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Information Management: Printing and Distribution
Army Printing and Distribution Procedures

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:

MARK F. AVERILL
Administrative Assistant to the
Secretary of the Army

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

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

Proponent and exception authority. The proponent of this pamphlet is the Chief Information Officer. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests are endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

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

Contents (Listed by chapter and page number)

Chapter 1

Publishing Appointments and Actions, page 1

Chapter 2

Technical and Equipment Publications, page 2

Chapter 3

Printing, page 4

Chapter 4

Distribution, page 13

Chapter 5

Establishing and Maintaining Accounts, Initial Distribution of Physical Products, and Resupply, page 15

Appendixes

A. References, page 35

B. Compact Disc-Read Only Memory/Digital Versatile Disc Products, page 37

Table List

Table 2–1: Printing procurement types defined, *page 3*

Table 3–1: Instruction on completing DA Form 5695, *page 9*

Table 3–2: Instructions for completing DA Form 5394–1, *page 11*

Table 3–3: Printing facility reports and their frequency, *page 12*

Table 3–4: Instructions on completing JCP Form 2, *page 12*

Table 3–5: Instructions on completing JCP Form 5, *page 13*

Table 5–1: Common print actions for Department of the Army equipment publications and the responsible funding entity, *page 20*

Figure List

Figure 3–1: Condition and evaluation guide for printing equipment, *page 8*

Glossary of Terms

Summary of Change

Chapter 1 Publishing Appointments and Actions

Section I

Introduction

1–1. Purpose

This pamphlet provides procedures for policies established in Army regulation (AR) 25–38. It contains processes, reporting requirements, and guidelines used to carry out the Army's print and distribution program. It provides information on printing and distributing Department of the Army (DA) publications, forms, and media products for three publishing domains: DA administrative, training, and doctrinal, and technical and equipment publications. While this pamphlet primarily addresses DA publications applicable to all Soldiers (Regular Army, U.S. Reserve, and Army National Guard) and DA Civilians, it also contains procedures on the management of agency, command, and installation level publications and forms.

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

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

1–3. Associated publications

See AR 25–38.

1–4. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the 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

Roles and Duties

1–5. Designated printing roles

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

- a. Publishing champion (PC).
- b. Publications control officer (PCO).
- c. Equipment publications control officer (EPCO) (ACOM level only).
- d. Forms management officer (FMO).

Note. Contract personnel are prohibited from being appointed as PCs, PCOs, EPCOs, and FMOs.

1–6. Publications control officer duties

HQDA principal officials and commanders of ACOMs appoints a PCO to perform the management of print actions and required funding for assigned DA publications.

1–7. Equipment publications control officer duties

In accordance with AR 25–30, commanders of ACOMs may appoint an EPCO for each subordinate agency, command, or installation, as needed. Complete duties are described in DA Pam 25–40.

1–8. Forms management officer duties

HQDA principal officials and commanders of ACOMs appoints an FMO to establish internal procedures for revising, distributing, and cancelling agency, command, and installation forms.

Note. The FMO may also be appointed as the PCO.

1–9. Types of publishing roles and duties at subordinate agencies, commands, and installations

Commanders of subordinate agencies, commands, and installations may appoint personnel to manage DA-authenticated printing, and stocking and oversee distribution of command-level publications and forms.

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

b. Administer the agency, command, or installation publications and distribution system. Provide guidance to supported activities on managing publications accounts and preparing initial distribution requirements for physical products (such as, printed material or compact disc-read only memory/digital versatile disc (CD-ROM/DVD)).

c. Review all requests from supported activities to establish new accounts and blank forms accounts.

d. Verify publications account addresses and ensure that accounts are still current.

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

f. Review annual funding requirements for printing within their agency, command, or installation and coordinate this review with resource managers.

Chapter 2

Technical and Equipment Publications

Section I

Role of the Equipment Publications Control Officer

2–1. General duties

The EPCO—

a. Serves as command liaison to U.S. Army Materiel Command (AMC), Logistics Data Analytics Center (LDAC), print contractors, Army Print and Media Distribution Center (APMDC), Printing Management Division (PMD) and DLA Strategic Data Services (J67).

b. Enforces compliance with departmental policies, DA-authenticated regulations, and instructions of printing and related activities.

c. Manages equipment publications data (for example, change/revision history, special distribution, and source data).

2–2. Printing action duties

The EPCO—

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

b. Provides guidance on the preparation of DA Form 12 or DA Form 12–99.

c. Ensures response to reprint requests from Media Distribution Division (MDD) is made within specified time. When a reprint action is initiated, the EPCO ensures that—

(1) Present editions are adequate and can be reprinted.

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

(3) Obsolete publications are nominated for rescission.

(4) Revisions and/or changes are required before reprinting.

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

2–3. Publications control officers and forms management officers

a. *General.* PCOs and FMOs provide oversight management for publishing and printing mission for Army Organizations that they are assigned to. The PCO or FMO is responsible for providing the guidance and clarification necessary to carry out the provisions of the Armywide Printing and Distribution 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. *Printing and reproduction control.* Commanders or designated PCOs and FMOs—

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

(2) Prepares an annual printing budget.

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

2–4. Coordination and review

a. *U.S. Army schools.* Coordinate with all appropriate U.S. Army schools and other interested agencies to determine a publication’s initial distribution requirements for physical products (such as, printed material or CD–ROM/DVD) for the first year of publication (if different from its current initial distribution requirements for physical products).

b. *Contracting officers.* Coordinate with contracting officers for quantities needed at the time of publication and for estimated future overpack quantities if there are any contractor requirements. (Estimated future overpack quantities must be used for planning and stocking purposes only.)

Section II

General Technical and Equipment Publications Procedures

2–5. Army printing defined

Army printing is defined into three categories: departmental, local, and field. Table 2–1 provides an outline of printing procurement types, including a general overview of what each category covers (examples are not all-inclusive). For definitions of the three printing categories, see the glossary. Questions related to printing should be directed to your PC/PCO or PMD.

**Table 2–1
Printing procurement types defined**

Printing types	Procured by	Used by	Examples
departmental printing	PMD	Armywide	DA-authenticated publications (such as, TMs, FMs, Army doctrine publications (ADPs), Army training publications (ATPs), Professional Bulletins (PBs) and DA forms.)
local printing	PMD or DLA J67 Strategic Data Services. Army National Guard (ARNG) may use National Guard Publications Management Center (NGB–PMC)	Local agencies, commands, and installations, including ARNG local printing	Local flyers, ceremonial programs, brochures, letterhead, envelopes
field printing	modified table of organization and equipment (MTOE) units	MTOE organizations during military operations and training	Psychological operations flyers, maps

2-6. Equipment improvement report and maintenance digests, Technical Bulletin 43-series

Distribution of the TB 43- equipment improvement report series must be a one-time distribution and must not be reprinted or stocked as an item of supply.

2-7. Hand receipt manuals

a. *Use.* Hand receipt (HR) manuals are published to:

- (1) Improve property accountability.
- (2) Provide a ready reference for equipment inventory.
- (3) HR manuals are published to cover the line item entry for system/end item and the content of the applicable Components of End Item (COEI), Basic Issue Items (BII), and Additional Authorization List (AAL).

b. *Cost.* The cost of preparing the HR manual is not reasonable for the values of the item or system (such as when the cost of the HR manual exceeds the cost of the item or system).

c. *Distribution.* HR manuals are normally be distributed according to the same formula as the related - 10 series maintenance manual. Due to printing costs and reduced funding, consideration should be given to making the HR an electronic media only (EMO) publication that would be downloadable from the LDAC electronic technical manuals (ETMs) online website (<https://liw.logsa.army.mil/etmapp/#/etm/home>).

Chapter 3 Printing

Section I

Printing

3-1. Requisitioning departmental and local printing

All Army organizations must requisition all departmental printing through PMD. Additionally, Army organizations in the Washington, DC metropolitan area must requisition all local printing through PMD. Army organizations outside the Washington, DC metropolitan area obtains local printing from PMD or DLA J67 Strategic Data Services.

a. *Requisition.* Submit DD Form 282 (DoD Printing Requisition/Order) and your print ready portable document format (PDF) digital file, for local printing requisitions to usarmy.belvoir.usamc.mbx.apmdc-printing-management-division@mail.mil.

b. *Funding requisitions.* Funding for equipment publications is based on the type of printing or replication required. Organizations may submit a Fiscal Service (FS) Form 7600A (United States Government General Terms and Conditions (GT&C)), which is the support agreement, between the requesting organization and the procuring vendor or liaison. If the requesting organization is only requesting a support agreement, a completed and signed FS Form 7600A satisfies that request. Submit FS Form 7600A requests to usarmy.belvoir.usamc.mbx.apmdc-printing-management-division@mail.mil for processing. Once the FS Form 7600A is signed and accepted by the procuring vendor or liaison, a DD Form 448 (Military Interdepartmental Purchase Request (MIPR)) may then be processed to establish a line of accounting. Please see *paragraph 3-1c* of this DA PAM, for the MIPR process information.

c. *Establish line of accounting.* If the requesting organization requires a line of accounting to be established for a signed FS Form 7600A, then an FS Form 7600B (United States Government Order Form), will be provided by the procuring vendor or liaison, with the established line of accounting information. Completed and signed FS Form 7600A and FS Form 7600B are submitted to usarmy.belvoir.usamc.mbx.apmdc-printing-management-division@mail.mil for processing, please include the GT&C number from the FS Form 7600A, in the request.

d. *Submission.* Once an FS Form 7600A is approved or if the requesting organization does not required an FS Form 7600A, funding may also be provided by submitting a DD Form 448. DD Form 448 are submitted to usarmy.belvoir.usamc.mbx.apmdc-printing-management-division@mail.mil for processing. Once funds are processed, a line of accounting is established, under that specific MIPR number. When submitting requests for printing, please ensure the same MIPR number is included with your request.

e. *Forms.* The forms listed below are used to requisition printing. DD Form 282 is available at <https://www.esd.whs.mil/>, standard forms (SFs), and Government Printing Office (GPO) Forms available at <https://www.gpo.gov/>.

- (1) All DA Organizations must use DD Form 282 for requests for local printing thru PMD.
- (2) All DA Organizations must use DA Form 260 and U.S. Army Training and Doctrine Command (TRADOC) and AMC must use DA Form 260–1 for requests for new and revised departmental printing through PMD.
- (3) PMD must use SF 1 (Printing and Binding Requisition) for single-type procurements, including marginally punched forms, for processing jobs through GPO and the Federal Prison Industries, Incorporated.
- (4) PMD must use GPO Form 4044 (Simplified Purchase Agreement (SPA) Work Order) for processing jobs through GPO SPA, a streamlined printing procurement vehicle.
- (5) PMD must use GPO Form 2511 (Print Order) for processing jobs on GPO term contracts once the contracts are established.
- (6) PMD must use DD Form 282 when processing jobs through DLA Document Services to be procured.
- (7) When applicable, the ordering Army agency must use GPO Form 3868 (Notification of the Intent to Publish) to offer publications to the Superintendent of Documents, GPO, for public sale.

3–2. Requisitioning departmental printing exceptions

Commands and field activities must not produce or procure departmental printing unless authorized by PMD. The only exceptions are listed below.

- a. Service schools and other training activities may reproduce extracts of DA-authenticated publications for instructional use if printing is more economical to the Army than ordering complete sets of publications.
- b. Departmental publications and forms printed by PMD may not be reproduced locally. EMO publications and forms, to include EMO SFs and optional forms (OFs), may be reproduced locally. Local reproduction is not authorized for controlled and sensitive forms.
- c. It is the Army's intent to control non-centralized (local) printing of DA-authenticated publishing products distributed in paper and on CD–ROM/DVD. Centralized printing by PMD ensures that the Army procures bulk quantities of published products for both initial fielding and a minimum of 12 months of reorder or replacement copies to be stocked and issued to fill customer demand. This centralized, consolidated, bulk acquisition by PMD takes advantage of economies of scale and provides the best use of Army publishing resources. Local reproduction of small quantities of published products is not cost-effective for the Army and should be limited to unique circumstances that justify substantially higher unit costs. Local reproduction of DA-authenticated publications may be justified to support equipment that is being immediately deployed and maintained in small quantities or for specialized applications. Local reproduction may also be justified so that the publishing products are packed with rapidly deployed and fielded equipment as a "contractor over pack" requirement.
- d. For requests to locally reproduce EMO publications, authorization by Army Publishing Directorate (APD) is no longer required for an EMO publication, provided the publication has been authenticated and approved for release by APD to the LDAC or APD websites.
- e. Requests to locally reproduce publications produced in physical media (paper, CD–ROM/DVD, and so on).

- (1) Requests must be forwarded through channels to the PMD. AMC proponents must include a PDF file or copy of each interactive electronic technical manual (IETM) in the request to LDAC concurrently with forwarding the request to APD.
- (2) Requests to locally reproduce publications must include the following:
 - (a) DA Form 260 (Request for Publishing – DA Administrative Publications) or DA Form 260–1 (Request for Publishing – DA Training, Doctrinal, Technical, and Equipment Publications), cover page, title page, authentication page, PIN page, and digital copy for each publishing product included in the waiver. Digital copy must be PDF for ETMs and Extensible Markup Language (XML) for IETMs.
 - (b) Waiver justification is submitted with the DA Form 260.
 - (c) Senior Executive Service (SES) member or General Officer (GO) must sign the DA Form 260–1 with the quantity requested by publication.
 - (d) Departmental publications reproduced or printed locally, must be identical to those authenticated and printed or replicated through the centralized process.

3-3. Reprints

Only those publications and blank forms not covered under Section 3501, Title 44, United States Code (44 USC 3501) through 44 USC 3521 to use less paper to reprint. Reprints are directed and prepared as follows:

- a. The stock of a publication or form at MDD may reach a level that requires the printing of more copies. If so, MDD sends a status request to the proponent agency's designated functional manager, publication control officer and/or FMO for action. The proponent agency funds reprints of their publications.
- b. Reprint copies can only fill replacement copy orders; therefore, no unauthenticated changes to the current, authenticated edition of the publication or the existing form is made in the reprint.
- c. The information manager or publication/form action officer reviews the publication or form for continued need and life-cycle status in coordination. If a revision is in progress and close to publication, reprinting should be avoided unless the stock available for issue is depleted prior to publication of the revision. Avoid reprints of publications designated for rescission. Following the review, the designated functional manager advises MDD if a reprint is required.

