Army Publishing Program

By Order of the Secretary of the Army:

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

Authorities. The authorities for this regulation are Title 44, United States Code; the Government Printing and Binding Regulations published by the Congressional Joint Committee on Printing; DoDD 5205.02E, DoDI 5230.24, DoDI 5230.29, and DoDI 7750.07.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the Chief Information Officer. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. The commander or senior leader will endorse waiver requests and forward them through higher headquarters to the policy proponent. Refer to this regulation for specific guidance.

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

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) via email to usarmy.pentagon.hqda-cio.mbx.policy-inbox@army.mil.

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

SUMMARY of CHANGE

AR 25–30
Army Publishing Program

This administrative revision, dated 7 June 2023—

- Changes proponency from the Administrative Assistant to the Secretary of the Army to the Chief Information Officer (title page).

This administrative revision, dated 24 September 2021—

- Updates the series title to Information Management: Publishing (cover).

This major revision, dated 14 June 2021—

- Eliminates the cover (formerly front page).

- Replaces the summary paragraph with an authorities paragraph (title page).

- Adds an associated publications paragraph (para 1–3).

- Prescribes DA Form 7874 (Armywide—Staffing Comment Resolution Matrix) (para 4–3*a*(2)).

- Eliminates related references and related forms (appendix A).

- Moves the summary of change page to the back (rear).

- Updates policy for Army Publishing Program (throughout).

- Moves procedures to DA Pamphlet 25– 40 (throughout).

- Moves printing policy to AR 25–38 and printing procedures to DA Pamphlet 25–38 (throughout).

- Changes the format of Army regulations and DA pamphlets (throughout).

- Implements administrative formatting changes (throughout).

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Section I

General

1–1. Purpose
This regulation prescribes Army policy for the preparation, review, approval, numbering, publishing, distribution, and management of Department of the Army (DA) publications, forms, and products. The Army Publishing Program ensures that DA publications and forms comply with publishing and printing laws, regulations, and Department of Defense (DoD) and other Government agency issuances. The policy prescribed by this regulation applies to all DA publications, regardless of format or delivery medium, except those defined in AR 525–95 and AR 360–1. AR 25–38 prescribes printing policy.

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 database located at https://armypubs.army.mil/abca/.

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

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

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

Section II

Responsibilities

1–6. Secretary of the Army
The SECARMY will—
  a. Approve and authenticate Departmental policy and procedural publications unless otherwise delegated.
  b. Delegate authentication authority to the Administrative Assistant to the Secretary of the Army (AASA) with the exception of Army directives (ADs) and DA General Orders (AGO) that promulgate SECARMY-delegated authority or responsibility, require audit trails, such as those designating a court martial convening authority, establish or reorganize elements of DA, or assign Secretariat duties and responsibilities.
  c. Set the currency standard for all DA administrative publications at five years.
  d. Establish publishing priorities for all DA publications and forms.
  e. Determine the proponent of a DA publication when the appropriate proponent is unclear.

1–7. Headquarters, Department of the Army principal officials
Headquarters, Department of the Army (HQDA) principal officials are the proponents for publications that pertain to their functional area(s). Only HQDA principal officials will be proponents for DA policy publications (see table 2–1). When writing or revising a policy publication, HQDA principal officials with proponency over a DA publication must coordinate with other HQDA principal officials who have oversight or

imposed responsibilities within that DA publication. HQDA principal officials who do not have proponency over the publication but have oversight or imposed responsibilities within the DA publication have an opportunity to respond with concurrence or nonconcurrence during the staffing process. HQDA principal officials may assign this responsibility to commanders of Army commands (ACOMs) for nonpolicy administrative publications (see table 2–1), to include training, doctrinal, technical, and equipment publications. Proponent and exception authority for DA administrative publications will remain with the HQDA principal officials. (See AR 10–87 and the current AGO assigning functions and responsibilities within HQDA.)

a. HQDA principal officials will—

(1) Enforce DA publishing and forms management policies in this regulation.

(2) See DA Pam 25–40 for guidance on processing Army departmental publications and forms.

(3) Revise, rescind, or certify as current all DA administrative publications they are the proponent for every five years at minimum to comply with the SECARMY's five-year currency standard.

(4) Issue new DA administrative publications to implement new policies and procedures that are not already reflected in existing publications.

(5) Sign the DA Form 260 (Request for Publishing–DA Administrative Publications) for publishing actions for DA administrative publications that they are the proponent for before authentication. HQDA principal officials may delegate this approval authority to their deputies. (See DA Pam 25–40 for procedures.)

(6) Ensure that all ARs, except multi-Service ARs where Army is not the lead, contain internal control evaluations for assessing key performance indicators (see AR 11–2).

(7) Staff all draft publications with required HQDA principal officials (who may coordinate with their direct reporting units (DRUs)) and commanders of ACOMs, in accordance with this regulation; ensure that personnel with the grade of colonel (O–6) or the grade of general schedule (GS)-15 have the opportunity to respond with concurrence or nonconcurrence during staffing of draft publications; and ensure that all staffing comments are adjudicated and any nonconcurrences are resolved. The Executive Director, U.S. Army Headquarters Services (AHS) has the authority to grant an exception to the grade requirement for organizations with no O–6 or GS–15 personnel.

(8) Designate, in writing, a publishing champion (PC) with a minimum rank of O–6 or minimum grade of GS–15 and provide Army Publishing Directorate (APD) with a copy of the designation. HQDA principal officials (or ACOM commanders) will assign publishing priorities to designated PCs. (See DA Pam 25–40 for PC duties and a sample memorandum for a delegation of authority.)

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

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

Note. Principal officials are prohibited from appointing contract personnel as PCs, PCOs, FMOs, and EPCOs.

b. HQDA principal officials may transfer proponency of DA publications and forms. If the proponent agency or organization responsible for a publication reorganizes or is eliminated, the publication and any prescribed forms must be transferred to another proponent agency or organization or be rescinded. (See DA Pam 25–40 for procedures for transferring proponency.) Proponents will ensure form numbers, descriptions, and dispositions are published in the ARIMS RRS–A.

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

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

(2) All exception to policy requests must—

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

(b) Be coordinated through all appropriate proponent agency channels.

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

(3) Mandatory exception to policy procedures and the correct use of the proponent and exception authority statement are prescribed in DA Pam 25–40. The head of the proponent agency is responsible for archiving the record of the approval or denial of the exception to policy in accordance with AR 25–400–2.

d. HQDA principal officials will rescind DA publications and cancel forms no longer required. Rescission of a training, doctrinal, technical, and equipment DA publication does not require a legal review. (See DA Pam 25–40 for procedures for rescinding DA publications and cancelling forms.) Proponents will ensure form dispositions are published in the ARIMS RRS–A.

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

1–8. Assistant Secretary of the Army (Acquisition, Logistics and Technology)
The ASA (ALT) will—

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

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

c. Ensure that proponents conduct business case analyses to use ASD–S1000D and MIL–STD–3031 as an alternative to using the military standards in subparagraph *b,* above.

d. Ensure that technical and equipment publications are part of the Product Support Program (see AR 700–127).

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

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

1–9. Assistant Secretary of the Army (Financial Management and Comptroller)
The ASA (FM&C) will—

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

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

1–10. Assistant Secretary of the Army (Manpower and Reserve Affairs)
The ASA (M&RA) will review all DA posters (see para 4–3*e*).

1–11. The General Counsel
The General Counsel will review all DA policy publications for any SECARMY delegations and legal implications (see para 4–7).

1–12. Administrative Assistant to the Secretary of the Army
a. The AASA will—

(1) Oversee the Army Publishing Program.

(2) Oversee the SECARMY Awards for Publishing (see chap 6).

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

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

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

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

(a) Awards.

(b) Regimental.

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

b. The AASA assigns—

(1) The distribution of ALARACT messages (to include numbering sequence) to the designated HQDA information technology (IT) service provider (see para 2–7).

(2) Certain authentication authority to the Executive Director, AHS.

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

(a) Oversees the management and operational responsibility for the quality control, production, distribution, and indexing of DA publications and forms.

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

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

(d) Determines staffing requirements for DA publications and forms.

(e) Approves requests for exceptions to policy contained in this regulation, on a case-by-case basis. ETPs will be reviewed annually for re-approval. Blanket exceptions to policy are not authorized.

(f) Participates in the inter-Service groups on multi-Service administrative publications and on the exchange of TM technology (see AR 25–36).

(g) Reviews military specifications and standards pertaining to the format and content of DA publications.

(h) Delegates authentication authority to the Director, APD for all nonpolicy DA publications.

(4) Processes ADs and the overall management of the DA publications numbering system, which includes the numbering and indexing of ADs. Publications must be numbered in accordance with DA Pam 25–40.

(5) Assigns execution of the Army Publishing Program and administration of electronic publication storage to the Director, APD. The Director, APD—

(a) Implements all aspects of the Army Publishing Program and manages the life cycle of DA administrative publications and forms, regardless of media.

(b) Ensures that publishing processes support implementation of the SECARMY five-year currency standard for all DA administrative publications and provides reports on publication currency as required.

(c) Authenticates all nonpolicy publications, which include training, doctrinal, technical, and equipment DA publications (see para 2–1).

(d) Executes the SECARMY Awards for Publishing (see chap 6).

(e) Executes administrative procedures for AASA approval of an ALARACT message and officially indexes an ALARACT message after its release.

(f) Reviews DA publications for compliance with authorized ABCAs and editorial standards (see para 2–3).

(g) Ensures that graphics and figures comply with standards for DA publications.

(h) Manages the program objective memorandum for Management Decision Executive Package MU1P (Armywide Publishing), which resources the publishing, printing, and distribution of Armywide multimedia publications and forms and other information media products.

(i) Represents the AASA on the AMC Equipment Manuals Council and coordinates on actions from the Deputy Chief of Staff (DCS), G–4; Commanding General (CG), AMC; and Director, AMC Logistics Data Analysis Center (LDAC) related to standards development, production, and implementation of electronic technical manual (ETMs) and interactive electronic technical manuals (IETMs).

(j) Establishes and implements a Forms Management Program within the Army in accordance with this regulation, DA Pam 25–40, and DoDI 7750.07 (see also chap 3 for forms management).

1–13. Chief Information Officer
The CIO will—

a. Advise the SECARMY on aspects of the Army Publishing Program relating to CIO responsibilities.

b. Respond, in conjunction with the AASA, to the Office of Management and Budget (OMB), Secretary of Defense, or other Federal agencies concerning CIO requirements involving publishing, printing, and information management technology.

1–14. Chief, Public Affairs
The CPA will review all DA posters (see para 4–3*e*).

