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Information Management: Publishing Army Publishing Program Procedures

By Order of the Secretary of the Army:

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

Applicability. This pamphlet applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It is also applicable to our foreign military sales customers, to other military Services and Department of Defense agencies, Department of Defense contractors, and any other organizations authorized to use Army-published material. This pamphlet applies during partial and full mobilization.

Proponent and exception authority. The proponent of this pamphlet is the Chief Information Officer. The proponent has the authority to approve exceptions or waivers to this pamphlet 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 pamphlet 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 AR 25–30 for specific requirements.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to usarmy.pentagon.hqda-apd.mbx.customer-service@army.mil.

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

*This pamphlet supersedes DA Pam 25–40, dated 14 June 2021.

SUMMARY of CHANGE

DA PAM 25–40
Army Publishing Program Procedures

This expedited revision, dated 1 February 2024—

- Updates procedures for professional bulletins (para 5–5).

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Chapter 1

Publishing Appointments and Actions

Section I

Introduction

1–1. Purpose

This pamphlet provides information on how to prepare, publish, order, and distribute Department of the Army (DA) publications and forms. It provides procedures for policies established in AR 25–30. It contains instructions, processes, formats, reporting requirements, and guidelines used to carry out the Army's publishing program. It provides information on prioritizing, planning, developing, organizing, coordinating, authenticating, publishing, printing, and distributing DA publications, forms, and media products for three publishing domains: DA administrative, training and doctrinal, and technical and equipment publications. While this pamphlet primarily addresses DA publications applicable to all Soldiers (Active, Reserve, and Guard) and DA Civilians, it also contains procedures on the management of agency, command, and installation level publications and forms.

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

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

1–3. Associated publications

Policy associated with this pamphlet is found in AR 25–30.

1–4. Records management (recordkeeping) requirements

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

Section II

Roles and Duties

1–5. Designated publishing roles

a. DA Soldiers and DA Civilians assigned publishing and printing responsibilities carry out the Army's publishing and printing missions on behalf of Headquarters, Department of the Army (HQDA) principal officials; commanders of Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs); and all other field activities to which they are assigned. In accordance with AR 25–30, HQDA principal officials and commanders of ACOMs designate, in writing, the following publishing roles:

- (1) Publishing champion (PC).
- (2) Publications control officer (PCO).
- (3) Equipment publications control officer (EPCO) (ACOM level only).
- (4) Forms management officer (FMO).

b. See figures 1–1, 1–2, 1–3, and 1–4 for sample appointment memorandums.

c. Designated PCOs and FMOs of U.S. Army Reserve Command (USARC), USARC ACOMs, ASCCs, DRUs, USARC installations, and Reserve commands have responsibility for publishing functions. USARC and ACOM, ASCC, and DRU internal managers have staff responsibility to support the internal USARC and ACOM, ASCC, and DRU headquarters. See paragraphs 1–7 and 1–9 for PCO and FMO duties.

Note. In accordance with AR 25–30, contract personnel are prohibited from being appointed as PCs, PCOs, EPCOs, and FMOs.

1–6. Publishing champion duties

HQDA principal officials and ACOM commanders appoint a PC in the rank of colonel or the grade of general schedule (GS)–15 for oversight of the following duties (see fig 1–1):

- a. Represent the HQDA principal official or ACOM commander to the Director, Army Publishing Directorate (APD).
- b. Prioritize publishing actions for all DA publications for the HQDA principal official organization or ACOM (if delegated, in writing, by the HQDA principal official or ACOM commander).
- c. Establish a fiscal year (FY) projection plan for DA administrative publications for the HQDA principal official organization or ACOM. (PCs should also establish annual publishing plans for all other DA publications at the discretion of their HQDA principal officials or ACOM commanders.)
- d. Manage the HQDA principal official or ACOM commander's library or website for DA publications.
- e. Track the status of new and existing DA publications through the entire publishing process.
- f. Coordinate and obtain publishing approval from the HQDA principal official or ACOM commander.
- g. Serve as liaison to APD for action officers, subject matter experts (SMEs), and/or authors writing, revising, and coordinating DA publications.
- h. Attend publishing-related working groups and meetings and serve as the primary expert in publishing policies and procedures for the HQDA principal official organization or ACOM.
- i. Sign DA publishing actions, DA Form 260 (Request for Publishing–DA Administrative Publications) and determine sufficiency of coordination.
- j. Perform other duties as determined by the HQDA principal official or ACOM commander.
- k. Establish a generic email address on Secret Internet Protocol Router Network (SIPRNet) for staffing classified publications Armywide.
- l. Respond to staffing requests within the requested time.
- m. Ensure the legal sufficiency of each draft policy publication in accordance with AR 25–30.



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY STATE 12345-1234

OFFICE SYMBOL (ARIMS Record Number)

Date

MEMORANDUM FOR Director, Army Publishing Directorate (AAHS-PA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5527

SUBJECT: Appointment of Publishing Champion

1. Effective [Day Month Year], [Appointee], [Appointee Position], [Appointee Organization], [Appointee Phone], [Appointee email] is appointed as the [Organization] Publishing Champion (PC). I authorize (him or her) to have authority for me to set publishing priorities for my organization.
2. Authority: AR 25-30 (Army Publishing Program).
3. Purpose: The PC communicates directly with the [HQDA Principal Official or Army Command (ACOM) Commander] and coordinates all publishing activities for the [HQDA Principal Official's or ACOM Commander's] functional area. The PC will also prioritize publishing actions and resolve publishing conflicts. Duties are provided in detail in DA Pamphlet 25-40 (Army Publishing Program Procedures).
4. Period: Indefinite.
5. Cancellation: I retain the authority to cancel or withdraw this appointment at any time. The appointment is cancelled upon the resignation, retirement, change of duties, or change of position of the specified individual.

NAME (ALL CAPS)
Signature Block of HQDA Principal
Official or ACOM Commander

Figure 1-1. Sample publishing champion appointment memorandum

1-7. Publications control officer duties

HQDA principal officials and commanders of ACOMs will appoint a PCO to perform the following duties (see fig 1-2):

- a. Assist PC and support PC duties, except those specifically assigned to the PC (see para 1-6).
- b. Manage printing actions and required funding for assigned DA publications.
- c. Ensure DA publications meet publishing standards and follow processes in accordance with AR 25-30 and this pamphlet.
- d. Review and sign DA Form 260 or DA Form 260-1 (Request for Publishing-DA Training, Doctrinal, Technical, and Equipment Publications) for all requests for publishing packets submitted to APD to ensure they are complete and meet publishing requirements.
- e. Identify and report the point of contact for each DA publication and alert APD when contact information changes.
- f. Perform other duties as determined by the HQDA principal official or ACOM commander.

Note. In accordance with AR 25-30, the PCO may also be appointed as the FMO.



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MEMORANDUM FOR Director, Army Publishing Directorate (AAHS-PA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5527

SUBJECT: Appointment of Publications Control Officer

1. Effective [Day Month Year], [Appointee], [Appointee Position], [Appointee Organization], [Appointee Phone], [Appointee email] is appointed as the [Organization] Publications Control Officer (PCO).
2. Authority: AR 25-30 (Army Publishing Program).
3. Purpose: The PCO supports the Publishing Champion in managing all Department of the Army authenticated publications within the [HQDA Principal Official's or Army Command (ACOM) Commander's] functional area. Duties are provided in detail in DA Pamphlet 25-40 (Army Publishing Program Procedures).
4. Period: Indefinite.
5. Cancellation: I retain the authority to cancel or withdraw this appointment at any time. The appointment is cancelled upon the resignation, retirement, change of duties, or change of position of the specified individual.

NAME (ALL CAPS)
Signature Block of HQDA Principal
Official or ACOM Commander

Figure 1–2. Sample publications control officer appointment memorandum

1–8. Equipment publications control officer duties

In accordance with AR 25–30, commanders of ACOMs may appoint an EPCO for each subordinate agency, command, or installation, as needed. The EPCO is primarily responsible for DA technical and equipment publishing and printing actions. Complete duties are described in chapter 6 (see fig 1–3 for sample appointment memorandum).



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY STATE 12345-1234

OFFICE SYMBOL (ARIMS Record Number)

Date

MEMORANDUM FOR Director, Army Publishing Directorate (AAHS-PA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5527

SUBJECT: Appointment of Equipment Publications Control Officer

1. Effective [Day Month Year], [Appointee], [Appointee Position], [Appointee Organization], [Appointee Phone], [Appointee email] is appointed as the [Organization] Equipment Publications Control Officer (EPCO).
2. Authority: AR 25-30 (Army Publishing Program).
3. Purpose: The EPCO is responsible for Department of the Army authenticated technical and equipment publishing and printing actions. Duties are provided in detail in DA Pamphlet 25-40 (Army Publishing Program Procedures).
4. Period: Indefinite.
5. Cancellation: I retain the authority to cancel or withdraw this appointment at any time. The appointment is cancelled upon the resignation, retirement, change of duties, or change of position of the specified individual.

NAME (ALL CAPS)
Signature Block of HQDA Principal
Official or ACOM Commander

Figure 1-3. Sample equipment publications control officer appointment memorandum

1–9. Forms management officer duties

HQDA principal officials and commanders of ACOMs will appoint an FMO to perform the following duties (see fig 1–4):

- a. Establish and manage forms management programs for their agency to implement the policy in AR 25–30 and the procedures in this pamphlet.
- b. Act as liaison between their agency and the Army Forms Manager and assist their agency users on all forms matters.
- c. Review the use of personally identifiable information (PII) thoroughly—to include Social Security numbers (SSNs)—on all forms and reduce collection wherever possible.
- d. Establish internal procedures for creating, revising, distributing, and canceling agency, command, and installation forms.
- e. Ensure agency, command, and installation forms are properly identified by form number, prescribing document, and edition date.
- f. Review active agency, command, and installation forms periodically for continued need and conformity to policy and procedures; eliminate duplicate forms.
- g. Ensure agency, command, and installation forms are at the highest level of forms designation.
- h. Ensure DoD and Army standards are used in designing agency, command, and installation forms.
- i. Ensure agency, command, and installation forms asking for personal information contain an appropriate Privacy Act statement and reduce and/or eliminate SSN use.
- j. Maintain an accurate inventory of all current agency, command, and installation forms.
- k. Maintain necessary management information and historical records for agency, command, and installation forms using AR 25–400–2.
- l. Perform other forms-related duties as determined by the HQDA principal official or ACOM commander.

Note. In accordance with AR 25–30, the FMO may also be appointed as the PCO.



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY STATE 12345-1234

OFFICE SYMBOL (ARIMS Record Number)

Date

MEMORANDUM FOR Director, Army Publishing Directorate (AAHS-PA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5527

SUBJECT: Appointment of Forms Management Officer

1. Effective [Day Month Year], [Appointee], [Appointee Position], [Appointee Organization], [Appointee Phone], [Appointee email] is appointed as the [Organization] Forms Management Officer (FMO).
2. Authority: AR 25-30 (Army Publishing Program).
3. Purpose: The FMO is responsible for establishing and managing forms management programs for the [HQDA Principal Official's or Army Command (ACOM) Commander's] functional area. Duties are provided in detail in DA Pamphlet 25-40 (Army Publishing Program Procedures).
4. Period: Indefinite.
5. Cancellation: I retain the authority to cancel or withdraw this appointment at any time. The appointment is cancelled upon the resignation, retirement, change of duties, or change of position of the specified individual.

NAME (ALL CAPS)
Signature Block of HQDA Principal
Official or ACOM Commander

Figure 1-4. Sample forms management officer appointment memorandum

1–10. Other command-level designated publishing roles and duties

HQDA principal officials, commanders of ACOMs, and other commanders may assign additional publishing duties and establish additional publishing roles at their discretion to meet requirements at the headquarters and subordinate command levels.

1–11. Types of publishing roles and duties at subordinate agencies, commands, and installations

Commanders of subordinate agencies, commands, and installations may appoint personnel to manage DA-authenticated publishing and development of command-level publications and forms.

a. Personnel should be appointed to manage the functions of publishing and forms management and enforce departmental policies, regulations, and instructions governing these publishing and printing functional areas.

b. Maintain an index of all command publications and forms.

c. Manage the agency or command forms program. Duties include:

(1) Review, in conjunction with their publications review, the forms for which their agency or command is responsible, or when a reprint action (a second or later printing of the current, authenticated edition of a publication or existing blank form to replenish stock levels) is initiated to ensure the forms are essential and current.

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

(3) Ensure higher level forms are used as much as possible in lieu of creating agency, command, and installation forms.

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

(5) Reduce the number of forms in use by eliminating nonessential or duplicate forms and combining similar or related forms, especially when one higher level form can replace two or more lower level forms.

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

(7) Minimize the requirements for paper-based and centrally stocked forms by promoting the use of electronic forms.

(8) Control the storage and issue of classified and accountable publications, including accountable forms, as required by each item's security classification (see AR 380–5 and DoDM 5200.01).

(9) See AR 25–38 for guidance to units on the operation and management of their publication accounts.

Section III

Prioritizing and Planning a Publication Plan

1–12. Five-year administrative publication life cycle

The 5-year administrative publication life cycle supports the Secretary of the Army (SECARMY)'s requirement that DA administrative publications remain within a 5-year currency window. Each HQDA principal official is given a minimum FY allocation based on the number of DA administrative publications for which he or she is the proponent. This allocation states the minimum number of publishing actions the HQDA principal official must complete in an FY in order to maintain publication currency.

a. Figure 1–5 offers a broad overview of the DA 5-year administrative publication life cycle.

b. See paragraph 4–11 for guidance on rescinding DA administrative publications.



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

1–13. Fiscal year projection plan

a. PCs, in coordination with their principal officials and APD, are responsible for developing an FY projection plan. This is a rolling 5-year plan that lists each publication and the FY and month it will be authenticated and published. The plan is flexible in that PCs can adjust as needed by adding, removing, or re-programming publications. At a minimum, PCs should review their FY projection plan with APD on a quarterly basis.

b. The FY projection plan assigns a proposed authentication date to each publication for which the PC has oversight. The proposed authentication date consists of the month and FY that a publication will be authenticated and published. In theory, the proposed authentication date can be no more than 5 years from the publication's current issue date to ensure it does not exceed the 5-year currency window. In practice, the process for revising a publication can take a year or more to complete, which means this time should be part of the backward planning when selecting proposed authentication dates to ensure the currency window is maintained.

1–14. Community of interest

Principal officials play a key role in defining their proponent publishing operations. AR 25–30 prescribes the requirement for PCs, PCOs, EPCOs, and FMOs. This pamphlet describes publishing roles and the publishing process and procedures.

Chapter 2 Developing Publications

2–1. Getting started

Publication/form action officers should determine the best approach to use in developing and processing a publication, to include creating milestones and consulting their PCOs as appropriate. A list of PCOs is maintained on the official Army publications website (<https://armypubs.army.mil>) (common access card (CAC) required). Also, check with APD (ISES–PAP–A) via email at usarmy.pentagon.hqda-apd.mbx.publishing-division@army.mil to see if source files already exist for your publication. (Remember that when

proponents revise a publication, they must use as a basis for that revision an electronic file copy of their publication obtained from APD.) For reference, review similar publications. When planning your publication, ask yourself some of the following questions:

a. What type of publication will you be preparing?

(1) Are you consolidating publications? Consider combining two or more separate publications into one. Consolidation usually means combining whole publications or parts of publications, but it may also include adding new material to an existing publication. Guidelines for consolidating material are as follows:

(a) Consolidate material that covers the same subject or closely related subjects.

(b) Consolidate material that has the same intended use. Do not combine directive, informational, and reference materials. Also, do not combine temporary material with permanent material.

(c) Include any supplemental guidance that has been issued separately and is currently in effect when consolidating publications.

(d) Rewrite and reorganize the affected publications. Remove all repetitious material and give the material a logical order and smooth transitions.

(2) Are you revising a publication? A revision supersedes the previous edition of that publication or a number of publications that have been consolidated. The publication/form action officer revises a publication when its contents need to be updated, when mandated by law, or when directed by a higher authority.

(3) Are you preparing a new publication? New publications may be developed for publishing recently agreed-upon policies, procedures, information on new weapon and equipment systems, and information needed to perform a mission or function. If possible, policies or procedures should be incorporated into existing publications. Guidance for preparing a new publication is the same as that for revisions and consolidations.

(4) Are you preparing a periodical or nonrecurring publication? See appendix B.

b. What distribution medium will you use? Publications may be distributed using one of the publishing media specified in AR 25–30.

c. What type of publishing media will it be?

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

(a) Designated PCOs and FMOs for heads of HQDA agencies and commanders of ACOMs, ASCCs, DRUs, and installations will ensure compliance with the CD-ROM guidance in this pamphlet and compliance with all Public Laws, DoD issuances, and Army guidance (for example, for copyright and licensing).

(b) Designated PCOs and FMOs for heads of HQDA agencies and commanders of ACOMs, ASCCs, DRUs, and installations will validate and approve the proponent's analysis of the feasibility of producing the CD-ROM and the cost effectiveness of the CD-ROM development effort. They will also validate the proponent's certification that the target audience has the hardware and software required to access and retrieve the information distributed by the proponent's CD-ROM.

(2) *Department of the Army administrative publications.* EM is the primary method of publishing and issuing DA administrative publications. Printing of DA administrative publications is by exception only and requires a waiver to AR 25–30 (this does not include DA posters). The waiver justification will be submitted with the DA Form 260 (see para 4–24f).

(3) *Department of the Army doctrinal, training, technical, and equipment publications.* EM is the primary method of publishing and issuing DA doctrinal, training, technical, and equipment publications. When requirements dictate the need for printed media or both electronic and printed media, the DA Form 260–1 must be signed by a member of the senior executive service or a general officer. Exceptions include DA operator manuals and CD-ROM or DVD replicating. HQDA principal officials and ACOM commanders will update all printed and EM for a publication at the same time to make sure all available formats contain the same information. For DA technical and equipment publications, with both a printed operator manual and an interactive electronic technical manual (IETM) for operator and maintenance (–

12&P), both manuals will be updated and released at the same time to make sure the same information is in both manuals.

(4) *Other publications.* Policies and procedures for distribution and printing of non-DA publications (see AR 25–30), such as agency, command, and installation publications, should mirror the procedures in this pamphlet.

d. For training, doctrinal, technical, and equipment publications only, are you creating a change? A change to an existing training and doctrinal or technical and equipment publication is appropriate to correct known errors isolated to a specific page(s) and will not require staffing.

e. Will your publication have figures or other graphics? If so, contact APD via email at usarmy.pentagon.hqda.mbx.apd-mailbox-forms-mgmt-actions@army.mil for coordination.

2–2. Initial guidelines for publishing actions

Proponents must—

a. Ensure the information in their publication agrees with established policies regarding their functional areas.

b. Correlate their proposed publications with existing related publications, to include:

(1) Removing conflicting instructions by simultaneously preparing revisions to other affected publications.

(2) Requesting that other interested agencies prepare pertinent material for inclusion in the proposed publication or in revisions to other affected publications. This material should be published and distributed at the same time as the proposed publication. Rather than unnecessarily repeating existing information, use websites of other information resources, especially when the other information resource is dynamic.

(3) Verifying currency of websites of other information resources.

c. Review all proposed publications for forms implications (see chap 9).

d. Avoid excessive references to or duplication of material already in other publications. Maximum use of websites of other information resources is encouraged, although this must be weighed carefully in the case of embedding web resources in Army regulations (ARs).

e. For DA administrative publications, develop life-cycle management plans for their publications, to include the scheduling of revisions. Proponents should plan to revise those ARs that contain procedures and place these procedures in a DA pamphlet.

f. Follow instructions for each type of publication. These instructions are explained in subsequent chapters of this pamphlet.

g. Check citations, websites, and cross-references to other publications for accuracy.

h. Analyze all existing systems, as well as new acquisitions, to determine the best mix of media for electronic dissemination of operation and maintenance instructions.

i. Decide if there are some needed publishing tasks that the proponent is incapable of performing. If there are, contact APD (ISES–PAZ) for further information on services that may be procured on a reimbursable basis.

2–3. Researching the subject

During the planning stage of the publication, communicate with other agencies and ACOMs, ASCCs, and DRUs familiar with the subject area. Contact them informally, tell them of the plans for the publication, and ask for comments or suggestions. The agencies or commands may suggest covering topics or problem areas you have not considered.

2–4. Determining audience and command level of distribution

Early in the process, identify those who read and use the publication. This target audience affects the preparation of a publication in several ways.

a. *Distribution level.* The distribution level of the publication is determined by assessing who will read the publication.

b. *Audience capability.* Some publications serve specialized audiences who may have greater or lesser automation capabilities than the Army as a whole. For example, a publication intended for ACOM, ASCC, and DRU office use may take more advantage of internet information resources than a publication used primarily at the company level or for field use.

2-5. Internal staffing

The overall staffing process has two components: internal staffing and external staffing. Internal staffing consists of the publication/form action officer coordinating the draft publication with offices and SMEs that are internal to his or her organization. These offices and SMEs provide valuable assistance in writing and revising the information before external staffing is conducted. Publication/form action officers should conduct internal staffing throughout their initial writing and revising phase, and finalize it immediately before conducting external staffing (see para 4-2).

2-6. Post-publication comments

After a publication has been published/issued, users are encouraged to submit recommended changes, suggested improvements, and reports of errors to proponents. To submit comments, follow these instructions:

- a. Use a separate DA Form 2028 (Recommended Changes to Publications and Blank Forms) or correspondence for each publication.
- b. Give a brief reason on the form for each proposed change or comment to ensure proper evaluation. If the form does not have enough space for all comments, use blank sheets of paper as continuation sheets.
- c. Complete the DA Form 2028 or correspondence and send it directly to the proponent organization email address shown on the title page of the publication.
- d. Mark the DA Form 2028 used for a classified publication with the appropriate classification marking, and safeguard and transmit the form in accordance with the requirements in AR 380-5 and DoDM 5200.01.

2-7. Using copyrighted material

A copyright is 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. See AR 27-60 for guidance on using copyrighted material in Army publications. For guidance on preparing copyright notices and releases, consult your local intellectual property legal counsel.

2-8. Implementing Department of Defense issuances in Army publications

The HQDA agency with functional responsibility for the subject matter prepares the Army implementation of DoD issuances (Department of Defense directive (DoDD), Department of Defense instruction (DoDI), DoD manual (DoDM), directive-type memorandum (DTM), or administrative instruction) in one of the following ways:

- a. Applies the DoD issuance to the Army and issues that material in an Army publication. This method of implementation is preferred.
 - (1) The appropriate type of implementing publication is usually an AR. The proponent prepares the draft publication and coordinates it as any AR (see chap 4).
 - (2) The DoD issuance being implemented is referenced in the purpose paragraph of the Army publication (see para 4-26a). For example, "This regulation implements DoDD 5200.10."
- b. Prepares an Army implementing publication and includes the DoD issuance as a required reference in appendix A.
 - (1) The type of implementing publication that is appropriate is usually an AR. The proponent prepares the manuscript and coordinates it as any AR (see chap 4).
 - (2) The publication should include whatever responsibilities and procedures are needed to implement the DoDD or DoDI.
- c. Prepares a DoD publication, such as a DoD regulation, manual, handbook, or pamphlet, if so directed in the DoD issuance.
- d. Prepares a multi-Service publication. A multi-Service publication is used to issue directive or informational material containing principles, terms, tactics, techniques, and procedures used and approved by the forces of two or more Services to perform a common military function consistent with approved Joint doctrine.
 - (1) The Service or Defense principal official serving as the DoD executive agent selects the type of publication to be used. The DoD executive agent is the head of a DoD component to whom the Secretary

of Defense or the Deputy Secretary of Defense has assigned specific responsibilities, functions, and authorities to provide defined levels of support for operational missions, or administrative or other designated activities involving two or more of the DoD components (see DoDD 5101.01). A multi-Service publication for which an Army principal official is the DoD executive agent and/or lead Service may be an AR or a DA pamphlet.

(2) The Army coordinates a multi-Service publication with the other affected military Services or Defense agencies.

Chapter 3

Style and Format for All Department of the Army-Authenticated Publications

Section I

Style Requirements for All Department of the Army-Authenticated Publications

3–1. Guidelines for preparing well-written publications

Ensure your publication has all of its required parts, fully meets the prescribed format standards, and complies with the basic principles of writing. Good writing includes plain language: writing the publication in active voice (when possible) and being grammatically correct. (See the official DoD plain language website at <https://www.esd.whs.mil/dd/plainlanguage/> for more information on plain language.) Other elements of good writing include the following:

- a. Use simple words and phrases instead of unnecessarily complicated and wordy ones.
- b. Use reader-oriented writing. Write for your customers.
- c. Use short sentences.
- d. Identify your audience.
- e. Write to one person, not a group.
- f. Make your paragraph titles informative.
- g. Use lists, tables, and figures as frequently as possible. They are usually easier to understand than lengthy narratives.
 - (1) See paragraph 3–26 for developing figures.
 - (2) See paragraph 3–29 for developing tables.
- h. For a more in-depth reference, refer to the Government Publishing Office (GPO) Style Manual (<https://www.govinfo.gov/>). If neither this pamphlet nor the GPO Style Manual supply the information needed, the writer may also consult the Chicago Manual of Style or use a standard dictionary. Writers may also refer to the DoD Writing Style Guide and Preferred Usage for DoD Issuances available at <https://www.esd.whs.mil/dd/plainlanguage/>. Remember, however, that APD uses the GPO Style Manual as its primary style guide. Any required departure from these resources needs to be clearly explained when your manuscript is presented to APD.
- i. When preparing DA administrative or technical and equipment publications, the writer will consult the ABCA directory, which contains the authorized ABCAs for Army use and can be accessed via the APD website (<https://armypubs.army.mil>). For DA doctrinal and training publications, the writer will refer to FM 1–02.1 and the DoD Dictionary of Military and Associated Terms.

3–2. Style

Official publications must be concise, clear, factually accurate, and pertinent. Make the style of a publication appropriate for the user and the purpose intended. Styles of writing depend on whether the information being presented is directive or informational. The differences are as follows:

- a. *Mood, tense, and voice.*
 - (1) The imperative mood (“do”), the future tense (“will”), and the word “must” are the language of command. Since they indicate no choice of action, use them in publications that are directive and those that prescribe procedures.
 - (2) “Shall” is reserved for legal obligations and must not be used in Army publications; use “will” instead.
 - (3) “Can” and “may” are used to permit a choice and express a guideline.
 - (4) “Should” is advisory and indicates a desirable procedure.

(5) The present tense (“does” and “is”) is descriptive rather than directive. Use it to explain standard practice.

(6) Use the active voice when possible.

b. *The use of personal pronouns.* The use of personal pronouns is limited in both directive and informational publications. Use personal pronouns as follows:

(1) The words “I” and “we” are not to be used in either directive or informational publications.

(2) The word “you” may be used in informational publications but not in directive ones. However, imperative sentences, which contain an understood “you,” may be used in directive publications. For example, “Mail two copies of the form.”

(3) “He,” “she,” and “they” are the most commonly used pronouns in both directive and informational publications. However, when using “he” and “she,” observe neutral language requirements (see para 3–3).

c. *The use of command language.* Directive publications are more formal because their sentences state mostly commands. Informational publications are informal because their sentences are mostly descriptive. The reader interprets a statement as a command, recommendation, suggestion, or description depending on the verb forms used.

(1) To command an action, use—

(a) A verb in the imperative mood (“do”). Verbs in the imperative mood are often used in procedures. For example, “Set up a printer.”

(b) The verb “will.” The word “will,” as used in statements of command, is generally restricted to statements of responsibility. For example, “Battery commanders will set up a perimeter defense.”

(c) The verb “must.” For example, “Battery commanders must set up a perimeter defense.”

(2) To recommend or suggest an action rather than command it, use—

(a) The verb “should.” This verb strongly recommends an action. For example, “Battery commanders should include automatic weapons in the perimeter defense.”

(b) The verbs “may” and “can.” These verbs suggest an action, leaving the choice to the reader. For example, “The chief of a firing battery may assign section chiefs to set up perimeter defenses for their areas.”

(3) To describe a standard practice, use a verb in its present tense, indicative mood (as in “is” or “does”). For example, “Battery commanders assign perimeter defense responsibilities to the chief of the firing battery.”

3–3. Neutral language

Most Army publications apply to both men and women. To write in neutral language, use gender-neutral terms instead of gender-specific ones.

a. Do not specify gender unless it is necessary. When the publication applies to both men and women, avoid using terms or phrases that apply to only one gender. For example, do not write “officers and their wives.” Instead, write “officers and their spouses.” At times, the writer must use gender-specific wording. For example, if writing about uniforms for female Soldiers, use gender-specific feminine pronouns.

b. Reword sentences to remove gender-specific pronouns, as in the following examples:

(1) *Gender specific.* The commander may not direct that an evaluation be changed. He may not use command influence to alter an honest evaluation.

(2) *Neutral.* Commanders may not direct that an evaluation be changed. They may not use command influence to alter an honest evaluation.

c. Use variations of “he” or “she” when a singular pronoun is needed to refer to both genders as in the following examples:

(1) *Gender specific.* The rated officer will perform each assigned or implied duty to the best of his ability.

(2) *Neutral.* The rated officer will perform each assigned or implied duty to the best of his or her ability.

3–4. Army word usage and jargon

Jargon is a special vocabulary used in a particular art or profession.

a. The Army has its own jargon, and use of this jargon is often unavoidable. If all Soldiers can understand a term or it describes a function that no other term describes as well, its use in a publication is usually acceptable. In general, limit the use of jargon as much as possible when writing an Army publication.

- b. Do not use hyper-formal tone, run-on sentences, or passive verbs. (See DoDM 5110.04, Volume 1 for helpful tables on word usage.)
- c. The term “Soldier(s)” will be capitalized in Army publications when referring to Army uniformed personnel.
- d. Do not use the term “rank” for civilians; use the term “grade” instead.
- e. Use the term “DA Civilian(s)” in Army publications when referring to an individual or group of DA Civilians.
- (1) The term “DA Civilian(s)” will be capitalized in Army publications.
- (2) Never capitalize the term “civilian” when it is used as an adjective (for example, civilian equivalent).
- f. The term “Family(ies)” will be capitalized in Army publications when referring to Army Families or when this term is used together with “Soldier(s)” and “DA Civilian(s).”

3–5. Using abbreviations, brevity codes, acronyms, and terms

- a. *Abbreviation.* An abbreviation is a shortened form of a word (for example, “MAJ” for major or “PA” for Pennsylvania).
- b. *Brevity code.* A brevity code is a shortened form of frequently used phrases, sentences, or a group of sentences normally consisting entirely of upper case letters (for example, COMSEC for communications security).
- c. *Acronym.* An acronym is a word formed from the initial letters of a name or parts of a series of words (for example, “ACTS” for Army Criteria Tracking Systems or “ARIMS” for Army Records Information Management System).
- d. *Usage.* ABCAs may be used in publications, to include ones not listed in an authorized military dictionary. ABCAs may also be given new meanings not included in an authorized military dictionary. If an ABCA is used that is not listed in a dictionary or if one is given a new meaning, users should request that it be included through the ABCA directory, which can be accessed via the APD website (<https://armypubs.army.mil>).
- (1) *Rules.* Guidelines for using ABCAs are as follows:
 - (a) Limit the use of ABCAs. Excessive use of ABCAs impairs the readability of a publication. When a publication includes many ABCAs, the user has trouble remembering all their meanings.
 - (b) Do not use shortened forms of words in the body of the publication, to include tables and figures. For example, do not use “thru,” “ASAP,” or “avn” in a narrative; instead, spell out “through,” “as soon as possible,” and “aviation.”
 - (c) Do not use ABCAs on the summary of change or title pages (see exception in para 3–5d(2)).
 - (d) Do not use ABCAs in headings or titles (see exception in para 3–5d(2)).
 - (e) Define an ABCA only if it is used more than once in a publication; that is, an ABCA is used at least once by itself after being defined. Place the ABCA in the glossary after being defined.
 - 1. To define an ABCA, spell out the term the first time it is used in the text and follow it with the ABCA in parentheses (see exception in para 3–5d(2)). For example, “The forms management officer (FMO) establishes internal procedures for creating, revising, distributing, and canceling agency, command, and installation forms. The FMO ensures agency, command, and installation forms are properly identified by form number and edition date.”
 - 2. Do not define an ABCA if the ABCA is not used by itself later in the text. In this case, spell out the term but do not include its associated ABCA.
 - (f) Do not show the full form of an ABCA again once it is introduced in the text, except in headings and titles, titles of tables and figures, the glossary, proper names, and when the complete phrase forms a part of another longer phrase that is also a previously defined term or proper name (see exception in para 3–5d(2)).
 - (g) Do not use an ABCA to represent more than one term in a single publication. If, for example, a publication uses both “infrared” and “information requirement,” the abbreviation “IR” can only represent one of these terms; the other must always be written out when used.
 - (h) Do not use a new ABCA when another is commonly used throughout the Army. For example, do not use “private motor vehicle (PMV)” instead of “privately-owned vehicle (POV).”
 - (i) For DA-authenticated doctrinal and training publications, do not create an ABCA for a defined term listed in FM 1–02.1 or the DoD Dictionary of Military and Associated Terms that has no associated ABCA. Do not create an ABCA if it does not appear in the abbreviation sections of these two publications.

- (j) Do not define ABCAs currently defined as words in a standard dictionary (for example, radar and laser) or list them in the glossary.
- (k) Do not include in the glossary ABCAs that are not used in the text.
- (l) List and define all ABCAs used in the publication alphabetically in the glossary. ABCAs beginning with numbers (such as “1SG”) should be listed numerically immediately after the alphabetical listing. See paragraph 4–33 for preparation of the glossary.
- (2) *Exception to rules.* ABCAs used as part of form or publication nomenclature (that is, form or publication numbers) may appear anywhere in the text of the publication without first being defined at first use. Add such ABCAs and their meanings to the glossary.
- e. *Terms.* Define applicable terms used in the publication. Avoid defining terms already defined in the DoD Dictionary of Military and Associated Terms, FM 1–02.1, or a standard dictionary unless the term is given a new special meaning. (If a term with a new meaning is included, contact the proponent of the military dictionary in which the term is defined and have the new meaning added.)
- (1) Avoid placing Joint Chiefs of Staff (JCS) definitions in the body of your publication, except for doctrinal publications. JCS definitions conform to the style requirements of the originating Service and rarely are consistent with the style prescribed for Army publications.
- (2) Do not include obsolete, dialectal, substandard, or slang terms. To reach the widest audience, avoid regional or archaic words, jargon, and verbiage that are either too pretentious or too colloquial for its subject and audience.
- (3) Do not include newly coined terms, jargon borrowed from other specialized fields, or parts of speech used abnormally, since they can interrupt the flow of information by forcing readers to pause to consider the meaning.

3–6. Mailing and email addresses, titles, dates, and telephone numbers

- a. *Mailing addresses.* In developing the publication, make sure all mailing addresses are complete and correct and include ZIP codes. Formats and content for mailing addresses are prescribed in AR 25–50 and AR 25–51.
- b. *Email addresses.* The email address of an organization (not a personal email address) is encouraged and may be used in DA-authenticated publications. Email addresses containing proper names must not be used. When an email address is used, enter the complete email address in all lowercase letters.
- c. *Titles.* When referring to the head of an organization in other than an address, use his or her official title.
- d. *Dates.* All publication dates on covers and title pages must be fully written out (for example, 31 March 2015). All dates in the text of publications must also be fully written out. The date on the cover of doctrinal and training publications must be written as month and year (for example, June 2015).
- e. *Telephone numbers.* Do not use telephone numbers in publications unless the number—
 - (1) Supports health or safety issues.
 - (2) Contributes to the prevention of personal injury or loss of life.
 - (3) Supports some other critical or emergency function.
 - (4) Is an organizational telephone number (not a personal telephone number assigned to only one individual).
 - (5) Supports operational feedback.
- f. *Facsimile numbers.* The facsimile (FAX) number belonging to an organization (not a personal FAX number assigned to only one individual) may be used in publications.

3–7. Using office symbols

Office symbols may be used in publications, but they should be used sparingly. Guidelines for using office symbols are as follows:

- a. An office symbol may be used to identify a certain office within an organization within a mailing address. The format to be used is “Army Publishing Directorate (ISES–PAZ), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527.”
- b. Office symbols may be used to identify a certain office within an organization. For example, to refer to the Publishing Division within APD, “APD (ISES–PAP–A)” should be used. If a writer refers only to the command, the abbreviation (for example, APD) should be used only if the abbreviation has already been defined within the publication. Otherwise, the writer should spell out “Army Publishing Directorate (ISES–PAZ).”

c. When writing a series of office symbols belonging to the same organization, use the command title only once (APD), and then provide the series of office symbols. For example, “APD (ISES–PAP–A, ISES–PAR, and ISES–PAT).”

3–8. Using textual notes

A textual note is an explanatory comment inserted in the text. Textual notes are to be used sparingly and kept brief.

a. Use a textual note only to add vital information to explain a subject more clearly. Avoid using a textual note to set apart or emphasize a particular point. Do not include policy in textual notes.

b. Use a note only when the material to be added cannot be worked smoothly into the paragraph where it is applicable or cannot be inserted as a parenthetical comment. Most textual notes are not needed.

c. Insert a textual note after the paragraph to which it applies. Put it immediately below the last line, introducing it with the word “Note” in italics. For example, “*Note*. The FMO may also be appointed as the PCO.”

3–9. Footnotes

For doctrinal, training, technical, and equipment publications, use footnotes in text only when necessary. Number them consecutively within each chapter (or section if the publication has no chapters). In figures and tables, number footnotes consecutively from left to right across and then down the page. Textual footnotes appear at the bottom of a page and refer to information presented in the narrative of the page. The only references to be cited in these footnotes are nongovernment publications. Footnotes are seldom needed in publications because most additional material can be inserted into a paragraph as ordinary text or added as a parenthetical expression. When preparing textual footnotes using a word processing program with footnote and endnote capability, use the footnote option. Footnotes are not used in DA administrative publications.

3–10. Parenthetical comments

a. A parenthetical comment is text enclosed within parentheses and inserted into a sentence. It offers additional information related to the subject of the sentence. Parenthetical comments are often introduced with such terms as “for example,” “including,” and “such as.” Spell out the introductory phrases instead of using the abbreviations “e.g.” or “i.e.”

b. Place a parenthetical comment next to the related subject. Avoid placing a parenthetical comment that is a full sentence into a sentence. By doing so, you may confuse readers, especially if the parenthetical sentence is long. If possible, put a parenthetical sentence after the sentence it relates to or at the end of the paragraph.

3–11. The use of “Commander” versus “Commanding General”

a. When citing a mailing address, use “Commander” when the head of the organization has the official title of commanding general (CG) or commander. When the head of the organization has another official title (such as director, superintendent, or commandant), use that title in the mailing address.

b. When referring to the head of an organization in narrative text, use the individual’s official title.

c. Examples of proper title use follow:

(1) “The CG, U.S. Army Forces Command (FORSCOM) must approve all requests. Submit requests in writing to Commander, U.S. Army Forces Command, 4700 Knox Street, Fort Liberty, NC 28310–5000.”

(2) “The Commander, U.S. Army Special Operations Command, must approve all requests. Submit requests in writing to Commander, U.S. Army Special Operations Command, 2929 Desert Storm Drive, Fort Liberty, NC 28310–9114.”

3–12. Names of individuals

DA-authenticated publications must not contain names of individuals except for signature blocks on the authentication page and the foreword in selected doctrinal publications.

3-13. Recognition of agencies or individuals (not including multi-Service publications for which the Army is not the lead)

Since only DA-authenticated general historical publications may contain the insignia or a notice indicating the preparing agency, they must identify the author by name and essential biographical data and include:

- a. Front (preliminaries) of a general historical volume, including the foreword and author's preface.
- b. A statement in the author's preface of a general historical volume that the author is responsible for interpretations and conclusions made and any errors of omission or commission.

3-14. Advertisements and trade names

a. Army publications or other Army printed matter prepared or produced with either appropriated or nonappropriated funds or identified with a Government activity must not contain—

- (1) Any advertisement inserted by or for any private individual, firm, or corporation.
- (2) Any material implying that the U.S. Government endorses or favors a specific commercial product, commodity, or service.

b. Commercial advertising is acceptable in—

- (1) Civilian enterprise publications supplied free of charge to Army activities under the provisions of AR 360-1.

(2) Appropriate civilian media under the morale, welfare, and recreation (MWR) program. These programs may display advertising of commercial MWR sponsors of programs and events in appropriate civilian media subject to MWR conditions and restrictions in AR 215-1.

c. Products cited in publications must be described or referenced with standard Army nomenclature or specifications. The use of trade names must be kept to a minimum; such use could be claimed as the Army's endorsement of the product. If necessary, a disclaimer should be included, such as "Providing this information does not constitute the Army's endorsement of the product." Questions concerning use of a trade name should be referred to the servicing legal counsel.

Section II

Format Requirements for All Department of the Army-Authenticated Publications

3-15. Structuring publications

- a. Group the material by subject, identifying the individual topics to be covered.
- b. Arrange the material logically. Material may appear in chronological order, by topic, in general-to-specific order, or in order of importance if the reader needs to know something about subject A in order to understand subject B.
- c. Divide large amounts of information into smaller pieces, such as chapters, sections, paragraphs, or subparagraphs. When subdividing an element, at least two of the same type must be used, as follows:
 - (1) If using sections:
 - (a) Each chapter must have at least two sections.
 - (b) Each section must have at least two paragraphs.
 - (2) If a paragraph has a subparagraph a, it must also have a subparagraph b; a subparagraph a(1) must have a subparagraph a(2).
 - (3) All sections and paragraphs must be contained within a chapter; that is, no section or paragraph can cross over into another chapter.
 - (4) ARs may have up to three levels of subparagraphs, for example, subparagraph a(1)(a).
 - (5) DA pamphlets may have up to five levels of subparagraphs, for example, subparagraph a(1)(a)1.a).
- d. All parts, chapters, sections, and paragraphs must have a title. Subparagraphs may or may not be titled. However, if one subparagraph has a title, all subparagraphs within that paragraph must have titles. Use of titles at the subparagraph level helps users navigate digital publications, because those subtitles may be listed in a linked table of contents. They also aid navigation of page-oriented publications.
- e. Publications with 10 or fewer paragraphs must use single paragraph, figure, and table numbers.
- f. The detail formatting of doctrinal and training publications will be prescribed by the U.S. Army Training and Doctrine Command (TRADOC).

3–16. Required elements in all publications

All publications have common elements that help to identify, reference, and index publications. All publications contain three major components—front, body, and rear. Each of these major components contains both required and optional elements (statements, paragraphs, or other components of the publication).

Note. The three publishing domains (administrative, doctrinal and training, and technical and equipment) have different requirements for elements that must be included in the three major components. Refer to table 4–4 for requirements of DA administrative publications.

a. Front of publications. The front of a publication contains information identifying its type, subject, purpose, and proponent. The following are examples of front matter components of publications; not all are required for all publications:

(1) *Cover.*

(2) *Table of contents.* A table of contents for DA-authenticated administrative publications will be automatically generated from chapter titles and table and figure caption lines listed in the electronic document file. However, proponents of the other DA-authenticated publication domains must submit a table of contents, with the exception of technical and equipment publications written to MIL–STD–40051, which make all figures and tables in the table of contents optional.

(a) Include the main divisions of the publication in the following order: parts, chapters, sections, paragraphs, appendixes, tables, figures, glossary, and index.

(b) List the divisions of the publication by number and the title given in the text. List the divisions in the same order they appear in the text.

(c) List tables and figures in numerical order, with the table or figure number followed by the title.

(3) *Title page and/or components.* Depending on the publishing domain and type of publication, the components of a title page may be a separate page or part of the body of the publication. The title page and/or components contain the elements identifying the publication's proponent, authenticating authority, and other information pertinent to the publication. The title page and/or component may have other elements but must have:

(a) Publication number and title.

(b) Issuing headquarters and address.

(c) Issue date. (Also effective date and expiration date, when applicable.)

(d) Distribution statement.

(e) Authentication block.

Note. For training, doctrinal, technical and equipment publications, the authentication block is at the rear of the publication instead of the front of the publication.

(f) Distribution restriction statement (when applicable).

