy publications before submission to the Army Publishing Directorate (para 3–10).
- o Revises DA Form 260 to capture Federal Register clearance mandated for all Department of the Army policy publications (para 3–10).
- o Implements requirements for publishing of commercial off-the-shelf technical and equipment publications for Acquisition Category III Programs (para 3–29).
- o Revises publication to show the disbanding of Logistics Services Washington and the Media Distribution Division realignment to the Army Publishing Directorate (throughout).
- o Updates the Army Publishing Directorate’s address (throughout).
- o Supersedes DA Pam 25–30, dated 14 July 2009.

Effective 13 June 2018

Information Management : Publishing and Printing
Army Publishing Program

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

5205.02E, DODD 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. The commander or senior leader will endorse waiver requests and forward them through higher headquarters to

the policy proponent. Refer to this regulation 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 appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Administrative Assistant to the Secretary of the Army (AAHS–PA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527.

Suggested improvements. Users are invited to send comments and 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.

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.

History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

Summary. This regulation prescribes Army policy for the preparation, review, approval, publishing, printing, distribution, and management of Department of the Army publications, forms, and products. It implements Title 44, United States Code; the Government Printing and Binding Regulations published by the Congressional Joint Committee on Printing; DODD

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Chapter 1 Introduction

Section I

General

1–1. Purpose

This regulation contains Army policy for the preparation, review, approval, printing, distribution, and management of Department of the Army (DA) publications and forms. DA Pam 25–40 contains required processes and procedures for management of the Army Publishing Program. The policy prescribed by this regulation applies to all DA publications and printing matters, regardless of format or delivery medium, except those defined in AR 115–11 and AR 360–1.

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

See section II of this chapter.

1–5. Records management requirements

As decreed by AR 25–400–2, the records management (recordkeeping) requirements for all record numbers, associated forms, and reports are included in the Army's Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports associated with AR 25–30 are located in RRS–A at <https://www.arims.army.mil>. (See records management requirements in para 2–12.)

1–6. Army Publishing Program overview

a. The Army Publishing Program ensures that DA publications and forms comply with publishing and printing laws; 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.

b. Primary functions of the Army Publishing Program include—

(1) Managing, numbering, and authenticating DA publications and ensuring that all are economically and effectively developed and distributed.

(2) Managing, numbering, and designing DA forms and ensuring that all are prescribed at the highest echelons.

(3) Providing DA publications and forms to intended users, including the public, unless they are distribution restricted or classified.

Section II

Responsibilities

1–7. Secretary of the Army

The SECARMY will—

a. Approve and authenticate Departmental policy and procedural publications unless otherwise delegated (see para 2–16).

b. Delegate authentication authority to the Administrative Assistant to the Secretary of the Army (AASA) with the exception of Army directives (ADs) and DA General Orders (AGO) that promulgate SECARMY-delegated authority or responsibility, require audit trails, such as those designating a court martial convening authority, establish, or reorganize elements of DA, or assign Secretariat duties and responsibilities. (See authentication authorities in para 2–16.)

c. Set the currency standard for all DA administrative publications at 5 years.

d. Establish publishing priorities for all DA publications and forms.

e. Determine the proponent of a DA publication when the appropriate proponent is unclear.

1–8. Headquarters, Department of the Army principal officials

Headquarters, Department of the Army (HQDA) principal officials will be proponents for publications that pertain to their functional area(s). Only HQDA principal officials will be proponents for DA policy publications (see table 2–1). When writing or revising a policy publication, HQDA principal officials with proponency over a DA publication must coordinate with other HQDA principal officials who have oversight or imposed responsibilities within that DA publication. HQDA principal officials who do not have proponency over the publication but have oversight or imposed responsibilities within the DA publication must respond with concurrence or nonconcurrence during the staffing process. HQDA principal officials may assign this responsibility to commanders of Army commands (ACOMs) for nonpolicy administrative publications (see table 2–1), to include training, doctrinal, technical, and equipment publications. Proponent and exception authority for DA administrative publications will remain with the HQDA principal officials. (See AR 10–87 and the current AGO assigning functions and responsibilities within HQDA.)

a. HQDA principal officials will—

- (1) Enforce DA publishing and forms management policies in this regulation.
- (2) See DA Pam 25–40 for guidance on processing Army departmental publications.
- (3) Revise, rescind, or certify as current all DA administrative publications they are the proponent for at a minimum of every 5 years to meet the SECARMY’s currency standard (see para 1–7).
- (4) Sign the DA Form 260 (Request for Publishing–DA Administrative Publications) for publishing actions for DA administrative publications they are the proponent for before authentication by the SECARMY or designee. HQDA principal officials may delegate this approval authority to their deputies.
- (5) Ensure that all ARs, except multi-Service ARs where Army is not the lead, contain internal control evaluations for assessing key performance indicators (see AR 11–2).
- (6) Staff all draft publications with required HQDA principal officials and commanders of ACOMs, Army service component commands (ASCCs), direct reporting units (DRUs), and other officials, when necessary, in accordance with this regulation; ensure that personnel with the rank of colonel (O–6) or the grade of general schedule (GS)-15 respond with concurrence or nonconcurrence during staffing of draft publications; and ensure that all staffing comments are adjudicated and any nonconcurrences are resolved. The Executive Director, U.S. Army Headquarters Services (AHS) may grant an exception to this requirement for organizations with no O–6 or GS–15 personnel.
- (7) Establish a generic email box on the secure internet protocol router network (SIPRNET) staffing classified publications Armywide.
- (8) Respond to staffing requests within the requested time.
- (9) Ensure the legal sufficiency of each draft policy publication in accordance with paragraph 3–6.
- (10) Designate, in writing, a publishing champion (PC) with a minimum rank of O–6 or minimum grade of GS–15 and provide Army Publishing Directorate (APD) with a copy of the designation. HQDA principal officials (or ACOM commanders) may assign publishing priorities to designated PCs. (See DA Pam 25–40 for PC duties and a sample memorandum for a delegation of authority.)

Note. Principal officials are prohibited from appointing contract personnel as PCs.

(11) Designate, in writing, a publications control officer (PCO) and give APD a copy of the designation. (See DA Pam 25–40 for PCO duties.) The same Soldier or DA Civilian may serve as the PCO and forms management officer (FMO). (See DA Pam 25–40 for PCO and equipment publications control officer (EPCO) designation policy at the ACOM level.)

Note. Principal officials are prohibited from appointing contract personnel as PCOs.

(12) Designate, in writing, an FMO, and provide APD with a copy of the designation. (See DA Pam 25–40 for FMO duties.) The same Soldier or DA Civilian may serve as the FMO and PCO. (See DA Pam 25–40 for FMO designation policy at the ACOM level.)

Note. Principal officials are prohibited from appointing contract personnel as FMOs.

(13) Ensure printing is requisitioned through APD or Defense Logistics Agency (DLA) Document Services, 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 APD or DLA Document Services.

b. HQDA principal officials may transfer proponency of DA publications and forms. (See para 2–19 for DA form transfer policy.) To transfer, the losing proponent’s PC will initiate a transfer of proponency memorandum outlining the transfer, in coordination with the gaining proponent’s PC. This transfer of proponency memorandum will list all affected publications and forms and will be signed by both the losing and gaining HQDA principal officials. The PC for the losing

HQDA principal official will complete a DA Form 260 and submit it, along with the memorandum, to APD via email (usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil). For technical and equipment publications, the EPCO will initiate and prepare the transfer of proponenty by email instead of DA Form 260 or DA Form 260-1 (Request for Publishing-DA Training, Doctrinal, Technical, and Equipment Publications) or memorandum. Mandatory procedures for transfer of proponenty are in DA Pam 25-40.

Note. If the proponent agency or organization responsible for a publication reorganizes or is eliminated, the publication and any prescribed forms must be transferred to another proponent agency or organization or be rescinded.

c. HQDA principal officials may grant exceptions to policy (also known as waivers) contained within the publications for which they are the proponent and exception authority, consistent with controlling law and regulations.

(1) When the provisions of a regulation create unnecessary barriers to high performance and mission accomplishment, activities may request an exception to policy after ensuring the request does not violate Federal statute or DOD and/or Army policy. Exceptions to policy require an expiration date of no later than 1 year and may be reissued. If an exception to policy is approved, the head of the proponent agency may require a followup evaluation to determine continued implementation or return to regulation policy.

(2) All exception to policy requests must—

(a) Include formal review by the proponent agency's senior legal officer and be endorsed by the activity's commander or senior leader.

(b) Be coordinated through all appropriate proponent agency channels before submission to APD.

(c) Include a copy of the proponent agency's formal legal review, coordination, and concurrence.

(3) Mandatory exception to policy procedures and the correct use of the proponent and exception authority statement are prescribed in DA Pam 25-40.

d. HQDA principal officials will rescind DA publications and forms no longer needed. (See para 2-19 for rescission policy for DA forms.) For technical and equipment publications, the EPCO will initiate and prepare the rescission request and submit it by email instead of DA Form 260 or DA Form 260-1 or memorandum. Mandatory procedures for submitting rescission requests are in DA Pam 25-40.

(1) Publication/form action officers will staff the rescission request with agencies with responsibilities in the publication.

(2) Publication/form action officers will ensure the legal sufficiency of each rescission request in accordance with paragraph 3-6.

Note. Rescission of a training, doctrinal, technical, and equipment DA publication does not require a legal review.

(3) The agency's PC will prepare the rescission request on a DA Form 260 or a DA Form 260-1 and the HQDA principal official responsible for the publication will sign the form. This rescission request will list all affected forms the publication prescribes.

e. HQDA principal officials will develop new DA administrative publications when new policies and procedures are required. Before developing a new DA administrative publication, agencies will review their existing and related publications to ensure the new DA administrative publication does not conflict or create a redundancy with existing administrative publications. Agencies should strive to place related policy in a single AR and related procedures in a single DA pamphlet (DA Pam). (See DA Pam 25-40 for procedures for issuing a new DA administrative publication.) (See DA Pam 25-40 for procedures on developing new training, doctrinal, technical, and equipment publications.)

1-9. Assistant Secretary of the Army (Acquisition, Logistics and Technology)

The ASA (ALT) serves as the Army's principal materiel developer (MATDEV) and will—

a. Acquire Extensible Markup Language (XML) data for new and revised technical manuals (TMs).

b. Ensure the data complies with MIL-STD-40051-1, MIL-STD-40051-2, and other applicable military specifications for publication types not covered in MIL-STD-40051-1 or MIL-STD-40051-2.

c. Ensure that proponents conduct business case analyses to use ASD-S1000D and MIL-STD-3031 as an alternative to using the military standards in paragraph 1-9b.

d. Fund development and printing of new equipment publications and revisions and changes to them, copies to support total package fielding and overpack, and publications for RESET with materiel change. Reprints and RESET without materiel change are funded through U.S. Army Materiel Command (AMC) (using sustainment funds).

e. Ensure that technical and equipment publications are part of the Integrated Logistics Support Program (see AR 700-127).

f. Fund verification of technical and equipment supporting systems and end items AMC manages, including temporary duty travel of verification participants and target audience personnel, when not locally available.

g. Coordinate facilities, tools, and equipment in support of Government verification efforts.

1–10. Assistant Secretary of the Army (Financial Management and Comptroller)

The ASA (FM&C) will—

a. Review and provide input on DA publications to ensure that agencies have appropriate resources to support Armywide policies and procedures.

b. Make sure all ARs, except multi-Service ARs where Army is not the lead, include an internal control evaluation in accordance with AR 11–2 and ensure that internal control evaluation training is available.

1–11. Assistant Secretary of the Army (Manpower and Reserve Affairs)

The ASA (M&RA) will review all DA posters (see para 3–5c).

1–12. The General Counsel

The General Counsel will review all DA policy publications for any SECARMY delegations and legal implications (see para 3–6).

1–13. Administrative Assistant to the Secretary of the Army

a. The AASA will—

(1) Oversee the Army Publishing Program.

(2) Oversee the Secretary of the Army Awards for Improving Publications and Publishing Processes Program (see chap 6).

(3) Serve as the senior Army official for publishing and printing information management regulations.

(4) Oversee policies and procedures for the development, coordination, approval, and distribution of all Army activities (ALARACT) messages.

(5) Develop and direct policy for the standardization and dissemination of authorized abbreviations, brevity codes, and acronyms (ABCAs) (see para 2–5k).

(6) Authenticate, on behalf of the SECARMY, DA administrative (see para 2–16), doctrinal, training, technical, and equipment publications, as well as the following types of AGOs:

(a) Awards.

(b) Regimental.

b. The AASA assigns—

(1) The management of the Army Historical Program to the Director, U.S. Army Center of Military History (CMH).

The Director, CMH—

(a) Serves as the principal advisor to the SECARMY and the Chief of Staff, Army for all historical matters.

(b) Prepares and approves official military histories for print.

(c) Exercises staff supervision of Army historical doctrinal and training publications.

(d) Develops an annual historical publications printing schedule.

(e) Formulates and justifies funding for Army historical doctrinal and training publications and resolves questions of priority.

(f) Participates in multi-Service and DOD historical doctrinal and training programs and policies.

(g) Coordinates with the Deputy Chief of Staff (DCS), G–3/5/7 and U.S. Army Training and Doctrine Command (TRADOC) (Combined Arms Center) on the development and approval of Army and multi-Service historical doctrinal and training publications.

(h) Participates as an Army program element in the program objective memorandum for Armywide printing funds.

(2) The distribution of ALARACT messages (to include numbering sequence) to the designated HQDA information technology (IT) service provider (see para 2–8c).

(3) Certain authentication authority to the Executive Director, AHS. (See para 2–16 for details.)

(4) Program management of the Army Publishing Program to the Executive Director, AHS. The Executive Director, AHS—

(a) Oversees the management and operational responsibility for the quality control, production, distribution, and indexing of DA publications and forms, and serves as the Army point of contact (POC) on printing matters with the U.S. Congress Joint Committee on Printing (JCP), the Public Printer, the Bureau of Engraving and Printing, and the U.S. General Services Administration (GSA).

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

(c) Serves as the Army POC for contractual matters regarding publications and the publication process.

- (d) Determines staffing requirements for DA publications and forms.
 - (e) Analyzes, consolidates, and submits all required reports on printing activity in accordance with the JCP.
 - (f) Approves requests for exceptions to policy contained in this regulation, on a case-by-case basis, for a period not to exceed 1 year for each instance. Blanket exceptions to policy are not authorized.
 - (g) Participates in the inter-Service groups on multi-Service administrative publications and on the exchange of TM technology (AR 25–36).
 - (h) Reviews military specifications and standards pertaining to the format and content of DA publications.
 - (i) Delegates authentication authority to the Director, APD for all nonpolicy DA publications.
 - (j) Assigns execution of the Army Publishing Program and administration of publication storage to the Director, APD.
- The Director, APD—

1. Implements all aspects of the Army Publishing Program and manages the life cycle of DA administrative publications and forms, regardless of media.
2. Ensures that publishing processes support implementation of the SECARMY 5-year currency standard for all DA administrative publications and provides reports on publication currency as required.
3. Authenticates all nonpolicy publications, which include training, doctrinal, technical, and equipment DA publications (see para 2–1).
4. Executes the Secretary of the Army Awards for Improving Publications and Publishing Processes Program (see chap 6).
5. Executes administrative procedures for AASA approval of an ALARACT message and officially indexes an ALARACT message after its release.
6. Reviews DA publications for compliance with authorized ABCAs and editorial standards (see para 2–5k).
7. Ensures that graphics and figures comply with standards for DA publications.
8. Manages the program objective memorandum for Armywide printing funds coded as “MU1P” under the Management Decision Executive Package.
9. Represents the AASA on the AMC Equipment Manuals Council and interactive electronic technical manuals (IETMs) and coordinates on actions from the DCS, G–4; Commanding General (CG), AMC; and Commander, AMC Logistics Support Activity (LOGSA) related to standards development, production, and implementation of electronic technical manual (ETMs) and IETMs.
10. Serves as the DA contact for forms matters and assists the Office of the Secretary of Defense in achieving forms management objectives, through coordination with the Executive Director, AHS.
11. Oversees publications accounts authorized to commanders (see para 1–27).
12. Ensures that publications are distributed to foreign governments in accordance with the requirements in paragraph 4–2.
13. Ensures that publications are shipped according to the requirements of paragraph 4–5.
14. Makes sure distribution of DA publications follows the requirements of paragraph 4–1.

1–14. Chief Information Officer, G–6

The CIO/G–6 will—

- a. Advise the SECARMY on aspects of the Army Publishing Program relating to CIO/G–6 responsibilities.
- b. Respond, in conjunction with the AASA, to the Office of Management and Budget (OMB), Secretary of Defense, or other Federal agencies concerning CIO/G–6 requirements involving publishing, printing, and information management technology.
- c. Maintain management oversight of technical standards relating to publishing.

1–15. Chief, Public Affairs

The CPA will review all DA posters (see para 3–5c).

1–16. Chief, National Guard Bureau

Pursuant to DODD 5105.77, the Chief, National Guard Bureau 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 25–40).
- c. Prepare publications that govern the Army National Guard of the United States (ARNGUS) when not in Federal service.
- d. Ensure that NGB publications do not duplicate or conflict with Army and DOD publications.
- e. Maintain and manage printing facilities, if applicable.

1-17. Deputy Chief of Staff, G-3/5/7

The DCS, G-3/5/7 will—

- a.* Exercise DA staff supervision over Armywide doctrinal and training publications.
- b.* Budget for funding for doctrinal and training publications, including printing.
- c.* Exercise oversight of Army publications relating to Army nuclear operations.
- d.* Coordinate with the DCS, G-4 on the management of nuclear weapons publications and provide guidance to the U.S. Army Nuclear and Combating Weapons of Mass Destruction Agency (USANCA) on restricted distribution of nuclear weapons publications.
- e.* Provide guidance to the U.S. Army Armament Research, Development, and Engineering Center on explosive ordnance disposal publications.

1-18. Deputy Chief of Staff, G-4

The DCS, G-4 will—

- a.* Exercise DA staff supervision over the Army Equipment Publications Program.
- b.* Supervise technical and equipment publications management and related logistics support.
- c.* Ensure DA compliance with multi-Service and DOD programs and policies for technical and equipment publications.
- d.* Oversee portions of Army programs and budgets related to technical and equipment publications.
- e.* Coordinate with the DCS, G-3/5/7 on the management of nuclear weapons publications and provide guidance to USANCA on restricted distribution of nuclear weapons publications.
- f.* Provide input to and coordinate on multi-Service and DOD technical and equipment publications.

1-19. Chief, Army Reserve

The Chief, Army Reserve will—

- a.* Budget and program for publications necessary to support the U.S. Army Reserve (USAR) mission.
- b.* Ensure that USAR publications meet Army format requirements (see DA Pam 25-40).
- c.* Ensure that USAR publications do not duplicate or conflict with Army and DOD publications.

1-20. The Surgeon General

TSG is the proponent for administrative publications on medical services, and will provide oversight on the medical portions of technical and equipment and doctrinal and training publications in collaboration with the CG, AMC and the CG, TRADOC.

1-21. Assistant Chief of Staff for Installation Management

The Assistant Chief of Staff for Installation Management will ensure that garrison commanders of installations comply with departmental policies, regulations, and instructions governing publications and forms management, printing, and other related activities.

1-22. The Judge Advocate General

The Judge Advocate General is the proponent for all legal service publications and will review all DA policy publications for compliance with controlling laws, directives, regulations, and other DA publications (see para 3-6).

1-23. The Chief of Chaplains

The Chief of Chaplains is the proponent for all Chaplain Corps/religious support publications, as well as the religious support portions of technical, equipment, doctrinal, and training publications in collaboration with the CG, AMC and the CG, TRADOC.

1-24. Commanders of Army commands

a. ACOM commanders will—

(1) Develop new DA nonpolicy publications as required. Before developing a new nonpolicy DA publication, ACOM commanders will review existing and related publications to ensure the new nonpolicy publication does not conflict or create a redundancy with existing publications.

(2) Approve all DA Form 260s for publishing actions of DA administrative publications they are the proponent for before official submission to APD. PCs (O-6, GS-15, or above) with written delegation of signature authority and PCOs may approve/sign the DA Form 260 before official submission to APD. HQDA principal officials and ACOM commanders (or their deputies) must sign the DA Form 260 before authentication.