1–15. Chief, National Guard Bureau
Pursuant to DoDD 5105.77, the CNGB is responsible for communicating standards set forth in this regulation to the Army National Guard (ARNG) and will—
    a. Budget and program for publications necessary to support the ARNG mission.
    b. Ensure that ARNG publications meet Army format requirements (see DA Pam 25–40).
    c. Prepare publications that govern the Army National Guard of the United States when not in Federal service.
    d. Ensure that NGB publications do not duplicate or conflict with Army and DoD publications.

1–16. Deputy Chief of Staff, G–3/5/7
The DCS, G–3/5/7 will—
    a. Exercise DA staff supervision over the departmental Doctrinal and Training Publications Program.
    b. Validate the doctrine and training program objective memorandum requirements.
    c. Exercise oversight of Army publications relating to Army nuclear operations.
    d. Coordinate with the DCS, G–4 on the management of nuclear weapons publications and provide guidance to the U.S. Army Nuclear and Countering Weapons of Mass Destruction Agency (USANCA) on restricted distribution of nuclear weapons publications.
    e. Provide guidance to the U.S. Army Combat Capabilities Development Command Armaments Center on explosive ordnance disposal publications.

1–17. Deputy Chief of Staff, G–4
The DCS, G–4 will—
    a. Exercise DA staff supervision over the Army Equipment Publications Program and other G–4 functional area publications, such as professional bulletins.
    b. Supervise technical and equipment publications management and related logistics support.
    c. Ensure DA compliance with multi-Service and DoD programs and policies for technical and equipment publications.
    d. Oversee portions of Army programs and budgets related to technical and equipment publications.
    e. Coordinate with the DCS, G–3/5/7 on the management of nuclear weapons publications and provide guidance to USANCA on restricted distribution of nuclear weapons publications.
    f. Provide input to and coordinate on multi-Service and DoD technical and equipment publications.

1–18. Deputy Chief of Staff, G–6
The DCS, G–6 will maintain management oversight of technical standards relating to publishing.

1–19. Deputy Chief of Staff, G–9
The DCS, G–9 will exercise oversight of Army publications relating to installation operations and services; energy and water security and resilience; real property; and Soldier and family readiness programs, including morale, welfare, and recreation.

1–20. Chief of Engineers
The COE, as the proponent for all engineering related publications, will provide oversight on all engineering portions of technical, equipment, doctrinal, and training publications in collaboration with CG, AMC and the CG, U.S. Army Training and Doctrine Command (TRADOC).

1–21. Chief, Army Reserve
The Chief, Army Reserve will—
    a. Budget and program for publications necessary to support the U.S. Army Reserve (USAR) mission.
    b. Ensure that USAR publications meet Army format requirements (see DA Pam 25–40).

c. Ensure that USAR publications do not duplicate or conflict with Army and DoD publications.

1–22. The Surgeon General
TSG, as the proponent for administrative publications on medical services, will provide oversight on the medical portions of technical and equipment publications and doctrinal and training publications in collaboration with the Defense Health Agency; the CG, AMC; and the CG, TRADOC.

1–23. The Judge Advocate General
The Judge Advocate General (TJAG) is the proponent for all legal service publications and will review all DA policy publications for compliance with controlling laws, directives, regulations, and other DA publications (see para 4–7).

1–24. Chief of Chaplains
The CCH, as the proponent for all Chaplain Corps/religious support publications, will provide oversight on the religious support portions of technical, equipment, doctrinal, and training publications in collaboration with the CG, AMC and the CG, TRADOC.

1–25. Commanders of Army commands
   a. ACOM commanders will—
   (1) Develop new DA nonpolicy publications as required. Before developing a new nonpolicy DA publication, ACOM commanders will review existing and related publications to ensure the new nonpolicy publication does not conflict or create a redundancy with existing Army publications.
   (2) Approve all DA Forms 260 for publishing actions of DA administrative publications they are the proponent for before authentication. PCs (O–6, GS–15, or above) with written delegation of signature authority and PCOs may approve/sign the DA Form 260 before official submission to APD.
   (3) Establish a secure internet protocol router network generic email box for staffing classified publications.
   (4) Designate, in writing, a PC in the rank of O–6 or the grade of GS–15 or above, and give APD a copy of the designation. ACOM commanders may assign the authority to set publishing priorities to designated PCs. (See DA Pam 25–40 for PC duties and a sample delegation of signature authority memorandum.) ACOM PCs will serve as the primary POC for all nonpolicy DA administrative publications with ACOM proponency.
   (5) Designate, in writing, a PCO, and give APD a copy of the designation. (See DA Pam 25–40 for PCO duties.) A Soldier or DA Civilian may serve as both PCO and FMO.
   (6) Designate, in writing, an EPCO (when applicable), and give APD a copy of the designation. (See DA Pam 25–40 for EPCO duties.)
   (7) Designate, in writing, an FMO, and give APD a copy of the designation. (See DA Pam 25–40 for FMO duties.) A Soldier or DA Civilian may serve as both FMO and EPCO.

Note. Contract personnel are prohibited from appointment as PCs, PCOs, EPCOs, or FMOs.

   (8) Utilize the Media Distribution Division as the only authorized and established distribution center for DA publications and blank forms.
   (9) Ensure that all DA publications and blank forms are ordered from the Army Publishing Products and Ordering System (Ordering Portal) website (https://epubs.army.mil/orderingportal). Current stock may be distributed until exhausted within 18 months of the publication of this revision.
   b. ACOMs may maintain a repository of DA and local forms for timely local dissemination. ACOMs are responsible for ensuring stored and disseminated forms are current, and stock must be exhausted within a 12-month period.
   c. ACOM commanders may transfer proponency of DA nonpolicy publications and forms for which they are the proponent. (See DA Pam 25–40 for procedures for transferring proponency.)
   d. If the proponent agency or organization responsible for a publication reorganizes or is eliminated, the publication and any prescribed forms must be transferred to another proponent agency or organization or rescinded.
   e. ACOM commanders will rescind DA pamphlets and cancel forms when the forms are no longer needed. For technical and equipment publications, the EPCO will initiate and prepare the rescission request and submit it by email to usarmy.pentagon.hqda-apd.mbx.tech-pubs@mail.mil, instead of by DA

Form 260, DA Form 260–1 (Request for Publishing–DA Training, Doctrinal, Technical, and Equipment Publications), or memorandum. Procedures for submitting rescission requests are in DA Pam 25–40.

1–26. Commanding General, U.S. Army Training and Doctrine Command
The CG, TRADOC, as the proponent for doctrinal and training publications and forms, will—

a. Prescribe policies and procedures for doctrinal and training publications, to include DA graphic training aids (GTAs).

b. Co-manage with TSG doctrinal and training publications with medical content.

c. Co-manage with the Chief of Engineers doctrinal and training publications with engineering content.

d. Ensure TRADOC publications meet standards in accordance with DA Pam 25–40 and are available in the printed, electronic, or digital media necessary to accommodate the needs of the intended reader.

e. Budget the funding of TRADOC Doctrinal and Training Publication Program.

f. Resolve questions of priority concerning doctrinal and training publications.

g. Participate in the establishment of DoD and multi-Service doctrinal and training programs and policies.

h. Provide agency positions to the DCS, G–3/5/7 on multi-Service doctrinal and training publications and assist HQDA principal officials in developing multi-Service doctrinal and training publications. Assist in the development of multi-Service technical and equipment publications.

i. Serve as the principal user representative for technical and equipment publications in combat and training environments. The responsibilities of principal user representatives include—

(1) Providing descriptions of each applicable target audience to the materiel developer (MATDEV) for technical and equipment systems supported by equipment publications.

(2) Evaluating advanced individual training to ensure that general and selected special (equipment-peculiar) skills called for in technical and equipment publications are accommodated.

(3) Ensuring the efficient use of technical and equipment publications during training.

(4) Providing development, coordination, and subsequent changes to on-vehicle equipment loading plan appendixes included in combat vehicle operator publications.

(5) Participating in the development, review, and revision of military specifications covering technical and equipment publications.

(6) Reviewing and approving TM verification plans.

(7) Reviewing technical and equipment publications.

(8) Participating in validation/verification of technical manuals and logistics demonstrations.

j. Support the development of Joint and allied Joint doctrinal publications as tasked by HQDA principal staff.

k. Control and assign publication numbers for training and doctrinal publications according to numbering schemes the Executive Director, AHS approves.

l. Oversee publications of the Army Historical Program managed by the Director, U.S. Army Center of Military History (CMH). The Director, CMH—

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

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

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

(4) Develops an annual historical publications printing schedule.

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

(6) Participates in multi-Service and DoD historical doctrinal and training programs and policies.

(7) Coordinates with the DCS, G–3/5/7 and TRADOC (Combined Arms Center) on the development and approval of Army and multi-Service historical doctrinal and training publications.

(8) Performs additional responsibilities in accordance with paragraph 1–24.

1–27. Commanding General, U.S. Army Materiel Command
The CG, AMC will—

a. Manage the Army Equipment Publications Program. To carry out this responsibility, the CG, AMC assigns the overall management of the AMC technical and equipment publications program to the Director, AMC LDAC. The Director, AMC LDAC—

(1) Manages the Army Equipment Publications Program and serves as the ETM Program Configuration Manager and the IETM Program Manager.

(2) Develops publication policies and procedures for Army technical and equipment publications in accordance with this regulation and DA Pam 25–40.

(3) Develops, reviews, and provides overall direction for Army technical and equipment publications (except the engineering portions).

(4) Ensures that Army technical and equipment publications are available to accommodate the needs of the Army in the media Soldiers require.

(5) Develops and manages compact discs-read only memory (CD–ROMs) or digital versatile discs (DVDs) containing configuration-based collections of authenticated DA technical and equipment publications.

(6) Ensures that only DA-authenticated information is contained on CD–ROMs, DVDs, or other approved electronic media used for DA technical and equipment publications, such as ETMs and IETMs.

(7) Ensures the usability, verification, and authentication of all technical and equipment information, including products issued on CD–ROM or DVD.

(8) Researches improved concepts and procedures for presenting DA technical and equipment publications.

(9) Prepares military specifications and standards for the preparation of technical and equipment publications.

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

(11) Approves or disapproves an EPCO's requests for use of color in technical and equipment publications.

(12) Maintains master database of publication sequence numbers for AMC and coordinates allotments of sequence numbers to AMC subordinate commands according to numbering schemes the Executive Director, AHS approves. For equipment publications prepared in accordance with ASD–S1000D and MIL–STD–3031, a standard Army publication number is required in addition to the S1000D number.

b. For multi-Service publications, the CG, AMC, where applicable, will—

(1) Coordinate or participate in multi-Service and DoD doctrinal and training programs and policies.