3-4. Letterhead and memorandum stationery

a. Paper.

(1) *Color.* White is the only color authorized for stationery. (White recycled stationery stock may not appear to be as white as nonrecycled stock.)

(2) Size.

(a) Letterhead stationery is 8-1/2 by 11 inches (216 by 279 millimeter (mm)). Padding of letterhead and other sizes are not authorized.

(b) Memorandum stationery may be in vertical formats of 5-1/2 by 8-1/2 inches (140 by 216 mm) or 7-1/4 by 8-1/2 inches (184 by 216 mm) and may be constructed in pad form.

(3) *Grade and weight.* Twenty-pound, 25 percent recycled bond is the standard for both letterhead and memorandum stationery. Sixteen-pound, 25 percent recycled bond may be used.

(4) *Recycled paper.* Use of recycled paper must be in accordance with GPO standards and specifications.

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

b. Format.

(1) Letterhead and memorandum stationery must be printed in black ink. (See AR 25-30 for policy on use of seals, insignia, and slogans on letterhead stationery.) A template of the letterhead stationery, Department of Defense (DoD) seal, and recycle logo are available on the APD websites.

(2) Letterhead and memorandum stationery must be electronically generated. Font must be either Helvetica or Arial. Printer resolution must be 300 dots per inch or greater.

(3) No names, telephone numbers, titles of officers and officials, or other personalized information are printed on letterhead or memorandum stationery printed at Government expense.

3-5. Envelopes

a. Army organizations are responsible for ordering envelopes from GPO/General Services Administration (GSA). Use of office laser printer to imprint the return address and mailing address on envelopes is encouraged. Use black ink only. Print the return and mailing addresses at the same time; do not print return addresses on envelopes before they are needed.

b. If preprinted envelopes are required, they must be requisitioned as follows:

(1) Organizations must submit DD Form 282 through their PCO to PMD, or usarmy.belvoir.usamc.mbx.apmdc-printing-management-division@mail.mil.

(2) When requesting new envelopes, include one copy of a typed sample or an altered existing envelope of the size required. In requests for reprinting existing envelopes, include two printed samples, if available.

(3) Field activities must have their envelopes printed through PMD, DLA J67 Strategic Data Services, or by an ARNG local printing facility with a capability for printing envelopes.

(4) Requests for envelopes must be processed through the installation official responsible for mail to ensure envelopes are printed in accordance with formats prescribed by applicable mail regulations.

Section II

Local Printing Services

3-6. Primary role

Published materials essential to the Army's mission should be produced or procured in the most effective and economic manner. Printing to support Army requirements may be produced using in-house printing facilities (where authorized), procured from PMD or DLA J67 Strategic Data Services.

3-7. Requisitioning local printing services

- a. ARNG local printing services can be requisitioned by submitting a completed DD Form 282 (DoD Printing Requisition/Order) to the National Guard Bureau Publications Management Center or PMD.
- b. Except for ARNG,USAR Commands and tactical activities outside the Washington Metro.

3-8. Obtaining approval to establish a local printing facility

Submit request for approval to establish local printing facilities through channels to the Administrative Assistant to the Secretary of the Army (AASA). The request must clearly state the following:

- a. How the facility support Army missions and why PMD and DLA J67 Strategic Data Services, or other existing capabilities are not adequate to support the mission. (Note: Establishment of Active Army and U.S. Army Reserve (USAR) table of distribution and allowance (TDA) local printing facilities are generally not approved.)
- b. Types, frequency, and volumes of materials to be produced (such as regulations, pamphlets, forms, reports, operations plans, administrative instructions, maps, and contract solicitations packages). Give, by category of material the—
 - (1) Number of items, average number of copies per production run, average number of originals, method of copy preparation, page size, method of binding, and security classification.
 - (2) Normal delivery time required (for example, 1-5 business days or 5-10 business days).
- c. Projected number of production units to be produced each year in the proposed facility.
- d. Equipment on hand to be used. Describe each item, including make, model, serial number, size, age, condition, year purchased, present value (see fig 3-1).

A	B	C ¹																			
		Age in years																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
New -Unused, undamaged, and has original appearance and serviceability	5	100	100	100																	
	10	100	100	100																	
	15	100	100	100																	
	20	100	100	100																	
Excellent -Used, no apparent wear and free from operational defects	5	80	61	44	27	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
	10	85	75	66	58	50	42	34	26	18	10	10	10	10	10	10	10	10	10	10	
	15	90	81	73	66	60	55	50	45	40	35	30	25	20	15	10	10	10	10	10	
	20	95	87	80	74	69	64	59	54	50	46	42	38	34	30	26	22	19	16	13	10
Good -Used, requires only organizational maintenance	5	70	54	39	24	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
	10	75	66	58	51	44	37	30	23	16	10	10	10	10	10	10	10	10	10	10	
	15	80	71	63	56	50	45	41	37	33	29	25	21	17	13	10	10	10	10	10	
	20	85	78	72	67	63	59	55	51	47	43	39	35	31	28	25	22	19	16	13	10
Fair -Needs to be adjusted, repaired, and minor parts replaced, compensating for normal wear	5	60	46	33	21	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
	10	65	57	50	44	38	32	26	20	15	10	10	10	10	10	10	10	10	10	10	
	15	70	62	55	49	44	40	36	32	28	25	22	19	16	13	10	10	10	10	10	
	20	75	68	62	57	53	49	45	41	37	34	31	28	25	22	20	18	16	14	12	10
Poor -Needs major repair	5				20	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
	10				34	29	24	20	16	13	10	10	10	10	10	10	10	10	10	10	
	15				39	34	31	28	25	22	20	18	16	14	12	10	10	10	10	10	
	20				47	43	40	37	34	32	30	28	26	24	22	20	18	16	14	12	10
Unsatisfactory -Unserviceable and not economically repairable	5				16	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
	10				26	22	19	16	14	12	10	10	10	10	10	10	10	10	10	10	
	15				32	29	27	25	23	21	19	17	15	13	12	10	10	10	10	10	
	20				38	35	32	29	27	25	23	21	19	17	16	15	14	13	12	11	10

Notes:

¹Figures show value remaining as percentage of original cost.

²Figures are for a one-shift operation.

Figure 3–1. Condition and evaluation guide for printing equipment

e. When new equipment is to be procured, submit a completed DA Form 5695 (Information Management Requirement Project Document). (See table 3–1 for instructions for completing this form.)

f. Number of military and DA Civilian personnel required, availability of manning spaces, and the estimated yearly payroll.

g. Estimated yearly cost of operating the facility and whether funds are available.

h. Whether the facility is located on a Government installation or on Government-leased property. Provide a complete address, to include the name of the post, camp, or station, building number, street, city, State, and ZIP Code.

i. Impact statement if authorization is denied. Identify any potential cost avoidance and/or productivity enhancements that result from establishing the facility.

Table 3-1
Instruction on completing DA Form 5695

Heading	Instructions
1. Fiscal year (FY)	Enter the FY in which equipment is purchased.
2. ACOM/field operating agency (FOA)	Enter the abbreviated name for the ACOM or the FOA.
3. Current date	Enter date this form is completed.
4. Date required	Enter the approximate date the activity would like the equipment. Usually, this is the same date as the acquisition year. If the delivery or installation needs to coincide with other construction or system development, state the need.
5a. Unit name and address	Enter the complete name and address of the activity requesting or receiving the equipment.
5b. DoD activity address code (DoDAAC)	Enter requesting activity's DoDAAC.
6. Requirements statement (RS) number	Enter the RS number assigned at the ACOM or FOA level.
7. RS title	Enter the RS title assigned at the ACOM or FOA level.
8. Project number	Leave blank. (The materiel developer assigns this number.)
9. TDA/(unit identification code (UIC) number)	Enter UIC.
10. Requirement	Check appropriate block: "New," "Replacement," or "Expansion." Is the requested equipment new, does it replace an item already on hand, or does it expand the capability of an existing item?
11. Identification number	Enter the facility identification number assigned by APD that authorizes the facility. For example, the identification number for Camp Market Field Printing Facility is "026."
12. Type	Enter the type class of the facility (that is, "LPP" for local printing plant, "DP" for duplicating facility, or "other" for equipment used at an established facility).
13. Priority	Complete a, b, and c as follows:
a. Installation	Enter the priority assigned by the installation or agency. Establish priorities in order of importance and need for the equipment. Begin with number "1" to establish the highest priority.
b. ACOM	Enter the priority assigned by the ACOM or FOA. Establish priorities in order of importance and need for the equipment. Begin with number "1" to establish the highest priority.
c. HQDA	Leave blank. (This is the acquisition sequence number assigned by APD.)
14. Point of contact's name and address	Enter the full name, title, and address of the person who can answer questions concerning the project and provide additional information.
15. Telephone number	Enter both commercial and defense switched numbers of the point of contact.
16. Location of equipment	Enter the building name or number and street address where the equipment is to be used. If the city and State are different from block 10, include that also.
17. Information mission area discipline and major program involved	Complete a and b as follows:
a.	Check "Publishing."
b.	Enter "Local Printing and Duplicating Program."
18. Short title of requirement/project	N/A

**Table 3–1
Instruction on completing DA Form 5695—Continued**

Heading	Instructions
19. Amount of funds	List the dollars required for procurement and installation of the requested equipment. This includes associated dollars (Operation and Maintenance, Army; Military Construction, Army) being provided outside the Other Procurement, Army dollars. In "other" list dollars needed for training and spare parts. Enter the total required.
20. Security requirements	Indicate the need for equipment to process classified work. State highest classification to be produced.
21. Specific service requirement(s)	List any requirements not covered by maintenance contracts.
22. Description of equipment/system	Describe, using generic terminology, the equipment or system required. List and number units required each component separately and its function and individual cost. Be sure to include size when appropriate. (Brand name items or salient characteristics peculiar to the branch name item must be fully justified.)
23. Function to be performed	Specify output as applicable in terms of material type, size, volume, rate, and so forth. What support is the equipment supposed to provide for your activity? If the item is for expansion, be sure to include the name and model number of the equipment being expanded in block 19.
24. Interoperability required	Enter interoperability required. Must this equipment or system be compatible with existing or proposed systems of this installation, other installations, or the ACOMs? If so, what is the equipment or system and what are the technical specifications necessary to make it compatible (size, signals, connections, electricity, and so forth)? Where is it currently located? Complete for any equipment that expands an on-hand operating system. Are there any other operational, functional, or technical requirements that would necessitate selecting one piece of equipment over another?
25. Mission/project supported	Describe the mission or specific project(s) this equipment or system supports. Give a detailed justification, including information on customers served, frequency of usage, and how this item helps your command and activity perform the mission.
26. Projected utilization factors	Give details on past, current, and projected workload data. This data should not conflict with information in the latest Annual Report. Giving current and projected workload is extremely important. Workload is needed to determine the essential performance characteristics of the equipment or system to satisfy the requirement.
27. Cost savings/avoidance	Enter savings expected as a result of procurement of equipment.
28. Maintenance	Check appropriate block and enter organization maintaining equipment, annual cost, contract number, and other maintenance source, if applicable.
29. Impact if not received/advantages	Enter impact. What happens if you do not get this equipment or system? This impact statement should address specific details of the effect on the mission of your command and activity, amount of extra work hours or funds expended for lack of this item, and so forth.
30. Items to be replaced/disposed of	Complete a, b, and c as follows:
a. Equipment description	List the equipment that must be replaced; include equipment authorization number.
b. Condition	Describe current condition.
c. Manufacturer/model/serial number	List manufacturer, model number, and serial number.

3–9. Local printing records

Agencies, commands, and installations that operate local printing facilities under Army authorization and those who procure printing from commercial sources must keep or have access to information for reports. This information is as follows:

- a. Records of local printing and duplicating facility operational costs, production, and job information. Use these records to complete JCP Form 1 (Printing Plant Report) and DA Form 5394–1 (Printing Facilities Productivity Report). (See table 3–2 for instructions for completing the form.) Record the monthly percentage of time an individual expends in support of the printing and duplicating as follows:

(1) Number of persons, both military and DA Civilian, assigned for all printing and duplicating except composition and operations other than printing. When calculating personnel salary costs, records must include 11 percent for personnel benefits and 10 percent for administrative support.

(2) Cost in administering GPO Regional Printing and Procurement Office (RPPO) (Government Printing and Binding Regulation) contract requirements and procurement of printing. Records should show only the percentage of salary (including benefits and administrative support) dedicated to GPO procurement.

(3) Cost in administering DLA Strategic Data Services (J67) Document Services contract requirements and procurement of printing. Records should show only the percentage of salary (including benefits and administrative support) dedicated to DLA Strategic Data Services (J67) procurement.

b. Accounting records for billing charges of reimbursable work.

c. A register of all printing and duplicating requests received both in-house production and commercial work procured through PMD or DLA Strategic Data Services (J67) through the GPO RPPO. Maintain data for in-house production on DA Form 4570 (Register of Printing/Duplicating Requisitions) and requirements forwarded to the GPO RPPO on DA Form 4570-1 (Commercial Printing Record). Users who have automation capability may capture the data elements of DA Form 4570 and maintain the information on an automated system in lieu of using the printed form.

d. One sample of each unclassified job that exceeds 100 copies. File samples with each completed job order. Keep a back file of 6 months from the current working month. Dispose of this file according to AR 25-400-2.

e. One copy of each unclassified multicolor job regardless of the number of copies. File samples with each completed work order. Keep a back file of 6 months from the current working month. Dispose of this file according to AR 25-400-2.

Table 3-2
Instructions for completing DA Form 5394-1.

Heading	Instructions ¹
ACOM/FOA	Enter "Army" and agency, command, or installation name.
Complete facility address	Enter name and complete location of facility, to include building and room number, installation, State, and address.
FAC/identification number	Enter facility identification number assigned by APD.
For FY	Enter period ending (September and year).
Section A-Strengths	Report the authorized and assigned personnel strengths, military, and DA Civilian, for administrative and production personnel in the three major categories (listed in Part I, JCP 1) of all printing, except composition (column A), composition (column B), and operations other than printing (column C).
Section B - Salaries	Report the total salaries, including annual leave, sick leave, and overtime compensation for each category.
Section C-Production	Report the total units produced in-house for the FY and the number of pages composed as camera-ready copy.
Section D-GPO RPPO procurement	Report the cost of administering GPO RPPO contracting in block 13 and the procurement region address in block 14. Enter the number of jobs, units, and cost for each category of contract. Enter the total cost in block 18. (Add block 13 and the costs shown in column (c).) Enter the total units procured in block 19 and the cost per 1000 units in block 20. The cost of administering GPO RPPO contracts must be entered on JCP 1.