(g) Security classification (when applicable).

b. Body of publications. The body of a publication contains all the policies, procedures, or doctrine pertinent to the subject matter. It may contain policies, procedures, doctrine, or instructions for the use of forms or prescribe the use of reports, tactics, techniques, technical data, or maintenance information. The body of a publication must have at least two paragraphs. If sections are used, each section must contain at least two paragraphs.

c. Rear of publications. The rear of a publication contains additional information pertinent to the publication. The requirements for information in the rear of publications differ from one publishing domain to another; however, if an appendix, glossary, and index are used they are placed in the rear. If appendixes are used, each appendix must contain at least two paragraphs. ARs have only two appendixes: appendix A (References) and appendix B (Internal Control Evaluation), which is mandated by AR 11–2.

3–17. Security classifications and protective markings

a. Classified DA publications must have security classification markings. Each manuscript page must clearly bear the proper page markings, and the manuscript must be properly portion-marked. The classification source must be given, and declassification or review instructions must be shown. Some DA publications require other specialized security markings. (See AR 380–5 and DoDM 5200.01 for instructions on marking classified documents.)

- b. Unclassified DA publications requiring protection in the public interest and according to the Army Privacy Program (such as for controlled unclassified information (CUI)) must have protective markings in accordance with AR 25–55 and AR 25–22, respectively.
- c. Should any questions arise concerning manuscript markings, contact your agency security manager.

Section III

Using References and Forms in Publications

3–18. Using references in technical and equipment publications

For reference requirements for technical and equipment publications, refer to MIL–STD–40051 or MIL–STD–3031.

3–19. Types of references

A reference to a publication or blank form in the text of a publication is called a textual reference. (References given in lists, such as in a reference paragraph or reference appendix, are not considered textual references.) A textual reference tells the user where to find information. DA-authenticated publications use two types of textual references:

- a. *External references.* External references refer to another publication or website. External references can be used to avoid putting large amounts of needed information from other publications into the publication being written. However, the use of many external references becomes inconvenient; the publication being written should stand alone and be as complete as possible without excessive duplication of material. Cite another publication or website as a required reference only if the user needs to read it to understand or comply with the publication being written. External references are included in appendix A (see para 4–32).

- b. *Internal references.* Internal references cite a part or division of the publication itself and allow the writer to avoid repeating the details about a certain subject every time it is mentioned in the publication. However, writers are cautioned not to use too many internal references because they force the reader to page back and forth in the publication. Cross-reference a subject only if the user needs to read the full explanation.

3–20. Reference rules

All references cited, including websites, must be current and available. To ensure the usefulness of references, observe the following:

- a. Do not refer to a part of a publication that merely refers to another internal or external reference.
- b. Cite specific publications.
 - (1) Do not use vague references, such as “current directives,” “DA instructions,” “existing regulations,” and “pertinent publications.”
 - (2) Cite the overall publication where the information can be found. For example, if the referenced information is located in paragraph 2–2 of AR 25–30, cite only AR 25–30.
 - (3) Cite home page websites where the information is hosted whenever possible. For example, if the information is contained on <https://armypubs.army.mil/news/news.aspx>, only cite <https://armypubs.army.mil>. Further navigation description may accompany the reference if the information is not readily located from the home page.
 - (4) Use a government website as the preferred choice when citing websites in publications. For example, when citing the Code of Federal Regulations (CFR), do not use a commercial website. Instead, use the GPO website <https://www.ecfr.gov/>.
 - (5) Use <https://www.esd.whs.mil/dd> when citing websites for DoD publications.
- c. Give the source of supply for Army users when citing a publication or form not listed in the DA Publishing Index (<https://armypubs.army.mil/>). Ensure all references are current and accurate.
- d. List all cited publications, forms, websites, and requirement control symbols (RCSs) in a list of references (such as an appendix, entitled “References”). Show the type, number, and title of each publication, form, and RCS. Divide the references appendix into two sections titled, “Required Publications” and “Prescribed Forms.” All sections are mandatory. If any section has no entry, please state, “This section contains no entries.” (For references in DA-authenticated administrative publications, see paras 4–31 and 4–32.)

- e. List all RCSs at the end of section II of the reference appendix.
- f. Ensure all cited references in doctrinal and training publications include dates of publication.
- g. Do not cite draft publications or temporary publications.
- h. Do not cite agency, command, or installation publications or forms in DA publications (see AR 25–30 for definition of these publication types).
- i. Do not cite publications (for example, the publication title by itself) that are at a higher security classification or designation (such as CUI) than the publication citing them.

3–21. Citing required publications

- a. Cite references in the text of a publication in one of the following ways:
 - (1) Cite a required publication by using a “see” reference. Put in parentheses the word “see” followed by the publication number (if external) or division of the publication (if internal), and a brief description of the applicable information. For example, “References must be specific (see AR 380–5 for reporting of security incidents)” or “(see para 10–5 for program details).”
 - (2) Include the publication as a sentence in the narrative, citing the publication number or division and describing the information you are referencing. For example, “The use of references is explained in AR 25–30.”
- b. In the publication reference appendix (usually appendix A)—
 - (1) Cite the referenced publication number on one line in bold text and the publication title on the next line. (For references in DA-authenticated administrative publications, see paras 4–31 and 4–32.)
 - (2) For required references only, next to the publication title, cite the paragraph-level location of only the first time the publication is mentioned in the text.

3–22. Citing specific types of external references

When citing a publication that includes a part, subpart, or volume as part of its title, include that division in the citation. The division follows the overall publication name; separate the two with a comma. Cite the reference in descending order, with the publication number first, then the division. For example, a reference to the DoD Financial Management Regulation should read “DoD 7000.14–R, Volume 1.” When citing a number of publications, repeat for each one cited both the ABCA for the type of publication and the series number (for example, “AR 25–1, AR 25–30, and DA Pam 25–40”).

a. *Citing Government publications.* In text, when citing a publication of the Army or another Government agency, state the type of publication it is and its number but do not give its title. (For example, “The distribution of DA publications is discussed in AR 25–30.”) When listing references in a reference paragraph or appendix, include the title of the publication.

(1) *Department of the Army-authenticated administrative, doctrinal, training, technical, and equipment publications.* State the ABCA for the type of publication it is, then give its number. (For example, use “AR 25–30” when referring to “Army regulation 25–30.”)

(2) *Multi-Service publications.* State the type of publication and number for each Service or agency. For example, a multi-Service Army, Air Force, Navy (including Marine Corps), and Defense Logistics Agency (DLA) regulation should be cited as “AR 190–5/AFI 125–14/SECNAV 11200.5C/DLAR 5720.1.”

(3) *Department of Defense issuances and publications.* State the agency ABCA, “DoD,” then give the publication number and the ABCA for the type of publication. This ABCA for the type of publication will follow either “DoD” or the publication number. For example, “DoDD 5200.01,” or “DoDI 5201.02.”

(4) *Publications from other Government agencies.* Give the ABCA for the agency, the ABCA for the type of publication, and its number. For example, “VA IB 11–27.”

b. *Citing legal publications.* The first time a legal publication is cited, spell out fully the type of publication it is and all of its cited parts. In parentheses following this full reference, give the abbreviated reference, which should then be used in all later references to the publication. For example, write a first reference to United States Code (USC) as follows: “Conditional gifts to the Army may be accepted under Section 2601, Title 10, United States Code (10 USC 2601).” For later references to this same code, simply write, “10 USC 2601.” Questions concerning the format for references to legal documents should be directed to the Office of The Judge Advocate General (OTJAG). Table 3–1 gives more examples of citations of legal publications.

Table 3–1**Examples of citations of legal publications**

Publication	Sample full reference	Sample abbreviated reference
Acts of Congress (not in the United States Code)	Section 2, Act of 22 March 1961, Public Law 87–3, Volume 75, U.S. Statute at Large, p. 5	Section 2, Act of 22 March 1961, PL 87–3, 75 Stat 5
Code of Federal Regulations	Section 1, Part 49, Title 32, Code of Federal Regulations	32 CFR 49.1
Decisions of the Comptroller General of the United States	<i>Published decision:</i> Volume 7, Decision of the Comptroller General, 1924, p. 341 <i>Unpublished decision:</i> Manuscript B–136430, Decision of the Comptroller General, 9 July 1958	<i>Published decision:</i> 7 DCG 341 (1924) <i>Unpublished decision:</i> MS DCG B–136430, 9 July 1958
Executive Order ¹	Executive Order 11490, Section 211, Title 3, Code of Federal Regulations	EO 11490, 3 CFR 211
Executive Proclamation ¹	Presidential Proclamation 3632, Section 12, Title 3, Code of Federal Regulations	Pres Proc 3632, 3 CFR 12
Federal Register	Volume 33, Federal Register, p. 5495	33 FR 5495
Manual of Courts-Martial	Manual for Courts-Martial, United States, Part IV, paragraph 84 (2012)	Part IV, paragraph 84, MCM, 2012
Opinions of the Attorney General	Volume 9, Opinions of the Attorney General, 1859, p. 371	9 Op Atty Gen 371 (1859)
Supplements to the United States Code	Supplement II, Section 1715h, Title 12, United States Code, 1964 edition	12 USC, 1964 Ed., Supp II, 1715h
Uniform Code of Military Justice	Article 31(a), Uniform Code of Military Justice	UCMJ, Art. 31(a)
U.S. Code ²	Title 10, United States Code Section 101, Title 10, United States Code Title 10, United States Code, Chapter 1606	10 USC 10 USC 101 10 USC Chapter 1606
U.S. Revised Statutes	Section 298, Revised Statutes (Section 118, Title 31, United States Code)	RS 298, 31 USC 118

Note:

¹ When an executive order (EO) or presidential proclamation appears in both a CFR and the FR, cite the CFR. If an order or proclamation does not appear in a CFR, cite the FR in which it appears.

² When a statute appears in the USC, do not cite the statute; cite the code. However, if a statute has a commonly used name, it may be cited as a full reference (for example, Section 665, Title 31, United States Code (The Antideficiency Act, section 3679, Revised Statutes)) or as an abbreviated reference (for example, 31 USC 665 (The Antideficiency Act, RS 3679)).

c. Citing nongovernment publications in Department of the Army-authenticated publications. The first time a nongovernment publication is cited in a DA-authenticated administrative, technical, and equipment publication, list the title of the nongovernment publication in the text.

3–23. Citing internal references

Internal references must include a part (figure, table, or appendix) or a division of the publication (chapter, section, or paragraph), unless referring to the publication itself (for example, when referring to DA Pam

25–40 in DA Pam 25–40). Use a phrase in this instance, such as “this pamphlet” or “this regulation,” not the publication’s number. Additional rules for citing internal references include:

- a. When referring to a paragraph, cite only the paragraph number, not the section, chapter, or appendix to which it belongs.
- b. When referring to subparagraphs within the same paragraph, cite the paragraph number and the subparagraph number(s) or letter(s) (for example, when referring to paragraph 2–1 a(3) in paragraph 2–1 a, write “see paragraph 2–1 a(3)”).
- c. When referring to a figure or table, cite only the figure or table number, not the paragraph to which it belongs.
- d. Cite only the division or part number, not its title.
- e. Spell out the names of divisions and parts; abbreviate them when enclosing them in parentheses. For example, “The use of references is discussed in paragraph 2–11.” “References must be specific (see para 2–11b).” If the abbreviated parenthetical reference is the entire chapter, then use, “(see chap 2).”
- f. When referring to a division or part, do not capitalize the name unless it begins a sentence. For example, “The use of references is discussed in paragraph 2–24.”
- g. Write a series of references as follows:
 - (1) When citing more than one paragraph, section, or chapter of a publication, use the words paragraph, section, or chapter in the plural by adding an “s” (whether the name is spelled out or abbreviated). For example, “(see paras 2–11 through 2–13).”
 - (2) When citing a series of paragraphs, figures, or tables that are all in the same chapter, repeat the digit representing the chapter number. For example, “paragraphs 2–11, 2–13, and 2–16.”

3–24. Citing forms

See chapter 9.

Section IV

Preparing Figures and Tables for Department of the Army Publications

3–25. Preparing figures and tables for technical and equipment publications

For guidance on preparing figures and tables for technical and equipment publications, refer to MIL–STD–40051 or MIL–STD–3031.

3–26. Use of figures

- a. Figures will be used only when they relate entirely to official business and directly to the subject matter.
- b. Figures must contribute to clear understanding of the subject matter or permit a substantial reduction of the narrative portion of the publication. They should not be used to merely improve the publication’s appearance or fill space on a page.
- c. Figures must be functional in design and clear to the general audience.
- d. Figures must be consistent with DA policies regarding nondiscrimination based on sex, race, color, religion, national origin, political or other affiliation, marital status, age, or nondisqualifying physical handicaps and must not violate any copyright or trademark restrictions (see AR 27–60 for copyright or trademark restrictions). Questions on figures should be referred to the Army Forms Manager via email at usarmy.pentagon.hqda-apd.mbx.forms-management-branch@army.mil.
- e. Example figure types are:
 - (1) Sample formats of memorandums or text-based graphics.
 - (2) Illustrated forms (see chap 9).
 - (3) Illustrations, line art, and technical drawings.
 - (4) Maps.
 - (5) Graphs.
 - (6) Flow charts.
 - (7) Diagrams.
 - (8) Photographs.
- f. Figures will not be used in ARs unless the proponent is granted a waiver (see para 9–11b).

3–27. General design criteria for figures

a. *Guidance.* Due to the wide variety of design methods, there is not an absolute design process for creating figures. General guidance on preparing figures follows:

- (1) Figures should be developed using modern computer layout programs and submitted to APD in their original format.
- (2) Do not embed figures into the draft publication (submit figures separately).
- (3) Figures must follow all Army writing and editorial standards (for example, the plain language initiative, proper ABCA use, and reduction in technical terms and Army jargon).
- (4) Proofread all figures.
- (5) Accepted and approved figures will go through a final conversion step by APD to be compatible with the DA electronic publishing process.
- (6) 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.

b. *Size.* Develop figures for viewing in portrait orientation. Maximum size for a full-page graphic is 6.45 inches wide (164 millimeters (mm)) by 8.45 inches high (214 mm). All lettering and lines must be sharp and clear, and all entries must be evenly and clearly spaced. Line weight must be 1 point or larger. Minimum font size must be 8 point. All minimums are based on final size of the figure. (Reducing may result in elements falling below minimums.)

c. *Color use.* Figures should be designed in black and white and not include embellishments, such as drop shadows or unnecessary decorative elements. Color should only be used when it serves a functional purpose and/or shows value to the purpose of the published item. See AR 25–30 for Army policy on use of color in DA publications. When color is authorized for use in figures, the 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.” In addition, labeling figure elements and using a legend aid in eliminating confusion if the figure is not viewed in color.

d. *Citing, numbering, and placement of figures.* All figures must be cited in the text before their appearance in the publication. Refer to a figure in the text where the topic to which it relates is discussed. The figure text citation should clearly explain what the figure shows. Cite only the figure’s number, not its title. Do not include the figure number as part of your figure. Place figures as close to their text citations as possible. The first figure in chapter 1 must be figure 1–1, followed by figure 1–2. The first figure in chapter 3 must be figure 3–1, and so forth. Figures may be placed in appendixes, but they may not appear in the glossary.

e. *Creating sample memorandums, sample forms, and other text-based figures.* Text-based figures, including sample memorandums, are standalone text that may depart from the normal format or structure of the publication. They are intended to show the reader a sample layout. Illustrated memorandums appearing as figures must—

- (1) Be properly formatted in accordance with AR 25–50 and submitted in digital format using a word processing program. Your sample memorandum must be created on official DA letterhead. The official DA letterhead can be downloaded from APD’s website (<https://armypubs.army.mil>). Do not alter or add anything to the structure of the letterhead template. Logos or command graphic elements are not authorized. Only HQDA may authorize additions to DA letterhead, such as for national historical anniversaries.

- (2) Not use PII in your sample text. Use generic names, titles, and information.

- (3) Not have blank areas or lines in sample memorandums. For samples, use in-line placeholders, such as [office symbol], [date YYYYMMDD], [commanding officer, name, rank], and so forth.

f. *Creating sample forms.* See chapter 9 for information on creating and/or illustrating forms in publications.

3–28. Army Publishing Directorate graphic design services

Upon request, APD may provide assistance in the preparation of artwork for DA publications initiated by HQDA agencies. This service is not intended to replace the specialized work performed by art advisors and technicians at those agencies.

3–29. Tables

Tables, like figures, are used to explain or clarify material or to replace complex narratives with a simpler, more easily understood explanation. Some types of reference materials (such as weights, measures, or troubleshooting information) can also be presented in tables.

a. *Readability of tables.* The readability of a publication can be improved by using tables to present material visually so it is easier to understand and use. Tables are used to present statistical data, narratives, or especially lengthy and complex material. All tables are best kept to one page for ease of readability.

b. *Citing and placement of tables.* All tables must be cited in the text before their appearance in the publication. Refer to a table in the text where the topic to which it relates is discussed. The table text citation should clearly explain what the table shows. Cite only a table's number, not its title. Place tables as close to their text citations as possible or at the end of the chapter (in instances of very large tables). Do not include a table without a prior text reference; do not refer to a table that does not exist in the publication. Tables may be placed in appendixes, but they may not appear in the glossary.

c. *Preparing tables.* A table should have only one table definition or heading; that is, column headings should not change midway through the table. Wherever the column headings change, that material should be organized as a separate table.

(1) The first table in chapter 1 must be table 1–1, followed by table 1–2. The first table in chapter 3 must be table 3–1, and so forth.

(2) Tables will be composed of no more than six columns. Avoid making tables too complex, since such tables are harder to read, use, and understand. Tables containing more than six columns should be redesigned or possibly illustrated as a figure.

(3) Do not make tabular material part of a paragraph. Instead, present it as a numbered table and cite it in the text. Use the table-creating program in your word processing software. Do not make tables using spaces or tabs. If you have large or multipage tables, coordinate with APD (ISES–PAP–A) via email at usarmy.pentagon.hqda-apd.mbx.publishing-division@army.mil before submission.

d. *Textual notes for tables.*

(1) Do not use notes to list instructional material. Lengthy explanatory material should be written as a paragraph, separate table, or illustrated as a figure.

(2) Table notes are numbered sequentially starting with 1 and placed outside of the table below the last row. Do not use subparagraphs for table notes.

e. *Restrictions.* Use tables in ARs only for explaining policy that would be complicated or difficult to understand with narrative text. Do not use tables in ARs to demonstrate procedures or instructions that belong in a DA pamphlet.

Chapter 4

Department of the Army-Authenticated Administrative Publications

Section I

Publishing Process for Department of the Army Administrative Publications

4–1. Life cycle processes for Department of the Army administrative publications

The DA administrative publication life cycle consists of three subdivisions: the developmental, publishing action, and maintenance processes.

a. *Developmental process.* This process includes all development of the DA administrative publication prior to submission of a publishing action to APD, including:

- (1) Research.
- (2) Writing.
- (3) Editing.
- (4) Consultation with SMEs.
- (5) Internal staffing. (This occurs within the responsible proponent's organization and/or parent organization.)
- (6) External staffing.

Note. See chapter 2 for more information on the developmental process.

b. *Publishing action process.* This process begins when the publication/form action officer, through the PCO, submits a publishing action to APD. (Army directives (ADs), Department of the Army general orders (AGO), and HQDA policy notices have additional requirements addressed later in this chapter.)

- (1) The publishing action process includes the following steps:

- (a) Official submission to APD via—
 1. Nonclassified Internet Protocol Router Network (NIPRNet) DA Form 260 mailbox (usarmy.pentagon.hqda-apd.mbx.daform260@army.mil) for unclassified DA administrative publications.
 2. SIPRNet DA Form 260 mailbox (usarmy.pentagon.hqda-apd.mbx.da-form-260@mail.smil.mil), with a heads-up email sent to the NIPRNet DA Form 260 mailbox, for classified DA administrative publications.
- (b) Seven calendar day accept or return review by APD.
- (c) Draft preparation for legal review by APD.
- (d) Legal review by OTJAG and Office of the General Counsel (OGC) (DA administrative policy publications only).
- (e) Legal review comment adjudication by the publication/form action officer (DA administrative policy publications only).
- (f) Final review by APD and approval to publish by proponent.
- (g) Authentication by appropriate designee (APD, U.S. Army Enterprise Services Agency, Office of the Administrative Assistant to the Secretary of the Army (OAASA), or the SECARMY).
- (h) Indexing and posting by APD.
- (2) An official submission as described in paragraph 4–1b(1)(a) consists of the following:
 - (a) Completed DA Form 260 with all required information, signatures, and staffing documented on the DA Form 260 (see para 4–2).
 1. Required signatures for each DA Form 260 (in Part II–Submission Approval) include:
 - a) RCS officer.
 - b) PCO.
 - c) PC.
 2. HQDA principal official (or deputy) or ACOM commander (or deputy) will sign at approval of final proof prior to authentication.
- (b) Consolidated comments using DA Form 7874 (Armywide Staffing Comment Resolution Matrix) (see para 4–2a(12)).
- (c) Draft document. For new DA administrative publications and all revisions, a clean copy (remove any line numbers and ensure page numbers are added) is required.
- (d) Written Federal Register (FR) clearance from the Records Management Directorate (applicable to all DA policy publications) (see para 4–2a(16)).
- (e) Figure files. If the DA administrative publication has figures, provide figure files separately. The draft document should have placeholders indicating where figures will go.
- (f) Draft forms and associated documentation. If forms are being created or revised, a draft of the form and a fully coordinated DD Form 67 (Form Processing Action Request) are required. The coordination on the DD Form 67 must be no more than 2 years old. If the form collects SSN information, an SSN justification memorandum approved by the Army Privacy Office (APO) is required (see para 9–23). If forms are being transferred out of the draft DA administrative publication or being canceled, a DD Form 67 must be submitted.
- c. *Maintenance process.* This occurs following the posting of a DA administrative publication and includes publication/form action officer processes, such as archiving files and data and maintaining awareness of policy changes that could affect the DA administrative publication.

4–2. Staffing of Department of the Army administrative publications

- a. *Publication/form action officer.*
 - (1) Prior to submission to APD for authentication and publishing, DA administrative publications must be staffed with required organizations. Staffing is necessary to—
 - (a) Ensure the accuracy, clarity, and consistency of DA administrative publications.
 - (b) Inform commands and agencies of policy changes and impending revisions.
 - (c) Safeguard against duplication, overlap, or conflict between Army publications.
 - (d) Allow organizations affected by the policy to propose alternative courses of action and/or recommend changes.
 - (2) The subject and type of DA administrative publication being issued dictate what coordination is required. The draft DA administrative publication is for comment only and cannot be used as an official document. Electronic or hardcopy of the draft DA administrative publication must display the words “DRAFT–NOT FOR IMPLEMENTATION” on each page (for example, in the header).

(3) Staffing includes two phases: staffing to gather comments and proponent comment adjudication. Publication/form action officers are responsible for following their organization's internal standard operating procedure (SOP) regarding staffing and comment adjudication.

(4) Refer to AR 25–30 for information on required staffing for each type of DA administrative publication. For a list of staffing points of contact, refer to APD's website (<https://armypubs.army.mil> (CAC required)). See table 4–1 for staffing requirements.

(5) A copy of the draft DA administrative publication may be distributed electronically using any of the following methods:

(a) Through the Enterprise Task Management Software Solution (ETMS2).

(b) Via official Army collaboration websites, such as the Knowledge Collaboration Center (KCC).

(c) Via email in keeping with proper security classification practices.

(6) Publication/form action officers should allow commands and agencies at least 30 calendar days for review.

(7) Publication/form action officers will request that a point of contact at the colonel (O–6) or GS–15 civilian equivalent provide a concur or nonconcur statement and supporting comments within 30 calendar days of the request. If no response is provided, the organization is noted on the DA Form 7874 as “No response.” However, the HQDA principal officials listed in table 4–1 must provide a statement of concurrence or nonconcurrence (“No response” is not accepted).

(a) All comments will be specific, with suggested changes or corrections for the proponent's consideration.

(b) All comments will be submitted on DA Form 7874 or DA Form 2028 and will be identified in one of the following categories: critical, substantive, or administrative (see para 4–2a(13)).

(c) Any critical comments from staffing will be considered an automatic nonconcur and must be addressed and resolved as specified in paragraph 4–2a(13).

(d) Staffing for a mandated revision is limited to the Administrative Assistant to the Secretary of the Army (AASA). The 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 AR 25–30 for legal review requirements).

(e) Only the HQDA principal official or ACOM commander staffing the publication may grant an extension for staffing.

(8) Drafts for staffing may be prepared with line numbers in the margins. This method helps reviewers pinpoint a word or phrase in a lengthy paragraph. (Do not leave line numbers on the final DA administrative publication sent to APD for publishing.)

(9) A detailed summary of important changes being made should be included with the staffing draft to assist reviewers.

(10) Reviewers may inform the proponent of any additional guidance needed at the user level. Reviewers may suggest changes or improvements in the draft DA administrative publication. If additional guidance applies at several agencies and commands, the proponent may include the guidance in the proposed DA administrative publication.

(11) DA administrative publications containing or referencing forms need a forms management review (see chap 9 for additional information).

(12) All staffing comments are captured on DA Form 7874, even if the comments are not accepted for incorporation into the DA administrative publication. This consolidated DA Form 7874 is submitted as part of the publishing action (see para 4–1b(2)).

(13) When staffing is complete, publication/form action officers must adjudicate all comments. Accepted recommended changes to the draft DA administrative publication must be incorporated into the draft using tracked changes. Comments are classified as critical, substantive, or administrative.

(a) *Critical.* These comments identify violations of law or contradictions of Executive Branch or DoD policy; unnecessary risks to safety, life, limb, or Army materiel; waste or abuse of Army appropriations; or imposition of an unreasonable burden on an organization's resources. One critical comment is an automatic nonconcur from the organization that submitted the comment. Publication/form action officers must work with the organization to resolve the nonconcurrence. If resolution is not achieved, the proponent of the DA administrative publication pursues mediation at necessary levels of command. Ultimately, unresolved issues should be resolved by HQDA principal officials.

(b) *Substantive.* These comments note when a part of the DA administrative publication appears unnecessary, incorrect, misleading, confusing, or inconsistent with other parts, or if the reviewer disagrees

with proposed responsibilities, requirements, or procedures. Multiple substantive comments could result in a nonconcur.

(c) *Administrative.* These comments refer to minor or nonsubstantive data, such as office symbols, addresses, format, and grammar. Administrative comments do not result in a nonconcur.

(14) After coordination is complete, remove any draft DA administrative publications placed on local area networks or websites.

(15) When coordination is complete, the publication/form action officer creates a publishing action (see para 4–3) and submits via the PCO to APD.

(16) DA administrative publications that have an impact on the public must undergo FR review and clearance.

(a) The Records Management Directorate is the Army's point of contact for the FR review and clearance process, which can be a lengthy process, as policies must be written as "proposed rules" and be published in the FR for varying lengths of time to afford the public an opportunity to review and comment on them.

1. Proponents should be aware that after the public comment period ends on the proposed rule, a "final rule" would need to be prepared and processed before the DA policy publication could be published.

2. For additional information on the rule-making process and publishing in the FR, see AR 25–58 and visit <https://www.federalregister.gov>.

(b) Proponent coordination with the Records Management Directorate, as well as proponent acquisition of written FR clearance takes place during the staffing process and prior to a proponent officially submitting a DA policy publication to APD.

(c) The Records Management Directorate will provide proponents one of the following two levels of written evaluation for their DA policy publications with regard to the FR review and clearance process:

1. DA policy publication is cleared for submission to APD. This statement specifies either—

a) FR review is complete and FR clearance is granted for the DA policy publication, or

b) FR review is not required for the DA policy publication.

2. DA policy publication is not cleared for submission to APD. This statement specifies the FR review is not complete and FR clearance is not granted for the DA policy publication.

(d) Only DA policy publications that have been granted written FR clearance per paragraph 4–2a(16)(c)(1) can be officially submitted to APD.

b. *Staffing reviewers.*

(1) Reviewers from required organizations must provide response of either concurrence or nonconcurrency.

(2) Reviewers will use DA Form 7874 to capture all staffing comments if one was provided.

(3) Reviewers must ensure comments for submission have been coordinated within the respective organization and that all comments are consolidated into one response for the organization. Each response must indicate if the organization concurs, concurs with comments, or nonconcurs.

(4) Reviewers must provide the organization's consolidated response to the publication/form action officer. Responses must specify the approval official responsible for releasing the organization's response and include point of contact information (that is, office, telephone, and email).

(5) Reviewers must adhere to the following rules when preparing comments:

(a) Arrange the comments in sequence by publication page and paragraph number, numbering the comments consecutively.

(b) Explain how the draft should be changed and give a brief reason for the recommended change.

(c) State how something should be reworded when a change in wording is recommended (for example, use track changes, striking through material to be deleted and underscoring material to be added).

(6) Reviewers should avoid comments that—

(a) Improve the text only slightly.

(b) Ask a question instead of giving an answer.

(c) Are based on minor differences of opinion or wording.

(d) Correct misspelled words.

(7) Reviewers should use discretion and judgment in applying the guidelines in paragraph 4–2b(3). Changes that seem minor to one person may seem significant to another. Reviewers should be critical yet constructive, keeping in mind the DA administrative publication must conform to approved policies and must be easy to read and understand.

Table 4–1
Required staffing for Department of the Army administrative publications

Type of DA administrative publication	Staffing requirements
AD AR AGO HQDA policy notice DA pamphlet DA poster	<p>1. The Assistant Secretary of the Army (Financial Management and Comptroller) will review publications for both internal control evaluations in accordance with AR 11–2 (ARs only) and resources and financial implications of organizations assigned responsibilities in the regulation.</p> <p>2. AASA will review publications as follows: The AASA O–6 or GS–15-level PC will ensure review by— a. Records Management Directorate for the following areas: (1) Federal Register (see AR 25–58). (2) Records Management (see AR 25–400–2). (3) Privacy Act and Freedom of Information Act (see AR 25–55). (4) Official Mail (DA forms actions only) (see AR 25–51). b. DA Committee Management Office (see AR 15–1). c. Special Programs Directorate. d. Civil Liberties. e. U.S. Army Center of Military History (CMH). f. APD for the following areas: (1) Graphics. (2) Forms. (3) Publication check/review.</p> <p>3. HQDA principal officials who have assigned responsibilities and/or have oversight of responsibilities within the publication will review to ensure accuracy and agreement.</p> <p>4. Army Safety Office will review to ensure that proposed policy and procedures in DA administrative publications are aligned with requirements of the Army Safety Program (see AR 385–10).</p>

4–3. Official submission of Department of the Army administrative publications

a. After official submission to APD, the publishing action enters a 7 calendar day review, where it is reviewed for completeness and conformity based on criteria in AR 25–30.

b. If the publishing action is incomplete or fails to meet submission criteria, it will be returned via email to the publication/form action officer, PC, and PCO. APD will provide guidance on any additional revision or coordination required. When the publication/form action officer completes the revision and/or coordination, the publishing action, with all required documents (see para 4–1b(2)), must be submitted to APD via the PCO. If the required revision and/or coordination are not completed prior to the second submission, the publishing action will be returned again.

c. If APD accepts the publishing action for processing, the draft publication will be edited, formatted, and prepared for legal review.

d. APD will complete a mandated revision within 60 calendar days after acceptance of the submission; this timeframe includes:

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

e. APD will complete an expedited revision within 180 calendar days after acceptance of the submission; this timeframe includes:

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

- (5) Thirty calendar days for authentication.
- f. APD will complete a major revision within 240 calendar days after acceptance of the submission; this timeframe includes:
 - (1) Thirty calendar days for APD review and preparation for legal review.
 - (2) One hundred twenty calendar days for legal review.
 - (3) Thirty calendar days for proponent adjudication of legal review.
 - (4) Thirty calendar days for APD preparation for authentication.
 - (5) Thirty calendar days for authentication.

4-4. Legal review and proponent adjudication of Department of the Army administrative publications

- a. APD submits a request for legal review for an applicable DA administrative policy publication (see AR 25-30) via email to OTJAG, with a courtesy copy to the PC, PCO, and publication/form action officer.
- b. The request for legal review consists of the following documents:
 - (1) Clean copy of prepared draft.
 - (2) Completed DA Form 260 with all required signatures and staffing coordination.
 - (3) DA Form 7874 with consolidated staffing.
- c. OTJAG reviews DA administrative publications for compliance with controlling laws, directives, regulations, and other DA publications, as well as for broader policy implications. OGC also reviews all DA policy publications for legal sufficiency, but places even greater emphasis in its reviews on the broader policy perspective, paying particular attention to any delegation of the SECARMY's statutory responsibilities in the publication, as well as the legal implications of the publication. OTJAG returns the consolidated legal review to APD and the proponent. When complete, OTJAG will provide written results of the legal review to the publication/form action officer. These written results of the legal review typically consist of an initial section stating whether the DA administrative publication is legally objectionable, a second section noting required changes to the draft DA administrative publication, and a third section noting recommended changes.
- d. OTJAG, in coordination with OGC—
 - (1) Reviews mandated revisions of ARs and HQDA policy notices within 15 calendar days of the request.
 - (2) Reviews ADs and AGOs within 30 calendar days of the request.
 - (3) Reviews expedited revisions of ARs and HQDA policy notices within 60 calendar days of the request.
 - (4) Reviews major revisions of ARs and HQDA policy notices, as well as all new DA policy publications, within 120 calendar days of the request.
- e. OTJAG can issue one of the following results:
 - (1) *Legally objectionable*. The publication/form action officer must adjudicate all legal comments and/or requirements with OTJAG. Following successful adjudication, OTJAG issues supplemental or revised written results of the legal review with no legal objection.
 - (2) *Not legally objectionable, subject to incorporation of required changes*. In some cases, OTJAG issues written results of the legal review with no legal objection, subject to incorporation of required changes OTJAG has noted must be made. If the required changes are made, these written results of the legal review are sufficient.
 - (3) *Not legally objectionable*. OTJAG may issue written results of the legal review, with no required or recommended changes or with only recommended changes.
- f. Publication/form action officers must make all required legal review changes in the draft document provided to them by OTJAG and submit the adjudicated draft document to APD via email. If any required changes are not made, a letter of acknowledgment, signed by the HQDA principal official or ACOM commander, must be submitted to APD along with the updated draft.
- g. Publication/form action officers are not required to make recommended changes. However, OTJAG-recommended changes and/or comments are meant to improve the quality of the document and can be addressed either through updates to the draft or through explanation to APD. Omission of recommended OTJAG changes/comments can cause issues during authentication.

4-5. Final review of Department of the Army administrative publications

APD will review the adjudicated draft document to ensure the publication/form action officer made all required legal review changes or provided a letter of acknowledgment, signed by the HQDA principal official or ACOM commander, for any required changes not made.

a. If the adjudicated draft document is found to be acceptable, APD will prepare a final proof and forward it to the publication/form action officer via email for proponent review and approval to publish.

(1) The HQDA principal official (or deputy) or ACOM commander (or deputy) must sign the DA Form 260 (in Part III—Authentication Approval), approving the final version of the publication for authentication by the SECARMY or designee.

(2) Upon receipt of proponent approval—to include the DA Form 260 signed as required in paragraph 4-5a(1)—from the publication/form action officer, APD will prepare an authentication package and forward it to the appropriate level of authentication authority (see AR 25-30).

b. If the adjudicated draft document is not found to be acceptable, APD will return it to the publication/form action officer for further work and/or action and resubmission to APD.

4-6. Authentication of Department of the Army administrative publications

a. *Policy Department of the Army administrative publications.*

(1) The authentication for selected policy DA administrative publications will be the SECARMY.

(2) The authentication for all other policy DA administrative publications will consist of the line “By Order of the Secretary of the Army:” with the Chief of Staff of the Army (CSA)’s signature block underneath. These publications will also have the signature and signature block of the AASA.

b. *Nonpolicy Department of the Army administrative publications.* The authentication for all nonpolicy DA administrative publications will consist of the line, “By Order of the Secretary of the Army:” with the CSA’s signature block below. These publications will also have the signature and signature block of the AASA.

c. *CD-ROM/DVD Department of the Army administrative publications.*

(1) CD-ROMs/DVDs containing only DA administrative publications must be authenticated as described in paragraphs 4-6a and 4-6b, depending on the publishing media (ARs, DA pamphlets, and so on). DA-authenticated CD-ROMs/DVDs contain only DA publications. APD will provide authentication signature blocks, with control numbers. The uniquely numbered authentication signature blocks are to be inserted at the end of DA administrative publications contained on a CD-ROM/DVD. The CD-ROM/DVD, which is given an EM number, will also have its own authentication block. The authentication assigned to the EM will appear as part of the CD-ROM/DVD content (in the file), in a place where it can be readily seen. Additionally, it will appear again on either the face of the CD-ROM/DVD (disc one of multiset CD-ROMs/DVDs) when space allows or on the disc container (jewel box or mailer).

(2) The commander or agency head or designated representative will authenticate agency and command CD-ROM/DVD publications. Use imaging software (graphics capabilities) to scan in the authentication as part of each publication. If the software does not allow scanning, the authentication must appear as part of the text of each publication, and the authentication will be placed on the jewel box insert.

(3) Customized CD-ROMs/DVDs containing legacy publications (for example, those that have already been authenticated) for the purpose of making distribution of a selected group of publications do not require authentication.

(4) See appendix C for more information on CD-ROM/DVD products.

4-7. Indexing and posting Department of the Army administrative publications

After a DA administrative publication is authenticated, it is indexed and posted to the APD website (<https://armypubs.army.mil>). For additional information on indexing and posting, refer to chapter 8.

4-8. Post-publication comments concerning Department of the Army administrative publications

After a DA administrative publication has been published/issued, users are encouraged to submit recommended changes, suggested improvements, and reports of errors to proponents. To submit comments, follow these instructions:

a. Use a separate DA Form 2028 or correspondence for each DA administrative publication.

b. Give a brief reason on the form for each proposed change or comment to ensure proper evaluation.

If the form does not have enough space for all comments, use blank sheets of paper as continuation sheets.

c. Complete the DA Form 2028 or correspondence and send it directly to the proponent organization email address shown on the title page of the DA administrative publication.

d. Mark the DA Form 2028 used for a classified DA administrative publication with the appropriate classification marking, and safeguard and transmit the form in accordance with the requirements in AR 380–5 and DoDM 5200.01.

4–9. Official websites for Department of the Army publications

The websites listed in table 4–2 are recognized as the only official Army websites for access to the most current version of authenticated DA publications and forms. See AR 25–30 for policy and exceptions.

Table 4–2

Official websites for Department of the Army publications and forms

Website title/address	Category
APD https://armypubs.army.mil	Administrative departmental publications and forms (for example, ARs, DA pamphlets, standard forms (SFs), DD forms, and DA forms)
U.S. Army Materiel Command Logistics Data Analysis Center (USAMCLDAC) https://ent.ldac.army.mil/etmapp/ (CAC required)	Technical and equipment publications (for example, technical manuals (TMs), technical bulletins (TBs), and supply catalogs)
Central Army Registry https://atiam.train.army.mil/catalog (CAC required)	Training and doctrinal publications (for example, field manuals (FMs), professional bulletins (PBs), training circulars (TCs), and Soldier training publications (STPs))
U.S. Army Corps of Engineers https://www.usace.army.mil/	Training and doctrinal publications, technical and equipment publications with engineering and design criteria (for example, TMs and FMs)
The Surgeon General (TSG) and U.S. Army Medical Command https://armymedicine.health.mil/	Training and doctrinal publications, technical and equipment publications with medical content (for example, supply bulletins (SBs), TMs, and FMs)
DoD Forms Management Program https://www.esd.whs.mil/Directives/forms/	DoD forms

Section II

Additional Publishing Actions for Department of the Army Administrative Publications

4–10. Certifying current Department of the Army administrative publications

a. When a proponent determines the policies, procedures, references, and prescribed and referenced forms are current and accurate in his or her DA administrative publication, a DA Form 260 can be submitted through the PCO to APD via email at usarmy.pentagon.hqda-apd.mbx.daform260@army.mil.

b. Minor editorial changes having no impact on policy or procedures (for example, corrections to typographical errors and updates to office symbols, organizational names and addresses, references, and web addresses) can be addressed in a certify current request.

c. In addition to the DA Form 260 requesting a certify current revision, the publication/form action officer must submit a DA Form 2028 with requested administrative changes through the PCO to APD.

d. A certified current publication receives a new issue date, but not a new effective date.

4–11. Rescinding Department of the Army administrative publications

a. When a DA administrative publication is no longer needed, the proponent will submit a rescission request through the PCO to APD via email at usarmy.pentagon.hqda-apd.mbx.daform260@army.mil.

b. The rescission request must—

(1) Include a rescission request on DA Form 260 or DA Form 260–1 and the HQDA principal official or deputy responsible for the publication will sign the form.

(2) Include DA Form 7874 with consolidated staffing (see para 4–2a(12)).

(3) Specify whether the DA administrative publication prescribes forms. DA administrative publications prescribing forms that are still needed cannot be rescinded until the forms are transferred to another prescribing publication. If the forms are no longer required, they should be canceled using DD Form 67.

- c. Prior to processing, APD will request OTJAG legal review of the rescission request.

4–12. Transferring proponency of Department of the Army administrative publications

Upon the reorganization or elimination of a proponent or when proponents determine policy proponency has changed, DA administrative publications may be transferred using the following procedures:

- a. The PC of the current policy owner (losing proponent) will initiate a transfer of proponency memorandum outlining the transfer, in coordination with the PC of the proposed policy owner (gaining proponent). This transfer of proponency memorandum will list all affected publications and forms and will be signed by both the losing and gaining HQDA principal officials. A sample transfer of proponency memorandum is available on the APD website (<https://armypubs.army.mil/>) under Resources, APD Publishing Guidance.
- b. The PC for the losing HQDA principal official will—
 - (1) Complete a DA Form 260, to include checking both the “Transfer Proponency” and “Administrative Revision” boxes in block 9 (Type of Action), and obtain all necessary signatures.
 - (2) Submit the completed/signed DA Form 260, along with the signed memorandum, to APD via email at usarmy.pentagon.hqda-apd.mbx.daform260@army.mil.
 - (3) Specify whether the DA administrative publication prescribes forms. DA administrative publications prescribing forms that are still needed cannot be transferred until the forms are moved to the new prescribing publication using a fully coordinated DD Form 67. If the forms are no longer required, they should be canceled using a DD Form 67.

Note. APD will use the administrative revision process to accomplish all submitted transfer of proponency actions.

- c. For technical and equipment publications, in addition to duties and procedures in paragraphs 4–12a and 4–12b, the transfer memorandum will include the following items, signed by both the losing and gaining proponent, and submitted with a DA Form 260–1 to APD via email at usarmy.pentagon.hqda-apd.mbx.daform260@army.mil:

- (1) Clear instructions and detail sufficient to ensure equipment publications maintain safe, accurate, and clear content.
- (2) EPCO certification that no publication actions such as rescission, initial distribution number (IDN), related documents and TMs, foreign military sales (FMS), and so forth will be disrupted by the transfer.
- (3) Product manager must ensure equipment publications transfer with configuration management of the end item equipment technical data package to include basic issue items (BIIs), expendable/durable items list (EDIL), additional allowance list (AAL), and components of end item (COEI). (TM is BII, TM contract, and so forth.)
- (4) Receiving EPCO must update the publication to reflect new proponent contact information via a DA Form 260 no later than 60 days after the transfer.

Section III

Department of the Army Administrative Publications—Choosing the Type

4–13. Choosing the type of Department of the Army administrative publication to use

When developing a new DA administrative publication, knowing its audience and purpose helps to determine the type of DA administrative publication to issue.

- a. Decide which type of DA administrative publication best serves the purpose for issuing the information based on the criteria provided in AR 25–30. Make publication decisions based on:
 - (1) The intended treatment of the material. Is it to be directive, informational, or reference?
 - (2) How long the DA administrative publication will be in effect. Will it be permanent or temporary?
 - (3) The target audience. Who will read and use the DA administrative publication?
- b. The decision of whether to add material to an existing DA administrative publication or prepare a new one should be based on the following guidelines:
 - (1) Chapter 8 identifies the series best describing the subject of the material.
 - (2) The DA Publishing Index (<https://armypubs.army.mil/>) lists the DA administrative publications written in each series. Avoid duplicating previously published information contained in ARs, DA pamphlets, and other DA-authenticated media.

(3) Review all related DA publications and determine if new material can be added to any existing DA publication.

(4) A DA administrative publication can have only one proponent. Only an HQDA principal official can act as a proponent for a DA administrative publication that issues DA policy. All others who contribute publication material (reviewers) must submit their suggested changes to the proponent. The proponent reviews the suggestions and determines whether they should be incorporated into the DA administrative publication. The proponent is cited on the title page of the DA administrative publication.