(2) Provide agency position to the DCS, G–3/5/7 (DAMO–FDQ) on Joint doctrine publications.

c. Performs additional responsibilities in accordance with paragraph 1–24.

1–28. Proponents for technical and equipment publications
The proponents for technical and equipment publications are the CG, AMC for the DCS, G–4; the COE; and TSG. In addition to the responsibilities listed in paragraphs 1–17, 1–19, and 1–21, they will—

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

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

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

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

(a) Integrating of contractor databases.

(b) Authorizing Government access to contractor databases.

(c) Applying the MIL–STD–40051 document type definition (DTD) or MIL–STD–3031 schema technical information for delivery in XML format.

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

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

(2) A strategy for preparing, validating, verifying, and delivering the publications.

c. Prepare or acquire by contract equipment publications that—

(1) Are for items that have been type classified as standard or limited production.

(2) Are intended for issue to the field.

(3) Will require maintenance support at any level.

d. Coordinate and review equipment publications in accordance with AR 750–1 and this regulation.

e. Ensure that equipment publications for operators—

(1) Accompany the equipment when it is issued to the user.

(2) Are listed in the basic issue items list.

f. Issue equipment publications to using units and maintenance activities before or during equipment delivery. This includes ETMs and IETMs.

g. Revise or change technical publications to include mission-essential contingency items. The CG, AMC; COE; and TSG will base their decisions to change or revise technical publications on the—

(1) Importance of the equipment or system.

(2) Urgency of need, anticipated economic useful life, and length of time the equipment or system will be retained in the DoD inventory.

(3) Compliance with established standards.

h. Analyze all existing equipment systems, especially new acquisitions, to determine the best medium or mix of media for dissemination of operation and maintenance instructions. Electronic media will be primarily used. At the time of TM revision, the proponent will determine the cost effectiveness of conversion to digital form in accordance with MIL–STD–40051 DTDs or MIL–STD–3031 schemas. When revising technical and equipment publications for older, low-density, or near obsolete equipment, the publication's original format will be used if conversion is not cost effective. Before scheduling such revisions and starting work, the proponent must coordinate with and receive written approval from the TRADOC element representing the user. Proponents must define requirements for revision of such publications in the appropriate contract statement of work. Contracts will not cite obsolete or canceled specifications used to prepare the current edition.

i. Prepare the component list supply catalog for each collection-type item or group of closely related collection-type items they have logistics responsibility for. The CG, AMC, will assign this responsibility to AMC life cycle management commands and service item control centers.

j. Prepare all technical and equipment publications according to the military specifications governing the category of document involved.

k. Validate and verify all technical and equipment publications against the related system or equipment, including changes to publications. The CG, AMC; COE; and TSG will ensure that—

(1) The contract defines the roles of the contractor and the Army in validation and verification requirements for contractor-developed technical and equipment publications.

(2) The technical publication element of the proponent command is responsible for providing guidance to the contractor and for review, verification, and acceptance of deliverable products.

l. Maintain an information system that rapidly provides users' feedback reports on deficiencies in technical and equipment publications.

m. Coordinate with the user representative before contract award and throughout the publications preparation cycle. This coordination will ensure consideration of content and techniques to improve the use of the publication for training as well as for operation and maintenance of the equipment or system.

n. Prepare and coordinate a verification plan with user representative to ensure that the equipment publication is tested and proved to be suitable for the target audience to use. The CG, AMC; COE; and TSG will coordinate the verification plan with user representatives to ensure timely support of personnel and materiel for testing.

o. Inform the appropriate TRADOC school for the equipment involved of the general requirements for the project. Notification must occur immediately upon contract award. Inform the schools of the overall project schedule and invite them to participate in the start-of-work meeting. Invite appropriate TRADOC schools to participate in in-process reviews.

p. Accomplish all coordination and invitation through the assigned Army Capability Manager.

q. Ensure that a digital master file is created for all new publications, revisions, and changes.

r. Develop technical and equipment publications and forms in the media necessary to support the Total Army (including ARNG and USAR).

1–29. Commanders authorized publications accounts
See AR 25–38.

1–30. Publishing champions, publications control officers, forms management officers, and equipment publications control officers

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

b. Designated PCs, PCOs, and FMOs will—

(1) Review and comment on draft manuscripts of DA and command publications when coordination or approval is required or forward to the appropriate subject matter expert for review. Their review will ensure that the proposed policies and procedures do not conflict with the policies and procedures in their areas of responsibility.

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

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

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

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

(a) Present editions are adequate.

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

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

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

(7) Review and ensure command publications follow modernization of language standards.

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

(9) Review the Department of the Army Publishing Index (https://armypubs.army.mil), and update the information as required.

c. For printing and reproduction control policy, see AR 25–38. Designated PCOs and FMOs will—

(1) Provide AMC Printing Management Division the names of the individuals designated to approve the printing of departmental publications and forms.

(2) Ensure timely response to reprint requests from AMC.

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

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

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

(6) Provide guidance on the preparation of DA Form 12 (Request for Establishment of a Publications Account) or DA Form 12–99 (Initial Distribution Requirement for Publications).

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

(1) Implement the Army Forms Management Program within their agency or command and establish a forms program within their agency or command to manage agency, command, and local forms, in accordance with this regulation, DA Pam 25–40, and DoDI 7750.07.

(2) Represent their agency's interests to the Army FMO and DoD FMO with respect to their agency's Armywide DA forms and sponsored DoD forms.

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

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

(5) Provide the Army FMO with all requests to create, revise, cancel, or obtain exceptions to any Armywide form, and ensure they are approved before use.

(6) Approve or disapprove the creation and use of all local and command forms in any media within their agency or command.

(7) Manage their agency or command's forms and maintain an electronic index or database of all approved forms.

(8) Maintain an inventory of controlled forms, including accountable (serially-numbered) and sensitive forms, to ensure accountability, as well as forms collecting social security numbers. Avoid excessive stock of hard copy forms.

(9) Design all local and command forms according to existing Federal, DoD, and Army design standards.

(10) Use the most efficient, cost-effective methods to reproduce, store, and distribute forms. Minimize the requirements for paper-based and centrally-stocked forms by using electronic forms. Maintain an inventory of approved Army forms, identifying those that are approved for electronic generation.

(11) Ensure that higher echelon forms are used as much as possible instead of creating local forms. Forms required for use by two or more organizational elements are elected to a higher echelon form. Eliminate nonessential and combine duplicate forms.

(12) Ensure the design of electronic forms is consistent with providing accessibility for people with disabilities.

(13) Ensure that each form subject to a congressional act or DoD regulation has been coordinated and approved by the proper authority. (Examples include the Privacy Act of 1974, the Paperwork Reduction Act of 1980, personal identifying information (DoDI 5400.11), public information collection (Public Law 111–274), and U.S. Postal Regulations (DoD 4525.8–M)).

(14) Ensure appropriate lifecycle management of Army forms.

(15) Review their agency or command's existing forms periodically and assist the Army FMO in the periodic review of DA and DD forms to determine continued need, effectiveness, and compliance. Identify opportunities for standardizing forms, cancelling duplicate or unnecessary forms, and improving the usefulness of forms in responsible areas.

e. Commanders or designated PCs, PCOs, and FMOs will—

(1) Maintain controlled items and certificates, as required to meet mobilization contingency requirements and units within their geographic area of responsibility. Conduct an annual inventory and dispose of forms no longer current.

(2) Maintain and validate each item as required by each item's security classification, this regulation, and AR 380–5.

f. See DA Pam 25–40 for PCO and EPCO duties.

Chapter 2
Army Publications

Section I

Types of Army Publications

2–1. Department of the Army authenticated publications

a. DA publications are publications that apply to two or more agencies or commands not in the same reporting structure and are DA authenticated. They are permanent records and remain in effect until superseded, cancelled, or rescinded by the SECARMY. The Department of the Army Publishing Index (https://armypubs.army.mil) lists the current version of each DA publication and form. APD manages and indexes these publications and forms. Proponents of DA publications must use DA Form 260 or DA Form 260–1 to request all publishing actions (new, revision, cancellation, and rescission), as well as printing actions. For technical and equipment publication rescissions, the EPCO will initiate and prepare the request and submit it by email instead of using DA Form 260, DA Form 260–1, or memorandum. (See table 2–1 for a complete list of authenticated publication types.)

b. Publications in any media—including printed publications, those displayed on an internet/intranet, or produced on CD–ROM or DVD—will be authenticated by the SECARMY. Authentication constitutes clearance of the publication's content; verifies that appropriate coordination has been accomplished, including

legal review; and clears the publication for issuance. Once authenticated, no personnel may alter the content of an official Army publication or form in any way. Only the proponent of a publication or form may modify it by officially revising or rescinding it.

c. DoD issuances take precedence over related Army publications. Proponents can submit a mandated revision to update policy in a regulation changed by a DoD issuance.

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

e. The Director, APD authenticates all training, doctrinal, technical, and equipment publications on behalf of the AASA.

f. Technical, equipment, doctrinal, and training publications are not DA policy publications and do not require TJAG and/or Office of the General Counsel (OGC) legal review.

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

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

i. For a list of authorized supersession authorities for DA administrative publications, see table 2–2.