(3) Establish a SIPRNET generic email box for staffing classified publications.

(4) Designate, in writing, a PC in the rank of O–6 or the grade of GS–15, and give APD a copy of the designation. ACOM commanders may assign the authority to set publishing priorities to designated PCs. (See DA Pam 25–40 for PC duties and a sample delegation of signature authority memorandum.) ACOM PCs will serve as the primary POC for all nonpolicy DA administrative publications with ACOM proponency.

(5) Designate, in writing, a PCO, and give APD a copy of the designation. (See DA Pam 25–40 for PCO duties.) A Soldier or DA Civilian may serve as both PCO and FMO.

Note. ACOM commanders are prohibited from appointing contract personnel as PCOs.

(6) Designate, in writing, an EPCO (when applicable), and give APD a copy of the designation. (See DA Pam 25–40 for EPCO duties.) EPCOs will be knowledgeable in publications and printing operations, techniques, and policies to manage the assigned command or activity equipment publications program and to serve as a liaison between installation customers, program and project managers, APD, DLA Document Services, U.S. Government Printing Office (GPO), and AMC LOGSA. ACOM commanders may designate an EPCO for each subordinate command, as needed, and may delegate designation of EPCOs to commanders of subordinate commands. A Soldier or DA Civilian may serve as both EPCO and FMO.

Note. Contract personnel are prohibited from appointment as EPCOs.

(7) Designate, in writing, an FMO, and give APD a copy of the designation. (See DA Pam 25–40 for FMO duties.) A Soldier or DA Civilian may serve as both FMO and EPCO.

Note. Contract personnel are prohibited from appointment as FMOs.

(8) Ensure that any new DA publications and blank forms distribution centers and warehouses—within the continental United States (CONUS) and OCONUS—are not established or authorized, except the APD, Media Distribution Division (AAHS–PAD). A file cabinet of DA and local forms is acceptable but DA publications may not be stored. Publications may be ordered from the Army Publishing Products Index and Ordering System (Ordering Portal) website (<https://epubs.army.mil/orderingportal>). Current stock may be distributed until exhausted within 18 months of the publication of this revision.

(9) Ensure printing is requisitioned through APD or DLA Document Services. The use of in-house equipment for individual duplication requests is not to exceed \$1000. Printing requirements that exceed this threshold must be requisitioned through APD or DLA Document Services.

b. ACOM commanders may transfer proponency of DA publications and forms. (See para 2–19 for DA form transfer policy.)

(1) *Department of the Army administrative publications.* To transfer proponency, the losing ACOM commander or designated ACOM PC will prepare the transfer memorandum and DA Form 260. The losing HQDA principal official the ACOM is aligned under and the gaining HQDA principal official will sign the memorandum. The losing HQDA principal official or designated PC will sign the DA Form 260. The PC for the losing HQDA principal official will submit the DA Form 260 and memorandum to APD via email (usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil). Mandatory procedures for transfer of proponency are in DA Pam 25–40.

(2) *Department of the Army training, doctrinal, technical, and equipment publications.* For technical and equipment publications, the EPCO will initiate and prepare the request to transfer proponency by email instead of DA Form 260 or DA Form 260–1 or memorandum.

Note. If the proponent agency or organization responsible for a publication reorganizes or is eliminated, the publication and any prescribed forms must be transferred to another proponent agency or organization or rescinded (see para 1–7e).

c. ACOM commanders will rescind DA publications and forms (see para 2–19 for the policy to rescind DA forms) when the forms are no longer needed. For technical and equipment publications, the EPCO will initiate and prepare the rescission request and submit it by email instead of DA Form 260 or DA Form 260–1 or memorandum. Mandatory procedures for submitting rescission requests are in DA Pam 25–40.

(1) Publication/form action officers will staff the rescission request with agencies with responsibilities in the publication.

(2) Publication/form action officers will ensure the legal sufficiency of each rescission request in accordance with paragraph 3–6.

Note. Rescission of a training, doctrinal, technical, and equipment DA publication does not require a legal review.

(3) The rescission request will be prepared by the agency's PC on a DA Form 260 or a DA Form 260-1 and signed by the ACOM commander responsible for the publication. This rescission request will list all affected forms prescribed by the publication.

1-25. Commanding General, U.S. Army Training and Doctrine Command

The CG, TRADOC is the proponent for doctrinal and training publications and forms. The CG, TRADOC will—

- a.* Prescribe policies and procedures for doctrinal and training publications, to include DA graphic training aids (GTAs).
- b.* Co-manage with TSG doctrinal and training publications with medical content.
- c.* Co-manage with the Chief of Engineers doctrinal and training publications with engineering content.
- d.* Ensure TRADOC publications meet standards in accordance with DA Pam 25-40 and are available in the printed, electronic, or digital media necessary to accommodate the needs of the intended reader.
- e.* Budget the funding of TRADOC publications.
- f.* Resolve questions of priority concerning doctrinal and training publications.
- g.* Develop and manage compact discs-read only memory (CD-ROMs) and digital versatile discs (DVDs) containing authenticated doctrinal and training publications, including training that supports approved programs of instruction.
- h.* Validate, verify, and ensure authentication of doctrinal and training information included in products issued on CD-ROM or DVD.
 - i.* Participate in the establishment of DOD and multi-Service doctrinal and training programs and policies.
 - j.* Provide agency positions to the DCS, G-3/5/7 on multi-Service doctrinal and training publications and assist HQDA principal officials in developing multi-Service doctrinal and training publications. Assist in the development of multi-Service technical and equipment publications.
 - k.* Serve as the principal user representative for technical and equipment publications in combat and training environments. The responsibilities of principal user representatives include—
 - (1) Providing descriptions of each applicable target audience to the MATDEV for technical and equipment systems supported by equipment publications.
 - (2) Evaluating advanced individual training to ensure that general and selected special (equipment-peculiar) skills called for in technical and equipment publications are accommodated.
 - (3) Ensuring the efficient use of technical and equipment publications during training.
 - (4) Providing development, coordination, and subsequent changes to on-vehicle equipment loading plan appendixes included in combat vehicle operator publications.
 - (5) Participating in the development, review, and revision of military specifications covering technical and equipment publications.
 - (6) Reviewing and approving TM verification plans.
 - (7) Reviewing technical and equipment publications.
 - (8) Participating in verifications of technical publications.
 - l.* Support the development of Joint and allied Joint doctrinal publications as tasked by HQDA principal staff.

1-26. Commanding General, U.S. Army Materiel Command

The CG, AMC will—

- a.* Manage the Army Equipment Publications Program. To carry out this responsibility, the CG, AMC assigns the overall management of the AMC technical and equipment publications program to the Commander, AMC LOGSA. The Commander, AMC LOGSA—
 - (1) Manages the Army Equipment Publications Program and serves as the ETM Program Configuration Manager and the IETM Program Manager.
 - (2) Develops publication policies and procedures for Army technical and equipment publications in accordance with this regulation and DA Pam 25-40.
 - (3) Develops, reviews, and provides overall direction for Army technical and equipment publications (except the medical and engineering portions).
 - (4) Ensures that Army technical and equipment publications are available to accommodate the needs of the Army in the media Soldiers require.
 - (5) Develops and manages CD-ROMs or DVDs containing configuration-based collections of authenticated DA technical and equipment publications.
 - (6) Ensures that only DA-authenticated information is contained on CD-ROMs, DVDs, or other approved electronic media used for DA technical and equipment publications, such as ETMs and IETMs.
 - (7) Ensures the usability, verification, and authentication of all technical and equipment information, including products issued on CD-ROM or DVD.

- (8) Researches improved concepts and procedures for presenting DA technical and equipment publications.
- (9) Prepares military specifications and standards for the preparation of technical and equipment publications.
- (10) Establishes procedures for developing, reviewing, and making available online technical and equipment publications schedules.
- (11) Approves or disapproves an EPCO's requests for use of color in technical and equipment publications.
 - b.* For multi-Service publications, the CG, AMC, where applicable, will—
 - (1) Coordinate or participate in multi-Service and DOD doctrinal and training programs and policies.
 - (2) Provide agency position to the DCS, G-3/5/7 (DAMO-FDQ) on Joint doctrine publications.

1-27. Commanders authorized publications accounts

Commanders authorized publications accounts will—

- a.* Determine initial 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 25-40.
- b.* Control the storage and use of classified, accountable, or sensitive publications as required by each item's security classification, this regulation, and AR 380-5.
- c.* Establish and maintain an internal distribution scheme for publications the unit received.
- d.* Ensure that publications account personnel within the unit are properly trained and follow the requirements of this regulation and the guidance in DA Pam 25-40.
- e.* Ensure that the account is reviewed annually and that APD (AAHS-PAD) 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.
- f.* Ensure that a DA Form 12 is submitted annually for any accounts requiring classified service.
- g.* Ensure account subscription lists for DA publications are reviewed and updated annually.

1-28. Publications control officers and forms management officers

PCOs and FMOs provide oversight management for publishing and printing mission for the HQDA agency, ACOM, or Army field activity they are assigned to. The PCO or FMO is responsible for providing the guidance and clarification necessary to carry out the provisions of the Armywide Publishing and Printing Program. Although a contractor may perform the majority of the responsibilities, the determination of departmental or agency policy, such as the approval of the content and application of the regulation, or the rescission of a policy document such as a regulation, is considered an inherently governmental function that a contractor cannot perform.

- a. Publishing mission.*
 - (1) Heads of HQDA agencies and commanders of ACOMs, ASCCs, DRUs, USAR, ARNG, and installations will—
 - (a)* Support the Army's policy to use less paper by promoting increased use of the local area network, intranet, and Internet technology as a means for collaboration on proposed drafts, and as a primary way to access electronic publications and forms. Questions concerning copyrighted or licensed material should be referred to the servicing legal counsel.
 - (b)* Ensure that a PCO or FMO is designated to manage the functions of publications control, printing and reproduction control, forms management, and self-service copier management. PCOs and FMOs will enforce departmental policies, regulations, and instructions governing these publishing and printing functional areas.
 - (2) Designated PCOs and FMOs of U.S. Army Reserve Command (USARC), USARC ACOMs, ASCCs, DRUs, USARC installations, and reserve commands have responsibility for publishing functions. USARC and ACOM, ASCC, and DRU internal managers have staff responsibility to support the internal USARC and ACOM, ASCC, and DRU headquarters.
 - (3) Designated PCOs and FMOs for heads of HQDA agencies and commanders of ACOMs, ASCCs, and DRUs, and installations will ensure compliance with the CD-ROM policy in this regulation and compliance with all public laws, DOD guidance, and Army guidance (for example, for copyright and licensing).
 - (4) Designated PCOs and FMOs for heads of HQDA agencies and commanders of ACOMs, ASCCs, and DRUs, and installations will validate and approve the proponent's analysis of the feasibility of producing the CD-ROM and the cost effectiveness of the CD-ROM development effort. They will also validate the proponent's certification that the target audience has the hardware and software required to access and retrieve the information distributed by the proponent's CD-ROM.
- b. Publications control.* Commanders or designated PCOs and FMOs will—
 - (1) Review and comment on draft manuscripts of DA and command publications when coordination or approval is required. Their review will ensure that the proposed policies and procedures do not conflict with the policies and procedures in their areas of responsibility.

(2) Ensure that publications are edited to make them clear, understandable, and readable in accordance with the Army Readability Program.

(3) Ensure that coordination is complete before submitting publications for printing or posting on the APD website or other authorized official publications websites.

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

(5) Review periodically (at least every 18 months or when a reprint action is initiated, whichever is sooner) all DA and command publications they are responsible for. In conducting this review, commanders or designated PCOs and FMOs will ensure that—

(a) Present editions are adequate.

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

(c) Obsolete publications are scheduled for revision or nominated for rescission.

(6) Review periodically of the publications control program of each organization or activity that reports directly to their agency or command to ensure compliance with established policy and procedures.

(7) Provide APD the names of the individuals designated to approve the printing of departmental publications and forms.

(8) Ensure timely response to reprint requests from APD.

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

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

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

(12) Verify publications account addresses (when notified by APD) and ensure that accounts authorized to receive classified publications are still current.

(13) Provide guidance on the preparation of DA Form 12 or DA Form 12-99 (Initial Distribution Requirement for Publications).

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

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

(16) Review the Department of the Army Publishing Index (<https://epubs.army.mil/orderingportal>), and update the information as required.

c. Printing and reproduction control. Commanders or designated PCOs and FMOs will—

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

(2) Develop and establish printing procurement contracts through the appropriate DLA Document Services and/or GPO support office.

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

(4) Review annual funding requirements for printing within their agency or command and coordinate this review with resource managers. These requirements must include funds to acquire printing requirements through DLA Document Services contract sources. Ensure that internal controls include procedures for reconciling billing invoices for printing services.

(5) Initiate the printing resource initiative for the requirements statement.

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

(7) Act as a review authority for work to be produced in field printing and reproduction facilities or requisitioned through DLA Document Services.

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

(a) Specifications for in-house and commercial procurement.

(b) Justifications for printing and reproduction equipment.

(9) Conduct periodic inspections and assistance visits to Army-controlled tactical and field printing and reproduction facilities to ensure compliance with established policy and procedures.

(10) 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.

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

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

(13) Prepare an annual printing budget.

(14) Review all printing requests to ensure that only the minimal number of copies are printed and the least expensive materials, construction, and production processes are used to achieve the intended purpose of the product.

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

(1) Review, in conjunction with their publications review, the forms their agency or command is responsible for, or when a reprint action is initiated to make sure the forms are essential and current.

(2) Manage the maintenance of forms functional and numerical files or electronic form databases.

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

(4) Ensure that each form required for use by two or more organizational elements of an installation or activity is prescribed in an Army publication.

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

(6) Maintain an inventory and index of controlled forms, including accountable (serially-numbered) and sensitive forms; annually issue and update the inventory and index.

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

(a) Eliminating nonessential or duplicate forms.

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

(c) Using web-based forms.

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

(9) Minimize the requirements for paper-based and centrally stocked forms by using electronic forms.

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

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

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

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

e. Storing printed publications and forms. Commanders or designated PCOs and FMOs will—

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

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

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

(4) Conduct an annual inventory and dispose of forms no longer current.

1-29. Proponents for technical and equipment publications

The proponents for technical and equipment publications are the CG, AMC for the DCS, G-4; the Chief of Engineers (COE); and TSG. In addition to the responsibilities listed in paragraphs 1-18, 1-20, and 1-26, they will—

a. Maintain data files, and take part in multi-Service efforts, procedures, and agreements to exchange technical publications and related technological information. The proponents will—

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

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

(3) Obtain acquisition plans, solicitations, documents, and related items for all new systems and should require specific schedule and cost proposals for—

(a) Integrating of contractor databases.

(b) Authorizing Government access to contractor databases.

(c) Applying the Military Standard MIL-STD-40051-1/2 document type definition or MIL-STD-3031 schema technical information for delivery in XML format.

b. Prepare a schedule to develop, acquire, and initially distribute technical and equipment publications for the Materiel Acquisition Program (see AR 70-1 and AR 700-127.) The proponents will ensure that the schedule includes—

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

- (2) A strategy for preparing, validating, verifying, and delivering the publications.
- c. Prepare or acquire by contract equipment publications that—
 - (1) Are for items that have been type classified as standard or limited production.
 - (2) Are intended for issue to the field.
 - (3) Will require maintenance support at any level.
- d. Coordinate and review equipment publications in accordance with AR 750–1 and this regulation.
- e. Ensure that equipment publications for operators—
 - (1) Accompany the equipment when it is issued to the user.
 - (2) Are listed in the basic issue items list.
- f. Issue equipment publications to using units and maintenance activities before or during equipment delivery. This includes ETMs and IETMs.
- g. Revise or change technical publications to include mission-essential contingency items. The CG, AMC; COE; and TSG will base their decisions to change or revise technical publications on the—
 - (1) Importance of the equipment or system.
 - (2) Urgency of need, anticipated economic useful life, and length of time the equipment or system will be retained in the DOD inventory.
 - (3) Compliance with established standards.
- h. Analyze all existing equipment systems, especially new acquisitions, to determine the best medium or mix of media for dissemination of operation and maintenance instructions. Electronic media will be primarily used. At the time of TM revision, the proponent will determine the cost effectiveness of conversion to digital form in accordance with MIL–STD–40051–1/–2 DTDs or MIL–STD–3031 schemas. When revising technical and equipment publications for older, low-density, or near obsolete equipment, the publication’s original format will be used if conversion is not cost effective. Before scheduling such revisions and starting work, the proponent must coordinate with and receive written approval from the TRADOC element representing the user. Proponents must define requirements for revision of such publications in the appropriate contract statement of work. Contracts will not cite obsolete or canceled specifications used to prepare the current edition.
- i. Prepare the component list supply catalog for each collection-type item or group of closely related collection-type items they have logistics responsibility for. The CG, AMC, will assign this responsibility to AMC life cycle management commands and service item control centers.
- j. Prepare all technical and equipment publications according to the military specifications governing the category of document involved.
- k. Validate and verify all technical and equipment publications against the related system or equipment, including changes to publications. The CG, AMC; COE; and TSG will ensure that—
 - (1) The contract defines the roles of the contractor and the Army in validation and verification requirements for contractor-developed technical and equipment publications.
 - (2) The technical publication element of the proponent command is responsible for providing guidance to the contractor and for review, verification, and acceptance of deliverable products.
- l. Maintain an information system that rapidly provides users’ feedback reports on deficiencies in technical and equipment publications.
- m. Coordinate with the user representative before contract award and throughout the publications preparation cycle. This coordination will ensure consideration of content and techniques to improve the use of the publication for training as well as for operation and maintenance of the equipment or system.
- n. Prepare and coordinate a verification plan with user representative to ensure that the equipment publication is tested and proved to be suitable for the target audience to use. The CG, AMC; COE; and TSG will coordinate the verification plan with user representatives to ensure timely support of personnel and materiel for testing.
- o. Inform the appropriate TRADOC school for the equipment involved of the general requirements for the project. Notification must occur immediately upon contract award. Inform the schools of the overall project schedule and invite them to participate in the start-of-work meeting. Invite appropriate TRADOC schools to participate in in-process reviews.
- p. If the project has a TRADOC Systems Manager (TSM), accomplish all coordination and invitation through the assigned TSM.
- q. Ensure that a digital master file is created for all new publications, revisions, and changes.
- r. Proponents of technical and equipment publications will develop technical and equipment publications and forms in the media necessary to support the Total Army (including ARNG and USAR).

Chapter 2 Army Publications and Forms

Section I

Types of Army Publications

2–1. Department of the Army authenticated publications

DA publications are publications that apply to two or more agencies or commands not in the same reporting structure and are DA authenticated. They are permanent records and remain in effect until superseded or rescinded by the SECARMY. The Department of the Army Publishing Index (<https://epubs.army.mil/orderingportal>) lists the current version of each DA publication. APD manages and indexes these publications. Proponents of DA publications must use DA Form 260 or DA Form 260–1 to request all publishing actions (new, revision, cancellation, and rescission), as well as printing actions. For technical and equipment publications, the EPCO will initiate and prepare the request and submit it by email instead of using DA Form 260, DA Form 260–1, or memorandum.

Note. Titles of classified publications will be unclassified to the maximum extent possible.

a. Administrative publications. Here is a list of DA administrative publications. Table 2–1 provides a description for each publication. Table 2–2 provides guidance on authorized supersession of DA administrative publications.

- (1) ADs.
- (2) ARs.
- (3) AGOs.
- (4) HQDA policy notices (formerly DA memos; existing DA memos will be rescinded or revised and numbered as HQDA policy notices).
- (5) DA Pams.
- (6) DA posters.