4–14. Internal titles of Department of the Army administrative publications

Use the following guidance when selecting appropriate titles within a DA administrative publication:

a. Choose short, descriptive, explicit, and unique titles. Consider the subject of the division or part (figure, table, or appendix), and choose a word or short phrase that clearly defines the subject. Avoid long, rambling titles and titles that are too general or vague. Use titles familiar to your target audience and phrases they would look for in an online search.

b. Avoid using the title “General.” This title is sometimes given to divisions containing broad or miscellaneous information used to introduce a particular subject. Even in a broad introductory discussion, a more specific title can usually be used. If the title “General” is used, however, only one division in a DA administrative publication should have this title.

c. Avoid repeating the titles of main divisions or the titles of subdivisions within a division. To avoid repetition, ensure the title of each paragraph reflects the subject of the entire paragraph, the title of a section describes the overall subject of all paragraphs within the section, and titles of chapters describe the overall subject of all sections within the chapter.

d. Do not cite form titles or figures and table numbers in the titles of divisions. If it is necessary to cite a form in a title, give only the form’s number. If a paragraph introduces a figure or table, cite the number of the figure or table in the text of the paragraph rather than in the title.

e. See paragraph 3–5 for rules on using ABCAs in titles.

Section IV

Publishing Processes for Department of the Army Administrative Publications

4–15. Publishing action categories

DA administrative publications are published two ways: new and revised.

a. *New Department of the Army administrative publications.* New publications have never been published before.

b. *Revised Department of the Army administrative publications.* Revised DA administrative publications update existing DA administrative publications. Revisions are categorized as either administrative or functional. Administrative revisions do not change substantive content, such as policy or procedures. Functional revisions include mandated, expedited, and major revisions. These revisions update policy and/or procedures. Each type of revision is discussed in more detail in paragraphs 4–16 through 4–20. Use the criteria in table 4–3 to determine the appropriate type of publishing action to request for DA administrative publications.

Note. Requests for publishing must include all approved waiver(s) previously obtained from the Director, APD for any information/action included in the publication requiring exception(s) to policy. See paragraph 4–24f for requirements for requesting exceptions to policy.

Table 4–3
Department of the Army administrative publishing action criteria

Type of publishing action	Applies to:	Requires staffing? (Yes or No)	Requires legal review? (Yes or No)	Requires change of issue date? (Yes or No)
Administrative revision	AD AR HQDA policy notice DA pamphlet DA poster	No	No	No
Mandated revision	AR HQDA policy notice DA pamphlet DA poster	Yes (limited to the AASA)	Yes (only for ARs and HQDA policy notices)	Yes
Expedited revision	AR HQDA policy notice DA pamphlet DA poster	Yes (see table 4–1)	Yes (only for ARs and HQDA policy notices)	Yes
Major revision	AR HQDA policy notice DA pamphlet DA poster	Yes (see table 4–1)	Yes (only for ARs and HQDA policy notices)	Yes
Certify current	AR HQDA policy notice DA pamphlet DA poster	No	No	Yes

Note:

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

4–16. New Department of the Army administrative publications

To publish a new DA administrative publication, proponents must—

- a. Go through the APD developmental process (see para 4–1a).
- b. For DA administrative policy publications only, ensure the legal sufficiency of their draft DA administrative policy publication (see para 4–4).
- c. Submit a publishing request package that includes:
 - (1) Completed DA Form 260 with all required signatures and staffing coordination in accordance with AR 25–30.
 - (2) For DA administrative policy publications only, written FR clearance from the Records Management Directorate.
 - (3) DA Form 7874 with consolidated staffing (see para 4–2a(12)).
 - (4) Clean copy electronic text file incorporating coordination comments that were accepted as part of the new publication. See paragraph 4–1b(2) for additional submission requirements.
 - (5) Summary page outlining key elements of the new publication.

4–17. Administrative revisions of Department of the Army administrative publications

Administrative revisions do not change substantive content. APD will process the revision, maintaining the issue and effective dates. To publish an administrative revision, proponents must—

- a. Ensure the accuracy and currency of all external references and forms in the DA administrative publication.
- b. Include the following statement on the DA Form 260 in Part VII–Remarks: “Administrative revision. No existing roles and responsibilities are affected, nor does the revision impose new roles and responsibilities or change policies or procedures.”
- c. Submit the complete request for publishing package to APD (ISES–PAP–A) via email at usarmy.pentagon.hqda-apd.mbx.daform260@army.mil, which includes:

- (1) Completed DA Form 260 with all required signatures and the required statement per paragraph 4–17b.
- (2) DA Form 2028 or electronic text file that includes only the affected content (for example, paragraphs); do not submit the entire DA administrative publication.
- (3) Summary of change.
- (4) New history statement.

Note. If obsolete external references or forms are found or any forms actions are not included, the request for publishing package will be returned to the proponent for corrections.

4–18. Mandated revisions of Department of the Army administrative publications

A mandated revision must meet one of the criteria in AR 25–30. APD will process the revision, giving it new issue and effective dates, and an updated supersession notice. To publish a mandated revision, proponents must—

- a. For DA administrative policy publications only, ensure the legal sufficiency of their draft DA administrative policy publication (see para 4–4).
- b. Submit a publishing request package that includes:
 - (1) Completed DA Form 260 with all required signatures and staffing coordination with the AASA (see AR 25–30). The DA Form 260 must note the justification for a mandated revision. For example, if a revision is based on an EO, note the specific EO number and title on the DA Form 260.
 - (2) For DA administrative policy publications only, written FR clearance from the Records Management Directorate.
 - (3) DA Form 7874 with AASA consolidated staffing (see para 4–2a(12)).
 - (4) DA Form 2028 or electronic text file that includes only the affected content (for example, paragraphs); do not submit the entire DA administrative publication.
 - (5) Updated summary of change.
 - (6) New history statement.
- c. A mandated revision can take up to 60 calendar days within the publishing process after acceptance of the submission; this timeframe includes:
 - (1) Fifteen calendar days for APD review and preparation for legal review.
 - (2) Fifteen calendar days for legal review.
 - (3) Ten calendar days for proponent adjudication of legal review.
 - (4) Ten calendar days for APD preparation for authentication.
 - (5) Ten calendar days for authentication.

4–19. Expedited revisions of Department of the Army administrative publications

Expedited revisions revise up to 10 percent of the DA administrative publication. APD will process the revision, giving it new issue and effective dates, and an updated supersession notice. To publish an expedited revision, proponents must—

- a. Go through the APD developmental process (see para 4–1a).
- b. For DA administrative policy publications only, ensure the legal sufficiency of their draft DA administrative policy publication (see para 4–4).
- c. Submit a publishing request package that includes:
 - (1) Completed DA Form 260 with all required signatures and staffing coordination in accordance with AR 25–30.
 - (2) For DA administrative policy publications only, written FR clearance from the Records Management Directorate.
 - (3) DA Form 7874 with consolidated staffing (see para 4–2a(12)).
 - (4) DA Form 2028 or electronic text file that includes only the affected content (for example, paragraphs); do not submit the entire DA administrative publication.
 - (5) Updated summary of change.
 - (6) New history statement.
- d. An expedited revision can take up to 180 days within the publishing process after acceptance of the submission; this timeframe includes:
 - (1) Thirty calendar days for APD review and preparation for legal review.
 - (2) Sixty calendar days for legal review.

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

4–20. Major revisions of Department of the Army administrative publications

Major revisions revise more than 10 percent of the DA administrative publication. APD will process the revision, giving it new issue and effective dates, and an updated supersession notice. To publish a major revision, proponents must—

- a. Go through the APD developmental process (see para 4–1 a).
- b. For DA administrative policy publications only, ensure the legal sufficiency of their draft DA administrative policy publication (see para 4–4).
- c. Submit a publishing request package that includes:
 - (1) Completed DA Form 260 with all required signatures and staffing coordination in accordance with AR 25–30.
 - (2) For DA administrative policy publications only, written FR clearance from the Records Management Directorate.
 - (3) DA Form 7874 with consolidated staffing (see para 4–2a(12)).
 - (4) Clean copy electronic text file incorporating coordination comments accepted as part of the major revision. See paragraph 4–1 b(2) for additional submission requirements.
 - (5) Updated summary of change.
 - (6) Updated title page.
- d. A major revision can take up to 240 calendar days within the publishing process after acceptance of the submission; this timeframe includes:
 - (1) Thirty calendar days for APD review and preparation for legal review.
 - (2) One hundred twenty calendar days for legal review.
 - (3) Thirty calendar days for proponent adjudication of legal review.
 - (4) Thirty calendar days for APD preparation for authentication.
 - (5) Thirty calendar days for authentication.

Section V

Formatting and Preparing Department of the Army Administrative Publications

4–21. Army document format for Department of the Army administrative publications

Army document format (ADF) is a standard format established for ARs, DA pamphlets, and multi-Service regulations that identifies three major manuscript components—front matter, body matter, and rear matter—and the required and optional statements, paragraphs, and other elements included in these three components. Use the required manuscript components established for DA administrative publications to prepare manuscripts for new and revised ARs, multi-Service ARs where Army is the lead Service, DA pamphlets, and HQDA policy notices. The three major manuscript components are—front, body, and rear—and the required and optional statements, paragraphs, and other elements included in these components. Table 4–4 shows the component requirements of a DA administrative publication.

Note. Document format for AGO is addressed in paragraph 4–36.

Table 4–4
Department of the Army administrative publication requirements

Component	AR and Multi-Service AR ¹	AD	DA Pamphlet and Multi-Service DA Pamphlet ¹	HQDA policy notice
Front				
Summary or summary of change	R	N/A	R	N/A
Title page	R	N/A	R	P
Table of contents	R	N/A	R	R

Table 4–4
Department of the Army administrative publication requirements—Continued

Component	AR and Multi-Service AR ¹	AD	DA Pamphlet and Multi-Service DA Pamphlet ¹	HQDA policy notice
List of tables	R	N/A	R	N/A
List of figures	R	N/A	R	N/A
Body				
Purpose paragraph (para 1–1)	R	R	R	R
References, forms, and explanation of abbreviations paragraph (para 1–2)	R	R	R	R
Associated publications paragraph (para 1–3)	R	N/A	R	O
Responsibilities paragraph (para 1–4, section II of chapter 1, or chapter 2)	R	O	N/A	R
Records management (recordkeeping) requirements paragraph (para 1–4 for a DA Pam, para 1–5 for an AR)	R	N/A	R	N/A
Policy information	R	R	N/A	R
Procedural information	N/A	N/A	R	R
Figures	N/A	N/A	O	O
Tables	O	N/A	O	O
Forms	O	N/A	O	O
Reports	O	N/A	O	O
Rear				
Appendix A	R	N/A	R	O
Internal controls appendix (last)	R	N/A	N/A	O
Other appendixes	N/A	N/A	O	O
Glossary	R	N/A	R	O
Index	N/A	N/A	N/A	N/A

Legend
R = Required
P = Partially required
O = Optional
N/A = Not applicable

Note:

¹ When the Army is the lead agency.

a. *Front.* The front includes all or some of the following elements and paragraphs. See table 4–5 for title page requirements.

- (1) Issuing headquarters.
- (2) Address of issuing headquarters.
- (3) Date of issue.
- (4) Publication number.
- (5) Effective date (for ARs) or expiration date (for ADs).
- (6) Publication series title.
- (7) Publication title.
- (8) Summary of change.

- (9) Title page.
- (10) History paragraph.
- (11) Applicability paragraph.
- (12) Proponent and exception paragraph.
- (13) Army internal control process paragraph.
- (14) Suggested improvements paragraph.
- (15) Committee management approval paragraph.
- (16) Distribution.
- (17) Distribution restriction statement (see para 5–15 for additional information).
- (18) Destruction notice (see para 5–16 for additional information).
- (19) Table of contents, list of tables, and list of figures.
- (20) Supersession notice.

Table 4–5
Title page requirements

Element	AR	Multi-Service ¹		DA pamphlet	HQDA policy notice
		AR	DA pamphlet		
Heading	R	R	R	R	R
Authentication block	R	R	R	R	R ²
Authorities	R	R	N/A	N/A	N/A
Applicability	R	R	R	R	R
Proponent and exception authority	R	R	R	R	R
Army internal control process	R	R	N/A	N/A	N/A
Suggested improvements	R	R	R	R	N/A
Committee management approval	O	O	O	O	O
Distribution statement	R	R	R	R	R ²
Distribution restriction statement	O	O	O	O	O
Destruction notice	O	O	O	O	O
Supersession notice	R	R	R	R	R

Legend
R = Required
O = Optional
N/A = Not applicable

Note:

¹ When the Army is the lead agency.

² Located in the rear (back) of the publication.

b. Body. The body or text of a DA administrative publication may include parts, chapters, sections, paragraphs, and subparagraphs. Two or more elements must be shown for each division used in the manuscript (for example, two chapters or two parts). In ADF, the text begins with paragraphs titled “Purpose,” “References, forms, and explanation of abbreviations,” “Associated publications,” and a statement of responsibilities. The statement of responsibilities may be prepared as a paragraph, section, or chapter (see para 4–26).

c. Rear. Just as with front and body, rear information placed at the back of the DA administrative publication follows the general pattern of the ADF.

- (1) The rear contains an appendix A (for references and forms) and a glossary. It may also include additional appendixes containing supplementary material the reader needs.
- (2) The glossary includes a listing of all ABCAs used in the publication.

4-22. Division numbering and titling of Department of the Army administrative publications

- a. The divisions of a DA administrative publication (such as paragraphs, sections, and chapters) and certain parts (figures and tables) are numbered to help make referencing easier. (See para 4-21 and table 4-4 for more information.)
- b. All divisions (except subparagraphs), figures, and tables bear titles as well as numbers. Subparagraphs may have titles if desired. Usually, subparagraph titles help the user spot topics in a long paragraph.

4-23. Summary or summary of change for Department of the Army administrative publications

- a. The summary (new publications) or summary of change (revised publications), which appears before the title page, must be included in the draft publication—to include when it is sent out for coordination in accordance with AR 25-30.
 - (1) The summary outlines major elements (policies or procedures) prescribed in a new DA administrative publication.
 - (2) The summary of change provides a description of the major changes being incorporated into the revised publication.
 - (3) The summary or summary of change must contain a minimum of two items and is limited to one formatted page in length.
- b. Do not list elements or changes verbatim from the text.
- c. List elements or changes in the same order as they appear in the DA administrative publication, and cite the chapter, section, or paragraph number where the change is described.

4-24. Title page in Department of the Army administrative publications

The title page shows the number and title of the DA administrative publication and provides other information about the publication. The specific contents or parts of a title page are as follows:

- a. *Heading.* The heading includes:
 - (1) *Issuing headquarters.* The issuing headquarters for all DA administrative publications is “Headquarters, Department of the Army, Washington, DC.”
 - (2) *Date of issue.* The date of issue is the date the DA administrative publication is distributed to its users. APD assigns the issue date.
 - (3) *The Department of the Army administrative publication number.* The DA administrative publication number consists of an ABCA of the document type, series number, and subnumber identifying the publication (for example, AR 25-30 and DA Pam 25-40). The subject series that a DA administrative publication belongs to and the series number may be determined by referring to chapter 8. For new DA administrative publications, submit drafts with Xs for the subnumbers (for example, AR 25-XX). If several documents are being developed concurrently, use distinctive placeholders for the subnumbers (for example, AR 25-XX and AR 25-XY). APD confirms the series number and assigns the subnumber.
 - (4) *Effective date.* The effective date is the date on which the policies and procedures in the DA administrative publication take effect and when users must begin to follow them. Only ARs and multi-Service ARs have effective dates. APD assigns a default effective date of 30 calendar days after the date of issue unless the proponent requests an alternate date. If the effective date is dictated by Public Law, DoDD, EO, court order, Congress, or another Government agency, this should be explained on the DA Form 260.
 - (5) *Expiration date.* The expiration date is the date on which a DA administrative publication expires. Temporary DA administrative publications have expiration dates. APD assigns this date.
 - (6) *Publication series title.* The selected DA administrative publication series noted in the publication must match that selected as part of the DA administrative publication number (see chap 8 for numbering and series descriptions).
 - (7) *Publication title.* The title given to the DA administrative publication should describe the subject briefly and clearly.
- b. *Authentication block.* The authentication is the signature block of the SECARMY or the signature blocks of the CSA and the AASA who sign on behalf of the SECARMY. DA administrative publications

authenticated by the CSA and the AASA will consist of the line “By Order of the Secretary of the Army.” APD will coordinate through the appropriate channels for submission to the appropriate authenticating official. Proponents must not circulate draft manuscripts with a reproduced signature shown in authenticated DA administrative publications. (See para 4–6 for additional information.)

c. History statement. The history statement is a required paragraph that tells the reader whether the DA administrative publication is new or a revision; if a revision, it states the type of revision. Every DA administrative publication must contain a publishing history statement. This paragraph must be titled “History.” Each publishing history statement is specific to that DA administrative publication. It must be the first paragraph on the title page and must appear directly before the applicability statement. (See table 4–6 for examples).

d. Authorities statement. In an AR, the authorities statement should name the controlling authorities for the regulation. These can be DoD issuances, CFR, USC, or references to other Federal statutes.

e. Applicability statement. The applicability statement identifies to whom the DA administrative publication applies by specifying the appropriate components (Regular Army, the Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS), and the U.S. Army Reserve (USAR)). A short sentence or two may be added to identify the individual users and organizations to which the DA administrative publication applies more specifically (see table 4–6).

(1) ARNG and ARNGUS are two terms that are often confusing and misused. There is an enormous difference, and the two terms are not interchangeable.

(a) ARNG describes Army Soldiers who are under the control of individual states and territories. When a DA publication is intended to govern the conduct of personnel or units while in an ARNG capacity, it is appropriate for such publications to refer to the ARNG, as opposed to ARNGUS. When a DA publication is meant to apply to ARNG Soldiers in both an ARNG capacity and in an ARNGUS capacity, then the term “ARNG” is appropriate.

(b) ARNGUS, on the other hand, describes ARNG Soldiers who are mobilized and come under control of Federal authorities. Most personnel-type regulations will use the term “ARNGUS.” Equipment and other types of DA publications will use “ARNG.” This distinction must be correct in the applicability paragraph in all DA administrative publications.

(2) Proponents should consult their servicing legal counsel for questions concerning which term, ARNG or ARNGUS, to use.

f. Proponent and exception authority statement. The proponent and exception authority statement names the proponent of the policy and/or procedures contained in a DA administrative publication and provides the authority for approval of exceptions to policy for DA policy publications. The proponent must be a person, not an office (for example, the Deputy Chief of Staff (DCS), G–3/5/7, not the Office of the Deputy Chief of Staff (ODCS), G–3/5/7). (See table 4–6.) An exception to policy is a determination approved by the SECARMY or designee waiving for a limited time or purpose a policy or procedure contained in a DA publication. All exception to policy requests must—

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

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

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

g. Army internal control process statement. The Army internal control process statement refers to the identification of key internal controls that must be formally evaluated. This statement applies only to ARs. All ARs are required to identify key internal controls. For more information on internal controls and internal control evaluations, see AR 11–2. Key internal controls and evaluation, if applicable, must be included in the AR as the last appendix. All functions and programs are subject to requirements of AR 11–2, but not all functions have internal control evaluations. A statement must be included specifying whether internal control review evaluations are published in the AR (see table 4–6).

h. Suggested improvements statement. The suggested improvements statement tells where comments or suggestions for changes or improvements may be sent (see table 4–6).

i. Committee management approval statement. The committee management approval statement is included in ARs when the regulation establishes an intra-Army committee or the intra-Army committee is continued when the regulation is revised. (See table 4–6.)

j. Distribution (of publications). See table 4–6 for an example.

k. Distribution restriction statement. The distribution restriction statement tells users that a publication contains technical or operational information and that the publication may prove harmful to U.S. interests

if released outside the U.S. Government. DA administrative publications containing distribution-restricted content may not be published on internet websites that are accessible to the public. DA administrative publications labeled “distribution-restricted” are hosted on the secure APD website only and protected using CAC and/or login and password mechanisms. Distribution-restricted DA administrative publications may be provided to agencies, commands, or installations on Government intranets as long as they are protected from public accessibility. If a DA administrative publication contains such information, it must have a distribution restriction statement (see DoDM 5200.01 and DoDI 5230.24) and a destruction notice included on the cover and title page of the publication.

l. Supersession notice. The supersession notice states which DA publications or portions of DA publications are being replaced. If the DA publication supersedes all or portions of another, include a supersession notice on the bottom of the title page, preceded by an asterisk (see AR 25–30 for guidance on supersessions). Guidelines for writing a supersession notice are as follows (see table 4–6 for examples of supersession notices):

- (1) Cite the DA publication number and date of issue of each superseded or rescinded DA publication. If the DA publication supersedes only portions of another DA publication, cite the number of each part, chapter, section, and/or paragraph number.
- (2) Cite the form number and edition date of each canceled form. Do not cite superseded forms.
- (3) Cite the RCSs being rescinded or superseded.
- (4) Do not cite agency, command, or installation publications being rescinded or superseded.

Table 4–6
Title page components

Title page component	Examples
History statement (boiler plate) (choose as applicable)	<p>This publication is a new Department of the Army [insert type, for example regulation or pamphlet].</p> <p>This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.</p> <p>This publication is an expedited revision. The portions affected by this expedited revision are listed in the summary of change.</p> <p>This publication is a mandated revision. The portions...</p> <p>This publication is a major revision. The portions...</p>
Authorities statement	This regulation implements [list controlling authorities].
Applicability statement	<p>This publication applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve. It also applies to all personnel who operate unit mailrooms at company and battalion levels.</p> <p>This pamphlet applies to all Department of Defense services, agencies, and activities involved in the acquisition of electronic test equipment, either as the executive or participating Service or agency.</p>

Table 4–6
Title page components—Continued

Title page component	Examples
Proponent and exception authority statement	The proponent of this publication is [insert the name of the principal HQDA official, for example, the Deputy Chief of Staff, G–3/5/7]. The proponent has the authority to approve exceptions or waivers to this publication 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 publication 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 AR 25–30 for specific requirements.
Army internal control process statement	This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix [give letter of last appendix]).
Suggested improvements statement	Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to [insert proponent or preparing agency name and organization email address].
Committee management approval statement	AR 15–39 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Special Programs Directorate, (AARP–ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee, as found in AR 15–39, then the proponent will follow all AR 15–39 requirements for establishing and continuing the group as a committee.
Distribution statement	This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.
Supersession notice	<p>*This regulation supersedes AR 123–45, dated 5 December 2008.</p> <p>*This regulation supersedes AR 123–45, 5 December 2008; DA Pam 678–9, dated 13 August 2010; AR 98–76, 9 January 2009; and AR 432–10, dated 4 September 2009; and cancels DA Form 123, dated 8 November 2008; RCS 1234; and RCS 5678.</p>

4–25. Table of contents in Department of the Army administrative publications

Proponents do not have to submit a file for the table of contents. A computer-generated table of contents will be inserted using the chapter titles and table and figure caption lines listed in the electronic file.

4–26. Body content and format for Department of the Army administrative publications

The body is the main part of a DA administrative publication and is located after the front. It consists of the parts, chapters, sections, and paragraphs used to explain the policies and procedures in a DA administrative publication. The first five paragraphs in the body of ARs are "Purpose," "References, forms, and explanation of abbreviations," "Associated publications," "Responsibilities," and "Records management

(recordkeeping) requirements.” The following describes the contents for specific parts of the body and gives guidance on preparing them.

a. Purpose paragraph.

(1) The purpose paragraph is the first paragraph in the body of the DA administrative publication. It is an introduction, stating the general purpose, function, scope, and objective of the entire DA administrative publication. Write the purpose paragraph as one brief paragraph, without any subparagraphs. Write only one purpose paragraph for the DA administrative publication, not one for each chapter. The following guidance and table 4–7 provide details:

(a) *Function.* A statement describing the function of a DA administrative publication explains how the subject of the publication is treated. For example, a directive DA administrative publication, such as a regulation, prescribes policies and responsibilities for a subject. An informational DA administrative publication, like a pamphlet, explains a subject or the procedures needed to implement the policy on a subject.

(b) *Scope.* A statement describing the scope of a DA administrative publication explains the extent to which the subject is covered or how far a publication applies to a given subject. For example, some DA administrative publications may describe an entire program; others may describe only part of a program. Avoid confusing scope with applicability; scope is the extent of the subject, not the extent of the audience.

(c) *Objective.* A statement describing the objective of a DA administrative publication explains what is to be achieved by issuing the publication. If the DA administrative publication is intended to achieve some result beyond explaining a subject or prescribing policy on a subject, that result is the objective of the publication.

(2) In a purpose paragraph, state the function of the DA administrative publication. Explaining the scope or objective is optional; do so only if the scope or objective affects the user’s understanding of the publication.

(3) The purpose paragraph for a new DA administrative publication describes the major topics or key points in the publication. If a DA administrative publication is written to implement or comply with a higher directive or is a companion to another DA publication, this fact should also be stated.

(4) The purpose paragraph for a revised DA administrative publication describes both the main topics covered by the publication and the major changes made by the revision.

(5) The purpose paragraph of a consolidated DA administrative publication states that the publication is a consolidation. However, it is not necessary to mention the publications or parts of publications being combined. After stating that the DA administrative publication is a consolidation, write the rest of the purpose paragraph as for a new DA administrative publication.

b. References, forms, and explanation of abbreviations paragraph. This required paragraph is always inserted as “1–2. References, forms, and explanation of abbreviations” in the body. In the ADF, paragraph 1–2 refers the reader to appendix A, which lists a DA administrative publication’s required publications and prescribed forms cited in a manuscript, and also refers the reader to the ABCA directory. (See table 4–7 for example.)

c. Associated publications paragraph. The associated publications paragraph is always inserted as paragraph “1–3. Associated publications” in the body and cites other publications directly associated with the DA publication (in other words, the two publications are so closely connected they are most often used together to accomplish policy and procedure). ADs incorporated into a publication are also listed in the associated publications paragraph (see table 4–7).

d. Responsibilities paragraph.

(1) *Content.* In the responsibilities paragraph, identify the individuals at the highest level possible who must carry out the policies and procedures prescribed by the DA administrative publication, and specify the functions each person must perform. When writing a responsibilities paragraph, keep the following guidance in mind:

(a) Identify the individuals and list their specific primary functions. Avoid explaining in detail what the functions are or how to do them. These details should be explained in an associated DA pamphlet. If the user is to take special note of the details, refer to where the details are explained.

(b) Identify individuals (duty titles or positions), not organizations. If responsibilities are to be assigned to an entire organization rather than to specific people within it, name the head of the organization. It is understood he or she is ultimately responsible for the performance of the functions but will not perform them personally. If the term “commander” is used, specify the level of command (for example, unit commander or ACOM commander).

(c) State the person’s specific duties. Avoid using vague language.

(2) *Format.*

(a) *Primary level.* List the individuals and their functions according to protocol order in accordance with AR 25–50; identify the person at the highest level first and then proceed down through the chain. If several individuals are at the same level, list them according to the size or importance of their responsibilities, naming the one with the most responsibility first (see table 4–7).

(b) *Secondary level.* Organizations subordinate to HQDA principal officials and ACOMs can be assigned responsibilities, but they must be written as subparagraphs of the primary level individual who ultimately oversees the organization. See example in table 4–7, where the CG, U.S. Army Human Resources Command (HRC) is listed as a subordinate organization of the DCS, G–1 with responsibilities.

(3) *Placement.*

(a) If individuals are responsible for carrying out the policies and procedures described throughout the DA administrative publication, they may be listed in—

1. Paragraph 1–4 at the beginning of the DA administrative publication.
2. Section II of chapter 1. If there are too many responsibilities to list in a paragraph, list them in section II of chapter 1, titled “Responsibilities.”
3. Chapter 2. If there are too many responsibilities to list in a section, list them in chapter 2, titled “Responsibilities.”

(b) Responsibilities, such as specific program responsibilities, may be listed in any chapter if the individuals identified are responsible for carrying out the policies and procedures described only in that chapter. If the individuals are also responsible for policies and procedures in other chapters, they should be listed in the first chapter of the DA administrative publication, and the reader should be referred to the additional chapters for specific detail. When listing responsibilities in a chapter—

1. Determine by their length whether responsibilities should be listed in a paragraph or section.
2. Place the responsibilities paragraph or section as close to the front of the chapter as possible; if the text is a paragraph, use one of the first; if the text is a section, use the second section.

e. *Records management (recordkeeping) requirements.* Records management (recordkeeping) requirements paragraph is always inserted as “1–4. Records management (recordkeeping) requirements” in a DA Pam, or “1–5. Records management (recordkeeping) requirements” in an AR. The recordkeeping requirement refers to record numbers, associated forms, and reports cited in the publication (see table 4–7).

Table 4–7
Specific parts of the body of a Department of the Army administrative publication

Body component	Examples
Purpose paragraph	1–1. Purpose This regulation sets policies and procedures for preparing and managing medical records. It applies to the principal patient treatment records used at all Army medical treatment facilities. This regulation reforms current recordkeeping practices by setting a standard for preparing and managing records.
References, forms, and explanation of abbreviations paragraph	1–2. References, forms, and explanation of abbreviations See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at https://armypubs.army.mil/ .
Associated publications	1–3. Associated publications Policy associated with this pamphlet is found in [insert AR number]. Procedures associated with this regulation are found in [insert DA Pam number]. <i>Note.</i> If there are no publications associated with the regulation or pamphlet, state in paragraph 1–3, “This section contains no entries.”

Table 4–7
Specific parts of the body of a Department of the Army administrative publication—Continued

Body component	Examples
Responsibilities paragraph—primary level	<p>1–4. Responsibilities</p> <p>a. Administrative Assistant to the Secretary of the Army. The AASA will—</p> <p>(1) Serve as the senior Army official for publishing and printing regulations and directives.</p> <p>(2) Serve as the senior Army policy official for DA-authenticated publications and printing.</p> <p>(3) Serve as the DA proponent for information management and the management of information systems (including publications and printing).</p>
Responsibilities paragraph—secondary level	<p>1–4. Responsibilities</p> <p>a. <i>Deputy Chief of Staff, G–1</i>. The DCS, G–1 will—</p> <p>(1) Serve as the senior Army official for the Military Human Resource Support System and will provide HQDA supervision of all human resource policy formulation, programs, goals, architecture, standards, structures, and resources.</p> <p>(2) Through the CG, HRC manage the daily operations of the Army's Human Resource Support System by—</p> <p>(a) Appointing an HQDA program manager (PM) for the Human Resource Support System.</p> <p>(b) Designating HQDA proponents for each Human Resource Support System function and core competency.</p>
Records management (recordkeeping) requirements paragraph	<p>1–4 (DA Pam) or 1–5 (AR). Records management (recordkeeping) requirements</p> <p>The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule—Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.</p> <p><i>Note.</i> If a publication does not have a records management requirement, state in paragraph 1–4 (DA Pam) or 1–5 (AR), “This section contains no entries.”</p>

4–27. Policy and procedural information in Department of the Army administrative publications

a. *Content.* Policy or procedural information make up the main contents of the body of a DA administrative publication. Most of the paragraphs, sections, and chapters of a DA administrative publication explain policies or procedures. Policies detail what individuals must do, what they should do, and what they cannot do. Procedures provide guidance on how to carry out policy. ARs establish policies; only generalized process information necessary to provide clarity to the statements of policy should be included in an AR. Detailed, step-by-step procedures and instructions on how to achieve what is prescribed by an AR must be published in a DA pamphlet. For example, policy on requisitioning DA publications may include an explanation of what requisitioning is, the units that may do it, when they may do it, the items they may order, where they order them from, and what order form to use. Procedures may include step-by-step instructions on how to become eligible to order DA publications, how to fill out the order form, and how to submit orders.

b. *Organization.* There is no unique organization, wording, or format for policies and procedures. Organize and write policies and procedures using the language and style discussed in chapter 3.

(1) Policies and procedures are not specific divisions of a DA administrative publication. Avoid using paragraphs, sections, or chapters titled “Policies” or “Procedures.”

(2) Policies and procedures should be separate. Generally, explain a policy fully before expanding on the implementing procedures.

(3) Three types of procedures are explained in DA pamphlets: procedures for carrying out a specific action (for example, how to requisition a DA publication); instructions for preparing a form; and instructions for preparing a report.

(a) Procedures for carrying out a specific action and instructions for preparing a form are usually put in the body near where the action or form is prescribed. However, long or detailed procedures may not fit well in the narrative of the body. If they are much longer and more detailed than the other topics discussed around them, they may disrupt the logical flow of ideas from topic to topic. Consider converting procedures to a table or figure or putting them in an appendix. If procedures are converted or put into an appendix, reference the table, figure, or appendix in the narrative where the action or form is prescribed. For example, “Table 3–3 provides the procedures for requisitioning DA publications” or “Appendix C gives the procedures for requisitioning a DA publication.”

(b) Instructions for preparing a report must be put in a separate paragraph, section, or chapter.

4–28. Notes and footnotes in Department of the Army administrative publications

a. *Notes.* See paragraph 3–8.

b. *Footnotes.* Do not use footnotes in DA administrative publications.

4–29. Abbreviations, brevity codes, acronyms, and terms in Department of the Army administrative publications

List and define all ABCAs used in the glossary of the DA administrative publication (see para 3–5 for guidance on using ABCAs).

4–30. Reports in Department of the Army administrative publications

A report is a collection and submission of information on a periodic or one-time basis. DA administrative publications prescribing required reports need additional coordination.

a. *Prescribing a report.*

(1) A report (officially called an “information management requirement”) may be prepared and submitted on a form.

(2) Like forms, reports are controlled. If a report is to be prescribed in a DA administrative publication or if there is some question whether a report is being prescribed, refer to AR 25–98 for a description of the reports management system. Agency information management control officers (IMCOs) can advise proponents of the requirements needed to prescribe a report. An agency IMCO can also determine whether a report needs an RCS or qualifies for an exemption.

(3) If a DA administrative publication needs an RCS, approval may be obtained from OAASA (AAHS–RDR–C).

b. *Preparing a prescribing directive.*

(1) To prescribe a report, an official DA administrative publication directing its use must be issued. The prescribing directive must contain all of the instructions the user needs to prepare and submit the report. It must fully describe the required information; who is to prepare the report; the frequency and method of submission; and the proper routing of the report. AR 25–98 gives detailed guidance on writing a prescribing directive.

(2) The instructions for preparing and submitting a report must always be placed in a separate paragraph, section, or chapter. Report preparation instructions may be issued as a separate DA administrative publication.

(3) All RCS-numbered reports prescribed and referenced in a DA administrative publication must be listed by number and title in appendix A.

4–31. Appendixes in Department of the Army administrative publications

a. *Contents.* An appendix is information included in the back of a DA administrative publication further explaining or supplementing a subject covered in the body. The kinds of information normally included in an appendix are:

(1) Lists (for example, lists of references or lists of codes).

(2) Sample materials.

b. *Format.* All appendixes are alphabetical. They are required to begin with a title. The title should be followed by text, which may be organized into at least two paragraphs or at least two sections. An appendix needs to be able to stand alone. Thus, an appendix must include enough explanation about its

contents, particularly if it contains a table, figure, or list. That introductory text should tie the contents of the appendix to the citation in text. Appendix paragraphs are labeled with uppercase letters followed by a number (for example, B-1, B-2, B-3, and so forth). Tables and figures may be used anywhere within an appendix. However, do not place a table or figure alone in an appendix; the table or figure must be introduced in the appendix before its location and be accompanied by adequate explanatory text.

(1) Paragraphs in an appendix must have titles.

(2) An appendix must be referred to in the body where the topic it relates to is discussed. Cite only the appendix letter, not its title (for example, "See appendix A for required publications").

(3) Appendix A is always reserved for references. Succeeding appendices are placed after appendix A and before the glossary and assembled in the order they are cited in the body.

4-32. Preparation of references for appendix A in Department of the Army administrative publications

a. Contents. The reference paragraph in the body (always inserted as para "1-2. References, forms, and explanation of abbreviations") refers the reader to appendix A for a list of required publications and prescribed forms cited in the publication.

b. Validating references. Carefully check all references to publications and forms cited in a DA administrative publication to ensure they are not rescinded/canceled. Also verify titles have not changed. Use the DA Publishing Index (<https://armypubs.army.mil/>) to check references to DA publications and forms.

(1) Provide official internet websites in appendix A for required publications not listed on the APD website. If a required publication is not available on an official internet website or through normal Army distribution channels, the source of supply and its address must be added after the title. For example:

(a) Articles of the Geneva Convention of 1949 (Available at <https://www.icrc.org/>.)

(b) ANSI/EIA 649-B and GEIA-HB-649 Configuration Management Package National Consensus Standard for Configuration Management (Available for purchase at American National Standards Institute (ANSI), (Customer Service Department), 25 W. 43rd Street, 4th Floor, New York, NY 10036-7422, or at the ANSI website <https://webstore.ansi.org/>.)

(2) All publications listed in the required section of Appendix A are cited in the text. A required publication is a source the user must be able to access and read in order to understand or comply with a publication.

(3) Forms prescribed in the DA administrative publication must be listed in appendix A. If cited forms are not available on the APD website, indicate where they are available.

(a) *Prescribed forms.* Prescribed forms are mandated by the DA administrative publication; that is, the DA administrative publication directs the use of the form.

(b) *Referenced forms.* Referenced forms are prescribed by another DA publication, not the one mentioning the forms. Referenced forms are not listed in appendix A.

c. Format. Appendix A is divided into two sections: required publications and prescribed forms. If a section has no entries, insert the section heading and the following text, "This section contains no entries."

(1) Within each section, list the publications alphabetically by type (ARs, DA pamphlets, and so forth). Within each type, list the publications in numerical order. List forms alphabetically by type and in numerical order within each type.

(2) For each publication and form listed in appendix A, list its number on one line in bold text, then place the title on the next line directly below. Insert a blank line between each publication or form entry.

(3) After the title of each required publication and prescribed form, list only the first time it is cited or prescribed in the text.

4-33. Preparation of the glossary in a Department of the Army administrative publication

The glossary lists and explains the ABCAs used in a DA administrative publication (see para 3-5 for guidance on using ABCAs). The glossary consists of all ABCAs used within the document in accordance with paragraph 3-5. Place ABCAs in alphabetical order in a list format. Place each ABCA on one line in bold text and give its definition on the next line.

a. Section without entries. If the glossary contains no entries, insert the following sentence: "This section contains no entries."

b. Placement of the glossary. The glossary is located after the last appendix.

c. Text excluded from the glossary. Do not include tables, figures, or footnotes within the glossary.

4–34. Preparation of Army directives

Before drafting an AD, consider whether updating the corresponding regulation or using another publishing vehicle may be more appropriate. ADs should be used only when new policy is being implemented at the direction of the SECARMY.

a. Preparation. ADs are prepared in standard memorandum format using SECARMY letterhead stationery for the first page. An AD template is available on the APD website (<https://armypubs.army.mil>). The OAASA front office manages ADs, including their numbering. Once authenticated, the OAASA front office will forward the AD to APD to index and post on the APD website.

b. Organization and format. The required and optional parts of an AD are listed in table 4–4.

(1) The same DA correspondence rules for paragraphing, references, and use of plain language apply to ADs. Refer to AR 25–50 and DA Memo 25–52 for specific guidance.

(2) The use of ABCAs should be minimized and Army jargon avoided.

(a) Applicability. Each AD must contain the appropriate applicability statement. See paragraph 4–24e.

(b) Proponent and exception authority statement. Each AD must identify the proponent of the policy and, when appropriate, provide the authority for approval of exceptions to the policy in the AD. See paragraph 4–24f.

(3) If reference citations in an AD run longer than a half page, move them to an appendix.

c. Publishing process.

(1) The proponent action officer submits the draft directive, rollout plan, conditions excheck, and DA Form 260 (showing all required staffing: AASA, Assistant Secretary of the Army (Financial Management and Comptroller), Army Safety, HQDA organizations having oversight or responsibilities, Office of the Chief of Public Affairs (OCPA), and Office of the Chief of Legislative Liaison (OCLL)) to the PC via ETMS2, in the Supporting Documents folder, using the Army Directive Authentication approval tasker route (Tasker/Templates/Approval Route Template).

(a) Use the dropdown list to select the organization's PC as the first addressee. (See also the PC/PCO/FMO/EPCO directory at <https://armypubs.army.mil/> (CAC required).)

(b) Identify points of contact in the tasker response comments and provide phone and email contact information.

(c) Rollout strategy for the AD must include engagement procedures for those who will be impacted by the change and must be coordinated with OCPA and OCLL. The AD rollout plan template and conditions excheck template are available on the APD website.

(2) The PC confirms the directive has been drafted using the AD template and has been staffed with all required organizations, then signs DA Form 260 in the Supporting Documents folder and completes the tasker, which routes next to APD.

(3) APD logs the directive, confirms all required staffing has occurred, and assigns a working number in tasker response comments, then completes the tasker, which routes next to the OAASA editor (SAAA–ZAE).

(4) The OAASA editor provides initial substantive edit of the directive, coordinating with the action officer/point of contact to clarify and refine the draft. The editor uploads both the tracked changes file and a clean file (with changes accepted) in the Supporting Documents folder and completes the tasker, which routes back to the action officer.

(5) The action officer confirms the draft is ready for legal review and completes the tasker, providing legal advisor point of contact information (OTJAG and OGC) in the tasker response comments and requesting that OTJAG coordinate with OGC on formal review as required by AR 25–30. The tasker then routes to OTJAG.

(6) OTJAG coordinates with OGC to review and provide tracked edits specifying required and recommended changes in a Word document in the Supporting Documents folder. Legal advisors provide tasker response to the effect of no legal objection, pursuant to required changes, and complete the tasker, which routes back to the action officer.

(7) The proponent team adjudicates all legal review comments, ensuring legal sufficiency of draft AD in accordance with AR 25–30, then uploads the latest version (with all changes accepted) in the Supporting Documents folder, completing the tasker and noting any concerns/special instructions in the tasker response comments. The tasker routes to the OAASA editor for final review.

(8) The OAASA editor provides the final, edited directive (in Word format), then completes the tasker, which routes back to the action officer, ending the AD authentication ETMS2 approval route.

(9) The action officer submits final draft and confirms the published rollout plan with OCPA.

(10) The action officer submits final draft AD, rollout plan, and conditions excheck in ETMS2 (no legal objection response from OTJAG/OGC and sign-off by OAASA editor must be complete) through the principal official to Executive Communications and Control (ECC) for final coordination and approval as outlined in DA Memo 25–52. The senior leader approval route in ETMS2 includes the Sergeant Major of the Army (if required); Director, Army Staff; Deputy Undersecretary of the Army (if required); Vice Chief of Staff of the Army; CSA; Undersecretary of the Army; OAASA editor (completes final proof and assigns AD number), and SECARMY for signature.

(11) Once the SECARMY signs the AD, ECC will close the action and provide the package to the OAASA editor, who will process the final PDF and send all documentation to APD for publishing/posting to APD's website.

4–35. Preparation of Headquarters, Department of the Army policy notices

An HQDA policy notice is a permanent directive with limited distribution. It applies only to HQDA or HQDA and its field operating agencies. HQDA policy notices are effective until superseded or rescinded. HQDA policy notices are prepared in a format similar to that of an AR or DA pamphlet, with some variations.

a. Organization and format. The required and optional parts of an HQDA policy notice are listed in table 4–4. Title page requirements are listed in table 4–5.

(1) Titles for the divisions of an HQDA policy notice must be bolded.

(2) The rules for references, ABCAs, figures, tables, and forms apply to HQDA policy notices the same as they do to other types of DA administrative publications.

b. Applicability. Each HQDA policy notice must contain one of the following applicability statements:

(1) This policy notice applies to HQDA agencies only.

(2) This policy notice applies to HQDA and its field operating agencies.

c. Authentication. The AASA authenticates HQDA policy notices.

4–36. Preparation of Department of the Army general orders

An AGO conveys material of general interest (permanent or semi-permanent in duration) on assigning Secretariat duties and responsibilities, or establishing or reorganizing elements of the DA (signed by the SECARMY), and announcements of awards, decorations, and unit citations (signed by the AASA). The guidance in this paragraph applies to AGO signed by the SECARMY.

a. Organization and format.

(1) An AGO must include the following:

(a) Subject.

(b) Body.

(c) Authentication block.

(d) Distribution statement.

(2) Prepare the body of an AGO using numbered paragraphs.

(3) The rule for ABCAs applies to AGOs the same as it does to other types of DA administrative publications.

b. Publishing process.