Note:

¹ Be sure this form is signed and dated on the first page.

3-10. Local printing reports

Agencies, commands, and installations that operate printing and duplicating facilities under Army authorization or that procure printing from commercial sources are required to prepare the reports discussed below. Send the original report forms and a memorandum of transmittal through command channels to

arrive at PMD within 30 business days after the close of the FY for which the report is due. All forms must be signed and dated. Table 3–3 lists printing facility reports and their frequencies, times of submission, and organizations required to prepare the reports table of organization and equipment (TOE organizations with primary printing support missions (topographic and psychological operations units) need only submit JCP Form 5 (Annual Plant Inventory)). Separate inventories should be prepared to identify TOE authorized equipment and items authorized on augmentation TDAs. The information on these forms becomes part of the Joint Financial Management Program and is included in an annual report submitted to the JCP.

- a. DA Form 5394–1 (see table 3–2 for instructions).
- b. JCP Form 1.
- c. JCP Form 2 (Commercial Printing Report). (see table 3–4 for instructions).
- d. JCP Form 5. (see table 3–5 for instructions).
- e. JCP Form 6 (Annual Inventory of Stored Equipment).

**Table 3–3
Printing facility reports and their frequency**

Form	Report	Prepared By	Frequency/Due Date
DA Form 5394–1	Printing Facilities Productivity Report (Attach to JCP Form 1.)	Commands. All printing and duplicating facilities.	Annually (1 October–30 September) Due 31 October
JCP Form 1	Printing Plant Report	Commands. All printing and duplicating facilities under Army oversight	Annually (1 October–30 September) Due: 31 October
JCP Form 2 (see table 3–5)	Commercial Printing Report	Commands (continental United States (CONUS) only). All installations or activities procuring printing directly from commercial sources with appropriated funds.	Semiannually (1 October–31 March; 1 April– 30 September) Due: 30 April and 31 October
JCP Form 5 (see table 3–6)	Annual Plant Inventory	All printing and duplicating facilities.	Annually (1 October–30 September) Due: 31 October
JCP Form 6	Annual Inventory of Stored Equipment	Commands. All printing and duplicating facilities.	Annually (1 October – 30 September) Due: 31 October

**Table 3–4
Instructions on completing JCP Form 2**

Heading	Instructions
Name of department or agency	Enter “Army,” ACOM/FOA, and PMD assigned facility number. Example: Army/U.S. Army Forces Command (FORSCOM)/123.
Name of Service	Enter name of the facility.
City and State	Enter complete facility address.
For period ended	Enter period ending (September and year) (FY).
Description	List all jobs (exceptions and waivers) not procured through the GPO RPPO. (That paragraph also lists the requirements for this report and jobs that must not be reported on this form.) For the required listings, include all purchases of composition, printing, binding, and blank-book work and give the job description.
JCP or GPO waiver number and date (if applicable)	Enter the waiver number and date for those procurements that have a waiver.

**Table 3–4
Instructions on completing JCP Form 2—Continued**

Heading	Instructions
Total number of copies	Self-explanatory.
Number of pages per copy	Self-explanatory.
Style of binding (if any)	Self-explanatory.
Total cost including paper	Self-explanatory.
Signature and date	Sign and date this form.

**Table 3–5
Instructions on completing JCP Form 5**

Heading	Instructions
Name of department or agency	Enter "Army," ACOM/FOA, and APD assigned facility number. Example: Army/FORSCOM/123.
Name and location where equipment is stored	Enter name and complete location of facility to include building and room number, installation, State, and address. Self-explanatory. (This box is labeled "Name and location of plant" on JCP Form 5.)
For period ended	Enter period ending (September and year).
Description	Make a separate line entry for each item of equipment that can be identified from the equipment tables (see tables 9–4 through 9–7). Include the APD authorization number for each item. Use more forms, if needed, and number according to the instructions for "Page" above. List equipment by category in the following order: (1) composing, (2) platemaking, (3) printing presses, (4) binding and related equipment.
Age	Enter age in years. Round off. Do not include months or days.
Condition	Use figure 9–1 to determine whether condition is N-new; E-excellent; G-good; F-fair; P-poor; or U-unsatisfactory.
Serial number	Self-explanatory.
Size	Enter maximum-size capability of each item listed under "Description." For example, "11- by 17-inch (279mm by 432mm paper)" or "7/8-inch (22mm) stitching."
Model	Enter the manufacturer's model number.
Signature and date	Sign and date the form.

Chapter 4 Distribution

4–1. Distribution management

MDD manages and centrally controls the distribution of DA-authenticated publications and blank forms. They provide guidance to overseas Army publications and blank forms points of contact. A complete guide to establishing initial distribution for physical products (such as, printed material or CD–ROM/DVD), ordering, and resupply can be found in section II of this chapter.

4–2. Establishing initial distribution for physical products

Army units and organizations must establish a publications account to gain access to the publications distribution system. See chapter 5 for instructions on establishing a publications account. Initial distribution of physical products is a one-time issue of new and revised publications and changes to publications as printed material or on CD–ROM/DVD. Once the publication is completed and printed copies are

automatically sent to the units that previously submitted requirements for them to MDD. Some publications, however, are given a limited distribution and are controlled by the proponent. Instead of these publications being distributed Armywide, the proponent decides who gets them and how many copies are issued. The proponent is responsible for updating quantities with APMDC at least twice per year.

4-3. Levels of distribution for publications

a. Administrative publications.

(1) Unclassified DA-authenticated administrative publications are distributed electronically.

(2) Controlled/accountable publications (not "Classified" or "Secret") Any publications approved for printing in paper are distributed using the levels of command specified below. Command levels are not cumulative and must be specified for each level. For example, command levels for the Army are A, B, C, D, and E.

(a) Level A—applicable only to company or similar organizational units. (Public distributed too.)

(b) Level B—applicable only to brigade, regiment, group, battle group, and battalion level.

(c) Level C—applicable only to installations or similar activities, including headquarters of divisions and comparable commands.

(d) Level D—applicable only to ASCCs, DRUs, ACOMs, and HQDA agencies.

(e) Level E— applicable only to ASCCs, DRUs, ACOMs, and HQDA agencies.

b. Doctrinal and training publications. Doctrinal and training publications are distributed by first using the initial distribution requirements for physical products (such as, printed material or CD-ROM/DVD) identified by the proponent's special distribution lists, and then by distributing them to additional publications account holders who use the DA Form 12-series. This may be accomplished by the proponent requesting through the PCO to MDD an electronic copy of the entire series 12 account and modifying to determine a distribution for a publication to be submitted with the DA Form 260-1.

c. Technical and equipment publications.

(1) Technical and equipment publications are distributed by the distribution statement on the front cover as prescribed by DoDI 5230.24 and also by maintenance level of support for a given piece of equipment.

(2) The last two digits of the publication number (for example, -10 for operator).

d. Standard combinations. In addition to the distribution levels, proponents use other word or letter combinations to indicate the intended audience of certain DA administrative publications. The standard word or letter combinations are—

(1) "NG" publications are applicable to the ARNG.

(2) "USAR" publications are applicable to the USAR.

(3) "SPECIAL" publications are applicable to organizations specifically identified by the proponent. These publications are not available from the publications point of contact via initial distribution or resupply procedures.

(4) "CONTROLLED" publications are distributed to addressees and accounts provided by the proponent. Generally, prior proponent approval is required if you need these publications.

e. Intended audience. When the words and letter codes are used in combination, a good deal of information about a publication's intended audience is conveyed. For example, a distribution statement denoting "A; ARNG:B; USAR:C" indicates that the publication is intended for "A" level Regular Army units (a single letter or group of single letters when used alone indicates the publication is intended for Active Army accounts only), and "B" level ARNG units, and "C" level USAR units.

4-4. Special distribution

a. MDD approves requests for special distribution. Only official Army publications and other publications for which the Army has a need can be accepted for special distribution.

b. Proponents may request special distribution when submitting a new or revised publication to APD for publishing. Requests must be attached to the DA Form 260 or DA Form 260-1. If the request is approved, APD issues an initial distribution number (IDN). If the request is disapproved, MDD returns the request to the proponent for further justification.

c. Proponents of publications issued under special distribution must review the status of their publications at least twice a year for any possible updates under the IDN, which is assigned sequentially by MDD according to Standard Army Publications System (STARPUBS) 12-series forms/titles.

4–5. Sale to the public

a. Proponents who are certain there are a public demand for their publications can place them on sale by the Superintendent of Documents, GPO. In these cases, they must complete two copies of GPO Form 3868 (Notification of Intent to Publish) and submit them with the DA Form 260. (Since the Superintendent of Documents does not sell technical, equipment, doctrinal, and training publications, these requirements do not apply for these publishing domains.) All applicable items on the DA Form 260 must be completed. A brief description of the contents of the publication and an outline of the proponent's planned publicity for the publication are especially important. Complete, accurate data is necessary to help the Superintendent of Documents determine whether to place the publication on sale. Submit a completed GPO Form 3868 to APD (Director, Army Publishing Directorate, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527) via hardcopy or via email (usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil), along with the DA Form 260 when requesting the publishing of a publication.

b. The National Technical Information Service handles the general public's requests for unclassified, uncopyrighted, and nondistribution-restricted Army publications not sold through the Superintendent of Documents.

c. The addresses of the Superintendent of Documents and the National Technical Information Service are as follows:

- (1) Superintendent of Documents, Government Publishing Office, Washington, DC 20402–0001.
- (2) National Technical Information Service, Department of Commerce, Order Preprocessing Section, 5285 Port Royal Road, Springfield, VA 22161–2171.

4–6. Sale to eligible foreign governments

Publications and forms can be supplied only to those foreign governments who establish a sales agreement under the foreign military sales (FMS) program. Chapter 5 tells how to establish and manage an FMS account for publications.

Chapter 5

Establishing and Maintaining Accounts, Initial Distribution of Physical Products, and Resupply

Section I

Introduction

5–1. Functions

This chapter helps Army units order and manage the requirements for publications and blank forms stocked and issued by DA. This chapter also explains in detail how to—

- a. Establish and maintain your publications account.
- b. Establish requirements for new publications, publications changes, or revised publications to be distributed to the applicable accounts as they are published (the initial distribution system for physical products).
- c. Prepare and submit orders for existing publications to replace lost or worn-out books or for a publication that you would not need on a recurring basis (the resupply or replacement copy system).
- d. Order blank forms.

5–2. The Standard Army Publications System

The STARPUBS and its subsystems provide for the printing, storage, issue, distribution, and disposal of DA publications and blank forms Armywide. STARPUBS also generates management data that assists APMDC in the execution of the Army printing and distribution.

5–3. Major management roles

- a. MDD—
 - (1) Develops and recommends printing, publishing, and distribution policies.
 - (2) Determines the distribution requirements for publications and blank forms.
- b. DOIMs and information management officers (IMOs)—
 - (1) Manage command/installation publications.

- (2) Enforce departmental policies, regulations, and instructions governing publications, and printing.
- (3) Appoint functional managers to exercise publication and forms management responsibilities, such as the PCO and FMO.
- c. National Technical Information Service—
 - (1) Processes requests from the general public for DA publications.
 - (2) Sells DA publications to general contractors and the general public.
- d. U.S. Army Security Assistance Command (USASAC) is the single point of contact for Army publications and blank forms support to the FMS Program.

Section II

Publications Accounts

5-4. Authorized Army publications account holders

- a. Regular Army TOE units that are battalion size with a personnel administrative center.
- b. Regular Army TOE units that are detachment size and larger, and not organized under a personnel administrative center.
- c. Army TDA activities may have accounts established at the commander, director, or chief level.
- d. Army schools may establish separate accounts for the reference library, the staff, and student texts.
- e. Army civilian personnel offices.
- f. USAR activities that are company size or larger, and staff sections at division level.
- g. ARNG units that are company size or larger, designated by the State Adjutant General.
- h. Reserve Officers' Training Corps (ROTC), including Senior and Junior ROTC units.
- i. Recruiting activities.
- j. Test control activities (see para 5-8).
- k. Other U.S. military Services and DoD agencies and activities with recurring needs for Army publications must have appropriate funds in place before an account is established.
 - (1) One-time publications requirements for other U.S. military Services and DoD agencies and activities are filled using a temporary account in accordance with AR 25-36/AFI 20-118/OPNAVINST 4160.1/MCO 5215.16B/DLAR 4151.9 (see para 5-8).
 - (2) To make a one-time publications request, submit a DA Form 17 (Requisition for Publications and Blank Forms) and DA Form 17-1 (Requisition for Publications and Blank Forms (Continuation Sheet)) if applicable to the publication proponent for approval. If approved, the publication proponent forwards the DA Form 17 and DA Form 17-1 to MDD for processing.
 - l. Army contracting officers or their appointed representatives requiring publications in support of DA contracts.
 - m. The National Technical Information Service.
 - n. FMS customers.

5-5. Establishing your Army publications account

- a. A valid Army publication's account is required before publications and/or blank forms can be requested through the Army ordering system. A DA Form 12 (Request for Establishment of a Publications Account) is required to request an Army account number. The DA Form 12 is available on APD's website (<https://armypubs.army.mil>).
- b. Information provided on the DA Form 12 must be accurate. Organizations, addresses, UICs, email addresses, and signatures are validated. Recognizable addresses are required for shipment of initial distribution and resupply orders.
 - (1) An Army publication's account number is assigned to the Army organization indicated on the DA Form 12.
 - (2) Only the assigned Army account holder or an approved alternate on the DA Form 12 is approved to order with the account number.
 - (3) The DA Form 12 must be routed through your Army PCO for signature. The PCO forwards the DA Form 12 to MDD.
- c. After the validation process, MDD assigns an account number and send a copy of the approved DA Form 12 to the account holder and PCO.

(1) MDD and/or the PCO send you material and provide guidance to get you started with determining your initial distribution requirements for physical products (such as, printed material or CD-ROM/DVD) and/or submitting resupply requests.