Table 2–1
Department of the Army administrative publications

Type of DA administrative publication	Description	Establishes policy (Yes or No)	Applicable to—	Authenticated by—
Army directive (AD)	<p>A temporary directive or information memorandum the SECARMY issues to establish or change policy or guidance for distribution and applicability Armywide that is effective for 24 months. ADs—</p> <ul style="list-style-type: none"> - Are restricted to the use of the SECARMY; - Must be staffed with ASA (FM&C), AASA, HQDA principal officials, ACOMs, ASCCs, and DRUs that have been assigned responsibility and/or oversight responsibility within the directive; - Take precedence over existing Army policy; and - Have numbers managed and assigned according to existing policy. <p>When an AD takes precedence over Army policy in existing DA administrative publications, proponents of those publications must revise them within 2 years to incorporate the policy from the AD into the AR.</p>	Yes	Armywide	SECARMY

**Table 2–1
Department of the Army administrative publications—Continued**

Type of DA administrative publication	Description	Establishes policy (Yes or No)	Applicable to—	Authenticated by—
Army regulation (AR)	A permanent directive that sets forth missions, responsibilities, and policies; delegates authority; and sets objectives to ensure uniform compliance with policies. ARs also implement public law, policy guidance, and instructions from higher headquarters or other Government agencies, such as DOD, JCP, or OMB.	Yes	Armywide	AASA—for ARs that have SECARMY and/or AASA responsibilities Executive Director, AHS—all other ARs
Army General Order (AGO)	A permanent directive containing material of general interest (permanent or semi-permanent in duration) that falls within the following categories: - Organizational (relating to Army commands, installations, agencies, and activities). o Assignment or reassignment. o Establishment or disestablishment. o Redesignation, inactivation, or discontinuance. o Closure. - General Court Martial Convening Authority. - Awards (for Army personnel, units, and so forth, signed by the SECARMY or the President of the United States and for foreign national personnel). - Regimental.	Yes	Armywide	SECARMY, for the following categories— - Organizational - General Court Martial Convening Authority AASA, for the following categories— - Awards - Regimental
HQDA policy notice	A permanent directive with limited distribution, restricted to the use of the AASA as proponent, with HQDA principal officials remaining as subject matter experts for their functional areas. It applies only to HQDA or HQDA and its field operating agencies. HQDA policy notices are effective until superseded or rescinded.	Yes	HQDA or HQDA and its field operating agencies	AASA
DA pamphlet (DA Pam)	A permanent instructional publication. Unless mandated by an AR (for example, the AR includes specific language tying the prescribed policies to the procedures), procedures established in a DA pamphlet are for guidance only and to establish optional or helpful methods of performing missions and functions, define probable courses of action, and explain how something is affected. A pamphlet—	No	Armywide	Director, APD

Table 2–1
Department of the Army administrative publications—Continued

Type of DA administrative publication	Description	Establishes policy (Yes or No)	Applicable to—	Authenticated by—
	- Is organized and printed in the same format as an AR. - Is used to publish information (such as how-to procedures) needed to carry out policies prescribed in ARs.			
DA poster	A decorative or pictorial bill or placard for posting, often in a public place, and intended primarily for advertising.	No	Armywide	Director, APD

Table 2–2
Authorized supersession of Department of the Army administrative publications

If the publication is a/an—	Then it may be used to supersede a/an—
AR	AD, AR, DA pamphlet, or HQDA policy notice
DA pamphlet	DA pamphlet
HQDA policy notice	HQDA policy notice
AGO	AGO

a. Doctrinal and training publications. Doctrinal and training publications are not DA policy publications and do not require The Judge Advocate General (TJAG) and/or Office of the General Counsel (OGC) legal review. (See the glossary for a description of each doctrinal and training publication listed below.)

- (1) Army doctrine publications (ADPs).
- (2) Army doctrine reference publications (ADRP).
- (3) Army techniques publications (ATPs) (includes multi-Service ATPs).
- (4) Common tables of allowances.
- (5) Field manuals (FMs) (includes multi-Service FMs).
- (6) Joint tables of allowances.
- (7) Professional bulletins (PBs).
- (8) Soldier training publications.
- (9) TMs (nonequipment).
- (10) Training circulars (TCs).

b. Technical and equipment publications. Technical and equipment publications are not policy DA publications and do not require TJAG and/or OGC legal review. (See the glossary for a description of each technical and equipment publication listed below.)

- (1) Firing tables (FTs) and trajectory charts.
- (2) Lubrication orders.
- (3) Modification work orders (MWOs).
- (4) Supply bulletins.
- (5) Supply catalogs.
- (6) Technical bulletins (TBs) (including medical TBs).
- (7) TMs (including ETMs and IETMs).

2–2. Other publications

a. Agency, command, and installation administrative publications (not authenticated by the DA). Individually numbered non-departmental publications may not be referenced in a departmental publication; however, a non-departmental

type of publication may be referenced (for example, tables of organization and equipment (TOEs) can be referenced, but not a specific (numbered) TOE). (See paragraph 2–10 for policy on references.) (See paragraph 3–36 for a description of agency, command, and installation administrative publications.)

- (1) Regulations (will not be used to issue policies across agencies or commands).
- (2) Circulars.
- (3) Pamphlets.
- (4) Memorandums (for example, Principal Officials Guidance; will not be used to issue policy across agencies or commands).
- (5) Orders.
- (6) Supplements to ARs.
- (7) Bulletins.
- (8) Posters.
- (9) Standard operating procedures (SOPs) as defined by JP 1–02 and ADRP 1–02 (SOPs will not be used to establish or change policy or issue procedures across agencies or commands).

b. Agency, command, and installation training, doctrinal, training support, and organizational publications (not authenticated by the DA). (See the glossary for a description of each training, doctrinal, training support, and organizational publication listed below.)

- (1) GTAs.
- (2) Modified tables of organization and equipment (MTOEs).
- (3) Pre-commissioning publications.
- (4) Tables of distribution and allowances.
- (5) TOEs.

c. Agency, command, and installation technical and equipment publications (not authenticated by the DA). (See the glossary for a description of each technical and equipment publication listed below.)

- (1) Depot maintenance work requirements (DMWRs).
- (2) National maintenance work requirements (NMWRs).
- (3) Command TBs.
- (4) Command MWOs.

d. Other categories of official publications.

- (1) Service school textbooks.
- (2) General historical volumes.
- (3) Publications reporting the results of scientific research.
- (4) SECARMY-approved publications developed by experts on technical, tactical, or similar subjects.
- (5) Manual for Courts-Martial.

Section II

Publishing Media and Requesting Changes to Department of the Army Publications

2–3. Publishing media

a. General. Electronic media is the primary method of publishing and issuing revisions to DA publications. DA publications may be distributed by electronic media only (EMO), printed media only (by exception), or both electronic and printed media. HQDA principal officials will publish policies, responsibilities, procedures, and information in the media stipulated in this regulation and AR 360–1, and in accordance with the procedures in DA Pam 25–40. CD-ROMs and DVDs are approved electronic media for Army distribution and storage of DA publications and forms. AR 25–1, DA Pam 25–40, and this regulation prescribe the requirements for distributing products on the Internet, intranet, CD-ROM, or DVD. All distributed media will adhere to the same copyright, licensing, information management, and legal requirements.

b. DA 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.

c. DA 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 must be signed by a member of the senior executive service (SES) or general officer (GO). Exceptions include DA operator manuals and CD-ROM or DVD replicating. HQDA principal officials and ACOM commanders will update all printed and electronic media for a publication at the same time to make sure all available formats contain the same information. For 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.

d. Other publications. Policies and procedures for distribution and printing of non-DA publications (see para 2–2), such as agency, command, and installation publications, should mirror what this regulation prescribes.

2–4. Requesting changes to a Department of the Army publication

Users of DA publications and forms will make change requests on DA Form 2028 (Recommended Changes to Publications and Blank Forms). Users will submit suggested changes on a DA Form 2028 to the POC provided in the publication and/or to the assigned PC, PCO, EPCO, or FMO.

Section III

Requirements and Restrictions

2–5. 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 commercially printed must be accompanied by a DD Form 282 (DOD Printing Requisition/Order), DA Form 260, DA Form 260–1, and/or DD Form 1144 (Support Agreement).

(2) A command-level review committee must approve periodicals for publishing or posting to a website.

(3) Army facilities or Army-owned equipment will not support commercial printing, even though the Army may be offered reimbursement, unless such use is authorized in accordance with DOD 5500.07–R and complies with fiscal law principles.

b. Nonessential publications and forms. Army activities will not publish, print, or distribute nonessential publications unless the publication is needed—

(1) To efficiently and effectively conduct official business.

(2) In time to serve its intended purpose.

(3) For clarity in support of material already available.

c. Unauthorized publications. Army activities will not publish 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 APD. Official publications announcing the issuance of citations and awards are exempt.

d. Proper names. Armywide publications will not contain proper names (for example, names of persons, places, and products).

e. Recognition of agencies or individuals.

(1) DA publications (not including multi-Service publications where Army is not the lead) will not contain the insignia of the preparing agency or credit lines or bylines of Army authors, artists, illustrators, or photographers.

(2) General historical volumes will identify the author by name and essential biographical data and may contain the names of advisers and agency staff members whose identities would lend prestige and credibility to the volume. The head of the preparing agency will make this decision. The author's preface in a general historical volume will include a statement that the author is responsible for interpretations and conclusions made and any errors of omission or commission.

(3) Proponents will comply with the guidance in DA Pam 25–40 when preparing the foreword and author's preface of a general historical volume.

(4) Proponents will use a credit line when requested by the copyright owner or duly authorized agent. If the requested credit line could be construed as an endorsement or approval, contact local intellectual property legal counsel for guidance.

(5) Courtesy credit lines are authorized for uncopyrighted materials contributed or loaned by non-Government parties. Do not give courtesy credit lines for materials the Army purchased unless the Government also purchased a license to use the copyrighted material.

(6) Authors are authorized bylines in periodicals (see para 3–38a).

f. Certifications.

(1) Include personal certifications, such as "I certify that" in publications when required by law or agencies outside DOD.

(2) HQDA principal officials will approve the creation of certifications deemed essential to conducting Government business.

g. Units of measure.

(1) Army publications will use International System of Units (SI) (Metric System) measurements as required in Executive Order (EO) 12770. (See Federal Standard 376B for a list of preferred SI units.)

(2) Army publications using measured quantities will express the quantity in SI units first and show the equivalent quantity in U.S. standard units in parentheses.

h. Advertisements, trade names, and trademarks.

(1) Army publications will not contain advertisements for private individuals, firms, or corporations, or material that directly or through implication favors a specific commercial product, commodity, or service.

(2) Commercial advertising is acceptable in civilian enterprise 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.

(3) Army publications will use standard Army nomenclature or specification instead of trade names or trademarks. The proponent's servicing legal counsel will review and address questions concerning use of trade names and trademarks. Proponents may submit exceptions to policy to request the use of trade names or trademarks to the Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527.

i. Graphics and figures. Army publications will use illustrations, graphics, and figures only when they relate entirely to official business and directly to the subject matter. Preparation and resolution of illustrations, graphics, and figures may vary depending on their use, whether they require high resolution for quality printing or low resolution for web use. For technical and equipment publications, graphics should be in accordance with requirements found in MIL–STD–40051–1, MIL–STD–40051–2, or MIL–STD–3031. Color should only be used in Army publications when it serves a functional purpose and/or shows value to the purpose of the published item. (See paragraph 5–11 for the use of color in printed material) (See DA Pam 25–40 for illustration, graphic, and figure standards and guidelines.)

j. Format requirements (DA administrative publications only). Proponents of DA administrative publications will comply with all format and editorial style guidelines outlined in DA Pam 25–40.

k. Abbreviations, brevity codes, and acronyms. Proponents of DA administrative and technical and equipment publications will consult the ABCA directory when preparing DA administrative or technical and equipment publications. The ABCA directory contains the authorized ABCAs for Army use and can be accessed via the APD website (<https://armypubs.army.mil>). Proponents of DA doctrinal and training publications will refer to ADRP 1–02 and JP 1–02 when preparing DA doctrinal and training publications.

l. Soldier and DA Civilian roles. Proponents will ensure that DA publications and forms are free of language that prohibits or restricts contributions by all members of the force. Where appropriate, the role of DA Civilian members in operations support and force sustainment must be recognized in Army publications. Where military rank is specified in Army publications, the equivalent civilian position must also be included, unless prohibited by law.

2–6. Publication dates

a. Issue date (publication date). All DA publications must have an issue date, which is the date a publication is authenticated and made available to users. APD assigns the issue date for DA publications.

b. Effective date. Only ARs and MWOs have effective dates. The effective date is the date that users must start following the policies, procedures, or guidance in the publication. The effective date changes whenever the content of the publication is revised and the issue date changes.

(1) APD assigns the effective date for ARs, except when the date is required by public law, EO, Congress, DOD, another Government agency, or court order. The effective date appears at the top of the title page.

(2) When assigned by APD, the effective date should depend on the distribution of the publication and the amount of time needed to implement its policies and procedures. APD will assign a default effective date of 30 calendar days unless an alternate date is requested by the proponent.

(3) A publication with an effective date established to meet a higher level requirement should state the requirement for the effective date.

(4) The effective date and completion date should be placed at the top of all MWOs. The proponent should determine these dates in accordance with the time allowed to complete the modifications to the equipment.

c. Due date. The due date is the date that a prescribed report must be submitted. Due dates must allow enough time for users to receive and implement the prescribing directive and to collect the information that should be reported. The proponent should assign this date.

d. Expiration date. Temporary DA publications have expiration dates. Unless reissued, these temporary publications are not valid after the expiration date. Because obsolete temporary publications may appear on official websites for historical purposes, users must be very careful to identify publications that have expired.

2–7. Requirement to simultaneously publish Army regulations and corresponding Department of the Army pamphlets

When the content of a new or revised AR affects its corresponding DA pamphlet or vice versa, the two must be revised (if a revision) and published simultaneously; that is, have the same effective date and issue date.

2–8. Electronic messages

Do not use electronic messages, such as ALARACT messages, to establish new or revised policies or procedures, or to direct the execution of plans or programs.

a. Electronic messages are a means of communicating organizational-level information electronically via command, control, communications, computers, and intelligence message exchange with other organizational elements and/or agencies.

b. Use electronic messages only for immediate notification of impending changes to policies and procedures.

c. All ALARACT messages will comply with the requirements in subparagraph 2–8*c*, except ALARACT messages and execution orders (when an execution order is released as an ALARACT message) that are of an urgent nature. Examples of urgent ALARACT messages and execution orders are those that must be disseminated immediately to maintain national security, respond to natural disasters, ensure the safety or well-being of Soldiers, or avoid legal action against DOD. An urgent ALARACT message must be marked “URGENT” in the subject line and have an expiration date no later than 180 calendar days from the date of its issuance.

(1) Proponents will staff electronic messages with the Secretariat-level organization with oversight responsibility; TJAG, if legal review is required; and the AASA before disseminating.

(2) Proponents will include an expiration date no later than 12 months from the date of dissemination and will incorporate changes described in the electronic message into the appropriate DA publication by the expiration date.

(3) Each ALARACT message will be inactivated automatically based on the message expiration date. The proponent of an ALARACT message may inactivate it at any time before the expiration date through coordination with APD.

(4) Each ALARACT message will be numbered consecutively, starting with the number “1” at the beginning of each calendar year. The designated HQDA IT service provider assigns the ALARACT message number.

(5) Policy governing the assignment of electronic message precedence, security requirements, and brevity of text for regular electronic messages (for example, email) are also applicable to ALARACT messages.

(6) APD maintains the ALARACT message index (consisting of both inactive and active ALARACT messages).

2–9. Principal officials’ memorandums

Principal officials’ memorandums will not be used to disseminate new or revised DA policy or procedures. They may only be used to issue policy or disseminate procedural guidance that is applicable within one agency or command.

2–10. References

Army publications will include external references (to other publications, forms, and uniform resource locators (URLs) to websites) and/or internal references (to other parts of the same publication) only to help users better understand the subject. Proponents must—

a. Validate that all references cited are current and accurate.

b. Ensure that all cited references in doctrinal and training publications include dates of publication.

c. Provide URLs and/or POCs and physical addresses to access or obtain copies of all references if they are not available on APD’s website. For technical and equipment publications, hyperlinks to external references are prohibited except for those that are on the disc with an ETM or IETM.

d. Not cite draft publications.

e. Not cite temporary publications.

f. Not cite agency, command, or installation publications or forms in DA publications (see paras 2–1, 2–2, and 3–37).

g. Not cite publications (for example, the publication title by itself) that are at a higher security classification or designation (such as for official use only) than the publication citing them.

h. Comply with the guidelines for references in DA Pam 25–40.

2–11. Copyright material

a. Copyright laws. Proponents are responsible for ensuring that the material published in printed works or electronic formats and links to online resources conform to the copyright laws of 17 USC, the copyright policy in paragraphs 2–11*b* and 2–11*c*, and AR 27–60.

b. Copyright notices. Copyright notices must give reasonable notice of the claim of copyright by referencing and identifying the specific material in the publication protected by copyright.

c. Copyright release.

(1) Proponents will obtain prior written permission from the copyright owner or the owner’s duly authorized agent before copyrighted material is included in a publication unless the Government already has the right to reproduce the copyrighted material under a contract or grant.

(2) Copyright releases will not prohibit digitization or restriction of a publication to Army and DOD personnel and Army and DOD contractors. Printing considerations in copyright releases must include reprints and future revisions.

(3) Local intellectual property legal counsel will review requests for copyright releases. Use of copyrighted material without the permission of the owner requires a written legal opinion. The local intellectual property legal counsel will consult with the Regulatory Law and Intellectual Property Division of the U.S. Army Legal Services Agency, as needed (see AR 27–60), in preparing written legal opinions.

2–12. Records management requirements

a. Proponents of DA publications will identify what records to retain and will determine the appropriate retention and disposition requirements in accordance with records management policies in AR 25–400–2.

b. To ensure that all records management (recordkeeping) requirements have been met, paragraph 1–5 of all DA administrative regulations will contain one of the following statements as applicable:

(1) Records management (recordkeeping) requirements for all record numbers, forms, and reports required by this regulation are addressed in RRS–A. Detailed information for all related record numbers, forms, and reports are located in RRS–A at <https://www.arims.army.mil>.

(2) If a publication does not have a records management requirement, state in paragraph 1–5, “This section contains no entries.”

(3) If any record numbers, forms, and reports are not current, addressed, and/or published correctly in RRS–A (see DA Pam 25–403).

c. The proponent will retain record copies of publications as prescribed by AR 25–400–2.

2–13. Sale of Department of the Army publications and forms

Agencies and commands will collect user fees from the public for the sale of publications and forms, unless prohibited by law.

2–14. Contractor restrictions

The creation, change, and rescission of DA policy are inherently governmental functions that may not be performed by a contractor, nor may a contractor perform PC, PCO, EPCO, and FMO functions.

Section IV

Approval Authority, Authentication, Numbering and Indexing Publications, and Reuse of Publication Numbers

2–15. Approval authority

The approval authority approves the content of the publication and verifies the publication is consistent with Army policies and doctrine. The approval authority will ensure each approved publication conforms to the publishing standards prescribed in this regulation prior to requesting authentication, publication, and distribution.

2–16. Authentication

Publications in any media—including printed publications, those displayed on an Internet/intranet, or produced on CD–ROM or DVD—will be authenticated by the appropriate official. Authentication constitutes clearance of the publication’s content; verifies that appropriate coordination has been accomplished, including legal review; and clears the publication for issuance. Once authenticated, no personnel may alter the content of an official Army publication or form in any way. Only the proponent of a publication or form may modify it by officially revising or rescinding it.

a. DA publications.

(1) *DA administrative publications.* The SECARMY authenticates ADs and AGOs that delegate authority from the SECARMY where an audit trail is appropriate, such as court martial authority. The SECARMY also approves AGOs assigning Secretariat duties and responsibilities or those establishing or reorganizing elements of DA. The AASA authenticates all other AGOs, all HQDA policy notices, as well as all ARs that have SECARMY and/or AASA responsibilities. The Executive Director, AHS authenticates all other ARs. The Director, APD authenticates DA administrative nonpolicy publications (DA pamphlets and DA posters).

(2) *DA training, doctrine, technical, and equipment publications.* The Director, APD authenticates all training, doctrinal, technical, and equipment publications on behalf of the AASA.

b. Agency, command, and installation publications. The agency head or commander will authenticate agency, command, and installation publications.

2-17. Numbering and indexing publications

The AASA assigns the overall management of the DA publications numbering system to the Executive Director, AHS, which include the numbering and indexing of ADs. Publications must be numbered in accordance with DA Pam 25-40. The CG, AMC and CG, TRADOC will control and assign numbers for technical, equipment, training, and doctrinal publications according to numbering schemes the Executive Director, AHS approves. For equipment publications prepared in accordance with ASD-S1000D and MIL-STD-3031, a standard Army publication number is required in addition to the S1000D number.