(1) The proponent PC or PCO will submit the AGO package to APD through the DA Form 260 mailbox (usarmy.pentagon.hqda-apd.mbx.daform260@army.mil). The submission package must include:

(a) DA Form 260 and DA Form 5 (Army Staffing Form) signed by the proponent principal official, showing required staffing, including Center of Military History (CMH); DCS, G–3/5/7; Assistant Secretary of the Army (Manpower and Reserve Affairs); Assistant Secretary of the Army (Financial Management and Comptroller), OGC (legal review), OCPA, OCLL, and other HQDA principal officials and ACOMs affected by the AGO.

(b) OGC legal review.

(c) Draft AGO in a Word file that includes the proponent's office symbol.

(d) Rollout strategy for the AGO must include engagement procedures for those who will be impacted by the change and coordinated with OCPA and OCLL. See approved AGO/AD rollout plan template available on the APD website.

(2) APD will—

(a) Review the package to ensure all requirements are met and the AGO is consistent with supporting documentation (including adjudicated legal review).

(b) Edit and format the AGO, create a Word document using the standard AGO template with a placeholder number, and create a PDF proof for the proponent to review. After final proponent approval, APD will prepare the AGO for the SECARMY's signature.

(c) Prepare a DA Form 5 for final coordination and send the AGO for authentication in ETMS2.

(d) Provide an AGO number when notified by the SECARMY's office that the SECARMY is ready to sign the AGO.

(e) Publish and index the AGO on the APD website.

4–37. Preparation of Department of the Army posters

a. Proponent process. The proponent must prepare justification for the DA poster and an appropriate prescribing directive. The directive must contain the purpose and the plan for issuing the posters. It must include the information regarding posters to be made available by DA and the policy for the issuance of posters by field agencies, to include:

(1) Limitations on command levels authorized to originate local posters in support of the program.

(2) Provisions for adequate review by field commanders for essentiality, effectiveness, and propriety of posters.

b. Publishing process.

(1) All DA posters scheduled for Armywide distribution by any DA agency must be reviewed by the Assistant Secretary of the Army (Manpower and Reserve Affairs) and OCPA. DA posters must be submitted to Office of the Chief, Public Affairs (SAPA–CI), 1510 Army Pentagon, Washington, DC 20310–1510.

(2) Each DA poster must be submitted with artwork roughed in and text included. OCPA must review the proposed poster for propriety, impact on Soldiers and the public, and effectiveness, but it will not judge the authenticity of the presentation. After review, OCPA will approve or reject the rough art and return it to the preparing agency. If OCPA approves the art, the preparing agency may then prepare the art in final form. If OCPA rejects the original art and the originating agency still desires a poster of similar type or theme, the revised poster in rough art will be submitted again to OCPA for approval before it is processed as finished art.

(3) Upon completion of the final artwork, the poster, together with a completed/signed DA Form 260 (to include capture of all staffing in accordance with AR 25–30 and para 4–2 of this pamphlet), will be resubmitted to OCPA for final approval through ETMS2. If OCPA approves the art, the proponent will forward the poster and DA Form 260 to APD via email at usarmy.pentagon.hqda-apd.mbx.daform260@army.mil for printing and distribution.

(4) APD will issue an authentication block and index the poster as an official DA administrative publication.

Chapter 5

Doctrinal and Training Publications

Section I

Doctrinal, Training, Training Support, and Organizational Publications and Products

5–1. Media

Armywide doctrinal and training products standardize training and the conduct of operations in the Army. They are DA-numbered, -authenticated, and -indexed. DA-authenticated doctrinal and training publications, graphic training aids (GTAs), and PBs are defined in this section.

5–2. Army doctrinal publications

Army doctrinal publications (either printed or EM) contain Army doctrine. Army doctrine consists of 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 is DA-authenticated and may be published in:

a. Army doctrine publications (ADPs).

b. FMs.

c. Army techniques publications (ATPs).

5-3. Training publications

Army training publications describe tactics, techniques, and procedures used by Army forces to train and implement the fundamental principles of doctrine. These publications provide unit or individual training information. They also implement ratified international standardization agreements. The general categories of publishing media are STPs and TCs, both of which are DA-authenticated. Training publications describe the following:

- a. Individual military occupational specialty (MOS) and common tasks.
- b. Collective and individual tasks, conditions, and standards.
- c. Relationships between collective and individual tasks, including training exercises.
- d. Recommended sustainment training frequencies.
- e. Unit or individual Soldier training information that does not fit standard requirements.

5-4. Graphic training aids

GTAs are 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. GTAs are not DA-authenticated. GTAs must be based on approved doctrine. Proponents are authorized to duplicate material from DA-authenticated publications when purpose, format, and specifications are appropriate. GTAs are not available through APD.

a. In all cases possible, GTAs are produced in electronic format for web distribution. When required, they may also be produced in the following media:

(1) Charts (sized 8 1/2 by 11 inches (216 mm by 279 mm), 21 by 29 inches (534 mm by 737 mm), or 26 by 36 inches (660 mm by 914 mm)).

(2) Recognition cards.

(3) Cards, pamphlets, and booklets (pocket-sized).

b. GTAs are numbered and obtained as follows:

(1) *Numbering.* GTAs must be numbered according to paragraph 8-13.

(2) *Obtaining copies.* GTAs may be obtained from local training support centers in accordance with AR 350-38 or downloaded directly from <https://www.train.army.mil/>.

5-5. Professional bulletins

a. PBs host professional discourse. Through PBs, leaders can inform the force, authors can share ideas and develop communities of interest across the Army, and individuals can respond or suggest ideas within the preparing command's specified mission and area of proponentcy, as established in AR 25-30, AR 5-22, or other authoritative source.

b. Effective PBs do the following:

(1) Publish quality content of interest to the command's specified mission.

(2) Reach audiences interested in the command's specified mission in an accessible format.

(3) Publish a balance of articles from senior leaders that inform the community, articles that share information across the community, and argumentative articles that propose new ideas or ways of thinking.

(4) Provide institutional support that ensures accessible archives, ideally by article to ease research.

(5) Publish a variety of authors from different backgrounds to hone ideas.

c. Typical PB material includes, but is not limited to, the following: technological developments; strategy, tactics, techniques, and procedures; "how to" pieces; practical exercises; training methods; historical perspectives; views, opinions, and letters to the editor pertinent to the preparing command; short biographies of authors to demonstrate professional credentials; and short bulletin-type items summarizing official Army actions that directly relate to area of proponentcy.

d. Items that do not meet the content standards for PBs are as follows:

(1) General personnel information not specifically related to the preparing command's area of proponentcy. This information is usually available through command information and official channels.

(2) Routine personnel items, such as listing graduates of courses, promotions, and awards. (Nonroutine personnel items can be included in the bulletin section.)

(3) General military-related news articles.

e. Authority to prepare a PB is limited to agencies and commands that have a specified mission of providing information, training, and professional development to personnel within a specific functional area. (See chap 8 for numbering.)

f. Proponents of PBs must—

- (1) Fund, prepare, and monitor the production of their PBs.
 - (2) Comply with AR 25–30, this pamphlet, and the terms of approval for their PBs.
 - (3) Maintain records of editorial, publishing, administrative, distribution, and other costs and prepare reports as required.
 - (4) Maintain current distribution lists, for both print and digital distribution.
 - (5) Coordinate with the designated functional manager regarding publishing and establishing term contracts; maintain liaison with APD.
- g. PBs will modernize to a web-first, mobile-friendly format supported by social media platforms for reaching their target audiences. PBs may collaborate on a modern platform to ensure broad accessibility of articles of interest to multiple command missions or establish their own.
- h. All PBs should include the following information either on their web platform, in a printed issue, or other format. For additional printing requirements, see AR 25–38 and DA Pam 25–38.
- (1) Authentication.
 - (2) Identification of “Headquarters, Department of the Army.”
 - (3) PB number.
 - (4) Date of the publication (month and year).
 - (5) Titles and names of commander/commandant of the preparing command, executive or managing editor, feature editor, photo editor, art editor, or their equivalents. For PBs that are sponsored by more than one command, the titles and names of each sponsoring commander/commandant is authorized. Other officials, except for those required for authentication and bona fide editorial advisory board members, must not be identified by individual title or name.
 - (6) A disclaimer stating that the information presented in the PB does not necessarily reflect the official Army position and that it does not change or supersede information presented in other official Army publications. This statement can be included in the masthead. Exact wording can vary.
- i. Publishing specifications for printed PBs are as follows:
- (1) *Cover paper stock.* Self-cover is the standard unless a separate cover is justified and authorized. If a separate cover is used, the reference stock is white litho-coated cover, no heavier than Sub 60 (weight basis 20 x 26 inches (508 mm by 660 mm) 50 sheets).
 - (2) *Unauthorized techniques.* Use of duotones, full-page reversals, and full-page screening is not authorized.
 - (3) *Required items on cover.*
 - (a) Identification of “Headquarters, Department of the Army.”
 - (b) PB number.
 - (c) Distribution restriction statement (see DoDM 5200.01 and DoDI 5230.24).
 - (d) Date of publication (month and year).
 - (4) *Exceptions.* PBs may make reasonable adjustments to these specifications depending on supplier and budgetary constraints.
- j. Requests for exception to PB standards (to meet special requirements) must be justified. This justification must be based on the unique needs of the publication or the target audience. Requests must be sent to usarmy.pentagon.hqda-apd.mbx.publishing-division@army.mil.
- (1) *Previously established professional bulletins.* Proponents of PBs must follow guidelines in this paragraph, 5–7b, and any additional guidelines and specifications provided by APD regarding PBs.
 - (2) *Proposed new professional bulletins.* Proponents of proposed new PBs must—
 - (a) Determine the need for a PB by examining the target audience’s information requirements.
 - (b) Send a memorandum with justification requesting to establish a new PB series for its area of proponentcy to usarmy.pentagon.hqda-apd.mbx.publishing-division@army.mil.
- k. PBs are not available through APD.

Section II

Doctrinal and Training Publication Procedures

5–6. Preparing publications—proponents and preparing agencies

TRADOC, U.S. Army Materiel Command (AMC), The Judge Advocate General, U.S. Army Space and Missile Defense Command, U.S. Army Corps of Engineers, U.S. Army Public Affairs Center, and U.S. Army John F. Kennedy Special Warfare Center and School are the proponents of doctrinal and training publications. They manage their publications under the staff supervision of HQDA principal officials and

according to publication policy and guidance prescribed by AR 25–30 and this pamphlet. All proponents and preparing agencies will comply with TRADOC prescribed policies for the development of doctrinal and training publications. The publisher of PBs, official DA-authenticated publications, is HQDA. PBs are prepared or sponsored by the proponent. Preparing agencies initiate, prepare, approve, and identify for removal the doctrinal and training publications sponsored by doctrinal and training publications proponents. The proponents and/or preparing agencies are as follows:

- a. TRADOC.
 - (1) Headquarters, TRADOC.
 - (2) TRADOC subordinate centers and commands.
 - (3) U.S. Army Training Support Center (ATSC) staff elements.
 - (4) TRADOC Centers of Excellence.
 - (5) TRADOC schools.
- b. U.S. Army Judge Advocate General School (under direction of The Judge Advocate General).
- c. Army Public Affairs Center (under direction of the Chief, Public Affairs, Office of the SECARMY).
- d. U.S. Army John F. Kennedy Special Warfare Center and School.
- e. U.S. Army Space and Missile Defense Command.
- f. AMC.
 - (1) USAMCLDAC.
 - (2) Military Surface Deployment and Distribution Command Transportation Engineering Agency for transportability engineering guidance and publications in accordance with AR 70–47 and DoDI 4540.07.
 - (3) AMC Packaging, Storage, and Containerization Center.
 - (4) Selected AMC subordinate commands.

5–7. Development, preparation, and distribution

Proponents and preparing agencies must follow the policy, procedures, and standards prescribed in AR 25–30 and this pamphlet when preparing and producing DA-authenticated doctrinal and training publications (see para 5–6).

- a. Proponents and preparing agencies provide editorial and formatting resource services for their publications.
- b. APD ensures the publication conforms to existing standards and format and provides the proponent professional advice concerning the publishing requirement. This service is available to all proponents of doctrinal and training publications (see para 5–6).
- c. In addition, these publications must be—
 - (1) Prepared without repeating the purpose or content of other authorized publications.
 - (2) Written to support all Regular Army, ARNG, ARNGUS, and USAR components. If any component is excluded, the publication must state why.
 - (3) Numbered according to prescribed numbering format (see paras 8–14 through 8–23).
 - (4) Indexed in the DA Publishing Index (<https://armypubs.army.mil/>) and made available through an official Army website and normal publications supply channels.
 - (5) Distributed initially only to components to which they apply. However, they must be available to other components to meet doctrinal or training requirements.
 - (6) Designated for rescission by the preparing agency through command channels when they no longer apply to the Army.

5–8. Publications cost data

a. *Cost data.* To facilitate publication management control, proponents must develop and maintain cost data on doctrinal and training publications for the mutual use of HQDA and the proponent. TRADOC ATSC must maintain the data in a format best suited to its management practices and functional responsibilities, to include those of the preparing agencies.

b. *Records.* The preparing command must maintain records and documentation for publishing PBs as is required for other official DA-authenticated publications. The preparing command is responsible for ensuring that a complete record set is retired annually to the Washington National Records Center in accordance with AR 25–400–2.

5–9. Coordinating drafts and memorandums of transmittal

Preparing agencies should coordinate new and revised publications as initial and final drafts. All coordination must be accomplished by electronic means. Requirements for these drafts and their memorandums of transmittal are as follows:

a. Initial and final drafts. The draft should be clearly marked as such and contain the following statement: “This draft is for review purposes only and does not reflect DA final approval. Comments and recommendations must be provided to this agency no later than [enter date according to paragraph 5–9b(3)].” At a minimum, the initial and final drafts should be staffed with affected organizations and agencies.

b. Memorandum of transmittal. Preparing agencies should use a memorandum of transmittal to send drafts to required and other selected agencies. The memorandum of transmittal should contain at least:

- (1) The scope and purpose of the new and revised publication.
- (2) A request that the selected users of the proposed publication state whether the publication meets their operational or training needs.
- (3) The date that comments are due back to the preparing agency.
- (4) The project officer’s name, email, and defense switched network (DSN) telephone number and extension.
- (5) A request for reviewers to weigh their comments according to the criteria stated in the supporting memorandum, which is in accordance with Headquarters, TRADOC doctrine and training policies.

5–10. Coordinating review comments

a. Review comments must be evaluated, adjudicated, and incorporated into the final manuscript. Additional evaluation, as determined by TRADOC, is required for any publication that prospective users consider unusable or insufficient to meet their operational or training needs.

b. Contentious issues that remain unresolved between the preparing agency and the reviewer and that are, therefore, not included in the final manuscript must be consolidated with reasons for not including and forwarded for resolution at the next higher agency, command, or installation level. This consolidation of nonconcurrences (coordination annex or DA Form 7874) and next higher headquarters final decision must be provided to each reviewing agency.

5–11. Approval

a. Preparing agencies must electronically forward the final manuscript to the designated approving authority with a memorandum of transmittal and the coordination annex or adjudicated DA Form 7874. They do this when authority for final approval has not been delegated or when unresolved issues remain.

b. Any form prescribed by a DA-authenticated doctrinal or training publication is subject to the approval requirements in chapter 9.

c. The Commander, ATSC has approval authority for GTAs. GTAs must be forwarded to ATSC by preparing agencies for review and approval.

d. The preparing agency commandant/commander has approval authority for PBs.

5–12. Requests for publishing

a. Doctrinal, training, and organizational publications are publications that provide guidance for field units and contain the doctrine, organization, tactics, techniques, and procedures adopted for training individuals and units of the Army. Requests to publish DA-authenticated doctrinal, training, and organizational publications and products must be submitted through the designated PCO to APD using the designated electronic file acceptance/collaboration system and/or the email address usarmy.pentagon.hqda-apd.mbx.daform260@army.mil, according to the instructions in paragraph 4–3. Doctrine and training organizations will submit final formatted electronic files of publications for print and web hosting along with the DA Form 260–1. APD will review for compliance with Army publishing policies and procedures and will process accordingly. Noncompliant submissions will be returned to the proponent for corrective action through the TRADOC PCO. APD submission criteria includes:

- (1) *DA Form 260–1.*
 - (a) The supersession statement on the DA Form 260–1 matches the publication title page.
 - (b) If the publication is new, a revision, a change, or a special conversion, and so on, it is indicated correctly as such on the DA Form 260–1.

(c) The publication's distribution restriction statement on the DA Form 260–1 matches the publication front cover and title pages.

(d) Final PDF file is included.

(e) If publication is to be printed, all the necessary fields in the printing specifications section are filled out.

(f) An approved waiver is obtained from the APD Director (and attached with the forwarded file) for any information/action included in the publication that may require an exception to policy (see para 4–24f).

Note. Any copyrighted, trademarked, and other such material in the publication requires a copyright release document.

(2) *Forms.*

(a) Cited forms are current editions/versions (see para 9–10).

(b) All forms cited within the body of the publication are listed in the reference section.

(c) All forms listed in the reference section are cited within the body of the publication.

(d) All forms cited and listed within the body and the reference section are easily accessible.

(e) Titles of the forms in the text are included with their respective form number the first time they are used. The form number precedes the spelled out title in this first use (see para 9–10).

(f) The illustrated form is created from the one received from APD (see para 9–11).

(g) Blank examples of forms are removed or filled in with dummy data, with the word "sample" stamped across it (see para 9–10).

(3) *Graphics, figures, and tables.* (See paras 3–25 through 3–29.)

(a) The forwarded cover has space for bleed (.135 inches at the top, bottom, and on the right).

(b) If the publication is to be printed in any other size than 8 1/2 x 11 inches, all the pages contain crop marks.

(c) Figures are in a recommended file type suitable for high-resolution printing of images commonly used for photographs.

(d) All graphics (figures and tables) are introduced in the text before the figure.

(e) All figures are inserted into the publication (to avoid "black" printouts for all PDFs).

(f) The figures and tables are viewable.

(g) The figures and tables are centered horizontally on the page.

(h) The figures and tables are numbered consecutively.

(i) All the figures have captions (below the illustration). All the tables have titles (above the data).

(j) All captions (figures and tables) appear in the table of contents.

(k) All continual (multiple page) figures have captions on each page. Continual tables have titles (and column headings) on each page.

(4) *Front matter.*

(a) The cover does not contain logos or insignias. Logos and insignias are removed or replaced with graphics. The cover also contains the publication date (at least month and year), distribution restriction statement, and supersession notice.

(b) The distribution restriction statement and destruction notice (if applicable) on the cover match those on the title page and those in DoDM 5200.01 and DoDI 5230.24.

(c) If the publication being written supersedes another publication, the supersession information is included and correct.

(d) All entries in the tables of content match their respective headings, titles, sections, page numbers, and so on.

(e) The preface contains a proponent statement and an applicability statement as the last two paragraphs.

(f) The preface contains no personal information, such as name and email address.

(g) If listing a telephone or FAX number, it meets criteria in paragraph 3–6.

(h) An introduction is included, if applicable.

(i) The introduction summarizes the changes, if applicable.

(5) *Body.*

(a) The pages of the publication are in mirror margin format.

(b) Each division, section, chapter, heading, subheading, and subparagraph has at least two parts.

(c) Headers for entire publication are correct (chapter number on left for even pages and chapter title on right for odd pages).

- (d) Footers for entire publication are correct (publication date, publication number, page number).
- (e) The header and footer margins are consistent.
- (f) The paragraphs are numbered consecutively.
- (g) The sections are lettered consecutively.
- (h) ABCAs are used in accordance with paragraph 3–5.
- (6) *Rear matter*.
 - (a) If the publication contains an appendix, the headers are labeled correctly.
 - (b) The glossary contains only one definition for each ABCA.
 - (c) The glossary contains only terms used in the publication.
 - (d) All references cited in the body are included in the reference section. References cited only in the glossary are included in the reference section.
 - (e) All sources in the reference section have complete bibliographic information or website accompanying them.
 - (f) All websites in the reference section are active.
 - (g) Classified publications are cited as references in accordance with AR 25–30.
 - (h) Publication contains authentication page placeholder.
 - (i) Publication contains a back cover (publication identification number (PIN) page) placeholder.
- b. Requests to publish PBs must be prepared on DA Form 260–1 by preparing commands. The DA Form 260–1 must be submitted to the designated PCO or functional manager, who must approve it and forward it through the ACOM commander to APD using the designated electronic file acceptance/collaboration system and/or the email address usarmy.pentagon.hqda-apd.mbx.daform260@army.mil. APD will issue an authentication block, provide distribution services, and index the PB issue as an official DA-authenticated publication.
 - (1) Proponents of new PBs must follow the instructions in paragraphs 5–5 and 5–7 prior to preparing DA Form 260–1 for an inaugural issue.
 - (2) Once the new PB is approved, send the DA Form 260–1 through the designated PCO to APD using the designated electronic file acceptance/collaboration system and/or the email address usarmy.pentagon.hqda-apd.mbx.daform260@army.mil. This request must include a sample comprehensive proof with the inaugural issue only.
- c. Requests to publish GTAs must be forwarded from ATSC on DA Form 260–1, with camera-ready mechanicals and distribution list, to APD using the designated electronic file acceptance/collaboration system and/or the email address usarmy.pentagon.hqda-apd.mbx.daform260@army.mil.

5–13. Authentication

- a. *Publications published under a decentralized publishing program*. The authentication for publications published under a decentralized publishing program will consist of the line “By Order of the Secretary of the Army:” with the CSA’s signature block underneath. These publications will also have the signature and signature block of the AASA (with the control number).
 - (1) APD will issue a numbered authentication block (camera-ready copy) for each DA Form 260–1 submitted for new, revised, or changed publications.
 - (2) Issuance of an advance authentication block and control number for publications published under the decentralized publishing program is not approval to print or publish an item. Final approval to publish will be forwarded to the proponent in the form of a memorandum or email after review of the publication and the DA Form 260–1.
 - (3) All DA publishing media must be DA-authenticated.
- b. *CD–ROM/DVD publications*.
 - (1) CD–ROMs/DVDs containing only DA-authenticated publications must be authenticated. Authenticated DA-authenticated CD–ROMs/DVDs contain only DA-level publications. APD will provide authentication signature blocks with control numbers. The uniquely numbered authentication signature blocks are to be inserted at the end of DA-authenticated publications contained on a CD–ROM/DVD. The CD–ROM/DVD, which is given an EM number, will also have its own authentication block. The authentication assigned to the EM will appear as part of the CD–ROM/DVD content (in the file) in a place where it can be readily seen. Additionally, it will appear again on either the face of the CD–ROM/DVD (disc one of multiset CD–ROMs/DVDs) when space allows or on the disc container (jewel box or mailer).
 - (2) The commander or agency head or designated representative will authenticate agency and command CD–ROM/DVD publications. Use imaging software (graphics capabilities) to scan in the

authentication as part of each publication. If the software does not allow scanning, the authentication must appear as part of the text of each publication and the authentication will be placed on the jewel box insert.

(3) Customized CD-ROMs/DVDs that contain legacy publications (for example, those that have already been authenticated) for the purpose of making distribution of a selected group of publications do not require authentication.

(4) See appendix C for more information on CD-ROM/DVD products.

5-14. Agency, command, or installation doctrinal and training publications

Agency, command, or installation publications that contain doctrinal and training literature are published primarily for support of course instructions. This supplementary guidance is commonly referred to as instructional materials and consists of instructor guides, student handbooks, lesson books, examinations and solutions, and similar materials.

5-15. Distribution restriction statements and export control notices

a. Distribution restriction statements. All new and revised doctrinal and training publications must contain statements specifying their availability for release and dissemination in accordance with DoDM 5200.01 and DoDI 5230.24. Proponents must put these statements and notices on both the cover and the title page of the publication. These statements must also be identified in either Part I, item 7, or the continuation/remarks block of the DA Form 260-1.

(1) Proponents must not use the same statement for all of their publications unless the analysis conducted determines so. Care must be exercised in examining each statement and thereby determining the appropriate statement for the publication's content.

(2) Distribution restriction statements and warning and destruction notices do not apply to publications—

(a) Categorized as cryptographic and communications security (COMSEC), communications and electronic intelligence, and other categories designated by the Director, National Security Agency (NSA), or Chief, Central Security Service.

(b) That contain restricted data and formerly restricted data, as defined in the Atomic Energy Act of 1954 (42 USC 2011 et seq.), as amended.

(3) Distribution restrictions must remain in effect until changed or removed by the proponent. Each proponent must establish and maintain a procedure to review publications to increase their availability when conditions permit and notify APD of change.

b. Export control notices. All technical publications that contain export-controlled data generated by Army organizations and their contractors, regardless of its medium, physical form, or characteristics, must be marked with an export control notice and a distribution restriction statement. Technical data with limited distribution through alternate methods are exempt from these marking provisions.

(1) Technical data subject to export controls must be marked accordingly. Selection of these markings must be accomplished before selecting a distribution restriction statement.

(2) The export control notice reads as follows: "WARNING—This document contains technical data whose export is restricted by the Arms Export Control Act (see 22 USC 2751 et seq.) or the Export Administration Act of 1979, as amended (see PL 96-72). Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoDD 5230.25." In addition to the distribution restriction statements in DoDM 5200.01 and DoDI 5230.24, this notice must appear on publications determined to contain export-controlled technical data. The notice applies to technical data relating to the development, engineering, production, or manufacture of any arms, ammunition, or implements of war that are on the U.S. Munitions List. (See AR 70-31 for additional guidance.)

5-16. Destruction notices

Publications with restricted distribution statements must also be marked with one of the following destruction notices (see DoDM 5200.01, Volume 4 and DoDI 5230.24):

a. For classified publications, use "DESTRUCTION NOTICE—Follow the procedures in DoDM 5200.01 and DoDI 5230.24."

b. For unclassified publications, use "DESTRUCTION NOTICE—Destroy by any method that will prevent disclosure of contents or reconstruction of the document."

5–17. Looseleaf changes

A looseleaf publication is designed to be easily taken apart. When changes are necessary, they are normally issued on a replacement page basis. Changes to a looseleaf publication usually provide revised and new pages for insertion in the basic publication. Each change with pages for insertion has a change instruction sheet for making the change. The new pages to be inserted and the old pages to be removed are identified normally by a “remove and insert” table or by a list of effective pages, which is used in some publications.

a. First read the change instruction sheet. Then check the actual pages furnished against the list of pages to be inserted, as shown in the “remove and insert” table or the list of effective pages. Make sure they agree and that all pages are present. If any pages are missing, order a new copy of the change through your publication supply channels before posting.

b. Using the “remove and insert” table or the list of effective pages, remove the pages being replaced and destroy them. (If the publication is classified, the pages must be destroyed in accordance with AR 380–5 and DoDM 5200.01.) Insert the new pages in proper numerical order. Sometimes pages are not numbered in the usual sequence because the new material does not fit on the old page and must be continued on a new one. These additional pages bear the preceding even page number plus a decimal or capital letter (for example, 3–2.1, 3–2.2 or 3–2A, 3–2B). They are filed in sequence following page 3–2 and preceding page 3–3. In addition, the change may direct that pages be removed without any replacements. In such cases, write at the bottom of the page preceding the ones removed “next page is [insert page number]” if this has not already been done by the change.

c. The change instruction sheet also may direct that minor changes be made on pages that are not replaced. If space in the basic document permits, make the change directly in the text on the page being changed. Also, write the change authority (for example, “C1”) in the outer margin opposite the revised portion. If space is insufficient to enter the new material, insert a caret (^) where the material should appear, and write an explanation in the outer margin, such as “Word(s) added,” “Sentence(s) added,” or “See C1.”

d. Be sure to note whether the change instruction sheet contains a supersession notice at the bottom of the page. If it does, remove the superseded publication from the files and destroy it.

e. After verifying that all posting has been completed, write “Posted” at the top of the change instruction sheet, the date, and your initials. File the sheet in the front of the publication.

Chapter 6

Technical and Equipment Publications

Section I

Role of the Equipment Publications Control Officer

6–1. Equipment publications control officer

The EPCO assigned in accordance with AR 25–30 will be knowledgeable in publications and printing operations, techniques, and policies. The EPCO will manage the assigned command or activity equipment publications program and act as a liaison among installation customers, PMs and project managers, APD, DLA Document Services, GPO, and USAMCLDAC. EPCOs provide oversight management of the Equipment Publications Program for the command or activity to which they are assigned. The EPCO is responsible for providing guidance and clarification necessary to carry out the provisions of and compliance with the Armywide Publishing and Printing Program. ACOM commanders may designate an EPCO for each subordinate command, as needed, and may delegate designation of EPCOs to commanders of subordinate commands.

6–2. General duties

A Soldier or DA Civilian may serve as both EPCO and FMO. The EPCO—

a. Provides the Director, APD and USAMCLDAC the names of the individuals designated as the EPCO and alternate EPCO, and notifies APD and USAMCLDAC when changes are made.

b. Serves as command liaison to USAMCLDAC, print contractors, DLA Document Services, and APD (AAHS–PAD).

- c. Enforces compliance with departmental policies, DA-authenticated regulations, and instructions governing publications and forms management, printing, and related activities.
- d. Enforces compliance with military specifications and standards governing preparation of technical and equipment publications.
- e. Maintains a database of all publications for which the agency, command, or activity is the proponent.
- f. Advises APD and USAMCLDAC of any mission requirements or operational changes that will affect publications support to commands, agencies, or activities.
- g. Conducts periodic reviews of their publications control program to ensure compliance with established policy and procedures.
- h. Administers a program to manage DA Form 2028s and proposals that are provided by users of the proponent's publications. Ensures the submittals are forwarded to the SMEs and maintain a database to track efforts, such as outstanding DA Form 2028s.
- i. Manages equipment publications data (for example, change/revision history, special distribution, and source data).
- j. Develops a command program to interpret and disseminate publications policy and guidance to the writer community. As necessary, disseminates to the writer community all changes in ARs, military specifications, standards, policies, and so on.
- k. Reviews, as requested, draft revisions and changes to ARs and pamphlets, military specifications, and standards when tasked by USAMCLDAC and/or APD and provides responses within time specified.
- l. Manages the Freedom of Information Act Program as it pertains to equipment publications.
- m. Manages the FMS program as it pertains to equipment publications.
- n. Sets the command publications print budget and prioritizes print jobs.
- o. Attends and participates in meetings and conferences called by members of the AMC Equipment Publications Council and other agencies.
- p. Develops and maintains a publications training program.
- q. Advises and assists technical writers, editors, equipment specialists, logisticians, and others in all equipment publications matters, to include desktop publishing and IETM display software.
- r. Administers the agency or command publications and distribution system. The EPCO will ensure all command publications are command-authenticated.
- s. For technical and equipment publications, will initiate and prepare rescission requests for publications and forms, and submit them by email to USAMCLDAC (AMLD–LST) instead of DA Form 260 or DA Form 260–1 or memorandum. See paragraph 4–11 for procedures for submitting rescission requests.
 - (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 4–11.
- t. Will initiate and prepare the request to transfer proponentcy as needed to support AR 700–127 and using the procedures described in paragraph 4–12. For technical and equipment publications, the transfer of proponentcy and rescission request will be initiated and prepared by email to USAMCLDAC (AMLD–LST).

6–3. Publications development duties

The EPCO—

- a. Reviews and submits to USAMCLDAC user representative, as warranted, approved waiver requests to requirements set forth in military standards (MIL–STDs) and specifications, ARs, and so on, for review and appropriate approvals.
- b. Reviews and forwards publications scheduling actions to USAMCLDAC for approval.
- c. Reviews and forwards statements of work and verification plans for electronic technical manuals (ETMs) and IETMs to USAMCLDAC for review.
- d. Requests advanced authentication numbers and PINs from APD. Requests publication block numbers from USAMCLDAC.
- e. Assigns publication numbers.
- f. Reviews and edits final draft equipment publications for compliance with appropriate specifications and standards and publications policy. The USAMCLDAC submission criteria at <https://ent.ldac.army.mil/etmapp/> provides guidance for reviewing draft technical publications packages.

g. Ensures coordination is complete, as required, with other life-cycle management commands, users, U.S. Army Combined Arms Support Command, TRADOC, command safety office, and so on, before submitting publications for authentication, printing, and posting on the USAMCLDAC website.

h. Ensures appropriate review and approvals have been performed by the safety office and environmental office, that a technical accuracy concurrence by proponent equipment specialist or maintenance engineer is obtained, and that a technical publications representative has concurred, certifying that a Government verification has taken place and the content of the publication is technically accurate.

i. Ensures appropriate copyright releases have been obtained and submitted, if applicable; that they agree with the distribution restriction designation; and that they comply with AR 25–30.

j. Prepares, reviews, and submits complete publication packages (for example, DA Form 260–1, running sheets, mailer and/or disc label, final reproducible copy (FRC), and so on) through USAMCLDAC for approval and to the Director, APD (ISES–PAZ) for authentication, printing, and indexing. For page-based manuals, the EPCO will upload complete package to APD via secure electronic system (for example, the KCC or an alternate secure document submission application). For IETMs, the EPCO will upload mailer and/or disc label and DA Form 260–1 to APD via secure electronic system. The EPCO will provide two complete sets of IETM discs to USAMCLDAC.

k. Ensures operator manuals accompany the equipment when it is issued to the end user and are listed in the BII list.

l. Ensures all technical and equipment publications (new, revised, and changed) have been validated and verified against the related system. For contractor-developed manuals, ensures the contract defines roles for the contractor related to verification. Provides guidance to contractor related to verification. Ensures a verification plan is developed.

6–4. Printing action duties

The EPCO—

a. Provides guidance to supported activities on managing publications accounts and preparing special distribution requirements for physical products (such as printed material or CD–ROM/DVD).

b. Provides guidance on the preparation of DA Form 12 (Request for Establishment of a Publications Account) or DA Form 12–99 (Initial Distribution Requirements for Publications).

c. Ensures response to reprint requests from APD (AAHS–PAD) is made within specified time. When a reprint action is initiated, the EPCO ensures:

- (1) Present editions are adequate and can be reprinted.
- (2) Redundancies, conflicts, and required changes are identified.
- (3) Obsolete publications are nominated for rescission.
- (4) Revisions and/or changes are required before reprinting.

d. Processes DA Form 4790 (Certification for Distribution of Publication(s) in Support of Government Contract). Ensures information on the form is accurate and contains appropriate signatures. Includes the DA Form 4790 with the other supporting documents and information required for overpack requests before emailing the overpack request package to the Director, USAMCLDAC for processing. 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.

Section II

General Technical and Equipment Publications Procedures

6–5. Priorities for preparation

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 6–5a:

- (1) Operator instructions and operator maintenance.
- (2) Maintainer maintenance and repair parts and special tools list (RPSTL) information for field level only.
- (3) Battlefield damage assessment and repair instructions.
- (4) Sustainment maintenance procedures, such as depot maintenance work requirements (DMWRs), national maintenance work requirements, and depot maintenance for depot test, measurement, and diagnostic equipment.

6-6. Publications development

a. Proponents will prepare the required equipment publications for a new item or system or one that does not have a manufacturer's manual that meets the requirements of MIL-PRF-32216A, except those manufacturer's manuals associated with acquisition category (ACAT) III programs. 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 paragraph 3-25 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 U.S. Government will conduct at least one in-process review of the PTM before verification.

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

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

(b) *Verification.* Verification is 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 U.S. Government will verify the usability and accuracy of the PTM. The lead technical writer will lead the verification team. For new TMs, verification will be completed to allow for adequate time to provide authenticated TMs during materiel fielding (see AR 770-3). The verification will be performed using production configuration equipment. A technical publications concurrence memorandum will be used during verification (see <https://ent.idac.army.mil/etmapp/>). 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 ETMs and IETMs, the verification plan will also be coordinated with the respective EPCO, who, in turn, will coordinate the plan with and obtain the concurrence of the Director, USAMCLDAC (AMLD-LST) usarmy.redstone.idac.mbx.tmss@army.mil. Approvals of the verification plan and method must be obtained at least 30 calendar days before the start of verification. Verification will be accomplished by one or a combination of the following methods:

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

procedure would be hazardous to personnel or equipment (for example, emergency procedures for aircraft or artillery).

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

3. *Combined contractor technical manual validation and Government technical manual verification.* Combined validation/verification (VAL/VER) will only be used with DCS, G-4 approval and only on an exception basis. Combined VAL/VER will be limited to small, less complex systems. Vehicle and aircraft systems should not combine VAL/VER. Combination of VAL/VER does not release the contractor from fully developing operation, maintenance, and modification tasks before the VAL/VER. Developers will submit one copy of each draft IETM, along with the verification plan, through the respective EPCO, who in turn will coordinate 30 calendar days before verification with the Director, USAMCLDAC (AMLD-LST), Building 7437, Redstone Arsenal, AL 35898. PMs will arrange for later verification of any task that is not successfully verified during the TM verification. An IETM that cannot be loaded, run, and used, as determined by the user representative, will not be considered successfully verified, even if the content is accurate. The PTM will be corrected as a result of verification. Any questions that cannot be resolved previously will be resolved before final submission of the publication.

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

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

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

a) *Paper manuals and PDF manuals.* The final submission package for paper and PDF manuals will consist of the FRC, DA Form 260-1, technical publications concurrence memorandum, proof of compliance with USAMCLDAC'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 USAMCLDAC website at <https://ent.idac.army.mil/etmapp/>. The proponent EPCO will submit the submission package through the Director, USAMCLDAC to APD. The final submission package will be processed through USAMCLDAC. APD will then review, print, and/or distribute the publication, and USAMCLDAC will post the document to its website.

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-ROM/DVD label and mailer artwork, distribution requirements, proof of compliance with USAMCLDAC'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 USAMCLDAC website at <https://ent.idac.army.mil/etmapp/>. The final submission package for IETMs will be sent to the Director, USAMCLDAC. USAMCLDAC will do a final review of the complete package and decide whether to approve or reject it. If approved, USAMCLDAC will send the final submission package to APD for review, replication, and/or distribution and will keep one copy of the FRC. APD will review and process the final submission package and USAMCLDAC will distribute it according to the distribution instructions.

6-7. Authenticated manufacturer's manuals

The proponent will—

- a. Acquire and provide commercial off-the-shelf (COTS) manuals to APD for authentication when:

- (1) The publication meets, or can be changed or supplemented to meet, the requirements of MIL-PRF-32216A.
- (2) Stockage in the Army publication system is required; that is, a requirement exists for more than initial issue.
- (3) The publication must accompany equipment issued to table of organization and equipment (TOE) and modified table of organization and equipment (MTOE) units.
- (4) Equipment is to be supported by repair parts in the Army supply system.
 - b. Acquire or develop changes or supplementary material as specified in MIL-PRF-32216A and integrate this material into the COTS manual before it is submitted for authentication.
 - c. Obtain a copyright release if the publication contains copyrighted material.
 - d. Obtain either:
 - (1) Two copies of the COTS manuals, with supplemental data incorporated, and a copyright permission allowing unlimited reproduction and use rights from the manufacturer. The proponent will integrate the authentication page into the COTS manual.
 - (2) Electronic final copy or camera-ready copy of the COTS publication complete with copyright permission allowing unlimited reproduction and use rights from the manufacturer. The proponent will integrate supplemental data, including the authentication page. Electronic final copy is preferred.
 - e. Use a DA Form 260-1 to transmit COTS manuals to APD for authentication, replication, distribution, and stockage. This form will state whether:
 - (1) The publication is for multi-Service equipment or systems that the Army is designated life-cycle manager.
 - (2) The publication is to be adopted by the Departments of the Navy or Air Force or other Federal agencies.
 - f. Acquire publications for nondevelopmental item (NDI) equipment using a phased (option) process. Requests for proposals and invitations for bids will contain options for acquisition of COTS manuals, supplementing or changing COTS manuals, and preparing DA manuals according to military specifications and standards. COTS manuals will be evaluated in accordance with MIL-PRF-32216A to determine which option in the requests for proposals and invitations for bids will be exercised.
 - g. Assign DA publication numbers for COTS manuals that will be authenticated.

6-8. Commercial off-the-shelf technical and equipment publications for Acquisition Category III Programs

- a. COTS TMs or manufacturer's manuals that are used in their original copy written form free from modifications, alterations, or additions for low density and low budget ACAT III Programs will not be authenticated nor need to meet the requirements of this pamphlet and MIL-PRF-32216A.
- b. PMs of ACAT III COTS equipment programs will use COTS TMs as a cost-effective approach when providing the end user with technical publications required to operate and maintain COTS equipment. PMs of ACAT III equipment programs will—
 - (1) Conduct a system safety review to identify hazards, risks, and risk levels associated with operating and maintaining COTS equipment with the manufacturer's COTS TM.
 - (2) Conduct a review of the COTS TM to identify instructional gaps that may prevent the end user from operating or maintaining the COTS equipment at an acceptable level.
 - (3) Conduct a cost analysis to determine the projected savings from using the manufacturer's COTS TM. The analysis will account for the cost to reproduce, update, ship, warehouse, and distribute the COTS TMs outside the policy in AR 25-30 and procedures in this pamphlet. All costs related to managing the COTS TM will be funded by the acquisition program through the life cycle of the equipment.
- c. The milestone decision authority (MDA) in collaboration with TRADOC and AMC will evaluate the risk, instructional gaps, and projected cost savings to determine if the COTS TM is acceptable and best value. Risk acceptance will be conducted in accordance with DA Pam 385-16. The MDA will make a decision prior to milestone C.
 - (1) If the MDA approves the use of a COTS TM for an ACAT III Program, the PM will implement.
 - (2) If the MDA does not approve the use of a COTS TM for an ACAT III Program, the requirements in this regulation apply.
- d. PMs of ACAT III COTS equipment programs that request to develop a new TM or modify the manufacturer's COTS TM must request a waiver from the MDA. The waiver justification will include a cost analysis outlining how deviating from the policy outlined in this paragraph is the most cost effective means to

satisfy TM requirements. If the MDA approves the waiver, the cost analysis and waiver documentation will become a permanent record within the Life Cycle Sustainment Plan, Section 10.

6–9. Publications on nondevelopmental items

Proponents will use the following criteria in acquiring manufacturers' publications on NDIs and military adaptations of a commercial item (MACIs):

- a. Determine whether COTS manuals are available to support the NDI or MACI. If not, develop or acquire publications prepared to military specifications and standards.
- b. Determine whether available COTS manuals meet the requirements of MIL–PRF–32216A. With the user representative, determine whether the intended audience could use the manuals, including whether the manual is acceptable as-is or the proponent must develop or acquire change and/or supplemental data in accordance with MIL–PRF–32216A.
- c. Prepare or acquire publications to military specifications and standards when any of the following conditions apply:
 - (1) The major item is an assemblage of commercially available assemblies (such as final drive, transmission, diesel engine, generator, voltage regulator, laser range finder, infrared camera, data bus, or gyrocompass) that have never before been used together in the configuration the Army requires. This item may be termed "nondevelopmental" but requires hardware and software development, integration, and testing.
 - (2) The COTS manual cannot be changed or supplemented.
 - (3) 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.
 - (4) The intended audience could not use the COTS manual.
- d. Determine whether to authenticate COTS manuals.
- e. Ensure the user representative always does a 100 percent hands-on verification of the preventive maintenance checks and services of the COTS manual or supplementary material.

Section III

Technical Publications Procedures

6–10. Technical manual development

- a. TMs will be developed in accordance with requirements in AR 25–30.
- b. During TM development, review the USAMCLDAC submission criteria provided at <https://ent.idac.army.mil/etmapp/>. This criteria ensures required procedures are followed and the publication complies with policy and specifications/standards. Proof of compliance with USAMCLDAC's submission criteria must be submitted as part of the publishing request package.

6–11. Coordination and review

a. Proponents must coordinate PTMs, including manufacturer's equipment publications (MEPs) and multi-Service equipment publications, with TRADOC and other interested agencies. Coordination must be handled as a continuous process; that is, it must begin when the publication requirements are prepared prior to the request for proposal or invitation for bid and must continue throughout the development of the publication. This process must ensure proper consideration of content and techniques that increase the publication's use for training, operation, and maintenance. Additional requirements for coordination are as follows:

- (1) *U.S. Army schools.* Coordinate with all appropriate U.S. Army schools and other interested agencies to determine a publication's initial distribution requirements for physical products (such as printed material or CD–ROM/DVD) for the first year of publication (if different from its current initial distribution requirements for physical products).
- (2) *Contracting officers.* Coordinate with contracting officers for quantities needed at the time of publication and for estimated future overpack quantities if there are any contractor requirements. (Estimated future overpack quantities must be used for planning and stocking purposes only.)

b. Proponents must comply with the requirements in paragraph 6–9a and also ensure MEPs are coordinated, as follows:

(1) Unauthenticated MEPs must be coordinated to determine if operational units can use the publications to install, operate, and maintain the applicable equipment.