(2) Contact your PCO regarding subscription and ordering procedures at your installation. If your installation has no restrictions, submit your subscriptions and resupply orders electronically at <https://www.orderportal.army.mil/> (common access card required for access). For help, email MDD customer service at usarmy.stlouis-mo.106-sig-bde.mbx.apdcustsrv@mail.mil.

d. The account holder must keep the DA Form 12; the initial distribution requirements and receipts; and resupply actions in a maintenance file. This information is required during inspections.

e. USAR units under the jurisdiction of the USAR Command sends completed DA Forms 12 to the PCO at the appropriate major USAR command for review and approval.

f. Army units stationed in Europe and the Middle East send their completed DA Forms 12 to Publications and Records Center of Excellence customer service at the U.S. Army Garrison Rheinland-Pfalz via email at usarmy.rheinland-pfalz.id-europe.mbx.prcoe-stockroom-orders@mail.mil.

5-6. Authorization to receive blank forms

a. Normally, only the following activities are allowed to order blank forms from the publications point of contact:

(1) Medical department activities.

(2) Regular Army service schools.

(3) Reserve Component service schools.

(4) ARNG State adjutants general. The publications/forms officer is normally in the Administrative Services Division of the Joint Forces Headquarters in each State. All forms are then distributed from a centralized location for each State. No further delegation is authorized.

b. Exceptions:

(1) Schools are allowed a blank forms account.

(2) Any organization may be allowed a forms account if it uses an unusually large number of forms or is in an isolated location.

(3) Installation PCOs may approve blank forms for their Regular Army account holders in accordance with local policy.

c. Some blank forms are controlled sensitive and accountable and may be susceptible to misuse for fraudulent purpose. These types of forms are footnoted in the DA Publishing Index (<https://www.orderportal.army.mil/>).

d. If you require blank forms and already have an account, submit a DA Form 12 "CHANGE" and check blank forms. If you do not have an account, follow the procedures in paragraph 5-5 to establish an account. Identify the requirement for blank forms on the DA Form 12. All requests for blank forms require justification.

e. DA Forms 12 requesting blank forms must be submitted through the installation PCO for approval before being sent to MDD.

5-7. Test material

a. Test material accounts are managed separately from other types of accounts and are used only for test material service.

b. Test material may only be obtained through the resupply system.

c. To establish a test material account, you must submit a completed DA Form 12 routed through the Commander, U.S. Army Human Resources Command, Education Division (AHRC-PDE-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122. This address must appear in block 5 of your DA Form 12. Your DA Form 12 submission must also include:

(1) A copy of the test officer's assignment orders.

(2) A memorandum of justification, including a list of units or organizations to be supported by the test control officer.

5-8. Interservice requests for Department of the Army publications

a. Interservice requests include those from the Departments of the Air Force and the Navy (including the U.S. Marine Corps); DLA J67, Strategic Data Services; and other DoD agencies or activities. One-

time requests for Army publications are filled using a temporary account and in accordance with AR 25–36/AFI 20–118/OPNAVINST 4160.1/MCO 5215.16B/DLAR 4151.9.

b. Department of the Air Force installations or units that have recurring requirements for Army publications, a reimbursable account is required. Please coordinate your request with the Department of the Air Force, OC– accounting legend code/ENGLA, 7851 Arnold Street, Suite 201, Tinker Air Force Base, OK 73145–9147.

c. Department of the Navy installations or units that have recurring requirements for Army publications, a reimbursable account is required. Please coordinate your request with the Naval Inventory Control Point, Code 03341 COGI, 700 Robbins Avenue, Philadelphia, PA 19111–5098.

d. U.S. Marine Corps installations or units that have recurring requirements for Army publications, a reimbursable account is required. Please coordinate your request with the Commandant of the Marine Corps (ARDE), 300 Marine Corps Pentagon, Washington, DC 20350–3000.

e. DLA Strategic Data Services (J67) activities that have recurring requirements for Army publications, a reimbursable account is required. Please coordinate your request with the Defense Logistics Agency (DASC–WDM), 8725 John J. Kingman Road, Room 1560, Fort Belvoir, VA 22060–6220.

f. DoD agencies or activities that have recurring requirements for Army publications, a reimbursable account is required. Please coordinate your request with MDD.

5–9. National Guard accounts

a. If you need to establish an account for an ARNG activity, you must submit your DA Form 12 through your State Adjutant General for approval.

b. After approval, the State Adjutant General forwards your request to the Media Distribution Division, 1655 Woodson Road, St. Louis, MO 63114–6128. The National Guard Bureau must be courtesy copied on all requests for accounts.

5–10. Reserve Officers' Training Corps accounts

If you need to establish an account for an ROTC/JROTC unit, submit your DA Form 12 through your brigade and the U.S. Army Cadet Command PCO, 248 1st Cavalry Regiment Road, Fort Knox, KY 40121, to Media Distribution Division, 1655 Woodson Road, St. Louis, MO 63114–6128.

5–11. Publications accounts in support of Army contracts

a. Army contracting officers are responsible for obtaining publications needed to support their DA contracts.

(1) A DA Form 4790 with all required Army publications to support the contract must be submitted by the contracting officer to the appropriate proponent for review and approval.

(2) The contracting officer prepares the appropriate certifications with the contract number, date of expiration, supporting documents, and justification.

b. The contracting officer forwards the DA Form 4790 and the documentation (see *para 2–2d*) to the ACOM EPCO or FMO of the publication for approval. The EPCO or FMO sends the approval and ordering information to the MDD. MDD provides feedback on available stock and releases approved, on hand publications to the contracting officer using a temporary account.

5–12. Closing accounts

Army publications account holders submit a DA Form 12 to officially close their account. On the DA Form 12, check block 3c (Close) and enter the reason (deactivation, redeployment, realignment, end of contract, no longer needed, other, and so on) in block 7b. Request an account closure at least 30 calendar days from the date of the expected event. Route the DA Form 12 request for closure through your appropriate PCO. Accounts are frozen after 90 days of inactivity. The PCO for a frozen account must contact MDD to unfreeze an account. Accounts are closed after 18 months of inactivity and must follow the procedures in paragraph 5–5 to reopen the account.

Section III

The Initial Distribution System for Physical Products

5-13. How the initial distribution system for physical products works

a. The initial distribution system for physical products works somewhat like a magazine subscription. When you subscribe to a magazine, new issues are automatically sent to you as they are published. Similarly, when you subscribe to Army publications through the initial distribution system, your subscriptions ensure that you receive new publications, revisions to existing publications, or separately published changes to existing publications when they are published. (A note about terminology: “initial distribution subscriptions” and “initial distribution requirements” are used interchangeably in this chapter.)

b. The initial distribution system is the most effective method for receiving publications because it guarantees you to receive sufficient quantities of the item when it is published. (The resupply ordering system (see section IV of this chapter) should not be used to make up for inadequate initial distribution requirements. Resupply stock of an item is not guaranteed.)

c. It is important to remember that the initial distribution system is only used to distribute new and revised publications or publication changes to subscribers. The resupply ordering system (see section IV of this chapter) is used to order existing publications. If you want to receive future updates for an existing publication, add the publication to your initial distribution subscription. Procedures for these methods follow later in this chapter.

d. To receive effective support from the subscription system, you must establish accurate initial distribution requirements and keep your requirements current. Subscription requirements should be reviewed and updated (additions/deletions) at least twice a year. To determine your requirements:

(1) Consult with your administrative, training, supply, and equipment maintenance personnel and all others who rely on publications obtained through your account. Ask someone in each area to review the DA Publishing Index and identify the publications and quantities that they need to accomplish their mission.

(2) After you have collected all your requirements, log on to the MDD Ordering System (Ordering Portal) website at <https://www.orderportal.army.mil/> and enter your requirements.

Note. You must have a publications account to set up a subscription (see section II of this chapter).

(3) To assist you in entering your requirements in the automated system, it is recommended that you prepare a DA Form 12-99 indicating publications numbers and quantities prior to going online.

5-14. Determining your requirements

a. Contact your PCO or appropriate designated publications point of contact for advice or assistance, and to inquire about automation solutions to help you manage your account. Your PCO or designated publications point of contact should be your first contact if you need assistance on publications management matters. If you still need assistance, contact the customer service MDD.

b. If you need technical and equipment publications, you should know the maintenance level of support you provide for a given piece of equipment. This helps you to determine the correct publications you need to match your support mission. More information about technical and equipment publications, including numbering and maintenance levels, is provided in MIL-STD-40051-2.

c. Initial distribution requirements for doctrinal and training publications should be selected based on the echelon and type of organization, as well as its mission(s). Required and recommended doctrinal and training publications are listed in the reference section of each type of doctrine and training publications and should be considered a starting point in determining total unit requirements.

d. In addition to your organization's doctrinal and training publications, you determine requirements for individual Soldier training publications (STPs), such as SMCTs and SM-TGs. Consult with your trainers and resource libraries to ensure you have identified the proper doctrinal and training publications. Consult with your personnel staff for the MOSs and personnel densities needed to determine the correct individual STPs your organization requires.

5-15. Regular Army funding of equipment publications

Funding for equipment publications is based on the type of printing or replication required. (See table 5-1 for common print actions and the responsible funding office.) This table does not document every print action type. Questions about funding a print action should be directed to LDAC.

Table 5-1

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

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

5-16. Determining publications quantities

Quantities required for each publication vary depending on the type of publication and its application. Whenever possible, try to reconcile quantity requests from your users that seem unreasonable. For example, if you support 5 similar companies and 4 of the 5 request 3 copies of an administrative publication and the fifth company requests 25 copies, you should attempt to reconcile the quantity request from the fifth company. Basic guidelines for quantity determination are as follows:

a. Doctrinal and training publications. In most cases, doctrinal, and training publications are required by leaders, training personnel, libraries, learning resource centers and schools. Most other users should reference doctrinal and training publications at learning resource centers and organization libraries and should not be ordering the publications for their own personal copies.

b. Individual Soldier training publications. Quantity requirements for these publications should be based on your organization's personnel density for the military occupational specialty each publication supports. This information is available from your MTOE.

c. Technical and equipment publications. The following guidance should be used as a minimum quantity recommendation only. Local policies and directives must be followed and may require additional copies.

(1) Ground equipment operator-level (-10 to -12) publications quantities: one per piece of equipment, plus one copy for supply sergeant and one copy for the motor pool. If you support the headquarters staff, add one additional copy per line item (not per each piece of equipment) for the supply officer and two copies per line item for the battalion maintenance officer. For example, if you had 10 Bradley Fighting Vehicles, you are require 12 copies of the operator-level publications. If your account supports the headquarters staff, you should have a requirement for 15 copies.

(2) Ground equipment maintainer-level (-20) publications quantities can be one per line item (not per each piece of equipment) for the battalion maintenance officer, If required.

(3) Aviation equipment operator-level (-10 to -12) publications quantities vary based on airframe and organizational support structure. However, you are required at least one copy for each aircraft and one copy for each aviator, crew member, and maintenance section. You are required a copy of each maintainer-level (-20) publication per line item (not per each aircraft) to meet the needs of your maintenance sections.

d. Electronic format. Please note that many publications are now available online in electronic format. Check the APD website at <https://armypubs.army.mil>.

5-17. Establishing and maintaining your initial distribution requirements for physical products

a. You may subscribe to or make initial distribution changes through the Ordering Portal website at <https://www.orderportal.army.mil/>. Submitting initial distribution transactions electronically is the preferred and fastest method available to keep your requirements current. Select "HELP" on the website for guidance with placing orders. For additional assistance, contact your PCO or customer service at MDD (email: usarmy.stlouis-mo.106-sig-bde.mbx.apdcustsrv@mail.mil).

b. The DA Form 12-99 for explosive ordnance disposal (EOD) and nuclear weapons technical publications may be used internally to identify new initial distribution requirements or changes prior to input online.

(1) Joint Army-Navy-Air Force publications (JANAPs) subscription requirements are not intermingled on the same DA Form 12-99 with other publication requirements. Forward the DA Form 12-99 through the installation PCO via memorandum to Chief, U.S. Army C-E Services Office (SFIS-FAS-M), MCEB Branch, Room 9S65, 200 Stovall Street, Alexandria, VA 22332-2200.

(2) European-based units subscribing to JANAPs must forward DA Form 12-99, via memorandum, through their headquarters and Commander, U.S. Army, Europe (CDRUSAREUR)/Unit 29351, APO AE 09014-9351. CDRUSAREUR then forward the DA Form 12-99 and cover memorandum to the THRU addressee.

5-18. Initial distribution of explosive ordnance disposal and nuclear weapons publications

a. Initial distribution of EOD publications is authorized only with the proponent's approval. Requirements for EOD publications must be submitted to the Commander, U.S. Army Explosive Ordnance Disposal Technical Detachment, 2008 Stumpneck Road, Indian Head, MD 20640-3681. You may also email your request to inhd_army@navy.mil.

b. Initial distribution of nuclear weapons publications is authorized only with the proponent's approval. Requirements for these publications must be submitted to the Commander, U.S. Army Nuclear and Combating Weapons of Mass Destruction Agency (MONA-SU), Fort Belvoir, VA 22060.

5-19. Establishing initial distribution requirements for foreign military sales customers

For more information, see section VIII.

5-20. Requesting an initial distribution requirements listing

To view a list of an organization's current subscriptions and quantities, log on to your units account on the Ordering Portal website (<https://www.orderportal.army.mil/>), select "Orders/Subscriptions", select "View Subscriptions". A complete listing of the organizations subscriptions populates showing Pub/Form number, IDN, Unit of Issue, Quantity, and a radial button allowing updates to the subscription. Subscriptions should be reviewed and updated at least twice a year.

Section IV

The Resupply Ordering System

5-21. How the resupply system works

a. The resupply system is used to order existing publications from MDD. These are publications that have already been issued through the initial distribution system and are stocked at MDD so that you may—

(1) Replace lost or worn-out publications.

(2) Order publications you need on a one-time basis for which an initial distribution subscription should not be established.

(3) Obtain additional copies of publications, pending change of subscription.

(4) Order blank forms.

b. Excessive use of the resupply system may indicate that your initial distribution requirements are inadequate. Check the publications you are requesting against your initial distribution requirements listing.

(1) If you need to order a publication and it is on your initial distribution requirements listing, consider increasing the quantity requirement. Doing so ensures that future changes or revisions are distributed to you in adequate quantities when they are published, and you avoid having to reorder additional copies later.

(2) If you order a publication that is not on your initial distribution requirements listing and requires future changes or revisions, you should add this item to your initial distribution requirements.