Table 2–1
Department of the Army publications

Type	Description	Establishes policy (Yes or No)	Applicable to—	Authenticated by—
DA administrative publications				
Army directive (AD)	A temporary directive or information memorandum the SECARMY issues to establish or change policy or guidance for distribution and applicability Armywide. ADs— Are restricted to the use of the SECARMY. Must be staffed with ASA (FM&C), AASA, HQDA principal officials, ACOMs, ASCCs, and DRUs that have been assigned responsibility and/or oversight responsibility within the directive. Take precedence over existing Army policy. Have numbers managed and assigned according to existing policy. When an AD takes precedence over Army policy in existing DA administrative publications, proponents of those publications must revise them within 2 years to incorporate the policy from the AD into the AR.	Yes	Armywide	SECARMY
Army regulation (AR)	A permanent directive that sets forth missions, responsibilities, and policies; delegates authority; and sets objectives to ensure uniform compliance with policies. ARs also implement public law, policy guidance, and instructions from higher headquarters or other Government agencies, such as DoD, JCP, or OMB.	Yes	Armywide	AASA—for ARs that have SECARMY and/or AASA responsibilities Executive Director, AHS—all other ARs

Table 2–1
Department of the Army publications—Continued

Type	Description	Establishes policy (Yes or No)	Applicable to—	Authenticated by—
Army General Order (AGO)	A permanent directive containing material of general interest (permanent or semi-permanent in duration) that falls within the following categories: Organizational (relating to Army commands, installations, agencies, and activities). Assignment or reassignment. Establishment or disestablishment. Redesignation, inactivation, or discontinuance. Closure. General Court Martial Convening Authority. Awards (for Army personnel, units, and so forth, signed by the SECARMY or the President of the United States and for foreign national personnel). Regimental.	Yes	Armywide	SECARMY, for the following categories: Organizational General Court Martial Convening Authority AASA, for the following categories: Awards Regimental
HQDA policy notice	A permanent directive with limited distribution. It applies only to HQDA or HQDA and its field operating agencies. HQDA policy notices are effective until superseded or rescinded.	Yes	HQDA or HQDA and its field operating agencies	AASA
DA pamphlet (DA Pam)	A permanent instructional publication. Unless mandated by an AR (for example, the AR includes specific language that identifies material in the associated DA Pam as required to implement policy in the AR), procedures established in a DA Pam are for guidance only. DA Pams establish optional or helpful methods of performing missions and functions and define probable courses of action. A DA pamphlet— Is organized and printed in the same format as an AR. Is used to publish information (such as how-to procedures) needed to carry out policies prescribed in ARs.	No	Armywide	Director, APD
DA poster	A decorative or pictorial bill or placard for posting, often in a public place, and intended primarily for advertising.	No	Armywide	Director, APD

DA doctrinal and training publications

Type	Description	Establishes policy (Yes or No)	Applicable to—	Authenticated by—
Army doctrine publications (ADPs)	A permanent 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.	No	Armywide	Director, APD
Army techniques publications (ATPs) (includes multi-Service ATPs)	A permanent publication that contains techniques; that is, nonprescriptive ways to perform missions, functions, or tasks.	No	Armywide	Director, APD

Table 2–1
Department of the Army publications—Continued

Type	Description	Establishes policy (Yes or No)	Applicable to—	Authenticated by—
Common tables of allowances	A table that contains authorization or approved basis of issue for common items of non-expendable material that is required Armywide.	No	Armywide	Director, APD
Field manuals (FMs) (includes multi-Service FMs)	A permanent 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.	No	Armywide	Director, APD
Joint tables of allowances	A table that contains authorization for equipment for units operated jointly by two or more Military Services, such as MAAGs and missions.	No	Armywide	Director, APD
Professional bulletins (PBs)	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.	No	Armywide	Director, APD
Soldier training publications (STPs)	A permanent publication that contains critical tasks and other training information used to train Soldiers and serve to standardize individual training for the whole Army; provide information and guidance in conducting individual training in the unit; and aid the Soldier, officer, noncommissioned officer, and commander in training critical tasks. They consist of Soldier's manuals (SMs), trainer's guides (TGs), Soldier's Manual of Common Tasks (SMCT), and Officer Foundation Standards (OFS).	No	Armywide	Director, APD
Technical manuals (TMs) (nonequipment)	General subject technical manual. A permanent 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.	No	Armywide	Director, APD
Training circulars (TCs)	A permanent publication (paper or computer-based) that provides a means to distribute unit or individual Soldier training information that does not fit standard requirements for other established types of training publications.	No	Armywide	Director, APD

Table 2–1
Department of the Army publications—Continued

Type	Description	Establishes policy (Yes or No)	Applicable to—	Authenticated by—
DA technical and equipment publications				
Firing tables (FTs) and trajectory charts	A table that contains exterior ballistic data, based on range firings, for specific types of weapons and combinations of projectiles, fuses, and propelling charges.	No	Armywide	Director, APD
Lubrication orders (LOs)	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.	No	Armywide	Director, APD
Modification work orders (MWOs)	A publication that contains technical requirements for accomplishing mandatory hardware or software equipment modifications.	No	Armywide	Director, APD
Supply bulletins (SBs)	A publication that contains information relating to the mission objectives of military supply operations.	No	Armywide	Director, APD
Supply catalogs (SCs)	An equipment publication that contains supply management and item identification data necessary for the maintenance of Army supplies and equipment.	No	Armywide	Director, APD
Technical bulletins (TBs) (including medical TBs)	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 ETM or 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.	No	Armywide	Director, APD

Table 2–1
Department of the Army publications—Continued

Type	Description	Establishes policy (Yes or No)	Applicable to—	Authenticated by—
Technical manuals (TMs) (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.	No	Armywide	Director, APD
Electronic technical manuals (ETMs)	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.	No	Armywide	Director, APD
Interactive electronic technical manuals (IETMs)	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."	No	Armywide	Director, APD

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

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

2–2. Non-departmental publications

a. Agency, command, and installation administrative publications and forms (not authenticated by the Department of the Army). Individually numbered non-departmental Army publications and forms will not be referenced in a departmental publication. (See para 2–10 for policy on references.) Agency,

command, and installation publications are publications issued by HQDA principal officials and commanders of field commands that disseminate policies, responsibilities, and procedures to headquarters and subordinate elements within their direct chain of command. DA does not authenticate these publications. The agency head or commander will authenticate agency, command, and installation publications. Army departmental publications take precedence over agency, command, and installation publications. Multiple addressee correspondence, memorandums of instruction, policy memorandums, electronic messages, and standard operating procedures (SOPs) will not be used as substitutes for issuing, changing, or revising Army policy and procedures at the appropriate level. Use of electronic means to generate and distribute agency, command, and installation publications is required. Agency, command, and installation publications will be published to a single-source public facing website to facilitate distribution to intended users, including the public, unless they are designated as distribution restricted or classified. (See DA Pam 25–40 for more information on non-departmental publications.) Non-departmental publications include the following:

(1) Command and agency regulations (will not be used to issue policies that apply outside of the agency or command).
(2) Circulars.
(3) Pamphlets.
(4) Memorandums (for example, principal officials' guidance; will not be used to issue policy that applies outside of the agency or command).
(5) Orders.
(6) Bulletins.
(7) Posters.
(8) SOPs, as defined by JP 1–02 and FM 1–02.1 (SOPs will not be used to establish or change policy or issue procedures that apply outside of the agency or command).
(9) Local forms.
b. Agency, command, and installation training, doctrinal, training support, and organizational publications (not authenticated by the Department of the Army).
(1) GTAs.
(2) Modified tables of organization and equipment (MTOEs).
(3) Pre-commissioning publications.
(4) Tables of distribution and allowances.
(5) Tables of organization and equipment (TOEs).
c. Agency, command, and installation technical and equipment publications (not authenticated by the Department of the Army).
(1) Depot maintenance work requirements (DMWRs).
(2) National maintenance work requirements (NMWRs).
(3) Command TBs.
(4) Command MWOs.
d. Other categories of official publications.
(1) Service school textbooks.
(2) General historical volumes.
(3) Publications reporting the results of scientific research.
(4) SECARMY-approved publications developed by experts on technical, tactical, or similar subjects.
(5) Manual for Courts-Martial.

Section II

Requirements and Restrictions

2–3. Publishing restrictions and requirements
a. Proper names. Armywide publications will not contain certain proper names (for example, names of persons and products).
b. Recognition of agencies or individuals.
(1) DA publications (not including multi-Service publications where Army is not the lead) will not contain the insignia of the preparing agency or credit lines or bylines of Army authors, artists, illustrators, or photographers.

(2) General historical volumes will identify the author by name and essential biographical data and may contain the names of advisers and agency staff members whose identities would lend prestige and credibility to the volume. The head of the preparing agency will make this decision.

c. Units of measure.

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

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

d. Advertisements, trade names, and trademarks.

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

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

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

e. Graphics and figures. Army publications will use illustrations, graphics, and figures only when they relate entirely to official business and directly to the subject matter. For technical and equipment publications, graphics will be in accordance with requirements found in MIL–STD–40051 or MIL–STD–3031. Color should only be used in Army publications when it serves a functional purpose and/or shows value to the purpose of the published item. (See DA Pam 25–40 for illustration, graphic, and figure standards and guidelines.)

f. Unauthorized publications. Army activities will not publish publications that include excessive graphics and color merely for decorative effect or that glorify specific persons, units, or activities. Forward requests for exceptions to this policy to APD. Official publications announcing the issuance of citations and awards are exempt.

g. Official business only. Principal officials and commanders must certify that material is required for official business before publishing material.

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

i. Abbreviations, brevity codes, and acronyms. Proponents of DA administrative and technical and equipment publications will consult the ABCA directory when preparing DA administrative or technical and equipment publications. The ABCA directory contains the authorized ABCAs for Army use and can be accessed via the APD website (https://armypubs.army.mil). All acronyms in DA administrative publications must be included in the ABCA. Proponents of DA doctrinal and training publications will refer to the DoD Dictionary of Military and Associated Terms when preparing DA doctrinal and training publications.

j. References. References must be stated within the body of the publication. Proponents must comply with the guidelines for references in DA Pam 25–40.

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

2–4. Publication dates

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

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

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

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

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

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

2–5. Department of the Army five-year administrative publication life cycle
See DA Pam 25–40 for the five-year administrative publication life cycle and guidance on revising, rescinding, and certifying as current DA administrative publications.

2–6. Requirement to simultaneously publish Army regulations and corresponding Department of the Army pamphlets
When the content of a new or revised AR affects the corresponding DA pamphlet, both the AR and the DA Pam must be revised and published simultaneously. They must have the same issue date. A DA Pam can be updated separately, as long as the policy hasn't changed.

2–7. Electronic messages
a. Do not use electronic messages, such as ALARACT messages, to establish new or revised policies or procedures, to prescribe forms, or to direct the execution of plans or programs. Electronic messages are used for immediate notification of impending changes to policies and procedures. Electronic messages are a means of communicating organizational-level information electronically with other organizational elements and/or agencies.

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

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

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

(3) Each ALARACT message becomes inactive automatically on the message expiration date. An ALARACT message becomes inactive at any time before the expiration date when the proponent of the message coordinates with APD.

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

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

(6) APD maintains the ALARACT message index.

2–8. Principal officials' guidance memorandums

Principal officials' guidance memorandums are used to issue policy or disseminate procedural guidance that is applicable within one agency or command. They will not be used to disseminate new or revised DA policy or procedures or to prescribe forms.

2–9. Copyright material

For copyright policy, see AR 27–60. Copyright notices placed on DA publications should adhere to the format specified in Section 401(b), Title 17, United States Code (USC): Copyright or ©[Date] [Copyright Owner] and AR 27–60. Local Intellectual Property legal counsel will review requests for copyright releases. Use of copyrighted material without the permission of the owner requires written legal opinion (see AR 27–60).