(2) Authenticated MEPs must be coordinated with interested agencies at the time of the suitability test of the equipment and must be evaluated in accordance with MIL-PRF-32216A to determine whether they may be supplemented to be adequate for DA authentication.

c. Proponents must comply with the requirements in paragraph 6–9a for multi-Service equipment for which DA has been designated the life-cycle manager. For this category of equipment, they must also coordinate all equipment publications with the appropriate elements of the Departments of the Navy and Air Force and other Federal agencies. These publications include modification work orders (MWOs) and calibration procedures. The proponent must coordinate RPSTL with the military Services and Federal agencies that jointly agree to accept the Army-prepared RPSTL.

d. Proponents must distribute PTMs and their illustrations for review before either the scheduled verification or the coordinated review of the PTM. This distribution must allow reviewing agencies the opportunity to examine the manuscript and illustrations prior to the scheduled verification or coordinated review. Reviewing agencies must provide comments at the scheduled verification or coordinated review unless the proponent has agreed to an alternate method of providing comments.

e. Proponents must allow reviewing agencies time according to the procedures in paragraph 4–2.

f. Proponents must maintain records of all comments and resolutions that reviewing agencies submit. All essential comments must be incorporated or the reviewing agencies must be informed of the disposition of their comments. Any issue that cannot be resolved between the proponent and reviewing agencies must be submitted to the appropriate ACOM(s) for resolution.

6–12. Verification

a. Prior to DA authentication, manuals, including any portion provided as software (such as for troubleshooting), must be verified in accordance with AR 25–30. Verification must be performed with production configuration equipment.

b. Ensure the publication was verified for accuracy, adequacy, and usability and the verification publications concurrence sheet was signed by all required parties. The publications concurrence sheet will become part of the request for publication package. For Joint publications for which Army is the lead service, ensure each Service's publications officer for the equipment system signs the publications concurrence sheet.

6–13. Electronic technical manuals, interactive electronic technical manuals, and requests for publishing—general

a. Acquisition and use of ETMs and IETMs are the preferred methods of providing TM information to consumers with the exception that original format revisions should be considered in the case of low density, near obsolete revisions. Operator and operator-level maintenance manuals may be provided in paper. Paper manuals may also be provided to the user when paper is required by law or statute or higher level regulation, when it is unlikely that digital readers will be available in the user's environment, or when the content of the manual is not conducive to electronic presentation, such as schematic diagrams (see AR 25–30).

b. MIL-STD-40051 or MIL-STD-3031 must be used in the preparation and delivery of ETMs and IETMs.

c. Government-owned, free runtime display software for ETMs and IETMs must be used. A waiver from Director, U.S. Army Materiel Command Logistics Data Analysis Center (AMLD–LST), Building 7437, Redstone Arsenal, AL 35898 must be obtained to use proprietary/licensed runtime display software or any software required to support free/Government-owned, runtime software for developmental, emerging, and fielded ETMs/IETMs.

d. IETMs provide functionality to the user beyond the capability of either paper-based products or ETMs. In no instance must an acquisition package state a specific class of manual is required (for example, that the contractor must deliver a class 4 IETM); rather, the acquisition package must tailor specific functionality requirements needed to support the weapon system or equipment using the functionality matrix provided in MIL-STD-40051 or MIL-STD-3031. An IETM is a TM designed for electronic window display and possessing the following four characteristics:

(1) Format and style are optimized for window presentation; that is, the presentation format is frame oriented, not page oriented.

(2) 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.

(3) An IETM can function interactively (as a result of user requests and information input).

(4) For TMs prepared to ASD-S1000D and MIL-STD-3031, the term "interactive electronic technical publication" is equivalent to the term "IETM."

e. ETMs and IETMs will be electronically processed via secure electronic system with the Director, APD and the Director, USAMCLDAC.

6-14. Requests to publish

a. Prior to submitting an FRC for indexing and distribution, the proponent must request an authentication block number (ABN), an IDN for physical products (such as printed material or CD-ROM/DVD), and a PIN from the Director, APD. The ABN, IDN, and PIN become part of the FRC, mailer, disc label, and/or DA Form 260-1.

b. The request for publications packages for equipment publications are as follows:

(1) 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 USAMCLDAC'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 USAMCLDAC website at <https://ent.idac.army.mil/etmapp/>. If applicable, distribution sheets, copyright release letters, and/or waiver approval documents will also be included in the request for publication package.

(2) The final submission package for IETMs and ETMs will consist of two copies of the IETM/ETM FRC, DA Form 260-1, technical publications concurrence memorandum, CD-ROM/DVD label and mailer artwork, distribution requirements, proof of compliance with USAMCLDAC's IETM/ETM submission criteria, and a list of publications included on the IETM/ETM. For more information on the technical publications concurrence memorandum and specific IETM/ETM submission criteria, see the USAMCLDAC website at <https://ent.idac.army.mil/etmapp/>. The package will also include any waiver approval documents and copyright release letters that apply to the package.

c. DA Form 260-1s and distributing equipment publications must be submitted through USAMCLDAC to APD using the designated electronic file acceptance/collaboration system and/or the email address usarmy.pentagon.hqda-apd.mbx.tech-pubs@army.mil. Copies of manuscripts handled under the decentralized publishing program must not be forwarded to APD but must be retained by the proponent. However, when a publication prescribes a form, two copies of the manuscript, together with the DD Form 67, must be sent to the Director, Army Publishing Directorate (ISES-PAI), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5527. A copy of the publication PDF must accompany DA Form 260-1 for all decentralized publishing. Proponents must include the following information on their DA Form 260-1s, when applicable:

(1) *Item 5 of DA Form 260-1.* Enter multi-Service (Army, Navy, Air Force, Marine Corps) publication numbers and title. If the title is too long to fit in the box, enter the publication numbers in item 5 and place the title on the remarks page of the DA Form 260-1 provided for overflow information.

(2) *Item 7 of DA Form 260-1.* Enter the following statements:

(a) "Title is changed to read as shown above." (Enter this statement only if the title is changed; also enter the new title in item 5.)

(b) "The General Fund Enterprise Business System funds transfer number is [insert number]."

(c) "The fielding date is [insert date]."

(d) "The publication is dated [insert date]."

(e) "Upon completion of publishing, request camera-ready copy and artwork be sent to [insert address]."

(f) "This publication is [insert security classification]."

(g) "All national stock numbers have been verified as of [insert date last checked], in accordance with the policy and procedures in AR 708-1."

(h) "The preparation and procurement of the final draft equipment publication forwarded by this form for publishing was scheduled on [insert form number and schedule number], [insert line number], and submitted to Director, USAMCLDAC on [insert form number and date sent]."

(i) "Running sheet is attached."

(j) "Technical publications concurrence memorandum is attached."

- (k) "Proof of compliance with USAMCLDAC's submission criteria is attached."
- (3) *Item 7 of DA Form 260–1.* Enter the following information:
- (a) Color and number of overlays per page.
- (b) Trim size, looseleaf or bound, and desired drilling.
- (c) Page count. Include text pages (camera-ready and negatives), blanks (blank text pages and blank covers), and covers (state which covers will print). List all figures separately. Indicate whether camera-copy or negative figures include any color overlays and foldouts. Indicate number of linecut illustrations and number of tabular pages (manuscript only). Indicate total pages to be provided to the printer and estimated number of printed pages (not including foldouts). (This figure must be divisible by four.)
- (d) Total number of foldouts. Foldouts should be listed on a separate sheet of paper giving the printing units (including 8 1/2-inch (216 mm) apron) and image area for each foldout. Printing specialists need this information.

6–15. Authentication

a. *Publications published under a decentralized publishing program.* The authentication for publications published under a decentralized publishing program will consist of the line "By Order of the Secretary of the Army:" with the CSA's signature block underneath. These publications will also have the signature and signature block of the AASA (with the control number).

(1) APD will issue a numbered authentication block (camera-ready copy) for each DA Form 260–1 submitted for new, revised, or changed publications.

(2) Issuance of an advance authentication block and control number for publications published under the decentralized publishing program is not approval to print or publish an item. Final approval to publish will be forwarded to the proponent in the form of a memorandum or email after review of the publication and the DA Form 260–1.

(3) All DA publishing media must be DA-authenticated.

b. *CD–ROM/DVD publications.*

(1) CD–ROMs/ DVDs containing only DA-authenticated publications must be authenticated as described in paragraph 5–13a. Authenticated DA-authenticated CD–ROMs/DVDs contain only DA-level publications. APD will provide authentication signature blocks with control numbers. The uniquely numbered authentication signature blocks are to be inserted at the end of DA-authenticated publications contained on a CD–ROM/DVD. The CD–ROM/DVD, which is given an EM number, will also have its own authentication block. The authentication assigned to the EM will appear as part of the CD–ROM/DVD content (in the file), in a place where it can be readily seen. Additionally, it will appear again on either the face of the CD–ROM/DVD (disc one of multiset CD–ROMs/DVDs) when space allows or on the disc container (jewel box or mailer).

(2) The commander or agency head or designated representative will authenticate agency and command CD–ROM/DVD publications. Use imaging software (graphics capabilities) to scan in the authentication as part of each publication. If the software does not allow scanning, the authentication must appear as part of the text of each publication and the authentication will be placed on the jewel box insert.

(3) Customized CD–ROMs/DVDs that contain legacy publications (for example, those that have already been authenticated) for the purpose of making distribution of a selected group of publications do not require authentication.

(4) See appendix C for more information on CD–ROM/DVD products.

6–16. Communications security technical manuals guidance regarding National Security Agency and Army communications security technical manuals

a. Army COMSEC equipment consists of items identified as telecommunications security (TSEC) and controlled cryptographic items (CCIs). Research, development, and production of COMSEC equipment is normally done by NSA. Certain programs may be delegated to DA. NSA regulations and specifications prevail over all COMSEC equipment programs.

b. NSA maintenance publications required to support COMSEC equipment must be prepared by, or for, NSA following NSA regulations and specifications. Army COMSEC TMs must be prepared to implement support as required by AR 750–1 and to amplify NSA literature. If a conflict exists between NSA and DA regulations concerning preparation, accounting, distribution, or protection of COMSEC publications, the more stringent requirement must prevail.

c. NSA and Army COMSEC TMs must not be packaged with the equipment at the time of issue.

d. NSA COMSEC TMs usually are assigned a security classification. At a minimum, they are protectively marked with the designation CUI. Army COMSEC TMs, at a minimum, must be protectively marked with the designation CUI unless a formal determination on the draft Army TM is made in writing by the National Security Agency, Director of Information Security/Classification Advisory Officer, 9800 Savage Road, Fort Meade, MD 20755–6000. The determination letter must be kept on file with the official file on the Army TM for the life of the TM.

e. Army COMSEC TMs must be requisitioned according to DA Pam 25–38. NSA COMSEC TMs must be requisitioned according to paragraph 6–14.

6–17. Categories of National Security Agency communications security technical manuals

NSA produces a variety of COMSEC TMs. The following are the most common categories:

a. Operator manuals, designated as KAOs, were produced for most TSEC and CCI equipment. (KAO is not an abbreviation, but an NSA-unique designator.) These are assigned an NSA accounting legend code (ALC) and are accounted for within the Communications Security Material Control System (CMCS). KAOs are being phased out because they duplicate information contained in other NSA TMs. KAOs must not be requisitioned within the Army.

b. Limited maintenance manuals (LMMs) are produced by NSA for high density and newly fielded CCI equipment. They cover the NSA maintenance category of limited maintenance, which is generally equal to the Army maintainer level of maintenance. LMMs are not assigned an ALC and are not accounted for within the CMCS. LMMs are stocked within the Army publications systems and must be requisitioned according to DA Pam 25–38.

c. Maintenance manuals designated as cryptographic operational maintenance manuals (KAMs) are produced by NSA for COMSEC equipment. A variety of KAM types cover different NSA maintenance levels and depths of information. These are all assigned an ALC and are accounted for within the CMCS. KAMs are requisitioned from the Director, U.S. Army Communications Security Logistics Activity (SELCL–KP), Fort Huachuca, AZ 85613–7090.

6–18. Equipment technical manuals on military materiel

Equipment TMs pertain to the operation, maintenance, and repair parts support for Army materiel. They also pertain to materiel that is procured by the Army and supplied to or used by logistics customers. AMC (in coordination with TRADOC, Office of TSG, Office of the Chief of Engineers, and U.S. Army Intelligence and Security Command) must develop specifications, standards, handbooks, and related amendments/changes. Equipment TMs on military materiel must include only information that is needed to perform the operation properly, maintenance, and repair parts support functions for the particular maintenance level. Equipment TMs may be supplemented by TBs. However, the contents of equipment TMs must not be changed by TBs, nor must TBs be published instead of equipment TMs.

6–19. Organization, content, and format of equipment technical manuals

Operator, maintenance, and repair parts instructions and information embedded in the equipment or presented on a screen or any EM will be organized in accordance with MIL–STD–40051 or MIL–STD–3031 and will comply with the content and format requirements contained therein. The manuals must use terminology consistent with that used in the governing MIL–STDs. Coordination and review of electronically presented operator, maintenance, and RPSTL instructions, including warnings, cautions, and notes, must be conducted and the information must be subjected to contractor validation and Government TM verification. The following additional organizational, content, and format requirements also apply:

a. Organize TMs as separate manuals for each maintenance level unless they meet the requirements for combinations of levels of maintenance in equipment TMs found in paragraph 6–22.

b. Use titles as prescribed in MIL–STD–40051 or MIL–STD–3031 that describe the content and organizational level of use in conjunction with the nomenclature of the equipment covered.

c. Make sure text is accurate, specific, and concise.

d. Use the GPO Style Manual as a guide for capitalization, punctuation, compound word forms, numerals in text, and spelling of nontechnical words.

e. Make operator or crew functions and procedures separate and distinct from the maintenance procedures when writing combination equipment –12 TMs. Put the functions and procedures of the various maintenance levels in separate chapters, work packages, or paragraphs in such a way that the individual responsibilities of each level are clearly defined.

f. Make sure material contained in one part of a TM does not duplicate another part, except as needed for clarity or emphasis. Refer to material in other publications if they are available at the maintenance level or repeat such material if it totals fewer than two pages. Equipment TMs covering higher levels of maintenance must not duplicate information in those for lower levels of maintenance when such material exceeds two pages in length except when duplication is a result of the requirement for a printed operator manual in addition to operator-level instructions in an ETM or IETM. Do not refer in a DA publication to unauthenticated publications, publications that are not DA-authenticated and available through the Army publication system, or are not authorized for use by the target audience.

g. Write operating and maintenance instructions to be clearly understood by the target audience.

6–20. Combinations of levels of maintenance in equipment technical manuals

a. An equipment TM will normally be put into one of these levels: –10 or –12.

b. Consideration must be given to combining operator instructions with one or more levels of maintenance when any of the following conditions apply:

- (1) Operator and higher maintenance instructions are nearly the same.
- (2) Maintenance functions and instructions are extremely limited.
- (3) Maintenance is limited to replacement or service instructions only.
- (4) Operation or installation only is involved and no maintenance is required.
- (5) Operator MOS requires performance of the required maintenance.
- (6) Operation and maintenance is performed by the same individual or team.
- (7) The materiel developer, in coordination with the user, determines combining operator and higher maintenance instructions would provide more effective support.

c. Equipment TMs for maintainer maintenance will normally be published separately. Consideration will be given to combining maintainer instructions with sustainment maintenance instructions when the following or similar conditions exist:

- (1) Installed item is at a fixed location.
- (2) Specialized maintenance capabilities are for selected items.
- (3) Limited higher level information exists.
- (4) Maintainer and sustainment maintenance are performed by the field units.
- (5) Equipment is used primarily at the higher level of maintenance.

d. With the exception of IETMs, RPSTLs will normally be published in the –12P level. RPSTLs for any or all levels of maintenance may be combined if this makes preparation of, distribution to, and use by personnel at the various maintenance levels easier. Examples of items requiring combined RPSTLs are as follows:

- (1) Items that are used or maintained at the sustainment level or higher.
- (2) Items that are selected for specialized maintenance capability.
- (3) Items that are for high-cost, low-density equipment.
- (4) RPSTLs may be combined with maintenance manuals (–12&P) or with operator and maintenance manuals (–12&P). For IETMs, the RPSTL will be combined with maintenance manual coverage.

6–21. Technical manuals on the destruction of Army materiel to prevent enemy use

Separate TMs may be used to cover instructions for destroying materiel to prevent capture and use by an enemy or instructions may be included in the maintenance TM/IETM. These equipment TMs must be prepared according to:

- a. Instructions for each Federal Supply Class (FSC) of Army materiel.
- b. One or more equipment TMs covering instructions on all FSCs for which AMC has the logistical responsibility.
- c. Requirements that cover destruction instructions in MIL–STD–40051 or MIL–STD–3031.
- d. Simple standardized destruction methods. Develop destruction methods based on the assumption that time and demolition materials might not always be available for carrying out complicated demolition or other destruction procedures.

6–22. Equipment technical manuals for high-cost, low-density equipment

a. Consider the following approaches in developing equipment publications support for high-cost, low-density end items:

- (1) Combination of maintenance levels.

- (2) Combination of equipment TMs.
- (3) Limited distribution of equipment TMs.
- b. Comply with coordination and review requirements as stated in paragraph 6–9 for technical equipment publications prepared for high-cost, low-density equipment. Low-density equipment is equipment totaling 19 or fewer units in the hands of troops, the supply system, and planned acquisition.

6–23. Equipment improvement report and maintenance digests, technical bulletin 43–series

Equipment improvement reports (EIRs) give equipment users, maintenance personnel, and equipment managers technical information. This information is necessary to manage effectively, use, and maintain items of equipment and materiel issued to accomplish the assigned mission. EIRs are sometimes called digests.

- a. *Publishing schedule.* The EIR must be published at least quarterly. Each EIR must expire 2 years or 1 year from the date of issue. The expiration may be determined by the materiel proponent. Most EIRs have 2-year expirations. EIRs have expiration dates because the writers intend that the information must be picked up in a permanent publication.
- b. *Distribution.* The TB 43–EIR series must be a one-time distribution and must not be reprinted or stocked as an item of supply.
- c. *Numbering.* EIRs must be numbered in accordance with paragraph 8–25.

6–24. Hand receipt manuals

- a. *Use.* Hand receipt (HR) manuals are published to—
 - (1) Improve property accountability.
 - (2) Provide a ready reference for equipment inventory.
- b. *Preparation.*
 - (1) Prepare HR manuals for all end items or systems and their related components of end items, BILs, and additional authorizations lists.
 - (2) Do not prepare HR manuals for operator or combined operator and unit maintenance manuals that contain only consumables when:
 - (a) Fewer than 20 items or systems must be fielded.
 - (b) The cost of preparing the HR manual is not reasonable for the values of the item or system (such as when the cost of the HR manual exceeds the cost of the item or system).
 - (3) Prepare HR manuals in accordance with MIL–STD–40051.
- c. *Distribution.* HR manuals will normally be distributed according to the same formula as the related – 10 series maintenance manual. Due to printing costs and reduced funding, consideration should be given to making the HR an EMO publication that would be downloadable from the USAMCLDAC ETMs website (<https://idmng.armyerp.army.mil/oamcustomlogin/> or <https://ent.ldac.army.mil/etmapp/>).

6–25. Lubrication orders

Separate lubrication orders (LOs) may be published after coordination and agreement of the user community. Lubrication instructions may be incorporated into the preventive maintenance checks and services table of the appropriate TM in lieu of a separate LO.

- a. Mandatory lubrication instructions are prepared for all equipment that requires lubrication.
- b. Lubrication instructions are prepared for limited standard or standard equipment that may be largely stored or little used, or for equipment requiring only simple and noncritical lubrication.
- c. Lubrication instructions are prepared for limited standard or limited production type equipment only when:
 - (1) Equipment is used in the field.
 - (2) Equipment must not be replaced by standard equipment in the near future.
 - (3) Adequate lubrication instructions are unavailable.
- d. Separate lubrication instructions are not prepared when the lubrication instructions mounted on equipment by the manufacturer provide enough instructions.
- e. The heads of the activities concerned must coordinate to prepare combined lubrication instructions when more than one proponent procures similar equipment.
- f. Lubrication instructions with a potential classification of confidential or higher must be prepared in the pertinent TM bearing the same or higher classification.
- g. Lubrication instructions must be prepared according to MIL–STD–40051 or MIL–STD–3031.

6–26. Preparation of modification work orders

a. Proponents must prepare MWOs to furnish uniform instructions for altering or modifying materiel of their respective activities. MWOs must be prepared only when a materiel change has been approved and a materiel change number assigned. They must prepare MWOs according to MIL–PRF–63002 or MIL–STD–3031.

b. MWOs contain technical requirements for accomplishing mandatory modifications and must be executed according to AR 750–10 to accomplish the following objectives. MWOs will be mandatory if they—

(1) Raise significantly the operational and support features of the equipment by:

- (a) Providing new or improved capabilities.
- (b) Improving reliability and maintainability.
- (c) Correcting faulty performance or product quality.
- (d) Reducing logistics support requirements.
- (e) Helping to simplify or standardize use.
- (f) Permitting use with new equipment.

(2) Provide personnel or equipment safety to:

- (a) Prevent injury to personnel.
- (b) Prevent damage to equipment.
- (c) Help meet environmental protection standards.

(3) Provide needed security by reducing the risk of COMSEC or cryptographic compromise.

c. MWOs priority for performing modifications is as follows:

(1) AR 750–10 gives the criteria for determining the priority assigned to MWOs. All MWOs to be classified as routine, urgent, or emergency require approval of the DCS, G–4 before publication.

(2) Obtain approval according to AR 750–10.

d. The proponent must assign the MWO time compliance date based on the following instructions:

(1) Assign a date to each MWO, at which the time compliance period allowed for applying the modification will start. In establishing such dates, consider the time required to process and publish an MWO and to distribute it to the users.

(2) Place the date at the top of the first page immediately under the priority of the MWO as follows: “Time compliance period begins [enter date].” Also include the date in paragraph 6 of the manuscript.

e. COMSEC equipment MWOs must be prepared following NSA policies and applicable sections in AR 750–10. These MWOs are published as amendments to NSA equipment publications and distributed through the COMSEC Material Control System.

f. When it becomes necessary to issue additional instructions or to change the content of an existing MWO, prepare a change or revision according to AR 750–10. When a change to a TM is sent to APD while the MWO is being published, ensure the change to the TM is published and distributed as close as possible to the MWO effective date.

g. A narrative and graphic description of each MWO must provide sufficient detail to enable inspection personnel to determine readily the application status of the MWO during annual validation; MWO data plate or decal location, identification marks, and illustrations showing the unit before and after modification must be included. Instructions for placement of MWO data plate, decal, and identification marks must be such that validation of MWO application can be accomplished without disassembly of the equipment.

6–27. Distribution restriction statements and export control notices

All technical and equipment publications will have a distribution restriction statement in accordance with DoDM 5200.01 and DoDI 5230.24 and may have an export control notice in accordance with AR 380–5 and DoDI 5230.24.

6–28. Destruction notices

Publications with restricted distribution statements must be marked in accordance with paragraph 5–16.

6–29. Requests for rescission of technical and equipment publications

Requests for rescissions of technical and equipment publications will be submitted through the PCO or EPCO to the Director, USAMCLDAC via email. The Director, USAMCLDAC will coordinate with ARNG, USAR, and U.S. Army Security Assistance Command, and then forward the request to the Director, APD via email at usarmy.pentagon.hqda-apd.mbx.daform260@army.mil for processing.

6–30. Looseleaf changes

See paragraph 5–17 for information and procedures on looseleaf changes.

Chapter 7

Other Publications and Electronic Messages

Section I

Multi-Service Department of the Army Publications

7–1. Procedures for multi-Service Department of the Army administrative publications

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

- (1) Track currency of the publication, certifying it current, revising it, or rescinding it as needed.
- (2) Prepare the manuscript.
- (3) Coordinate content development with all appropriate and/or involved DA elements, other military Services, DoD agencies, and other Government agencies. In addition, the DA proponent must indicate clearly whether the publication applies to the ARNGUS or USAR.
- (4) Obtain, in writing, final proponent/SME functional coordination and concurrences from the other involved military Services, DoD agencies, and Government agencies no more than 30 calendar days before the publication is submitted to APD for publishing.
- (5) Staff the new or existing multi-Service DA administrative publication as required by AR 25–30, to include staffing with the other Services, DoD agencies, and Government agencies involved.

Note. APD will accept as final any coordination that was accomplished no more than 24 months before receipt of the request to publish. If the coordination is more than 24 months old, the action will be returned to the proponent agency for re-coordination.

(6) Submit the request for publishing package to APD via email at usarmy.pentagon.hqda-apd.mbx.da-form260@army.mil. The request for publishing package must include:

- (a) Electronic version of publication manuscript.
 - (b) Completed and signed DA Form 260, which must include the date the final coordination was accomplished and the name, office symbol, and telephone number of the individual in the grade of colonel or civilian equivalent, with whom the manuscript was coordinated.
 - (c) Written final proponent/SME functional coordination and concurrences from the involved military Services, DoD agencies, and Government agencies.
- (7) Adjudicate the multi-Service DA administrative publication in accordance with AR 25–30 for legal sufficiency.
- (8) Obtain the other Services', DoD agencies', and/or Government agencies' legal review of the multi-Service DA administrative publication and include with submission package to APD.
- (9) Liaison with the other Services' action officers and/or SMEs to coordinate with their publishers/publishing officials to obtain their final approval/authentication block as required by Army for publishing.

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

- (1) Notify APD when another Service, DoD agency, or Government agency is developing a new multi-Service administrative publication, or revising or rescinding an existing multi-Service administrative publication.
- (2) Participate in the preparation of the manuscript, which the lead military Service, DoD agency, or other Government agency initiates. The lead military Service, DoD agency, or other Government agency must coordinate the publication with the Army proponent agency or command responsible for the subject matter.
- (3) Follow the lead agency's format for administrative publications.
- (4) Ensure the publication adheres with AR 25–30 and this pamphlet.
- (5) Staff the new or existing multi-Service administrative publication in accordance with AR 25–30.
- (6) Coordinate with the initiating military Service, DoD agency, or other Government agency to ensure comments from staffing are accurately reflected in the publication.

(7) Submit the manuscript agreed upon by the initiating military Service, DoD agency, or Government agency in electronic format, together with a completed DA Form 260 and DD Form 67s for all new or revised forms, if applicable, to APD (ISES–PAP) for authentication of information for Army users.

(8) Adjudicate Army staffing and OTJAG's legal review of the multi-Service DA administrative publication in accordance with paragraph 4–4 and participate with the other Service(s) to include Army's adjustments to the content.

(9) Obtain DA authentication by the AASA through coordination with APD.

(10) Provide final approval and signature blocks to the lead Service, DoD agency, or other Government agency through coordination with APD.

7–2. Procedures for multi-Service Department of the Army doctrinal and training publications

a. Proponents leading the development of multi-Service doctrinal publications will follow TRADOC's policy or the doctrinal memorandum of agreement fostered by Headquarters, TRADOC and the lead Service's doctrinal organizations or the Air Land Sea Application Center.

b. The DA proponent will—

(1) Follow the lead agency's format for doctrinal and training publications. Format deviations from this pamphlet are authorized to accommodate other participating Services' publishing policies.

(2) Ensure the new or existing publication meets staffing requirements and is staffed with the other Services, DoD agencies, and other Government agencies.

(3) Submit the final manuscript to APD after receipt of participating Service, DoD agency, and/or other Government agency signature(s).

c. APD will authenticate multi-Service doctrinal publications within 60 calendar days after receipt at APD.

d. APD will accept multi-Service doctrinal publications the other Services authenticated and approved as final; that is, requiring no further review.

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

f. APD will only post multi-Service publications to the APD website when the Army is the lead service for that publication. When another Service is the lead proponent, a website for the lead service where the publication can be found will be included in the footnotes of the pub record and/or a placeholder page will be posted to the APD website with the lead service website. This prevents outdated and unofficial versions from being on the APD website when the other Services publish changes or revisions to publications without proper coordination with the Army.

7–3. Procedures for multi-Service Department of the Army technical and equipment publications

a. Refer to AR 25–36/AFI 20–118/OPNAVINST 4160.1/MCO 5215.16B/DLAR 4151.9 for guidance on how to prepare and process multi-Service technical and equipment publications for the military Services and DLA.

b. When the Army is the lead Service for a multi-Service DA technical and equipment publication, the DA proponent will—

(1) Ensure a multi-Service publication is current and will certify its currency or change, revise, or rescind it as needed.

(2) Ensure the new or existing publication meets staffing requirements and is coordinated with the other Services, DoD agencies, and other Government agencies.

(3) Ensure, in coordination with APD, that the technical and equipment publications offices for the other Services and agencies provide concurrence and the required authentication blocks to the Army proponent EPCO.

(4) Notify the other users when a multi-Service technical and equipment publication will be changed, revised, or rescinded.

c. When the Army is not the lead Service for a multi-Service DA technical and equipment publication, the Army proponent EPCO will—

(1) Follow the lead Service's format for technical and equipment publications.

(2) Ensure the new or existing multi-Service publication meets Armywide users' requirements before agreeing to use the multi-Service publication.

(3) Schedule the publication with USAMCLDAC to obtain the Army publication number.

(4) Obtain DA authentication from APD.

(5) Provide the Army TM number and Army authentication signature block to the lead Service in a timely manner.

Section II

Other Types of Publications

7-4. Procedures for Department of Defense publications for which the Army, another Service, or a Department of Defense agency is executive agent

a. The following procedures apply when a DoDD or DoDI assigns the Army responsibility to serve as executive agent for publishing a DoD regulation, manual, or handbook. (Military specifications, standards, or handbooks managed in the Defense Standardization Program are excluded.)

- (1) The Army agency or command responsible for the subject matter must—
 - (a) Advise the Director, APD that it has been assigned responsibility for a certain DoD publication.
 - (b) Prepare the manuscript.
 - (c) Coordinate with the proper DA elements, military departments, and DoD and Government agencies.
 - (d) Obtain the approval of the Secretary of Defense and, if needed, of the SECARMY, the CSA, or the officially delegated approval authority.
 - (e) Send the original and one copy of the manuscript and the completed DA Form 260 to APD via email at usarmy.pentagon.hqda-apd.mbx.daform260@army.mil. The DA Form 260 must list the names and telephone numbers of the persons concurring for the organizations in paragraph 7-4a(1)(c).
- (2) APD—
 - (a) Processes the request.
 - (b) Obtains requirements and distribution information (if applicable) from interested Government departments and agencies.
 - (c) Publishes the publication and distributes it to Army users.

b. Other Services or DoD agencies may be assigned as executive agent for publishing a DoD regulation, manual, or handbook. To help that organization prepare the publication, an Army agency or command must represent the Army. That agency or command must inform APD of such via email at usarmy.pentagon.hqda-apd.mbx.daform260@army.mil.

7-5. Description of agency, command, and installation publications

Agency and command publications, issued by principal HQDA officials and commanders of field commands, disseminate policies, responsibilities, and procedures to headquarters and subordinate elements. They are used only within the issuing agency or command. Multiple-addressee correspondence, ordinary memorandums of instruction, and policy memorandums must not be used as substitutes for permanent official agency or command publications. Electronic means are used to generate and distribute agency and command publications. Proponents must ensure agency, command, and installation publications do not duplicate or conflict with information or instructions in DA departmental publications.

Section III

Electronic Messages

7-6. Processing routine electronic messages

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. An all Army activities (ALARACT) message is an Armywide electronic message HQDA distributes to issue instructions or information having worldwide Army use. ALARACT messages are not DA-authenticated and must never be used to establish, issue, or change policy. ALARACT messages are a quick response medium to communicate time-sensitive information Armywide and may only be used to announce impending publication of changes to policies and procedures. An HQDA principal official with proponentcy for an ALARACT message will submit a complete and properly staffed ALARACT message package, including documentation of a legal review as required, to APD by email at usarmy.pentagon.hqda-apd.mbx.apd-pogs-and-alaracts@army.mil for unclassified ALARACT

messages or usarmy.pentagon.hqda-apd.mbx.apd-pogs-and-alaracts@mail.smil.mil for classified ALARACT messages. The package will include the draft ALARACT and completed staffing paperwork.

Note. Execution orders and fragmentary orders promulgated by the DCS, G-3/5/7 are not subject to these processes.

- a. The organization's principal official or deputy principal official must sign the staffing document.
- b. Within 1 working day of receipt, APD will review the package to ensure it meets AR 25-30 requirements; that is, the ALARACT message contains no policy or procedures and includes an expiration date no later than 12 months from the date of dissemination.

- (1) If the ALARACT message does not meet AR 25-30 requirements, APD will return the entire submission package to the proponent (via email), identifying the issues (policy or procedures that must be removed and/or incorrect expiration date that must be changed) that must be resolved before the ALARACT message can continue to be processed.

- (2) If the ALARACT message meets AR 25-30 requirements, APD will—

- (a) Notify the originating PCO and publication/form action officer that the ALARACT message has passed the APD review process and that APD is moving it forward.

- (b) Forward the ALARACT message to the designated HQDA information technology (IT) service provider.

- c. The designated HQDA IT service provider will—

- (1) Format the ALARACT message Armywide.

- (2) Confirm that the ALARACT message is at the appropriate classification level.

- (3) Issue a sequence/tracking number for the ALARACT message.

- (4) Disseminate the ALARACT message Armywide.

- (5) Provide a copy of the final ALARACT message to APD for indexing and posting on the APD website (<https://armypubs.army.mil>).

7-7. Processing urgent electronic messages

When an HQDA principal official determines that an ALARACT message is of an urgent nature, that ALARACT message may bypass the APD review process.

Note. Execution orders and fragmentary orders promulgated by the DCS, G-3/5/7 are not subject to these processes.

- a. The HQDA principal official will mark the ALARACT message URGENT in the subject line and ensure the expiration date is no later than 180 calendar days from the date of the ALARACT message's issuance.

- b. The original HQDA principal official will email the urgent ALARACT messages directly to the designated HQDA IT service provider at osd.pentagon.jsp.mbx.ops-sdc-ps-casd-otcspt@mail.mil.

- c. The designated HQDA IT service provider will—

- (1) Format the ALARACT message.

- (2) Confirm that the ALARACT message is at the appropriate classification level.

- (3) Issue a sequence/tracking number for the ALARACT message.

- (4) Disseminate the ALARACT message.

- (5) Provide a copy of the final ALARACT message to APD for indexing and posting on the APD website (<https://armypubs.army.mil>).

Chapter 8

Numbering and Indexing Publications

Section I

Introduction

8-1. Numbering system/scheme

- a. Each DA publication is assigned a publication number for identification. The publication number consists of a publishing medium (for example, AR, TM, or FM) and its number (or nomenclature). Most publications are assigned a basic (series) number and one or more subnumbers; however, some publications

are numbered consecutively. Other publications that pertain to supply items within one FSC group or class are assigned the FSC group or class number instead of a series number. A supply item is an item that involves the printing process in its manufacture but is not produced specifically to meet Army printing requirements; examples are index library cards, monthly guide cards, looseleaf fillers, ledger sheets, and similar shelf items. (Refer to table 8–2 for publication series numbers for administrative publications; table 8–4 for series numbers for doctrinal and training publications; and table 8–5 for level maintenance numbers for technical and equipment publications.) All publications published in volumes should bear the same publication number with the volume number added as the last number.

b. Publication numbers are unique to each publication and will not be assigned to another publication even after the publication has become inactive or has been rescinded. Multiple units of issue (for example, PDF and printed book) may have the same publication number as long as the content is identical. Units of issue that are not identical are considered to be a different publication and cannot have the exact same nomenclature of another pub. Other media types such as video or audio publications are not identical by nature and therefore must have a unique publication number.

(1) An audio version of a book is unable to replicate content such as figures or pictures and therefore is not identical to the printed version and must have a different publication number. For example the audio book of FM 3–0, which was originally published in PDF and printed format, would be publication number of FM 3–0–AB where “–AB” represents the audio book edition.

(2) Similarly, a TM with video files embedded to portions of an existing TM that was initially printed must have a different nomenclature since the two are not identical. TM 9–6150–286–12&P, which was initially published in PDF and printed formats and then had video files inserted creates another unique publication. The publication number for this edition becomes TM 9–6150–286–12&P–EV, where “–EV” represents the enhanced version edition. Table 8–1 contains a list of approved publication number extensions.

Table 8–1

Publication number extensions

Abbreviated extension	Extension definition
–AB	audio book
–APP	application
–BD	battlefield damage (assessment and repair)
–CL	checklist
–CLASS MGT	classroom management
–CLASS MGT SUP	classroom management supplement
–ESC	equipment serviceability criteria
–EV	enhanced version
–HR	hand receipt
–L	list
–MTF	maintenance test flight
–OP	operating procedures
–P	parts
–PCL	pre–combat checklist
–PFCL	post flight checklist
–PMC	preventive maintenance checklist
–PMD	preventive maintenance daily
–PMI	phased maintenance inspection
–PMS	preventative maintenance services
–S	preparation for shipment

Table 8–1
Publication number extensions—Continued

Abbreviated extension	Extension definition
–SAM	software administrator's manual
–SDC	shipboard damage control
–SUM	software user's manual
–SUP	supplement
–UM	user manual

8–2. Numbering CD–ROM/DVD publications

CD–ROM/DVD publications must be identified by an EM number, which APD (ISES–PAI) will assign. The EM number will consist of the category of “EM” followed by four numbers or nomenclature, and it must be identical to what appears on the printed CD–ROM/DVD product. Any other identifier must appear as part of the publication title (for example, “ARMYLOG”).

Section II

Numbering Scheme for Administrative Publications

8–3. Numbering administrative publications

a. Proponents should assign the type and series number to their manuscripts when preparing new publications. Series numbers are explained in table 8–2. To indicate a publication is new, use “–XX” after the publication type and series number.

b. Proponents revising publications where the series number has been changed to another series number should also number revised manuscripts, as indicated in paragraph 8–3a. Publications that fall into this category may include, but are not limited to:

- (1) 105, Communications-Electronics, which have been renumbered in the 25 series.
- (2) 351, Schools, which now uses the 350, Training series.
- (3) 340, Office Management, which have been renumbered in the 25 series.

c. Publications that fall into paragraphs 8–3a and 8–3b must have the “–XX” replaced with a sub-number by APD when the manuscript is published.

d. Proponents revising other publications not mentioned in paragraphs 8–3a and 8–3b must reuse the same publication number until the publication is determined to be obsolete. Obsolete publication numbers are not to be reused.

8–4. Numbering Army regulations

ARs must be numbered using “AR” and a series number (see table 8–2) according to the subject of the publication and a subnumber to distinguish among other ARs on the same general subject.

8–5. Numbering Department of the Army court-martial orders

There are three types of DA court-martial orders. They must be numbered as follows. (Also see AR 27–10.)

a. *General court-martial order.* Number a general court-martial order (GCMO) consecutively within each calendar year, starting with 1 (GCMO 1) for the first order issued in a year.

b. *Special court-martial order.* Number a special court-martial order (SPCMO) consecutively within each calendar year, starting with 1 (SPCMO 1) for the first order issued in a year.

c. *Summary court-martial order.* Number a summary court-martial order (SCMO) consecutively within each calendar year, starting with 1 (SCMO 1) for the first order issued in a year.

8–6. Department of the Army general orders

AGOs must be numbered using “AGO” and consecutive numbers within each calendar year, starting with the number 1 (AGO 1) for the first order issued in a year.

8–7. Headquarters, Department of the Army policy notices

HQDA policy notices must be numbered using “HQDA Policy Notice,” a series number that corresponds to the subject of the HQDA policy notice (see table 8–2), and a subnumber to distinguish between other HQDA policy notices on the same general subject.

8–8. Department of the Army pamphlets

DA pamphlets must be numbered using “DA Pam,” a series number that corresponds to the subject of the DA pamphlet (see table 8–2), and a subnumber to distinguish between DA pamphlets on the same general subject.

8–9. Department of the Army posters

DA posters must be numbered using “DA Poster,” a series number that corresponds to the subject of the poster (see table 8–2), and a subnumber to distinguish among other posters on the same general subject.

Section III

Series Numbers and Titles for Administrative Publications

8–10. Series numbers and titles for administrative publications

All administrative publications must be assigned a series number, title, and a subnumber. Table 8–2 provides the series numbers and their titles for administrative publications.

8–11. New administrative series and titles

Proponents must have their proposed series numbers and titles approved by APD before they can be used. A memorandum outlining the proposed series number, series titles, description, and a justification for the new series must be sent to the Director, Army Publishing Directorate (ISES–PAZ), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527 for approval. Table 8–2 lists approved series numbers and titles.

Table 8–2
Series numbers and titles for administrative publications

Series Number: 1

Title: Administration

Description: Administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, and other support functions not specifically provided for in other series.

Series Number: 5

Title: Management

Description: Policies and principles of Army management doctrine; development and application of work measurements; techniques of work simplification; management review, analysis, and surveys; and other matters pertaining to planning, organizing, directing, and controlling the use of resources not specifically provided for in other series.

Series Number: 10

Title: Organization and Functions

Description: Organization, mission, responsibilities, duties, and functions of DoD and DA.

Series Number: 11

Title: Army Programs

Description: Policies, procedures, and scope of major programs related to the Army mission. Publications concerning programs in specific subject areas are placed in the appropriate subject series.

Series Number: 12

Title: Security Assistance and International Logistics

Description: Responsibilities, policies, functions, and procedures pertaining to security assistance; management, supervision, and conduct of international logistics activities of the Grant Aid and FMS programs. Planning and furnishing of logistical support to meet requirements of foreign governments, international organizations, or forces.

Table 8–2
Series numbers and titles for administrative publications—Continued

Series Number: 15

Title: Boards, Commissions, and Committees

Description: Establishment, mission, membership, and functions of boards, commissions, and committees that are internal or external to DA and on which the Army provides representation.

Series Number: 18

Title: Army Automation

Description: Not applicable.

Series Number: 20

Title: Assistance, Inspections, Investigations, and Follow up

Description: Inquiries, investigations, and inspections that are conducted by The Inspector General and other inspectors general and that concern performance of missions and the state of discipline, efficiency, and economy of DA. Excludes security and criminal investigation and material inspections that are placed in other appropriate subject series.

Series Number: 25

Title: Information Management

Description: Development and implementation of plans, policies, program guidance, and responsibilities for management of information mission area resources; covers activities pertaining to telecommunications, automation, records management, publishing and printing, visual information, libraries, and the establishment of information and reporting requirements. Also includes policies and procedures for control of management information reports and automatic data processing products being generated and distributed within and between Army elements and to agencies external to DA.

—Subnumbers 25–1 through 25–9, Information Management: Management of Subdisciplines. (See 25 series.)

—Subnumbers 25–10 through 25–29, Information Management: Telecommunications. Policy, direction, planning, testing, and operation of communications and electronics systems, such as radio, telephone, FAX equipment, electronic mail, teletypewriter, and radar.

—Subnumbers 25–30 through 25–49 (excluding 25–38), Information Management: Publishing. Policies and procedures for preparation, review, approval, production, and distribution of official publications; media and numbering; forms management; local and field printing; and implementation of Public Laws and Government regulations on printing. Procedures for issue of command orders and publications. (Criteria for manpower and equipment requirements are placed in the 570 series.) Indexes, Army dictionary, abbreviations, and other issuances necessary to understand Army publications, and DoD and other publications used by the Army.

—Subnumber 25–38, Information Management: Printing and Distribution. Ensures DA publications, forms and all departmental printing comply with printing laws; printing regulations; and DoD and other Government agency issuances, to include USC, CFR, and the Federal Acquisition Regulation and guidance issued by the United States Congress Joint Committee on Printing. Printing Management Division will work with and through GPO to provide the most cost-effective printing. Army organizations, with the exception of the Army National Guard, are prohibited from acquiring printing directly from GPO, so they are economically printed and distributed.

—Subnumbers 25–50 through 25–69, Information Management: Records Management. Policies, procedures, and formats for preparing Army correspondence; channels of communication; and office symbols used by the Army. Receipt, distribution, preparation, transmission of mail; control and methods of transmitting official mail; mailing addresses; and other matters relating to mail service. Maintenance, evaluation, disposal, retirement, and storage of records for which the Army is responsible; microfilming of Army records; information pertaining to filing equipment; document reproduction; safeguarding nondefense information; and release of information and records contained in Army files.

