

Army Regulation 25–30

**Information Management: Publishing and
Printing**

Army Publishing Program

**Headquarters
Department of the Army
Washington, DC
3 June 2015**

UNCLASSIFIED

SUMMARY of CHANGE

AR 25-30

Army Publishing Program

This major revision, dated 3 June 2015--

- o Sets the Secretary of the Army's policy for all official Department of the Army administrative publications to be no older than 5 years and requires that all official Department of the Army publications meet senior leadership expectations for timeliness. (paras 1-6 and 1-7).
- o Clarifies that except for Army directives and certain Department of the Army general orders, the Administrative Assistant to the Secretary of the Army is delegated authority by the Secretary of the Army to approve and authenticate Department of the Army policy publications (para 1-6b).
- o Changes staffing requirements for Department of the Army policy publications and supporting Department of the Army pamphlets to, at a minimum, colonel or General Schedule-15 level approval (paras 1-7a(5), 3-4b, and 3-4c).
- o Requires that each Headquarters, Department of the Army principal official and commander of an Army command designate a publishing champion (colonel or General Schedule-15 or above) for their functional areas (paras 1-7a(9) and 1-20c).
- o Assigns responsibilities to the Assistant Secretary of the Army (Financial Management and Comptroller) to review Army regulations for key internal controls and provide training for developing internal controls (para 1-9).
- o Delegates certain authentication authority to the Executive Director, U.S. Army Headquarters Services for Department of the Army administrative policy publications (para 1-11b(1)).
- o Further delegates authentication authority to the Director, Army Publishing Directorate for all Department of the Army administrative nonpolicy publications (para 1-11b(2) (1)).
- o Reflects the role of U.S. Army Materiel Command (Logistics Support Activity) as the Interactive Electronic Technical Manual Program Responsible Office (para 1-22).
- o Prescribes the new DA Form 260-1 (Request for Publishing - DA Training, Doctrinal, Technical, and Equipment Publications) (para 2-1).
- o Prescribes the revised DA Form 260 (Request for Publishing - DA Administrative Publications) (para 2-1).

- o Adds Army doctrine publication, Army doctrine reference publication, and Army techniques publication as new official Department of the Army doctrine publishing media; includes nonequipment technical manual as a training and doctrinal publishing medium; and modifies the definition of field manual (para 2-1b and glossary, section II).
- o Prescribes the revised DA Form 2028 (Recommended Changes to Publications and Blank Forms) (para 2-4).
- o Requires that proponents ensure that all copyright releases be reviewed by local intellectual property legal counsel; mandates that printing considerations be provided for in all copyright releases; stipulates that prohibitions against digitization and restriction to U.S. Army or Department of Defense personnel or their contractors is not acceptable in copyright releases; and specifies that intellectual property legal counsel will consult with the Regulatory Law and Intellectual Property Division of the U.S. Army Legal Services Agency as needed in preparation of written legal opinions (para 2-10c).
- o Requires that all comments provided during the staffing process be specific, with suggested changes or corrections for consideration by the proponent; mandates that all comments be submitted on the standard comment matrix and identified as either critical, significant, or administrative; and stipulates that inclusion of any critical comments make the staffing response an automatic nonconcurrency (para 3-4b).
- o Reflects two level maintenance policy (technical and equipment publications) (chapter 3, section III).
- o Emphasizes that interactive electronic technical manuals must be "Soldier-friendly" (that is, the Soldier can load it, navigate through it, and find necessary data) (para 3-19a).
- o Requires the use of Government-owned or free runtime software that appears on the Army Gold Master or Army Products List for interactive electronic technical manuals and stipulates that 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 interactive electronic technical manuals (para 3-19c).
- o Requires contractors to submit validation plans and periodic preliminary technical manual progress and status reports; recommends that the responsible Government program/project management office witness contractor validation; and requires that publication verification plans and methods be coordinated with and concurrence obtained from the U.S. Army Training and Doctrine Command user representative (para 3-24b).
- o Changes MIL-HDBK-1221 to MIL-PRF-32216 (throughout).

Information Management: Publishing and Printing

Army Publishing Program

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:



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

History. This publication is a major revision.

Summary. This regulation prescribes Army policy for preparation, review, approval, publishing, 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 5205.02E, DODD 5230.09, DODI 5230.24, DODI 5230.29, DODI 5330.03, and DODI 7750.07.

Applicability. This regulation applies to the Active Army, the Army National

Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their 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 1456, 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) directly to the Administrative Assistant to the Secretary of the Army (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

Distribution. This regulation is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1
Introduction, page 1

Section 1

General, page 1

Purpose • 1–1, page 1

References • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

*This regulation supersedes AR 25–30, dated 27 March 2006, and AR 25–52, dated 21 February 2014; and it rescinds DA Form 2028–E, 1 February 1974; DA Form 4575–R–E, 1 July 1985; and DA Form 5395–R–E, 1 July 1988.

Contents—Continued

Army Publishing Program overview • 1–5, *page 1*

Section II

Responsibilities, page 1

The Secretary of the Army • 1–6, *page 1*

Headquarters, Department of the Army principal officials • 1–7, *page 1*

Assistant Secretary of the Army (Acquisition, Logistics and Technology) • 1–8, *page 3*

Assistant Secretary of the Army (Financial Management and Comptroller) • 1–9, *page 3*

The General Counsel • 1–10, *page 3*

Administrative Assistant to the Secretary of the Army • 1–11, *page 3*

Chief Information Officer/G–6 • 1–12, *page 5*

Deputy Chief of Staff, G–3/5/7 • 1–13, *page 5*

Deputy Chief of Staff, G–4 • 1–14, *page 5*

Assistant Chief of Staff for Installation Management • 1–15, *page 5*

Chief, National Guard Bureau • 1–16, *page 5*

Chief, Army Reserve • 1–17, *page 5*

The Surgeon General • 1–18, *page 6*

The Judge Advocate General • 1–19, *page 6*

Commanders of Army commands • 1–20, *page 6*

Commanding General, U.S. Army Training and Doctrine Command • 1–21, *page 7*

Commanding General, U.S. Army Materiel Command • 1–22, *page 7*

Commanders authorized publications accounts • 1–23, *page 8*

Chapter 2

Army Publications and Forms, page 8

Section I

Types of Army Publications, page 8

Department of the Army authenticated publications • 2–1, *page 8*

Other publications • 2–2, *page 10*

Section II

Publishing media and requesting changes to Department of the Army publications, page 11

Publishing media • 2–3, *page 11*

Requesting changes to a Department of the Army publication • 2–4, *page 12*

Section III

Requirements and restrictions, page 12

Publishing restrictions and requirements • 2–5, *page 12*

Publication dates • 2–6, *page 13*

Requirement to publish Army regulations and corresponding Department of the Army pamphlets simultaneously • 2–7, *page 13*

Sale of Department of the Army publications and forms • 2–8, *page 14*

References • 2–9, *page 14*

Copyright material • 2–10, *page 14*

Records management requirements • 2–11, *page 14*

Contractor restrictions • 2–12, *page 14*

Section IV

Approval authority, authentication, numbering and indexing publications, and reuse of publication numbers, page 14

Approval authority • 2–13, *page 14*

Authentication • 2–14, *page 14*

Numbering and indexing publications • 2–15, *page 15*

Reuse of publication numbers • 2–16, *page 15*

Contents—Continued

Section V

Forms, page 15

Army forms • 2–17, *page 15*

Army form requirements • 2–18, *page 15*

Department of Defense forms • 2–19, *page 16*

Chapter 3

Army Publication Types, page 17

Section I

Department of the Army Administrative Publications, page 17

Issue a new Department of the Army administrative publication • 3–1, *page 17*

Revise a Department of the Army administrative publication • 3–2, *page 17*

Certify a Department of the Army administrative publication current • 3–3, *page 18*

Staffing requirements for Department of the Army administrative publications • 3–4, *page 18*

Legal review requirements for Department of the Army administrative publications • 3–5, *page 19*

Publishing action criteria for Department of the Army administrative publications • 3–6, *page 20*

Committee management coordination • 3–7, *page 20*

Internal control process • 3–8, *page 20*

Army policy applicable to the general public • 3–9, *page 20*

Supplementation • 3–10, *page 20*

Section II

Training, Doctrinal, Training Support, and Organizational Publications, page 21

General • 3–11, *page 21*

Purpose of training, doctrinal, training support, and organizational DA publications • 3–12, *page 21*

Proponents and preparing agencies of training, doctrinal, training support, and organizational publications • 3–13, *page 21*

Proponent responsibilities for Department of the Army doctrinal and training publications • 3–14, *page 21*

Funding the printing of Department of the Army doctrinal and training publications and forms • 3–15, *page 21*

Graphic training aids • 3–16, *page 22*

Department of the Army professional bulletins • 3–17, *page 22*

Section III

Technical and Equipment Publications, page 22

General • 3–18, *page 22*

Acquisition and use of electronic technical manuals and interactive electronic technical manuals • 3–19, *page 22*

Funding of technical and equipment publications (Active Army, National Guard Bureau, and U.S. Army Reserve) • 3–20, *page 23*

Active Army funding of equipment publications • 3–21, *page 23*

Priorities for preparation of Department of the Army technical and equipment publications • 3–22, *page 24*

Military specifications • 3–23, *page 24*

Development of technical and equipment publications • 3–24, *page 24*

Publications on nondevelopmental items • 3–25, *page 26*

Unauthenticated commercial off-the-shelf manuals • 3–26, *page 26*

Authenticated manufacturers' manuals • 3–27, *page 26*

Immediate action interim change to Department of the Army technical and equipment publications • 3–28, *page 27*

Local reproduction authority • 3–29, *page 27*

Section IV

Multi-Service Department of the Army Publications, page 27

Description of multi-Service Department of the Army publications • 3–30, *page 27*

Multi-Service Department of the Army administrative publications • 3–31, *page 27*

Multi-Service Department of the Army doctrinal and training publications • 3–32, *page 28*

Multi-Service Department of the Army technical and equipment publications • 3–33, *page 28*

Contents—Continued

Section V

Other Types of Publications, page 29

U.S. Military Communications-Electronics Board publications • 3–34, *page 29*

Defense Information Systems Agency publications • 3–35, *page 29*

Agency, command, and installation publications (not authenticated by the Department of the Army) • 3–36, *page 29*

Periodicals and nonrecurring publications • 3–37, *page 30*

Transportability and deployability publications • 3–38, *page 30*

Chapter 4

Distribution, page 31

Distribution management • 4–1, *page 31*

Overseas publications centers • 4–2, *page 31*

Publications stockrooms • 4–3, *page 31*

Distribution of publications and forms to foreign governments • 4–4, *page 31*

Foreign countries maintaining U.S. Government equipment • 4–5, *page 32*

Distribution of technical and equipment publications to U.S. Government agencies and organizations excluding the U.S. Army • 4–6, *page 32*

Shipping and mailing printed material • 4–7, *page 32*

Indexing Department of the Army publications • 4–8, *page 32*

Official Web sites for Department of the Army publications • 4–9, *page 32*

Distribution of other publications (not authenticated by the Department of the Army) and forms • 4–10, *page 33*

Chapter 5

Printing, Reproduction, and Field Printing, page 33

Section I

Statutory Guidelines, page 33

General • 5–1, *page 33*

Unlawful printing • 5–2, *page 34*

Initial publication by private publishers • 5–3, *page 35*

Section II

Army Printing Policy, page 35

Letterhead and memorandum stationery • 5–4, *page 35*

Envelopes • 5–5, *page 35*

General officer and Senior Executive Service stationery, invitations, and envelopes • 5–6, *page 36*