5–22. Submitting requests for resupply copies

a. You may order publications and blank forms using the Ordering Portal website at <https://www.orderportal.army.mil>. Follow the instructions under the “Help” tab.

b. Army units stationed in Europe and the Middle East must log on to their account at <https://aepubs.army.mil/ae/pub-lic/logon.aspx> to order resupply copies of publications and blank forms. For additional assistance, please contact customer service at usarmy.rheinland-pfalz.id-europe.mbx.prcoc-stockroom-orders@mail.mil.

c. A manual electronic ordering system is provided on the Ordering Portal website for those who wish to use it. However, using the manual ordering system may result in more rejects if the item is not entered exactly as indicated in AR 25–30. If you have no electronic means to order publications, you must contact the customer service staff at APD (AAHS– PAD) for further instructions.

d. Test control officers cite their special account numbers and submit their requests for test control material as cited above. These special test control accounts must only be used to obtain test control material.

e. Recruiting or retention publicity items (RPI) are requested as indicated below.

(1) U.S. Army Cadet Command units must submit their requisitions for ROTC/JROTC RPIs through their brigades or to the Commander, U.S. Army Cadet Command, 248 1st Cavalry Regiment Road, Fort Knox, KY 40121.

(2) U.S. Recruiting Command activities must order RPIs from the U.S. Recruiting Command headquarters, 1307 3rd Avenue, Fort Knox, KY 40121.

f. FMS customers submit requisitions on DA Form 4569–1 (Security Assistance Publication Requisition Code Sheet).

5–23. Understanding data fields in the Department of the Army Publishing Index and the publishing products ordering system

This paragraph explains the data fields used to order publications and forms. At the time of publication, this information was correct. However, your best source of information is provided with the current edition of the ordering system or software you use to place your order.

a. *Account number.* This is a five character field, usually starting with an alphabetic character followed by four numbers—no spaces. Make sure you enter all zeroes as the number zero on your keyboard and not the letter “o.” This provides system recognition between the number zero and the alphabetic “o.”

b. *Subaccounts.* Subaccounts are established by the account holder to meet internal distribution needs or for inspection purposes. Subaccount numbers are a derivative of the primary account number. They are a single character field assigned to track initial distribution for various parts of your organization or to track who ordered a particular publication or form. Any single character code may be entered in this field. For example, the unit may want to use “1” for S1; “2” for S2; “H” for the headquarters company; and “A” for company A. If two subaccounts need the same publication, list the publication separately for each subaccount. When the items you ordered are received, the subaccount number is printed on the address label next to the account number, (for example, E0773 A). Only the official account holder or alternate (DA Form 12) is authorized to order using the account number.

c. *Publication or form category and number.* This is a 28-character alphanumeric field. Search for the category of publication or form needed (examples: TM, FM, AR, DA, DD) and then for the subcategory by its number (also referred to as the nomenclature). This provides a list of active publications only. To search for inactive items, “uncheck” the block “Active Items Only.” If the item still cannot be located, check the DA Publishing Index (<https://www.orderportal.army.mil>) to see if the item is listed and available.

d. Changes requested. This is used for publications only; forms do not have changes. Below is the explanation of the change field:

(1) 000—This is the basic publication. This entry is used to order publications that have been reprinted with changes included (also referred to as a consolidated basic publication). The DA Publishing Index shows which changes were consolidated in a basic publication. If the change that you want is not included in a consolidated basic publication, you must order it separately or select “All Changes” on the order screen.

(2) 001 through 899—Ship only the change that is shown; do not ship the basic publication. To order changes, select the record for the specific change you wish to order.

(3) If the DA Publishing Index states that there is a separate change one as “C1,” the number entered in this field is “001.” For change 10, “C10,” the number entered is “010.”

(4) 901 through 999—These numbers identify interim changes, for example, interim change I01 is ordered as “901,” interim change I03 is ordered as “903.”

(5) ALL—Ship the basic publication, all changes, and all interim changes. Select “All Changes” on the order screen.

e. Quantity required. This field allows you to input up to five characters. Enter the number of copies needed. The software verifies that the input data meets the proper field requirement.

f. Unit of issue. All products within the ordering system have a unit of issue (UI). The UI may contain as an example, “CS” for a cut sheet form, “CERT” for a certificate, or “EA” for each. The status codes glossary for UI can be accessed from the Help link on the Ordering Portal website (<https://www.orderportal.army.mil>).

5–24. Processing requisitions

a. When your requisition is processed, it is edited to ensure that the account information (account number, address, and so forth) is correct. Further editing matches the items ordered against those available in our master computer files. The correct format and numbers for publications and blank forms are in the DA Publishing Index, which can be accessed at <https://armypubs.army.mil>. Using the Ordering Portal website (<https://www.orderportal.army.mil>) to place orders eliminates errors, such as UI errors or using an alpha “O” when the character is the numeric zero.

b. You may view the status of your order by accessing “Orders/Subscriptions” on the Ordering Portal website (<https://www.orderportal.army.mil>) and selecting the “View Orders” button. The online report contains all orders received and processed in the previous 6 months. “Status Codes” and their explanations are listed in the glossary section of the Ordering Portal website.

c. When valid requisitions are processed, an advice of supply code “BP” is returned to you for each item that has been processed to the warehouse for shipment. If publications or forms are backordered or unavailable, the “Status Code” definitions indicates whether you need to take any special actions to obtain the requested publications or forms.

5–25. Consolidated reprints and changes

a. A consolidated reprint is a publication that has been reprinted to include the basic publication (the most current, authenticated edition) and the subsequent authenticated changes. In the DA Publishing Index, the changes included in a consolidated reprint are listed after its title. For example, “Reprinted w/basic incl C1–4” means the publication is reprinted and now includes changes one through four. To order this publication through the resupply/replacement copy system (a one-time or nonrecurring requirement), select the basic publication with “000” shown in the “changes” field on the Web. (To receive a publication and its changes or revisions as they are initially published automatically, submit an initial distribution requirement using the procedures described in this chapter.)

b. Changes that have been consolidated into the basic edition are only available by ordering the consolidated reprint and may not be ordered separately. Ordering a change that has been consolidated in a reprint results in an “R4” error code. Conversely, if you need any change not shown as part of the consolidated reprint, you may order them individually. For example, by selecting the record with “003” in the “Change” field of your resupply order, you would receive change 3 to the basic publication.

c. If you wish to receive a publication and all current changes, select the “All Changes” field on the order screen of the resupply order.

5-26. Initial distribution data

The MDD Ordering Portal website provides data you need to determine initial distribution availability of a publication, as described below:

a. *“Initial distribution number.”* This is a six-digit number shown in bold type after the title of each publication. The IDN is also shown in the National Stock Number Reference List in Section 12 under the heading of “IDN.” Enter this number on your DA Form 12-99 if you need the publication through the initial distribution system.

b. *“Footnote 06-Pub not available-initial distribution only no stock.”* This indicates that only sufficient stock is printed and initial distribution made to those accounts on subscription for the item. Resupply copies are not available. Failure to subscribe to the item results in no copies available to your unit.

c. *“Rescinded/Regular Army.”* This is an information entry only. It indicates that this publication has been rescinded for Active Army use and is not available through the initial distribution system. You must order this publication through the resupply system, if required.

Section V

Managing and Maintaining Your Account

5-27. Publications management plan

To manage a publication’s account effectively, you must have a planned method of tracking and recording the receipt and issue of publications. This plan should be part of your standard operating procedure for publications management. Along with lists of the key personnel that helped you determine your account requirements, and the rationale used in determining your organization’s initial distribution subscription requirements, you should include any local publications management guidance set down by your commander. At a minimum, MDD recommends that you maintain the following data for tracking your organization’s initial distribution and resupply system requirements:

a. A web-provided listing of your initial distribution requirements for physical products (such as, printed material or CD-ROM/DVD), annotated with your own internal distribution information showing each sub-account’s quantity.

b. Copies of initial distribution requirements/changes or resupply orders pending, including subaccount orders.

c. Information showing items you have received and the internal distribution made.

d. Your current DA Form 12 and DA Form 12-99, if used.

e. Copies of previous DA Forms 12-99 you have completed.

f. Documentation of the last biannual initial distribution requirements review.

g. Copies of any other special documentation that may have been required to maintain your account, such as justifications for blank forms accounts, test control officer verifications, and so on.

5-28. Keeping account information current

Keeping your account information current is critical. An updated DA Form 12 should be submitted to MDD annually to ensure the account is still valid and the information is current. Periodically or at least twice a year, you should check your account information to make sure important details such as your ship to address, email address, contact numbers, and so on are correct.

a. A new DA Form 12 should be completed and submitted to MDD when any of the information on the DA Form 12 changes.

b. Accounts with mail that is returned to MDD due to an incorrect address are frozen to avoid additional orders being returned. A new DA Form 12 with a verifiable address is required before the account is unfrozen. Account holders can use the U.S. Postal Service Address Management system (<https://www.usps.com/nationalpremieraccounts/findzipcodes.htm>) to verify their address.

c. Accounts that are over 3 years old with no initial distribution of physical products (such as, printed material or CD-ROM/DVD) or resupply activity are closed.

d. If the email address or mailing address on the Ordering Portal website is incorrect, submit an updated DA Form 12 for your account. If you are the authorized account holder, you may change your email address on the website, but you still need to submit the DA Form 12 to update MDD records.

e. Send DA Form 12 updates to MDD customer service at usarmy.stlouis-mo.106-sig-bde.mbx.apdcustsrv@mail.mil.

5–29. Keeping initial distribution (subscription) requirements current

a. You are required to keep your initial distribution requirements for physical products (such as, printed material or CD–ROM/DVD) current. For example, if you are getting unneeded publications, not getting needed publications, not getting the correct quantities, or using the resupply system excessively, you probably need to update your initial distribution requirements for physical products.

b. Review your requirements at least twice a year. Determine the effect of changes in your organization's mission, equipment, or personnel on publications requirements. Coordinate your current initial distribution requirements with the organization's publications key personnel and ask them if all the publications listed in the files are still needed and if there are some not listed that are needed.

c. You may view/update initial distribution requirements by accessing "Orders/Subscriptions" on the Ordering Portal website (<https://www.orderportal.army.mil>) and selecting the "View Subscriptions" button. The items currently on subscription for your account loads on the screen.

5–30. Changing initial distribution requirements

a. Most adjustments should be submitted as instructed in paragraph 5–3.

b. Initial distribution requirements changes for EOD and nuclear weapons technical publications must be submitted according to paragraph 5–18.

c. Initial distribution requirements for JANAPs must be submitted according to paragraph 5–17.

5–31. Compromise or loss

AR 380–5 and DoDM 5200.01 give the procedures to follow when a classified publication is lost or compromised. In addition to following these procedures, immediately notify your security control officer and the PCO.

5–32. Controlled (serially-numbered and safeguarded) forms

a. *Accountable forms.* These forms are controlled blank forms that have consecutive serial numbers for recordkeeping purposes. These forms are identified in the DA Publishing Index (<https://www.orderportal.army.mil>) by footnotes.

b. *Safeguarded forms are blank forms.* These forms are recorded information that could be forged and used for fraudulent purposes. Like serially-numbered accountable forms, these forms are identified in the DA Publishing Index by footnotes. An example is DD Form 256A (Honorable Discharge Certificate).

c. *Receiving controlled forms.*

(1) Blank forms account managers must have procedures in place to track serially-numbered accountable forms by recording the range of serial numbers issued to a requester and obtaining a signature from the requester for receipt of the form. Control the transfer of these forms using DA Form 410 (Receipt for Accountable Form). DA Form 410 is available electronically at <https://armypubs.army.mil>. Handle this receipt (DA Form 410) as follows:

(a) When the forms are issued, the serial number range(s) is noted on the receipt.

(b) When forms are received, compare the serial number of each one with the serial numbers listed on the receipt. If the forms received are not the ones listed on the receipt, report this fact immediately to the organization's security control officer, the PCO, and the forms supply source. The receipt is not changed except by direction of the supply source.

(c) If the forms are the same as those listed on the receipt, the original copy of the receipt is signed and returned to the supply source, and the second copy is filed. Then recipient of serially-numbered forms must maintain tracking of the forms at all times.

(2) Receipts are not required when safeguarded sensitive forms are transferred or issued, but the blank forms account manager may ask requesters to sign one. If a receipt is signed, the recipient must make sure the number of forms received is the number shown on the receipt. If the number is not the same, the recipient must notify the supply source of the discrepancy.

d. *Recordkeeping and inventories.*

(1) Blank forms account managers must be able to track serially-numbered accountable forms issued to a requestor. They must be able to show, at any time, either the form itself or proof of its disposition. To track these forms, accurate records must be kept.

(2) Tracking and recordkeeping is not required for sensitive forms, but these forms must be safeguarded. It is recommended that records be kept on safeguarded sensitive forms the same as for accountable forms.

(3) Periodically, a physical inventory of serially-numbered accountable forms should be conducted and records audited. Conducting these inventories helps maintain the inventory management integrity of the blank forms account manager and the recipient of the forms.

e. Storage, destruction, compromise, and loss.

(1) The procedures for storage and destruction of unusable or obsolete serially-numbered accountable forms are in AR 380–5 and DoDM 5200.01.

(2) The procedures to be followed when an accountable or safeguarded sensitive form is lost or compromised are provided in AR 380–5 and DoDM 5200.01. In addition to those procedures, immediately contact the local security control officer and PCO.

5–33. Excess items

a. Causes of excess publications/blank forms. Excess publications and blank forms are caused either by requisitioning more copies than are needed or by incorrect initial distribution requirements for physical products. If an organization's excess is caused by requisitioning too many copies, special care must be taken in the future to order only the quantity needed. If an organization's excess is caused by incorrect initial distribution requirements for physical products, these requirements must be changed.

b. Disposal of excess items. If you need to dispose of excess items, contact your installation point of contact (for internal redistribution of one carton or less) for disposition instructions. Do not send excess stock to MDD or your installation point of contact before receiving their instructions. Upon contacting MDD, provide the following information:

(1) The publication/form number of the excess stock. If an item is a change it must be identified as a change.

(2) The date and PIN number of the publication/form.

(3) The quantity on hand at the activity/unit.

(4) MDD does not accept less than full carton quantities. Less than full carton quantities may be disposed of by local disposition procedures without instructions from MDD.

c. Disposal of excess distribution-restricted items. If the publication/form is restricted, you must dispose of the item in accordance with AR 380–5 and DoDM 5200.01 to prevent compromise of the item.