—Subnumbers 25–70 through 25–89, Information Management: Automation. Development and implementation of plans, policies, and program guidance pertaining to computer resources that are acquired, developed, operated, managed, or supported by Army elements regardless of design application, capacity, configuration, cost, functional or organizational proponent, user, or source of funding; supervision, coordination, and integration of overall Army automation information; establishment, maintenance, and supervision of standardized and automated systems for DA; and selection, acquisition, and management of Army automation equipment.

—Subnumbers 25–90 through 25–95, Information Management: Visual Information. Policies, procedures, and responsibilities for directing, planning, programming, and implementing audiovisual system requirements. Includes all still and motion picture photography and television, other than Army-Air Force Motion Picture Service matters that are in the 28 series; also includes organization, functions, and operation of the Army training aids center system.

—Subnumbers 25–96 through 25–100, Information Management: Libraries-Information Centers. Policies and procedures for management of Army libraries-information centers, guidance on library technology, and establishment of standards, operating procedures, and union lists.

Table 8–2
Series numbers and titles for administrative publications—Continued

Series Number: 27

Title: Legal Services

Description: Judiciary boards and proceedings, decisions, opinions, and policies applicable to civil law and military affairs; international, foreign, procurement, and contract law; legal assistance for military personnel and their dependents; policies and procedures relative to patents, inventions, taxation, and land litigation involving the Army; trial by courts-martial, including pretrial, trial, and post-trial procedures; nonjudicial punishments; investigation, processing, settlement, and payment of claims against or on behalf of the U.S. Government when the Army is involved.

Series Number: 28

Title: Welfare, Recreation, and Morale

Description: See 215 series.

Series Number: 30

Title: Food Program

Description: Commodities, resources, and services used; facilities operated (including commissaries); and functions performed in the supply and service of food.

Series Number: 32

Title: Clothing and Textile Materiel

Description: Functions and procedures regarding the integrated supply management of clothing and textile materiel items. Also includes issue, serviceability, repair, turn-in, and disposition of clothing and textile items in the Army. Excludes descriptions and wearing of items of the uniforms that are contained in the 670 series.

Series Number: 34

Title: Standardization

Description: Standardization of engineering criteria, terms, principles, procedures, materials, items, equipment, parts, assemblies, and subassemblies to achieve uniformity and to effect interchangeability of items. Standardization of tactical doctrine, organization, intelligence, training, operations, administration, and nonmateriel aspects of combat development.

Series Number: 36

Title: Audit

Description: Authority, responsibilities, organization, and policies relating to auditing service in DA; action required on U.S. Army Audit Agency reports; and audit procedures for nonappropriated and similar funds. Policy and procedures relating to audits made by the Government Accountability Office (GAO).

Series Number: 37

Title: Financial Administration

Description: Policies, procedures, direction, and supervision of financial functions, including budgeting, accounting, funding, entitlement, pay, expenditures, Army management structure and fiscal code, and related reporting.

Series Number: 40

Title: Medical Services

Description: Composition, mission, responsibilities, and functions of the Army Medical Department and its related corps. Covers administration and operation of Army medical treatment facilities; medical, dental, and veterinary care; and medical, dental, and veterinary equipment and supplies.

Series Number: 50

Title: Nuclear and Chemical Weapons and Materiel

Description: Policies, studies and reviews, controls, and operating procedures pertaining to the safety and reliability of nuclear weapons and related materiel, including prevention of weapons accidents, incidents, unauthorized detonation, and safe jettison. Also includes procurement, storage, handling, transportation, maintenance, stockpile-to-target sequences, and related accounting and reporting of nuclear weapons and materiel.

Series Number: 55

Title: Transportation and Travel

Description: Transportation planning, programming, and staff supervision of transportation components; movement of Army passengers, cargo, mail, household goods, POVs, and personal baggage by various modes of transportation; use of container express service; customs clearance; travel of Army personnel and dependents; military traffic management activities; and transportation facilities. Publications pertaining to specific modes of transportation and travel are placed in the 56 and 59 series.

Table 8–2
Series numbers and titles for administrative publications—Continued

Series Number: 56

Title: Surface and Transportation

Description: Administration, registration, operation, and management of motor vehicles and motor pools; hiring of motor vehicles; inventory control and reporting; maintenance cost reporting; safety inspection of POVs; transportation of dependent school children; and use of highways. Operation and control of Army railroads and rail equipment. Also includes organization, functions, operation, and services of Army water terminals and other port activities.

Series Number: 58

Title: Nontactical Commercially Designed Motor Vehicles

Description: Management, acquisition, and use of nontactical commercially designed motor vehicles; conduct of the annual Vehicle Allocation Methodology/Vehicle Utilization Review Board to determine requisite optimal fleet; annual data entry into the Federal Automotive Statistical Tool; data entry and maintenance of the Federal Motor Vehicle Registration System, the interface for civilian law enforcement to verify that vehicles are the responsibility of the Department of Defense and its subordinate agencies and Services. Duties of the ACOM fleet manager and the transportation coordinator.

Series Number: 59

Title: Air Transportation

Description: Air movement of persons, baggage, and cargo by the Air Mobility Command or commercial airlift; air traffic facilities and activities; arrangements for air transportation; and aerial terminals and ports.

Series Number: 60

Title: Exchange Service

Description: Establishment, management, operation, and control of Army exchanges on a worldwide basis (the Army and Air Force Exchange Service and exchanges at installations).

Series Number: 66

Title: Courier Service

Description: Procedures and instructions pertaining to transmission of material requiring protected handling by military courier. Includes organization of the Armed Forces Courier Service, responsibilities of couriers, material authorized for transmission, transportation systems, and forms and records required.

Series Number: 70

Title: Research, Development, and Acquisition

Description: Policies, procedures, and standards for research, development, and acquisition. Includes production of scientific and technical studies to seek new basic knowledge from which techniques for new and improved equipment, materiel, methods, and use of human resources can be devised and introduced into the Army inventory; studies to establish technical adequacy and qualitative characteristics of materiel; exchange of and access to technical and scientific information; collaboration on changes and modifications of development items based on results of studies and tests; and policies and procedures for materiel acquisition system management.

Series Number: 71

Title: Force Management

Description: Development and formulation of new or revised doctrines, organizations, materiel objectives and requirements and their integration into the Army; requirements for a projected force structure; establishment of quantitative operational requirements for new equipment; procedures for preparation and publication of authorization documents; and modernization and replacement of existing equipment.

Series Number: 73

Title: Test and Evaluation

Description: Policies, procedures, responsibilities, and standards for the Army's test and evaluation mission; implements the policies and procedures contained in DoD directives, instructions, and manuals regarding test and evaluation; includes test and evaluation policy, guidance, and responsibilities for systems acquired in support of 25and 70–series regulations; discusses activities, such as developmental and operational test and evaluation; test and evaluation master plan; critical operational issues and criteria; software test and evaluation; models and simulations in support of test and evaluation; test support packages; and instrumentation, targets, and threat simulators.

Series Number: 75

Title: Explosives

Description: Responsibilities and procedures in connection with explosive ordnance disposal and use, safety, and disposition of explosives.

Table 8–2
Series numbers and titles for administrative publications—Continued

Series Number: 95

Title: Aviation

Description: Army flight regulations and operations; military aircraft identification and security control; Army aviator flying proficiency and instrument qualification, ratings, logging of flying time, and records; investigation of flight violations; flight information and navigational aids; flying safety; airfields and heliports; and techniques, procedures, and personnel qualifications involved in flight training.

Publications pertaining to aircraft and aircraft materiel as items of equipment or supply are placed in the applicable 700 series.

Series Number: 100

Title: Operations

Description: Not applicable.

Series Number: 105 (Being converted to 25–10 through 25–29.)

Title: Communications-Electronics

Description: See 25–10 through 25–29.

Series Number: 108

Title: Audiovisual Services

Description: Not applicable.

Series Number: 115

Title: Climatic, Hydrological, and Topographic Services

Description: Army requirements for weather service information, such as forecasting, surface and upper air observations, and scientific and climatological services of the Air Weather Service. Procedures covering hydrological matters. Production, procurement, storage, and distribution of maps, geodesy, and related materials, as well as other topographic and geodetic data.

Series Number: 130

Title: Army National Guard

Description: Organization of the ARNGUS and functions of the National Guard Bureau. National Guard air defense program and personnel and logistical support. Excludes publications that are generally related to USAR and Reserve Components (including both the ARNG and USAR); these publications are placed in the 135 or 140 series.

Series Number: 135

Title: Army National Guard and Reserve

Description: Organization, administration, training, and logistical support of the Reserve forces (the ARNG and USAR). Includes voluntary and involuntary order to active duty of individual members and units of the Reserve forces and call to active duty of ARNGUS units. Publications pertaining to the ARNGUS and USAR singly are placed in the 130 and 140 series; those pertaining to Reserve Component personnel on active duty are placed in the appropriate subject series.

Series Number: 140

Title: Army Reserve

Description: Mission, organization, administration, and training of the USAR and functions relating primarily to the USAR, including, but not limited to facilities, equipment, logistical support, procurement, management, and separation of USAR personnel. Publications concerning USAR personnel on active duty are placed under the appropriate subject series.

Series Number: 145

Title: Reserve Officers' Training Corps

Description: Functions, responsibilities, organization, and procedures concerning the administration of the junior and senior divisions of the Army Reserve Officer Training Corps program and divisions of the National Defense Cadet Corps.

Series Number: 150

Title: United States Military Academy

Description: Not applicable.

Series Number: 165

Title: Chaplain Corps Activities

Description: Religious support activities; religious ministries; chaplain and chaplain assistant personnel; chaplain recruitment; Chaplain Candidate Program; policy development; mobilization and readiness; training; moral leadership; information management; and logistics and resources.

Table 8–2
Series numbers and titles for administrative publications—Continued

Series Number: 190

Title: Military Police

Description: Enforcement of military discipline; physical security; traffic control; control over firearms and dangerous weapons; and apprehension, restraint, confinement, administration, sentences, parole, restoration, and disposition of prisoners.

Series Number: 195

Title: Criminal Investigation

Description: Functions and procedures related to investigation of criminal incidents affecting or involving U.S. Army personnel, U.S. Government property under Army jurisdiction, or civilian personnel subject to Army investigation. Includes matters pertaining to evidence, polygraph, special funds, selection, and identification of investigators and other matters appropriate to criminal investigation activities.

Series Number: 200

Title: Environmental Quality

Description: Actions relating to Army environmental management, including programs, policies, instructions, and activities. Matters affecting the quality of the human environment, such as impact on the atmosphere, natural resources, water, and the community.

Series Number: 205

Title: Conservation

Description: Not applicable.

Series Number: 210

Title: Installations

Description: Responsibilities of senior commanders and administrative and management functions pertaining to installations. Subject functional areas include activation and inactivation, commercial solicitation, financial institutions, sale of products and services, and similar functions applicable at the installation level and not specifically provided for in other series.

Series Number: 215

Title: Morale, Welfare, and Recreation

Description: Responsibilities and procedures for operation of the special services program Armywide, which includes entertainment, sports participation at various levels, crafts, motion picture services, libraries (other than law), service clubs, and other forms of recreation and welfare.

Series Number: 220

Title: Field Organizations

Description: Mission, functions, organization, and status of field-type units and activities. Actions that affect field units, including activation and inactivation, movement, training, mission readiness, and unit documents (such as rosters and journals).

Series Number: 230

Title: Nonappropriated Funds and Related Activities

Description: Administration of the accounting for nonappropriated funds and activities financed from nonappropriated funds.

Series Number: 235

Title: Industrialized Activities and Labor Relations

Description: Establishment and operation of commercial and industrial-type activities managed by the Army to provide products and services and procurement of contract support services. Matters concerning industrial labor relations, involving unions, contractors, and industry in connection with supplies and services furnished the U.S. Government under contract.

Series Number: 290

Title: Cemeteries

Description: Development, operation, maintenance, administration, and responsibility for Army national cemeteries and for post cemeteries under the jurisdiction of the Army.

Series Number: 310 (Being converted to 25–30 through 25–49.)

Title: Military Publications

Description: See 25–30 through 25–49.

Series Number: 325

Title: Statistics

Description: Policies, procedures, techniques, and standards applicable to the compilation and presentation of statistical data for use within DA and clearance of statistical material for release outside DA.

Table 8–2
Series numbers and titles for administrative publications—Continued

Series Number: 335 (Being converted to 25–1 through 25–9.)
Title: Management Information Control
Description: See 25–1 through 25–9.

Series Number: 340 (Being converted to 25–50 through 25–69.)
Title: Office Management
Description: See 25–50 through 25–69.

Series Number: 350
Title: Training
Description: Policy, procedures, techniques, and standards for the training development process (analysis, design, development, implementation, and evaluation) as well as training processes, management, institutions, courses, materials, and products, to include training aids, devices, simulators, and simulations and training institution accreditation. Includes instruction of personnel in performance of individual and collective critical tasks to ensure task performance to established standards, including basic, advanced, leader, and unit training in military doctrine, tactics, techniques, and procedures. Training may be by distance learning and includes on-the-job training for military or DA Civilian personnel (for example, supervisory, management, first aid, and physical training). Excludes subjects in 352 and 621 series.

Series Number: 351 (Being converted to 350, Training.)
Title: Schools
Description: Use 350 series number when revising publications in 351 series.

Series Number: 352
Title: Dependents' Education
Description: Planning, supervising, and conducting dependents' schools and educational systems and programs.

Series Number: 360
Title: Army Public Affairs
Description: Public information objectives, principles, and procedures; review, clearance, and release of public information; internal information and community relations programs; speakers' programs; relations with public news media and industry; and field press censorship.

Series Number: 370
Title: Libraries-Information Centers
Description: Not applicable.

Series Number: 380
Title: Security
Description: Identification, classification, downgrading, declassification, dissemination, and protection of defense information; storage and destruction of classified matter; industrial security; investigation involving compromise of classified information; access to classified data; and other matters pertaining to security. Also policies, responsibilities, and functions as they affect security and defense on a national level. Protection and preservation of the military, economic, and productive strength of the United States, including the security of the U.S. Government in domestic and foreign affairs.

Series Number: 381
Title: Military Intelligence
Description: Collection, identification, evaluation, control, classification, and dissemination of general and technical intelligence data. Matters relating to subversion, espionage, and counterintelligence activities.

Series Number: 385
Title: Safety
Description: Administration of the Army Safety Program, which is directed toward accident prevention Armywide. Program responsibilities include conducting studies and surveys to determine unsafe practices and conditions, ensuring that mishaps are reported and investigated, establishing reporting format procedures, analyzing and evaluating accident reports, providing safety education, and maintaining statistical data on accidents and incidents. Some other elements of safety are placed in respective subject series.

Series Number: 405
Title: Real Estate
Description: Acquisition, jurisdiction, utilization, granting temporary use, and disposal of real estate.

Table 8–2
Series numbers and titles for administrative publications—Continued

Series Number: 415

Title: Construction

Description: Construction at military installations and facilities under DA control, including design, funding, and awarding of contracts and administration of construction programs. Excludes civil works construction, master planning (see 420 series), and work classified as maintenance and repair (see 420 series).

Series Number: 420

Title: Facilities Engineering

Description: Activities pertaining to the maintenance and repair of real property, operation of utilities plants and systems, energy management, acquisition and sale of utilities, housing management, master planning, fire prevention and protection, minor construction (addition, expansion, alteration, conversion, or replacement of an existing real property facility), abatement of environmental pollution, management of natural resources (land, forest, fish, and wildlife), and related facilities engineering functions and services (custodial services, entomological services, refuse collection and disposal, snow removal, and ice alleviation).

Series Number: 500

Title: Emergency Employment of Army and Other Resources

Description: Actions involved in preparing for war or emergencies, bringing the Army to a state of readiness, and assembling and organizing personnel, supplies, and other resources for active military service. Army participation and support in matters of civil disturbance, disaster relief, and civil defense, including emergency actions and measures taken during riots, demonstrations, other disorders, floods, earthquakes, storms, fires, and accidents. Planning and operations in support of the National Civil Defense Program. Publications pertaining to specific subjects concerning emergency employment or mobilization are placed in the appropriate subject series.

Series Number: 525

Title: Military Operations

Description: DA Command and Control System and other requirements for combat operational information; activities and functions in support of military operations; resources and equipment used; lessons learned; search and rescue operations; and strategic and tactical planning. Includes use of propaganda and other psychological, political, military, economic, and ideological actions designed to create or influence in friendly, neutral, or hostile foreign groups the opinions, attitudes, and behavior in support of national and military objectives.

Series Number: 530

Title: Operations and Signal Security

Description: Policies, responsibilities, and procedures for operations security, COMSEC electronic security, control of compromising emanations, and related matters.

Series Number: 550

Title: Foreign Countries and Nationals

Description: Matters pertaining to foreign nations and countries that affect the Army and military and DA Civilian personnel. Subjects relating to foreign nationals as individuals, such as visits to U.S. military activities, training, and orientation by the U.S. Army. Publications that concern foreign countries and that are in specific subject areas are placed in the appropriate subject series.

Series Number: 570

Title: Manpower and Equipment Control

Description: Criteria for authorizing, allocating, utilizing, and programming for military and DA Civilian manpower and equipment. Includes criteria for establishing manpower and equipment requirements in Army authorization documents. Procedures for preparation and publication of authorization documents must be numbered 25–30 through 25–49.

Series Number: 600

Title: Personnel-General

Description: Subjects pertaining to military and DA Civilian personnel not specifically provided for in other 600 series or subjects containing procedures pertaining to more than on personnel series.

Series Number: 601

Title: Personnel Procurement

Description: Appointment of officer personnel, enlistment and reenlistment of enlisted personnel, recruiting activities, and other matters relating to the entry of military personnel into the Army.

Table 8–2
Series numbers and titles for administrative publications—Continued

Series Number: 602

Title: Soldier—Materiel Systems

Description: Policies, procedures, and standards for integrating the development of systems and materiel with the capabilities and performance of people. Includes human factors engineering; computer-assisted instruction; devices for personnel testing, interviewing, and training; automated physical examinations; and similar areas in which the human, personal, and personnel aspects and the materiel aspects require joint attention.

Series Number: 608

Title: Personal Affairs

Description: Matters of personal concern to Soldiers, their dependents, and the community, such as insurance, Social Security, voting, citizenship, and handling and responsibility for personal property. Subjects, such as welfare and morale, Army Emergency Relief, and education are placed in specific subject series.

Series Number: 611

Title: Personnel Selection and Classification

Description: Methods and procedures for identifying skills and abilities of military personnel, testing, and awarding MOS for use in assignment to related duties and jobs.

Series Number: 612

Title: Personnel Processing

Description: Processing of military personnel upon entry into the Service, in a training or temporary unassigned status, upon assignment overseas and return, and for separation from the Service.

Series Number: 614

Title: Assignments, Details, and Transfers

Description: Length of duty tours, assignment of personnel to special organizations and duties, permanent change of station and temporary duty, assignment restrictions, and details and transfers of military personnel. Also includes assignments, transfers, and other personnel actions between the Services involving Army personnel and uniformed members of the other Services.

Series Number: 616

Title: Personnel Utilization

Description: Functions, procedures, and techniques to maintain the personnel posture of the Army. Effective use of Soldiers and their skills and abilities. Publications relating to manpower management and utilization of manpower resources are placed in the 570 series.

Series Number: 621

Title: Education

Description: Army programs to improve the general educational level of military personnel, provisions for nonmilitary opportunities and services, and scholarships, fellowships, and grants offered by civilian institutions. Excludes training in military schools (351 series (351 series has been eliminated; see 350 series)) and dependents' education (352 series).

Series Number: 623

Title: Personnel Evaluation

Description: Measurement of the performance of Soldiers in their duty assignments or as students through the use of evaluation reports, academic reports, and similar rating system.

Series Number: 624

Title: Promotions

Description: Criteria relating to the promotion in grade of officer and enlisted personnel. Includes procedures pertaining to selection boards, announcements of zones of consideration, and issuance of recommended promotion lists.

Series Number: 630

Title: Personnel Absences

Description: Leaves of military personnel, including types, entitlements, computations, and recording; procedures pertaining to military personnel who are absent without leave or in a desertion status; and absences from regular duty or post because of pass, authorized administrative absences, or public holiday.

Series Number: 635

Title: Personnel Separations

Description: Separation of military personnel from the Service through relief or release from active duty, discharge, retirement, resignation, elimination, and dropping from the rolls; types of discharge and reasons for discharge; and physical evaluation of individuals for retention, separation, or retirement.

Table 8–2
Series numbers and titles for administrative publications—Continued

Series Number: 637

Title: Military Personnel Pay, Allowances, and Incentives

Series Number: 638

Title: Casualty and Mortuary Affairs

Description: Responsibilities, organization, and procedures applicable to the Mortuary Affairs Program, which provides for the recovery, identification, care, and disposition of deceased personnel for whom the Army is responsible. Includes disposition of personal effects of deceased personnel.

Series Number: 640

Title: Personnel Records and Identification of Individuals

Description: Initiation, transmittal, maintenance, and disposition of personnel files; documents authorized for inclusion in personnel files; location of military personnel records; and access to records by authorized individuals. Preparation, issue, use, accountability, and disposition of cards, tags, badges, and fingerprint records required to identify DA personnel for various reasons.

Series Number: 670

Title: Uniform and Insignia

Description: Items of the uniform and insignia worn by Soldiers, including the materials, design, manner, and occasions for wearing. Uniforms and allowances for DA Civilians whose special positions or duties require wearing a uniform.

Series Number: 672

Title: Decorations, Awards, and Honors

Description: Design, eligibility, presentation, and wearing of medals, decorations, badges, and tabs; unit awards and streamers; and special awards and honors for outstanding service or accomplishment. Army Incentive Awards Program. Supply, manufacture, and sale of decorations and appurtenances. Honors and ceremonies accorded distinguished visitors. Salutes, honors, and visits of courtesy.

Series Number: 680

Title: Personnel Information Systems

Description: Functions and procedures pertaining to personnel accounting and reporting of data concerning Soldiers and DA Civilians. Preparation, transmission, and processing of data and production of finished reports, statistics, and other forms of output pertaining to personnel.

Series Number: 690

Title: Civilian Personnel

Description: Administration of the DA Civilian Personnel Program, including recruitment, placement, details, career development, employee-management relations, and other related matters. Other DA Civilian personnel matters, such as uniforms, incentive awards, and pay, are placed in specific subject series.

Series Number: 700

Title: Logistics

Description: Logistics policies, procedures, and support covering supplies, equipment, and facilities in several different logistical areas. Publications pertaining to a specific logistical function are placed in the appropriate 700 series.

Series Number: 701

Title: Logistics Plans

Description: Policies and procedures pertaining to development, preparation, and supervision of plans to support the Army Materiel Plan. Includes but is not limited to plans for procurement of items, distribution of newly adopted or modernized principal items of equipment, control of items in short supply, war planning, and other plans in keeping with changing Army logistics requirements.

Series Number: 702

Title: Product Assurance

Description: Policies, procedures, and techniques governing the product assurance of materiel throughout the materiel life cycles, including materiel reliability and maintainability, quality engineering, quality control, quality assurance, and assessment of product (or system) effectiveness.

Series Number: 703

Title: Petroleum Management

Description: Policies and procedures relating to management of petroleum, petroleum products, related materiel, and associated equipment. Includes procurement, storage, distribution, transportation, issue, control, use, sale, quality surveillance, budgeting, funding, accounting, reporting, and disposal of excess.

Table 8–2
Series numbers and titles for administrative publications—Continued

Series Number: 708

Title: Cataloging of Supplies and Equipment

Description: Policies and procedures for naming, identifying, classifying, numbering, and coding items of supplies and equipment used in DA and DoD.

Series Number: 710

Title: Inventory Management

Description: Control of items of supply within the supply system, including procedures for establishing and maintaining requisitioning objectives and maintaining inventory data on the quantity, location, and condition of supplies and equipment due in, on hand, and due out; for determining quantities of materiel available and/or required for issue; and for facilitating distribution and management of materiel.

Series Number: 711

Title: Supply Chain Integration

Description: Provides policies (ARs) and procedures (DA pamphlets) for the development of partnership arrangements and collaborative agreements that cut across traditional functional and/or organizational stovepipes within the supply chain. Links customers to sources of supply through the use of innovative technology and business practices.

Series Number: 715

Title: Procurement

Description: Procurement of materiel and services through purchase or contract from sources outside the Army. Includes such functions as priorities and allocations, procurement inspection, and quality control; high-dollar parts, small business procedures; and open-end contract information.

Series Number: 725

Title: Requisition and Issue of Supplies and Equipment

Description: Procedures pertaining to requisitioning and issuing supplies and equipment. Includes special requisitioning and issue system, such as military standard requisitioning and issue procedures.

Series Number: 735

Title: Property Accountability

Description: Authority, policies, and procedures governing accounting for Army property in terms of both monetary value and quantity. Includes pricing; accounting for lost, damaged, and destroyed property; reports of surveys fixing responsibility; and financial inventory accounting for materials and property.

Series Number: 738

Title: Maintenance of Supplies and Equipment

Description: Not applicable.

Series Number: 740

Title: Storage and Supply Activities

Description: Organization, mission, and functions of Army depots; establishment, status, and use of storage and warehousing facilities; warehousing and depot operations; and performance measurement. Placement of supplies and equipment in storage functions, and reissue of materiel.

Series Number: 742

Title: Inspection of Supplies and Equipment

Description: Examination, testing, and surveillance of the physical condition, serviceability, and usability of materiel in use or in storage for conformity with prescribed quality standards and safety procedures. Inspections relating to procurement or maintenance are placed in the appropriate subject series.

Series Number: 746

Title: Marking, Packing, and Shipment of Supplies and Equipment

Description: Painting and marking of Army materiel for identification. Preparation of materiel for shipment (cleaning, preserving, packing, packaging, and markup), loading, and escorting of shipments.

Series Number: 750

Title: Maintenance of Supplies and Equipment

Description: Actions taken to retain materiel in a serviceable condition or to restore it to serviceability. Maintenance actions include inspection, testing, servicing, classification as to serviceability, repair, rebuild, and reclamation. Includes activities and operations responsible for maintenance functions.

Table 8–2
Series numbers and titles for administrative publications—Continued

Series Number: 755

Title: Disposal of Supplies and Equipment

Description: Reporting, using, screening, redistributing, and disposing of excess, surplus, and foreign excess personal property.

Series Number: 770

Title: Acquisition Logistics

Description: Acquisition logistics policies and procedures cover a multi-functional, technical management discipline associated with the design, development, test, production, fielding, sustainment, fleet management, improvements, modifications, and modernization of DoD systems. Publications pertaining to a specific acquisition logistical function are placed in the appropriate 770 series.

Series Number: 840

Title: Heraldic Activities

Description: Authority for and description, display, and use of flags, guidons, tabards, and automobile plates used by Army organization and personnel.

Series Number: 870

Title: Historical Activities

Description: Preparation and use of historical data and studies; administration of the Army Historical Program; organizational history, lineage, and honors; establishment and maintenance of museums; historical services; and acquisition, accountability, and disposition of historical properties.

Series Number: 900

Title: Army Space Activities

Description: Authorities, responsibilities, and organization related to Army space operations and the application of space capabilities to support Army missions. Also includes the Army Space Cadre structure, development, training, education, and oversight authority.

Series Number: 920

Title: Civilian Marksmanship

Description: Promotion of civilian rifle practice, including matches and competition in the use of rifled arms. Includes organization, functions, and responsibilities of the Corporation for the Promotion of Rifle Practice and Firearms Safety and the Civilian Marksmanship Program. Also pertains to the issue of arms, ammunition, and supplies to civilians and the procurement and award of trophies, badges, and medals.

Series Number: 930

Title: Service Organizations

Description: Organization and functions of the U.S. Department of Veterans Affairs (DVA) and DVA field activities; procedures for exchange of record between DVA and DA; and services provided by DVA and recognized veterans' organizations. Authority, benefits, eligibility for admission and other matters relating to the U.S. Soldiers' Home, Washington, DC. Authority, organization, operations, and procedures of the Army Emergency Relief. Mission and operations of the United Services Organization (USO); logistical support, privileges, and services provided by the Army; and USO services provided to the Army. Mission and operations of the American National Red Cross; support, privileges, and facilities provided by the Army, and use of Red Cross services by the Army.

Section IV

Numbering Doctrinal and Training Publications

8–12. Numbering doctrinal publications

a. The numbering system aligns Army doctrinal publications with the Joint numbering protocols in CJCSM 5120.01 and Joint doctrine hierarchy, when possible, and uses the seven functional categories in table 8–3. Table 8–3 depicts the numbering categories for doctrine publications. Category 7, which is not part of the Joint numbering system, is used to capture the doctrine that does not fit in the other categories. For example, publications placed in category 7 will contain doctrine that involves training the force, notional opposing forces, and so forth. ADP 1 is one of the Army's capstone doctrine publication and aligns directly with JP 1. (ADP 1 is separate from the subordinate "1" series for Personnel.) The functional categories are:

- (1) 1–Personnel.
- (2) 2–Intelligence.
- (3) 3–Operations.
- (4) 4–Sustainment.

- (5) 5–Operations Process.
- (6) 6–Mission Command.
- (7) 7–Warfighter Support.

b. The authority for assigning all Army doctrinal publication numbers is delegated to the CG, TRADOC since TRADOC is the proponent for the majority of Army doctrinal publications. This is to ensure uniformity and Joint number alignment (when possible), and it precludes doctrine publications numbering duplications. Requests for assignment of doctrine publication numbers will be forwarded by email to TRADOC, Combined Arms Center, Mission Command Center of Excellence, Combined Arms Doctrine Directorate, at usarmy.leavenworth.mccoe.mbx.cadd-org-mailbox@army.mil, and officially approved with the approval of the program directive packet.

c. To manage the assignment of numbers effectively, Army doctrinal publications will only be renumbered as they enter their normal revision cycle. Newly assigned numbers to revised publications will be displayed on the publication’s cover, followed by the old number in parentheses through one revision cycle. Old and new numbers will also be placed on the supersession line on the front cover and title page.

d. Figure 8–1 depicts the methodology for selecting a doctrine publication number.

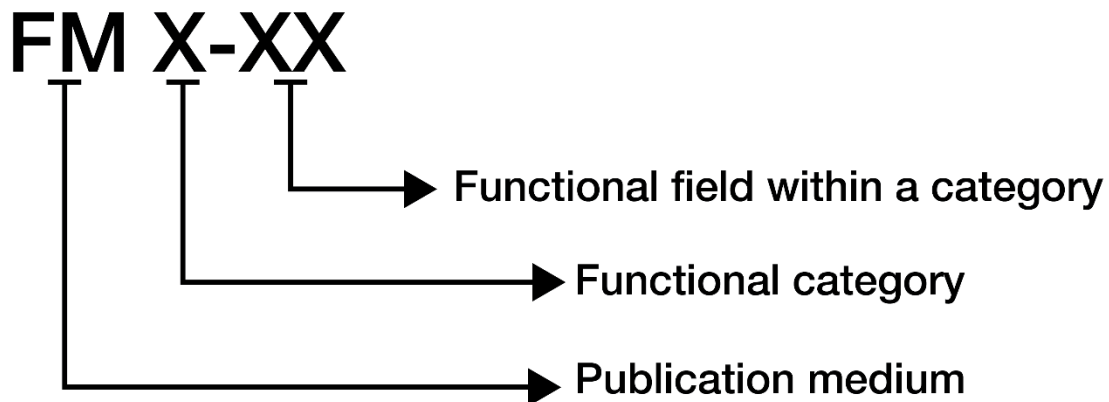


Figure 8–1 Doctrine publication numbering methodology

(1) The publishing medium (ADP, FM, or ATP) precedes the nomenclature. The first numerical group (X–xx) identifies the number series of the functional category. A number is selected (see table 8–3) according to the functional category from the series column (1–Personnel, 2–Intelligence, 3–Operations, 4–Sustainment, 5–Operations Process; 6–Mission Command, or 7–Warfighter Support). It will only contain one number.

(2) The second set of numbers (x–XX) obtained from the subseries column, preceded by a hyphen (–), places the publication within a functional field. It may contain one or two numbers. These digit designators indicate an echelon of manuals (Army or proponent level) or are used to identify a specific manual for the series of a functional field.

(3) The third number group (x–xx.X), preceded by a period (.), designates those publications that provide supporting, expanded, or sequential doctrinal manuals within a functional field and normally are only used with ATPs (this number group will not exceed three digits). Normally, ADPs, or FMs will not use extensions.

Table 8–3
Functional categories

Number Series #	Category Name	Subseries	Doctrine Subcategory
			ADP 1; Reference series 1–01

Table 8–3
Functional categories—Continued

Number Series #	Category Name	Subseries	Doctrine Subcategory
1	Personnel		
		0	Human Resource Support
		04	Judge Advocate/Military Law Legal Support
		05	Religious Support
		06	Financial Management
		19	Army Band
		20	History
2	Intelligence		
		0	Intelligence Doctrine and Processes
		19	Intelligence Support at Different Echelons
		22	Intelligence Disciplines
		33	Analysis
		91	Intelligence Support to Operations and Tactics
3	Operations		
		0	Unified Land Operations
		01	Air and Missile Defense
		04	Aviation
		05	Army Special Operations
		06	Urban
		07	Stability
		09	Fires
		11	Chemical, Biological, Radiological, and Nuclear
		13	Inform and Influence Activities
		14	Army Space
		16	Multinational
		17	Air Mobility
		18	Special Forces
		20	Cavalry
		21/22/23/25	Infantry
		24	Counterinsurgency
		27	Global Ballistic Missile Defense
		28	Defense Support of Civil Authorities
		30	Army Support to Security Cooperation
		34	Engineer

Table 8–3
Functional categories—Continued

Number Series #	Category Name	Subseries	Doctrine Subcategory
		35	Deployment/Redeployment
		36	Electronic Warfare
		37	Protection
		38	Cyber Electromagnetic Activities
		39	Military Police
		50	Personnel Recovery
		52	Airspace Control
		53	Military Information Support Operations
		55	Information Collection
		57	Civil Affairs
		60	Targeting
		61	Army Public Affairs
		72	Nuclear
		75	Rangers
		76	Special Operations Aviation
		81	Maneuver Enhancement Brigade
		86	High Altitude
		90	Tactics, Offensive, Defensive, and Combined Arms
		92	Corps Operations
		94	Theater Army, Corps, and Division
		95	Infantry Brigade
		96	Heavy Brigade
		97	Stryker Brigade
		98	Reconnaissance and Security Organizations
		99	Airborne and Air Assault Operations
4	Sustainment		
		0	Sustainment
		01	Transportation
		02	Army Health System (medical echelons command through battalion)
		10	Contract Support
		30	Ordnance
		40	Quartermaster
		46	Mortuary Affairs
		90	Brigade Level Support

Table 8–3
Functional categories—Continued

Number Series #	Category Name	Subseries	Doctrine Subcategory
		91	Army Field Support Brigade
		92	Contracting Support Brigade
		93	Sustainment Brigade
		94	Theater Sustainment
5	Operations Process		
		0	Army Operations Process
6	Mission Command		
		0	Mission Command
		02	Signal
		22	Leadership
		27	Law of Land Warfare
		99	Report and Message Formats
7	Warfighter Support		
		0	Training
		15	Army Universal Task List
		100	Opposing Forces

Note:

¹ A few sets of doctrine publications are unique and not assigned to any category, such as ADP 1 and ADP 1–01.

² The number series for the functional categories are permanent, but the subseries numbers may expand and not be listed in this table as new publications evolve.

8–13. Numbering graphic training aids

Use a series number according to the function or other classification of subject matter (see table 8–4).

Use a subnumber or subnumbers to distinguish between other GTAs on the same basic subject.

Table 8–4
Series number and subject matter classification

Series No.1	Title
1	Aviation/Aviation Logistics
3	Chemical
5	Engineers
6	Field Artillery
7	Infantry
8	Medical
9	Ordnance (missile and munitions)
10	Quartermaster

Table 8–4
Series number and subject matter classification—Continued

Series No.1	Title
11	Signal
12	Adjutant General
14	Finance
16	Chaplain
17	Armor
18	Management Information Systems
19	Military Police
20	General
21	Individual Soldier
22	Leadership, Courtesy, and Drill
23	Weapons (including accessories and ammunition)
24	Communications Techniques
25	General Management
26	Organizational Effectiveness
27	Judge Advocate
29	Composite Units and Activities
30	Military Intelligence
31	Special Forces
32	Intelligence and Security Command
33	Psychological Operations
34	Combat Electronic Warfare and Intelligence
36	Environment Operations
37	Infantry Division
38	Logistics Management
39	Special Weapons Support
40	Space and Missile Defense
41	Civil Affairs
42	Supply
43	Maintenance (except missile)
44	Air Defense Artillery
45	Public Affairs
50	Common Items of Nonexpendable Materiel
51	Army
52	Corps

Table 8–4
Series number and subject matter classification—Continued

Series No.1	Title
54	Logistical Organizations and Operations
55	Transportation
57	Airborne Division
60	Explosive Ordnance Disposal Procedures
63	Combat Service Support
67	Air Assault Division
70	Research, Development, and Acquisition
71	Mission Command
74	Military Missions
75	Military Advisory Groups
77	Light Infantry Division
80	Special Operations
87	Heavy Division/Brigade
90	Combat Operations
95	Air Traffic Control
97	Training Division
100	General Operational Doctrine
101	Staff Officers
105	Maneuver Control
300	TOE Consolidated Change Tables

Note:

¹ Do not place a zero in front of series numbers below 10.

8–14. Numbering modified tables of organization and equipment

An MTOE is a basic TOE modified to adapt its mission, capabilities, organization, personnel, or equipment to the needs of a specific unit or type of unit. Use an MTOE number that identifies each modification of a TOE within a specific command and that consists of 10 positions. For example, in MTOE number 07015GE101, positions 1–6 (07015G) refer to the base table of organization and equipment (BTOE) being modified. Positions 7–8 (E1) are the ACOM code. Positions 9–10 (01) are the modification number of the MTOE, beginning with 01 and progressing with each different modification of the BTOE for the specified command.

8–15. Numbering professional bulletins

Number a PB using the four segments shown in figure 8–2.

- a. *Publishing medium.* Use the letters “PB.”
- b. *Series number.* Use a series number (see table 8–4) according to the function or other classification of the subject matter.
- c. *Series subnumber (optional).* Use a two- or three-digit series subnumber when necessary to differentiate between PBs of the same series.
- d. *Calendar year.* Use the last two digits of the calendar year in which the bulletin is published.
- e. *Volume/issue subnumber.* Use a one- or two-digit subnumber to designate the volume or issue.

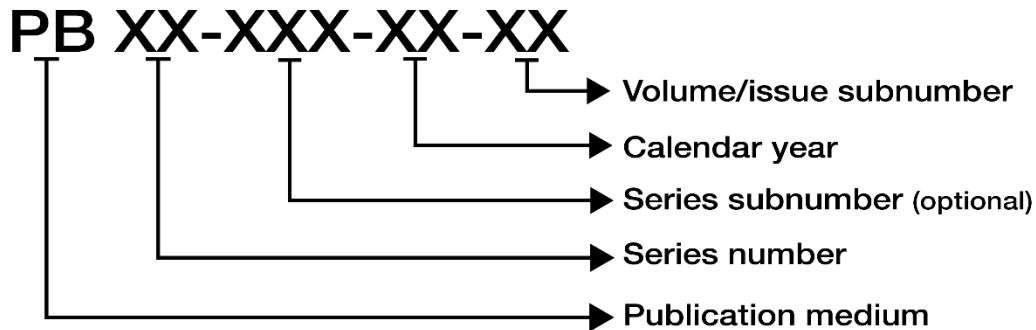


Figure 8–2 Professional bulletin numbering

8–16. Numbering precommissioning publications

Precommissioning publications contain material in support of Army training programs to be used by ROTC students when suitable material is not readily available in other publications. Use the series number “21,” and the subnumber “I” to distinguish from other manuals in the series.

8–17. Numbering Soldier training publications

STPs are published for three audiences: enlisted Soldiers, officers, and common core (CC), a combination of enlisted Soldiers and officers.

a. *Publishing medium.* Always use the letters “STP.”

b. *Series number and subnumber for enlisted Soldier training publications.* Use a series number (see table 8–4) according to the function or other classification of the subject matter. Use a subnumber consisting of one of the following MOS designators followed by the MOS skill level (SL) of the publication. However, an STP used as a Soldier’s manual of common tasks (SMCT) has no MOS designator in its subnumber:

(1) The first three characters of the MOS (two numbers and one letter) if the STP addresses a single MOS (for example, “13B”).

(2) The two common numbers of the MOS followed by the letters of the MOS if the STP addresses more than one MOS (for example, “02BCDEF” and “67GHN68JK”).

(3) The career management field (CMF) number if the STP addresses all MOSs and SLs in the CMF.

c. *Series number and subnumber for officer Soldier training publications.* Use a series number (see table 8–3) according to the function or other classification of the subject matter. The Officer Foundation Standards (OFS) System does not support branch manuals. For officer common tasks, the subnumber must consist of the OFS level (I, II, or III) minus the officer specialty, for example, STP 21–I–OFS, STP 21–II–OFS. The officer level III manual—STP 21–III–MQS—must remain in the inventory until supplies are exhausted. Use a volume number for STPs requiring more than one volume, for example, –1, –2, and so forth. Use multiple volumes when:

(1) The proponent wishes to split the publication because it is very long.

(2) A separate publication containing information of a different security classification for an office specialty is required.

d. *Series number and subnumber for common core Soldier training publications.* When the STP includes horizontally aligned CC training information for both officers and enlisted Soldiers, the suffix is “CC” and the numbering system explained in paragraph 8–17 applies.

e. *Content designators.*

(1) *Enlisted Soldier training publications.* Content designators for enlisted STPs include “SM” for Soldier’s manuals, “TG” for trainer’s guides, and “SMCT” for Soldier’s manual of common tasks. These

content designators indicate the content of the STP. For SMCTs, the content designator follows the SL designator.

(2) *Officer Soldier training publications.* The content designator for officer STPs is “OFS” for officer foundation standards, which replaces military qualification standards (MQSs). MQS publications must remain in the system until supplies are exhausted or they are superseded or rescinded.

f. *Publication number.* The intent of the publication number is to reflect the content of the STP. A publication number cannot exceed 35 characters (spaces). If the subnumber and content designator assigned to an STP exceeds 25 characters (spaces), a descriptive alphanumeric ABCA must be used.

(1) For STPs containing materials that do not fall under this paragraph, use an alphanumeric ABCA that describes the content of the STP (for example, “STP 44–HRS–SM” for a manual containing HAWK basic skills).

(2) The publication number should be as short as possible while still providing the needed information.

(3) Any alphanumeric STP number must be approved by APD through TRADOC (ATIC–ITP and ATIC–ETP–A).

g. *Volume.* Use a volume number for STPs requiring more than one volume. Use multiple volumes when:

(1) The proponent wishes to combine an entire CMF, but because of the size, more than one volume is required.

(2) A separate publication containing information of a different security classification for an MOS is required.

h. *Example.* “STP 34–98J34–SM–TG–1” consists of five segments as follows:

(1) “STP” is the publishing medium.

(2) “34” is the series number.

(3) “98J34” is the subnumber, consisting of an MOS designation (“98J”) and an SL designation (“34”).

(4) “SM” and “TG” are content designators.

(5) “1” is the volume number.

i. *Number combinations.* The following publication numbers illustrate various STP combinations.

(1) STP 7–11B15–SM–TG (all SLs plus TG).

(2) STP 7–11B1–SM (SL 1 SM only).

(3) STP 7–11B25–SM (SL 2 through 5 SM).

(4) STP 7–11B25–SM–TG (SL 2 through 5 SM plus TG).

(5) STP 7–11B–TG (TG only).

(6) STP 12–71–SM–TG (STP for entire CMF, including all SLs).

(7) STP 12–71–TG (TG for CMF).

(8) STP 12–71–SM–TG–1 (STP for entire CMF, including all SLs, volume 1).

(9) STP 34–98J34–SM–TG–2 (STP for SL 3 and SL 4 SM plus TG, volume 2).

(10) STP 12–01BCDEF13–SM–TG (STP for multiple MOSs that are within the same CMF and that have the same first two MOS numbers).

(11) STP 21–1–SMCT (SL 1 only).

(12) STP 21–24–SMCT (SL 2 through 4).

(13) STP 44–HBS–SM (STP for alphanumeric ABCA).