Business cards • 5–7, *page 36*

Personalized items and calendars • 5–8, *page 36*

Advertising • 5–9, *page 37*

Use of color • 5–10, *page 37*

Section III

Procurement of Printing Services, page 37

Design standards for printed products • 5–11, *page 37*

Contract printing and reproduction • 5–12, *page 38*

Section IV

Field Printing and Reproduction Operations, page 38

General • 5–13, *page 38*

Establishing field printing and reproduction facilities • 5–14, *page 39*

Reduction or discontinuance of field printing and reproduction facilities • 5–15, *page 39*

Authorized equipment • 5–16, *page 39*

Authorized work • 5–17, *page 39*

Processing of classified material • 5–18, *page 40*

Contents—Continued

Chapter 6

Secretary of the Army Awards for Improving Publications and Publishing Processes Program, *page 40*

Awards program overview • 6-1, *page 40*

Awards program responsibilities and procedures • 6-2, *page 41*

Awards categories and criteria • 6-3, *page 41*

Appendixes

A. References, *page 42*

B. Internal Control Evaluation, *page 47*

Table List

Table 2-1: Department of the Army administrative publications, *page 9*

Table 2-2: Authorized supersession of Department of the Army administrative publications, *page 10*

Table 3-1: Administrative publications required staffing, *page 19*

Table 3-2: Department of the Army administrative publishing action criteria, *page 20*

Table 3-3: Common print actions for Department of the Army equipment publications and the responsible funding entity, *page 23*

Table 4-1: Official Web sites for Department of the Army publications and forms, *page 32*

Glossary

Chapter 1 Introduction

Section I General

1–1. Purpose

This regulation contains Army policy for 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. Army Publishing Program overview

a. The Army Publishing Program ensures 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), JCP 101–9, 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 all are economically and effectively developed and distributed.

(2) Managing, numbering, and designing DA forms and ensuring 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

1–6. The Secretary of the Army

The Secretary of the Army (SECARMY)—

a. Approves and authenticates Departmental policy unless otherwise delegated (see para 2–14).

b. Delegates authentication authority to the Administrative Assistant to the Secretary of the Army (AASA) with the exception of Army directives (ADs) and DA general orders that promulgate a 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.

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

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

e. Determines 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 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 proponenty 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 proponenty 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 responsibility to commanders of Army commands (ACOMs) for nonpolicy administrative publications (see table 2–1). Proponent and exception authority will remain with the HQDA principal officials. See AR 10–87 and the current DA general order assigning functions and responsibilities within HQDA.

a. HQDA principal officials will—

(1) Enforce DA publishing and forms management policies in this regulation and procedures prescribed in DA Pam 25–40 within their agencies and subordinate elements.

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 (Request for Publishing – DA Training, Doctrinal, Technical, and Equipment Publications) and signed by the HQDA principal official responsible for the publication. This rescission request will list all affected forms prescribed by the publication.

f. HQDA principal officials will develop new DA administrative publications when new policies and procedures are required. Prior to 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 DA administrative publications. Agencies should strive to place related policy in a single AR and related procedures in a single DA pamphlet. See DA Pam 25-40 for procedures on issuing a new DA administrative publication. (See para 1-20 for policy on developing new training, doctrinal, technical, and equipment publications.)

1-8. Assistant Secretary of the Army (Acquisition, Logistics and Technology)

The Assistant Secretary of the Army (Acquisition, Logistics and Technology) 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-2361, 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 proponents conduct business case analyses to use ASD-S1000D and MIL-STD-3031 as an alternative to using the military standards in paragraph 1-8*b*.
- d.* Fund development and printing of equipment publications required to operate and maintain managed end items.
- e.* Ensure 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 managed by the U.S. Army Materiel Command (AMC) when target audience personnel are not locally available.
- g.* Coordinate facilities, tools, and equipment in support of Government verification efforts.

1-9. Assistant Secretary of the Army (Financial Management and Comptroller)

The ASA (FM&C) will—

- a.* Review and provide input on DA publications to ensure agencies have appropriate resources to support Armywide policies and procedures.
- b.* Ensure all ARs include an internal control evaluation in accordance with AR 11-2 and ensure internal control evaluation training is available.

1-10. The General Counsel

The General Counsel will review all DA policy publications for any SECARMY delegations and legal implications (see para 3-5).

1-11. 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 chapter 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.
 - (6) Authenticate, on behalf of the SECARMY, DA administrative, doctrinal, training, technical, and equipment publications, as well as the following types of DA general orders:
 - (a)* Award.
 - (b)* Regimental.
- b.* The AASA delegates—
 - (1) Certain authentication authority to the Executive Director, AHS (see para 2-14 for details).
 - (2) 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 on printing and reproduction matters

with the U.S. Congress Joint Committee on Printing (JCP), the Public Printer, the Bureau of Engraving and Printing, and the General Services Administration (GSA).

- (b) Reviews and approves publishing plans for HQDA principal officials and ACOM commanders.
- (c) Establishes procedures and standards for the development, control, procurement, production, issue, storage, and distribution of DA publications.
- (d) Serves as arbitrator between HQDA principal officials that have unresolved comments as a result of staffing.
- (e) Serves as the Army point of contact for contractual matters regarding publications and the publication process.
- (f) Determines staffing requirements for DA publications and forms.
- (g) Analyzes, consolidates, and submits all required reports on printing and reproduction activity in accordance with the JCP.
- (h) 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.
- (i) Participates in the inter-Service groups on multi-Service administrative publications and on the exchange of TM technology (AR 25–36).
- (j) Reviews military specifications and standards pertaining to the format and content of DA publications.
- (k) Delegates the distribution of ALARACT messages (to include numbering sequence) to the Director, U.S. Army Information Technology Agency (ITA) (see para 2–3b).
- (l) Delegates authentication authority further to the Director, APD for all nonpolicy publications.
- (3) Delegates program execution to the Director, APD. The Director, APD—
 - (a) Implements all aspects of the Army Publishing Program and manages the life cycle of DA publications and forms, regardless of media.
 - (b) Ensures publishing processes support implementation of the SECARMY 5-year currency standard for all DA administrative publications and provides reports on publication currency as required.
 - (c) Authenticates all nonpolicy publications, which includes training, doctrinal, technical, and equipment DA publications (see para 2–1).
 - (d) Executes the Secretary of the Army Awards for Improving Publications and Publishing Processes Program (see chapter 6).
 - (e) Executes administrative procedures for AASA approval of an ALARACT message and officially indexes an ALARACT message following ITA release.
 - (f) Reviews DA publications for compliance with authorized abbreviations, brevity codes, and acronyms.
 - (g) Ensures graphics and figure standards compliance for DA publications.
 - (h) Manages the program objective memorandum for Armywide printing funds coded as “MU1P” under the Management Decision Executive Package.
 - (i) Represents the AASA on the executive council for electronic technical manuals (ETMs) and interactive electronic technical manuals (IETMs) and coordinates on actions from the Deputy Chief of Staff, G–4 (DCS, G–4); Commanding General (CG), AMC; and Commander, AMC Logistics Support Activity (LOGSA) related to standards development, production, and implementation of ETMs and IETMs.
 - (j) 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.
- (4) Delegates publication storage and stockroom management to the Director, Logistics Services Washington (LSW). The Director, LSW—
 - (a) Oversees publications accounts authorized to commanders (see para 1–23).
 - (b) Ensures overseas commanders establish overseas publications centers and meet the requirements in paragraph 4–2.
 - (c) Ensures one publications stockroom is established at each Army installation in the 50 States and Territories and at each State National Guard headquarters when it is necessary to stock and issue command publications and blank forms, unless a Joint command inhibits this capability.
 - (d) Ensures publications stockrooms follow the requirements in paragraph 4–3.
 - (e) Ensures publications are distributed to foreign governments in accordance with the requirements in paragraph 4–4.
 - (f) Ensures publications are shipped according to the requirements of paragraph 4–7.
 - (g) Ensures distribution lists for DA publications are reviewed annually and follow the requirements in paragraph 4–1.
 - (5) Delegates 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, G-3/5/7 (DCS, G-3/5/7) on the development and approval of multi-Service historical doctrinal and training publications.
- (h) Participates as an Army program element in the program objective memorandum for Armywide printing funds.

1-12. Chief Information Officer/G-6

The Chief Information Officer/G-6 (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.

1-13. 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.

1-14. 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.

1-15. Assistant Chief of Staff for Installation Management

The Assistant Chief of Staff for Installation Management, through the CG, U.S. Army Installation Management Command, will ensure garrison commanders of installations comply with Departmental policies, regulations, and instructions governing publications and forms management, printing, and other related activities.

1-16. Chief, National Guard Bureau

The Chief, National Guard Bureau (NGB) is, pursuant to DODD 5105.77, 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 NGB mission.
- b. Ensure that 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 the NGB Publications and Forms Library.

1-17. 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 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.

d. Maintain the USAR Publications and Forms Library.

1–18. The Surgeon General

The Surgeon General (TSG) will oversee administrative publications on medical services, as well as the medical portions of technical and equipment and doctrinal and training publications in collaboration with the CG, AMC and the CG, U.S. Army Training and Doctrine Command (TRADOC).

1–19. 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 3–5).

1–20. Commanders of Army commands

ACOM commanders will—

a. 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 DA nonpolicy publication does not conflict or create a redundancy with existing publications.

b. Establish a SIPRNet generic email box for staffing classified publications.

c. Designate, in writing, a PC in the rank of O–6 or the grade of GS–15, and provide the Director, APD a copy of this designation. ACOM commanders may delegate the authority to set publishing priorities to designated PCs. See DA Pam 25–40 for PC duties and a delegation of authority sample memorandum. ACOM PCs will serve as the primary point of contact for all nonpolicy DA administrative publications with ACOM proponentcy.

d. Designate, in writing, a PCO, and provide the Director, APD a copy of this designation (see DA Pam 25–40 for PCO duties). A Soldier or DA Civilian may serve as both PCO and FMO.

Note. Contract personnel are prohibited from being appointed as PCOs.

e. Designate, in writing, an EPCO (when applicable), and provide the Director, 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, Defense Logistics Agency (DLA) Document Services, Government Publishing Office (GPO), LSW, AMC LOGSA, and APD. ACOM commanders may designate an EPCO for each subordinate command, as needed. A Soldier or DA Civilian may serve as both EPCO and FMO.

Note. Contract personnel are prohibited from being appointed as EPCOs.

f. Designate, in writing, an FMO, and provide the Director, APD a copy of this 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 being appointed as FMOs.

g. ACOM commanders may transfer proponentcy of DA publications and forms (see para 2–17 for DA form transfer policy).

(1) *Department of the Army administrative publications.* To transfer proponentcy, the losing ACOM commander or designated ACOM PC will prepare the transfer memorandum and the DA Form 260. The memorandum will be signed by the losing HQDA principal official the ACOM is aligned under, and by the gaining HQDA principal official. The DA Form 260 will be signed by the losing HQDA principal official or designated PC. 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 proponentcy are prescribed in DA Pam 25-40.