2–10. References

Army publications will include external references (to other publications, forms, and uniform resource locators to websites) and/or internal references (to other parts of the same publication) only to help users better understand the subject. Proponents must—
   a. Validate that all references cited are current and accurate.
   b. Ensure that all cited references in doctrinal and training publications include dates of publication.
   c. Provide uniform resource locators and/or POCs and physical addresses to access or obtain copies of all references if they are not available on APD's website. For technical and equipment publications, hyperlinks to external references are prohibited except for those that are on the disc with an ETM or IETM.
   d. Not cite draft publications.
   e. Not cite temporary publications.
   f. Not cite agency, command, or installation publications or forms in DA publications (see paras 2–1 and 2–2).
   g. Not cite publications (for example, the publication title by itself) that are at a higher security classification or designation (such as for official use only) than the publication citing them.
   h. Comply with the guidelines for references in DA Pam 25–40.

2–11. Records management requirements

   a. Proponents of DA publications will identify what records to retain and will determine the appropriate retention and disposition requirements in accordance with records management policies in AR 25–400–2.
   b. To ensure that all records management (recordkeeping) requirements have been met, All DA administrative publications will contain an appropriate statement (see DA Pam 25–40).
   c. The proponent will retain record copies of publications as prescribed by AR 25–400–2.

2–12. Contractor restrictions

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

Section III

Approval Authority, Indexing Publications, and Reuse of Publication Numbers

2–13. Approval authority

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

2–14. Indexing Department of the Army publications

APD will maintain an index of all DA publications and prescribed forms. The Department of the Army Publishing Index (https://armypubs.army.mil) contains the consolidated index of all DA publications and forms. (See the Department of the Army Publishing Index and DA Pam 25–40 for procedures on accessing and using the index.) (See DA Pam 25–40 for initial distribution procedures.)

2–15. Reuse of publication and form numbers
The number of a rescinded or superseded DA publication must not be reused. Reuse of a cancelled form number is prohibited unless an ETP has been requested and approved by APD. For form number guidance, see DA Pam 25–40.

Chapter 3
Forms

3–1. Requirements of the Army Forms Manager
The Army Forms Manager will—
  a. Establish and implement a Forms Management Program within the Army in accordance with this regulation, DA Pam 25–40, and DoDI 7750.07.
  b. Represent the Army's interests to the DoD FMO.
  c. Provide DoD FMO with all requests to create, revise, and cancel DD forms, or obtain exceptions to DD forms, standard forms (SFs), or optional forms (OFs), and ensure that these requests are in accordance with this instruction, Title 41, Code of Federal Regulations (CFR), and Title 44, USC. The DoD FMO provides final approval or disapproval.
  d. Design all DA forms according to existing Federal and DoD design standards.
  e. Approve or disapprove the creation and use of all versions of DA forms in any media.
  f. Ensure that an Army-sponsored DD forms in any media has been approved for use by the Army FMO and DoD FMO before use within the Army.
  g. Ensure the design of electronic forms is consistent with providing accessibility for people with disabilities in accordance with Title 36, CFR and DoDM 8400.01. When electronic forms are used, the form will allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form.
  h. Ensure that DoD forms used for public information collections are advance tested before or during the comment period for the 60-day public information collection notice in accordance with Public Law 111–274.
  i. Ensure forms that collect personal identifying information are reviewed in accordance with DoDI 5400.11, DoD 5400.11–R, and AR 25–22.
  j. Review existing Army forms periodically and assist the DoD FMO in the periodic review of DD forms to determine continued need and effectiveness. Identify opportunities for standardizing forms, cancelling duplicate or unnecessary forms, and improving the usefulness of forms in responsible areas.
  k. Maintain an inventory of approved Army forms, identifying those that are approved for electronic generation.
  l. Ensure appropriate lifecycle management of Army forms.
  m. Use the most efficient, cost-effective methods to reproduce, store, and distribute Army forms.
  n. Develop and distribute guidance for obtaining SFs and OFs.

3–2. Army forms
  a. Army forms. All new or existing Army forms must adhere to policy set forth for DD forms as outlined in DoDI 7750.07, unless an exception is granted. Forms must be properly managed, designed, named, numbered, and prescribed in appropriate publications at the highest level. The following forms in order of precedence may be approved for use by the Army:
  (1) SFs and OFs are higher level forms as approved by General Services Administration (GSA).
  (2) DD forms as approved by DoD Forms Management Office.
  (3) Generally, DA forms are for use by more than one DA agency or command and include DA labels and DA certificates.
  (4) Agency, command, and installation forms are for use by one Army agency, command, or installation. Commanders of agencies, commands, and installations will not create certificates for Armywide dissemination, but may create command-level forms for local use only.
  b. Creating, revising, transferring, and cancelling forms. Publication/form action officers creating, revising, transferring, and cancelling DA and Army-sponsored DD forms must complete a DD Form 67 (Form Processing Action Request) for each form affected. The DD Form 67 must be coordinated through the Privacy, Postal, and Reports Offices, as well as the proponent agency FMO, and approved by the Army FMO. DD forms will also require DD FMO approval. The use of –R forms is now obsolete. Forms

contained in, or rendered on, automated systems are subject to the same management controls as hard copy or standalone electronic forms. Information collected in an automated system is still subject to DA forms policy. Systems must clearly display the form designation and number, prescribing directive, Army proponent, and any Privacy Act/System of Records Notice (SORN) statements. (See DA Pam 25–40 for further procedural guidance.)

c. System-generated forms. Forms contained in, or rendered on, automated systems are considered "system-generated" forms and are subject to the same management controls as hard copy or standalone electronic forms. Information collected in an automated system is still subject to DA forms policy. Such forms must clearly display the form designation and number, prescribing directive, Army proponent, and any Privacy Act/SORN statements. (See DA Pam 25–40 for procedural guidance.)

3–3. Army forms requirements

a. Prescribing publication. Forms must be prescribed by the appropriate and highest level of publication. Forms will not be approved for electronic distribution, or hosting as web screens within an electronic system, printing, or reproduction, unless their use is prescribed by the appropriate level of publication. A DA form must be prescribed in a DA publication. Command forms must be prescribed in command-level publications. Forms must not duplicate the function of a higher level form. The prescribing publication must state the form number and title and provide information on availability and use of the form. Forms prescribed by a publication that the proponent is rescinding or that is expiring will be cancelled, unless the prescribing authority for the form and its authorizing policy are transferred to another permanent publication before the rescission or expiration date. (For further guidance on transferring proponency, see DA Pam 25–40.)

b. Illustration of forms. Illustration of forms in administrative publications is prohibited. Exceptions to this policy may be granted for DA Pams only. (See DA Pam 25–40 for ETP guidance.) Technical, equipment, training, and doctrine publications are exempt from this policy.

c. Data collection.

(1) Publication/form action officers responsible for a form collecting personal data will develop a Privacy Act statement (see 5 USC 552a). Consult legal counsel to ensure that the statement meets the requirements of the Privacy Act of 1974. (See DA Pam 25–40 for procedures for developing Privacy Act statements.)

(2) Forms will not collect social security numbers unless the requirement meets an acceptable use and is granted a waiver in accordance with DoDI 1000.30. The Army Privacy Office oversees the approval of social security number collection on forms and social security number justification approval. (See DA Pam 25–40 for procedures for social security justification.)

(3) Forms relating to fiscal operations may require Government Accountability Office approval before publication and use.

d. Reporting forms. Appropriate approvals and licenses for information collected from other Government agencies, the public, or the DoD must be obtained and displayed on forms.

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

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

e. Accessibility. Electronic forms will be consistent with providing accessibility for people with disabilities in accordance with 36 CFR Part 1194, DoDM 8400.01, and DoDI 7750.07.

f. Forms version control.

(1) DD forms, whether Army-sponsored, adopted, or prescribed are managed and version controlled on the DoD level.

(2) APD will index, manage, and version control DA forms.

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

g. Forms review. Proponents will review their DA and local forms annually to validate currency and ensure all forms meet language modernization standards set forth by U.S. law/code, and before initiating a reprint action. For funding and production policy and procedures, see AR 25–38 and DA Pam 25–38.

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

i. Exceptions. Exceptions are approved deviations from the normal, prescribed usage of a form. All DA forms and Army adopted or prescribed DD/SF/OF forms must be used as prescribed unless the user has obtained an exception to do otherwise from the promulgating Federal agency for SFs and OFs, and for DD forms or DA forms from the DoD Component or Army proponent FMO that is the office of primary responsibility for the form. (For procedural guidance on exceptions, see DA Pam 25–38.)

3–4. Department of Defense forms

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

b. DD forms are either adopted or prescribed (for guidance, see DA Pam 25–40).

(1) *Adopted.* Forms that have been adopted for use by two or more Military Services or DoD agencies. Their use is prescribed by a publication issued by each Military Service or DoD agency using the form.

(2) *Prescribed.* Forms prescribed for mandatory use by a DoD issuance, public law, or military standard. Further Army implementation is not required. However, if Army-unique guidance is needed to implement the DoD policy, an Army publication is developed, and the form will also be prescribed in the Army publication.

(3) *Further guidance.* For further guidance on the development of DD level forms, see DoDI 7750.07.

Chapter 4
Army Publication Types

Section I

Department of the Army Administrative Publications Actions

4–1. Issue a new Department of the Army administrative publication
New DA administrative publications must conform to the policy of this regulation and the procedures prescribed by DA Pam 25–40.

4–2. Revise a Department of the Army administrative publication
HQDA principal officials will revise DA administrative publications as policies and procedures change. Revisions to DA administrative publications must conform to the policy in this regulation and the procedures prescribed by DA Pam 25–40. Revision types are listed in paragraphs 4–2*a* through 4–2*f*.

a. Administrative revision. Use an administrative revision to an existing publication to correct typographical errors and update office symbols, organizational names and addresses, references, or web addresses. Administrative revisions will not change the publication's policies, responsibilities, or procedures. Staffing and a legal review are not required; however a DA Form 260 will be submitted to document the requested administrative change. An administrative revision will not change the issue date of the publication. An administrative revision can take up to 30 calendar days within the publishing process after acceptance of the submission. The DA Form 260 for an administrative revision may be signed by the proponent publishing champion. APD will use the administrative revision process to accomplish all submitted transfer of proponency actions, in conjunction with a change of proponency memorandum signed by the gaining and losing HQDA principal officials (see DA Pam 25–40).

b. Mandated revision.

(1) Use a mandated revision to an existing DA administrative publication to issue or revise policies and procedures if it meets at least one or more of the following criteria:

(a) Involves a matter of urgent national security.

(b) Is necessary to prevent imminent danger to the life, health, and safety of DA personnel.

(c) Is required by a change in Federal law or DoD policy.

(d) Is directed by Presidential EO.

(e) Incorporates policies and procedures in an AD into the appropriate AR or DA Pam. The mandated revision will only incorporate the specific policy and procedures included in the AD. Any administrative changes, such as typos and grammatical errors, within the publication will also be corrected.