8–18. Numbering tables of allowances

a. *Common table of allowances.* Use the abbreviation “CTA” to designate the common table of allowances publishing medium. Use a series number (see table 8–4) that indicates the function or other classification of the subject matter, and use a subnumber for further identification within the series.

b. *Joint table of allowances.* Use the abbreviation “JTA” to designate the joint table of allowances publishing medium. Use the same numbering as in paragraph 8–20a.

8–19. Numbering tables of distribution and allowances

a. Tables of distribution and allowances (TDAs) are tables that contain 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. Use an eight-position number to number TDAs. The first two positions identify the subcommand (or ACOM when there are no subcommands), followed by the four-position unit identification code (UIC) and the two-position parent unit code

“AA” or other designator code that is in accordance with AR 71–32. The subcommand code must agree with the code recorded for the specific UIC in the UIC/Force Status and Identity Report file.

b. Number a mobilization TDA the same as a normal TDA, but add positions 9 and 10 as “MO.”

c. Use an eight-position number that has a numeric designator in the seventh and eighth positions for a TDA augmentation to an MTOE unit. Assign the TDA augmentation designator in descending sequence from 99 to 90 when more than one augmentation pertains to one MTOE. For example, in the designator M6W123AA, position 1–2 (M6) is the ACOM or subcommand code, position 3–6 (W123) is the UIC, and position 7–8 (AA) is the unit designator code. Position 9–10 (MO) is used only for designated mobilization TDA.

8–20. Numbering tables of organization and equipment

A TOE is 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. The TOE number is composed of a nine-position alphanumeric code. The first position contains the series number, which is a two-position numeric code that indicates the branch or major functional area of a TOE (see table 8–4). The second position contains the subnumber that is a three-position numeric code that indicates the organizational elements of the branch or major subdivision. Normally, the three digits in positions three, four, and five must be used as follows:

a. Position three, the first digit in the subnumber, may be used to identify the type of unit within the branch or major subdivision. With the exception of number “5,” this number identifies specific unit groupings. The number “5” must be used for teams. Normally application is as follows:

(1) 0, 1, 2, and 3—divisional/brigade and equivalent.

(2) 4—corps units.

(3) 5—teams (generic).

(4) 6—echelon above corps/theater Army.

(5) 7, 8, and 9—unique.

b. Position four must delineate among the organizations identified in the categories outlined in paragraph 8–20a.

c. Position five must indicate the type of organization, as follows:

(1) 0—corps, division, brigade, or company modular recapitulation tables.

(2) 1—corps headquarters and headquarters company or similar or associated unit (headquarters and headquarters battery, corps artillery; headquarters and headquarters company, engineer command; and so forth).

(3) 2—brigade, group, regiment, division artillery, or similar organization headquarters and headquarters company.

(4) 3—separate companies within brigade, division, and corps subgroups.

(5) 4—division headquarters and headquarters company, and, if required, some separate companies.

(6) 5—battalion or similar organizations recapitulation tables.

(7) 6—battalion or similar organizations headquarters and headquarters company.

(8) 7, 8, and 9—company or similar organization within a battalion.

d. Position 6 is an alpha character that indicates the tables’ edition. The letter “L” has been used initially to identify all tables that incorporate Army of excellence concepts and doctrine and are managed under the incremental TOE methodology. The letter “A” identifies tables that incorporate force projection Army concepts and doctrine. Additional edition identifiers must be established as needed.

e. Position 7 must be used to identify variations or teams.

(1) A zero in this position must indicate that there are no variations of the TOE. When there are variations, the number in position 7 must reflect the variation number (1 to 9).

(2) Alpha characters “A” through “Z” must be used in position 7 to designate teams.

f. Positions 8 and 9 must be used to identify the specific type of TOE, as follows:

(1) 00—BTOE.

(2) 01 through 98—intermediate TOE. This identifies the incremental change package (ICP) which, when combined with the BTOE, results in an intermediate TOE.

(3) 99—objective TOE. This indicates that all ICP (including basis-of-issue plans that are not yet HQDA approved) are combined with BTOE to generate the objective TOE.

8-21. Numbering training circulars

To number TCs, use a series number (see table 8-4) according to the function or other classification of the subject matter. Use a subnumber to distinguish among other circulars on the same basic subject. The option to use subnumbers to the second division exists. Proponents may use the doctrinal publication numbering scheme (see fig 8-1 and table 8-3) to number TCs to show direct correlation to a doctrinal publication. For example "TC 3-04.7," "TC -3-23.30," and "TC 2-22.7."

Section V

Numbering Technical and Equipment Publications

8-22. Numbering firing tables and trajectory charts

- a. Firing tables (FTs) and trajectory charts are classified according to types of weapons as follows:
 - (1) Abridged. Minimum data needed to determine the elevation for the desired point of impact for tank guns, light mortars, and similar weapons.
 - (2) 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.
 - (3) 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.
- b. Number FTs and trajectory charts as follows:
 - (1) In the first segment, use a number that indicates the caliber of the weapon, for example, "75 mm," "105 mm," "4.2 inch (106 mm)," or "8 inch (203 mm)." For anti-aircraft weapons, add the letters "AA" to the caliber, for example, "75AA."
 - (2) In the second segment, use letters that indicate the projectile and fuse combination.
 - (3) In the third segment, use a number that indicates the edition or revision.
 - (4) After the first segment, identify addenda to an FT by adding the letters "ADD," for example, "FT 105-ADD-B-1."
 - (5) At the end of the number, when a wind card is issued, add the letters "WC" to identify the card (for example, FT-155-Q-3WC).

8-23. Numbering modification work orders

Number an MWO as follows:

- a. Number an MWO the same as the equipment TM (see para 8-26) to which it pertains (even in instances where the equipment being modified does not pertain to an equipment TM).
- b. Add a series number to distinguish between other MWOs on the same equipment. The series number must apply to the same level of maintenance. Assign the series numbers in order of MWO application to manage configuration. The two-digit level of the maintenance number must indicate the lowest level authorized to perform the modification or alteration. The maintenance number may differ from that of the TM, for example, "MWO 1-1520-209-20-7" (related equipment TM is TM 1-1520-209-20).
- c. Number an MWO that pertains to two or more items of equipment in the same FSC class (such as the same modification on three different models of generators) as indicated in paragraph 8-12. Use the FSC class number requirements detailed in paragraph 8-25a. The sequence number must not be related to the applicable TM, for example, "MWO 5-6115-200-20-1" (related equipment TMs are TM 5-6115-207-20, TM 5-6115-213-20, and TM 5-6115-220-20).
- d. Prepare and number separate MWOs as indicated in paragraph 8-25a if an MWO applies to two or more items of equipment in different FSC groups or classes, for example, if the same modification applies to a tractor (FSC Group 24) and its trailer (FSC Group 23).
- e. Use "55" for the level of maintenance portion of the MWO number for an abbreviated MWO when other documents are referred to for all procedures.

8-24. Numbering supply bulletins

Use a series number (see table 8-4) for SBs according to the classification of the subject matter. Use a subnumber to distinguish between other bulletins on the same subject.

8-25. Numbering technical bulletins

TBs will be numbered as follows:

a. *Technical bulletins pertaining to equipment.* Number these TBs as indicated in paragraph 8–26, corresponding to the associated equipment TMs. Add a sequentially assigned serial number to identify separate TBs on the same equipment. The two-digit level of maintenance designation must denote the level for which the TB is intended and may differ from that of the related equipment TM. (Examples are “TB 1–1520–209–20–17” (related equipment TM is TM 1–1520–209–20) and “TB 10–1670–240–20–3” (related equipment TM is TM 10–1670–240–20).) When the TB applies to more than one level of maintenance, the first digit must indicate the lowest level and the second digit the highest level. (For example, “–24” indicates maintainer and sustainment maintenance combined.) Besides the numbering requirements signifying maintenance levels in paragraph 8–12d, the number “–50” must be used to denote TBs containing information applicable to the depot maintenance level.

b. *Technical bulletins pertaining to two or more items of equipment that are in the same federal supply classification class and that have separate technical manuals.* Number these TBs according to paragraph 8–12b, using the assigned FSC class. If the items of equipment are not in the same FSC class but are in the same FSC group, use the two-digit group number with two zeros added. In either case, the sequence number must not be related to the equipment TMs. (Examples are “TB 1–1520–339–20–1” (related equipment TMs are TM 1–1520–209–20 and TM 1–1520–227–20), “TB 11–5800–212–20–1” (related equipment TMs are TM 11–5850–228–12 and TM 11–5855–203–12), and “TB 1–1500–200–20–1” (related equipment TMs are TM 1–1510–213–20 and TM 1–1520–227–20).)

c. *Technical bulletins relating to general subject areas or to professional techniques.* Assign these TBs a series number (see table 8–4) or an ABCA representing the proponent. Use a subnumber or subnumbers for further identification, for example, “TB 43–0107” and “TB IG 1.”

d. *Technical bulletin 43–series of equipment improvement report digest.* Assign EIR digest numbers to the TB 43–series as shown in figure 8–3 and as follows:

(1) *Basic series number.* Use the TB 43–series as the basic number and note that table 8–4 shows the 43–series as “maintenance.”

(2) *Identification subnumber.* Use table 8–4 for the subnumber. For example, aviation EIR digests would be “0001.”

(3) *Proponent number.* Use the proponent number assigned by USAMCLDAC (for example, Aviation and Missile Command uses “03”).

(4) *Publishing year.* Use the year of publishing. EIR digests have the same basic series, subnumber, and proponent number each time they are published. Only the designator showing the order or period of publishing changes. If an EIR digest happens to fall behind schedule, this publishing year must ensure the EIR digests must always have a different publication number.

(5) *Designator.* Use designators “–1” through “–8” for an EIR digest that is published quarterly and expires in 2 years. For example, “43–0001–03–96–1” means the first quarter of the first year and “–4” on the end is the fourth quarter of the first year. Therefore, “–6” means the second quarter of the second year, and “–8” is the fourth quarter of the second year. Then the cycle begins again with “–1.” If an EIR digest expires in 1 year, use “–1, –2, –3, and –4” to represent the four expiration dates because the information is meant to be picked up later in a permanent publication.

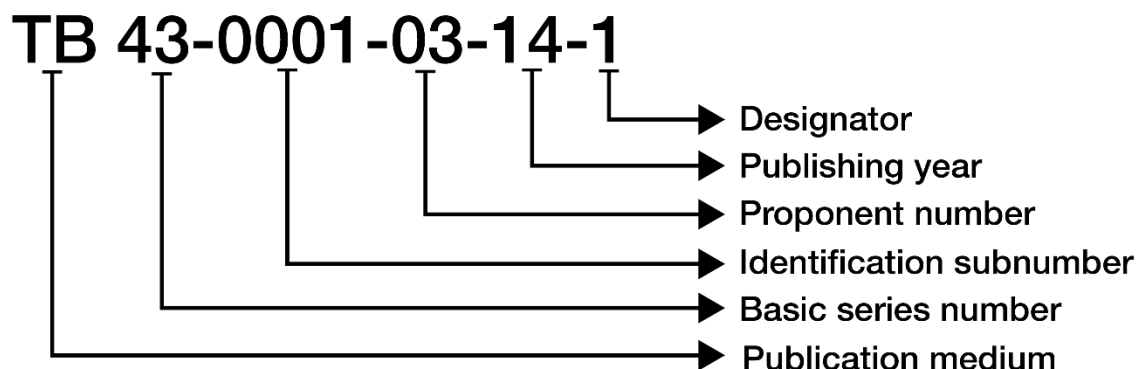


Figure 8-3 Equipment improvement report numbering

8-26. Numbering technical manuals

Number TMs as described in this paragraph. For TMs prepared to MIL-STD-3031 and ASD S1000D, the alternate publication number should be assigned in accordance with this pamphlet and displayed on the cover of the manual along with the ASD S1000D publication module code.

a. *Series number.* Use a series number that indicates the general type of equipment (see table 8-4).

b. *Federal supply classification class or group number.* Use a dash (-) and the four digits that represent the FSC assigned to the equipment covered by the TM as follows:

(1) The first two digits (FSC group) must be the same as the FSC group in Federal Logistics (FED LOG) data for equipment end item(s) covered by the TM.

(2) For manuals that cover a single model or models with the same FSC class (last two digits), use the FSC class listed in FED LOG data.

(3) When a TM covers multiple models with different FSC classes (for example, FSC class "1510" applies to fixed wing aircraft, and FSC class "1520" applies to rotary wing aircraft), use the FSC group identifier followed by two zeros (for example "1500").

c. *Numerical sequence number.* Use a dash (-) and up to four digits designated as sequence numbers, as assigned by USAMCLDAC, to distinguish TMs prepared on equipment that is covered by the particular series and the same FSC group or class. All equipment TMs on the same item of equipment applying to the various levels of maintenance must be assigned the same sequence number. Different equipment will have different sequence numbers.

d. *Level of maintenance numbers.* Use a dash (-) and a set of two digits that signify the level of maintenance to which the TM applies. See table 8-5.

Table 8-5

Level of maintenance numbers

Number	Description
-10	Operator/crew maintenance
-12	Operator through maintainer maintenance
-20	Maintainer maintenance

e. *Volume number.* Use at least two of each subdivision when page-based material is thick enough to be divided into volumes. Use a dash and a number ("-1," "-2," "-3," and so forth) to number TMs divided into volumes. Each volume must have a separate table of contents. TMs must not be divided into volumes based on model or configuration criteria. Neither dash nor second sequence number must be used. Refer to MIL-STD-40051 for further guidance related to volumes.

f. Suffix letter “P.” Use the suffix letter “P” for hardcopy and PDF media RPSTL equipment TMs published separately from the associated narrative maintenance instructions. IETM RPSTL TMs are prohibited. The letter “P” must follow the two-digit level of the maintenance number and precede the volume designation, if used (for example, –20P or –20P–1). When RPSTLs are included with the applicable narrative maintenance instructions in the same TM, add the suffix “&P” after the two-digit level of maintenance number and preceding the volume number (for example, –20&P or –20&P–1).

g. Suffix letters for special types of equipment technical manuals. Use the suffix letters in table 8–6 to designate special types of equipment TMs. Omit the two-digit level of maintenance number for all of these TMs except for hand receipts (–HRs) and preventive maintenance checklists (–PMCs). All HRs must carry a –10 maintenance level designator (for example, –10–HR). PMCs can carry any field maintenance level designator (for example, –10–PMC, –12–PMC, –20–PMC, and so forth).

Table 8–6
Special types of equipment technical manuals

Suffix	Type of TM	System Applicability
–BD	Battle damage repair	All
–CL	Pilot and crew checklist	Aircraft
–HR	Hand receipt	All
–L	List of applicable publications	All
–MTF	Maintenance test flight	Aircraft
–OP	Operating procedures	COMSEC equipment
–PM	Phased maintenance inspection checklist	Aircraft
–PMC	Preventive maintenance checklist	All non-aviation equipment
–PMD	Preventive maintenance daily inspection checklist	Aircraft
–PMS	Preventive maintenance services	Aircraft
–S	Preparation for shipment	Aircraft
–SAM	Software administrator’s manual	All
–SDC	Shipboard damage control	Watercraft
–SUM	Software user’s manual	All
–T	Troubleshooting procedures	All

h. Examples. In TM 5–5420–210–20, “5” is the series number (see table 8–4); “5420” is the FSC class of equipment (bridges, fixed and floating); “210” is the numerical sequence of the TM; “20” is the level of maintenance (maintainer maintenance). In TM 5–5420–210–20P–2, “–20P” indicates that the publication is a separate RPSTL equipment TM for maintainer maintenance and “–2” indicates the second volume. In TM 9–1430–588–10–HR, the suffix “HR” indicates the publication is an HR applicable to the operator maintenance level. In TM 1–1520–228–MTF, the letters “MTF” indicate that the publication is an aircraft maintenance test flight TM. The level of maintenance number is omitted. See figure 8–4 for an example of TM numbering.

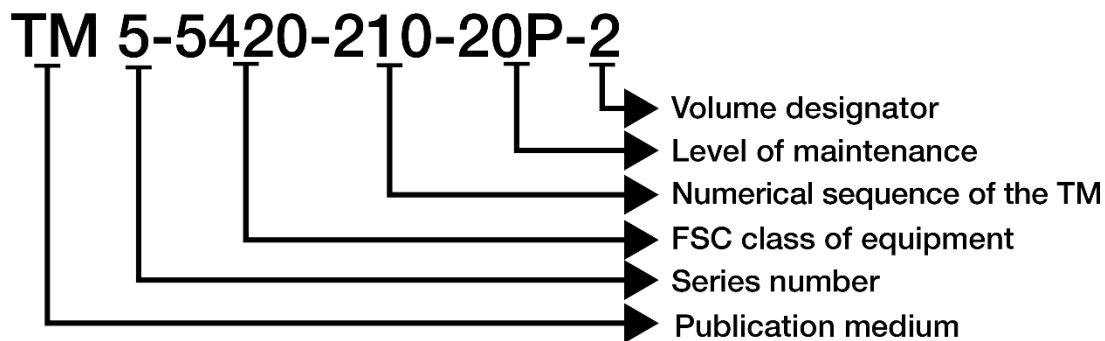


Figure 8–4 Technical manual numbering

i. General subject technical manuals. Assign to these TMs a series number that indicates the subject matter to which the TM applies and a subnumber for further identification within the series (see table 8–4). If a general subject TM is divided into more than one volume, or if more than one TM addresses the same general subject, add another subnumber, such as “–1,” “–2,” “–3,” and so forth. Examples are “TM 5–764,” “TM 8–227,” “TM 38–250,” and “TM 43–0135.” Proponents may use the doctrinal publication numbering scheme (see figure 8–1 and table 8–3) to number general subject TMs to show direct correlation to a doctrinal publication. Examples are “TM 3–22.31,” “TM 3–34.45,” and “TM 3–34.46.”

Chapter 9

Army Forms Management

Section I

Introduction

9–1. Information on forms management

This chapter implements the guidance contained in DoDM 7750.08 and is created to assist Army personnel who create and manage forms including FMOs, information management officers (IMOs), proponents, and action officers.

- Section I of this chapter introduces the forms management program, defines a form, and explains the types, media, and uses of forms.
- Section II discusses how to prescribe, cite, and illustrate forms in Army publications.
- Section III discusses the process for prescribing a form and obtaining approval.
- Section IV explains other specific forms requirements.
- Section V explains how to manage and control forms, including the maintenance of records and forms elements, analysis, and design requirements.

9–2. Objectives and functions of the forms management program

The management of all Army forms is essential. Forms must meet the requirements of laws and regulations; they must be reduced in number consistent with mission requirements; and they must be analyzed, designed, and controlled for maximum efficiency and cost-effectiveness. Forms management is the systematic process of increasing productivity and reducing errors in information capture, transmission, storage, and retrieval. Thorough forms analysis, professional design techniques, and organized and complete control files and records are essential parts of the process. (See AR 25–30 for responsibilities assigned by the Army Forms Management Program.)

- Forms management ensures the following objectives are achieved:

- (1) Paperwork and reporting burdens are reduced as much as possible.
- (2) Only necessary forms are created.
- (3) Forms that duplicate the function of a higher level form are not created.
- (4) New forms are reviewed and, if approved, prescribed at the highest proper level with a prescribing publication.
- (5) Forms are consolidated and standardized.
- (6) Costs related to printing, duplicating, storing, and distributing forms are reduced.
- (7) Electronic forms are used unless proponents determine that production in hardcopy is essential to meet the needs of part or all of the target audience.

(8) Data elements in forms are standardized to facilitate the flow of data between information systems.

b. The functions of Directors of Information Management (DOIMs) and IMOs or their designated functional managers are listed in paragraphs 9–2b(1) through 9–2b(11). Within small organizations, some of these functions may not be required or may be part-time responsibilities. For example, in some organizations, forms design may be done by only the originating office. Forms management functions are as follows:

- (1) Directing the forms management program using policy outlined in AR 25–30 and the procedures and guidance contained in this pamphlet.
- (2) Developing programs for training forms personnel, when required.
- (3) Providing technical assistance to originators of forms.
- (4) Designing forms, when required, and preparing a copy for publishing.
- (5) Ensuring that forms have a prescribing publication.
- (6) Reviewing all requests for approval of new or revised forms and requests for reprints of existing forms to determine if the forms are essential.
- (7) Following the procedures in section III of this chapter for forms approval processing and the procedures in section III of this chapter for specific forms requirements, such as those subject to 5 USC 552a (Privacy Act of 1974) and other reporting requirements.
- (8) Preparing printing specifications for forms and determining points of stockage and initial quantities.
- (9) Reviewing all forms periodically (at least annually or when a reprint action is initiated) for possible revision, cancellation, or consolidation. For this review, you will need the analysis techniques and questions covered in section V and the following information:

- (a) *Revision.* A form is revised when its format (arrangement) or content (data elements) changes.
- (b) *Cancellation.* A form is canceled when it becomes obsolete or is no longer required.
- (c) *Consolidation.* Two or more similar forms are consolidated when they are combined into one form. When similar forms are used in different parts of an organization for the same purpose, they should be standardized and consolidated. When several forms are used to cover related tasks, those forms may need to be combined. Responsible personnel need to coordinate, agree on the data elements needed, decide on the design and construction of the new form, and designate an action officer to monitor the form. Filling in data at one time and in one place can save time and money.

- (10) Reviewing all publications for forms implications.
- (11) Maintaining the forms control files and records.

c. Technology currently on the market can be used for almost any of your agency, command, installation, and local forms management and operations functions. Of course, costs and individual needs have to be evaluated. For example, workstations that are good for small organizations may not be cost effective or appropriate for large organizations that process many forms. On the other hand, large-scale efficient and expensive automated forms systems may merit justification for large organizations but not for small ones that process only a few forms. Check with your DOIM or IMO concerning questions and automation equipment. DOIMs and IMOs or their designated functional managers should also check with the Army Forms Manager (usarmy.pentagon.hqda-apd.mbx.forms-management-branch@army.mil).

d. In general, existing technology can be used to:

- (1) Design forms.
- (2) Produce electronic artwork for forms.
- (3) Control and analyze forms for duplication and redundancy.
- (4) Create and maintain forms inventories and files.
- (5) Produce forms catalogs and management reports.
- (6) Electronically store, print, and distribute forms.

9–3. What is a form?

a. A form is a fixed arrangement of captioned spaces designed for gathering, organizing, and transmitting prescribed information quickly and efficiently. It also serves as a historical record. A form may be in hardcopy, standalone electronic file, electronic system of web-based screen(s), or other media. Certificates are considered forms for the purpose of control, printing, stocking, and distribution. 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.

b. A worksheet is a decision-making tool and is considered a form if it meets the criteria for the definition of a form in this chapter. 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.

c. A format is a suggested logical sequence that illustrates a predetermined arrangement or layout for presenting information or stating a request (for example a memorandum). Most formats are largely narrative in nature, and the space respondents need 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.

d. Forms are important management tools used to collect, organize, transmit, and record information. They can reduce time and effort required for completion depending on how well they are analyzed, developed, designed, managed, and integrated into the system.

e. Forms promote efficiency, cost-effectiveness, and accuracy by standardizing tasks and procedures and will often guide the flow of work through an office or entire organization.

f. Forms must be approved at the appropriate level for Army use. Types and levels of authorized Army forms are discussed in this chapter. The process of establishing, revising, or canceling a form for Army use is done using a DD Form 67 and is detailed in section III.

9–4. Categories of forms publishing actions

a. A current form is one that is prescribed for Army use. The DA Publishing Index (<https://armypubs.army.mil/>) lists Armywide departmental forms and indicates if they are active.

b. A revised form replaces the previous edition and retains the same form number and title, but will be given a new edition date.

c. A canceled form is a form that is obsolete—it is no longer going to be used and is not being replaced by another form. The DA Publishing Index will indicate if an Armywide departmental form is obsolete.

d. A superseded form is a form that has been replaced by a new edition of the same form or by a different form. A supersession notice is usually placed at the bottom of the form to specify whether the existing stock of a superseded form may be used or is obsolete.

9–5. Types and hierarchy of forms

The type of form is determined by the scope of its intended use and is indicated by the form designation. The form designation is the alphabetic preface to the form number. It identifies the promulgator of the form. For example, the form designation “DA” indicates the form is promulgated by the Department of the Army. There is a hierarchy of form types. The lowest level of forms has the narrowest scope; the highest level has the broadest. It is Army forms management policy to standardize forms to their highest level of use so that the common functionality of each form is shared, to prevent redundancies, such that the total number of different forms used within the Army community is reduced (see AR 25–30). As the scope of a form’s users broadens, the form should rise to the appropriate level and the form designation should be changed to reflect its scope. The types of forms and those with specific requirements are listed in paragraphs 9–5a through 9–5j, in the order of their hierarchy from highest to lowest. The following paragraphs give more details and the approval process.

Note. Forms collecting personal data from an individual are subject to the parameters and requirements of the Privacy Act of 1974 (see para 9–22).

a. *Standard forms.* SFs are prescribed by a Federal agency through regulation, and approved by the General Services Administration (GSA) for mandatory Government-wide use. Such mandatory use is generally set forth in regulations of the promulgating agency. A DD form or DA form cannot be used in place of an SF unless an exception is first obtained from the promulgating Federal agency.

b. *Optional forms.* Optional forms (OFs) are developed by a Federal agency for use in two or more agencies and approved by GSA for nonmandatory Government-wide use. Army users may use a DD form

or a DA Form in place of an OF; however, a revision to an OF must be approved by GSA before its implementation.

c. Department of Defense forms. DD forms are approved by Washington Headquarters Services, Executive Services Directorate for use by two or more DoD components. DD forms may be adopted or prescribed. The Army Forms Manager should explore the possibility of using existing DD forms before creating a new DA form and should identify opportunities for consolidating related forms of the different DoD components into DD forms.

d. Department of the Army forms. DA forms are approved by the Army Forms Manager for use throughout the Army. This category includes any form that is used by more than one Army agency, command, or installation.

e. Other Government agency forms. These forms are approved by other Government agencies, such as the U.S. Department of the Treasury, the U.S. Office of Personnel Management (OPM), and the VA. They may be required for use by the Army in matters related to the functions of these agencies.

f. Agency, command, and installation forms. These forms originate at the headquarters of an agency, command, or installation and are prescribed for use at the headquarters and subordinate levels within that agency, command, or installation. Examples are "TRADOC Form 1234" and "AMC Form 1234." Agency, command, and installation forms cannot be prescribed in DA publications. These forms must still adhere to standard forms requirements for data collection, including Privacy Act of 1974 requirements, and modernization of language adherence. These forms may not be referenced in DA-authenticated publications unless approved by the Army Forms Manager (ISES-PAP-F) via email at usarmy.pentagon.hqda-apd.mbx.forms-management-branch@army.mil.

g. Installation and local forms. These forms are prescribed for use only within a particular headquarters, such as an installation or activity headquarters and are prescribed by an installation regulatory publication for use within the installation. Examples are "Fort Gregg-Adams Form 1234" and "Redstone Arsenal Form 1234." Installation and local forms cannot be prescribed in DA publications. These forms must still adhere to standard forms requirements for data collection, including Privacy Act of 1974 requirements, and modernization of language adherence. These forms may not be referenced in DA-authenticated publications unless approved by the Army Forms Manager (ISES-PAP-F) via email at usarmy.pentagon.hqda-apd.mbx.forms-management-branch@army.mil.

h. Office forms. If a form is used by only one organizational element, such as an office, a prescribing publication is not required; however, appropriate written guidance is recommended (for example, an SOP or office memorandum).

i. Reporting forms. These forms are prescribed for collecting internal information (within the Federal Government) or external information (outside the Federal Government).

j. Forms requiring Government Accountability Office approval. Forms relating to fiscal operations may require GAO approval before publication and use (see para 9-21).

9-6. Media and construction of forms

a. Electronic forms. An electronic form is an officially prescribed set of data residing in an electronic medium that is used to produce as near to a mirror-like image as the creation software will allow of the officially prescribed form. Depending on the underlying business process, electronic forms can be electronically signed and routed. An electronic form can also be one in which prescribed fields for collecting data can be integrated, managed, processed, and transmitted through an organization's IT system.

b. System-generated forms. Electronic forms can reside in automated systems. Electronic forms can also be generated within a system of web-based screens where the same prescribed data fields are rendered with slight variation in appearance depending on the rendering device. Forms contained in, or rendered on automated systems are subject to the same management controls as hardcopy or standalone electronic forms, even though they may have a different appearance. Information collected in an automated system is still subject to DA forms policy. While the process may be automated in lieu of using hardcopy or electronic forms, the requirements remain the same. In such cases, the form designation and number will be followed by "-SG" (example "DA Form 1234-SG"). The system must clearly display the form designation and number, the prescribing directive and the Army proponent of the form, as well as any Privacy Act or reporting requirements. A complete DD Form 67 is required to create, revise, or cancel a system-generated form. System-generated forms will be indexed in the DA Publishing Index.

c. Stocked (hardcopy) forms. Stocked forms that are used Armywide are stored and distributed by the Media Distribution Division (MDD) in St. Louis, MO (usarmy.stlouis-mo.106-sig-

bde.mbx.apdcustsrv@army.mil). MDD stores and distributes controlled sensitive and accountable forms as well as other stocked forms.

d. Stocked and issued forms.

(1) *Armywide forms.* These forms are stocked and issued by the Army proponent. The name and address of the issuing activity is provided in the prescribing publication and shown in the DA Publishing Index.

(2) *Agency, command, installation, and local forms.* These forms are controlled by the agency, command, installation, and local FMO or proponent.

e. Locally reproducible forms.

(1) *Armywide forms.* These forms are not stocked by APD (AAHS–PAD). Electronic forms are authorized for local reproduction (see para 9–24).

(2) *Agency, command, installation, and local forms.* These forms may be contained within command, agency, or local publications for local reproduction by the user, or they may be provided only electronically, or both.

9–7. Electronic forms

An electronic form is a form whose image is stored on a digital file on a website or elsewhere and can be retrieved electronically to print the form and/or to produce an image of the form on a computer screen. APD will not procure a paper medium for new, changed, and revised forms available electronically. APD will not reprint forms that are available electronically unless the AASA grants a waiver. Electronic forms that are contained only in automated systems are subject to the same management controls as other forms.

a. Criteria and restrictions for electronic forms. Forms will be published in EMO unless special papers, inks, construction, or applications are required, or the AASA grants a waiver to print the form in hardcopy. Controlled and sensitive forms will be published electronically only if the appropriate security controls are in place.

b. Availability of forms generated solely by electronic means.

(1) *Department of the Army forms.* All new or revised DA forms will be published in EMO on the APD website at <https://armypubs.army.mil>.

(2) *Non-Department of the Army forms.* Electronic DD forms are published on the DoD website at <https://www.esd.whs.mil/directives/forms/>. Electronic SFs and OFs are published on the GSA website at <https://www.gsa.gov/reference/forms>.

c. Electronic forms design and fill-in software. APD designs official DA forms and makes electronic forms software available to all Army users. Instructions on how to obtain this software are on the APD website at <https://armypubs.army.mil>. APD does not support forms designed with other software. Only functional managers responsible for designing forms are authorized to design official versions of forms.

(1) *Armywide forms.* APD will design official Armywide forms. Exceptions to design of these forms are discussed in paragraph 9–7d.

(2) *Agency, command, installation, and local forms.* Forms functional managers design their official internal electronic forms.

d. Exceptions to electronic forms design of Armywide forms. Requests for authorization to automate departmental forms in various software systems, other than those that APD provides, will be coordinated with the local functional process owner to ensure compliance with local business processes and will be submitted to the local information manager who will check the DA Publishing Index (<https://armypubs.army.mil/>) to ensure the form is current.

(1) DOIMs or FMOs will complete the DD Form 67. The DD Form 67 will list the software and the automated system and website where the automated form is available. A technical point of contact will also be listed who can answer detailed automation questions about the use of the electronic form for the Armywide community. The request package will be forwarded to the HQDA proponent FMO.

(2) The HQDA proponent FMO will review the request to ensure the automated form does not conflict with other information management initiatives. After this review, the HQDA proponent FMO will forward the DD Form 67 to the Army Forms Manager (ISES–PAP–F) via email at usarmy.pentagon.hqda-apd.mbx.forms-management-branch@army.mil.

e. Cancellations. Proponents of departmental forms will notify the Army Forms Manager (ISES–PAP–F) via email at usarmy.pentagon.hqda-apd.mbx.forms-management-branch@army.mil when

a form has been totally automated and the hardcopy is no longer required. Proponents of agency, command, installation, and local forms will provide notification to the DOIM or IMO in the local area.

9–8. Electronic forms and data connections

When there is a requirement to build an application or connect an approved DA form for data transfer and storage, the proponent of the form and/or an Army agency will request the unlocked electronic form source file from the Army Forms Manager. The request must include a justification of the extent of the intended work. The form cannot be altered by adding or removing data fields or text. The Army Forms Manager will obtain the consent of the proponent of the form. If approved, APD will document the request in the form history file and release the unlocked file to the requesting Government official. To ensure the integrity of the form, the form cannot be changed or manipulated in any way other than the stated purpose, and can only be shared with the developer. It is the responsibility of the requesting Government official to ensure any system is always using the most current edition and version of the form. That means periodically checking with the proponent of the form or the APD website to see if the form is current.

Section II

Prescribing and Citing Forms in Army Publications

9–9. Prescribing forms

a. All forms must have a prescribing document or publication, also referred to as the prescribing directive of the form. The prescribing directive must be published or updated prior to or simultaneously with the approval of each new or revised form. A form must be used as prescribed. When a form is prescribed for the Army, in addition to providing the form number and title, the prescribing publication must provide preparation instructions and inform the reader on where the form may be obtained.

(1) A prescribed form is controlled by its prescribing directive. Every form must have a prescribing directive authorizing its use, and must be canceled if its prescribing directive becomes obsolete, unless the form is transferred to and prescribed by another active prescribing directive.

(2) A referenced form is a form that is cited, or its use is directed, in a document other than the prescribing publication of that form.

b. Forms should be prescribed by a prescribing directive at the appropriate level; Armywide forms should be prescribed by Armywide publications, and similarly, command forms will be prescribed by the appropriate command-level publications. This requirement includes forms issued by other Government agencies (for example SFs or OFs), and DD forms.

c. If a prescribing publication is rescinded, the forms prescribed by the publication must also be canceled unless they are transferred, prior to the rescission or expiration date, to another permanent publication, which will then be the new prescribing directive of the forms. The gaining publication must provide the form designation, number, title, preparation instructions, and availability information. The transfer of the forms' prescribing directive must be coordinated with the proponent and FMO of the gaining publication before it is issued.

d. The following DA-authenticated publications are authorized for prescribing forms:

(1) For DA-authenticated administrative publications:

(a) ARs.

(b) DA pamphlets.

(2) For DA-authenticated doctrinal and training publications:

(a) ADPs.

(b) ATPs.

(c) FMs.

(d) General subject TMs.

(e) STPs.

(f) TCs.

(3) For DA-authenticated technical and equipment publications:

(a) SBs.

(b) TBs.

(c) TMs.

9–10. Citing forms (whether referenced or prescribed)

- a. A publication can only cite a form if the form is of the same or higher level; a lower hierarchy form cannot be cited in a publication. For example, an Armywide publication cannot cite agency, command, installation, or local forms.
- b. The first time a form is cited in the body of a publication, provide the form designation, its number, and its title in parentheses. For example, “DA Form 260 (Request for Publishing–DA Administrative Publications) will be used to requisition publications.” After the first citation, only the designation and number (for example “DA Form 260”) are required unless repeating the title serves to clarify the text.
- c. However, if a form is first cited in a title of a division, give only the form designation and number in the title; then, in the text, repeat the form designation and number then state its title. For example: If the division title is “Use of DA Form 260,” then the paragraph below will read, “DA Form 260 (Request for Publishing–DA Administrative Publications) will be used to...”
- d. Provide information on how the form is made available to Army users.
- e. Prescribed forms should be listed in the references section of the publication.

9–11. Illustrating forms (whether referenced or prescribed)

- a. The illustration of a blank form (without sample entries) is prohibited. Do not illustrate blank forms that are to be extracted from the publication for local reproduction purposes.
- b. The practice of illustrating forms should be limited. Do not illustrate sample forms if they are simple in design and required entries are clear. Forms will not be illustrated in ARs.

Note. Technical and equipment publications may illustrate sample forms.

- c. Illustrated sample forms must—
 - (1) Be of official departmental forms only.
 - (2) Be of the most recent edition and version of the form. If the form is revised, the entire publication must also be revised so the illustrated form can be updated within the manuscript.
 - (3) Not contain blank fields; all fields must be populated with sample data.
 - (4) Not include sample data that contain any PII.
 - (5) Be stamped with the word SAMPLE.
 - (6) Be labeled with the official form number.

9–12. Review of proposed publications

An important element of a successful forms management program is the prepublication review of all publications for forms implications. This review will ensure—

- a. Each form mentioned in the publication is at the appropriate hierarchy (no lower level forms allowed) and is approved for Army use.
- b. Each form mentioned in the publication is correctly cited by form designation, number, and title and that it is current and available to users.
- c. Each form prescribed by a publication has been approved and made available to users electronically or other provisions for supply to users has been made. Supply may be by local reproduction, stock and issue, or by requisition through normal publications supply channels.
- d. Illustrated forms, if any, comply with paragraph 9–11.
- e. Forms are listed accurately with availability information in the appropriate reference section.
- f. Prescribed forms in the publication are still required, are up to date, and do not duplicate same or higher level approved forms.
- g. The need for a new form has not been overlooked. Proponents do not always recognize that their prescribed procedures could be accomplished more efficiently with a well-designed form. The proponent and the Army Forms Manager (APD) should work together to design a form to fit the procedures.
- h. A new form being prescribed does not duplicate an existing form or a form already prescribed at a higher level. The possibility of consolidating forms should also be considered.
- i. Proponents realize when control or approval of other agencies is required. Early recognition of the need for approvals and control numbers will eliminate delays in publishing.
- j. Forms are numbered correctly and the supersession of forms is shown on the form and in the publication's supersession notice.

Section III

Approval Process

9–13. DD Form 67

a. Use DD Form 67 to request the approval and design of a new or revised DA form, or a cancellation of a DA form. This form is also used to request permission to reprint a form. The proponent also prepares a DD Form 67 for requesting approvals for a DD form action when the Army is the lead agency (sponsor and/or initiator) of the DD form. To process agency, command, installation, or local forms, the DD Form 67 is also used and submitted to the appropriate FMO for approval.

b. A Sample DD Form 67 requesting a DA forms action is available on the APD website for guidance (<https://armypubs.army.mil/>).

9–14. Developing new forms and canceling existing forms

a. A form that duplicates the function of a higher level form will not be created.

b. A new form will be reviewed and, if approved, prescribed at the highest proper level.

c. The use of the proposed form will be prescribed in a publication. Send a completed DD Form 67 to the next higher organizational level for approval along with a draft of the form and the prescribing publication. If the new form is a system-generated form, submit screen shots or a list of the data elements with the prescribing publication (see para 9–6b).

d. To cancel an existing DA form, the proponent must submit a completed DD Form 67 to the Army Forms Manager (ISES–PAP–F) via email at usarmy.pentagon.hqda-apd.mbx.forms-management-branch@army.mil. To cancel an existing agency, command, or installation form, submit the DD Form 67 or correspondence to the DOIM or IMO having jurisdiction over the form. Cancellation procedures for DD forms, SFs, and OFs are covered in section III of this chapter.

9–15. Approval of new and revised forms

Follow the procedures in this paragraph to request approval of forms.

a. *Department of the Army forms.* DA forms are developed for use by more than one DA agency or command. The procedure for requesting the approval and design of a new or revised DA form is as follows:

(1) *New Department of the Army forms.* A publication must be identified that will prescribe the new DA form. The prescribing publication is necessary to make the form official and to provide guidance pertaining to its use. To request the approval and design of a new DA form, prepare a DD Form 67 stating how the proposed form will be used. Send the DD Form 67, a draft of the proposed form or a list of the data elements required on the form (or screen shots, if the form is system-generated), together with the completed DA Form 260 or DA Form 260–1 and draft publication through your organization's FMO to APD.

(2) *Revised Department of the Army forms.* To request the approval and design of a revised DA form, prepare a DD Form 67 stating how the revised form will be used. Send the DD Form 67 and a draft of the revised form or a list of the data elements required on the form (or screen shots if the form is system-generated) through your organization FMO to APD. If the text or forms instructions in the prescribing publication will change, or if the publication has an illustrated copy of the form, the DD Form 67 must be submitted with a completed DA Form 260 or DA Form 260–1 and the draft prescribing directive through your organization's FMO to APD.

b. *Department of Defense forms.* DD Forms are used by more than one component within DoD (see para 9–19).

c. *Other forms.* When requesting approval of other forms (such as SFs and OFs), submit one copy of the form, an original completed DD Form 67, and one copy of the prescribing publication through your organization's FMO to APD.

d. *Agency, command, installation, or local forms.* When requesting approval of an agency, command, installation, or local form, submit one copy of the proposed form, a completed DD Form 67, and one copy of the prescribing publication, if necessary, to the DOIM or IMO with jurisdiction over the form.

Section IV

Specific Forms Requirements

9–16. Standard forms

a. Description. SFs are approved by GSA and are designed and prescribed for mandatory use by two or more Government agencies. Use SFs according to the forms' DA prescribing publications.

b. Exceptions. GSA must approve exceptions to the content or construction of an SF. Submit exception requests to the Army Forms Manager (usarmy.pentagon.hqda-apd.mbx.forms-management-branch@army.mil). The request will be forwarded to the promulgating agency's SF/OF liaison officer, and copies will be furnished to the DoD Forms Manager and the GSA forms office. Your request should include a justification statement and a copy of the proposed form. The justification statement should explain the reasons for the request—including why the existing SF cannot be used or is not economical as prescribed—and the proposed alterations or changes and the reasons for each. Exceptions that are approved must include the statement "DoD Exception to [form number] approved by GSA/Information Resources Management Service [month/year]" on the first page of the form, below or near the form number. Exceptions will become void upon cancellation or revision of the form or when a usable construction becomes available through GSA.

c. Cancellations. Only a form's proponent can request that GSA cancel a DoD-sponsored SF or OF by submitting an SF 152 (Request for Clearance or Cancellation of a Standard or Optional Form) to the address in paragraph 9–16*b*. Provide a justification for the cancellation and indicate the disposition of existing stock on the SF 152.

d. Health-care-related standard forms. GSA requires that Federal agencies coordinate all matters concerning healthcare-related SFs with the Interagency Committee on Medical Records. Army proponents should achieve this coordination through their medical commands.

9–17. Optional forms

GSA develops OFs for optional use by two or more Federal agencies. The use of OFs within the Army is encouraged, and the Army sometimes requires them. If an OF needs to be modified, altered, or canceled, follow the instructions in paragraph 9–16.

9–18. Other Government agency forms

These types of forms are approved by other Government agencies, such as the Department of the Treasury, OPM, and the VA. They may be required for use by the Army in matters related to the functions of these agencies. The designation of the responsible agency is shown on the form. The Army proponent is responsible for making these types of forms available to users, either through normal publications supply channels or by providing the websites where they are available.

9–19. 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 hardcopy, electronic, or other media.

b. DD forms are either adopted or prescribed.

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

(2) *Prescribed.* These forms are approved and prescribed for mandatory use by a DoD issuance, Public Law, or MIL–STD. 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 publication.

c. When the Army is the lead agency (sponsor and/or initiator) responsible for a DD form, the Army proponent—

(1) Prepares a publication prescribing the form.

(2) 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) and states how the form will apply within DoD.

(3) If the form collects SSN information, prepares an SSN justification memorandum and seeks out the necessary approvals prior to submission.

(4) Submits the DD Form 67 to the Army Forms Manager (ISES–PAP–F) for Army approval. 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.

d. When the Army is not the lead agency (sponsor and/or initiator)—

(1) DoD provides the Army an electronic copy of the DD Form 67 that was prepared by the sponsor of the form.

(2) APD will add the form to the DA Publishing Index and forward the DD Form 67 to the HQDA proponent FMO.

(3) The Army proponent will, if required, prepare a publication prescribing the form for Army use.

(4) If the form will be printed in hardcopy, the proponent FMO will provide funding information, quantity of forms to be printed, and any unique printing specifications to the Army Forms Manager (usarmy.pentagon.hqda-apd.mbx.forms-management-branch@army.mil).

(5) Only a form's proponent can initiate cancellation of an Army-sponsored DD form by forwarding a completed DD Form 67 to APD. APD will forward the completed DD Form 67 to the DoD Forms Manager.

e. A sample DD Form 67 requesting a DD form action is available on the APD website for guidance (<https://armypubs.army.mil/>).