2-18. Reuse of publication numbers

The number of a rescinded or superseded DA publication must not be reused.

Section V

Forms

2-19. Army forms

a. Army forms. All Army forms, whether new or existing, must use DOD approved standard data elements and should be developed for online use, unless APD grants an exception. Publication/form action officers must ensure that the intended users of the form have the capability to comply with requirements for completing and submitting the form electronically, or they must be able to provide the form in hardcopy upon request. Forms are properly managed, designed, numbered, and prescribed in appropriate publications at the highest level. A list of approved Armywide, agency, command, and installation forms follow:

- (1) DA forms. DA forms are for use by more than one DA agency or command.
- (2) Higher level forms. DD forms, standard forms (SFs), and optional forms are higher level forms that may be authorized for Armywide use.
- (3) Agency, command, and installation forms. Agency, command, and installation forms are for use by one Army agency, command, or installation.
- (4) DA certificates. All DA certificates are given a form number; managed by APD; and indexed in the Department of the Army Publishing Index (<https://epubs.army.mil/orderingportal>). Commanders of agencies, commands, and installations will not create certificates.

b. Creating, revising, transferring, and rescinding forms. Publication/form action officers creating, revising, transferring, and rescinding DA forms and other Armywide forms will complete a DD Form 67 (Form Processing Action Request) for each form affected. The DD Form 67 will be coordinated through the Privacy, Postal, and Reports Offices, as well as the proponent agency FMO, and approved by the Army FMO. (See DA Pam 25-40 for additional information.)

2-20. Army forms requirements

a. Prescribing publication. Forms will not be approved for printing, reproduction, electronic distribution, or hosting as web screens within an electronic system unless their use is prescribed by the appropriate level of publication (for example, a DA form must be prescribed in a DA administrative publication and a command form must be prescribed in a command publication). The prescribing publication must state the form number and title and provide information on availability and use of the form.

(1) Prescribe all new forms at the highest level feasible. Do not create forms that duplicate the function of a higher level form.

(2) A form that is prescribed by a publication that the proponent is rescinding or that is expiring will be rescinded (in accordance with the requirements in para 2-19b), unless the prescribing authority for the form and its authorizing policy are transferred to another permanent publication before the rescission or expiration date.

(3) Illustration of forms in DA publications is prohibited, except for DA Pams and all technical, equipment, training, and doctrine publications.

Note. Illustration of forms is highly discouraged.

b. Privacy Act of 1974. If a form collects personal data, the following requirements of 5 USC 552a (Privacy Act of 1974) apply:

(1) Publication/form action officers of a form collecting personal data will develop a Privacy Act statement (see AR 340-21). Consult legal counsel to ensure that the statement meets the requirements of the Privacy Act of 1974.

(2) See DA Pam 25-40 for procedures for developing Privacy Act statements.

c. Elimination of social security number. Army forms will not collect social security numbers unless the requirement meets an acceptable use and is granted a waiver in accordance with DODI 1000.30. The Army Forms Manager may grant a waiver if a justification letter signed by an SES member or GO is approved. (See DA Pam 25–40 for procedures for social security justification.)

d. Accessibility. Electronic forms will be consistent with providing accessibility for people with disabilities in accordance with 36 CFR Part 1194, DOD 8400.01–M, and DODI 7750.07.

e. Reporting forms.

(1) Public reporting is required if a form collects information on identical items from 10 or more persons outside the Federal Government. Under 44 USC 3501–3521 (Paperwork Reduction Act), these forms require clearance from OMB, which will assign an approved number. (See DA Pam 25–40 for additional information.)

(2) Internal reporting is required if a form collects data within the Federal Government. Clearance and assignment of an approved requirement control symbol number by the information management control officer with jurisdiction over the form is required. (See DA Pam 25–40 for additional information.)

f. Forms requiring Government Accountability Office approval. Forms requiring Government Accountability Office approval before publication are detailed in 31 USC. The Under Secretary of Defense (Comptroller) and Chief Financial Officer must approve forms requiring Government Accountability Office approval before publication. (See DA Pam 25–40 for additional information.)

g. Forms version control.

(1) APD will manage and index DA forms and other Armywide forms (Department of the Army Publishing Index).

(2) Commanders of agencies, commands, and installations will maintain an electronic database of all agency, command, and installation forms.

h. Forms review. Proponents will review their forms annually and before initiating a reprint action to ensure that forms are still essential and current.

i. Forms or labels designed to be self-mailing. The FMO will not approve forms or labels designed to be self-mailing unless authorized by the official mail control officer. The signature of the official mail control officer must appear on DD Form 67.

j. Deviations. Do not alter or modify DA forms and other Armywide forms in any way without prior approval. When requesting deviation from the format, content, or construction of an established DA or Armywide form, submit request to the publication/form action officer of the form and the Army FMO.

k. Reproduction of forms. Users will not locally print, purchase, or produce controlled, restricted, or classified forms unless authorized by APD. 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.

l. Funding. Using DA Form 260, DA Form 260–1, DD Form 282, or DD Form 1144, publication/form action officers are responsible for funding the cost of initial printing and future resupply requests for forms prescribed in their publications. Proponents will provide funds to meet Active Army requirements (ARNG and USAR will provide their own funding and coordination). (See chap 5 for additional information on printing policy.)

2–21. Department of Defense forms

a. Washington Headquarters Services, Executive Services Directorate approves DD forms for use by two or more DOD components. The form may be hardcopy, electronic, or other media.

b. DD forms are either adopted or prescribed:

(1) *Adopted.* These are forms that are not mandatory but have been adopted for use by two or more Military Services or DOD agencies. Their use is prescribed by a publication issued by each Military Service or DOD agency using the form.

(2) *Prescribed.* These forms are approved and prescribed for mandatory use by a DOD issuance, public law, or military standard. Further Army implementation is not required. However, if Army-unique guidance is needed to implement the DOD policy, an Army publication is developed and the form is prescribed in the Army document.

c. When the Army is the lead agency (sponsor) responsible for a DD form, the Army proponent prepares a publication prescribing the form and initiates a DD Form 67 that shows the form was coordinated with the other Military Services involved (that is, includes the names, organizations, and telephone numbers of the concurring officials). The Army proponent submits the DD Form 67 to the Army Forms Manager (AAHS–PAF) for Army approval (see DA Pam 25–40). If approved, the Army Forms Manager elevates the request to the DOD Forms Manager at Washington Headquarters Services, Executive Services Directorate, for final approval and implementation.

Chapter 3 Army Publication Types

Section I

Department of the Army Administrative Publications

3–1. Issue a new Department of the Army administrative publication

New DA administrative publications are those that have never before been published. HQDA principal officials and ACOM commanders will issue new DA administrative publications to implement new policies and procedures that are not already reflected in existing publications. New DA administrative publications must conform to the policy of this regulation and the procedures prescribed by DA Pam 25–40.

3–2. Department of the Army 5-year administrative publication life cycle

In accordance with the SECARMY’s requirement that DA administrative publications remain within a 5-year currency window, all DA administrative publications will be revised, certified current, or rescinded at least every 5 years (see para 1–7).

- a. Figure 3–1 offers for a broad overview of the DA 5-year administrative publication life cycle.
- b. Guidance on revising and certifying current DA administrative publications is in this chapter and DA Pam 25–40.
- c. Guidance on rescinding DA administrative publications is in paragraphs 1–8d and 1–24c of this regulation and DA Pam 25–40.



Figure 3–1. Department of the Army 5-year administrative publication life cycle

3–3. Revise a Department of the Army administrative publication

HQDA principal officials and ACOM commanders will revise DA administrative publications as policies and procedures change. Revisions to DA administrative publications must conform to the policy in this regulation and the procedures prescribed by DA Pam 25–40. Revision types are listed in paragraphs 3–3a through 3–3d.

- a. *Administrative revision.* HQDA principal officials and ACOM commanders may request an administrative revision to an existing publication to correct typographical errors and update office symbols, organizational names and addresses, references, or web addresses. Administrative revisions will not change the publication’s policies, responsibilities, or procedures. Staffing and a legal review are not required; however a DA Form 260 will be submitted to document the requested

administrative change. An administrative revision will not change the issue date of the publication. APD will complete an administrative revision within 30 calendar days after acceptance of the submission.

Note. APD will use the administrative revision process to accomplish all submitted transfer of proponency actions (see DA Pam 25–40).

b. Mandated revision.

(1) HQDA principal officials and ACOM commanders may request a mandated revision to an existing DA administrative publication to issue or revise policies and procedures if it meets at least one or more of the following criteria:

- (a) Involves a matter of urgent national security.
- (b) Is necessary to prevent imminent danger to the life, health, and safety of DA personnel.
- (c) Is required by a change in Federal law.
- (d) Is directed by Presidential EO.
- (e) Incorporates policies and procedures in an AD into the appropriate AR or DA Pam. The mandated revision will only incorporate the specific policy and procedures included in the AD. Any administrative changes, such as typos and grammatical errors, within the publication will also be corrected.

(2) Staffing to the AASA only and a legal review are required for a mandated revision (see para 3–6). A mandated revision will change the publication issue date. APD will complete a mandated revision within 60 calendar days after acceptance of the submission; this timeframe includes—

- (a) Fifteen calendar days for APD review and preparation for legal review.
- (b) Fifteen calendar days for legal review.
- (c) Ten calendar days for proponent adjudication of legal review.
- (d) Ten calendar days for APD preparation for authentication.
- (e) Ten calendar days for authentication.

Note. A mandated revision can be converted into an expedited revision based on the scope of requested changes. APD will determine the type of revision following initial review.

c. Expedited revision. HQDA principal officials and ACOM commanders may request an expedited revision to revise and update policies and procedures quickly. Expedited revisions will not exceed 10 percent of the publication’s current content, including all figures, tables, and appendixes. HQDA principal officials and ACOM commanders may complete a maximum of three expedited revisions to a DA publication. After the third expedited revision, a major revision is required. An expedited revision will change the publication issue date. Staffing and a legal review are required (see paras 3–5, 3–6, and table 3–2). APD will complete an expedited revision within 180 calendar days after acceptance of the submission; this timeframe includes:

- (1) Thirty calendar days for APD review and preparation for legal review.
- (2) Sixty calendar days for legal review.
- (3) Thirty calendar days for proponent adjudication of legal review.
- (4) Thirty calendar days for APD preparation for authentication.
- (5) Thirty calendar days for authentication.

d. Major revision. HQDA principal officials and ACOM commanders may request a major revision. A major revision will change the publication issue date. Staffing and a legal review are required (see paras 3–5, 3–6, and table 3–2). APD will complete a major revision within 240 calendar days after acceptance of the submission; this timeframe includes—

- (1) Thirty calendar days for APD review and preparation for legal review.
- (2) One hundred twenty calendar days for legal review.
- (3) Thirty calendar days for proponent adjudication of legal review.
- (4) Thirty calendar days for APD preparation for authentication.
- (5) Thirty calendar days for authentication.

e. Revisions of multi-Service ARs and CFR DA administrative publications. Revision types in paragraph 3–3 apply to all DA administrative multi-Service regulations where the Army is the lead; however, completion times will vary based on the partnering Services’ and other agencies’ publishing requirements. Completion times will also vary for DA administrative publications requiring public comment and CFR requirements (see AR 25–58). (See para 3–32 for more information on multi-Service DA administrative publications.)

3–4. Certify current a Department of the Army administrative publication

a. HQDA principal officials and ACOM commanders may request a DA administrative publication be certified as current if all of the following conditions are met:

- (1) The DA administrative publication was last issued within 5 years of the request.

- (2) The last revision was not a mandated or expedited revision or a certification under this paragraph.
- (3) The respective HQDA principal official or ACOM commander confirms, in writing, that all policies, procedures, references, and prescribed and referenced forms are accurate.
 - b. Minor, nonsubstantive editorial changes (that is, corrections to typographical errors and updates to office symbols, organizational names and addresses, references, and web addresses) will be allowed.
 - c. Certifying a DA administrative publication as current will change the publication issue date.
 - d. Staffing and a legal review are not required.
 - e. APD will complete certification publishing actions within 30 calendar days after acceptance of the submission.
 - f. Certify current procedures for DA administrative publications prescribed in DA Pam 25–40 are mandatory.

3–5. Staffing requirements for Department of the Army administrative publications

- a. HQDA principal officials and ACOM commanders will—
 - (1) Staff all new or revised DA administrative publications with the following:
 - (a) ASA (FM&C).
 - (b) AASA.
 - (c) Army Safety Office.
 - (d) HQDA principal officials that have assigned responsibilities and/or have oversight of responsibilities within the publication.

Note. If publication contains SECARMY; Chief of Staff, Army; Under Secretary of the Army; Vice Chief of Staff, Army; or Sergeant Major of the Army responsibilities, staffing will be completed during the authentication process by the Office of the Administrative Assistant to the Secretary of the Army (OAA). (See table 3–1 for staffing requirements.)

(2) Adjudicate all staffing comments and resolve all nonconcurrences from organizations the publication was staffed with before submitting the draft publication to APD. (See DA Pam 25–40 for mandatory procedures on resolving nonconcurrences received during staffing.)

b. HQDA principal officials and commanders of ACOMs, ASCCs, and DRUs will respond to staffing requests at the O–6 or GS–15 level with a concur or nonconcur statement and supporting comments within 30 calendar days of the request. In the absence of a response by the suspense date, the proponent may document “no response” for staffing and move the publication forward to the next step in the publishing process. (See DA Pam 25–40 for details)

- (1) All comments will be specific, with suggested changes or corrections for the proponent’s consideration.
- (2) All comments will be submitted on a comment matrix or DA Form 2028 and will be identified in one of the following categories: critical, significant, or administrative (see DA Pam 25–40).
- (3) Any critical comments from staffing will be considered an automatic nonconcur and must be addressed and resolved as specified in paragraph 3–5a(2).
- (4) Staffing for a mandated revision is limited to the AASA. The OAA will respond at the O–6 or GS–15 level with a concurrence or nonconcurrence statement and supporting comments within 15 calendar days of the request (see para 3–6 for legal review requirements).
- (5) Only the HQDA principal official or ACOM commander staffing the publication may grant an extension for staffing.
- (6) APD will accept staffing results for DA administrative publications that are 24 months old or less.
- (7) Mandatory procedures for staffing of DA administrative publications are in DA Pam 25–40.

**Table 3–1
Required staffing for Department of the Army administrative publications-**

Type of DA administrative publication	Staffing requirements
AD AR AGO HQDA policy notice DA pamphlet DA poster	1. ASA (FM&C) will review publications for both internal control evaluations in accordance with AR 11–2 (ARs only) and resources and financial implications of organizations assigned responsibilities in the regulation. 2. AASA will review publications as follows: The AASA O–6 or GS–15-level PC will ensure review by— a. RMDA for the following areas: (1) Federal Register (AR 25–58). (2) Records Management (AR 25–400–2). (3) Privacy Act and Freedom of Information Act (AR 25–55).

**Table 3–1
Required staffing for Department of the Army administrative publications—Continued**

Type of DA administrative publication	Staffing requirements
	<p>(4) Official Mail (DA forms actions only) (AR 25–51).</p> <p>b. DA Committee Management Office (AR 15–1).</p> <p>c. Civil Liberties.</p> <p>d. CMH.</p> <p>e. APD for the following areas:</p> <p>(1) Graphics.</p> <p>(2) Forms.</p> <p>(3) Publication check/review.</p> <p>3. HQDA principal officials that have assigned responsibilities and/or have oversight of responsibilities within the publication will review to ensure accuracy and agreement.</p> <p>4. Army Safety Office will review to ensure that proposed policy and procedures in DA administrative publications are aligned with requirements of the Army Safety Program (AR 385–10).</p>

c. In addition to staffing requirements in table 3–1, all DA posters must be staffed with ASA (M&RA) and CPA. (See mandatory procedures for staffing and publishing DA posters in DA Pam 25–40.)

3–6. Legal review requirements for Department of the Army administrative publications

a. The following DA administrative publications and publishing actions require a TJAG and OGC legal review:

- (1) ADs.
- (2) ARs (mandated revision; major revision; and expedited revision; rescind request).
- (3) AGOs (except for award AGOs).
- (4) HQDA policy notices.

b. TJAG reviews DA administrative publications for compliance with controlling laws, directives, regulations, and other DA publications, as well as for broader policy implications. OGC also reviews all DA policy publications for legal sufficiency, but places even greater emphasis in its reviews on the broader policy perspective, paying particular attention to any delegation of the SECARMY’s statutory responsibilities in the publication, as well as the legal implications of the publication. TJAG returns the consolidated legal review to APD and the proponent.

c. APD submits all DA administrative publications listed in paragraph 3–6a—except for ADs (see para 3–6d) and AGOs (see para 3–6e)—as well as all requests for rescission of administrative publications to TJAG for legal review.

d. The OAA Headquarters POC will coordinate with publications/forms action officers and submit ADs to TJAG for legal review.

e. The publications/forms action officer submits AGOs to TJAG for legal review.

f. TJAG, in coordination with OGC, will—

- (1) Review mandated revisions of ARs and HQDA policy notices within 15 calendar days of the request.
- (2) Review ADs and AGOs within 30 calendar days of the request.
- (3) Review expedited revisions of ARs and HQDA policy notices within 60 calendar days of the request.
- (4) Review major revisions of ARs and HQDA policy notices, as well as all new DA policy publications within 120 calendar days of the request.

g. Proponents must ensure the legal sufficiency of their draft policy publication(s) by—

- (1) Addressing all TJAG comments related to the legal review(s).
- (2) Providing APD written justification for any comments that are not incorporated into the draft publication(s).

3–7. Publishing action criteria for Department of the Army administrative publications

HQDA principal officials and ACOM commanders will use the criteria in table 3–2 to determine the appropriate type of publishing action to request for DA administrative publications.

Table 3–2
Department of the Army administrative publishing action criteria—Continued

Type of publishing action	Applies to:	Requires staff- ing? (Yes or No)	Requires legal re- view? (Yes or No)	Requires change of is- sue date? (Yes or No)
Administrative revision	AD AR HQDA policy notice DA pamphlet DA poster	No	No	No
Mandated revision	AR HQDA policy notice DA pamphlet DA poster	Yes (limited to the AASA)	Yes (only for ARs and HQDA policy notices)	Yes
Expedited revision	AR HQDA policy notice DA pamphlet DA poster	Yes (see table 3–1)	Yes (only for ARs and HQDA policy notices)	Yes
Major revision	AR HQDA policy notice DA pamphlet DA poster	Yes (see table 3–1)	Yes (only for ARs and HQDA policy notices)	Yes
Certify current	AR HQDA policy notice DA pamphlet DA poster	No	No	Yes

Note:

¹ AGOs are not revised; however, new AGOs may be published to amend existing ones.

3–8. Committee management coordination

When a DA administrative publication directs or authorizes the establishment or continuance of an Army committee, board, or panel, the proponent must justify establishing or continuing the committee in accordance with AR 15–1. The proponent will coordinate the draft publication with the AASA (DA Committee Management Office).

3–9. Internal control process

All Army programs and functions are subject to AR 11–2 and the requirement to establish and maintain effective internal controls. AR 11–2 requires HQDA publication/form action officers to identify in ARs the key internal controls that require formal evaluation. Identified internal controls will be included as the last appendix in ARs, except for multi-Service regulations.

3–10. Required Federal Register review and clearance

HQDA principal officials will coordinate new or revised Army policy affecting the public and/or currently codified in the CFR with the Army’s POC for Federal Register (FR) review and clearance process, including acquiring the necessary written FR clearance from Records Management and Declassification Agency (RMDA) (see AR 25–58 for FR policy).

a. Proponent coordination with RMDA, as well as proponent acquisition of written FR clearance will take place during the staffing process (see para 3–5) and before a proponent officially submits a DA policy publication to APD.

b. APD will not accept any publishing action for a DA policy publication that does not include the required written FR clearance from RMDA.

c. Mandatory coordination procedures for the FR review of and acquisition of written FR clearance for DA policy publications are in DA Pam 25–40.