5–34. Obsolete items

a. When a publication or blank form is rescinded or superseded, it becomes obsolete. Obsolete items must be disposed of immediately using local disposition procedures. This disposal need not be reported to MDD.

b. Before disposing of accountable items, you must obtain instructions from your PCO and security control officer.

c. If the publication has a distribution restriction statement, you must dispose of the item in accordance with AR 380–5 and DoDM 5200.01 to prevent compromise of the item.

d. Make one final check with the DA Publishing Index to ensure you are correctly disposing of an obsolete item. Check the edition dates of the form or publication to confirm that they match the item intended for disposal. If you still are not sure about the currency of a form or publication, contact your local PCO or the customer service staff at MDD.

e. Installation recycle programs should be used to the fullest extent to dispose of obsolete forms and publications.

Section VI

Special Procedures

5–35. Instructional material

a. Publications accounts.

(1) Commandants of colleges and schools should establish publications accounts to meet their resident and nonresident instructional needs. These accounts are used for instructional material only and not for administrative support.

(2) The term colleges and schools noted above includes, but is not limited to:

(a) TRADOC schools.

(b) Noncommissioned officer (NCO) academies, to include ARNG and USAR NCO academies.

- (c) ARNG and USAR schools.
- (d) Medical Command medical activities.
- (e) AMC colleges and schools.
- (f) U.S. Military Academy.
- (g) U.S. Army War College.

b. Requisitioning publications.

(1) Colleges and schools sends a projection of their annual publications requirements through their principal supporting HQDA element, ACOM, the numbered armies in CONUS, or State Adjutant General to MDD, 1655 Woodson Road, St. Louis, MO 63114–6128 no later than 1 June of each year. Supporting activities monitors projections for excessive quantities and necessity. Projections are prepared as an attachment to the cover memorandum and consist of a listing showing the publication number and quantity required.

(2) Colleges and schools submits their actual publications requirements 90 calendar days prior to the date they are needed, following requisitioning procedures in this chapter. Requisitions are submitted throughout the school year, not on an annual basis.

(3) Handbooks containing administrative publications are no longer available. Please check the DA Publishing Index for availability of publications previously contained in the handbooks. Many of these publications are now available in digital format at <https://armypubs.army.mil>.

c. Conserving publications.

(1) Resident students does not retain DA-authenticated publications or extracts when courses of instruction are completed. Publications and extracts are turned in for subsequent issue to new students.

(2) Nonresident students may keep DA-authenticated publications and extracts.

d. Using extracts.

(1) Colleges and schools may locally reproduce portions of DA-authenticated publications to use as extracts. Extracts contains the following information on the top margin of the first page.

(a) A statement that the extract was locally reproduced for instructional purposes.

(b) A statement referencing this paragraph as the authority for local reproduction.

(c) The name of the college or school.

(2) To conserve DA-authenticated publications, extracts are used to the fullest extent possible in both resident and nonresident instruction.

(3) Complete copies of DA-authenticated publications are not locally reproduced unless authorized by APD. Normally, an exception is granted only when the publication is at zero balance in MDD.

e. Publications management. Colleges and schools must:

(1) Use DA Form 479 (Publication and Blank Form Stock Record Card (Vertical File)) and DA Form 479–1 (Publication and Blank Form Stock Record Card (Visible File)) to control the issue and receipt of DA publications or use locally approved automation methods.

(2) Ensure they are using the DA Publishing Index to requisition DA publications.

(3) Obtain graphic training aids (GTAs) from their supporting training and audiovisual support center. GTAs are not stocked at MDD.

(4) Do not order agency and command publications from APD (AAHS–PAD).

(5) Consider the following suggestions for conserving DA publications:

(a) Ensure students do not mark, tab, highlight, fold, or render DA publications unserviceable.

(b) Place loose-leaf and 3-hole punched publications in binders, whenever possible.

(c) Allow students to store their publications in the classroom. This reduces wear and tear and keeps the publications from being lost or misplaced.

(d) Treat DA publications as accountable items by requiring students (regardless of grade) to sign for them as part of in-processing and return them as part of clearing the installation or activity.

(e) Use student texts as a single volume containing all references required for an entire course.

f. Acquiring new and revised publications.

(1) When new equipment publications are issued, the Commanding General, AMC ensures that the colleges and schools receive them and also send them the Consolidated Equipment Publications Schedule. This schedule lists the dates when new and revised equipment publications are submitted to APMDC for printing. After reviewing the schedule, the colleges and schools contacts the AMC subordinate commands that are the proponents of the new publications. They provide the AMC proponent a list of the publications and the number of copies needed. The AMC proponent enters these colleges and school requirements on DA Form 260–1, block 8, when submitting the publications to APMDC for printing.

(2) When colleges and schools receive draft manuscripts of other publications (such as FMs and general subject TMs), they inform the proponent of the number of copies needed for instructional purposes for the first year after the publication is issued. As in paragraph 5–35f(1), the proponent enters these requirements on DA Form 260–1, block 8.

5–36. Joint Army-Navy-Air Force publications

JANAP 201 gives the number, summary of content, and general subject matter of each JANAP.

a. Hardcopy version of DA Form 12–99 required. A hardcopy version of DA Form 12–99 is prepared and submitted for JANAPs since specific routing and justification requirements preclude the use of electronic DA Form 12–99 data. The IDNs for these items are listed on the Ordering Portal website (<https://www.orderportal.army.mil>). The quantity required is entered in the appropriate blocks of the DA Form 12–99.

b. Security requirements. Units must have adequate equipment and properly cleared personnel to receive and safeguard publications classified CONFIDENTIAL or higher, unless otherwise stipulated. JANAPs are handled as controlled items regardless of their classification.

c. Requirements for special distribution Joint Army-Navy-Air Force publications. When a requirement for these items is determined, indicate the quantity required for each publication. A written justification stating the mission-oriented need for each publication requested must accompany the DA Form 12–99. When requesting North Atlantic Treaty Organization (NATO) supplements, include a statement that adequate equipment and properly cleared personnel are available to receive material classified up to NATO SECRET. ARNG activities normally do not submit subscription requirements for these items. It is not advisable for ARNG activities to hold NATO supplements at normal duty stations in anticipation of deployment to Europe. The European command element supplies these publications to ARNG activities upon arrival in country.

d. Hardcopy version of DA Form 12–99. Submission of the hardcopy version of DA Form 12–99 is coordinated with the appropriate higher headquarters PCO via cover letter. To request or receive items on this form, units must have adequate equipment and properly cleared personnel to receive and safeguard publications classified up to NATO SECRET.

e. Office of Defense Cooperation and Military Assistance Advisory Group requirements. DA is responsible for distribution of JANAPs to the Army section of all Offices of Defense Cooperation (ODCs) and Military Assistance Advisory Groups (MAAGs), and to the Joint Staff of ODC and MAAG in Europe and Turkey. The DA Form 12–99 submitted by chiefs, ODC, and MAAG in Europe and Turkey includes the Joint Staff's requirements.

f. Foreign nations. The use and submission of DA Form 12–99 for JANAPs is not applicable to foreign nations. NATO member nations receive these publications according to procedures established by Standing Group, NATO, and the Joint Chiefs of Staff (JCS). Requests for these publications from other than NATO nations are forwarded to Military Secretary, U.S. Military Communications-Electronics Board, the Joint Chiefs of Staff, Room 1B707 Washington, DC 20301–5000.

5–37. Federal and Department of the Army supply catalog identification lists

Federal and DA supply catalog identification list (ILs) are shown below. To subscribe to any one of the lists, submit your subscription using initial distribution for physical products procedures outlined in this chapter.

- a.* Introduction to Federal Supply Catalogs and Related Publications (C1).
- b.* Master Cross Reference List.
- c.* IL (supply catalogs).
- d.* Management Data List for Medical Material only.
- e.* Proprietary Item IL.
- f.* Qualified U.S. Contractors List.
- g.* Supply Catalogs/HRs for Sets, Kits, and Outfits.
- h.* List of Army Adopted/Other Items Selected for Authorization/List of Reportable Items.

5–38. Publications in large quantities

MDD may not have stock available to fill requests for large quantities of any publication. If you need a large quantity of any publication, please follow the guidance below to ensure the publication is received in time to meet your mission requirements.

- a. Review your publications requirements every 3 months. Promptly submit any requirements for large quantities of publications through the online ordering system.
- b. Large quantity requests may return an “MQ” status code. If so, MDD reviews the order. If you are contacted and requested to provide justification for your quantity, please respond directly to those requests.
- c. If MDD is at zero balance, the proponent agrees, and funds are available, a reprint may be authorized.

5–39. Professional bulletins

The titles and series numbers of PBs are shown below. See the Ordering Portal website (<https://www.orderportal.army.mil>) for IDNs.

- a. Army Aviation Digest (PB 1–Series).
- b. Chemical (PB 3–Series).
- c. Engineer (PB 5–Series).
- d. Field Artillery (PB 6–Series).
- e. Infantry (PB 7–Series).
- f. Medical Bulletin (PB 8–Series).
- g. Ordnance (PB 9–Series).
- h. Quartermaster (PB 10–Series).
- i. The Army Communicator (PB 11–Series).
- j. Soldier Support Advocate (PB 15–Series).
- k. Military Chaplains Review (PB 16–Series).
- l. Armor (PB 17–Series).
- m. Military Police (PB 19–Series).
- n. The Army Historian (PB 20–Series).
- o. The Detective (PB 28–Series).
- p. Military Intelligence (PB 34–Series).
- q. Air Defense Artillery (PB 44–Series).
- r. Military Media Review (PB 46–Series).
- s. Resource Management (PB 48–Series).
- t. Transportation (PB 55–Series).
- u. Defense Language Institute (PB 65–Series).
- v. Army Research, Development, and Acquisition (PB 70–Series).
- w. Special Operations (PB 80–Series).
- x. Military Review (PB 100–Series).
- y. Parameters (PB 102–Series).
- z. Army Logistician (PB 700–Series).

5–40. Center of Military History publications

Center of Military History (CMH) publications are available to Army publications account holders from MDD through the resupply system. To ensure adequate stock management, publications account holders must coordinate with CMH before requesting more than 25 copies of any one title.

5–41. Multi-Service Nuclear Weapon Publications System

- a. *Description.* The Multi-Service Nuclear Weapon Publications System (MNWPS) provides instructions and data to supplement the publications systems of the Department of Energy, Defense Nuclear Agency, and the military Services.
 - (1) The MNWPS consists of—
 - (a) TMs on nuclear weapons and associated material that are designated and produced by the Department of Energy, as well as TMs on related components that are designed and developed by DoD agencies.
 - (b) Supplemental information or data that the Department of Energy or DoD determined to be in or connected with the general field of nuclear weapons.
 - (2) TM 39–0–1A lists—
 - (a) Manuals included in MNWPS.
 - (b) MNWPS publications of interest to the Army.

(c) Other Army nuclear weapon publications and safety rules for operation of nuclear weapon systems.

(3) The DA Publishing Index lists those nuclear weapon publications stocked and issued MDD.

b. *Resupply copy distribution.* Resupply copy distribution of EOD and nuclear weapon publications is restricted to those units and activities authorized initial distribution for physical products. If you do not possess EOD and nuclear weapon initial distribution authorizations, you must include a justification with your memorandum and send your request to the addresses shown below.

(1) *Explosive ordnance disposal resupply copy requests.* Send these requests through command channels to the AMC EOD officer at Commander, U.S. Army Explosive Ordnance Disposal Technical Detachment, 2008 Stumpneck Road, Indian Head, MD 20640–5040.

(2) *Nuclear weapon resupply copy requests.* Send these requests through command channels to the Commander, U.S. Army Nuclear and Combating Weapons of Mass Destruction Agency (MONA–SU), Fort Belvoir, VA 22060.

5–42. Publications of other Government agencies

a. Some publications and forms of other Government agencies are stocked by MDD and may be requisitioned using the procedures in this chapter. The DA Publishing Index lists these publications and forms.

b. Army organizations needing other Government agencies' publications and forms that are not stocked by MDD submits their requests in writing to the agency/proponent that printed the publication or form. The request includes the following:

- (1) Name and title of requestor.
- (2) Organization/agency name.
- (3) Complete and accurate shipping address.
- (4) Nomenclature, title, and UI of the item.
- (5) Number of copies needed.
- (6) Justification of need.

Section VII

Foreign Military Sales Publication Support

5–43. General

USASAC is the single point of contact for Army publications and forms support to the FMS program. USASAC manages FMS sales agreements, implemented by an approved United States of America Letter of Offer and Acceptance (LOA), and monitors all FMS publications matters.

5–44. Which foreign military sales customers can get a publications account?

Foreign countries participating in the FMS program that have agreements with the United States and DoD to purchase publications and blank forms may have a publications account.

5–45. Establishing a publications account

a. FMS customers are not required to fill-out a DA Form 12 to establish a publications account. However, foreign countries must enter into agreements with the United States and DoD to purchase publications and forms. The first step in becoming a FMS customer of Army publications is to determine what type of support is required. The three basic agreements available are:

(1) *Standard foreign military sales agreement.* Under the Army total package approach, a publication line is added to each major item sales agreement. Two copies of each DA publication managed by APD (AAHS–PAD) are supplied unless you advise that a greater or lesser quantity is desired. Once the agreement is approved only those publications and forms listed in the agreement can be provided. This agreement does not automatically provide changes or revisions to publications ordered.

(2) *Defined order agreement.* The publications and forms required are stated in the agreement. Once the agreement is approved, only those publications and forms stated in the agreement can be provided. When the publication order is filled, the agreement is immediately closed and may not be renewed. This one-time agreement does not automatically provide changes or revisions to publications previously ordered.

(3) *Blanket order agreement.* The publications and forms required are not specified in the agreement. The agreement stipulates a dollar ceiling against which orders may be placed. This agreement may be

renewed. It allows the customer two methods for obtaining publications: the resupply copy system and the initial distribution system for physical products, subject to certain conditions.

b. The second step is requesting the actual agreement. Customers must provide a letter of request to the Commander, USASAC, 4402 Martin Road, Huntsville, AL 35898–5000. This letter of request must specify what support is desired and contain the name and address of the originator. The USASAC (Huntsville) forwards the request to USASAC (New Cumberland) for the preparation of the LOA. Depending on the type of FMS case, the LOA list publications, estimated costs, and standard terms and conditions of the agreement, or estimated costs and terms and conditions of the agreement.

c. The third step requires that upon receipt of the LOA, the customer has it signed by their designated official. This signature, together with applicable funding, constitutes the agreement of the customer's government to the offer. It also constitutes a contractual commitment between the customer government and DoD.

d. The fourth step implements the agreement. When the Defense Security Cooperation Agency notifies USASAC (New Cumberland) that all financial obligations have been satisfied and the case implemented, a publication's account is established for the agreement that reflects the address to which the customer's publications and forms are sent. The account number assigned, together with the country code and case designator shown on the LOA, are used to identify the agreement. Both are very important because they must be used in all transactions with the USASAC (New Cumberland). Without both of these designators you cannot obtain publications support.

e. All publications related communications should be directed to the U.S. Army Security Assistance Command (AMSAC–PMO), 3rd Street and M Avenue, New Cumberland, PA 17070–5096.