(2) *Department of the Army training, doctrinal, technical, and equipment publications.* To transfer proponentcy, the losing proponent will initiate a transfer of proponentcy memorandum outlining the transfer. This transfer memorandum will list all affected publications and forms; will be signed by both the losing and gaining proponents; and submitted with a DA Form 260–1 to the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527.

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/organization or rescinded (see para 1–6e).

h. ACOM commanders will rescind DA publications and forms (see para 2–17 for DA form rescission policy) when no longer needed. Mandatory procedures for preparing rescission requests are prescribed 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 3–5.

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.

- i.* Specific responsibilities in the functional areas are listed in paragraphs 1–21 and 1–22.

1–21. 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.* Ensure publishing plans include appropriate consideration for transitioning from printed to digital media.
- j.* Participate in the establishment of DOD and multi-Service doctrinal and training programs and policies.
- k.* 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 development of multi-Service technical and equipment publications.
- l.* 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 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.

1–22. Commanding General, U.S. Army Materiel Command

- a.* The CG, AMC will—

(1) Manage the Army Equipment Publications Program. To carry out this responsibility, the CG, AMC delegates the management of technical and equipment publications to the Commander, AMC LOGSA. The Commander, AMC LOGSA will—

- (a)* Manage the Army Equipment Publications Program and serve as the ETM Program Configuration Manager and the IETM Program Manager.
- (b)* Manage the printing and distribution program for AMC for technical and equipment publications.
- (c)* Develop publication policies and procedures for Army technical and equipment publications in accordance with this regulation and DA Pam 25–40.
- (d)* Develop, review, and provide overall direction for Army technical and equipment publications (except the medical and engineering portions).
- (e)* Ensure Army technical and equipment publications are available to accommodate the needs of the Army in the printed, electronic, or digital media Soldiers require.
- (f)* Develop and manage CD-ROMs or DVDs containing authenticated DA technical and equipment publications.
- (g)* Ensure 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.
- (h)* Ensure validation, verification, usability, and authentication of all technical and equipment information, including products issued on CD-ROM or DVD.
- (i)* Ensure publishing plans include appropriate consideration for transitioning from printed to digital media.

(j) Develop research programs that will provide knowledge on improved concepts and procedures for presenting information.

(k) Prepare military specifications and standards for the preparation of technical and equipment publications.

(l) Establish procedures for developing, reviewing, and making available online technical and equipment publications schedules.

(2) Determine and record the actual or estimated costs of technical and equipment publications. Costs include amounts used to prepare drafts for final coordination, validation, verification efforts (including funding for TRADOC personnel participating in the total technical and equipment publications program), and final copies for printing in all phases of development.

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.

1–23. Commanders authorized publications accounts

Commanders authorized publications accounts will—

a. Determine initial distribution requirements 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 received by the unit.

d. Ensure that publications account personnel within the unit are properly trained and familiar with the requirements of this regulation and the guidance in DA Pam 25–40.

e. Ensure that the email or mailing address for the account holder is reviewed quarterly and that the Director, LSW is notified of any changes on DA Form 12 (Request for Establishment of a Publications Account) submitted through the appropriate chain of command.

f. Validate contractor accounts annually.

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. DA Pam 25–30 lists the current version of each DA publication. The Director, APD manages and indexes these publications. Proponents of DA publications must use DA Form 260 (Request for Publishing – DA Administrative Publications) or DA Form 260–1 (Request for Publishing – DA Training, Doctrinal, Technical, and Equipment Publications) to request all publishing actions (new, revision, cancellation, and rescission), as well as printing actions.

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

a. *Administrative publications.* The following 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) DA circulars.

(4) DA general orders.

(5) DA memorandums.

(6) DA pamphlets.

(7) DA posters.

(8) HQDA letters (numbered).

Note. Electronic messages, such as ALARACT messages, are not DA authenticated and must never be used to establish, issue, or change policy. 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. Intended as a quick response medium to communicate time-sensitive information Armywide, ALARACT messages may be used to announce impending publication of changes to policies and procedures (see para 2–3b).

**Table 2-1
Department of the Army administrative publications**

DA administrative publication	Description	Establishes policy (Yes or No)
AD	<p>A directive or information memorandum issued by the SECARMY to establish or change policy or guidance for distribution and applicability Armywide. ADs—</p> <ul style="list-style-type: none"> - Are permanent and remain in effect until superseded or rescinded by the SECARMY; - Are restricted to the use of the SECARMY; - Must be staffed to the ASA (FM&C), the 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 ADs take precedence over Army policy in existing DA administrative publications, proponents of those publications must revise them to ensure compliance with the ADs.</p>	Yes
AR	<p>A publication that sets forth missions, responsibilities, and policies; delegates authority; sets objectives; and prescribes mandated procedures to ensure uniform compliance with those policies. Mandated procedures in Army regulations are required and authoritative instructions that contain the detail needed to make sure basic policies are carried out uniformly throughout the Army. These mandated procedures also ensure uniform implementation of public law, policy guidance, and instructions from higher headquarters or other Government agencies, such as JCP, OMB, or DOD.</p>	Yes
DA circular	<p>A temporary directive or informational publication that expires 2 years or less after date of issue.</p>	Yes
DA general order	<p>A written directive containing material of general interest (permanent or semipermanent in duration) that fall within the following categories—</p> <ul style="list-style-type: none"> - Organizational (relating to Army commands, installations, agencies, and activities). <ul style="list-style-type: none"> 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
DA memorandum	<p>A permanent directive with limited distribution. It applies only to HQDA or HQDA and its field operating agencies. DA memorandums are effective until superseded or rescinded.</p>	Yes
DA pamphlet	<p>A permanent instructional publication. Unless mandated in an AR, procedures established in a DA pamphlet are for guidance only and to establish optional or helpful methods of performing mission and functions, define probable courses of action, and explain how something is affected. A pamphlet—</p> <ul style="list-style-type: none"> - 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 and mandated procedures prescribed in ARs. 	No
DA poster	<p>A decorative or pictorial bill or placard for posting, often in a public place, and intended primarily for advertising.</p>	No
HQDA letter (numbered)	<p>A temporary directive or informational publication that has a limited distribution, is effective for 2 years or less, and applies to HQDA agencies and ACOMs, ASCCs, and DRUs.</p>	Yes

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, DA circular, DA memorandum, or HQDA letter (numbered)
DA pamphlet	DA pamphlet
DA circular	DA circular or HQDA letter (numbered)
DA memorandum	DA memorandum
HQDA letter (numbered)	HQDA letter (numbered)
DA general order	DA general order

b. Doctrinal and training publications. Doctrinal and training publications are not policy DA publications and do not require Office of The Judge Advocate General (OTJAG) 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).

c. Technical and equipment publications. Technical and equipment publications are not policy DA publications and do not require OTJAG 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 Department of the Army). 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) Memoranda (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 (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 Department of the Army). 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 allowance (TDAs).
- (5) Tables of organization and equipment (TOEs).

c. Agency, command, and installation technical and equipment publications (not authenticated by the Department of the Army). 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 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 preferred method of publishing and issuing revisions to DA publications. Distribution methods are electronic media only (EMO), printed media only, or both media. HQDA principal officials will publish policies, responsibilities, procedures, and information in the printed, electronic, or digital media stipulated in this regulation, AR 360-1, and in accordance with the procedures in DA Pam 25-40. HQDA principal officials will update all printed, electronic, or digital media for a publication at the same time to ensure all available formats contain the same information. For technical and equipment publications, in cases where both a paper operator manual (-10) and an IETM for operator and maintenance (-13&P or -14&P) were done, both manuals will be updated and released at the same time to ensure the same information is in both manuals.

(1) The Director, APD will not procure, stock, or resupply paper versions of DA administrative publications available on the APD Web site.

(2) Users may locally reproduce DA publications (except for technical and equipment publications) after depleting existing stock levels of paper or CD-ROM and DVD products maintained by LSW. Printing will be procured using requirements of Title 44, USC (44 USC).

(3) Proponents will submit a written justification to the Director, APD if printing an EMO DA publication is essential to meet the needs of the target audience.

b. Electronic messages. Do not use ALARACT messages or other electronic messages to establish new or revised policies or procedures. Use electronic messages only for immediate notification of impending changes to policies and procedures. All ALARACT messages will comply with the requirements in paragraph 2-3b(1) through 2-3b(6), 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; OTJAG, 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 prior to the expiration date through coordination with the Director, APD.

(4) Each ALARACT message will be numbered consecutively, starting with the number "1" at the beginning of each calendar year. The Director, ITA 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) The ALARACT message index (consisting of both inactive and active ALARACT messages) is maintained by the Director, APD.

c. Principal officials' memoranda. Principal officials' memoranda 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.

d. Electronic and digital media. The Internet, Intranet, CD-ROM, and DVD 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 developing, stocking, and distributing products on the Internet, Intranet, CD-ROM, or DVD. Information made available on Web sites and/or distributed by CD-ROM or DVD will adhere to the same copyright, licensing, information management, and legal requirements as information distributed in other media.

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 point of contact provided in the publication and/or to the assigned PC, PCO, EPCO, and/or FMO.

Section III

Requirements and restrictions

2-5. Publishing restrictions and requirements

a. Publishing, printing, and material distribution.

(1) Principal officials and commanders must certify material is required for official business prior to publishing, printing, or distributing 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 printing or posting to a Web site.

(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, print, or distribute 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 the Director, APD. Official publications announcing the issue of citations and awards are exempt. See paragraph 1-7c for general information on exceptions to policy.

d. Identifying duplication of material in other publications. When a proposed publication significantly duplicates material in another publication, the proponent must provide justification for the duplication to the Director, APD.

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

f. Recognition of agencies or individuals.

(1) Armywide publications (not including multi-Service publications for which the 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 purchased by the Army unless the Government also purchased a license to use the copyrighted material.

(6) Authors are authorized bylines in periodicals (see para 3-37a).

g. 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.

h. Units of measure.

(1) Army publications will use International System of Units (SI) measurements as required in 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 the equivalent quantity in U.S. standard units following in parentheses.

i. 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 Director, Army Publishing Directorate (AAHS-PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060-5527.

j. 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 5-10 for the use of color in printed material and see DA Pam 25-40 for illustration, graphic, and figure standards and guidelines.

k. Format requirements (Department of the Army administrative publications only). Proponents of DA administrative publications will comply with all format and editorial style guidelines outlined in DA Pam 25-40.

l. Soldier and DA Civilian roles. Proponents will ensure 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 that a publication is authenticated and made available to users. APD assigns the issue date for DA publications.

b. Effective date. Only Army regulations 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, executive order, 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. The effective date should be at least 30 calendar days after the publication's issue date.

(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. DA circulars and other temporary DA publications have expiration dates. Unless reissued, these temporary publications are not valid after the expiration date. Because obsolete temporary media may appear on official Web sites for historical purposes, users must be very careful to identify those that have expired.

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

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

2-8. 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.

2-9. References

Army publications will include external references (to other publications, forms, and uniform resource locators (URLs) to Web sites) 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 points of contact and physical addresses from which to access or obtain copies of all references if they are not available on APD's Web site. 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 3-36).
- g.* Not cite publications having titles 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 found in DA Pam 25-40.

2-10. Copyright material

a. Copyright laws. Proponents are responsible for ensuring that the material published in printed works or in electronic formats and links to online resources conform to the copyright laws of 17 USC, the copyright policy in paragraphs 2-10b and 2-10c, 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 preparation of written legal opinions.