3–11. Supplementation

a. ARs provide the guidance needed for uniform application of policies and use of standard procedures Armywide. Therefore, supplementation of ARs and establishment of command or local forms to support requirements of DA administrative publications are prohibited, unless prior approval is obtained through command channels from the proponent of the AR. Supplements will not conflict with the policy in the basic publication.

b. Similarly, supplementation of agency, command, or installation regulations and establishment of local forms are prohibited, unless prior approval is obtained from the agency, command, or installation that issued the regulation.

c. Each regulation will include the following statement on its title page: “Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from (proponent name (office symbol) and address).”

d. If approved, supplements will contain only the information that is unique to the command or particular level preparing the supplement. Supplements will not repeat information in the basic publication, unless the information must be repeated for clarity.

e. Command, agency, installation, or activity regulations or supplements do not take precedence over DA administrative publications.

f. Supplements will include the following statement on the title page: “(Proponent name), (office symbol), (address) approved this supplement to (publication title) on (date).”

Section II

Training, Doctrinal, Training Support, and Organizational Publications

3–12. General

The CG, TRADOC is the Army’s proponent for Armywide doctrine and training development. The Armywide Doctrinal and Training Literature Program is the program that TRADOC uses to manage the prioritization, preparation, coordination, approval for publication (printed and/or digital copies of the products) and distribution of doctrinal and training products published in the following formats: ADPs, ADRPs, ATPs, FMs, nonequipment TMs, Soldier training publications, TCs, DA and DD forms prescribed by Army doctrinal and training literature publications, and selected DA pamphlets and DA posters.

3–13. Purpose of training, doctrinal, training support, and organizational Department of the Army publications

Armywide doctrinal and training publications standardize doctrine and training practices for the Army. They are DA numbered, authenticated, indexed, and published in the appropriate printed, electronic, or digital media. Armywide doctrinal and training publications must conform to the policy in this regulation and the procedures prescribed in DA Pam 25–40.

3–14. Proponents and preparing agencies of training, doctrinal, training support, and organizational publications

Unless otherwise designated by AR 5–22 or HQDA, the CG, TRADOC is the lead Army proponent and approval authority for DA doctrinal and training publications. The CG, TRADOC may designate or assign a TRADOC organization as the proponent for areas not specified in AR 5–22 or where proponenty is unclear or shared. TRADOC, AMC, TSG, TJAG, Military Surface Deployment and Distribution Command, and the CMH are the proponents of training, doctrinal, and organizational publications under the provisions of AR 5–22. Each command manages its DA authenticated publications under the staff supervision of the DCS, G–3/5/7 and DCS, G–4, and according to publishing policy and guidance in this regulation and DA Pam 25–40. The following are the proponents and preparing agencies:

a. TRADOC, including U.S. Army Training Support Center staff elements, and TRADOC centers of excellence and schools.

b. Army Medical Department Center and School.

c. U.S. Army Judge Advocate General School (under direction of The Judge Advocate General).

d. Army Public Affairs Center.

e. Air Land Sea Application Center (preparing agency) (in collaboration with the other Services).

f. AMC and selected AMC subordinate commands.

g. Surface Deployment and Distribution Command Transportation Engineering Agency (SDDCTEA) for transportability engineering guidance and publications in accordance with DODI 4540.07 and AR 70–47.

h. United States Military Academy.

3–15. Proponent responsibilities for Department of the Army doctrinal and training publications

Proponents will develop a consolidated doctrinal and training publication schedule for each fiscal year (FY). The schedule will include all anticipated new publications, planned revisions to existing publications, and a printing forecast. Proponents will provide a copy of the schedule to APD. Unless directed by HQDA, the proponent determines priorities for the development and production of doctrinal and training publications.

3–16. Funding the printing of Department of the Army doctrinal and training publications and forms

Proponents are responsible for funding the cost of printing DA doctrinal and training publications and forms. 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 APD and/or Adjutants General and commands as required, based on availability from the supply source and receipt of reimbursement documentation. APD will coordinate and control funds 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. APD 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.

3–17. Graphic training aids

GTAs are printed products for training support that enable trainers to conduct or sustain essential military training in lieu of using extensive printed material or an expensive piece of equipment. Most GTAs are available online for download and printing at the user level. Obtain the aids by accessing <http://www.train.army.mil>, sign in to the Central Army Registry, and type in “GTA” in the search window. (See DA Pam 25–40 for procedures on publishing GTAs.)

3–18. Department of the Army professional bulletins

PBs are DA-authenticated publications that give instructions, guidance, and other materials for professional development within a specific functional area and act as a forum to explain, digest, or debate Army doctrine, policy, or other definitive information. Commanders may use PBs to assist with specific training and professional development missions. The content of a PB must directly support a specified mission area as established in AR 5–22 or other authoritative source. Proponents will not use PBs as substitutes for DA doctrinal and training publications. DA Pam 25–40 provides procedures for publishing PBs.

Section III

Technical and Equipment Publications

3–19. General

Technical and equipment publications must conform to the policy in this regulation and the procedures in DA Pam 25–40. They are DA-numbered, authenticated, indexed, and published in the appropriate media. ETMs and IETMs will not include unauthenticated content, such as unauthenticated portable document format (PDF) files.

3–20. 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, except as detailed in paragraph 3–20*i*. Proponents and users will submit requests for other exceptions (with written justification and legal review) through command channels to the DCS, G–4. Requests for exceptions must include coordination with the publication’s proponent. A proponent organization requesting an exception will include both user and proponent comments. If the proponent is an HQDA agency, the requester may ask that the DCS, G–4 coordinate with the proponent. (See DA Pam 25–40 for waiver submission requirements and procedures.)

a. While IETMs provide functionality beyond the capability of either paper manuals or ETMs, they are still TMs and require an officially assigned DA publication number. IETMs convey all the information necessary for the operation, maintenance, repair parts, and special tools required to support weapons systems and equipment. The usability of the IETM by the target audience personnel is equally important as technical accuracy. The IETM must be easy for the Soldier to load and access. IETMs must be compatible with and able to be run on Government-owned computer and workstation assets.

b. Proponents will use approved standards in the preparation and delivery of ETMs and IETMs.

c. Proponents will use Government-owned or free runtime display software for IETMs that appear on either the Army Gold Master (<https://chess.army.mil/>) or Army Products list. (See AR 25–2 for information assurance requirements.) Only

display software that allows compliance with MIL-STD-40051-1 or MIL-STD-3031 and that meets usability requirements will be used for display of IETMs. A waiver must be obtained from APD, through AMC LOGSA, to use proprietary or licensed runtime display software or any software required to support a free or Government-owned, runtime display software for developmental, emerging, and fielded ETMs and IETMs. Once an ETM or IETM has been fielded, any proposed enhancement to it that uses proprietary or licensed runtime software requires an approved waiver before development may begin. Any software for diagnostic troubleshooting and any equipment instructions displayed in or on the equipment or system must meet the same military standard as the TM, ETM or IETM and is subject to verification by target audience Soldiers.

d. An acquisition package will not require a specific class manual (for example, “the contractor will deliver a class 4 IETM”). Instead, the acquisition package will tailor specific requirements and functionalities needed to support the weapons system or equipment using the content selection and functionality matrices found in MIL-STD-40051-1 or MIL-STD-3031.

e. MATDEVs will submit contract solicitation documents that include IETM requirements for preliminary review, before contract signing, to their EPCO, who will submit the contract solicitation documents to the Commander, AMC LOGSA, for review.

f. AMC LOGSA (AMXLS-AP) will review the preliminary technical manual (PTM) of each IETM and will provide comments through the proponent EPCO. LOGSA (AMXLS-AP) will review and approve all IETM final reproducible copy (FRC) manuals and publications packages before their submission to APD for authentication.

g. When the system’s IETM program reaches the engineering and manufacturing development initial operational test and evaluation point, all IETM developers will submit one copy of each draft IETM and one copy of the verification plan associated with each IETM to the respective EPCO and the relevant force modernization or branch proponent school. In turn, the EPCO will coordinate the draft IETM and verification plan with the Commander, AMC LOGSA (AMXLS-AP) 30 calendar days before verification.

h. ETMs and IETMs will comply with the DOD Information Technology Standards Registry (<https://gtg.csd.disa.mil/>).

i. Use of paper 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 EMO and not provide paper operator TMs and checklists, it must verify (i) the operational environment the operator uses it in is suitable, and (ii) 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 AMC LOGSA (insert name of approver, contact information, and date).” Include approval emails and documentation when submitting the DA Form 260-1.

j. TBs must be used only to provide supplementary information to the TMs. Except for installation procedures for kits, TBs will not contain any operator or maintenance information that is required to be in an operator or maintenance manual as prescribed by MIL-STD-40051-1, MIL-STD-40051-2, or MIL-STD-3031. (See DA Pam 25-40 for more detailed requirements.)

k. Proponents will follow cybersecurity, information security, records management, and publishing and printing policies as specified in AR 25-1, AR 25-2, AR 25-400-2, AR 380-5, and this regulation.

3-21. Funding for technical and equipment publications (Active 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 Active Army requirements.

b. Funding for printing and distribution of technical and equipment publications. Using DA Form 260-1, DD Form 1144, and DD Form 282, 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 through APD and/or Adjutants General/commands as required, based on availability of the publications from their supply source and receipt of reimbursement documentation. AMC is responsible for funding reprints for replacement of lost and damaged technical and equipment publications.

3–22. Active Army funding of equipment publications

Funding for equipment publications is based on the type of printing or replication required. (See table 3–3 for common print actions and the responsible funding office.) This table does not document every print action type. Questions about funding a print action should be directed to AMC LOGSA (AMXLS–AP).

Print Action Funded	Short Description	Responsible Office
Initial distribution	First-time issuance of equipment document, change, or revision.	End item MATDEV
Total package fielding	One-time issuance of two copies of each operator and maintenance manuals required when equipment is fielded to a gaining unit under total package fielding procedures.	End item MATDEV
Overpack	Operator manual required to be delivered with end item.	End item MATDEV
RESET with materiel change (modification)	One-time issuance of two copies of operator and maintenance manuals required when equipment is RESET and modified concurrently.	End item MATDEV
RESET without materiel change	One-time issuance of two copies of operator and maintenance manuals required when equipment is RESET and not modified concurrently.	AMC
Reprints/other	Reprinting and/or replicating of stock for APD (AAHS–PAD) for replacement of damaged or lost publications for field Soldiers.	AMC

3–23. Priorities for preparation of Department of the Army technical and equipment publications

a. Proponents will prepare and revise equipment publications in the following priority:

(1) New equipment publications that cover new weapons and equipment and existing publications that are revised or changed.

(2) Publications for equipment that must be reported to DA for unit or materiel readiness purposes.

(3) Publications covering equipment with a high density in the hands of Soldiers (that is, rifles, protective masks, sidearms, and so forth).

(4) All other equipment publications.

b. Apply the following subpriorities within the priorities listed in paragraph 3–23*a*:

(1) Operator instructions and operator maintenance.

(2) Maintainer maintenance and repair parts and special tools list (RPSTL) information.

(3) Battlefield damage assessment and repair instructions.

(4) Sustainment maintenance procedures, such as DMWRs, NMWRs, and depot maintenance for depot test, measurement, and diagnostic equipment.

3–24. Military specifications

a. Military specifications and standards will govern the structuring and presentation of data, instructions, and information that are needed for equipment installation, operation and maintenance, overhaul, and rebuild, and that will be used in technical and equipment publications.

b. In coordination with APD, the CG, AMC will prepare military specifications, standards, and handbooks for the preparation of equipment publications.

c. Proponents will ensure that publications adhere to MIL-STD-40051-1, MIL-STD 40051-2, or other applicable military specifications for publication types not covered in those military standards. Proponents will conduct business case analyses to use ASD-S1000D and MIL-STD-3031 for standard TMs as an alternative to the MIL-STD-40051-1 or MIL-STD-40051-2. General requirements specifications and standards for the preparation of equipment publications will be coordinated with TRADOC and APD.

3-25. Development of technical and equipment publications

a. Proponents will prepare the required equipment publications for a new item or system or one that does not have a manufacturer's manual that meets the requirements of MIL-PRF-32216A, except those manufacturer's manuals associated with Acquisition Category (ACAT) III Programs (see para 3-29). End items that require simple instructions for wear, use, or adjustment and modest or insignificant repair parts may not require equipment publications. Combat gear that is worn (such as helmets, packs, and boots) and equipment that requires no electrical, mechanical, or chemical power may not require equipment publications. Proponents will prepare equipment publications primarily to provide instructions for the equipment operator and maintainer. A secondary purpose of the equipment publication is to support unit and instructional training.

b. Proponents will adhere to the requirements in paragraphs 3-25b(1) and 3-25b(2) when developing new, revised, or changed publications—

(1) *PTM*. Proponents will produce a PTM of operator and maintenance TMs, ETMs, or IETMs and RPSTL TMs. For new publications, the PTM will be developed during the equipment's development phases. PTMs will conform to the governing content and format military specifications and standards. The Government will conduct at least one in-process review of the PTM before verification.

(2) *PTM evaluation*. PTMs will first be contractor-validated and then Government-verified.

(a) *Validation*. The Government will require the contractor to submit a validation plan and periodic PTM progress or status reports. In addition, it is recommended that the responsible Government program or project management office witness the contractor's validation. Contractor-validated PTMs will be adequate for use in the development of new equipment training and manufacturing development. For Government (in-house)-developed technical publications, the Government developer will perform the validation. Validation will be conducted before verification.

(b) *Verification*. The Government will verify the usability and accuracy of the PTM. The lead technical writer will lead the verification team. For new TMs, verification will be completed to allow for adequate time to provide authenticated TMs during materiel fielding (see AR 700-142). The verification will be performed using production configuration equipment. A technical publications concurrence memorandum will be used during verification (see <https://www.logsa.army.mil/mil40051/tmsspecs.cfm>). A verification plan will be developed for every publication. The verification plan and method will be coordinated with and concurrence obtained from the TRADOC user representative. For IETMs, the verification plan will also be coordinated with the respective EPCO, who, in turn, will coordinate the plan with and obtain the concurrence of the Commander, AMC LOGSA (AMXLS-AP; usarmy.redstone.logsa.mbx.tmss@mail.mil). Approvals of the verification plan and method must be obtained at least 30 calendar days before the start of verification. Verification will be accomplished by one or a combination of the following methods:

1. *Hands-on verification by user representative(s)*. Hands-on verification will be used for new, revised, or changed operator instructions; maintenance procedures; and troubleshooting procedures. Users will verify the preventive maintenance checks and services table hands-on (100 percent), except when a procedure would be hazardous to personnel or equipment (for example, emergency procedures for aircraft or artillery).

2. *Verification by desktop review*. Desktop review will only be used for front and rear matter, descriptive information, parts information, and supporting information, such as references, maintenance allocation chart, components of the end item, and so on. Desktop verification may be used for procedural information that was previously verified hands-on and that will not be changed during revision or reuse.

3. *Combined contractor TM validation and Government TM verification*. Combined validation/verification (VAL/VER) will only be used with DCS, G-4 approval and only on an exception basis. Combined VAL/VER will be limited to small, less complex systems. Vehicle and aircraft systems should not combine VAL/VER. Combination of VAL/VER does not release the contractor from fully developing operation, maintenance, and modification tasks before the VAL/VER. Developers will submit one copy of each draft IETM, along with the verification plan, through the respective EPCO, who in turn, will coordinate with the Commander, AMC LOGSA (AMXLS-AP), Building 3307, Redstone Arsenal, AL 35898, 30 calendar days before verification. Program managers (PMs) will arrange for later verification of any task that is not successfully verified during the TM verification. An IETM that cannot be loaded, run, and used, as determined by the user representative, will not be considered successfully verified, even if the content is accurate. The

PTM will be corrected as a result of verification. Any questions that cannot be resolved previously will be resolved before final submission of the publication.

4. *FRC*. Developers will prepare FRC after verification. FRC will be the final manuscript, reproducible copy, or electronic media delivery, with all necessary changes and corrections incorporated and including final resolution of all comments and recommendations made as a result of VAL/VER, testing, and user review. If errors are found in the FRC or if the IETM FRC fails to load, run, or uninstall without errors or other harmful effects to any system it is installed on, the FRC will be considered a PTM until the errors and problems are corrected. The FRC is submitted for authentication, printing, and/or distribution online or for replication and distribution.

5. *Authentication*. Once the FRC is completed, the proponent EPCO office will request authentication from APD. When authentication is received, the authentication information will be inserted into the FRC before final submission. Publications must be authenticated before issuing them to the field for official use. In addition, MATDEVs should plan publication timelines to ensure that publications are authenticated at least 6 months before they are issued to the field for use. This allows enough time for APD to get them printed and shipped.

6. *Final submission*. The proponent will prepare the final submission package for the publication as follows:

a) *Paper manuals and PDF manuals*. The final submission package for paper and PDF manuals will consist of the FRC, DA Form 260–1, technical publications concurrence memorandum, proof of compliance with AMC LOGSA’s paper/PDF submission criteria, distribution requirements, and a running sheet. For information on the technical publications concurrence memorandum and specific paper/PDF submission criteria, see the AMC LOGSA website at <https://www.logsa.army.mil/mil40051/tmsspecs.cfm>. The proponent EPCO will submit the submission package through the Commander, AMC LOGSA to APD for printing, replication, and/or distribution. The final submission package will be processed through AMC LOGSA. APD will then review, print, replicate, and/or distribute the publication and AMC LOGSA will post the document to its website.

b) *ETMs and IETMs*. The final submission package for ETMs and IETMs will consist of two copies of the ETM/IETM FRC, DA Form 260–1, technical publications concurrence memorandum, CD–ROM/DVD label and mailer artwork, distribution requirements, proof of compliance with AMC LOGSA’s ETM/IETM submission criteria, and a list of publications included on the ETM/IETM. For more information on the technical publications concurrence memorandum and specific ETM/IETM submission criteria, see the AMC LOGSA website at <https://www.logsa.army.mil/mil40051/tmsspecs.cfm>. The final submission package for IETMs will be sent to the Commander, AMC LOGSA. AMC LOGSA will do a final review of the complete package and decide whether to approve or reject it. If approved, AMC LOGSA will send the final submission package to APD for review, replication, and/or distribution and will keep one copy of the FRC. APD will review and process the final submission package and distribute it according to the distribution instructions.

3–26. Publications on nondevelopmental items

a. An off-the-shelf, commercially available item or system (nondevelopmental item (NDI)) the Army purchased may have commercial off-the-shelf (COTS) publications that will serve Army requirements. In addition, an off-the-shelf item altered to be a military adaptation of a commercial item (MACI) may have manufacturers’ manuals that the Army can supplement and use. Proponents should maximize the use of COTS manuals when the manuals meet the requirements of MIL–PRF–32216A, except those manufacturer’s manuals associated with ACAT III Programs (see para 3-29). See AR 70–1 for additional information on NDIs and MACIs. Proponents will not use MIL–PRF–32216A to contract for the preparation of equipment publications. The use of MIL–PRF–32216A is restricted to—

- (1) Determining the acceptability of an off-the-shelf item.
- (2) Determining the cost effectiveness of modifying a publication through the acquisition of supplemental data.

b. Proponents will use the following criteria in acquiring manufacturers’ publications on NDIs and MACIs:

(1) Determine whether COTS manuals are available to support the NDI or MACI. If not, develop or acquire publications prepared to military specifications and standards.

(2) Determine whether available COTS manuals meet the requirements of MIL–PRF–32216A. With the user representative, determine whether the the intended audience could use the manuals, including whether the manual is acceptable as is or the proponent must develop or acquire change and/or supplemental data in accordance with MIL–PRF–32216A.

(3) Prepare or acquire publications to military specifications and standards when any of the following conditions apply:

(a) The major item is an assemblage of commercially available assemblies (such as final drive, transmission, diesel engine, generator, voltage regulator, laser range finder, infrared camera, data bus, or gyrocompass) that have never before been used together in the configuration the Army requires. This item may be termed “nondevelopmental” but requires hardware and software development, integration, and testing.

(b) The COTS manual cannot be changed or supplemented.

(c) A change to the COTS manual plus supplemental data would not be practical or economically feasible. If the change plus supplemental data exceeds 50 percent of the original manual, it is better to prepare a manual to applicable military specifications and standards.