(2) Staffing to the AASA only and a legal review are required for a mandated revision. A mandated revision will change the publication issue date. A mandated revision can take up to 60 calendar days within the publishing process after acceptance of the submission. A mandated revision can be converted into an expedited revision based on the scope of requested changes. APD will determine the type of revision following initial review (see DA Pam 25–40 for timelines).

c. Expedited revision. Use an expedited revision to revise and update policies and procedures quickly. Expedited revisions will not exceed 10 percent of the publication's current content, including all forms, figures, tables, and appendixes. After the third expedited revision, a major revision is required. An expedited revision will change the publication issue date. Staffing and a legal review are required (see para 4–3). An expedited revision can take up to 180 days within the publishing process.

d. Major revision. A major revision will change the publication issue date. Staffing and a legal review are required (see para 4–3). A major revision can take up to 240 calendar days within the publishing process after acceptance of the submission (see DA Pam 25–40 for timelines).

e. Revisions of multi-Service Army regulations and Code of Federal Regulations Department of the Army administrative publications. Revision types in paragraph 4–2 apply to all DA administrative multi-Service regulations where the Army is the lead; however, completion times will vary based on the partnering Services' and other agencies' publishing requirements. Completion times will also vary for DA administrative publications requiring public comment and CFR requirements (see AR 25–58). (See para 4–23 for more information on multi-Service DA administrative publications.)

f. Certify current.

(1) A DA administrative publication may be certified as current if all of the following conditions are met:

(a) The DA administrative publication was last issued within five years of the request.

(b) The last revision was not a mandated or expedited revision or a certify current publishing action.

(c) The respective HQDA principal official or ACOM commander confirms, in writing, that all policies, procedures, references, and prescribed and referenced forms are accurate. APD will return the publication to the proponent to update these items.

(2) Minor, nonsubstantive editorial changes (that is, corrections to typographical errors and updates to office symbols, organizational names and addresses, references, and web addresses) are permitted.

(3) Certifying a DA administrative publication as current will change the publication issue date.

(4) Staffing and a legal review are not required.

(5) APD will complete certify current publishing actions within 30 calendar days after acceptance of the submission.

(6) See DA Pam 25–40 for certify current procedures.

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

a. HQDA principal officials will—

(1) Staff all new or revised DA administrative publications with the following:

(a) ASA (FM&C).

(b) AASA.

(c) Army Safety Office.

(d) HQDA principal officials with assigned responsibilities and/or have oversight of responsibilities within the publication.

(2) Use DA Form 7874 (Armywide—Staffing Comment Resolution Matrix) for collection of staffing responses.

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

b. The AASA will review all publications containing responsibilities for the SECARMY; Chief of Staff, Army; Under Secretary of the Army; Vice Chief of Staff, Army; or Sergeant Major of the Army during the authentication process.

c. APD will not accept staffing results for DA administrative publications that are older than 24 months.

d. Procedures for staffing of DA administrative publications are in DA Pam 25–40.

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

4–4. Committee management coordination

When a DA administrative publication directs or authorizes the establishment or continuance of an Army committee, board, or panel, the proponent must justify establishing or continuing the committee in accordance with AR 15–39. The proponent will coordinate the draft publication with the AASA (DA Committee Management Office).

4–5. Internal control process

All Army programs and functions are subject to AR 11–2 and the requirement to establish and maintain effective internal controls. AR 11–2 requires HQDA publication/form action officers to identify in ARs the key internal controls that require formal evaluation. Identified internal controls will be included as the last appendix in ARs, except for multi-Service regulations where Army is not the lead.

4–6. Secretary of the Army approval of delegated authorities

If an AR contains affirmative delegations of responsibilities from the SECARMY, the proponent must coordinate with OAA's Special Programs Directorate.

4–7. Required Federal Register review and clearance

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

  a. Proponent coordination with the Records Management Directorate, as well as proponent acquisition of written FR clearance will take place during the staffing process and before a proponent officially submits a DA policy publication to APD.

  b. APD will not accept any publishing action for a DA policy publication that does not include the required written FR clearance from the Records Management Directorate. (See DA Pam 25–40 for coordination procedures for the FR review of and acquisition of written FR clearance for DA policy publications.)

4–8. Legal review requirements for Department of the Army administrative publications

  a. TJAG, in coordination with the General Counsel, will review the following DA administrative publications for compliance with controlling laws, directives, regulations, and other DA publications:

  (1) ARs.

  (2) HQDA policy notices.

  (3) DA Pams (if the prescribing regulation makes the DA Pam's provisions mandatory).

  b. TJAG is responsible for providing legal reviews to support the authentication of the DA administrative publications listed in paragraph 4–8*a*; however, the legal review of DA administrative publications covering SECARMY powers and authorities must be coordinated with the General Counsel.

  c. ADs, AGOs (except for award AGOs, which do not require a legal review), and requests for the rescission of DA administrative publications also require a legal review by TJAG and the General Counsel.

  d. The Director, APD submits all DA administrative publications listed in paragraph 4–8*a*, as well as all requests for the rescission of administrative publications, to OTJAG for legal review.

  e. The Director, APD, submits ADs to OTJAG and OGC for legal review.

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

  (1) Addressing all TJAG comments related to the legal review(s).

  (2) Providing APD written justification for any comments that are not incorporated into the draft publication(s).

Section II

Training, Doctrinal, Training Support, and Organizational Publications

4–9. General

The CG, TRADOC is the Army's proponent for Armywide doctrine and training development. The Armywide Doctrinal and Training Publication Program is the program that TRADOC uses to manage the prioritization, preparation, coordination, and approval for publication (printed and/or digital copies of the products) and distribution of doctrinal and training products published in the following formats: ADPs,

ATPs, FMs, nonequipment TMs, STPs, TCs, DA and DD forms prescribed by Army doctrinal and training publications, and selected DA pamphlets and DA posters.

4–10. Purpose of training, doctrinal, training support, and organizational Department of the Army publications

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

4–11. Proponents and preparing agencies of training, doctrinal, training support, and organizational publications

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

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

b. U.S. Army Judge Advocate General School (under direction of TJAG).

c. Army Public Affairs Center.

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

e. AMC and selected AMC subordinate commands.

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

g. United States Military Academy.

4–12. Proponent responsibilities for Department of the Army doctrinal and training publications

Proponents will develop a consolidated doctrinal and training publication schedule for each fiscal year (FY). The schedule will include all anticipated new publications, planned revisions to existing publications, and a printing forecast. Proponents will provide a copy of the schedule to APD. Unless directed by HQDA, the proponent determines priorities for the development and production of doctrinal and training publications. Proponents will adhere to forms policy and procedures as outlined in this regulation and DA Pam 25–40.

4–13. Graphic training aids

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

4–14. Department of the Army professional bulletins

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

Section III

Technical and Equipment Publications

4–15. General
Technical and equipment publications must conform to the policy in this regulation and the procedures in DA Pam 25–40. They are DA-numbered, authenticated, indexed, and published in the appropriate media. ETMs and IETMs will not include unauthenticated content, such as unauthenticated portable document format files. This section applies to authentication of technical and equipment publications. For information on printing technical and equipment publications, see AR 25–38.

4–16. Acquisition and use of electronic technical manuals and interactive electronic technical manuals
Acquisition and use of ETMs and IETMs, in lieu of hard copy manuals, is mandatory, except as detailed in subparagraph *j,* below. Proponents and users will submit requests for other exceptions (with written justification and legal review) through command channels to the DCS, G–4. Requests for exceptions must include coordination with the publication's proponent. A proponent organization requesting an exception will include both user and proponent comments. If the proponent is an HQDA agency, the requester may ask that the DCS, G–4 coordinate with the proponent. (See DA Pam 25–40 for waiver submission requirements and procedures.)

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

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

c. Proponents will use Government-owned or free runtime display software for ETMs and IETMs that appear on either the Army Gold Master (https://chess.army.mil/) or Army Products list. (See AR 25–2 for information assurance requirements.) Program managers will use interactive authoring display software (IADS) to simplify and expedite maintenance of ETMs and IETMs. The IADS viewer will be used to support the high functionality requirements of simple and complex systems such as aircraft, ground combat systems and all other Army systems/equipment utilizing ETMs and IETMs. Effective First Quarter, FY24, IADS will be the only authorized viewer for all ETMs and IETMs.

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

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

f. MATDEVs will submit contract solicitation documents that include TM, ETM, and IETM requirements for preliminary review, before contract signing, to their EPCO, who will submit the contract solicitation documents to the Director, AMC LDAC, for review.

g. AMC LDAC (AMLD–LST) will review the preliminary technical manual of each publication and will provide comments through the proponent EPCO. AMC LDAC (AMLD–LST) will review and approve all final reproducible copy manuals and publications packages before their submission to APD for authentication.

h. When the system's publication program reaches the engineering and manufacturing development initial operational test and evaluation point, all publication developers will submit one copy of each draft pre-verification (100 percent delivery) and one copy of the verification plan associated with each publication at least 30 days prior to the verification to the respective EPCO and the relevant force modernization or branch proponent school. In turn, the EPCO will coordinate the draft pre-verification publication and verification plan with the Director, AMC LDAC (AMLD–LST) at least 30 days before verification.

i. ETMs and IETMs will comply with the DoD Information Technology Standards Registry (https://gtg.csd.disa.mil/).

j. Use of paper TMs is not prohibited but must be limited based on operational necessity (see AR 2538).

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

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

4–17. Priorities for preparation of Department of the Army technical and equipment publications
a. Proponents will prepare and revise equipment publications in the following priority:
(1) New equipment publications that cover new weapons and equipment and existing publications that are revised or changed.
(2) Publications for equipment that must be reported to DA for unit or materiel readiness purposes.
(3) Publications covering equipment with a high density in the hands of Soldiers (that is, rifles, protective masks, sidearms, and so forth).
(4) All other equipment publications.
b. Apply the following subpriorities:
(1) Operator instructions and operator maintenance.
(2) Maintainer maintenance and repair parts and special tools list (RPSTL) information for only field level.
(3) Battlefield damage assessment and repair instructions.
(4) Sustainment maintenance procedures, such as DMWRs, NMWRs, and depot maintenance for depot test, measurement, and diagnostic RPSTL information for sustainment level.

4–18. Development of technical and equipment publications
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. Proponents will adhere to the requirements in DA Pam 25–40 when developing new, revised, or changed publications.