2-11. Records management requirements

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

b. Proponents will retain record copies of publications as prescribed by AR 25-400-2.

2-12. Contractor restrictions

The creation, change, and rescission of DA policy are inherently governmental functions that may not be performed by a contractor. PC, PCO, EPCO, and FMO functions may not be performed by a contractor.

Section IV

Approval authority, authentication, numbering and indexing publications, and reuse of publication numbers

2-13. 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.

2-14. Authentication

Publications in any media—to include printed publications or 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, to include 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. Department of the Army publications.

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

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

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

2-15. Numbering and indexing publications

The AASA delegates responsibility for the overall management of the DA publications numbering system to the Executive Director, AHS, to 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 approved by the Executive Director, AHS. 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.

2-16. Reuse of publication numbers

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

Section V Forms

2-17. 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 the Director, APD grants an exception (see para 1-7c). 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 hard copy upon request. Forms are properly managed, designed, numbered, and prescribed in appropriate publications at the highest level. Approved Armywide, agency, command, and installation forms follow:

(1) Department of the Army 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) Department of the Army certificates. All DA certificates are given a form number; managed by the Director, APD; and indexed in DA Pam 25-30. 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.

2-18. Army form requirements

a. Prescribing publication. Forms will not be approved for printing, reproduction, or electronic distribution unless their use is prescribed by the appropriate level of publication (for example, a DA form must be prescribed in a DA 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 is being rescinded or expiring will be rescinded (in accordance with the requirements in para 2-17b), unless the prescribing authority for the form and its authorizing policy is transferred to another permanent publication prior to the rescission or expiration date.

(3) Do not illustrate forms in ARs. Submit exceptions to policy to request a form illustration in an AR to the Director, APD. See DA Pam 25–40 for additional information on forms illustrations.

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 5 USC 552a (Privacy Act of 1974).

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

c. Social Security number reduction. 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 a general officer (GO) or Senior Executive Service (SES) member 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 having 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 prior to publication are detailed in 31 USC. The Assistant Secretary of Defense (Comptroller) must approve forms requiring Government Accountability Office approval before publication. See DA Pam 25–40 for additional information.

g. Forms version control.

(1) The Director, APD will manage and index DA forms and other Armywide forms (DA Pam 25–30).

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

h. Forms review. Proponents will review their forms annually and prior to initiating a reprint action to ensure 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 the Director, 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 1144, and/or DD Form 282, 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 chapter 5 for additional information on printing policy.

2–19. Department of Defense forms

a. DD forms are approved by Washington Headquarters Services, Executive Services Directorate, for use by two or more DOD components. The form may be hard copy, 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-PAR) 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. Revise a Department of the Army administrative publication

HQDA principal officials and ACOM commanders will revise DA administrative publications as policies and procedures change. DA administrative policy publications will be revised or certified current at least every 5 years. Revisions to DA administrative publications must conform to the policy of this regulation and the procedures prescribed by DA Pam 25-40. Revision types are listed in paragraphs 3-2a through 3-2d.

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. The Director, APD will complete an administrative revision within 30 calendar days after submission acceptance.

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) Is directed by an executive order (EO) or DOD.
- (b) Involves a matter of urgent national security.
- (c) Is required by a change in law, statute, or Government-wide regulation.
- (d) Is necessary to prevent imminent danger to the life, health, and safety of DA personnel.

(2) Staffing to the AASA only and a legal review are required for a mandated revision (see paras 3-4c and 3-5). A mandated revision will change the publication issue date. The Director, APD will complete a mandated revision within 60 calendar days after submission acceptance; 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 expedite revision based on the scope of requested changes. APD will determine the type of revision following initial review.

c. Expedite revision. HQDA principal officials and ACOM commanders may request an expedite revision to revise and update policies and procedures quickly. Expedite revisions will not exceed 10 percent of the publication's current content, to include all figures, tables, and appendixes. HQDA principal officials and ACOM commanders may complete a maximum of three expedite revisions to a DA publication. Following the third expedite revision, a major revision will be required. An expedite revision will change the publication issue date. Staffing and a legal review are required (see paras 3-4, 3-5, and table 3-1). The Director, APD will complete an expedite revision within 180 calendar days after submission acceptance; 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 3–4, 3–5, and table 3–1). The Director, APD will complete a major revision within 240 calendar days after submission acceptance; 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 Department of the Army regulations and Code of Federal Regulation Department of the Army administrative publications. Revision types in paragraph 3–1 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 paragraph 3–31 for more information on multi-Service DA administrative publications.

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

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 expedite revision.
- (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. The Director, APD will complete certify current publishing actions within 30 calendar days after submission acceptance.

f. Certify current procedures for DA administrative publications prescribed in DA Pam 25–40 are mandatory.

3–4. Staffing requirements for Department of the Army administrative publications

a. HQDA principal officials and ACOM commanders will—

(1) Staff new or revised DA administrative publications with required organizations (see table 3–1) and with HQDA principal officials and commanders of ACOMs, ASCCs, and DRUs that have been assigned responsibilities and/or have oversight of responsibilities within the publication. See AR 10–87 for a full list of ACOMs, ASCCs, and DRUs.

(2) Adjudicate all staffing comments and resolve all nonconcurrences prior to submitting the draft publication to APD.

(3) Provide an information copy of new or revised DA administrative publications to all HQDA principal officials and commanders of ACOMs, ASCCs, and DRUs that may have an interest in the proposed policy or revision.

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 concurrence or nonconcurrence statement and supporting comments within 30 calendar days of the request. All comments will be specific, with suggested changes or corrections for consideration by the proponent. All comments will be submitted on a comment matrix and will be identified in one of the following categories: critical, significant, or administrative (see DA Pam 25–40). Inclusion of any critical comments makes the staffing response an automatic nonconcurrence. Only the HQDA principal official or ACOM commander staffing the publication may grant a staffing extension.

**Table 3-1
Administrative publications required staffing**

DA administrative publications	Staffing requirements
AD AR DA circular DA general orders DA memorandum DA pamphlets DA poster HQDA letter (numbered)	<ol style="list-style-type: none"> 1. The 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 DA administrative publication. 2. The AASA will review publications for the following areas: <ol style="list-style-type: none"> a. O-6 or GS-15 oversight review by the AASA PC. b. Records Management and Declassification Agency for the following: <ol style="list-style-type: none"> (1) Federal Register (AR 25-58). (2) Records Management (AR 25-400-2). (3) Privacy Act and Freedom of Information Act (AR 25-55). (4) Official Mail (DA forms actions only) (AR 25-51). c. DA Committee Management Office (AR 15-1). d. Civil Liberties. e. APD for the following: <ol style="list-style-type: none"> (1) Graphics review. (2) Forms review. (3) Editorial review. 3. 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).

c. Staffing for mandated revisions is limited to the AASA. The Office of the Administrative Assistant to the Secretary of the Army (OAASA) 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 3-5 for legal review requirements.)

d. APD will accept staffing results for DA administrative publications that are 12 months old or less.

e. Mandatory procedures for staffing DA administrative publications are prescribed in DA Pam 25-40.

3-5. Legal review requirements for Department of the Army administrative publications

a. The following DA administrative publications require an OTJAG and OGC legal review:

- (1) ARs.
- (2) DA circulars.
- (3) DA memorandums.
- (4) DA posters.
- (5) HQDA letters (numbered).

b. ADs, DA general orders (except for award DA general orders, which do not require legal review), and requests for rescission of DA administrative publications also require an OTJAG and OGC legal review.

c. OTJAG is responsible for providing legal reviews; however, DA administrative publications covering SECARMY powers and authorities must be coordinated with OGC.

d. The Director, APD submits all DA administrative publications listed in paragraph 3-5a, as well as all requests for rescission of administrative publications, to OTJAG for legal review.

e. The OAASA, Executive Support Office, submits ADs to OTJAG for legal review.

f. The publication/form action officer submits DA general orders to OTJAG for legal review.

g. The Judge Advocate General, in coordination with the General Counsel, will—

(1) Review mandated revisions of ARs and DA memorandums for compliance with controlling laws, directives, regulations, and other DA publications within 15 calendar days of the request.

(2) Review expedite revisions of ARs and DA memorandums for compliance with controlling laws, directives, regulations, and other DA publications within 60 calendar days of the request.

(3) Review major revisions of ARs and DA memorandums, as well as all new DA policy publications for compliance with controlling laws, directives, regulations, and other DA publications within 120 calendar days of the request.

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

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

3-6. 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 when revising existing DA administrative publications or certifying DA administrative publications current.

Table 3-2
Department of the Army administrative publishing action criteria¹

Type of publishing action	Applies to:	Staffing required? (Yes or No)	Legal review required? (Yes or No)	Issue date changed? (Yes or No)
Administrative revision	AD AR DA circular DA memorandum DA pamphlet DA poster HQDA letter (numbered)	No	No	No
Mandated revision	AR DA memorandum DA pamphlet DA poster	Yes (limited to the AASA)	Yes (only for ARs and DA memorandums)	Yes
Expedite revision	AR DA memorandum DA pamphlet DA poster	Yes (see table 3-1)	Yes (only for ARs and DA memorandums)	Yes
Major revision	AR DA memorandum DA pamphlet DA poster	Yes (see table 3-1)	Yes (only for ARs and DA memorandums)	Yes
Certify current	AR DA memorandum DA pamphlet DA poster	No	No	Yes

Notes:

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

3-7. 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 according to AR 15-1. The proponent will coordinate the draft publication with the AASA (DA Committee Management Office).

3-8. Internal control process

All Army programs and functions are subject to AR 11-2 and the requirement to establish and maintain effective internal controls. HQDA publication/form action officers are required by AR 11-2 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.

3-9. Army policy applicable to the general public

HQDA principal officials will coordinate new or revised Army policy affecting the public and/or currently codified in the CFR with the Records Management and Declassification Agency (see AR 25-58). Coordination with the Records Management and Declassification Agency will take place during the Armywide staffing process (see para 3-4). Mandatory coordination procedures for the public registry (Federal Register) are prescribed in DA Pam 25-40.

3-10. Supplementation

a. Army regulations 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 contained 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 that information which is unique to the command or the particular level preparing the supplement. Supplements will not repeat information contained in the basic publication, unless some 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

3–11. 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 used by TRADOC to manage the prioritization, preparation, coordination, and approval for publication (printed and/or digital copies of the products) and distribution of doctrine and training products published in the following formats: ADPs, ADRPs, ATPs, FMs, nonequipment TMs, Soldier training publications, TCs, Junior Reserve Officers Training Corps (JROTC) manuals, DA and DD forms prescribed by Army doctrinal and training literature publications, and selected DA pamphlets and DA posters.

3–12. Purpose of training, doctrinal, training support, and organizational DA 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 of this regulation and the procedures prescribed by DA Pam 25–40.

3–13. Proponents and preparing agencies of training, doctrinal, training support, and organizational publications

Unless otherwise designated by AR 5–22 or HQDA or otherwise delegated, the CG, TRADOC is the 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, OTJAG, U.S. Army 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 publications under the staff supervision of the DCS, G–3/5/7 and DCS, G–4, and according to publishing policy and guidance prescribed by this regulation and DA Pam 25–40. The following are the proponents and preparing agencies:

a. TRADOC, including the 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. U.S. Army Military 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.

3–14. 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. A copy of the schedule will be provided to the Director, APD. Unless directed by HQDA, the proponent determines priorities for the development and production of doctrinal and training publications.