(d) The intended audience could not use the COTS manual.

(4) Determine whether to authenticate COTS manuals using the criteria in paragraphs 3–27 and 3–28.

(5) Ensure that the user representative always does a 100-percent hands-on verification of the preventive maintenance checks and services of the COTS manual or supplementary material.

3–27. Unauthenticated commercial off-the-shelf manuals

a. Proponents will acquire and provide to equipment users unauthenticated COTS manuals only when all the following conditions are met:

(1) The publication meets the requirements of MIL–PRF–32216A, and no supplementary material (warning summary, lubrication instructions, RPSTL, maintenance allocation chart, and so forth) is needed to support the equipment.

(2) The publication is required for initial issue only, and stockage in the Army publications system is not planned.

(3) The publication supports equipment that will not be issued to TOE and MTOE units and will not be supported by repair parts in the Army supply system.

b. Unauthenticated COTS manuals will not be assigned DA publications numbers. They will not be directly changed or modified by an official DA publication. The proponent is responsible for providing replacement copies of unauthenticated COTS manuals. The resupply source will be shown on the front cover of the publication.

3–28. Authenticated manufacturers' manuals

The proponent will—

a. Acquire and provide COTS manuals to APD for authentication when—

(1) The publication meets, or can be changed or supplemented to meet, the requirements of MIL–PRF–32216A.

(2) Stockage in the Army publication system is required; that is, a requirement exists for more than initial issue.

(3) The publication must accompany equipment issued to TOE and MTOE units.

(4) Equipment is to be supported by repair parts in the Army supply system.

b. Acquire or develop changes or supplementary material as specified in MIL–PRF–32216A and integrate this material into the COTS manual before it is submitted for authentication.

c. Obtain a copyright release if the publication contains copyrighted material.

d. Obtain either—

(1) Two copies of the COTS manuals, with supplemental data incorporated, and a copyright permission allowing unlimited reproduction and use rights from the manufacturer. The proponent will integrate the authentication page into the COTS manual.

(2) Electronic final copy or camera-ready copy of the COTS publication complete with copyright permission allowing unlimited reproduction and use rights from the manufacturer. The proponent will integrate supplemental data, including the authentication page. Electronic final copy is preferred.

e. Use a DA Form 260–1 to transmit COTS manuals to APD for authentication, replication, distribution, and stockage. This form will state whether—

(1) The publication is for multi-Service equipment or systems that the Army is designated life cycle manager.

(2) The publication is to be adopted by the Departments of the Navy or Air Force or other Federal agencies.

f. Acquire publications for NDI equipment using a phased (option) process. Requests for proposals and invitations for bids will contain options for acquisition of COTS manuals, supplementing or changing COTS manuals, and preparing DA manuals according to military specifications and standards. COTS manuals will be evaluated in accordance with MIL–PRF–32216A to determine which option in the requests for proposals and invitations for bids will be exercised.

g. Assign DA publication numbers for COTS manuals that will be authenticated.

3–29. Commercial off-the-shelf technical and equipment publications for Acquisition Category III Programs

a. COTS TMs or manufacturer's manuals that are used in their original copy written form free from modifications, alterations, or additions for low density and low budget ACAT III Programs will not be authenticated nor need to meet the requirements this regulation and MIL–PRF–32216A.

b. Program managers of ACAT III COTS equipment programs will use COTS TMs as a cost-effective approach when providing the end user with technical publications required to operate and maintain COTS equipment. Program managers of ACAT III equipment programs will—

(1) Conduct a system safety review to identify hazards, risks, and risk levels associated with operating and maintaining COTS equipment with the manufacturer's COTS TM.

(2) Conduct a review of the COTS TM to identify instructional gaps that may prevent the end user from operating or maintaining the COTS equipment at an acceptable level.

(3) Conduct a cost analysis to determine the projected savings from using the manufacturer's COTS TM. The analysis will account for the cost to reproduce, update, ship, warehouse, and distribute the COTS TMs outside the policy in this regulation and procedures in DA Pam 25–40. All costs related to managing the COTS TM will be funded by the acquisition program through the lifecycle of the equipment.

c. The Milestone Decision Authority (MDA) in collaboration with TRADOC and AMC will evaluate the risk, instructional gaps, and projected cost savings to determine if the COTS TM is acceptable and best value. Risk acceptance will be conducted in accordance with DA Pam 385–16. The MDA will make a decision prior to milestone C.

(1) If the MDA approves the use of a COTS TM for an ACAT III Program, the program manager will implement.

(2) If the MDA doesn't approve the use of a COTS TM for an ACAT III Program, the requirements in this regulation apply.

d. Program managers of ACAT III COTS equipment programs that request to develop a new TM or modify the manufacturer's COTS TM must request a waiver from the MDA. The waiver justification will include a cost analysis outlining how deviating from the policy outlined above is the most cost effective means to satisfy TM requirements. If the MDA approves the waiver, the cost analysis and waiver documentation will become a permanent record within the Life Cycle Sustainment Plan, Section 10.

3–30. Immediate action interim change to Department of the Army technical and equipment publications

Proponents may issue an immediate action interim change to a technical and equipment publication when all users of the publication need to know information related to an emergency or other urgent situation.

a. *Uses.* Publish an immediate action interim change only to meet a mandatory effective date or to rescind or change a harmful or potentially harmful procedure that could cause loss of life, personal injury, or destruction of property or result in a judicial ruling against the Army.

b. *Restrictions.* Do not issue an immediate action interim change to extend the expiration date of a previous immediate action interim change or substitute for a permanent change.

c. *Control.* Immediate action interim changes will be effective for only 1 year from the date of issue. All outstanding immediate action interim changes will be incorporated in the next permanent change or revision or within 1 year, whichever comes first. The proponent and the PCO will set up a suspense system to ensure that a permanent change or revision is prepared to replace existing immediate action interim changes. For the contents of an immediate action interim change to remain in effect, the permanent change or revision must be prepared, replicated, and distributed before the immediate action interim change expires.

d. *Distribution.* Distribute immediate action interim changes to the same distribution list used to originally distribute the technical and equipment publication affected by the change.

Section IV

Multi-Service Department of the Army Publications

3–31. Description of multi-Service Department of the Army publications

Multi-Service publications are official Federal publications that apply to more than one Service, DOD agency, or other Government agency. They may contain policies, doctrine, procedures, and information that each of the Services or agencies have mutually agreed to and are necessary to perform a mission or function common to two or more of the Services, DOD agencies, or other Government agencies. Multi-Service publications also implement policies and procedures that higher headquarters or other Government agencies issue, and that apply to the Military Services and DOD agencies. DOD may designate the SECARMY as an executive agent to develop, coordinate, and publish a multi-Service publication.

3–32. Army as lead for multi-Service Department of the Army administrative publications

a. When the Army is the lead agency for a multi-Service DA administrative publication, the DA proponent will—

(1) Ensure that a multi-Service DA administrative publication meets currency standards, certifying it current, revising it, or rescinding it as needed.

(2) Make sure the new or existing multi-Service DA administrative publication meets staffing requirements and is staffed with the other Services, DOD agencies, and Government agencies.

- (3) Ensure the legal sufficiency of the multi-Service DA administrative publication in accordance with paragraph 3–6.
- (4) Make sure the equivalent legal organizations from the other Services, DOD agencies, and/or Government agencies have no legal objection to the multi-Service DA administrative publication.
- (5) Ensure, in coordination with APD, that the publishing offices for the other Services, DOD agencies, and Government agencies provide final approval to publish and the required authentication blocks to APD.
- (6) Obtain DA authentication by the AASA through coordination with APD.
 - b.* When the Army is not the lead for a multi-Service DA administrative publication, the DA proponent will—
 - (1) Follow the lead agency’s format for administrative publications.
 - (2) Notify APD when another Service, DOD agency, or Government agency is developing a new multi-Service administrative publication or revising or rescinding an existing multi-Service administrative publication.
 - (3) Ensure the new or existing multi-Service administrative publication meets staffing requirements.
 - (4) Ensure the legal sufficiency of the multi-Service DA administrative publication in accordance with paragraph 3–6.
 - (5) Obtain DA authentication by the AASA through coordination with the Director, APD.
 - (6) Ask APD to provide final approval and signature blocks to the lead Service, DOD agency, or other Government agency.

3–33. Multi-Service Department of the Army doctrinal and training publications

- a.* The DA proponent will—
 - (1) Follow the lead agency’s format for doctrinal and training publications. Format deviations from DA Pam 25–40 are authorized to accommodate other participating Services’ publishing policies.
 - (2) Ensure the new or existing publication meets staffing requirements and is staffed with the other Services, DOD agencies, and other Government agencies.
 - (3) Submit the final manuscript to APD after receipt of participating Service, DOD agency, and/or other Government agency signature(s).
 - b.* APD will authenticate multi-Service doctrinal publications within 60 calendar days after receipt at APD.
 - c.* APD will accept multi-Service doctrinal publications the other Services authenticated and approved as final; that is, requiring no further review.
 - d.* APD will process and coordinate initial printing requests from the participating Services even if the Army has categorized the publication as EMO.

3–34. Army as lead for multi-Service Department of the Army technical and equipment publications

- a.* When the Army is the lead Service for a multi-Service DA technical and equipment publication, the DA proponent will—
 - (1) Ensure a multi-Service publication is current and will certify its currency or change, revise, or rescind it as needed.
 - (2) Ensure the new or existing publication meets staffing requirements and is coordinated with the other Services, DOD agencies, and other Government agencies.
 - (3) Ensure, in coordination with APD, that the technical and equipment publications offices for the other Services and agencies provide concurrence and the required authentication blocks to the Army proponent EPCO.
 - (4) Notify the other users when a the multi-Service technical and equipment publication will be changed, revised, or rescinded.
 - b.* When the Army is not the lead Service for a multi-Service DA technical and equipment publication, the Army proponent EPCO will—
 - (1) Follow the lead Service’s format for technical and equipment publications.
 - (2) Ensure the new or existing multi-Service publication meets Armywide users’ requirements before agreeing to use the multi-Service publication.
 - (3) Schedule the publication with AMC LOGSA to obtain the Army publication number.
 - (4) Obtain DA authentication from APD.
 - (5) Provide the Army TM number and Army authentication signature block to the lead Service in a timely manner.
 - c.* Refer to AR 25–36 for further policy, responsibilities, and requirements for technical and equipment multi-Service publications.

Section V

Other Types of Publications

3–35. U.S. Military Communications-Electronics Board publications

a. The U.S. Military Command, Control, Communications, and Computers (C4) Executive Board (USMC4EB) is the Joint Chiefs of Staff activity responsible for all communications-electronics matters that pertain to DOD, Government activities, and their contractors. USMC4EB publications take precedence over any other publications on communications-electronics matters. The CIO/G–6 is the Army proponent for USMC4EB publications. USMC4EB publications contain policy and procedures on the operation and use of the automatic digital network, Defense Switched Network, Automatic Secure Voice Communications Network, frequency and spectrum management, and all other areas of communications. USMC4EB publications may only be supplemented or revised as directed by the USMC4EB. See CJCSI 5116.05 and DOD memorandum, C5LB, 10 March 2014, subject: Department of Defense Information Technology Governance Process.

b. Types of USMC4EB publications are as follows:

(1) *Allied communications publications.* Allied communications publications (ACPs) are indexed in the Department of the Army Publishing Index (<https://epubs.army.mil/orderingportal>). Supplementation of ACPs is prohibited without prior written approval of the USMC4EB. Three types of supplements to ACPs are as follows:

(a) General supplements to ACPs.

(b) National or organizational supplements to ACPs.

(c) United States supplements to ACPs.

(2) *Joint Army-Navy-Air Force publications.* Joint Army-Navy-Air Force publications (JANAPS) are indexed in the Department of the Army Publishing Index. Supplementation of JANAPS is prohibited.

(3) *Message Address Directory.* Supplementation of the Message Address Directory or any of its parts is prohibited.

3–36. Defense Information Systems Agency publications

The Director, Defense Information Systems Agency (DISA) issues guidance and instructions for operating and maintaining the defense communications system and related defense communications activities. DISA publications are available at <http://disa.mil/>. SECARMY publications will apply to all Army communications facilities designated as elements of the defense communications system. DISA publications take precedence over DA publications. Provisions in DA publications that exceed the instructions in DISA publications will be considered as supplementary instructions.

3–37. Agency, command, and installation publications (not authenticated by the Department of the Army)

Agency, command, and installation publications are publications issued by HQDA principal officials and commanders of field commands that disseminate policies, responsibilities, and procedures to headquarters and subordinate elements within their direct chain of command. DA does not authenticate these publications. They are used only within the issuing agency or command. Multiple-addressee correspondence, memorandums of instruction, policy memorandums, electronic messages (including ALARACT messages), and SOPs will not be used as substitutes for issuing, changing, or revising Army policy and procedures at the appropriate level. Use of electronic means to generate and distribute agency, command, and installation publications is required. Agency, command, and installation publications will be published to a single-source public facing website to facilitate distribution to intended users, including the public, unless they are designated as distribution restricted or classified.

a. *Agency publications.* HQDA principal officials with command responsibility may issue agency publications to subordinate elements under their command.

b. *Command publications.* Commanders of ACOMs, ASCCs, and DRUs and field commanders may issue command publications to subordinate elements under their command.

c. *Installation publications.* Installation commanders may issue publications to subordinate elements and tenants under their command jurisdiction. This includes Joint basing relationships.

d. *Types of agency, command, and installation publications.*

(1) *Regulations.* Agency, command, and installation regulations contain policies, responsibilities, and administrative procedures relating to subjects not contained in ARs that are unique to the applicable command. They are directive; apply throughout the agency, command, region, or installation; and remain in effect until superseded or rescinded. Each regulation will be confined to a single subject. Regulations that apply to two or more agencies or commands not in the same reporting structure will be ARs.

(2) *Circulars*. Circulars contain material that is directive or informational, is temporary, or needs to be published only once. They apply throughout the agency, command, or installation. Each circular will have an expiration date that is not later than 2 years from the date of issue. A shorter expiration date will be used when the circular does not have to remain in effect for 2 years. Each circular will be limited to a single subject.

(3) *Pamphlets*. Pamphlets are informational in nature and contain guidance or reference material of a continual nature. Pamphlets will not be used to establish policy.

(4) *Memorandums*. Memorandums contain policies, responsibilities, and administrative procedures that are of a continuing nature and that apply only to the issuing element. Each memorandum will be confined to a single subject. They also announce the assignment of personnel where no change of station is involved. This type of memorandum will be called an assignment memorandum and may be used when a large number of such assignments occurs.

(5) *Orders*. Orders are directive or informational publications that contain personnel actions on military personnel. Announcements of promotions, dates of rank, basic service data determinations, and additional skill identifiers are combined into weekly extracts of orders.

(6) *Supplements to regulations*. See paragraph 3–11 of this regulation.

(7) *Bulletins*. A bulletin includes official and unofficial items of an advisory, informative, or directive nature. Normally, items published in a bulletin are temporary or will be published in a more permanent medium at a later date. A statement in agency or command regulations or orders will indicate that official notices in the bulletin are orders of the command. This statement ensures the legality of the bulletin's official sections. Agency heads and commanders are authorized to publish bulletins pertaining to a specific functional area in addition to command bulletins if other official publication media or authorized Army newspapers are not considered appropriate (AR 360–1). When considering whether the establishment of a functional or service bulletin is warranted, agency heads and commanders will also consider the type of material and the need to publish it on a recurring basis. The content of these bulletins must be official (that is, properly authenticated) and relate to functional or service areas the agency head or commander is responsible for. Each bulletin will be limited to one specific functional area.

(8) *Posters*. Posters consist of pictorial presentations, placards, or notices that emphasize or attract attention to a specific subject. They may be published when essential to support a prescribed DA program. Posters, as forms, will be prepared at the highest command level to reduce the need for similar posters at lower levels.

(9) *SOPs*. As defined by JP 1–02, SOPs may be developed at any level of organization but are appropriate only to the issuing organization and its subordinate elements and will not cross organizational lines. (SOPs will not be used to establish or change policy or issue procedures across agencies or commands.)

(10) *Depot maintenance work requirement*. DMWRs may be developed to provide depot-level maintenance and troubleshooting procedures and information.

(11) *National maintenance work requirement*. NMWRs may be prepared to provide national maintenance overhaul standards for those systems that do not already have a DMWR. NMWRs will not be prepared in lieu of a DMWR.

(12) *Command technical bulletins*. Command-level TBs may be prepared for depot-level (-50) information. Field-level information will be provided in a DA-authenticated TB.

(13) *Command modification work orders*. Command MWOs may be prepared to provide procedures for modifications performed at the depot (-50) level. Modifications performed at the field level will be provided in a DA-authenticated MWO.

3–38. Periodicals and nonrecurring publications

Proponents will review all existing and proposed periodicals and nonrecurring publications annually to determine whether continued publication is necessary.

a. Periodicals. A periodical is a publication that is a nondirective classified or unclassified Army magazine, newsletter, journal, or gazette. Periodicals disseminate information and material necessary to the mission of the issuing activity and are published to inform, motivate, increase knowledge, or improve performance.

b. Excluded publications. Excluded publications are—

(1) Memorandums and other correspondence governed by AR 25–50.

(2) Research and development reports that are a direct result of research contracts and are distributed to Federal Government employees and the contractor involved in the work.

3–39. Transportability and deployability publications

a. Transportability and deployability publications (not authenticated by DA), authorized by DODI 4540.07 and AR 70–47, are publications developed by SDDCTEA, the DOD transportability and deployability experts, on proper ways to move and secure military vehicles and equipment. (See the glossary for a description of each publication type.)

(1) Modal instructions.

- (2) Deployment handbooks.
- (3) Ship user handbooks.
- (4) Standard equipment transportability characteristics.
- (5) Electronic CD-ROM copies.

b. The MATDEV is responsible for including all data and procedures in the equipment TMs [bulletins] (AR 70-47). DA will authenticate the transport instruction TBs Soldiers use.

Chapter 4 Distribution

4-1. Distribution management

Except for classified materials, the AASA provides management and centralized control of the Armywide distribution of DA publications and blank forms in all media. DA publications and blank forms distribution centers and warehouses—CONUS and OCONUS—are not authorized. Aside from APD's distribution center in St. Louis, MO (AAHS-PAD), any other existing CONUS and OCONUS Army publications and blank forms distribution centers and warehouses will be disestablished. The AASA serves as the approval authority for commanders establishing and operating DA publications and blank forms distribution centers and warehouses, as needed. Organizations requiring publications will acquire them through APD (AAHS-PAD) at <https://epubs.army.mil/orderingportal>. Unless otherwise specified, guidance for obtaining distribution support is in DA Pam 25-40.

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; DODD 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 DODD 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.

b. DA Pam 25-40 explains distribution schemes for physical products (such as, 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 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 25-40). The program will fund for 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 (<https://epubs.army.mil/orderingportal>) contains the consolidated index of all DA publications and forms. (See the Department of the Army Publishing Index and DA Pam 25–40 for procedures on accessing and using the index.) (See DA Pam 25–40 for initial distribution procedures.)

4–7. Official websites for Department of the Army publications

The websites listed in table 4–1 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 table 4–1.

(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.

c. All activities that provide electronic links (web addresses) on their websites to DA publications and forms must establish electronic links to the appropriate websites identified in table 4–1.

Table 4–1
Official websites for Department of the Army publications and forms

Website title/address	Category
Army Publishing Directorate https://armypubs.army.mil	Administrative departmental publications and forms (for example, ARs, DA Pams, SFs, DD and DA Forms)
AMC LOGSA https://www.logsa.army.mil/etms/online.cfm	Technical and equipment publications (for example, TMs, TBs, and supply catalogs)
Central Army Registry https://atiam.train.army.mil/catalog	Training and doctrinal publications (for example, FMs, PBs, TCs, and Soldier training publications)
U.S. Army Corps of Engineers http://www.usace.army.mil	Training and doctrinal, technical and equipment publications with engineering and design criteria (for example, TMs and FMs)
TSG and U.S. Army Medical Command http://www.armymedicine.army.mil	Training and doctrinal, technical and equipment publications with medical content (for example, supply bulletins, TMs, and FMs)
DOD Forms Management Program http://www.dtic.mil/whs/directives/info-mgt/forms/formsprogram.htm	DOD forms

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 (see chap 3) 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 and Detailed Schedule of Classes-Army schools and those that support instructions of Army Service schools.
- g. Instructional materials produced in bulk at Army Service schools. One copy may be sent when requested by other Service schools, USARC, Active 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, as amended), 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.
- l. 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.