(1) All FMS orders for publications and forms must be sent to the USASAC (New Cumberland) office symbol of the central case manager. USASAC process orders and forward them to APMDC to be filled and shipped. However, FMS customers should refer all questions and problems to U.S. Army Security Assistance Command (AMSAC–PMO), 3rd Street and M Avenue, New Cumberland, PA 17070–5096.

(2) When a blanket order agreement has been established, USASAC (New Cumberland) notifies the customer if, at any time, funds on deposit fall too low to support continued purchase of publications. Due to the time lag between shipment of publications and billing of orders, USASAC (New Cumberland) monitors the financial status of each agreement.

(3) When a defined order agreement for publications is made with USASAC (New Cumberland), the LOA normally is the only communication.

(4) Details of communications in the distribution process are discussed in paragraph 5–52.

f. Communications related to financial matters between DA and FMS customers should be directed to the Defense Finance and Accounting Service (DFAS) Denver, CO 80279–5000. This billing statement shows costs incurred. This statement, along with the FMS delivery listing that shows, by document number, the items reported to DFAS as delivered through the end of the month of the billing statement, document a completed requisition.

5–46. Using initial distribution of physical products

a. FMS customers can use initial distribution of physical products to obtain unclassified and unrestricted publications without submitting requisitions through the resupply copy system. Initial distribution of physical products enables you to project your needs for future publications and changes to current publications. It also allows you to receive them automatically when they are printed. You can project your needs by subject area or type of equipment. This method reduces the number of resupply requisitions you would need to submit.

b. If you have a blanket order agreement that has a dollar value of \$5,000 or more, you can receive publications under the initial distribution for physical products method. If you have an agreement that has a dollar value of less than \$5,000, you must request an exception that allows you to use the initial distribution for physical products method. Your request to use initial distribution for physical products should be included in your letter of request and LOA. If initial distribution for physical products was not originally in your blanket order agreement and you wish to use it, you may submit a request by letter to your country manager at USASAC (New Cumberland).

5–47. Requesting initial distribution for physical products (preparing DA Form 12–99)

Completion instructions for the DA Form 12–99 (Initial Distribution Requirements for Publications) are as follows:

- a. *Block 1 (Date)*. Enter the date the form is completed.
- b. *Block 2 (Account number)*. Enter your Army publication's account number here.
- c. *Block 3 (From)*. Enter your organization's complete mailing address.
- d. *Block 4 (Thru)*.

(1) Enter Commander, U.S. Army Security Assistance Command (fill in the office symbol for USASAC central case manager), 3rd Street and M Avenue, New Cumberland, PA 17070–5096.

(2) JANAPs subscription requirements, do not intermingled on the same DA Form 12–99 with other publication requirements. Enter the following address and forward through your USASAC central case manager via cover letter to: Chief, U.S. Army C–E Services Office (SFIS–FAS–M), MCEB Branch, Room 9S65, 200 Stovall Street, Alexandria, VA 22332–2200.

e. *Publication initial distribution number*. Enter the IDN (formerly the 12–series form number and publication block number) as shown in the example entry on the form. The IDN for each publication can be found on the Ordering Portal website (<https://www.orderportal.army.mil>).

f. *Quantity Required*. Enter the number of copies your organization requires for each publication. To delete existing subscription requirements enter the word “none” if completing the form manually.

5–48. Resupply copy system

a. The resupply copy system is normally a backup to initial distribution. For FMS customers, however, it is the primary method used to obtain publications under a blanket order agreement. These requisitions may be submitted as often as necessary as long as sufficient funds are available.

b. Submit requests for all publications and blank forms, including restricted, to the Commander, U.S. Army Security Assistance Command (office symbol of the central case manager), 3rd Street and M Avenue, New Cumberland, PA 17070–5096.

c. Requests for restricted publications and controlled sensitive or accountable forms require special handling and approvals. Therefore, these requests must be separated from routine unclassified requisitions. To facilitate this process, customers should not mix routine unclassified orders with those requiring special handling; requests should be submitted on separate DA Forms 4569–1. The DA Form 4569–1 is clearly marked “Restricted Publications” or “Sensitive/Accountable Forms” in the remarks block.

d. Classified publications can only be obtained on a defined order agreement. Classified publications must be shipped to an address that has been approved by the DCS, G–2. If a customer's freight forwarder has not been cleared to receive classified publications, arrangements can be made to have classified publications shipped directly to the customer's military representative in CONUS.

e. No cover letter or transmittal form is required with the DA Form 4569–1 unless the customer wants the requested publications shipped to an address that is different from the one recorded in the sales agreement. To change the “ship to” address, the customer must submit a cover letter with the DA Form 4569–1 stating the requested address. This letter serves not as notice of a permanent change of the shipping address unless it is so stated.

5–49. Preparing the DA Form 4569–1

The DA Form 4569–1 (Security Assistance Publication Requisition Code Sheet) is used exclusively by FMS customers to requisition publications and blank forms. It is available for download on APD's website (<https://armypubs.army.mil/>).

a. The top portion of the DA Form 4569–1 is completed as follows:

- (1) Block 1—Publications Account No: Enter the customer's publications account number.
- (2) Block 2—Country/Case Designator: Enter the customer's country and case designator codes as assigned to the customer's publications agreement by USASAC (New Cumberland).
- (3) Block 3—Requisition Date: Enter the two-digit year, month, and date of the customer's request (YYMMDD).
- (4) Block 4—Page of: Enter the number of each page and the total number of pages for the request. For example, the first page of a two-page request would be PAGE 1 of 2.
- (5) Block 5—TO: Enter “Commander, U.S. Army Security Assistance Command (office symbol of the central case manager), 3rd Street and M Avenue, New Cumberland, PA 17070–5096.”
- (6) Block 6—FROM: Enter the requesting customer's address that is currently recorded in the FMS publications sales agreement with that customer.
- (7) Block 7—“Ship to” Address: Enter the address that is recorded for the publication's account number cited in block 1. This address should appear in the Military Assistance Program Address Directory and

should be the address to which the customer wants requested publications or forms delivered. In some cases, this address is the same as the address in the FROM block. If that is the case enter SAME. (Be sure to include the full nine-digit ZIP Code).

b. Completing the remainder of the DA Form 4569–1.

(1) "DOCUMENT NUMBER" (Columns 1–14): Enter the document number. The document number is composed of three elements—the requisitioner number, date, and serial number. Before creating the document number, the customer needs a copy of the LOA.

(a) Complete the "Requisitioner" element (columns 1–6) with information taken from their agreement.

1. The requisitioner number is the first element of the document number and begins with a "B" in column 1. The "B" is preprinted on the form and denotes U.S. Army service.

2. In columns 2 and 3, enter the customer's abbreviated country code. This two letter code is shown at the top of the first page of the LOA along with the service code and case designator (Example: GY–B–TAA=GY (country code) -B (service code) -TAA (case designator).)

3. In column 4, enter the "MARK FOR" code that the customer enters on the first page of the LOA under the section, "Information To Be Provided By Customer." If this item has no applicable code, enter a zero. Note that all zeroes on this form must be slashed (0) so they are recognized as a zero and not the letter "O."

4. In column 5, enter the "DELIVERY TERM CODE" from page 2, column 7 of the LOA.

5. In column 6, enter the "TYPE OF ASSISTANCE" code from page 2, column 5 of the LOA. This completes the requisitioner number entry, which is the same for all lines of the request. As such, it is not necessary to repeat the entry for every line. A line may be drawn down the page to show that this entry is constant. On the last line of the page or request, enter the information as was done for the initial line.

(b) The second element of the document number is the date (columns 7–10). Enter the date that the request is prepared. This date must be in Julian date format. For example, if the request had been prepared on 11 Jan 96, the Julian date to be entered in these columns would be "6011." This entry is the same for all lines of the request. As such, it is not necessary to repeat the entry for every line. A line may be drawn down the page to show this entry is constant. On the last line of the page or request, enter the information as was done for the initial line.

(c) The third and last element of the document number is the serial number (columns 11–14). This number is assigned sequentially, by the customer, to each line item requested. This enables the customer to identify each item requested separately. For example, the first item requested on the first page of the request would be "1" and a "1" would be entered in column 14. It is not necessary to fill in the blanks with zeroes. If the first page was filled and a second page was used, the first item requested on the second page would have a serial number of "21," with the "2" entered in column 13 and an "8" entered in column 14. Each new request begins with item number "1." If a line has been deleted, it is not necessary to renumber subsequent items.

(2) "PUBLICATION OR FORM NUMBER" (Columns 15–42): Enter the type and number of the publication or blank form needed exactly as it is shown in the DA Publishing Index (<https://www.orderportal.army.mil>). Enter the authorized abbreviation, brevity code, and acronym (ABCA) of the publication or form. For example, if the customer were ordering a TM, they would enter "TM." Skip one block and enter the publication or form number, for example, "TM 9–1100...." On the DA Form 4569–1, publications, and forms must be listed by their abbreviated names. Remember that RESTRICTED and UNCLASSIFIED publications cannot be ordered on the same form; a separate form must be prepared for each.

(3) "CHANGES REQ" (Columns 43–45): Enter the change requested. These columns are used only when ordering publications; if blank forms are ordered, leave blank. One of the following change codes must be used when ordering publications:

(a) 000: Ship only the basic publication. No changes are requested. Also use this code to order publications that have been reprinted with the changes included. The Ordering Portal website (<https://www.orderportal.army.mil>) shows which changes were included in a reprint. If a customer needs changes not included in the reprint, they must order each one separately.

(b) 001 through 899: Ship only the change entered; do not ship the basic publication. To order the change, the customer must list the publication type and number that the change affects in columns 15 through 42 on the same line or, in the case of ordering multiple changes, a line may be drawn down through the columns as shown in the sample of completed DA Form 4569–1. The code must consist of three digits. For example, if the publication shows "1,2" under "Changes" on the Ordering Portal website

(<https://www.orderportal.army.mil>), the customer would enter these changes as “001” and “002” in the changes requested columns.

(c) 901 through 999: These numbers are used to identify interim changes. For example if “101” or “901” is shown under “Changes” on the Ordering Portal website (<https://www.orderportal.army.mil>), that interim change would be ordered by entering “901” in these columns. The “1” and the “9” are used interchangeably and denote the same item. To order interim changes, the publication type and number must be listed in columns 15 through 42 on the same line or, when ordering multiple changes, a line may be drawn down through columns 15 through 42.

(4) “UNIT OF ISSUE” (Columns 46–50): Enter the UI code for the item requested exactly as it is shown under “Unit/Issue” on the Ordering Portal website (<https://www.orderportal.army.mil>). The UI code must start in column 46 (as indicated by the arrow on the form). If the code is less than five digits, leave the remaining columns blank; do not enter zeros. Publications are available as “EA” for hardcopy publication. When ordering publications and forms on the DA Form 4569–1, UI codes must be used.

(5) “QUANTITY REQUIRED” (Columns 51–55): Enter the number of copies the customer wishes to order; do not put zeros before the quantity entered. When entering the quantity, start in column 55 (as indicated by the arrow on the form) and work left. For example, a quantity of 1 would be ordered by entering a “1” in column 55; 10 copies would be ordered by entering a “1” in column 54 and “0” in column 55.

Note. Blank forms are issued only in full package or carton quantities. Quantities that do not constitute a full package or carton are rounded up to the next highest full package or carton if the quantity ordered is greater than or equal to half a carton.

(6) “REMARKS/SIGNATURE” (Blocks 8 and 9): The designated representative signs in block 9 of the form.

5–50. Reject error reports

When FMS requisitions are invalid, MDD generates a file reject error report to USASAC.

5–51. Advice of supply actions

MDD provides status on valid requisitions using advice codes. These “Advice of Supply Action” codes are not forwarded directly to the FMS customer but instead are forwarded to the country manager at USASAC (New Cumberland). This status provides the FMS requisition numbers, the nomenclature of the requested publication or form, and an advice of supply action code. See DLM 4000.25–1 for the advice of supply action codes that are applicable to FMS customers.

5–52. Requisition transaction status codes

FMS publication customers may also receive normal MILSTRIP status codes on their publications transactions. See DLM 4000.25–1 (<https://www.dla.mil/hq/informationoperations/dlms/elibrary/manuals/milstrip/>) for an explanation of these MILSTRIP codes.

5–53. Publications provided to foreign military sales students

Guidance for the release of DA-authenticated publications and extracts to foreign students is provided in AR 12–15/SECNAVINST 4950.4B/AFI 16–105.

5–54. Account management

The general principles and information concerning publications account management provided in section VI are valid for FMS customers and could have significant impact if adapted by each customer.

Appendix A

References

Section I

Required Publications

AR 25–38

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

AR 25–30

Army Publishing Program (Cited in title page.)

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

Instructions for the Interservicing of Technical Manuals and Related Technology Program (Cited in para 5–4k(1).)

AR 380–5

Army Information Security Program (Cited in para 5–31.)

Section II

Prescribed Forms

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

DA Form 12

Request for Establishment of a Publications Account (Prescribed in *para 1–9e.*)

DA Form 12–99

Initial Distribution Requirements for Publications (Prescribed in *para 1–9e.*)

DA Form 17

Requisition for Publications and Blank Forms (Prescribed in para 5–4k(2).)

DA Form 17–1

Requisition for Publications and Blank Forms (Continuation Sheet) (Prescribed in para 5–4k(2).)

DA Form 410

Receipt for Accountable Form (Prescribed in para 5–32c(1).)

DA Form 479

Publication and Blank Forms Stock Record Card (Vertical File) (Prescribed in para 5–35e(1).)

DA Form 479–1

Publication and Blank Forms Stock Record Card (Visible File) (Prescribed in para 5–35e(1).)