3–15. 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 requirements of publications 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 procurement of DA printing and inform agencies and ACOMs of the status of their reimbursable accounts and withdrawals made from their accounts.

3-16. Graphic training aids

GTAs are training support printed products 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 GTAs 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.

3-17. 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

3-18. General

Technical and equipment publications must conform to the policy of this regulation and the procedures prescribed by 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.

3-19. Acquisition and use of electronic technical manuals and interactive electronic technical manuals

Acquisition and use of ETMs and IETMs is the mandatory method of providing TM information to Soldiers in lieu of hard copy manuals, except as detailed in paragraph 3-19*h*. 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 request 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, through AMC LOGSA, from the Director, APD, must be obtained 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 thereto 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"), but rather the acquisition package will tailor specific requirements and functionalities needed to support the weapons system or equipment using the content selection matrices and the functionality matrices found in MIL-STD-40051-1 or MIL-STD-3031.

e. Proponents will submit IETM statements of work from the solicitation package for preliminary review, prior to contract signing, to the respective EPCO, who will in turn submit the statements of work to the Commander, AMC LOGSA.

f. 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. The EPCO will in turn coordinate the draft IETM and verification plan with the Commander, AMC LOGSA (AMXLS-AP) 30 calendar days prior to verification.

g. ETMs and IETMs will comply with the DOD Information Technology Standards Registry (<https://gtg.csd.disa.mil/uam/welcome?redirectUrl=https%3A%2F%2Fgtg.csd.disa.mil%2Fuam%2Flogin.do>).

h. 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 (aircraft preflight, operating and precombat phased maintenance, preventive maintenance, preventive maintenance daily inspection, and preventive maintenance test flight), all of which may be provided to Soldiers in paper copy. Likewise, FTs, safety changes, oversize diagrams, wiring diagrams, and checklists may be provided to Soldiers in paper copy. If the proponent wants to provide operator information in EMO and not provide paper TMs, it must verify 1) the operational environment the operator uses it in is suitable and 2) 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 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 and approved by TRADOC (insert name of approver and date) and AMC LOGSA (insert name of approver and date)." Include approval emails and documentation when submitting the DA Form 260-1.

i. 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.

j. Proponents will follow information assurance, records management, and publishing and printing policies as specified by AR 25-1, AR 25-400-2, and this regulation.

3-20. Funding of 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 of development of technical and equipment publications.* MATDEVs are responsible for funding the cost of DA technical and equipment publications for which they are proponents to meet Active Army requirements.

b. *Funding of 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 for 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.

3-21. Active Army funding of equipment publications

Funding of equipment publications is accomplished based upon 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 regarding funding of a print action should be directed to AMC LOGSA (AMXLS-AP).

Table 3-3
Common print actions for Department of the Army equipment publications and the responsible funding entity

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 issue 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 issue of two copies of operator and maintenance manuals required when equipment is Reset and modified concurrently.	End Item MATDEV

Table 3-3**Common print actions for Department of the Army equipment publications and the responsible funding entity—Continued**

Print Action Funded	Short Description	Responsible Office
Reset Without Materiel Change	One-time issue 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 LSW for replacement of damaged or lost publications for field Soldiers.	AMC

3-22. 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 3-22*a.*

(1) Operator instructions and operator maintenance.

(2) Maintainer maintenance, below depot sustainment 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.

3-23. 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-2361, MIL-STD-40051-1, and MIL-STD 40051-2 or other applicable military specifications for publication types not covered in MIL-STD-40051-1 or MIL-STD-40051-2. Proponents will conduct business case analyses to use ASD-S1000D and MIL-STD-3031 for standard TMs as an alternative to the abovementioned military standards. General requirements specifications and standards for the preparation of equipment publications will be coordinated with the CG, TRADOC and the Director, APD.

3-24. 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-32216. 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 3-24*b*(1) and 3-24*b*(2) when developing new, revised, or changed publications:

(1) *Preliminary technical manual.* Proponents will produce a preliminary technical manual (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 prior to verification.

(2) *Preliminary technical manual 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/status reports. In addition, it is recommended that the responsible Government program/project management office witness the contractor's validation. Contractor-validated PTMs will be adequate for use in new equipment training, manufacturing development, developmental test and evaluation, and logistics demonstration (see AR 700-127), and

will be updated to reflect the results of the developmental test and evaluation, and logistics demonstration. For Government (in-house) developed technical publications, the Government developer will perform the validation. Validation will be conducted prior to verification.

(b) *Verification.* The Government will verify 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 will in turn coordinate the plan with and obtain the concurrence of the Commander, AMC LOGSA (AMXLS-AP; usarmy.redstone.logsa.mbx.tmss@mail.mil). Approvals of verification plan and method must be obtained at least 30 calendar days prior to 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).

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 technical manual validation and Government technical manual verification.* Combined validation/verification (VAL/VER) will only be used with TRADOC user representative approval and on an exception basis. Combined VAL/VER will be limited to small, less complex systems. Vehicle/aircraft systems should not combine validation and verification. Combination of VAL/VER does not release the contractor from fully developing operation, maintenance, and modification tasks prior to the VAL/VER. Developers will submit one copy of each draft IETM, along with the verification plan through the respective EPCO, who will in turn coordinate with the Commander, AMC LOGSA (AMXLS-AP), Building 3307, Redstone Arsenal, AL 35898, 30 calendar days prior to 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 prior to final submission of the publication.

4. *Final reproducible copy.* Developers will prepare final reproducible copy (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 validation, verification, 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 on which it is installed, it 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 the Director, APD. When authentication is received, the authentication information will be inserted into the FRC prior to 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 portable document format manuals.* The final submission package for paper manuals 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 Web site at <https://www.logsa.army.mil/mil40051/tmsspecs.cfm>. The submission package will be submitted by the proponent EPCO through the Commander, AMC LOGSA to the Director, APD for printing, replication, and/or distribution. The final submission package will be processed through AMC LOGSA and then APD will review, print, replicate, and/or distribute the publication and AMC LOGSA will post to the AMC LOGSA Web site.

b. *Electronic technical manuals and interactive electronic technical manuals.* 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/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 Web site 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 conduct a final review of the complete package and decide whether to approve or reject the package. If approved, AMC LOGSA will send the final submission package to the Director, APD for review, replication, and/or distribution and will retain one copy of the

FRC. APD will review and process the final submission package and distribute it according to the distribution instructions.

3–25. Publications on nondevelopmental items

a. An off-the-shelf, commercially available item or system (nondevelopmental item (NDI)) purchased by the Army 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 commercial item (MACI) may have manufacturers' manuals that the Army can supplement and use. Proponents should make maximum use of COTS manuals when they meet requirements of MIL–PRF–32216. (See AR 70–1 for additional information on NDIs and MACIs.) Proponents will not use MIL–PRF–32216 to contract for the preparation of equipment publications. The use of MIL–PRF–32216 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 criteria below 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 requirements of MIL–PRF–32216. With the user representative, determine whether the manuals are usable by the intended audience, 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–32216.
 - (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 required by the Army. 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 COTS manual is not usable by the intended audience.
 - (4) Determine whether to authenticate COTS manuals using the criteria in paragraphs 3–26 and 3–27.
 - (5) Ensure the preventive maintenance checks and services of the COTS manual or supplementary material are always verified hands-on 100 percent by the user representative.

3–26. 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–32216, 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.

3–27. 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–32216.
 - (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–32216 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 COTSs 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 for which the Army has been designated the 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–32216 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.

3–28. 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. The mandatory date must be imposed by law, EO, order of another executive agency, court order, or Department of Defense directive (DODD).

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.

3–29. Local reproduction authority

EPCOs will submit local reproduction authority (LRA) requests only to support initial fielding or modifications. Receipt of the LRA DA Form 260–1 will also initiate the normal printing cycle for stock and distribution copies. LRA requests will be forwarded through channels to the Director, APD. AMC proponents will include a PDF file or copy of each IETM in the request to AMC LOGSA concurrently when forwarding the LRA request to APD. PCOs will establish measures to ensure version control between the LRA and copies printed for normal distribution and stock. See DA Pam 25–40 for LRA procedures.

Section IV

Multi-Service Department of the Army Publications

3–30. 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 are needed to perform a mission or function common to two or more Services, DOD agencies, or other Government agencies and that are mutually agreed to by these organizations. 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.

3–31. 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 a multi-Service DA administrative publication meets currency standards, certifying it current, revising it, or rescinding it as needed.

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

(3) Ensure the legal sufficiency of the multi-Service DA administrative publication in accordance with paragraph 3–5.

(4) Ensure 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 the Director, APD.

(6) Obtain DA authentication by the AASA through coordination with the Director, APD.

b. When the Army is not the lead for a multi-Service administrative publication, the DA proponent will—

(1) Follow the lead agency’s format for administrative publications.

(2) Notify APD when a new multi-Service administrative publication is being developed or an existing multi-Service administrative publication is being revised or rescinded by another Service, DOD agency, or Government agency.

(3) Ensure the new or existing multi-Service administrative publication meets Armywide staffing requirements.

(4) Ensure the legal sufficiency of the multi-Service DA administrative publication in accordance with paragraph 3–5.

(5) Obtain DA authentication by the AASA through coordination with the Director, APD.

(6) Request the Director, APD provide final approval and signature blocks to the lead Service, DOD agency, or other Government agency.

3–32. 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 Armywide 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 and/or DOD and/or other Government agency signature(s).

b. The Director, APD will authenticate multi-Service doctrinal publications within 60 calendar days after receipt at APD.

c. APD will accept multi-Service doctrinal publications authenticated and approved by the other Services 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.

3–33. 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 will change, revise, or rescind it as needed.

(2) Ensure the new or existing publication meets Armywide coordination 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 change or revision of the multi-Service technical and equipment publication is being done or when the multi-Service publication is going to be rescinded.

b. When the Army is not 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 the Director, 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

3–34. U.S. Military Communications-Electronics Board publications

a. The U.S. Military Communications-Electronics Board (USMCEB) is the Joint Chiefs of Staff activity responsible for all communications-electronics matters that pertain to DOD, Government activities, and their contractors. USMCEB publications take precedence over any other publications on communications-electronics matters. The CIO/G–6 is the Army proponent for USMCEB publications. USMCEB 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. See DODD 5100.35 for further information.

b. Types of USMCEB publications are as follows:

(1) *Allied communications publications.* Allied communications publications (ACPs) are indexed in DA Pam 25–30. Supplementation of ACPs is prohibited without prior written approval of the USMCEB. The 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 DA Pam 25–30. Supplementation of JANAPs is prohibited.

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

3–35. 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://www.disa.mil/About/DISA-Issuances>. DISA publications will apply to all Army communications facilities designated as elements of the defense communications system. DISA publications will take precedence over DA publications. Provisions in DA publications that exceed the instructions in DISA publications will be considered as supplementary instructions.

3–36. 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. These publications are not authenticated by DA. 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 authorized.

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) *Memoranda.* Memoranda 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 3–10 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 for which the agency head or commander is responsible. 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) *Standard operating procedures*. SOPs, as defined by JP 1–02, 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.

3–37. Periodicals and nonrecurring publications

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

3–38. 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). The transport instruction TBs used by Soldiers will be DA authenticated.

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. It also serves as the approval authority for overseas commanders establishing and operating Army publications and blank forms distribution centers, as needed. 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 prior to publishing and online posting, and protect them accordingly.