Chapter 5 Printing

Section I

Statutory Guidelines

5–1. General

- a. APD will acquire 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 25–40. APD will work with and through DLA Document Services to provide the most cost effective printing. Army organizations are prohibited from acquiring printing directly from GPO.
- b. DODI 5330.03 designates DLA Document 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) APD will acquire or direct the procurement of all Departmental printing and all local or command printing originating in the Washington, DC, metropolitan area.
 - (2) Commands and agencies outside the Washington, DC metropolitan area will obtain local printing from APD or the local DLA Document Services (see table 5–1). Local printing procurement, in which the estimated cost is under \$3,000, will not be obtained by APD for commands and agencies outside the Washington, DC metropolitan area.
 - (3) APD may use U.S. AbilityOne Commission (AbilityOne.gov), a 41 USC 8501–8506 participating nonprofit agency, and the Federal Prison Industries, Inc. (UNICOR) as alternate sources of procuring services when a clear saving to the Army is shown.
- f. Printing will not be included in contracts for the manufacture or operation of equipment and for services. These are services, such as 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; APD (AAHS–PAD) will satisfy all resupply. This restriction does not prevent acquiring services for writing and editing or for preparing manuscripts and related illustrations as part of a contract.

g. The Army sometimes requires that equipment contractors maintain and update the original technical data for the publication they wrote and illustrated during the contract. If so, technical publications will be procured in digital format and submitted to APD for authentication and publishing. Camera-ready copy or photolithographic page negatives may be obtained on an exception basis.

h. APD will serve as the POC for operational matters related to ARNG-operated local printing facilities and for the authorization of all printing, binding, and related equipment listed in DA Pam 25–40 for use at ARNG authorized facilities. These tables are not all-inclusive and list generic descriptions of equipment. All items in Federal Supply Class 3610 Printing, Duplicating, and Bookbinding Equipment should be considered to fall under the provisions of this regulation unless specifically excepted elsewhere in this regulation.

i. 40 CFR Part 247 sets forth the implementing guidelines that require procuring agencies to have an affirmative procurement program for paper and paper products to ensure that procured items have the highest percentage of recoverable (recycled) materials practicable.

j. All official, authenticated EMO publications—except for technical and equipment publications—and forms may be reproduced locally.

5–2. Army printing defined

Army printing is defined into three categories: departmental, local, and field. Table 5–1 provides an outline of printing procurement types, including a general overview of what each category covers (examples are not all-inclusive). For definitions of the three printing categories, see the glossary. Questions related to printing should be directed to your PC/PCO or APD.

Printing types	Procured by	Used by	Examples
Departmental printing	APD	Armywide	DA-authenticated publications (such as, TMs, FMs, ADPs, ATPs, ADRPs, PBs) and DA forms
Local printing	APD or DLA Document Services; ARNG may use ARNG local printing facilities	Local agencies, commands, and installations, including ARNG local printing	Local flyers, ceremonial programs, brochures, letterhead, envelopes
Field printing	MTOE units	MTOE organizations during military operations and training	Psychological operations flyers, maps

5–3. Unlawful printing

a. Printing any of the following material is unlawful, unless allowed under an exception in paragraph 5–3b.

- (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.

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

(8) Official badges, identification cards, and other insignia of the design prescribed by the head of any department or agency of the U.S. Government.

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

b. Exceptions to paragraph 5–3a are for illustrations only and are as follows:

(1) Printed illustrations of paper money, checks, bonds, other obligations, and securities of the United States and foreign governments are allowed for numismatic, educational, historical, and news purposes only. Illustrations used primarily for eye-catching purposes are not permitted. Illustrations must be in black and white and must be less than three-fourths, or more than one and one-half times, the size of the genuine instrument. (Use these illustrations only in articles, books, journals, newspapers, magazines, or albums. Do not use individual facsimiles.)

(2) Printed illustrations of U.S. postage stamps and U.S. revenue stamps are allowed for 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.

5-4. Initial publication by private publishers

When the Army uses appropriated funds to create information for publication (such as scientific materials or technical reports), it is subject to 44 USC 103, 44 USC 501, and this regulation. Such information will not be made available to a private publisher for initial publication without prior approval from APD.

Section II

Army Printing Policy

5-5. 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. Use the letterhead template provided by APD at the APD website (<https://armypubs.army.mil>).

(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 AGO 2017-01.

(b) ACOMs, ASCCs, and 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 nonrecycled 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. Sixteen-pound, 25-percent recycled bond may be used.

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

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

c. Format.

(1) Letterhead and memorandum stationery will be printed in black ink. Specifications for letterhead and memorandum stationery are in DA Pam 25–40.

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

5–6. Envelopes

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

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.

5–7. General officer and senior executive service stationery, invitations, and envelopes

a. Active duty and USAR GOs and SES 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 GO or SES member. Invitations and envelopes may be completed in writing or imprinted locally.

c. Requests for GO and SES stationery and official function invitations and envelopes will be made only on behalf of a GO or SES member and will be sent to APD (AAHS–PAD). 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 a box. Envelopes will be issued in quantities corresponding to the invitations requested.

5–8. 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. (See para 5–11 on the use of color.) 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. APD may use the U.S. AbilityOne Commission (AbilityOne.gov) 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 Document Services must submit requirements through DLA Document Services or APD.

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.

5–9. 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 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.

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 (OCPA).

5–10. 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 any of the items listed in paragraphs 5–10a(1) and 5–10a(2).

(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 Civilian Enterprise Program 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 APD. The servicing legal counsel will review and address questions concerning use of trade names.

5–11. Use of color

Do not use multiple color printing for hardcopy distribution of routine reports and presentations unless multiple colors are necessary to clarify the data and information presented. Color should only be used when it serves a functional purpose and/or shows value to the purpose of the published item. Any additional cost associated with producing a printed product in color will be a primary consideration. In recognition that the Army in the field may need to reproduce official publications, color combinations used must be legible when printed in black and white. When that cannot be accomplished, the figure line of the graphic should indicate “This graphic should be seen in color for complete clarity.”

a. In the following situations, use of multicolor printing serves a functional purpose and/or shows value and is authorized without a waiver—

(1) Maps, technical diagrams, graphs, and illustrations where color is necessary for clarity.

(2) Object identification, such as medical specimens and diseases.

(3) Safety programs, fire prevention programs, Savings Bonds programs, and competitive areas of personnel recruiting.

(4) Areas where cost savings can be clearly identified and soundly predicted if multicolor is used.

(5) Programs that are required by law and whose success depends on the degree of public response. The proper use of color must clearly contribute to getting the desired response. Examples of such programs include promotional or motivational programs (such as public health, safety, and consumer benefits) and programs to encourage use of Government facilities (such as Social Security, Medicare, and veterans’ benefits).

b. In the following situations, multicolor printing does not serve a functional purpose or show value and is prohibited:

(1) Additional color is used mainly for decorative effect.

(2) Additional color is used instead of effective layout and design.

(3) Additional colors are used excessively; that is, four colors when two or three will fill the need, three colors when two will do, and two colors when one (with or without reverse treatment) is adequate.

(4) Use of multicolor does not show careful, competent planning that recognizes the contribution of color and how it should be used to achieve a publication’s purpose.

c. For administrative local printing, exceptions may be approved by the designated agency head or commander’s approving official when determined to be in the best interest of mission accomplishment.

d. Four-color process printing in CONUS Army field printing facilities is prohibited and must be procured through APD or DLA Document Services. Use of the Government purchase card is prohibited for commercial procurement (see Federal Acquisition Regulation). The criteria in paragraph 5–11a must be met when procuring multicolor printing.

e. Use of color in technical and equipment publications is prohibited unless required for safety and/or clarity.

5–12. 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 APD or DLA Document Services normally support.

Section III

Procurement of Printing Services

5–13. Nonappropriated fund activities

a. APD 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. APD 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.

5–14. U.S. Army Recruiting Command, U.S. Army Cadet Command, and United States Military Academy

Recruiting and publicity material for Recruiting Command, Cadet Command, and the Military Academy will be reproduced only on a reimbursable basis when submitted to APD.

5–15. Standards for printed products

a. APD will set print formatting standards for printed materials and ensure that the printed product can be produced at the greatest value to the Army while still meeting its requirements. APD will determine the appropriate construction and layout of printed products, including front covers, back covers, and spines (if necessary). APD uses the guidance in this regulation, DA Pam 25–40, as well as standard industrywide practices when determining acceptable submissions.

b. For DA publications, exceptions to these print standards may be approved by Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527, 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, DA Form 260–1, and/or DD Form 1144.

5–16. Contract printing

a. *Procurement.* Procurement of printing for the field from any source other than APD on JCP Form 2 (Commercial Printing Report) or DLA Document 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. APD may use printing services, procurable through AbilityOne or UNICOR as an alternative to DLA Document Services procurement, when DLA Document Services cannot provide support in a timely manner or at a competitive cost. No waiver is required to use these facilities. Work procured will not be reported as DLA Document Services contract work. It will be reported on JCP Form 2. Enter "AbilityOne" or "UNICOR" in column (b) to indicate the source of the procurement. For APD, the GPO Regional Printing and Procurement Office should remain the primary source for procurement. Only unclassified material may be procured from UNICOR.

b. *Contract printing.*

(1) Obtain contract local printing from APD or DLA Document Services. Submit any requests for waiver to APD. Army organizations are prohibited from procuring printing directly from GPO.

(2) For ARNG activities exempt from the requirement to use DLA Document Services, requisition printing must be procured through APD from the GPO central or regional office. (Do not go directly to the GPO central office.)

c. *Establishing term contracts.* To establish a term contract for recurring printing for departmental printing, contact APD's Printing Management Division.

(1) Printing/reproduction control officers will send a letter of request and an SF 1 (Printing and Binding Requisition) to APD or DLA Document 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) APD and DLA Document Services will administer term contracts, to include maintaining quality control of products and payment.

d. Funding to support contract printing. The local commander or designated printing/reproduction control officer must ensure that funds are available for requisitioning printing services through APD or DLA Document Services for procurement from commercial sources. They will also establish close liaison with APD or DLA Document Services to determine the time required to procure printing under various circumstances. Proponents will coordinate with designated printing/reproduction control officers when projecting printing requirements and the required delivery time from commercial sources.

Section IV

Local and Field Printing Operations

5–17. General

a. Local ARNG printing facilities have been chartered to support printing requirements that cannot be adequately satisfied by a local DLA Document Services facility or procurement through APD. Local ARNG printing facilities must operate within the provisions of 44 USC and the guidelines and procedures in DA Pam 25–40.

b. DODI 5330.03 establishes DLA Document 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 TOE, 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 APD or DLA Document Services, consistent with the provisions of this regulation.

(2) Provide necessary information and assistance to APD or DLA Document Services in setting requirements, arranging for and executing inter-Service support agreements, and enabling APD and/or DLA Document 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.

5–18. 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 APD and DLA Document 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 Document Services facility supports.

b. Approval must also be obtained from APD 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.

5–19. 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 25–40 define the basic types of equipment and approval levels.

b. Commanders will ensure that approval is obtained from APD (AAHS–PAR) for printing, binding, or related equipment listed in the equipment tables in DA Pam 25–40, regardless of intended use or location. Commanders must report printing equipment located inside and outside of the printing facility to APD (AAHS–PAR) on JCP Form 5 (Annual Plant Inventory). Equipment used by facilities DLA Document Services controls and operates is excluded from this requirement.

5–20. Authorized work

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

(1) Work is not commercially procurable through APD or DLA Document Services.

(2) Work is not for private organizations.

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

(4) Accounting policies and procedures comply with the provisions of DFAS–IN Regulation 37–1 for reimbursable orders.

b. For economy and efficiency and regardless of the command's mission, each Army-operated printing facility (except as noted in paras 5–20c and 5–20d) 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 5–20b(1) through 5–20b(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.

5–21. Processing classified material

Classified material will only be processed, transmitted, printed, or reproduced using equipment that has been accredited by proper authority at the classification level of the material. Users should refer to AR 380–5 for the processing, reproducing, and handling of collateral classified material.

Chapter 6

Secretary of the Army Awards for Improving Publications and Publishing Processes Program

6–1. Awards program overview

The SECARMY selects and presents annual awards to DOD military and civilian employees—

- a. Who have significantly improved the quality of Army publications through their own writing and editing initiatives.
 - b. Who have made significant contributions toward improving the quality of Army publications systems, processes, or programs.
 - c. Who have used innovative approaches to improve existing publishing operations or have applied new technologies and solutions that increase efficiency and/or tangible or intangible savings.
 - d. Who worked as a group to achieve a significant contribution toward improving the quality of Army publications.
- When an individual award is not practical, a group award is authorized.

Note. Contract personnel are not eligible.

6–2. Awards program responsibilities and procedures

- a. The AASA oversees the awards program and assigns execution of the awards program to the Director, APD.
- b. The Director, APD executes the awards program, solicits the screening panel members from HQDA agencies, and provides administrative staff support to the screening panel, as needed. Mandatory procedures on submitting nominations, the selection process, and award ceremonies are prescribed in DA Pam 25–40 and must be followed.

6–3. Awards categories and criteria

Four awards from two categories are presented each year. The awards are—

a. *Category One: Army Editor of the Year Award.* Nominees must produce (through writing, editing, restructuring, and reorganizing) publications that are easy to read, use, and understand. The reduction of pages is encouraged provided it does not detract from the improvements of the publication. The writing or editing must involve at least one of the types of official authenticated Army publications listed in chapter 2. DA publications or agency, command, or installation publications must be numbered and published to be considered for this award. Visual information specialists, forms analysts, and web designers and developers may not be nominated in this award category.

(1) *Army Editor of the Year Award (DA publications).* Awarded to a DOD employee (military or civilian), regardless of location, who is involved with the duties of writing and editing DA publications. Command information publications (including newspapers) published under AR 360–1 and Army periodicals are not eligible for this award.

(2) *Army Editor of the Year Award (agency, command, and installation publications).* Awarded to a DOD employee (military or civilian), regardless of location, who is involved with the duties of writing and editing agency, command, and installation publications. Command information publications (including newspapers) published under AR 360–1 and Army periodicals are not eligible for this award.

b. *Category Two: SECARMY Awards for Publications Improvements.* Nominees must improve a publications system, process, or program for HQDA; an ACOM, ASCC, or DRU; or a corps, division, or installation. Improvements must show effectiveness or achieve a savings. Visual information specialists and forms analysts may also be nominated in this award category for improvement of a publication. Web designers and developers involved with DA publications may be nominated in this category for improvement of a website. This award is intended to recognize either innovative approaches to

improve existing publishing operations or the application of new technologies and solutions that increase efficiency and/or tangible or intangible savings.

(1) *SECARMY Award for Publications Improvements (Departmental)*. Awarded to a DOD employee (military or civilian), regardless of location, who is involved in the development, management, or support of programs or efforts to improve a DA publications system, process, or program.

(2) *SECARMY Award for Publications Improvements (agency, command, and installation)*. Awarded to a DOD employee (military or civilian) who is involved in the development, management, or support of programs or efforts to improve a publications system, process, or program at an ACOM, ASCC, and DRU or at a subordinate command element, including a region or installation. Note. Contract personnel are not eligible.

Appendix A

References

Section I

Required Publications

AR 25–1

Army Information Technology (Cited in para 2–3a.)

DA Pam 25–40

Army Publishing Program Procedures (Cited in para 1–1.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. USC material is available at <http://uscode.house.gov/>.

ADRP 1–02

Terms and Military Symbols (Available at <http://armypubs.army.mil/>)

AGO 2017–01

Assignment of Functions and Responsibilities Within Headquarters, Department of the Army

AR 5–9

Area Support Responsibilities

AR 5–22

The Army Force Modernization Proponent System

AR 10–87

Army Commands, Army Service Component Commands, and Direct Reporting Units

AR 11–2

Managers' Internal Control Program

AR 15–1

Department of the Army Federal Advisory Committee Management Program

AR 25–2

Information Assurance

AR 25–36/AFI 20–118/OPNAVINST 4160.1/MCO 5215.16B/DLAR 4151.9

Instructions for the Interservicing of Technical Manuals and Related Technology Program

AR 25–50

Preparing and Managing Correspondence

AR 25–51

Official Mail and Distribution Management

AR 25–55

The Department of the Army Freedom of Information Act Program

AR 25–58

Publishing in the Federal Register

AR 25–400–2

The Army Records Information Management System (ARIMS)

AR 27–60

Intellectual Property

AR 37–49

Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities

AR 70-1
Army Acquisition Policy

AR 70-47
Engineering for Transportability Program

AR 115-11
Geospatial Information and Services

AR 115-13
Installation Geospatial Information and Services

AR 135-18
The Active Guard Reserve (AGR) Program

AR 140-1
Mission, Organization, and Training

AR 215-1
Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 335-15
Management Information Control System

AR 340-21
The Army Privacy Program

AR 360-1
The Army Public Affairs Program

AR 380-5
Department of the Army Information Security Program

AR 385-10
The Army Safety Program

AR 700-127
Integrated Product Support

AR 700-142
Type Classification, Materiel Release, Fielding, and Transfer

AR 750-1
Army Materiel Maintenance Policy

ASD-S1000D
International Specification for Technical Publications (Available at <http://public.s1000d.org/>.)

CJCSM 5120.01
Joint Doctrine Development Process

Common Table of Allowances 50-909
Field and Garrison Furnishings and Equipment

DA Pam 25-403
Guide to Recordkeeping in the Army

DFAS-IN Regulation 37-1
Finance and Accounting (Available at <http://www.asafm.army.mil/>.)

DOD 5500.07-R
Joint Ethics Regulation (JER)

DOD 7750.07-M
DOD Forms Management Program Procedures Manual

DOD 8400.01–M

Procedures for Ensuring the Accessibility of Electronic and Information Technology (E&IT) Procured by DOD Organizations

DODD 5105.77

National Guard Bureau (NGB)

DODD 5205.02E

DOD Operations Security (OPSEC) Program

DODD 5230.09

Clearance of DOD Information for Public Release

DODI 1000.30

Reduction of Social Security Number (SSN) Use Within DOD

DODI 4500.57

Transportation and Traffic Management

DODI 4540.07

Operation of the DOD Engineering for Transportability and Deployability Program

DODI 5025.01

DOD Issuances Program

DODI 5230.24

Distribution Statements on Technical Documents

DODI 5230.29

Security and Policy Review of DOD Information for Public Release

DODI 5330.03

Defense Logistics Agency (DLA) Document Services

DODI 7750.07

DOD Forms Management Program

DODM 5200.01, Volumes 1–4

DOD Information Security Program

Domestic Mail Manual

Mailing Standards of the United States Postal Service (Available at [http://pe.usps.com/.](http://pe.usps.com/))

EO 12770

Metric Usage in Federal Government Programs (Available at [https://www.treasury.gov/.](https://www.treasury.gov/))

EO 12866

Regulatory Planning and Review (Available at [http://www.epa.gov/.](http://www.epa.gov/))

EO 12988

Civil Justice Reform (Available at [https://www.whitehouse.gov/.](https://www.whitehouse.gov/))

EO 13563

Improving Regulation and Regulatory Review (Available at [https://www.whitehouse.gov/.](https://www.whitehouse.gov/))

FAR

Federal Acquisition Regulation (Available at [http://www.acquisition.gov/.](http://www.acquisition.gov/))

Federal Standard 376B

Preferred Metric Units for Use by Federal Government (Available at [http://www.nist.gov/.](http://www.nist.gov/))

International Mail Manual

Mailing Standards of the United States Postal Service (Available at [http://pe.usps.com/.](http://pe.usps.com/))

JP 1–02

Department of Defense Dictionary of Military and Associated Terms (Available at [http://www.dtic.mil/.](http://www.dtic.mil/))

MIL–PRF–32216A

Evaluation of Commercial Off-the-Shelf (COTS) Manuals and Preparation of Supplemental Data (Available at <https://assist.dla.mil/>.)

