CONSULAR PROTECTION OF FOREIGN NATIONALS SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE

1960's

Army Regulation 25-30

Effective XX Month XXXX

Information Management / Publishing and Printing

Army Publishing Program

SIGNATURE BLOCK

$History. This publication is a major revision.

Authority. The authority for this regulation are Title 44, United States Code; the Government Printing and Binding Regulations published by the Congressional Joint Committee on Printing; OMB Circular A17, OMB Circular A112, and OMB Circular A115.

Applicability. This regulation applies to the Regular Army, the Army National Guard, the 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 to this regulation that are consistent with controlling laws and regulations. The proponent may delegate his approval authority to the division chief within the proponent agency or its designated reporting unit, in writing, in the grade of colonel or 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 advisor. The commander or senior leader will evaluate value judgment 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 control provisions in accordance with AR 11-2 and identifies key internal control areas.

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.pe.novog.hqda-apd.mbx:army.change.request@mail.mil.

Distribution. This regulation is published 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.


AB 25-30 • XX Month XXXX

UNCLASSIFIED
AGENDA

- Background and Status of Administrative Publications
- Publishing Reform Initiative Phase 1
- Publication Redesign
Comparison of Administrative Publications Currency

FY 21 Total DA Administrative Publications: 643
ARs: 488  PAMs: 139  DA Memos/Policy Notices: 16

9% increase in Admin Pubs currency
Reform Initiative Phase 1

- One main effort is separating policy from procedures in ARs and moving procedures to a new or existing DA pam. If a DA PAM associated with the AR does not exist, it will be created. This effort will reduce the size of ARs but increase the number of DA PAMs.

- Additionally, most figures, tables, and appendixes will move to the DA PAM.

- The second effort is a redesign of Army Regulations (ARs) and DA Pamphlets (DA PAMs) starting with the title page, implementing a streamlined look and user-friendly features.

- The new printing and distribution AR and DA PAM will be published with the revised AR 25-30 and DA PAM 25-40.
Redesign of Army Regulations and DA Pamphlets (old to new style)
Redesign of the Title Page

- Adds Authorities paragraph, listing the controlling authorities for the AR, such as DoD issuances, US Code, or other Federal statutes.

- At Suggested Improvements paragraph, requires an organization email address where users can send comments.
Redesign of the Table of Contents

Contents—Continued

Chapter 2
Army Publications and Forms, page 11

Chapter 3
Forms, page 21

Chapter 4
Army Publication Types, page 23

Printing and Distribution, page 31

Appendices
A. References, page 34
B. Internal Control Evaluation, page 37

Table 2-1: Department of the Army publications, page 12
Table 2-2: Authorized submission of Department of the Army administrative publications, page 16

March 2021 APD Army Publishing Reform Symposium
Chapter I
Introduction

Section I
General

1-1. Purpose
This regulation prescribes Army policy for the preparation, review, approval, numbering, publishing, distribu-
tion, management of Department of the Army (DA) publications, forms, and products. The Army Publishing Pro-
gram measures DA Ca publications and ensures conformance with publishing and printing laws, regulations, and Department of Defense (DOD) and other Government agency issuances. The policy pro-
vided herein applies to all DA publications, forms, and products, except those defined in AR 115-11 and AR 360-1. AR 25-38 prescribes printing policy.

1-2. References, forms, and explanation of abbreviations
See appendix A. The abbreviations used in this publication are listed in the abbreviations, brevity codes, and acronyms database located at https://armypubs.army.mil/abca/searchabca.asp.

1-3. Associated publications
See DA Pam 25-40.

1-4. Responsibilities
See section II of this chapter.

1-5. Records management (recordkeeping) requirements
The records management requirements for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule, Army (RRS-A). Detailed information for all record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS-A at https://www.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see DA Pam 25-403 for guidance.

Section II
Responsibilities

1-6. Secretary of the Army
The SECARMY will:

a. Approve and authenticate Departmental policy and procedural publications unless otherwise dele-
gated.

b. Delegate authentication authority to the Administrative Assistant to the Secretary of the Army (AASA) with the excep-
tion of Army directives (ADs) and DA General Orders (AGO) that promulgate SECARMY-delegated authority or responsibility, such as those designating a court martial convening authority, establish or reorganize elements of DA, or assign Secretariat duties and re-
sponsibilities.

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

1-7. Headquarters, Department of the Army principal officials
Headquarters, Department of the Army (HQDA) principal officials are the proponents for publications that pertain to their areas of responsibility. Only HQDA principal officials or representatives for a change order, num-
bering, or other publication are responsible for changes. Only those HQDA principal officials or their representa-
tives over a DA publication must coordinate with other HQDA principal officials who have oversight or imposed responsibilities over the DA publication. HQDA principal officials who do not have propagation

Redesign of Publication Content

The redesign for the content of the publication includes user-friendly elements:

- Changes the font to Arial.
- Uses an unjustified (ragged) right margin after title page.
- Includes a reference in every paragraph 1-3 to its associated DA PAM and vice versa.
Proponents for technical and equipment publications

The proponents for technical and equipment publications are the CG, AMC for the DCS, G-4, the COE; and TSG. In addition to the responsibilities listed in paragraphs 1–12, 1–19, and 1–21, they will—

1. Maintain data files, and take part in multi-Service efforts, procedures, and agreements to exchange technical publications and related technological information. The proponents will—
   a. Prepare a schedule to develop, acquire, and initially distribute technical and equipment publications for the Material 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, verifying, and delivering the publications.
   b. Coordinate and review equipment publications in accordance with AR 750–1 and this regulation.
   c. 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.