(1) This review will be accomplished according to 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 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. The AASA serves as the approval authority for overseas commanders establishing and operating Army publications and blank forms distribution centers, as needed. Unless otherwise specified, guidance for obtaining distribution support is in DA Pam 25-40. Hard copy (paper, CD-ROM, and DVD) DA publications and forms are available to publications account holders at <https://dol.hqda.pentagon.mil/ptclick/index.aspx>.

4-2. Overseas publications centers

a. Overseas publications centers are responsible for the following:

(1) Stocking and issuing blank forms and command publications to the units within the geographical area of their command.

(2) Providing bulk service for consolidated publications shipments to publications account holders in their area of responsibility for DA publications and forms.

(3) Keeping accurate inventory stock records to ensure that stocked blank forms and publications are continuously available while at the same time preventing fraud, waste, or abuse of resources.

(4) Conducting an annual inventory and accounting for all classified publications and accountable and sensitive blank forms.

b. Overseas publications centers that maintain manual inventory stock records will use DA Form 479 (Publication and Blank Form Stock Record Card (Vertical File)) and DA Form 479-1 (Publication and Blank Form Stock Record Card (Visible File)). Overseas publications centers that have automated capability will capture the data elements of DA Forms 479 and 479-1 and maintain this information on an automated system.

c. Overseas commanders of ACOMs, ASCCs, and DRUs that elect not to establish overseas publications centers will ensure that blank forms accounts are established in accordance with the criteria outlined in DA Pam 25-40. Strict controls will be placed on those accounts authorized to order accountable and sensitive forms. These accounts should be limited to one for each ACOM, ASCC, and DRU.

4-3. Publications stockrooms

a. Stockrooms will provide break-bulk service for consolidated shipments to publications account holders for DA publications and forms on their installation. The installation designated functional manager will oversee stockroom operations in support of all the Services located on their respective installations.

b. Installation stockrooms will service USAR and JROTC and Senior Reserve Officers' Training Corps (SROTC) units in the installation's area of responsibility (see AR 5-9) and other Services located on the installation. Stockrooms at larger installations will provide services to smaller installations and activities located in their geographical area.

c. One stockroom may be established at each Service, ARNG, or USAR school to stock and issue publications and forms. School administrative needs will be provided by installation stockrooms.

d. Publication inventory stock record procedures are prescribed in DA Pam 25-40.

4-4. 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 FMS program will fund for or reimburse the AMC technical and equipment print budget for the cost of printed copies.

4–5. 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.

4–6. 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.

4–7. 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.

4–8. Indexing Department of the Army publications

APD will maintain an index of all DA publications and prescribed forms identified in paragraph 2–1. DA Pam 25–30 contains the consolidated index of all DA publications and forms. See DA Pam 25–30 and DA Pam 25–40 for procedures on accessing and using the index. Initial distribution procedures are located in DA Pam 25–40.

4–9. Official Web sites for Department of the Army publications

The Web sites listed in table 4–1 are recognized as the only official Army Web sites for access to the most current version of authenticated DA publications and forms.

a. The only exceptions to this policy are—

(1) Only commands outside the continental United States and remote activities that experience significant difficulty in accessing DA publications and forms online due to bandwidth limitations may make DA publications and forms accessible on local servers or a local Intranet by downloading the current version. Only outside the continental United States 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 the most recent versions of DA publications and forms are available.

(c) Notifying users on the initial access screen that the version being reviewed locally may differ from the official copy maintained on the Web sites in table 4–1.

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

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 Web sites to DA publications and forms must establish electronic links to the appropriate Web sites identified in table 4–1.

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

Web site title	Web site address
U.S. Army Official Web site	http://armypubs.army.mil
Army Publishing Directorate	http://www.apd.army.mil
AMC LOGSA	https://www.logsa.army.mil/etms/online.cfm
Central Army Registry	http://www.adtdl.army.mil/
U.S. Army Corps of Engineers	http://www.usace.army.mil
TSG and U.S. Army Medical Command (MEDCOM)	http://www.armymedicine.army.mil
DOD Forms Management Program	http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm

4–10. 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 chapter 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 Reserve Officers' Training Corps (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, U.S. Army Reserve Command (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. Memoranda of transmittal are not required.

Chapter 5 Printing, Reproduction, and Field Printing

Section I Statutory Guidelines

5–1. General

- a.* 44 USC stipulates that all printing will be accomplished at GPO, unless otherwise authorized by the JCP.
- b.* DODI 5330.03 designates DLA Document Services as the DOD single manager for printing. Consequently, all printing will go through DLA Document Services.
- c.* The JCP considers replicating digital media to be printing, especially if CD-ROMs and DVDs include publications.
- d.* Use of appropriated funds to provide printing and reproduction support will be restricted to authorized activities.
- e.* Local field printing and reproduction facilities and services provide in-house printing and reproduction support for those requirements that cannot be obtained from DLA Document Services or a commercial source through GPO. Local in-house printing and reproduction facilities at Army activities are operated either by the local command activity or by DLA Document Services. Printing and reproduction procured directly from commercial sources using appropriated funds and not procured through the local DLA Document Services office must be reported on JCP Form 2 (Commercial Printing Report). Directors of information management are required to submit this report semiannually (March and October). Send this form report to the Director, Army Publishing Directorate (AAHS-PAR), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060–5527 or email to usarmy.pentagon.hqda-apd.mbx.printing-management-branch@mail.mil. APD will procure Departmental printing from authorized sources. Procedures and guidelines for requisitioning Departmental printing are provided in DA Pam 25–40.
- f.* Army printing and reproduction will be obtained as follows:

(1) APD will acquire or direct the acquisition of all Departmental printing and all local or command printing originating in the Washington, DC, metropolitan area.

(2) Commands and agencies outside of the Washington, DC, metropolitan area will obtain local printing and reproduction from the local DLA Document Services.

(3) U.S. AbilityOne Commission (AbilityOne.gov), a 41 USC 8501 – 8506 participating nonprofit agency, and the Federal Prison Industries, Inc. (UNICOR), may be used as alternate sources of procuring services when a clear saving to the Army is shown.

g. 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 procured as an integral part of a contract for supplies or other services. Resupply will not be requested in hardware contracts; all resupply will be satisfied by LSW. This restriction does not prevent procuring services for writing and editing or for preparing manuscripts and related illustrations as a part of a contract.

h. 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.

i. APD will serve as the point of contact for operational matters related to Army-operated field printing and reproduction facilities, and for the authorization of all printing, binding, and related equipment as listed in DA Pam 25–40 for use at Army 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; <http://www.logisticsinformationservice.dla.mil/H2/search.aspx>) should be considered to fall under the provisions of this regulation unless specifically excepted elsewhere in this regulation.

j. 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.

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

5–2. Unlawful printing

a. Printing or reproduction of any of the following material is unlawful unless allowed under an exception in paragraph 5–2*b*.

- (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 5–2*a* 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.

5-3. 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 the prior approval of APD.

Section II

Army Printing Policy

5-4. 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.

(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 Web site (<http://www.apd.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 stationery is authorized when elements of the same agency, command, or organization are located in different geographical areas, cities, or States.

(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.

(6) Separate letterhead stationery will be limited to the following:

(a) Office of the Secretary of the Army and principal HQDA agencies identified in DA General Order 2012-01.

(b) ACOMs, ASCCs, and DRUs.

(c) Continental United States Army.

(d) Installations.

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

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 printed.

5-5. Envelopes

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

b. Envelopes will be the types and sizes stocked and/or issued by GPO and/or GSA.

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.

5–6. 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 Customer Service, LSW. All requests must include the appropriate name, building number, room number, and street address. Stationery and invitations will be issued in a standard package of 250 per box. Envelopes will be issued in quantities corresponding to the invitations requested.
- d. Invitations will not be stocked in installation publication stock rooms or equivalent facilities. Inventory of GO and SES stationery, invitations, and envelopes is authorized within the GO and SES office to meet anticipated requirements and within immediate support offices to the GO or SES member, when appropriate. Inventory is authorized in overseas stockrooms, for example, the Publications and Records Center of Excellence, U.S. Army Garrison Rheinland-Pfalz, and handled as an accountable item that may be requisitioned only by a GO or SES and his or her immediate staff.

5–7. 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 procured 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 5–10 on the use of color.) Customized embossed or engraved cards will not be procured 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 procured for the express purpose of producing business cards. Only standard business card stock that is available through normal supply channels may be used.

b. The U.S. AbilityOne Commission (AbilityOne.gov) and UNICOR may be used as an alternate source of procuring 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. Activities who have been exempted from requirements to use DLA Document Services may submit requests directly to the agency.

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 Web site(s).

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

5–8. 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).

5-9. 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 5-9a(1) and 5-9a(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. Civilian Enterprise Program publications. Publications published under the Civilian Enterprise Program, managed by OCPA, may contain advertisements as authorized by that program.

c. 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 exceptions to policy to request use of trade names to the Director, APD. The servicing legal counsel will review and address questions concerning use of trade names.

5-10. Use of color

Do not use multiple color printing and reproduction for hard copy distribution of routine reports and presentations unless multiple colors are necessary to provide clarity of data and information being 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. Recognizing 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 and reproduction 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 colors 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 and reproduction do not serve a functional purpose or show value and are 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 field 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 and reproduction in continental United States Army field printing and reproduction facilities are prohibited and must be procured through DLA Document Services. Use of the Government Purchase Card is prohibited for commercial procurement (reference Federal Acquisition Regulation, Section 13.201(b)). The criteria in paragraph 5-10a must be met when procuring multicolor printing.

Section III Procurement of Printing Services

5-11. Design standards for printed products

a. APD will set formatting and design standards for printed materials and ensure that the printed product can be produced at the greatest value to the Army while still meeting its need. APD will determine the appropriate construction and design layout of printed products, to include: front covers, back covers, and spines (if necessary).

APD uses the guidance in this regulation, DA Pam 25–40, JCP 101–9, as well as standard industrywide practices when determining acceptable submissions.

b. For DA publications, exceptions to these design standards may be approved by the Director, Army Publishing Directorate (AAHS–PA), 9301 Chapek Road, Building 1456, 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.

5–12. Contract printing and reproduction

a. *Procurement.* Procurement of printing or reproduction for the field from any source other than DLA Document Services is prohibited unless authorized by a waiver from the JCP. When a waiver is granted, the waiver number will be referenced in the bid advertisement to indicate that a waiver has been granted. Printing and reproduction services may be procured 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. The GPO Regional Printing and Procurement Office (RPPO) should remain the primary source for procurement. Only unclassified material may be procured from UNICOR.

b. *Contract printing.*

(1) *For activities supported by Defense Logistics Agency Document Services.* Contract field printing will be obtained from DLA Document Services at installations directly supported by DLA Document Services offices. Submit any requests for waiver through the local DLA Document Services office.