4–19. Military specifications
a. Military specifications and standards will govern the structuring and presentation of data, instructions, and information that are needed for equipment installation, operation and maintenance, overhaul, and rebuild, and that will be used in technical and equipment publications.
b. In coordination with APD, the CG, AMC will prepare military specifications, standards, and handbooks for the preparation of equipment publications.
c. Proponents will ensure that publications adhere to MIL–STD–40051 or other applicable military specifications for publication types not covered in those military standards. Proponents will conduct business case analyses to use ASD–S1000D and MIL–STD–3031 for standard TMs as an alternative to the MIL–STD–40051. General requirements specifications and standards for the preparation of equipment publications will be coordinated with TRADOC and APD. If a publication is not in compliance with the

appropriate MIL–STD or specification and its associated DTDs/stylesheets, the proponent will obtain a waiver to this regulation prior to DA authentication and publication which will include an improvement plan approved by all major stakeholders mentioned in this regulation.

4–20. Publications on nondevelopmental items
An off-the-shelf, commercially available item or system (nondevelopmental item (NDI)) the Army purchased may have COTS publications that will serve Army requirements. In addition, an off-the-shelf item altered to be a military adaptation of a commercial item (MACI) may have manufacturers' manuals that the Army can supplement and use. (See DA Pam 25–40 for criteria to use in acquiring manufacturers' publications on NDIs and MACIs.) Proponents should maximize the use of COTS manuals when the manuals meet the requirements of MIL–PRF–32216A, except those manufacturer's manuals associated with ACAT III Programs. See AR 70–1 for additional information on NDIs and MACIs. Proponents will not use MIL–PRF–32216A to contract for the preparation of equipment publications. The use of MIL–PRF–32216A is restricted to—
   a. Determining the acceptability of an off-the-shelf item.
   b. Determining the cost effectiveness of modifying a publication through the acquisition of supplemental data.
   c. Production of the supplemental COTS in Electronic Media Only (EMO) using an application-based viewer.

4–21. Unauthenticated commercial off-the-shelf manuals
   a. Proponents will acquire and provide to equipment users unauthenticated COTS manuals only when all the following conditions are met:
   (1) The publication meets the requirements of MIL–PRF–32216A, and no supplementary material (warning summary, lubrication instructions, RPSTL, maintenance allocation chart, and so forth) is needed to support the equipment.
   (2) The publication is required for initial issue only, and stockage in the Army publications system is not planned.
   (3) The publication supports equipment that will not be issued to TOE and MTOE units and will not be supported by repair parts in the Army supply system.
   b. Unauthenticated COTS manuals will not be assigned DA publications numbers. They will not be directly changed or modified by an official DA publication. The proponent is responsible for providing replacement copies of unauthenticated COTS manuals. The resupply source will be shown on the front cover of the publication.

4–22. Authenticated manufacturers' manuals
The proponent will—
   a. Acquire and provide COTS manuals to APD for authentication when—
   (1) The publication meets, or can be changed or supplemented to meet, the requirements of MIL–PRF–32216A.
   (2) Stockage in the Army publication system is required; that is, a requirement exists for more than initial issue.
   (3) The publication must accompany equipment issued to TOE and MTOE units.
   (4) Equipment is to be supported by repair parts in the Army supply system.
   b. Acquire or develop changes or supplementary material as specified in MIL–PRF–32216A and integrate this material into the COTS manual before it is submitted for authentication.
   c. Obtain a copyright release if the publication contains copyrighted material.
   d. Obtain either—
   (1) Two copies of the COTS manuals, with supplemental data incorporated, and a copyright permission allowing unlimited reproduction and use rights from the manufacturer. The proponent will integrate the authentication page into the COTS manual.
   (2) Electronic final copy or camera-ready copy of the COTS publication complete with copyright permission allowing unlimited reproduction and use rights from the manufacturer. The proponent will integrate supplemental data, including the authentication page. Electronic final copy is preferred.
   e. Use a DA Form 260–1 to transmit COTS manuals to APD for authentication, replication, distribution, and stockage. This form will state whether—

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

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

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

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

4–23. 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 regulation and MIL–PRF–32216A.

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

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

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

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

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

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

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

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

4–24. Description of multi-Service Department of the Army publications

Multi-Service publications are official Federal publications that apply to more than one Service, DoD agency, or other Government agency. They may contain policies, doctrine, procedures, and information that each of the Services or agencies have mutually agreed to and are necessary to perform a mission or function common to two or more of the Services, DoD agencies, or other Government agencies. Multi-Service publications also implement policies and procedures that higher headquarters or other Government agencies issue, and that apply to the Military Services and DoD agencies. DoD may designate the SECARMY as an executive agent to develop, coordinate, and publish a multi-Service publication. (See DA Pam 25–40 for multi-Service process.)

Section IV

Other Types of Publications

4–25. Defense Information Systems Agency publications

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

4–26. Periodicals and nonrecurring publications

Proponents will review all existing and proposed periodicals and nonrecurring publications annually to determine whether continued publication is necessary. Periodicals and nonrecurring publications are not authenticated or indexed by APD. (Publications on official websites applies only to publications that are authenticated and indexed at APD (see below).)

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

b. Nonrecurring publications. Nonrecurring publications are—

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

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

4–27. Transportability and deployability publications

a. Transportability and deployability publications (not authenticated by DA), authorized by DoDI 4540.07 and AR 70–47, are publications developed by SDDCTEA, the DoD transportability and deployability experts, on proper ways to move and secure military vehicles and equipment.

(1) Modal instructions.

(2) Deployment handbooks.

(3) Ship user handbooks.

(4) Standard equipment transportability characteristics.

(5) Electronic CD–ROM copies.

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

Chapter 5
Printing and Distribution

5–1. Policy

See AR 25–38 for printing and distribution policy.

5–2. Official websites for Department of the Army publications

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

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

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

c. All activities that provide electronic links (web addresses) on their websites to DA publications and forms must maintain electronic links to the appropriate websites (see DA Pam 25–40).

5–3. Distribution of publications and forms to foreign governments

Publications and forms will be distributed to foreign governments through their government's foreign military sales (FMS) program. Printed copies of publications and forms will be supplied only to those foreign governments who establish a sales agreement and account under the FMS program (see DA Pam 25–40). The program will fund for or reimburse the AMC technical and equipment print budget for the cost of printed copies.

5–4. Distribution of technical and equipment publications to U.S. Government agencies and organizations excluding the U.S. Army

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

5–5. Publication by private publishers

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

b. Material in departmental Army publications must not imply in any manner that the Government endorses or favors any specific commercial product, commodity, or service.

5–6. Processing classified material

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

Chapter 6
Secretary of the Army Awards for Improving Publications and Publishing Processes Program

6–1. Awards program overview

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

a. Who have significantly improved the quality of Army publications through their own writing and editing initiatives.

b. Who have made significant contributions toward improving the quality of Army publications systems, processes, or programs.

c. Who have used innovative approaches to improve existing publishing operations or have applied new technologies and solutions that increase efficiency and/or tangible or intangible savings.

d. Who worked as a group to achieve a significant contribution toward improving the quality of Army publications. When an individual award is not practical, a group award is authorized.

Note. Contract personnel are not eligible.

6–2. Awards program responsibilities and procedures

a. The AASA oversees the awards program and assigns execution of the awards program to the Director, APD.

b. The Director, APD executes the awards program, solicits the screening panel members from HQDA agencies, and provides administrative staff support to the screening panel, as needed. Procedures on submitting nominations, the selection process, and award ceremonies are prescribed in DA Pam 25–40.

6–3. Awards categories and criteria

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

a. Category One: Army Editor of the Year Award. Nominees must produce (through writing, editing, restructuring, and reorganizing) publications that are easy to read, use, and understand. The reduction of pages is encouraged provided it does not detract from the improvements of the publication. The writing or

editing must involve at least one of the types of official authenticated Army publications listed in chapter 2. DA publications or agency, command, or installation publications must be numbered and published to be considered for this award. Visual information specialists, forms analysts, and web designers and developers may not be nominated in this award category.

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

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

b. Category Two: Secretary of the Army Awards for Publications Improvements. Nominees must improve a publications system, process, or program for HQDA; an ACOM, ASCC, or DRU; or a corps, division, or installation. Improvements must show effectiveness or achieve a savings. Visual information specialists and forms analysts may also be nominated in this award category for improvement of a publication. Web designers and developers involved with DA publications may be nominated in this category for improvement of a website. This award is intended to recognize either innovative approaches to improve existing publishing operations or the application of new technologies and solutions that increase efficiency and/or tangible or intangible savings.

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

(2) *Secretary of the Army Award for Publications Improvements (agency, command, and installation).* Awarded to a DoD employee (military or civilian) who is involved in the development, management, or support of programs or efforts to improve a publications system, process, or program at an ACOM, ASCC, and DRU or at a subordinate command element, including a region or installation.

Note. An individual may be nominated in more than one category but can win in only one category.

Appendix A

References

Section I

Required Publications
Unless otherwise indicated, all Army publications are available on the Army Publishing Directorate website at https://armypubs.army.mil. DoD publications are available on the ESD website at https://www.esd.whs.mil.

AR 5–22
The Army Force Modernization Proponent System (Cited in para 4–11.)

AR 10–87
Army Commands, Army Service Component Commands, Direct Reporting Units (Cited in para 1–7.)

AR 11–2
Managers' Internal Control Program (Cited in title page.)

AR 15–39
Department of the Army Intergovernmental and Intragovernmental Committee Management Program (Cited in para 4–4.)

AR 25–1
Army Information Technology (Cited in para 4–16*l.*)

AR 25–2
Army Cybersecurity (Cited in para 4–16*c.*)

AR 25–22
The Army Privacy and Civil Liberties Program (Cited in para 3–1*i.*)

AR 25–36
Instructions for the Interservicing of Technical Manuals and Related Technology Program (Cited in para 1–12*b*(3)(*f*).)

AR 25–38
Army Printing and Distribution Program (Cited in para 1–1.)

AR 25–50
Preparing and Managing Correspondence (Cited in para 4–26*b*(1).)

AR 25–58
Publishing in the Federal Register (Cited in para 4–2*e.*)

AR 25–400–2
Army Records Management Program (Cited in para 1–7*c*(3).)

AR 27–60
Intellectual Property (Cited in para 2–9.)

AR 70–1
Army Acquisition Policy (Cited in para 1–28*b.*)

AR 70–47
Engineering for Transportability Program (Cited in para 4–11*f.*)

AR 360–1
The Army Public Affairs Program (Cited in para 1–1.)

AR 380–5
Army Information Security Program (Cited in para 1–30*e*(2).)

AR 525–95
Army Geospatial-Intelligence and Geospatial Information and Services (Cited in para 1–30*e*(2).)

AR 700–127
Integrated Product Support (Cited in para 1–8*d*.)

AR 750–1
Army Materiel Maintenance Policy (Cited in para 1–28*d*.)