The proponents 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 as well as specific schedule and cost proposals for—
         (a) Integrating of contractor databases.
         (b) Authorizing Government access to contractor databases.
         (c) Applying the MIL-STD-40051 document type definition (DTD) or MIL-STD-3031 schema technical information for delivery in XML format.
      (c) Prepare a schedule to develop, acquire, and initially distribute technical and equipment publications for the Material 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, verifying, and delivering the publications.
      (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.

Restricts paragraph structure to 3 levels (AR only) versus 5 levels allowed in DA PAMs.
Table 3-1

<table>
<thead>
<tr>
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</tr>
<tr>
<td></td>
<td>4.5</td>
<td>4</td>
</tr>
</tbody>
</table>

3-7. Duration of waiting periods

The days of calendar periods specified below must have been served at the rate of the grade immediately below that rate to which the employee is to be advanced at the end of the waiting period. The required number of days may not be earned by a flexible employee in a period of time less than the period prescribed as the waiting period for an RFT or RFT employee in the same step.

a. Table 3-2 applies to RFT, and flexible (scheduled employees with guaranteed hours and specifies the waiting periods in terms of calendar days in a pay status. Only the days on which service is performed are counted. Any day on which service is performed is counted as a full day.

b. The servicing CPAC NAF HRD will document the number of days and/or weeks worked since the last equivalent increase for flexible employees who have been separated from employment by annotating in block 25 of DA Form 3434 and filing the record of creditable service provided by NFS on the right-hand side of the eOPF.

Table 3-2

<table>
<thead>
<tr>
<th>Employee advances to step rate number...</th>
<th>At the end of a waiting period of creditable service in the previous step of...</th>
<th>Provided the number of workweeks in a non-pay status during the waiting period does not exceed...</th>
</tr>
</thead>
</table>

- Replaces the glossary with an IT solution to provide a hovering capability when the cursor moves over an acronym. A text box appears below the acronym, spelling out the definition.
## References

### Section I

#### Required Publications

- Army Information Technology (Cited in Section 2-3)
- DA Pam 50-14

#### Related Publications

- Army Publishing Program Procedures (Cited in Section 2-13)
- AR 10-26

## Redesign of Appendix A (References)

### Previous Appendix A

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>ADP 1-02</td>
<td>Terms and Symbols (Cited in para 2-1)</td>
</tr>
<tr>
<td>AR 6-22</td>
<td>The Army/Force Modernization Program (Cited in Section 4-11)</td>
</tr>
<tr>
<td>AR 10-87</td>
<td>Army Materiel Command, Army Service Component Commands, Direct Reporting Units (Cited in para 1-72)</td>
</tr>
<tr>
<td>AR 11-2</td>
<td>Management Information Control Program (Cited in title page)</td>
</tr>
<tr>
<td>AR 16-39</td>
<td>Department of the Army, Interoperable and Intragovernmental Management Program (Cited in para 4-1)</td>
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<td>The Army Privacy Program (Cited in para 3-1)</td>
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<tr>
<td>AR 26-1</td>
<td>Army Information Technology (Cited in para 4-16)</td>
</tr>
<tr>
<td>AR 25-3</td>
<td>Department of the Army, Interoperable and Intragovernmental Management Program (Cited in para 4-4)</td>
</tr>
<tr>
<td>AR 25-38</td>
<td>Army Printing and Distribution Program (Cited in para 1-1)</td>
</tr>
<tr>
<td>AR 26-36</td>
<td>Instructions for the Interoperable Technical Manuals and Related Technology Program (Cited in para 1-12b(3)(1))</td>
</tr>
<tr>
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<td>Publishing in the Federal Register (Cited in para 1-1)</td>
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<td>Intellectual Property (Cited in para 2-9)</td>
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### New Appendix A

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

- www.oaa.army.mil
Publication Redesign Summary

- Removes the cover, forward, and preface.
- Moves the Summary of Change page to the back of the publication.
- Uses the title page as the cover and adds the Army seal.
- Replaces the Summary paragraph with an Authorities paragraph in ARs.
- Shortens the Table of Contents to chapters, tables and figures only.
- Changes the font to Arial.
- Restricts the paragraph structure to 3 levels (ARs only) versus the 5 levels allowed in DA PAMs.
Publication Redesign Summary (cont’d)

- Moves procedures out of the AR to a DA PAM.
- Moves most table, figures, and appendixes to a DA PAM.
- Includes a reference at paragraph 3 in every AR to the associated DA PAM, and vice versa.
- Replaces the acronym glossary with an IT solution to provide a hovering capability over the acronym, spelling out the definition.
- Keeps required references only in Appendix A (no related) and prescribed forms only.
- Continues to provide an e-Book version of each publication, which can be read more easily on electronic devices.
Army Publishing Reform Way Ahead

- AR 25-30, Army Publishing Program
- DA Pam 25-40, Army Publishing Program Procedures
- AR 25-38, Army Printing and Distribution Policy
- DA PAM 25-38, Army Printing and Distribution Procedures

- Contact the APD Publishing Division at
  - usarmy.pentagon.hqda-apd.mbx.publishing-division@mail.mil

https://armypubs.army.mil