(2) *For activities exempt from the requirement to use Defense Logistics Agency Document Services (Army National Guard and U.S. Army Reserve).* Requisition printing and reproduction from GPO RPPOs in the Federal printing region of copy origin or distribution. (Do not go directly to the GPO central office.) Submit a request for waiver to the nearest GPO RPPO. Requisitions for printing and reproduction services under an authorized waiver must be submitted through an authorized Army purchasing official and/or contracting officer.

c. *Establishing term contracts.* To establish a term contract for recurring printing and reproduction for Departmental printing, contact APD’s Printing Support Branch. For the field:

(1) Functional managers will send a letter of request and SF 1 (Printing and Binding Requisition) to 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) DLA Document Services will administer term contracts, to include maintaining quality control of products and payment of invoices.

d. *Funding to support contract printing.* The local commander or designated functional manager must ensure that funds are available for requisitioning printing and reproduction services through DLA Document Services or the GPO RPPO for procurement from commercial sources. They will also establish close liaison with DLA Document Services to determine the time required for printing and reproduction procurement under various circumstances. Proponents will coordinate with designated functional managers when projecting printing and reproduction requirements and the required delivery time from commercial sources. Those activities not supported by DLA Document Services will coordinate with the servicing GPO RPPO.

Section IV

Field Printing and Reproduction Operations

5–13. General

a. Field printing and reproduction facilities are Departmental facilities that have been chartered to support printing and reproduction requirements that cannot be adequately satisfied by a local DLA Document Services facility or procurement through GPO. Field printing and reproduction facilities must operate within the provisions of 44 USC, JCP 101–9, 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 TOE, MTOE, ARNG, and USAR organizations. Unless otherwise exempted, commands and agencies will—

(1) Obtain automated printing services through DLA Document Services, consistent with the provisions of this regulation.

(2) Provide necessary information and assistance to DLA Document Services in setting requirements, arranging for

and executing inter-Service support agreements, and enabling DLA Document Services to provide them with the required products and services in an effective and efficient manner.

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

5-14. Establishing field printing and reproduction facilities

Printing and reproduction facilities at Army installations and activities provide support for those requirements that cannot be efficiently and effectively procured through GPO or to produce work that must be retained in-house to avoid compromise of national security.

a. No new Army printing or reproduction facility will be established at those locations supported by a DLA Document Services facility.

b. Approval must also be obtained from APD prior to—

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

(2) Augmentation of TOE and/or MTOE with TDA-based printing and reproduction organizations.

5-15. Reduction or discontinuance of field printing and reproduction facilities

a. A notice will be sent through command channels to the Director, Army Publishing Directorate (AAHS-PA), 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060-5527 when—

(1) Requirements for an in-house TDA printing and reproduction facility are reduced or the facility is no longer required.

(2) TOE and/or MTOE printing units are deactivated or printing and binding equipment is determined to be in excess of their needs.

b. Provide the following information:

(1) A brief summary of reasons for disestablishing the facility.

(2) An explanation of how any continuing printing and reproduction requirements will be met.

(3) A list of equipment to be retained, transferred, or disposed of along with original authorization numbers. Give the condition of the equipment, the authorization number, its current value, and the date it will be available. DA Pam 25-40 provides a table for determination of equipment value.

(4) The number of military personnel and DA Civilians to be released or reassigned. Show this number by category (such as officers, enlisted personnel, and direct hire (U.S. or foreign national) or indirect hire DA Civilians). Also include the number of DA Civilians who are assigned to authorized spaces and who will be subject to reduction in force procedures.

5-16. Authorized equipment

a. Printing, electronic publishing, reproduction, binding, and related equipment authorized for use in printing and reproduction facilities are grouped according to certain basic types by the JCP. 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 provided in DA Pam 25-40, regardless of intended use or location. Commanders must report printing equipment that is located outside of the printing facility as well as equipment located at the facility to APD (AAHS-PAR) on JCP Form 5 (Annual Plant Inventory). Equipment used by facilities controlled and operated by DLA Document Services is excluded from this requirement.

5-17. Authorized work

a. Work may be produced by any authorized in-house facility provided that the—

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

(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 Defense Finance and Accounting Service - Indianapolis (DFAS-IN) Regulation 37-1 for reimbursable orders.

b. For economy and efficiency and regardless of the command's mission, each Army-operated field printing and reproduction facility (except as noted in paras 5-17c through 5-17e) 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 5-17b(1) through 5-17b(3).

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

(2) The designated functional manager of the agency or activity that will do the printing or reproduction approves the work.

(3) The designated functional manager verifies that the work is mission essential and meets the requirements of this regulation.

c. Printing facilities operated for vocational purposes may print only forms and other publications that—

(1) Have no established source of supply.

(2) Are required to administer the activity.

d. Topographic and Military Information Support Operations and USAR reproduction detachment 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 reproduction material to be produced to allow units to provide proficiency training to personnel in operation and maintenance of equipment. The units will not solicit from or provide reproduction support to other activities that are normally supported by DLA Document Services.

e. Printing and reproduction in Army-operated facilities are allowed for the activities and departments listed below when the facilities receive a citation for full repayment of funds. The facilities will use a comptroller-approved method to compute the cost.

(1) *Civil works activities, Chief of Engineers.* Inversely, when they receive a citation for full repayment of funds, civil works appropriated fund activities may do authorized work for military appropriated fund activities.

(2) *Nonappropriated fund activities.*

(a) Printing and reproduction are not authorized for costs 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. Printing and reproduction of publicity for activities are authorized if provided on a cost reimbursement basis and if commercial printing support is not available.

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

(3) *Financed activities.*

(a) Activities financed from industrial funds or management funds.

(b) Activities of other Government departments and agencies that are financed from appropriated funds. Designated functional managers will advise ordering agencies that the agencies must process commercially procurable work through available GPO RPPO sources. Designated functional managers may require non-Army activities to provide a statement that jobs are not commercially procurable through GPO RPPO sources.

f. Industrial-type printing and reproduction facilities that operate under revolving funds or similar fiscal systems may perform services for departments, agencies, and offices as authorized by their charter. The facilities must receive citation for full repayment of funds. Repayment will be made according to DFAS-IN Regulation 37-1. (The U.S. Army Corps of Engineers has revolving fund reimbursement arrangements associated with civil works appropriated fund activities.)

g. USAR and ROTC printing and reproduction is base operations support according to AR 37-49.

h. Recruiting and publicity material for USAR and ROTC units is considered mission unique and will be reproduced only on a reimbursable basis. Recruiting and publicity work will be submitted by—

(1) USAR units to their major USARC headquarters, or for USARC units to their major command headquarters for approval. If approved, the major command will submit the work to the regional support command.

(2) ROTC units to their regional headquarters for approval. If the work is approved, the units will submit it to the host installation.

5-18. Processing of 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 personal 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 will oversee the awards program and delegates 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 Awards.* 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/developers may not be nominated in this award category.

(1) *Army Editor of the Year Award (Department of the Army 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 an Army employee (military or DA 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: Secretary of the Army 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 Web site. 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) *Secretary of the Army 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) *Secretary of the Army Award for Publications Improvements (agency, command, and installation).* Awarded to an Army employee (military or DA 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, to include 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 2–3*d*.)

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. DOD publications are available at <http://www.dtic.mil/whs/directives/>. USC material is available at <http://www.gpo.gov/fdsys/browse/collectionUScode.action?collectionCode=USCODE>.

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
Committee Management

AR 25–2
Information Assurance

AR 25–36/AFJI 21–301/OPNAVINST 5600.22/MCO 5215.9/DLAR 4151.9
Interservicing of Technical Manuals and Related Technology

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
Publication in the Federal Register of Rules Affecting the Public

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 Using a Common Source Database (Available at <http://public.s1000d.org/Pages/Home.aspx>.)

Common Table of Allowances 50-909

Field and Garrison Furnishings and Equipment (Available at <https://fmsweb.army.mil/unprotected/splash/welcome.aspx>.)

DA General Order 2012-01

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

DFAS-IN Regulation 37-1

Finance and Accounting Policy Implementation (Available at <http://asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200>.)

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 5100.35

Military Communications-Electronics Board (MCEB)

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

EO 12770 (56 FR 35801)

Metric Usage in Federal Government Programs (Available at <http://www.nist.gov/pml/wmd/metric/upload/PEO-12770-NIST-SP-811-September-1998.pdf>.)

EO 12866

Regulatory Planning and Review (Available at http://www.whitehouse.gov/sites/default/files/omb/inforeg/eo12866/eo12866_10041993.pdf.)

EO 12988

Civil Justice Reform (Available at <http://www.gpo.gov/fdsys/pkg/FR-1996-02-07/pdf/96-2755.pdf>.)

EO 13563

Improving Regulation and Regulatory Review (Available at <http://www.gpo.gov/fdsys/pkg/FR-2011-01-21/pdf/2011-1385.pdf>.)

FAR

Federal Acquisition Regulation (Available at <http://www.acquisition.gov/far/>.)

Federal Standard 376B

Preferred Metric Units for General Use by the Federal Government (Available at <http://www.nist.gov/pml/wmd/metric/upload/fs376-b.pdf>.)

JCP 101-9

Government Printing and Binding Regulations (Available at http://www.gpo.gov/pdfs/congressional/PB_Regulations.pdf.)

Mailing Standards of the United States Postal Service

Domestic Mail Manual (Available at <http://pe.usps.gov>.)

Mailing Standards of the United States Postal Service

International Mail Manual (Available at <http://pe.usps.gov>.)

MIL-HDBK-1222

Guide to the General Style and Format of U.S. Army Work Package Technical Manuals (Available at <https://assist.dla.mil/online/start/>.)

MIL-HDBK-2361

Army Digital Publications Development Implementation Guide (Available at <https://assist.dla.mil/online/start/>.)

MIL-PRF-32216

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

MIL-STD-2361

Digital Publications Development (Available at <https://assist.dla.mil/online/start/>.)

MIL-STD-3008

Interactive Electronic Technical Manual (IETM) Technical Data Requirements to Support the Global Combat Support System – Army (GCSS-A) (Available at <https://assist.dla.mil/online/start/>.)

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/online/start/>.)

MIL-STD-40051-1

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

MIL-STD-40051-2

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

36 CFR Part 1194

Electronic and Information Technology Accessibility Standards (Available at <http://www.gpo.gov/fdsys/granule/CFR-2011-title36-vol3/CFR-2011-title36-vol3-part1194/content-detail.html>.)

40 CFR Part 247

Comprehensive Procurement Guideline for Products Containing Recovered Materials (Available at <http://www.gpo.gov/fdsys/granule/CFR-2002-title40-vol21/CFR-2002-title40-vol21-part247/content-detail.html>.)

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

15 USC 205a

Congressional statement of findings

17 USC

Copyrights

31 USC

Money and Finance

41 USC 8501 – 8506

Committee for Purchase From People Who Are Blind or Severely Disabled

42 USC 2011 et seq.

Congressional declaration of policy (Atomic Energy Act of 1954, as amended)

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 Printing 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 Web site (<http://www.apd.army.mil>); DD forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>); and SFs are available on the GSA Web site (<http://www.gsa.gov>).

DA Form 260

Request for Publishing – DA Administrative Publications (Prescribed in para 2–1.)

DA Form 260–1

Request for Publishing – DA Training, Doctrinal, Technical, and Equipment Publications (Prescribed in para 2–1.)

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 2–17*b*.)

JCP Form 2

Commercial Printing Report (Prescribed in para 5–1*e*.) (Available at <http://www.gpo.gov/customers/sfas1.htm>.)

JCP Form 5

Annual Plant Inventory (Prescribed in para 5–16*c*.) (Available at <http://www.gpo.gov/customers/sfas1.htm>.)

SF 1

Printing and Binding Requisition (Prescribed in para 5–12*c*.)