ASD–S1000D
International Specification for Technical Publications Utilizing a Common Source Data Base (Available at www.asd-europe.org.) (Cited in para 1–8*c*.)

DA Pam 25–38
Army Printing and Distribution Procedures (Cited in para 3–3*g*.)

DA Pam 25–40
Army Publishing Program Procedures (Cited in para 1–3.)

DA Pam 25–403
Army Guide to Recordkeeping (Cited in para 1–5.)

DA Pam 385–16
System Safety Management Guide (Cited in para 4–23*c*.)

DoD 4525.8–M
DoD Official Mail Manual (Cited in para 1–30*d*(13).)

DoD 5400.11–R
Department of Defense Privacy Program (Cited in para 3–1*i*.)

DoDD 5105.77
National Guard Bureau (NGB) (Cited in para 1–15.)

DoDI 1000.30
Reduction of Social Security Number (SSN) Use Within DoD (Cited in para 3–3*c*(2).)

DoDI 4540.07
Operation of the DoD Engineering for Transportability and Deployability Program (Cited in para 4–11*f*.)

DoDI 5400.11
DoD Privacy and Civil Liberties Programs (Cited in para 1–30*d*(13).)

DoDI 7750.07
DoD Forms Management Program (Cited in title page.)

DoDM 8400.01
Accessibility of Information and Communications Technology (ICT) (Cited in para 3–1*g*.)

JP 1–02
DoD Dictionary of Military and Associated Terms (Available at www.jcs.mil.) (Cited in para 2–2*a*(8).)

MIL–STD–3031
Army Business Rules for S1000D (Available at www.logsa.army.mil.) (Cited in para 1–8*c*.)

MIL–STD–40051–1
Preparation of Digital Technical Information for Interactive Electronic Technical Manuals (Available at www.logsa.army.mil.) (Cited in para 1–8*b*.)

MIL–STD–40051–2
Preparation of Digital Technical Information for Page-based Technical Manuals (TMs) (Available at www.logsa.army.mil.) (Cited in para 1–8*b*.)

Public Law 111–274
Plain Writing Act of 2010 (Available at www.congress.gov.) (Cited in para 1–30*d*(13).)

36 CFR Part 1194
Information and Communication Technology Standards and Guidelines (Available at www.gpo.gov.) (Cited in para 3–3*e*.)

5 USC 552a
Records maintained on individuals (Available at https://uscode.house.gov.) (Cited in para 3–3*c*(1).)

44 USC 103
Joint Committee on Printing: Remedial Powers (Available at https://uscode.house.gov.) (Cited in para 5–5*a*.)

44 USC 501
Government Printing, Binding, and Blank-Book Work to be Done at Government Publishing Office (Available at https://uscode.house.gov.) (Cited in para 5–5*a*.)

44 USC 3501 through 3521
Paperwork Reduction Act (Available at https://uscode.house.gov.) (Cited in para 3–3*d*(1).)

Section II

Prescribed Forms
Unless otherwise indicated, DA forms are available on the APD website (https://armypubs.army.mil); and DD forms are available on the Executive Services Directorate website (https://www.esd.whs.mil/dd/).

DA Form 260
Request for Publishing–DA Administrative Publications (Prescribed in para 1–7*a*(5).)

DA Form 260–1
Request for Publishing–DA Training, Doctrinal, Technical, and Equipment Publications (Prescribed in para 1–25*e*.)

DA Form 2028
Recommended Changes to Publications and Blank Forms (Prescribed in title page.)

DA Form 7874
Armywide—Staffing Comment Resolution Matrix (Prescribed in para 4–3*a*(2).)

DD Form 67
Form Processing Action Request (Prescribed in para 3–2*b*.)

Appendix B

Internal Control Evaluation

B–1. Function
This internal control evaluation assesses the execution of the Army Publishing Program.

B–2. Purpose
The purpose of this evaluation is to assist Army organizations and personnel responsible for DA and agency, command, and installation publications in evaluating the key internal controls listed in paragraph B–4. It is intended as a guide and does not cover all controls.

B–3. Instructions
Answers must be based on the actual testing of internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action indicated in supporting documentation. These key internal controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Test questions
 a. Publications management.
 (1) Are DA policy publications issued as ARs, HQDA policy notices, or ADs?
 (2) If publications are effective for a limited period of time, are they published in the correct medium showing expiration dates?
 (3) Are publications that have Armywide applicability issued as an appropriate DA publication?
 (4) Are non-DA publications issued only within the respective agency, command, region, or installation, and their subordinate elements?
 (5) Are updates to publications properly authenticated?
 (6) Are publications fully staffed with all mandatory and interested or affected organizations before publication?
 (7) Are funding requirements identified, prioritized, and coordinated with the resource manager each FY?
 (8) Are records maintained on costs relative to life cycle management of publications?
 (9) Did the proper authority authenticate all DA publications before issuance as an official publication?
 (10) Are requirements in AR 25–1 being met for publishing only authorized information in periodicals and nonrecurring publications?
 b. Forms management.
 (1) If higher echelon forms exist, are they used instead of creating new forms for the same purpose?
 (2) Are forms prescribed in appropriate level publications?
 (3) Do the prescribing publications contain the form number, title, and source of supply?
 (4) Have all forms requests (DD Forms 67) been reviewed for required coordination and approvals?
 (5) Have all approved forms been reviewed for required form elements?
 (6) Are requests to alter the content, format, or construction of forms fully justified?
 (7) When applicable, is the use of social security numbers on forms justified and approved?
 (8) Is a program to encourage the design and use of electronic media forms in place?
 (9) Are forms not produced in EMO for a good reason?
 (10) Do users have the necessary equipment and software to generate and use forms electronically?
 (11) Are Armywide forms approved by the proponent and APD for electronic media?
 (12) Are forms with low annual use authorized for electronic or local reproduction?
 (13) Are procedures implemented to index authorized forms?
 (14) Are approvals for deviations to forms restricted to a 2-year period?
 (15) If a temporary form is needed, does the applicable designation follow the form number?
 (16) If a temporary form is needed, is this temporary method necessary instead of creating a permanent form?
 (17) Are numerical forms files maintained?
 (18) Are DD Forms 67 maintained for management and historical purposes?

c. Graphics management.

(1) Are all figures submitted for insertion into DA administrative publications scrutinized to ensure that they conform to the standards set forth by this publication and DA Pam 25–40?

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

B–5. Supersession

This evaluation replaces the evaluation that assesses the execution of the Army Publishing Program previously published in AR 25–30, dated 13 June 2018.

B–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Administrative Assistant to the Secretary of the Army (AAHS–PA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527.

Glossary of Terms

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

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

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

Armywide doctrinal and training 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, Soldier training publications, junior Reserve Officers' Training Corps manuals, and selected DA pamphlets and posters.

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

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

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

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

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

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

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

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

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

Depot maintenance work requirement
A maintenance serviceability standard for depot-level repairables designated for repair and return to Army Working Capital Fund stock. It prescribes the scope of work to be performed on an item by organic depot maintenance facilities or contractors, and/or qualified below-depot sources of repair; types and kinds of materials to be used; and quality of workmanship. A DMWR also addresses repair methods, procedures, and techniques, modification requirements, fits and tolerances, equipment performance parameters to be achieved, quality assurance discipline, and other essential factors to ensure that an acceptable and cost-effective product is obtained. DMWRs are also used for demilitarization of ammunition.

Doctrine publications
DA publications that contain Army doctrine. Doctrine publications consist of ADPs, , FMs, and ATPs. The Army also uses and contributes to other doctrine publications, to include JPs, multi-Service publications, and multinational publications.

Doctrine, training, and organizational publications
Publications that contain the doctrine, organization, tactics, techniques, and procedures adopted for use in training individuals and units of the Army and that provide guidance for units operating in the field.

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

Electronic compact disc–read only memory copies
An electronic collection of all SDDCTEA publications on one CD–ROM. Some of the publications have large file sizes which limits the ability to email the documents to customers. Also, the equipment transportability characteristics database fills an entire CD–ROM by itself.

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

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

Electronic publishing
An electronic means for producing a digitized version of a publication in either formatted or reflowable text file format, encompassing all aspects of the document publishing process, including creation, design, and capture of text and graphics; composition; editing; storage; transfer; printing; and distribution.

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

Equipment publication
A publication that deals with information, installation, operation, maintenance, training, and parts support of Army materiel. TMs, TBs, FTs, lubrication orders, and MWOs are examples of DA equipment publications.

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

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.

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.

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

HQDA 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
Check for new definition in CJCSM 5120.01B (not yet published)] A compilation of agreed-to fundamental principles, considerations, and guidance on a particular topic that guides the employment of a Joint force toward a common objective. A JP is prepared under the cognizance of Joint Staff directorates and applicable to the Military Services, combatant commands, and other authorized agencies. A JP is approved by the Chairman of the Joint Chiefs of Staff, in coordination with the Military Services, combatant commands, and Joint Staff.

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

Multi–Service publication
Check for new definition in CJCSM 5120.01B (not yet published) A publication containing principles, terms, tactics, techniques, and procedures used and approved by the forces of two or more Services to perform a common military function consistent with approved Joint doctrine (CJCSM 5120.01).

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

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

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

Publications
Items of information that are printed or reproduced, whether mechanically or electronically, for distribution or dissemination usually to a predetermined audience. Generally, they are directives, books, pamphlets, posters, manuals, brochures, magazines, and newspapers produced in any media by or for the Army.

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

Publishing
The actions involved in issuing publications to the Army. Publishing involves creating, preparing, coordinating, approving, processing, printing, and distributing or disseminating publications.

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, subject matter experts, and/or authors writing, revising, and coordinating DA publications; and coordinates and obtains publishing approval from the HQDA principal official or ACOM commander.

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
Soldier training publications 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, Military Qualification Standards Manuals, and Officer Foundations Standards Systems Manuals.

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

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

Technical manual
A publication that is one of the two types listed in subparagraphs a and b. A TM may be electronically displayed to the user (see ETM and IETM) or presented as a paper document. Electronic display is the preferred method of presentation.
a. Equipment technical manual. A publication that contains instructions for installation, operation, training, and support of weapon systems, weapon system components, and support equipment. An equipment TM includes operational and maintenance instructions, parts lists or parts breakdown, and related technical information or procedures. Information may be presented in many forms or characteristics, including but not limited to, CD–ROM, DVD, world wide web, and hard copy.
b. General subject technical manual. A publication that contains technical instructions prepared on various subject areas (other than specific items of equipment or groups of related equipment), such as communications or electronics fundamentals, medical, painting, welding, and destruction to prevent enemy use.

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

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

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

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.