9–20. Reporting forms

a. *Public reporting forms.* Public reporting forms are forms that are prescribed for collecting 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 and assignment of an approved number by the Office of Management and Budget (OMB). OMB approval is shown by the legend, "Form Approved, Office, Management and Budget," printed with the OMB number and its expiration date in the upper right corner of the form inside the border. (See AR 25–98 for more information on collecting data from the public.)

(1) Contractors are considered to be members of the public; consequently, forms associated with data item descriptions to be completed by contractors are subject to the requirements of paragraph 9–20a.

(2) Requests for new or revised forms are sent through channels to the Records Management Directorate (usarmy.belvoir.hqda.mbx.rmda-rmd-imco@army.mil) when initiating or sponsoring public reporting forms that are subject to the Paperwork Reduction Act.

b. *Interagency reporting forms.* Forms used to collect data from other Federal agencies require clearance and assignment of an approved interagency report control number (IRCN) by GSA. Requests for IRCNs should not be sent directly to GSA but to the IMCO having jurisdiction over the form for forwarding to DoD. (Show IRCN approval by placing the number and its expiration date directly below the OMB number on the form.) See AR 25–98 for more information on interagency management requirements.

c. *Internal reporting forms.* Forms used for collecting data within DoD require clearance and assignment of an approved RCS number by the IMCO with jurisdiction over the form. Show the RCS approval in the upper right corner, beneath the OMB and IRCN numbers as applicable, by inserting the words "Requirement Control Symbol," followed by the symbol and number. The RCS number should be inserted after DoD approval but before publishing. (See AR 25–98 for more information.)

d. *New or revised reporting forms.* The IMCO with jurisdiction must complete and sign the IMCO portion (block 16) before submitting DD Form 67 for all new and revised forms. IMCO for DA forms is usarmy.belvoir.hqda.mbx.rmda-rmd-imco@army.mil.

9–21. Forms requiring Government Accountability Office approval

Forms relating to fiscal operations are prescribed by the proponent with primary functional responsibility for the form. The proponent is responsible for ensuring that accounting forms pertaining to fiscal operations are consistent with the principles, standards, and requirements of 31 USC 3511. These forms require GAO approval before publication and use. These forms are rare in the Army. The Under Secretary of Defense (Comptroller) and Chief Financial Officer must approve forms requiring GAO approval before publication.

a. When initiating or sponsoring these forms, send requests for their approval through channels to usarmy.pentagon.hqda-apd.mbx.forms-management-branch@army.mil for forwarding to Office of the Assistant Secretary of Defense.

b. When sending request packages, include a copy of the following:

- (1) Completed DD Form 67.
- (2) Proposed new or revised form.
- (3) Existing prescribing publication.

9–22. Forms subject to the Privacy Act

If you will use a form to collect personal data from an individual, follow the requirements of the Privacy Act of 1974.

a. *New or revised forms.*

(1) Develop a Privacy Act statement for a form used to collect personal data (see AR 25–22), including forms that may be used in computer matching programs, such as those used to apply for benefits or entitlements or for payroll or personnel actions. The proponent should consult the organization's legal counsel, as needed, to ensure the statement meets the requirements of the law.

(2) Complete the Privacy Act portion of DD Form 67 (block 16a). The HQDA proponent FMO will review and sign the DD Form 67 before forwarding to APO for their coordination and initials. The APO will acknowledge receipt via email to the proponent.

(3) Send the following items to the appropriate privacy official for approval if forms are subject to the Privacy Act:

(a) DD Form 67.

(b) A draft copy of the proposed form (which will include the Privacy Act statement).

(c) A draft copy of the prescribing publication.

(4) Integrate the Privacy Act statement and the form using one of the following methods. (This integration is done by the form designer or FMO.)

(a) Include the Privacy Act statement in the body of the form, preferably below the title and positioned so that it can be easily seen before the person begins to fill out the form.

(b) Position the statement on a different page of the form only when (a) is impossible. In this instance, place a note on the form, below the title, stating where the Privacy Act information is located.

b. *New or revised records systems.* Follow AR 25–22 when:

- (1) Developing a new or revised form that is part of a new records system.
- (2) Changing an existing records system.

9–23. Social Security Number Reduction Plan

a. In accordance with DoDI 1000.30, the Army must reduce or eliminate the use of SSN fields for all forms wherever possible.

b. Army proponents should review all forms that are prescribed by their publications and identify those that collect SSN information, or any part thereof (last four digits), masked fully or partially, encrypted or disguised. Submitting a DD Form 67 requesting the revision of these forms to remove the SSN fields should be the first consideration. In many cases, the SSN field could be replaced by other unique identifiers (for example an email address or DoD identification number).

c. If the use of SSN information on any of the prescribed forms is absolutely necessary and qualifies for one of the acceptable use cases specified in DoDI 1000.30, the proponent must prepare an SSN justification memorandum requesting an approval for the use or continued use of SSN information. The proponent must obtain the approval of APO and provide APD a copy of the approved SSN justification memorandum.

d. An approved SSN justification memorandum is also required with the submission of every DD Form 67 requesting a new form that collects SSN information or requesting a revision to an existing form that collects SSN information if the approved SSN justification memorandum on file for that form was approved more than 5 years ago.

e. All the forms that collect SSN information and are prescribed by an Army publication must be reviewed by the proponent prior to the time the publication is submitted to APD for a revision to ensure the approved SSN justifications for these forms are not older than 5 years. Otherwise, a new approved SSN justification memorandum will be required with the revision of the publication.

f. The justification memoranda for DA forms that collect SSN information should be addressed to APO. APO has created a useful guide that helps the proponent develop the SSN justification memorandum and obtain the required approval. The SSN Justification Guide is published on the APO website <https://www.rmnda.army.mil/>.

g. A sample justification memorandum and a sample elimination plan are also provided in DoDI 1000.30. The justification memorandum must—

(1) Cite the appropriate System of Records Notice (SORN) authorizing the collection of SSN information, a copy of the SORN must be attached (or a link/reference to how a reader may gain access to it).

(2) Cite the applicable acceptable use case, with an explanation of how the use of the form is justified by that use case.

(3) Include a plan with milestones and a time line for the elimination of SSN usage.

(4) Be signed by a general officer or senior executive service equivalent.

h. In compliance with 44 USC Chapter 35 Subchapter III reporting requirements, the Army Forms Manager will review new/existing DA forms that collect SSN information and conduct an annual report to include:

(1) Total number of forms in the database.

(2) Number of forms requesting/containing SSN information.

(3) Number of forms reviewed.

(4) Number of forms where SSN justifications were not accepted.

(5) Number of forms where SSN justifications were accepted.

(6) Identification of forms where SSN justification was accepted.

(7) Identification of forms where SSN information was masked or truncated.

i. Agency, command, and installation FMOs should also adhere to SSN policies as they relate to their forms. Follow the guidance in this paragraph and compile reports for the record.

j. The APO will acknowledge receipt via email to the proponent.

9–24. Departmental forms authorized for local reproduction and –R designated forms

a. Departmental forms that have been approved for publication in EMO are automatically approved for local reproduction. No further approval is needed from APD.

b. All electronic DA forms that are prescribed by an Armywide EMO publication and still carry the old –R designation as part of the form number must be revised at the time the publication is revised and the –R designation must be removed.

c. The –R designation may be maintained in cases where there may be a requirement for the prescribing directive to be printed in hard copy, for example in some technical and equipment publications. The –R may be maintained, and a copy of the blank form continue to be published at the back of the publication, if local reproduction is authorized on the DD Form 67.

9–25. Deviations

a. Armywide forms will not be altered or modified in any way unless the deviation has been approved through the proper channels. When requesting deviation from the format, content, or construction of an established form, use the following procedures. Send a request for deviation to the approval authority of the form.

(1) When the form is an established agency, command, installation, or local form, send the request to the proponent, if the request is approved, the proponent will send it to the HQDA proponent FMO, DOIM, or IMO for final approval.

(2) When the request is for deviations to the content or format of an established Armywide form, send the request to the proponent. If the request is approved, the proponent will send it to the HQDA proponent FMO. If the HQDA proponent FMO approves the request, he or she will send it to the Army Forms Manager (usarmy.pentagon.hqda-apd.mbx.forms-management-branch@army.mil).

(3) When the form is a public reporting form or a form requiring a Privacy Act statement, obtain approval according to this chapter.

(4) When the request is for deviation to the construction of an approved Armywide form available through normal supply channels, local reproduction or procurement of construction variations must have prior approval from the HQDA proponent FMO with jurisdiction over the form. Send requests through appropriate channels to usarmy.pentagon.hqda-apd.mbx.forms-management-branch@army.mil for review, approval, and assignment of a case number. This approval requirement applies to initial procurement or reproduction only.

b. When the forms are covered in paragraphs 9–25a(1) through 9–25a(3), deviations will not be approved for more than 2 years. At the end of the approval period, submit a new request through the

approval channels described in this paragraph. However, if a form is revised during the 2-year period, the deviation approval no longer applies and you must submit a new request for the revised form.

9–26. Forms or labels designed to be self-mailing

Forms or labels designed to be self-mailing will not be approved by the HQDA proponent FMO unless authorized by the official mail control officer; the initials of the official mail control officer must appear on the DD Form 67 (block 16b). Any mail piece (except parcels) that does not have an outer cover, wrapping, or envelope in addition to the paper or material on which the majority of the printing, drawing, or writing being transmitted is placed, is considered to be self-mailing in accordance with AR 25–51.

Section V

Forms Elements and Design Requirements

9–27. Required form elements

General requirements are as follows:

- a. All forms, whether agency, command, installation, local, or Armywide forms, must be numbered, regardless of the method of reproduction. Forms are numbered consecutively. Use a designator symbol to identify the approving authority, followed by the word “Form” and the form number (for example, “DA FORM 1234”). Separate forms that are part of a series may be numbered with a “–1” or “–2” following the form number (for example, “DA Form 1234–1” or “DA Form 1234–2”). The form number should be displayed in the bottom left of the form.
- b. APD assigns numbers to DA forms. Form numbers of obsolete forms are not recycled and may not be reassigned to new forms.
- c. Form titles must be unique, no duplicate titles will be approved. All forms must show the title on the top of the form.
- d. DA forms will include a statement below the title of the form identifying the prescribing directive of the form.
- e. DA forms will include a statement below the title of the form identifying the proponent agency of the form. When the proponent for an Armywide form changes, the HQDA agency or command responsible will report the change on a DD Form 67 and email to usarmy.pentagon.hqda-apd.mbx.forms-management-branch@army.mil. The proponent of an agency, command, installation, or local form may be shown on the form at the discretion of the respective FMO.
- f. The edition date of the form must be displayed following the form number at the bottom left corner (for example, “MAR 2014”).
- g. The version number of the form is displayed on the bottom right corner of the form, as well as any markers identifying the designer software that was used to develop the form.
- h. A supersession notice will be displayed on the bottom center of the form if the form replaces another form or an earlier edition of the same form. Indicate whether the previous edition is obsolete or may be used until existing stock is exhausted.

9–28. Design guidelines

Forms will be designed so they are easy to fill in, have a functional layout and a logical sequence to the information they collect, and have an overall superior visual appearance. Army form designers should adhere to the design guidelines in DoDM 7750.08, which adopts the forms design and analysis guidelines of the GSA Standard and Optional Forms Procedural Handbook (available at <https://www.gsa.gov/forms-library/standard-and-optional-forms-procedural-handbook>). To assist Army forms designers with the latest technical and design updates, guidance on Army form design standards is available on the APD website.

Section VI

Miscellaneous

9–29. Overprinting of a form with fixed data

Overprinting of a form with fixed data having a wide applicability is allowed if the form is not altered. The HQDA proponent FMO will determine whether local production is best.

a. Overprinting will be with data that will be the same each time the form is completed. Insert this data in the preprinted block(s). To avoid waste, limit the quantity overprinted. Do not overprint with data subject to frequent change, such as a person's name, telephone number, and office symbol.

b. A security classification and downgrading information may be overprinted on a form if the form's quantities are small and the classification complies with AR 380–5 and DoDM 5200.01. The HQDA proponent FMO will approve this type of overprinting only if authorized by the agency or command security officer.

c. If the SFs and OFs to be overprinted are not available electronically, forms procured through normal publications supply channels will be used to overprint SFs or OFs.

9–30. Certificate Program

Certificates are DA forms and are subject to the same management controls as other forms used by the Army. Most certificates are stocked at the Army MDD Operations Facility in St. Louis, MO. MDD issues certificates only to authorized account holders. The proponent SME provides guidance on how to complete specific certificates. Requests for lost certificates should be forwarded to the requester's local servicing center. The website <https://www.hrc.army.mil/> provides information pertaining to military awards and decorations.

9–31. Classified forms

Forms containing classified information must be marked, safeguarded, downgraded, declassified, and so forth in accordance with the requirements in AR 380–5 and DoDM 5200.01. Note that most blank forms are unclassified.

9–32. Temporary, test, or one-time forms

Temporary, test, or one-time use forms should be appropriately prescribed and follow forms policy. They must be assigned a number and include the proper designation. Following the form number and date, insert the wording "Temporary," "Test," or "One-Time." An example is "TRADOC Form 000, AUG 2014 (TEST)."

a. A temporary form will be published for a limited time (normally not more than 1 year) to serve a specific requirement. The form will become obsolete when its purpose has been served.

b. A test form will be published for use only during a testing period that is specified in the prescribing instructions. A test form may have limited distribution. The form will become obsolete after the test is completed. To continue use after the test, convert the form to a permanent form.

c. A one-time form will be published to meet a one-time requirement, such as a report made only once. When the requirement is complete, the form will become obsolete.

Chapter 10

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

10–1. Awards program procedures

a. The Director, APD executes the Secretary of the Army Awards for Improving Publications and Publishing Processes Program.

b. See AR 25–30 for award eligibility guidelines, categories, and criteria. Eligible employees nominated for these awards must meet the criteria for the period beginning 1 October of the previous year through 30 September of the current year.

10–2. Preparing nominations

a. Agencies should prepare award nominations as follows:

(1) Submit nominations on DA Form 1256 (Incentive Award Nomination and Approval). The form must be signed by the appropriate HQDA principal official or designated representative (departmental awards) or ACOM commander (command awards) and indicate whether the nomination is for a departmental or command award. An equal employment opportunity (EEO) officer must sign block 7 of the DA Form 1256.

(2) Prepare a narrative justification to explain the nomination. The justification will begin with a summary of the accomplishment, be of high quality, and contain as much supporting material and

documentation as possible. Specific examples of what the nominee has done to further the publications improvement effort must be included. This justification will be attached to the DA Form 1256. In addition, because of the proliferation of electronic publishing products in the Army inventory, samples of these innovative products may be submitted as part of the packet to demonstrate to the panel how it benefits users. Copies of interactive CD-ROMs, hyperlinks to the internet, or other products are examples of items that may be added to enhance the packet.

(3) Include supporting work samples with the nomination.

(a) Nominations for the Army Editor of the Year Awards must include the following:

1. If the work spans the entire award period, provide enough samples to give an indication of the year's activity. In addition, provide nonprinting comments and notes to the author. The narrative justification must clearly state the objectives of the publication and the publication's audience. It must also include supporting documentation to show how these objectives were met.

2. Provide before and after samples if available.

(b) Nominations for the Secretary of the Army Awards for Publications Improvements must include specific comments regarding the improved effectiveness of a publication or publishing process and any tangible or intangible savings.

b. Agencies may nominate one person for more than one award. However, visual information specialists, forms analysts, and web designers/developers may not be nominated for the Editor award; they will be nominated for the Improvements award. Officials may submit one set of backup material when it supports the individual's other award nomination.

c. When a group is being nominated for an award, as the best alternative, submit a separate DA Form 1256 for each member of the group (not to exceed three).

10-3. Submitting nominations

a. Send all nominations through the headquarters element. The original DA Form 1256 must include official signatures. HQDA principal officials and ACOM commanders must submit their nominations to the Director, APD (ISES-PAZ) no later than the date on the nomination announcement.

b. Submit complete nomination packages (original DA Form 1256, narrative justification, EEO clearance statement, and all supporting work samples, to include publications)—

(1) In electronic format via the U.S. Army Aviation and Missile Research Development and Engineering Center Safe Access File Exchange at <https://safe.apps.mil/> (preferred method).

(2) In hardcopy format via the U.S. Postal Service, along with two CD-ROMs or DVDs, to Director, Army Publishing Directorate (ISES-PAZ), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5527.

10-4. Selection and notification procedures

a. The nominations will be screened by a panel in Washington, DC, during the first quarter of the FY. The panel will be composed of one representative from each of the following HQDA agencies or offices:

- (1) OAASA.
- (2) Office of the Chief Information Officer/G-6.
- (3) Office of the Chief, Public Affairs.
- (4) ODCS, G-1.
- (5) ODCS, G-3/5/7.
- (6) ODCS, G-4.
- (7) Office of the Chief, Army Reserve.

b. The panel, chaired by the OAASA representative, will select the top nominee from each of the four categories. Where a category may have more than one outstanding nominee, a runner-up may be designated.

c. The OAASA PM will forward panel recommendations to the Army Incentive Awards Board. The Army Incentive Awards Board, in turn, will select and notify winners after the first of each calendar year.

d. Each winner will be honored and receive an engraved plaque at the annual formal SECARMY awards ceremony conducted in late spring at the Pentagon. Nominating agencies will be responsible for providing funding for the winners' travel to Washington, DC, to receive their awards.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, Department of the Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>. DoD issuances are available at <https://www.esd.whs.mil/dd/>. The USC is available at <https://uscode.house.gov/>.

ADP 1

The Army (Cited in para 8–12a.)

AR 5–22

The Army Force Modernization Proponent System (Cited in para 5–5a.)

AR 11–2

Managers' Internal Control Program (Cited in para 3–16c.)

AR 15–1

Department of the Army Federal Advisory Committee Management Program (Cited in table 4–1.)

AR 15–39

Department of the Army Intergovernmental and Intragovernmental Committee Management Program (Cited in table 4–6.)

AR 25–1

Army Information Technology (Cited in para 2–1c(1).)

AR 25–22

The Army Privacy and Civil Liberties Program (Cited in para 3–17b.)

AR 25–30

Army Publishing Program (Cited on title page.)

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

Instructions for the Interservicing of Technical Manuals and Related Technology Program (Cited in para 7–3a.)

AR 25–38

Army Printing and Distribution Program (Cited in para 1–11c(9).)

AR 25–50

Preparing and Managing Correspondence (Cited in para 3–6a.)

AR 25–51

Official Mail and Distribution Management (Cited in para 3–6a.)

AR 25–55

The Department of the Army Freedom of Information Act Program (Cited in para 3–17b.)

AR 25–58

Publishing in the Federal Register (Cited in para 4–2a(16)(a)2.)

AR 25–98

Information Management Control Requirements Program (Cited in para 4–30a(2).)

AR 25–400–2

Army Records Management Program (Cited in para 1–9k.)

AR 27–10

Military Justice (Cited in para 8–5.)

AR 27–60

Intellectual Property (Cited in para 2–7.)

AR 70–31

Standards for Technical Reporting (Cited in para 5–15*b*(2).)

AR 70–47

Engineering for Transportability Program (Cited in para 5–6*f*(2).)

AR 71–32

Force Development and Documentation Consolidated Policies (Cited in para 8–19*a*.)

AR 215–1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities (Cited in para 3–14*b*(2).)

AR 350–38

Policies and Management for Training Aids, Devices, Simulators, and Simulations (Cited in para 5–4*b*(2).)

AR 360–1

The Army Public Affairs Program (Cited in para 2–1*c*(1).)

AR 380–5

Army Information Security Program (Cited in para 1–11*c*(8).)

AR 385–10

The Army Safety and Occupational Health Program (Cited in table 4–1.)

AR 700–127

Integrated Product Support (Cited in para 6–2*t*.)

AR 750–1

Army Materiel Maintenance Procedures (Cited in para 6–16*b*.)

AR 750–10

Army Modification Program (Cited in para 6–26*b*.)

AR 770–3

Type Classification and Materiel Release (Cited in para 6–6*b*(2)(*b*).)

DA Pam 385–16

System Safety Management Guide (Cited in para 6–8*c*.)

DoDD 5101.01

DoD Executive Agent (Cited in para 2–8*d*(1).)

DoDI 4540.07

Operation of the DoD Engineering for Transportability and Deployability Program (Cited in para 5–6*f*(2).)

DoDM 5110.04

DoD Manual for Written Material: Correspondence Management (Cited in para 3–4*b*.)

DoDM 5200.01

DoD Information Security Program (Cited in para 1–11*c*(8).)

DoDM 7750.08

DoD Forms Management Program Procedures (Cited in para 9–1.)

5 USC 552a

Records maintained on individuals (Cited in para 9–2*b*(7).)

31 USC 3511

Prescribing accounting requirements and developing accounting systems (Cited in para 9–21.)

42 USC 2011 et seq.

Atomic Energy Act of 1954 (Cited in para 5–15*a*(2)(*b*).)

44 USC Chapter 35 Subchapter III

Confidential Information Protection and Statistical Efficiency (Cited in para 9–23*h*.)

44 USC 3501–3521

Federal Information Policy (Cited in para 9–20a.)

Section II**Prescribed Forms**

Unless otherwise indicated, Standard forms are available on the GSA website (<https://www.gsa.gov/reference/forms/>).

SF 152

Request for Clearance or Cancellation of a Standard or Optional Form (Prescribed in para 9–16c.)

Appendix B

Periodicals and Nonrecurring Publications

B-1. Description of periodicals and nonrecurring publications

a. *Periodicals.* A periodical is a publication that is a nondirective classified or unclassified Army magazine, newsletter-type publication, journal, or gazette. It is published annually or more often. Its purpose is to disseminate information and material necessary to the mission of the issuing activity. It has a continuing policy as to format, content, and purpose. Periodicals are usually published to inform, motivate, increase knowledge, or improve performance. They may contain official or unofficial information or both. Annual reports are classified as periodicals unless they are excluded publications.

b. *Nonrecurring publications.* A nonrecurring publication is a nondirective classified or unclassified publication published on a one-edition basis. It is usually published to inform, motivate, increase knowledge, or improve performance. The term includes leaflets, bulletins, folders, books, booklets, reports, published speeches, and similar nonrecurring publications. Nonrecurring publications may contain official or unofficial information or both. This definition does not include authenticated, numbered administrative pamphlets published under this regulation as part of an agency or command's official publications system.

c. *Excluded publications.* Publications excluded from the periodicals and nonrecurring publications category are:

(1) Directives, regulations, legal opinions and decisions, internal agency newsletters, proceedings, programs for ceremonies, press releases, single-sheet flyers no larger than 14 inches by 22 inches (356 mm by 559 mm) without color photographs, environmental impact statements and assessments, documents, and purely administrative materials.

(2) Official instructional or informational documents of a permanent nature published to supplement DA, agency, or command directive publications.

(3) Authorized Army newspapers and civilian enterprise publications under authority of AR 360-1.

(4) Memorandums and other correspondence governed by AR 25-50.

(5) Research and development reports that are a direct result of research contracts and are distributed to Federal employees and the contractor involved in the work. Also excluded are technical books, monographs, and journal articles published by commercial publishers and professional associations.

(6) Primarily (90 percent or more) statistical materials. This exclusion does not apply to publications containing statistics from published sources other than the Army or analytical and interpretive text.

(7) Annual updates of instructional information publications made available to the public to inform them of laws and regulations and to assist them in complying with reporting regulations.

B-2. Content of periodicals and nonrecurring publications

a. Policies governing the publishing of Army publications apply to periodicals and nonrecurring publications. The content of periodicals and nonrecurring publications must be devoted exclusively to the mission of the publishing agency or command. Missions and accomplishments of the agency or command, the Army, and the Nation must be presented in a positive and logical manner. Material unnecessary in the transaction of the public business as required by law must not be included.

b. Differing opinions, commentaries, and guest editorials (military and civilian) are encouraged in periodicals. However, when an article includes both facts and opinion, the opinions must be noted by identifying the opinion and naming the person who expresses it.

c. Periodicals and nonrecurring publications must not contain the following material:

(1) Articles intended solely to foster or obtain the support of persons outside the U.S. Government.

(2) Editorials, book reviews, or articles that are political in intent, representing clear and direct attempts to lobby on behalf of or against increased appropriations or legislation.

(3) Partisan political campaign articles or editorials.

(4) Personal items, such as routine assignments, promotions, or retirement of personnel.

B-3. Publishing periodicals and nonrecurring publications

Only mission-essential and cost-effective periodicals and nonrecurring publications must be published after review and approval by the appropriate HQDA principal official or ACOM commander, as appropriate. (See para B-4 for review and approval process.)

a. A periodical or nonrecurring publication must not be published if the information can be presented in—

- (1) Official DA publications.
- (2) Army newspapers and civilian enterprise publications authorized by AR 360–1.
- (3) Official correspondence under provisions of AR 25–50.
- (4) Other excluded publication categories listed in paragraph B–1c.

b. Periodicals and nonrecurring publications must be published only by ACOM headquarters or HQDA agencies concerned to ensure broad coverage of the subject matter, eliminate duplication, and provide effective distribution.

c. Policies governing the publishing of Army publications apply to periodicals and nonrecurring publications.

B–4. Approval authority and reviews for periodicals and nonrecurring publications

a. The publication/form action officer must review all existing and proposed periodicals and nonrecurring publications annually to determine if they are still necessary. Approval of proposed new and consolidated periodicals and nonrecurring publications may be requested at any time. The primary criteria for approval are that the publications are mission essential and cost effective. The publishing organization of proposed new periodicals and nonrecurring publications bears the burden of proving that they are mission essential and cost effective.

b. Requests for approval of new and consolidated periodicals and new and reprinted nonrecurring publications must be requested by memorandum to the Department of the Army Periodicals Review Committee (DAPRC) (for HQDA agencies only) or ACOM commander, as appropriate. Approval criteria are the responsibility of the ACOM commander or DAPRC, as appropriate. The requesting memorandum must be sent to the approval authority together with a mockup, printer's dummy, or copy of the publication. The request must include, at a minimum, the following:

- (1) Requesting organization (including point of contact, address, and telephone number).
- (2) Publishing organization (if different from requesting organization).
- (3) Periodical or nonrecurring publication title.
- (4) Purpose of the publication and target audience.
- (5) Justification (must show that the publication is mission essential and why this publication cannot be published in or combined with another official DA publication medium or existing periodical.)
- (6) Frequency of issuance. (Is one-time only for nonrecurring publications; requests to revise nonrecurring publications are treated as requests for new nonrecurring publications. If requesting a reprint of a previously approved nonrecurring publication, include the date the DAPRC or ACOM commander approved the publication.)
- (7) Cost per issue (including administration and mailing).
- (8) Number of copies to be printed per issue.
- (9) Publication specifications (include proposed paper size, number of pages (one page is one printed side of one sheet of paper, two pages is one sheet of paper printed on both sides); color of paper (if other than white); color of ink (if other than black); and cover stock (if applicable)).
- (10) The date of the proposed first issue for periodicals or of the nonrecurring publication is needed.
- (11) Proposed other distribution (Superintendent of Documents, GPO; National Technical Information Service; private organizations; and so forth.).

c. The approval authority for periodicals and nonrecurring publications originating at the HQDA level (including field operating agencies and ARNG) is the SECARMY. Requests must be sent to the Chairperson, Department of the Army Periodicals Review Committee, Army Publishing Directorate (AAHS–PAR), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527.

d. The approval authority for periodicals and nonrecurring publications originating at the ACOM level is the ACOM commander. This authority may not be delegated below ACOM headquarters level. Requests must be sent to the ACOM commander.

B–5. Mandatory statements for periodicals

Each issue of an approved periodical must contain the following information:

a. *Approval statement.* Use the following statement: “The Secretary of the Army (for HQDA agencies only; others should insert ACOM commander) has determined that the publication of this periodical is necessary in the transaction of the public business as required by law of the Department. Use of funds for

publishing this publication has been approved by [designation of approving authority, either SECARMY or ACOM commander] [date of approval] in accordance with AR 25–30.”

b. Disclaimer. Include a statement indicating that the views and opinions expressed in the periodical are not necessarily those of DA or of the publishing agency or command.

c. Masthead. Include in the masthead the following information:

- (1) Name of the periodical.
- (2) Name of the publishing agency, command, or installation and DA.
- (3) Mailing address, including ZIP code or Army post office number.
- (4) Commercial and DSN telephone numbers.
- (5) Names of the SECARMY and the agency head or commander of the publishing agency or command.
- (6) Names of the executive or managing editor, feature editor, art editor, photo editor, or their equivalents, if applicable.
- (7) Frequency of publication.
- (8) Distribution scheme.
- (9) Mailing statement.
- (10) Subscription data, if applicable.
- (11) Additional information desired by the publishing activity.

B–6. Readership surveys for periodicals

Publishing organizations of periodicals would benefit from their readers’ opinions. Conducting a readership survey every 2 years is a proven method of learning readers’ needs and opinions. The survey must gather data on distribution effectiveness, readership awareness and acceptance, and readership opinion of the value and effectiveness of the periodical.

B–7. Providing information to the public

In accordance with OMB guidance, agencies must inform the general public of information dissemination products available to them. HQDA agencies and ACOMs must determine the most appropriate means of informing the public of periodicals and other information available to them.

Appendix C

CD-ROM/DVD Products

C-1. Authentication of Department of the Army-authenticated publications

APD will procure and distribute DA-authenticated (Armywide) CD-ROM/DVD publications to Armywide users. APD will perform the contractual requirements for DA-authenticated CD-ROM/DVD publications. APD approval is required before the printer distributes DA-authenticated CD-ROM/DVD products.

a. All DA-authenticated CD-ROM/DVD publications must be official publications that have been appropriately coordinated. Before placing classified publications on CD-ROM/DVD, proponents must coordinate their classified publishing and distribution requirements with APD (ISES-PAI).

b. According to AR 25-30, the SECARMY or the AASA must authenticate Armywide CD-ROM/DVD publications. Because authentication is controlled, APD provides camera-ready copy of the authentication block for digital scanning of the image at the end of the publication. Use imaging software (graphics capabilities) to scan in the signature and the authentication block as part of each publication. If the software does not allow scanning, the authentication block must appear as part of the text of each publication, and the signature and the authentication block should be placed on the jewel box insert. APD will issue final approval to publish after review of the DA Form 260 or DA Form 260-1 and publication. Proponents do not have authorization to publish until they are in receipt of the approval documentation from APD.

c. Proponents issuing DA-authenticated publications on CD-ROM/DVD must submit a completed DA Form 260 or DA Form 260-1 through the designated functional manager to the Director, APD (ISES-PAI) via email at usarmy.pentagon.hqda-apd.mbx.daform260@army.mil. This will allow for authentication, indexing into the Army publications inventory (DA Publishing Index), and procurement.

C-2. Authentication of agency and command CD-ROM/DVD publications

a. The commander or agency head or designated representative must authenticate agency and command CD-ROM/DVD publications. Use imaging software (graphics capabilities) to scan in the authentication as part of each publication. If the software does not allow scanning, the authentication must appear as part of the text of each publication, and the authentication will be placed on the jewel box insert.

b. The face of the CD-ROM/DVD should display the publication title, number, date, contents, and any applicable supersession notice. If the CD-ROM/DVD contains a compilation of publications, the contents must be described on the face, as space allows. No DoD, Army, agency, or command shield, logo, or unit crest is allowed on the face or back of the CD-ROM/DVD.

C-3. Authentication of compilation CD-ROM/DVD products

Compilation CD-ROM/DVD products containing DA-authenticated publications and a combination of other information (such as agency and command publications or databases) do not display authentication blocks for either DA-authenticated or agency, command, and installation publications on the CD-ROM/DVD's face, cover (jewel box), or insert. The appropriate authentication block must be part of the publication itself. The commander's designee must authenticate agency and command publications. The SECARMY or the AASA must authenticate DA publications. The agency or command must obtain from APD the camera-ready copy of the controlled numbered authentication block for certain DA-authenticated publications. This authentication must be digitally scanned in as an image into the DA-authenticated publication. If the software does not allow scanning, the controlled numbered authentication block must appear as part of the text of the publication.

C-4. Authentication placement

CD-ROMs/DVDs containing only DA-authenticated publications, regardless of the publication series or combination of series, display the authentication block on the jewel box insert or cardboard mailer. For CD-ROM/DVD products containing a combination of DA-authenticated and command publications, include the authentication block of the appropriate HQDA official only on the DA-authenticated publication itself. The authentication block for DA-authenticated and agency, command, and installation publication compilations cannot be displayed on the jewel box insert, cardboard mailer, or face of the CD-ROM/DVD.

C-5. Publishing

a. Proponents should coordinate early (before submission of DA Form 260 or DA Form 260-1 for publishing CD-ROM/DVD products) for approval of the CD-ROM/DVD subject identifier (formerly nomenclature). APD assigns an EM number (nomenclature) to all DA-authenticated CD-ROM/DVD products. APD (ISES-PAI) provides expert advice on new DA-authenticated CD-ROM/DVD development.

b. Proponents must submit a completed DA Form 260 or DA Form 260-1 to APD (email: usarmy.pentagon.hqda-apd.mbx.tech-pubs@army.mil) 30 business days before the CD-ROM/DVD's required publication date. This allows time for indexing the CD-ROM/DVD product in the DA Publishing Index. The following information is required on the DA Form 260 or DA Form 260-1:

(1) A list of all items contained on the CD-ROM/DVD, including forms, and the publication date of each item. All items must be the most current versions, and they must not have been superseded or made obsolete.

(2) For a revised CD-ROM/DVD, a list of publications (with dates) contained on the previous CD-ROM/DVD not being included in the revision. Also indicate whether eliminated publications are still valid in another unit of issue (UI).

(3) A list of all publications and forms being superseded in the CD-ROM/DVD revision, with the dates of new and superseded items. Also indicate whether eliminated publications are still valid in another UI.

Note. For new publications included on a CD-ROM/DVD without having been published in another media, a separate DA Form 260 or DA Form 260-1 is required for each new item. The separate DA Form 260 or DA Form 260-1 should state, "For indexing purposes only."

C-6. Publishing requirements

a. Before assigning the CD-ROM/DVD electronic number and CD-ROM/DVD PIN, the PCO or EPCO must review the discs. (If the proponent is within the AMC community, the EPCO must provide USAMCLDAC with a copy of the disc(s) and any additional USAMCLDAC requirements). (In order that placement and format can be checked, the EM, ABN, and PIN numbers must appear as zeros, using the required number of spaces.) For technical and equipment publications, refer to paragraph 6-14 for publishing request requirements. For administrative, doctrinal, and training publications, the PCO must forward the following to APD as a complete packet for preview:

(1) A DA Form 260 or DA Form 260-1 for preview of the CD-ROM/DVD.

(2) Draft disc(s).

(3) All artwork samples for mailer and disc(s) labels.

b. Include the following for each item listed in paragraphs C-6a(1) through C-6a(3). Contents of each of these should include the following:

(1) Statement that it is for preview.

(2) "EM 0000" and complete title as it will appear on artwork.

(3) Purpose of CD-ROM/DVD publication.

(4) Estimated publication date.

(5) Expected date of delivery of final complete publishing package to APD.

(6) If multi-Service:

(a) Identification of the executive agent and list all multi-Service numbers to be placed on the CD-ROM/DVD (not the individual publications inside).

(b) Identification of the points of contact for each Service and telephone numbers.

(7) List of publications contained on the CD-ROM/DVD and indicate for each publication:

(a) Publication with other Service numbers, as applicable.

(b) Publication date.

(c) Proponent, if different from preparing agency.

(d) UI. Indicate paper or each if they will also be in paper. Use EMO when it is not being printed in paper.

(e) Superseded publications, forms, or reports and their dates (even for revisions).

(8) Software used.

(9) Number of discs.

(10) CD-ROM/DVD "PIN 000000-000."

(11) Statement as to whether advance printing is being considered.

(12) Any additional requirements.

- c. Draft discs must contain:
- (1) Authentication signature blocks, including signature and control number for publications within the disc.
 - (2) Authentication of other military Services, as applicable.
 - (3) Complete title page for the CD-ROM/DVD with:
 - (a) Publication date.
 - (b) Supersession statement.
 - (c) Distribution statement.
 - (4) Complete title page for each publication contained on the CD-ROM/DVD including:
 - (a) Publication date.
 - (b) Supersession statement.
 - (c) Distribution statement.
- d. Draft artwork for mailer and disc label must contain:
- (1) Artwork must include dummy EM, PIN, and IDN numbers (for example, EM 0000 and PIN 000000–000) with correct number of digits.
 - (2) Authentication with signature (the publication within the CD-ROM/DVD should already have the assigned numbers; usually the authentication on the CD-ROM/DVD itself is not numbered).
 - (3) Include artwork for every disc label. The mailer should include front, back, spine, left inside, right inside, and when there are additional pockets due to multiple discs, include additional covers.
- e. The final publishing package must include all of the items listed in paragraph C–6b, as well as the following:
- (1) DA Form 260 or DA Form 260–1 for new basics, revised basics, and new changes. If someone else is the proponent and the publications will not be printed in paper, that particular proponent must provide the DA Form 260 or DA Form 260–1 to the proponent of the CD-ROM/DVD. If the publications have not been indexed previously and are not being printed in paper, DA Form 260 or DA Form 260–1 must be part of the CD-ROM/DVD final publishing package.
 - (2) An authorization letter or electronic message from other organizations (as proponents of publications being included). When another proponent's DA Form 260 or DA Form 260–1 is included in this CD-ROM/DVD final publishing package, it must serve as authorization since the PCO signature is required.
 - (3) Copyright release, if applicable.
- f. Requests for assistance with CD-ROM/DVD processing should be directed to APD (ISES–PAI) via email at usarmy.pentagon.hqda-apd.mbx.tech-pubs@army.mil.

Glossary of Terms

All Army activities message

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

Army directive

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

Army doctrine publication

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

Army document format

A standard format established for ARs, DA pamphlets, and multi-Service regulations that identifies three major manuscript components—front matter, body matter, and rear matter—and the required and optional statements, paragraphs, and other elements included in these three components.

Army document type definitions

The required, standard structure (XML/SGML) for a DA publishing medium. Army document type definitions exist for ARs, DA pamphlets, Joint-ARs the Army is the executive agency for, and TMs (equipment and nonequipment). Variations of these basic document type definitions apply to U.S. Air Force regulations; common tables of allowance; ADPs, 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-DA pamphlets; TBs; and TCs.

Army regulation

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

Army techniques publication

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

Armywide doctrinal and training publication

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, ATPs, FMs, nonequipment TMs, TCs, STPs, junior Reserve Officers' Training Corps manuals, and selected DA pamphlets and posters.

Change

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

Controlled form

A form whose unauthorized use may jeopardize DoD security or result in fraudulent gain or claims against the Government. Examples of controlled forms are serially-numbered forms that can be accounted for during printing, shipping, and issuing. Some prenumbered forms are not controlled but are numbered to manage items, such as baggage and dry cleaning.

Copyright

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

Department of Defense executive agent

The head of a DoD component to whom the Secretary of Defense or the Deputy Secretary of Defense has assigned specific responsibilities, functions, and authorities to provide defined levels of support for operational missions, or administrative or other designated activities that involve two or more of the DoD components (see DoDD 5101.01).

Department of Defense form

A form used by two or more Defense departments or agencies. DD forms are approved by Washington Headquarters Services, Executive Services Directorate.

Department of the Army form

A form used throughout the Army; any form that is used by more than one ACOM or agency. DA forms are approved by APD.

Department of the Army General Orders

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

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

Department of the Army pamphlet

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, probable courses of action, and how something is affected. A pamphlet—

- a. Is organized and printed in the same format as an AR.
- b. Is used to publish information (such as how-to procedures needed to carry out policies prescribed in ARs).

Department of the Army poster

A decorative or pictorial bill or placard for posting, often in a public place, and intended primarily for advertising.

Department of the Army publication

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

Departmental forms

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

Depot maintenance work requirement

A maintenance serviceability standard for depot-level repairables designated for repair and return to Army Working Capital Fund stock. It prescribes the scope of work to be performed on an item by organic depot maintenance facilities or contractors, and/or qualified below-depot sources of repair; types and kinds of materials to be used; and quality of workmanship. A DMWR also addresses repair methods, procedures, and techniques, modification requirements, fits and tolerances, equipment performance parameters to be achieved, quality assurance discipline, and other essential factors to ensure an acceptable and cost-effective product is obtained. DMWRs are also used for demilitarization of ammunition.

Designated functional manager

An individual, or many individuals, designated to manage publishing and printing functions, including publications control, printing and duplicating control, and forms management.

Doctrine publications

DA publications that contain Army doctrine. Doctrine publications consist of ADPs, FMs, and ATPs. The Army also uses and contributes to other doctrine publications, to include Joint publications, multi-Service publications, and multinational publications.

Doctrine, training, and organizational publications

Publications that contain the doctrine, organization, tactics, techniques, and procedures adopted for use in training individuals and units of the Army and that provide guidance for units operating in the field.

Document type definition

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

Draft publication

A manuscript circulated to solicit comments or to satisfy coordination requirements before submission for final composition in page form or for printing.

Electronic generation

Generating both the form image and the fill-in data at the same time. This includes either an exact FAX 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 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, LOs, and MWOs are examples of DA equipment publications.

Exception to policy

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

Field manual

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

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.

Form designation

The alphabetic preface to the form number. It identifies the promulgator of the form. For example, the form designation "DA" indicates the form is promulgated by the Department of the Army.

Format

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

Forms management officer

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

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.

Headquarters, Department of the Army policy notice

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

Headquarters, Department of the Army principal official

See General Orders 2020–01 for the definition of HQDA principal official.

Illustration

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

Interactive electronic publication

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

Interactive electronic technical manual

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

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

Joint publication

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

Modification work order

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

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.

Multi-Service publication

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

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. A national maintenance work requirement 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. National maintenance work requirements are prepared when a system does not have a planned or existing DMWR to house the national overhaul standards.

Optional form

Form developed by a Federal agency for use in two or more agencies and approved by GSA for non-mandatory Government-wide use.

Overpack

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

Precommissioning publication

A publication that contains material in support of Army training programs to be used by Reserve Officers' Training Corps 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.

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 SME responsible for developing a publication and/or form, subordinate to the proponent of record.

Publications

Items of information that are printed or reproduced, whether mechanically or electronically, for distribution or dissemination usually to a predetermined audience. Generally, they are directives, books, pamphlets, posters, manuals, brochures, magazines, and newspapers produced in any media by or for the Army.

Publications control officer

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

Publishing

The actions involved in issuing publications to the Army. Publishing involves creating, preparing, coordinating, approving, processing, printing, and distributing or disseminating publications.

Publishing champion

A person in the rank of colonel or the grade of GS-15 who serves as the primary expert in publishing policies and procedures for the HQDA principal official organization or ACOM; acts as liaison to APD for action officers, SMEs, and/or authors writing, revising, and coordinating DA publications; and coordinates and obtains publishing approval from the HQDA principal official or ACOM commander.

Required publication

A source a user must be able to access and read in order to understand or comply with a publication.

Rescind

To do away with or cancel. A publication, form, or report is rescinded when it has served the purpose for which it was issued or when the material becomes obsolete.

Revision

A new edition of a publication; it replaces the previous edition in its entirety. A revision supersedes the previous edition of that publication or the publications that have been consolidated.

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

Soldier training publication

STPs contain critical tasks and other training information used to train Soldiers. These publications serve to standardize individual training for the whole Army; provide information and guidance in conducting individual training in the unit; and aid the Soldier, noncommissioned officer, officer, and commander in training critical tasks. They consist of Soldier's manuals, Soldier's manual and trainer's guides, MQS manuals, and officer foundations standards systems manuals.

Standard form

A form prescribed by a Federal agency through regulation, and approved by GSA for mandatory Government-wide use

Standard generalized markup language

A computer language used to markup 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.

Table of distribution and allowances

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

a. Equipment technical manual. A publication that contains instructions for installation, operation, training, and support of weapon systems, weapon system components, and support equipment. An equipment TM includes operational and maintenance instructions, parts lists or parts breakdown, and related technical information or procedures. Information may be presented in many forms or characteristics, including but not limited to, CD-ROM, DVD, world wide web, and hard copy.

b. General subject technical manual. A publication that contains technical instructions prepared on various subject areas (other than specific items of equipment or groups of related equipment), such as communications or electronics fundamentals, medical, painting, welding, and destruction to prevent enemy use.

Term contract

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

Training circular

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

Validation

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

Verification

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

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.

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