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the APD Web site (<http://www.apd.army.mil>), and DD forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

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 479

Publication and Blank Form Stock Record Card (Vertical File)

DA Form 479–1

Publication and Blank Form Stock Record Card (Visible File)

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 and reproduction 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, DA memorandums, HQDA letters (numbered), 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 prior to 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) Have all DA publications been authenticated by the proper authority prior to issuance as an official publication?
- (10) Have all agency, command, and installation administrative publications been authenticated by the agency head or designee?

(11) 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 Forms 67) 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 prevented from being produced in electronic media only 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 usage authorized for electronic or local reproduction?
- (13) Are procedures implemented to index authorized forms?
- (14) Are approvals for form deviations 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 Forms 67 maintained for management and historical purposes?

c. Printing and reproduction 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 procured by using the most economical means to procure printing?

(3) Are all procurements vetted through DLA Document Services?

(4) Are all DD Forms 282 and DA Forms 260 or DA Forms 260-1 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 OAASA, 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 Army Records Information Management System?

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 account validation listings verified each year?

(5) Are mailing addresses for authorized accounts reviewed and updated as required?

(6) Are procedures implemented to maintain an inventory of forms issued?

(7) Were records maintained on the use of forms to avoid procuring excessive stocks and ensure that forms ordered are consistent with expected usage?

e. Graphics management.

(1) Are all figures that are 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 27 March 2006.

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 1456, Fort Belvoir, VA 22060-5527.

Glossary

Section I Abbreviations

AASA

Administrative Assistant to the Secretary of the Army

ACOM

Army command

ACP

Allied communications publication

AD

Army directive

ADP

Army doctrine publication

ADRP

Army doctrine reference publication

AHS

U.S. Army Headquarters Services

ALARACT

all Army activities

AMC

U.S. Army Materiel Command

APD

Army Publishing Directorate

AR

Army regulation

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASA (FM&C)

Assistant Secretary of the Army (Financial Management and Comptroller)

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

COTS

commercial off-the-shelf

DA

Department of the Army

DA Pam

DA pamphlet

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DCS, G-4

Deputy Chief of Staff, G-4

DD Form

Department of Defense form

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

FRC

final reproducible copy

FT

firing table

FY

fiscal year

GO

general officer

GPO

Government Publishing Office

GS

General Schedule

GSA

General Services Administration

GTA

graphic training aid

HQDA

Headquarters, Department of the Army

IETM

interactive electronic technical manual

ITA

U.S. Army Information Technology Agency

JANAP

Joint Army-Navy-Air Force publication

JCP

Joint Committee on Printing

JP

Joint publication

JROTC

Junior Reserve Officers' Training Corps

LOGSA

Logistics Support Activity

LRA

local reproduction authority

LSW

Logistics Services Washington

MACI

military adaptation of commercial item

MATDEV

materiel developer

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

O-6

colonel

OAASA

Office of the Administrative Assistant to the Secretary of the Army

OCPA

Office of the Chief, Public Affairs

OGC

Office of the General Counsel

OMB

Office of Management and Budget

OTJAG

Office of The Judge Advocate General

PB

professional bulletin

PC

publishing champion

PCO

publications control officer

PDF

portable document format

PEO

program executive officer

PL

public law

PM

program manager

PTM

preliminary technical manual

ROTC

Reserve Officers' Training Corps

RPPO

Regional Printing and Procurement Office

RPSTL

repair parts and special tools list

SECARMY

Secretary of the Army

SES

Senior Executive Service

SF

standard form

SGML

Standard Generalized Markup Language

SI

International System of Units

SIPRNet

Secret Internet Protocol Router Network

SOP

standard operating procedure

SROTC

Senior Reserve Officers' Training Corps

TB

technical bulletin

TC

training circular

TDA

table of distribution and allowance

TM

technical manual

TOE

table of organization and equipment

TRADOC

U.S. Army Training and Doctrine Command

TSG

The Surgeon General

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

XML

Extensible Markup Language

Section II**Terms****Active Army**

The Active Army consists of Regular Army Soldiers on active duty; ARNGUS and USAR Soldiers on active duty except as excluded below; ARNG Soldiers in the service of the United States pursuant to a call; and all persons appointed, enlisted, or inducted into the Army without component. Excluded are Soldiers serving on—

- a. Active duty for training;
- b. Active Guard Reserve status;
- c. Active duty for special work;
- d. Temporary tours of active duty for 180 calendar days or less; and
- e. Active duty pursuant to the call of the President (10 USC 12304).

All Army activities message

An Armywide electronic message distributed by HQDA for issuing 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 doctrine

Fundamental principles with supporting tactics, techniques, procedures, and terms and symbols by which the operating force and elements of the generating force that directly support operations guide their actions in support of national objectives. It is authoritative but requires judgment in application.

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/Standard Generalized Markup Language (SGML)) for a DA publishing medium. Army document type definitions exist for ARs, DA circulars, DA pamphlets, Joint-Army regulations, for which Army is the executive agency, 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 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, JROTC 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 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.

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.

Compact disc-read only memory

An approved Departmental distribution medium used to distribute publications and forms.

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.

Court-martial promulgating order

Types of court-martials:

a. General court-martial promulgating order. A written directive containing the results of trial by a general court-martial and the initial action of the convening authority thereon. It also shows any later action taken on the findings or sentence of the general court-martial case.

b. Special court-martial promulgating order. A written directive containing the results of trial by a special court-martial and the initial action of the convening authority thereon. It also shows later actions taken on the findings or sentence of the special court-martial case if such actions are different from the action previously taken.

Department of the Army publication

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

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.

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 repairable 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, Army regulations, DA pamphlets, DA circulars, field manuals, and technical manuals).

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, so that document has its own CD-ROM.

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 per 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.

Exception to policy

A determination approved by the SECARMY or his or her designee waiving for a limited time or purpose a policy or procedure contained in a DA publication. Also known as a waiver.

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 (appendices)); and other doctrinal information. It describes how the Army and its organizations conduct operations and train for those operations.

Field printing

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.

Firing table and trajectory chart

A table that contains exterior ballistic data, based on range firings, for specific types of weapons and combinations of projectiles, fuses, and propelling charges. It is classified according to types of weapons as follows:

a. Abridged. Minimum data needed to determine the elevation for the desired point of impact for tank guns, light mortars, and similar weapons.

b. Antiaircraft. Exterior ballistic tabulations that provide data along the trajectory for constant elevation out of the time of flight for which the fuse is set.

c. Field artillery. Exterior ballistic tabulations giving the trajectory characteristics at the point of impact. They provide data needed to determine the elevation for a desired point of impact.

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 hard copy, 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 furnish the desired information varies substantially. It does not have to be a form if it does not meet the definition of a form.

Government Publishing Office Regional Printing and Procurement Office

Any office established by the Public Printer in accordance with the JCP authorized to procure 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.

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 oriented, 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 technical manuals prepared to ASD-S1000D and MIL-STD-3031, the term "interactive electronic technical publication" is equivalent to the term "IETM."

Interactive multimedia instructions

A term applied to a group of predominantly interactive, electronically delivered training and training support products. Interactive multimedia instruction products include instructional software and software management tools used in support of instructional programs.

Illustration

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

Joint Committee on Printing

A committee established by Congress 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, approved by the Chairman of the Joint Chiefs of Staff 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.

Lubrication order

A publication that contains information on authorized lubricants, lubrication intervals, work measurement standards for each lubrication interval, or mandatory lubrication instructions for all equipment issued that requires lubrication by maintenance personnel.

Materiel developer

The command, organization, or agency responsible for accomplishing life cycle system management of a materiel system, to include 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 non-PEO/PM managed systems, 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 Forces Strategic Command. Can also refer to the specific organization assigned primary responsibility for matrix functional and developmental support to the PEO/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.

Military assistance advisory group

A U.S. military group located in a foreign country that receives U.S. military assistance. The group may be a military assistance advisory group, a military mission, or any other Army element that has a comparable mission.

Modal instructions

Published information used during loading (rolled, driven, towed, lifted) and securing (tiedown) of vehicles and equipment for transport through the various modes (rail, highway, sealift, and air) of the Defense Transportation System. DODI 4540.07 requires that vehicles and equipment be designed and engineered to be transported and deployed efficiently and economically by existing and planned transportation assets of the Defense Transportation System. The modal instructions may include, but are not limited to, physical characteristics, tiedown guidance, lift guidance, validated dimensions, center of gravity data, transport regulations, and/or any special procedures for vehicles and equipment transportation. The tiedown guidance is based upon restraint requirements for a particular item and validated by testing.

Modified table of organization and equipment

A basic TOE modified to adapt its mission, capabilities, organization, personnel, or equipment to the needs of a specific unit or type of unit.

Modification work order

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

Multi-Service publication

A publication prepared for use by the U.S. Army and two or more other Services, Defense agencies, or other Government agencies; used to issue directive or informational material. A multi-Service publication contains 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.

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.

Operations security

Protection of military operations and activities by identifying and then eliminating or controlling intelligence indicators (vulnerabilities) that hostile governments may exploit.

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 either 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 ("proponent"). (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.

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.

Reproduction

A broad term that encompasses printing, duplicating, and related processes.

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: With a revision action, the issue date of the basic publication is changed.)

Ship user handbooks

Published information designed to aid ship planners, stow planners, emergency center personnel, joint planners and analysts, marine cargo specialists, or anyone involved with the planning and implementation of shiploading and stowage operations. The handbooks provide information on vessel characteristics to verify cargo capability with vessel selection and help develop a rough prestow plan.

Soldier training publications

Publications that contain critical tasks and other training information used to train Soldiers and serve to standardize individual training for the whole Army; provide information and guidance in conducting individual training in the unit; and aid the Soldier, officer, noncommissioned officer, and commander in training critical tasks. They consist of Soldier's Manuals, Training Guides, Military Qualification Standards Manuals, and Officer Foundations Standards Systems manuals.

Standard equipment transportability characteristics

Published information that provides dimensions, weight, and cube of military vehicles, vehicle mounted equipment, and other outsize or overweight equipment. This information is used in developing and reporting movement requirements.

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.

Supply bulletin

A publication that contains information relating to the mission objectives of military supply operations.

Supply catalog

An equipment publication that contains supply management and item identification data necessary for the maintenance of Army supplies and equipment.

Table of allowances

An authorization for issue in one of two types—

a. Common table of allowance. A table that contains authorization or approved basis of issue for common items of nonexpendable material that is required Armywide.

b. Joint table of allowance. A table that contains authorization for equipment for units operated jointly by two or more military Services, such as military assistance advisory groups and missions.

Table of distribution and allowances

A table that contains the mission, capabilities, organizational structure, and personnel and equipment requirements and authorization of a military unit performing a specific support mission for which a TOE is not appropriate.

Table of organization and equipment

A document that prescribes the mission, organizational structure, and minimum mission-essential personnel and equipment requirements for a military unit necessary to accomplish its wartime mission. It is the basis for an authorization document.

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 paragraphs *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.

U.S. Army Reserve

A Federal force, consisting of individual reinforcements and combat, combat support, and training type units, organized and maintained to provide military training in peacetime and a reservoir of trained units and individuals reservists to be ordered to active duty in the event of a national emergency. The USAR includes all Reserves of the Army who are not members of the ARNGUS and who are in a Ready, Standby, or Retired Reserve category.

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 at the operational site, and entails the actual performance of operating and maintenance procedures on the equipment for which the publication was written. 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 procured for operational units.

Waiver

See definition for "exception to policy."

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.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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