MIL–STD–3031

Army Business Rules for S1000D: International Specification for Technical Publications Utilizing a Common Source Data Base (Available at <https://assist.dla.mil/>.)

MIL–STD–40051–1

Preparation of Digital Technical Information for Interactive Electronic Technical Manuals (IETMs) (Available at <https://assist.dla.mil/>.)

MIL–STD–40051–2

Preparation of Digital Technical Information for Page-Based Technical Manuals (TMs) (Available at <https://assist.dla.mil/>.)

36 CFR Part 1194

Electronic and Information Technology Accessibility Standards (Available at <http://www.gpo.gov/>.)

40 CFR Part 247

Comprehensive Procurement Guideline for Products Containing Recovered Materials (Available at <http://www.gpo.gov/>.)

5 USC 552

Public information; agency rules, opinions, orders, records, and proceedings (Freedom of Information Act)

5 USC 552a

Records maintained on individuals (Privacy Act of 1974)

10 USC 12304

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency

15 USC

Commerce and Trade

17 USC

Copyrights

31 USC

Money and Finance

41 USC 8501–8506

Committee for Purchase From People Who Are Blind or Severely Disabled

44 USC

Public Printing and Documents

44 USC 103

Joint Committee on Printing: remedial powers

44 USC 501

Government printing, binding, and blank-book work to be done at Government Publishing Office

44 USC 3501–3521

Federal information policy (Paperwork Reduction Act)

Section III**Prescribed Forms**

Unless otherwise indicated, DA forms are available on the APD website (<https://armypubs.army.mil/>); DD forms are available on the Office of the Secretary of Defense website (<http://www.esd.whs.mil/DD/>); and SFs are available on the GSA website (<http://www.gsa.gov>).

DA Form 260

Request for Publishing – DA Administrative Publications (Prescribed in para 1–8a(4).)

DA Form 260-1

Request for Publishing – DA Training, Doctrinal, Technical, and Equipment Publications (Prescribed in para 1-8b.)

DA Form 2028

Recommended Changes to Publications and Blank Forms (Prescribed in para 2-4.)

DD Form 67

Form Processing Action Request (Prescribed in para 2-19b.)

JCP Form 2

Commercial Printing Report (Prescribed in para 5-16a.) (Available at <http://www.gpo.gov/customers/sfas1.htm>.)

JCP Form 5

Annual Plant Inventory (Prescribed in para 5-19b.) (Available at <http://www.gpo.gov/customers/sfas1.htm>.)

SF 1

Printing and Binding Requisition (Prescribed in para 5-16c(1).)

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the APD website (<https://armypubs.army.mil>), and DD forms are available on the Office of the Secretary of Defense website (<http://www.esd.whs.mil/DD/>).

DA Form 11-2

Internal Control Evaluation Certification

DA Form 12

Request for Establishment of a Publications Account

DA Form 12-99

Initial Distribution Requirements for Publications

DA Form 4790

Certification for Distribution of Publication(s) in Support of Government Contract

DD Form 282

DOD Printing Requisition/Order

DD Form 1144

Support Agreement

Appendix B

Internal Control Evaluation

B–1. Function

This internal control evaluation assesses the execution of the Army Publishing 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. Publications management.

- (1) Are DA policy publications issued as ARs, HQDA policy notices, or ADs?
- (2) If publications are effective for a limited period of time, are they published in the correct medium showing expiration dates?
- (3) Are publications that have Armywide applicability issued as an appropriate DA publication?
- (4) Are non-DA publications issued only within the respective agency, command, region, or installation, and their subordinate elements?
- (5) Are updates to publications properly authenticated?
- (6) Are publications fully staffed with all mandatory and interested or affected organizations before publication?
- (7) Are funding requirements identified, prioritized, and coordinated with the resource manager each FY?
- (8) Are records maintained on costs relative to life cycle management of publications?
- (9) Did the proper authority authenticate all DA publications before issuance as an official publication?
- (10) Are requirements in AR 25–1 being met for publishing only authorized information in periodicals and nonrecurring publications?

b. Forms management.

- (1) If higher echelon forms exist, are they used instead of creating new forms for the same purpose?
- (2) Are forms prescribed in appropriate level publications?
- (3) Do the prescribing publications contain the form number, title, and source of supply?
- (4) Have all forms requests (DD Form 67s) been reviewed for required coordination and approvals?
- (5) Have all approved forms been reviewed for required form elements?
- (6) Are requests to alter the content, format, or construction of forms fully justified?
- (7) When applicable, is the use of social security numbers on forms justified and approved?
- (8) Is a program to encourage the design and use of electronic media forms in place?
- (9) Are forms not produced in EMO for a good reason?
- (10) Do users have the necessary equipment and software to generate and use forms electronically?
- (11) Are Armywide forms approved by the proponent and APD for electronic media?
- (12) Are forms with low annual use authorized for electronic or local reproduction?
- (13) Are procedures implemented to index authorized forms?
- (14) Are approvals for deviations to forms restricted to a 2-year period?
- (15) If a temporary form is needed, does the applicable designation follow the form number?
- (16) If a temporary form is needed, is this temporary method necessary instead of creating a permanent form?
- (17) Are numerical forms files maintained?
- (18) Are DD Form 67s maintained for management and historical purposes?

c. 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 procurements vetted through DLA Document Services?

(4) Are all DD Form 282s and DA Form 260s or DA Form 260-1s complete with proper signature when a job is submitted?

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

(6) Are all remaining prior FY funds verified ready for OAA, U.S. Army Resources and Programs Agency, Resource Services-Washington, to return to the proponent?

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

d. 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?

e. 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 25-40?

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

B-5. Supersession

This evaluation replaces the evaluation for the execution of the Army Publishing Program previously published in AR 25-30, dated 3 June 2015.

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 22060-5527.

Glossary

Section I

Abbreviations

AASA

Administrative Assistant to the Secretary of the Army

ABCA

abbreviations, brevity codes, and acronyms

ACAT

Acquisition Category

ACOM

Army command

ACP

Allied communications publication

AD

Army directive

ADP

Army doctrine publication

ADRP

Army doctrine reference publication

AGO

DA General Orders

AHS

U.S. Army Headquarters Services

ALARACT

all Army activities

AMC

U.S. Army Materiel Command

APD

Army Publishing Directorate

AR

Army regulation

ARIMS

Army Records Information Management System

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASA (ALT)

Assistant Secretary of the Army (Acquisition, Logistics and Technology)

ASA (FM&C)

Assistant Secretary of the Army (Financial Management and Comptroller)

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC

Army service component command

ASD
AeroSpace and Defence Industries Association of Europe

ATP
Army techniques publication

CD-ROM
compact disc-read only memory

CFR
Code of Federal Regulations

CG
commanding general

CIO/G-6
Chief Information Officer, G-6

CMH
U.S. Army Center of Military History

COE
Corps of Engineers

CONUS
continental United States

COTS
commercial off-the-shelf

CPA
Chief, Public Affairs

DA
Department of the Army

DA Pam
DA pamphlet

DCS
Deputy Chief of Staff

DISA
Defense Information Systems Agency

DLA
Defense Logistics Agency

DMWR
depot maintenance work requirement

DOD
Department of Defense

DODD
Department of Defense directive

DODI
Department of Defense instruction

DODM
Department of Defense manual

DRU
direct reporting unit

DVD
digital versatile disc

EMO
electronic media only

EO
executive order

EPCO
equipment publications control officer

ETM
electronic technical manual

FM
field manual

FMO
forms management officer

FMS
foreign military sales

FR
Federal Register

FRC
final reproducible copy

FT
firing table

FY
fiscal year

GO
general officer

GPO
Government Printing Office

GS
general schedule

GSA
General Services Administration

GTA
graphic training aid

HQDA
Headquarters, Department of the Army

IETM
interactive electronic technical manual

IT
information technology

JANAP
Joint Army-Navy-Air Force publication

JCP
Joint Committee on Printing

JP
Joint publication

LOGSA
logistics support activity

MACI
military adaptation of commercial items

MATDEV
materiel developer

MDA
Milestone Decision Authority

MIL-PRF
military performance specification

MIL-STD
military standard

MTOE
modified table of organization and equipment

MWO
modification work order

NDI
nondevelopmental item

NGB
National Guard Bureau

NMWR
National maintenance work requirement

OAA
Office of the Administrative Assistant to the Secretary of the Army

OCONUS
outside the continental United States

OCPA
Office of the Chief, Public Affairs

OGC
Office of the General Counsel

OMB
Office of Management and Budget

PB
professional bulletin

PC
publishing champion

PCO
publications control officer

PDF
portable document format

PEO
program executive officer

PL
public law

PM
program manager

POC
point of contact

PTM
preliminary technical manual

RMDA
Records Management and Declassification Agency

ROTC
Reserve Officers' Training Corps

RPSTL
repair parts and special tools list

RRS-A
Records Retention Schedule-Army

SDDCTEA
Surface Deployment and Distribution Command Transportation Engineering Agency

SECARMY
Secretary of the Army

SES
senior executive service

SF
standard form

SGML
Standardized Generalized Markup Language

SI
International System of Units

SIPRNET
secure internet protocol router network

SOP
standard operating procedure

TB
technical bulletin

TC
training circular

TJAG
The Judge Advocate General

TM
technical manual

TOE
table of organization and equipment

TRADOC
U.S. Army Training and Doctrine Command

TSG
The Surgeon General

TSM
TRADOC Systems Manager

UNICOR
Federal Prison Industries, Inc.

URL
uniform resource locator

USANCA

U.S. Army Nuclear and Combating Weapons of Mass Destruction Agency

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USC

United States Code

USMCEB

U.S. Military Communications-Electronics Board

VAL/VER

validation/verification

XML

Extensible Markup Language

Section II**Terms****All Army activities message**

An Armywide electronic message HQDA distributes to for issue instructions or information having worldwide Army use. ALARACT messages are not DA authenticated and must never be used to establish, issue, or change policy. ALARACT messages are a quick response medium to communicate time-sensitive information Armywide and may only be used to announce impending publication of changes to policies and procedures.

Army directive

A temporary directive or information memorandum the SECARMY issues to establish or change policy or guidance for distribution and applicability Armywide that is effective for 2 years.

Army doctrine publication

A DA publication that contains the fundamental principles by which the operating forces and elements of the generating force that directly supports operations guide their actions in support of national objectives.

Army doctrine reference publication

A DA publication that provides a more detailed explanation of the principles contained in the related ADP.

Army document type definitions

The required, standard structure (XML/SGML) for a DA publishing medium. Army document type definitions exist for ARs, DA pamphlets, Joint-Army regulations the Army is the executive agency for, and TMs (equipment and nonequipment). Variations of these basic document type definitions apply to U.S. Air Force regulations; common tables of allowance; ADPs, ADRPs, ATPs, and FMs; constituents of the Message Address Handbook, including U.S. Navy Plain Language Address Directory; USMCEB publications; the Manual for Courts-Martial, United States; Joint-Army pamphlets; TBs; and TCs.

Army regulation

A permanent directive that sets forth missions, responsibilities, and policies; delegates authority; and sets objectives to ensure uniform compliance with policies. ARs also implement public law, policy guidance, and instructions from higher headquarters or other Government agencies, such as DOD, JCP, or OMB.

Army techniques publication

A DA publication that contains techniques; that is, nonprescriptive ways to perform missions, functions, or tasks.

Armywide doctrinal and training literature

DA-numbered and indexed publications available in a variety of media (for example, paper, CD-ROM, and DVD). The Armywide doctrinal and training literature publications include ADPs, ADRPs, ATPs, FMs, nonequipment TMs, TCs, Soldier training publications, junior ROTC manuals, and selected DA pamphlets and posters.

Armywide Doctrinal and Training Literature Program

The program for management, prioritization, print or replication, and distribution of Armywide doctrinal and training literature, prescribed forms, and selected DA pamphlets and DA posters in a medium that supports the Total Army.

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.

Circular (agencywide or commandwide)

A publication of agencywide or commandwide application that contains information of general interest and instructions that are temporary or of a one-time nature.

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.

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 General Orders

A permanent directive containing material of general interest (permanent or semipermanent in duration) that falls within the following categories:

- a. Organizational (relating to Army commands, installations, agencies, and activities), such as assignment or reassignment; establishment or disestablishment; redesignation, inactivation, or discontinuance; and closure.
- b. General Court Martial Convening Authority.
- c. Awards (for Army personnel, units, and so forth, signed by the SECARMY or the President of the United States and for foreign national personnel).
- d. Regimental.

Department of the Army publication

A 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.

Deployment handbooks

Publications used during deployment and distribution planning that provide broad range transportation planning data, guidance, and information. They are designed to provide standardized transportation information for continuity in helping planners make gross estimates about transportation requirements and provide lists of the various transportation assets used during the deployment of U.S. forces worldwide.

Depot maintenance work requirement

A maintenance serviceability standard for depot-level repairables designated for repair and return to Army Working Capital Fund stock. It prescribes the scope of work to be performed on an item by organic depot maintenance facilities or contractors, and/or qualified below-depot sources of repair; types and kinds of materials to be used; and quality of workmanship. A DMWR also addresses repair methods, procedures, and techniques, modification requirements, fits and tolerances,

equipment performance parameters to be achieved, quality assurance discipline, and other essential factors to ensure that an acceptable and cost-effective product is obtained. DMWRs are also used for demilitarization of ammunition.

Doctrine publications

DA publications that contain Army doctrine. Doctrine publications consist of ADPs, ADRPs, FMs, and ATPs. The Army also uses and contributes to other doctrine publications, to include 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.

Document type definition

An abstract collection of rules, determined by an application, that apply SGML and/or XML to the markup of documents of a particular type (for example, ARs, DA pamphlets, FMs, and TMs).

Electronic compact disc—read only memory copies

An electronic collection of all SDDCTEA 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 generation

Generating both the form image and the fill-in data at the same time. This includes either an exact facsimile or a simulation of the form.

Electronic manual

A page-oriented manual prepared from a digital database. It is distributed in either paper or digital form.

Electronic printing

That portion of electronic publishing including composition, reproduction, finishing, and general distribution of information produced by means of high-speed (60 copies A minute and more) imaging without a plate using nonimpact 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, TBs, FTs, lubrication orders, and MWOs are examples of DA equipment publications.

Extensible Markup Language

A text markup syntax (or computer language) that is a subset of SGML for optimizing exchange and delivery of information between information systems, and delivery on the world wide web using a web browser. XML is a meta markup language that provides a format for describing structured data.

Federal printing

All printing done for the use of all governmental departments, regardless of where it is produced or procured.

Federal Printing Program

A Government-wide program created by law to provide for the procurement of eligible printing and duplicating items from commercial sources.

Field manual

A DA publication that contains principles; tactics (the employment and ordered arrangement of forces in relation to each other (main body)); procedures (standard, detailed steps that prescribe how to perform specific tasks (appendixes)); and other doctrinal information. It describes how the Army and its organizations conduct operations and train for those operations.

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.

Functional proponent

The organization within a proponent agency or command that has the subject matter expertise and responsibility for writing the content of a publication.

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.

Graphic training aids

Training support products that enable trainers to conduct or sustain essential military training in lieu of using extensive printed material or an expensive piece of equipment to conduct training. A permanent directive with limited distribution, restricted to the use of the AASA as proponent, with HQDA principal officials remaining as subject matter experts for their functional areas. It applies only to HQDA or HQDA and its field operating agencies. HQDA policy notices are effective until superseded or rescinded.

HQDA policy notice

A permanent directive with limited distribution, restricted to the use of the AASA as proponent, with HQDA principal officials remaining as subject matter experts for their functional areas. It applies only to HQDA or HQDA and its field operating agencies. HQDA policy notices are effective until superseded or rescinded.

Illustration

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

Interactive electronic publication

A digital administrative, training, or doctrinal publication with integral internal and external hotlinks that can also be integrated with another application, such as web resources, a fillable forms program, calculations, and the like. An interactive electronic publication may not be a linear file; that is, instead of being designed to be read from front cover to back cover, it may be designed for nonlinear presentation—one reader may progress down one interactive path while another may be presented entirely different content, depending on their levels of expertise or purpose.

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.)

Materiel developer

The command, organization, or agency responsible for accomplishing life cycle system management of a materiel system, including research, development, production, fielding, and acquisition sustainment that fulfills DA-approved system requirements. The principal Army MATDEVs are the Army program executive officers (PEOs)/PMs. For systems they don’t manage, other MATDEVs include AMC, U.S. Army Information Systems Command, U.S. Army Intelligence and Security Command, Corps of Engineers, The Surgeon General, and U.S. Army Space and Missile Command/Army Strategic Command. Can also refer to the specific organization assigned primary responsibility for matrix functional and developmental support to the PEO or PM.

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, JP 1–02).

National maintenance work requirement

A publication containing national overhaul standards of serviceability for field-level repairable to restore them to “like new” condition and return to Army Working Capital Fund stock. It prescribes the scope of work to be performed on an item by organic depot maintenance facilities, certified nondepot national providers, or contractors; types and kinds of materials to be used; and quality of workmanship. An NMWR also addresses repair method, procedures and techniques, modification requirements, fits and tolerances, equipment performance parameters to be achieved, quality assurance discipline, and other essential factors to bring the repairable items to “like new” condition. NMWRs are prepared when a system does not have a planned or existing DMWR to house the national overhaul standards.

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.

Precommissioning publication

A publication that contains material in support of Army training programs to be used by ROTC students when suitable material is not readily available in other publications.

Preparing agency

Any agency designated by a proponent to develop and coordinate an official publication for the proponent’s area of responsibility. Preparing agencies initiate, prepare, and identify for removal the doctrinal, training, technical, and equipment publications sponsored by their proponents.

Printing

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

Professional bulletin

A publication that contains instructions, guidance, and other material that serves to enhance, on a continuing basis, the professional development of individuals within a specified functional area.

Proponent

The agency or command responsible for 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.

Publication/form action officer

The subject matter expert responsible for developing a publication and/or form, subordinate to the proponent of record. (See proponent.)

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.

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. (Note. A revision action changes the issue date of the basic publication.)

Soldier training publication

These Armywide Doctrine and Training Literature Program publications contain critical tasks and other training information used to train Soldiers. 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.

Standard Generalized Markup Language

A computer language used to mark up documents so information can be created, stored, reviewed, and used in a heterogeneous computing environment. It is a neutral information exchange language that allows dissimilar computer systems to exchange information. SGML allows DA administrative publications to be stored in an electronic database for reuse.

Technical bulletin

A publication used to provide supplementary information to TMs. TBs may contain such things as maintenance expenditure limits, equipment improvement recommendation material, functional group code information, general information such as medical data, procedures for kit installation or special mission changes to materiel, warranty information, schematics and/or diagrams to supplement an IETM, ammunition information, and so forth. TBs do not contain operator or maintenance instructions, are not used for quick reference guides or other similarly named publications, are not used in lieu of operator or maintenance manuals or to change them, and do not contain parts information.

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 hard-copy.

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.

Term contract

This type of contract is used when repetitive orders are anticipated during the contract period. When requirements can be forecast with relative accuracy, such as for a periodical, and when one contractor can satisfy the total requirement, a single award is made.

Training circular

Publications (paper or computer-based) that provide a means to distribute unit or individual Soldier training information that does not fit standard requirements for other established types of training publications.

Validation

The process by which a contractor (or other agency, as directed by the acquiring activity) tests a technical publication for completeness, compliance with contractual requirements, and technical accuracy. It is conducted at the contractor's facility or operational site, and entails the actual performance of operating and maintenance procedures on the equipment the publication was written for. Data, such as stock and/or part numbers and source, maintenance, and recoverability codes in RPSTL; hardware depiction; schematic diagrams; and wiring data contained in the publication are checked against current source data.

Verification

The process by which an equipment publication is evaluated for completeness, accuracy, adequacy of content, and usability by Government personnel (not contractors) against the production configurations of the related system or equipment. The proponent's technical publications element will be responsible for ensuring all technical and equipment publications are fully verified; no publications will be submitted for authentication until they have been fully verified and proved (under Army or other DOD component jurisdiction) to be adequate (comprehensive and usable) for the operation and maintenance of equipment acquired for operational units.

Worksheet

A worksheet is a decision-making tool and is considered a form if it meets the criteria for the definition of a form. However, it does not have to be a form if it is for individual use, no record is required, and the information is not transmitted.

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