DA Form 4569–1

Security Assistance Publication Requisition Code Sheet (Prescribed in *para 5–22f.*)

DA Form 4570

Register of Printing/Duplicating Requisitions (Prescribed in *para 3–9c.*)

DA Form 4570–1

Commercial Printing Record (Prescribed in *para 3–9c.*)

DA Form 4790

Certification for Distribution of Publication(s) in Support of Government Contract (Prescribed in *para 2–2d.*)

DA Form 5394–1

Printing Facilities Productivity Report (Prescribed in *para 3–9a.*)

DD Form 282

DOD Printing Requisition/Order (Prescribed in *para 3–1a.*)

DD Form 448

Military Interdepartmental Purchase Request (MIPR) (Prescribed in *para 3-1b*.)

GPO Form 2511

Print Order (Prescribed in *para 3-1e(5)*.) (Available at <https://www.gpo.gov/customers/sfas1.htm>.)

GPO Form 3868

Notification of Intent to Publish (Prescribed in *para 3-1e(7)*.) (Available at <https://www.gpo.gov/customers/sfas1.htm>.)

GPO Form 4044

Simplified Purchase Agreement (SPA) Work Order (Prescribed in *para 3-1e(4)*.) (Available at <https://www.gpo.gov/customers/sfas1.htm>.)

JCP Form 1

Printing Plant Report (Prescribed in *para 3-9a*.) (Available at <https://www.gpo.gov/customers/sfas1.htm>.)

JCP Form 6

Annual Inventory of Stored Equipment (Prescribed in *para 3-10e*.) (Available at <https://www.gpo.gov/pdfs/customers/sfas/jcp6.pdf>.)

Appendix B

Compact Disc-Read Only Memory/Digital Versatile Disc Products

B-1. Physical and content requirements

a. Installation requirements. All CD-ROM/DVD products should include an interactive installation routine that allows the user the option of selecting any drive as the destination drive for the downloaded files and any drive as the CD-ROM/DVD drive. If the installation routine software runs under a Windows environment, also include a deinstallation routine. At a minimum, list files that may be deleted and indicate which files changed by the installation process can be restored.

b. Virus protection. The proponent office should scan all information products for viruses before submission for replication or release on CD-ROM/DVD.

c. Labeling. The face of the CD-ROM/DVD should state the contents of the CD-ROM/DVD, the publication (or visual information product) title, number, issue date, supersession notice, distribution statement, version, if applicable, and an electronic media (EM) number (for indexing purposes). The label should not contain DoD, Army, or agency, command, or installation seals or emblems. If this information cannot be included on the face of the CD-ROM/DVD because of space limitations, the jewel box inserts or cardboard mailers should provide the contents of the CD-ROM/DVD.

(1) Data classification for security classifications and other protective markings (for example, for official use only (FOUO)).

(2) Handling caveats for CD-ROMs/DVDs containing information products with special handling requirements (for example, sensitive compartmented information, information subject to the Privacy Act of 1974, or information that is copyrighted or has limited distribution or restrictions).

(3) Classification color rings for CD-ROMs/DVDs containing classified information (see AR 380-5 and DoDM 5200.01).

(4) Name of publication/form action officer that developed the CD-ROM/DVD.

(5) Classification authority and declassification date, if applicable.

(6) Title of the CD-ROM/DVD or CD-ROM/DVD set, content, numbering scheme (such as the publication number), date the CD-ROM/DVD was produced, and volume identification.

(7) Disc identification number for accounting of CD-ROMs/DVDs containing top secret information or code words.

(8) An EM number as assigned by the Director, APD (AAHS-PAI) (email: usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil).

(9) If space on CD-ROM/DVD face permits (otherwise include on insert or mailer): name of preparing agency that developed the CD-ROM/DVD, International Standards Organization (ISO) 9660 logo, platform (such as operating system) if applicable, supplemental data formats used, and volume identification.

d. CD-ROM/DVD master development standards. All CD-ROMs/DVDs produced for use Armywide should conform to international standards ISO 9660 and ISO 10149. Proponents should use standard data elements, according to DoDI 8320.02.

e. Software considerations. CD-ROMs/DVDs containing DA-authenticated publications should also contain viewing software and the search and retrieval engine. Proponent requests to compile DA-authenticated publications with other information produced on CD-ROM/DVD should identify the target audience and certify on the DA Form 260 or DA Form 260-1 that the target audience has the hardware and software capability to use the product. Premastering of information for CD-ROM/DVD may be acquired by the agency, command, or installation separately from disc replication. The proponent should acquire mastering and replication of the disc.

B-2. Use of multiple colors

Use multiple colors only when they decisively contribute to the product's intended purpose. Use of color on the face of the CD-ROM/DVD, jewel box insert, cardboard mailer, and other printed matter accompanying the CD-ROM/DVD should follow the policy in AR 25-38.

B-3. Print ready artwork

Print ready artwork submitted for discs, inserts, and packaging should meet the same standards of reproducibility required for other DA-authenticated products. For questions about color separation, registration, typography, or design, contact the PMD.

B-4. Packaging

Proponents should use the most cost-effective packaging for CD-ROM/DVD products. Currently, the most cost-effective packaging method is the cardboard mailer. Specify deviations from the most cost-effective method (for example, jewel box packaging) in the publishing request. In the case of compilation CD-ROM/DVD products that contain DA- authenticated publications and a combination of other information (such as agency and command publications or databases), the authentication blocks for either DA-authenticated or agency, command, and installation publications should not be displayed on the CD-ROM/DVD's face, cover (jewel box), or insert. Proponents should justify requests for jewel box packaging on the DA Form 260 or DA Form 260-1.

B-5. Authentication of Department of the Army-authenticated publications

PMD procures and distributes DA-authenticated publications to Armywide users. PMD performs the contractual requirements for DA-authenticated CD-ROM/DVD publications. PMD approval is required before the printer distributes DA-authenticated CD-ROM/DVD products. All DA-authenticated CD-ROM/DVD publications must be official publications that have been appropriately coordinated. Before placing classified publications on CD-ROM/DVD, proponents must coordinate their classified distribution requirements with PMD.

B-6. Stockage and distribution

Stockage and distribution of CD-ROM/DVD products containing DA-authenticated publications must be accomplished through the Army's distribution system. Use printer initial distribution of CD-ROM/DVD products only where warranted.

B-7. Disposal of obsolete compact disc-read only memory/digital versatile disc products

Army users must dispose of CD-ROMs/DVDs properly. The classification level determines the method you use to dispose of CD-ROMs/DVDs. These methods are described below.

a. Unclassified and nonsensitive. Unclassified and nonsensitive CD-ROMs/DVDs (authorized for public release) may be sent to the address in the statement below (the word "RECYCLE" that appears in the address below is not the name of the commercial firm that recycles these CD-ROMs/DVDs). The following statement must appear on the mailer: "DISPOSAL OF OBSOLETE CD-ROMs/DVDs. Users may send unclassified and nonsensitive expired CD-ROMs/DVDs to a commercial recycling facility for disposition. Discs do not have to be scratched. Ship only whole discs; do not break them into pieces. The user's only cost is shipping/ mailing. The enclosed discs, when obsolete, may be sent to: RECYCLE, 420 Ashwood Road, Darlington, PA 16115-9325. (Providing this information does not constitute the Army's endorsement of this service)."

b. For official use only and distribution-restricted. FOUO and distribution-restricted CD-ROMs/DVDs (not authorized for public release) should be sent to National Security Agency (NSA). The following statement must appear on the mailer of FOUO CD-ROMs/DVDs or distribution-restricted CD-ROMs/DVDs: "DESTRUCTION INFORMATION. NSA accepts (fill in either FOUO or distribution-restricted, whichever is the correct distribution level) CD-ROMs/DVDs for destruction and meets environmental standards. If your local facility does not handle CD-ROMs/DVDs, send expired ones FIRST CLASS to Director, National Security Agency (CMC S714), 9800 Savage Road, Suite 6890, Fort George G. Meade, MD 20755-6000."

Glossary of Terms

Acronym

A word formed from the initial letters of a name or parts of a series of words (for example, “ACTS” for Army Criteria Tracking Systems or “ARIMS” for Army Records Information Management System).

All Army activities message

An Armywide electronic message distributed by HQDA for issuing instructions or information having worldwide Army use. All Army activities (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.

Allied communications publication

A publication that contains communications-electronics policy, procedures, and instructions. The guidance in Allied communication publications (ACPs) is also used by Allied nations.

Army directive

A temporary directive or information memorandum issued by the Secretary of the Army (SECARMY) to establish or change policy or guidance for distribution and applicability Armywide that is effective for 2 years. ADs—

- a. Are restricted to the use of the SECARMY;
- b. Must be staffed to the Assistant Secretary of the Army (Financial Management and Comptroller), the AASA, HQDA principal officials, and commanders of ACOMs, ASCCs, and DRUs that have been assigned responsibility and/or oversight responsibility within the directive;
- c. Take precedence over existing Army policy; and
- d. Have numbers managed and assigned according to existing policy.

When ADs take precedence over Army policy in existing DA administrative publications, proponents of those publications must revise them within 2 years to ensure compliance with the ADs.

Army doctrine

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

Army doctrine publication

A DA-authenticated 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/Standard Generalized Markup Language (SGML)) for a DA publishing medium. Army document type definitions exist for ARs, DA pamphlets, Joint-ARs, for which Army is the executive agency, and TMs (equipment and nonequipment). Variations of these basic document type definitions apply to U.S. Air Force regulations; common tables of allowance; ADPs, ATPs, and FMs; constituents of the Message Address Handbook, including U.S. Navy Plain Language Address Directory; U.S. Military Communications-Electronics Board (USMCEB) publications; the Manual for Courts-Martial, United States; Joint-Army pamphlets; TBs; and technical bulletins (TCs) .

Army regulation

A publication that sets forth missions, responsibilities, and policies; delegates authority; or sets objectives to ensure uniform compliance of policies. ARs can also implement public law, policy guidance, and instructions from higher headquarters or other Government agencies, such as DoD, JCP, or Office of Management and Budget.

Army techniques publication

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

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 posters in a medium that supports the Total Army.

Armywide doctrinal and training publications

DA-numbered and indexed publications available in a variety of media, for example, paper, CD-ROM, and DVD. The Armywide doctrinal and training publications include ADPs, ATPs, FMs, nonequipment TMs, TCs, STPs, and selected DA pamphlets or DA posters.

Binding

The work involved in and the equipment used for finishing books, pamphlets, or single sheets of paper after the presswork is completed. Binding processes include gluing, drilling, punching, sewing, stitching, collating, folding, cutting, trimming, covering, stamping, lettering, and related operations. Neither office operations such as staple fastening nor the hand-operated devices designed for this use are included in this term.

Brevity code

A shortened form of frequently used phrases, sentences, or a group of sentences normally consisting entirely of upper case letters (for example, COMSEC for communications security).

Change

A separate publication containing amendments in the form of deletions, alterations, 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.

Compact disc—read only memory

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

Composition

The process for composing material by hot-metal, cold-type, photocomposition, or electronic means. Composition also includes any method of providing justified right margins and producing camera-ready copy, negatives, a plate, or an image when such material is to be used to produce printing.

Consolidated reprint

A publication that has been reprinted to include the basic publication (the most current, authenticated edition) and the subsequent authenticated changes.

Controlled form

A form whose unauthorized use may jeopardize DoD security or result in fraudulent financial gain or claims against the Government. Examples of controlled forms are serially-numbered forms that can be accounted for during printing, shipping, and issuing. Some prenumbered forms are not controlled but are numbered to manage items, such as baggage and dry cleaning.

Copyright

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

Department of the Army pamphlet

A permanent instructional publication. Unless mandated in an AR, procedures established in a DA pamphlet are for guidance only and to establish optional or helpful methods of performing mission and functions, probable courses of action, and how something is affected. A pamphlet—

- a. Is organized and printed in the same format as an AR.
- b. Is used to publish information (such as how to procedures) needed to carry out policies prescribed in ARs.

Department of the Army publication

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

Departmental forms

All forms distributed Armywide, including DA forms, DD forms, SFs, and OFs.

Departmental printing

All printing for Armywide use regardless of place of origin and/or printing of a publication that applies to two or more agencies or commands not in the same reporting structure and is published and DA-authenticated.

Designated functional manager

Individual, or many individuals, designated to manage publishing and printing functions, including publications control, printing, and duplicating control, and forms management.

Doctrinal, training, and organizational publications

Publications that provide guidance for field units and contain the doctrine, organization, tactics, techniques, and procedures adopted for training individuals and units of the Army.

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, or TMs).

Duplicating

The single-color production of not more than 5,000 units of a single page, or not more than 25,000 units in the aggregate of multiple pages produced on equipment.

Electronic form

A form whose image is stored in magnetic, optical, video, or other type of file (for example, CD-ROM/DVD) and can be retrieved electronically for printing or producing an image of the form on a computer screen.

Electronic technical manuals

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, firing tables, LOs, and MWOs are examples of DA equipment publications.

Exception to policy

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

Extensible Markup Language

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

Field manual

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

Field printing

Printing in MTOE and TOE organizations with documented MTOE or TOE printing equipment for use in military operations.

Form

A fixed arrangement of captioned spaces designed for gathering, organizing, and transmitting prescribed information quickly and efficiently. It also serves as a historical record. A form may be in hardcopy,

electronic, or other media. Certificates are forms. Items such as labels, stickers, tags, instruction sheets, notices, and file covers do not require insertion of information; however, they may still be considered forms for procurement purposes.

Form designation

The alphabetic preface to the form number. It identifies the promulgator of the form. For example, the form designation "DA" indicates the form is promulgated by the DA.

Format

A suggested logical sequence that illustrates a predetermined arrangement or layout for presenting information or stating a request. Most formats are largely narrative in nature and the space needed by respondents to furnish the desired information varies substantially. It does not have to be a form if it does not meet the definition of a form.

Government Publishing Office Regional Printing and Procurement Office

Any office established by the Public Printer in accordance with the JCP authorized to procure Federal printing needs that are determined to be commercially procurable.

Hand receipt manual

A publication designed to improve property accountability and provide a ready reference for equipment.

Identification list

An IL is a list of identification data for equipment and supplies in those Federal supply classification classes not assigned to DLA Strategic Data Services (J67) for integrated materiel management.

Illustration

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

Interactive electronic technical manual

A TM designed for electronic window display and possessing the following four characteristics:

- a. Format and style are optimized for window presentation; that is, the presentation format is frame oriented, not page oriented.
- b. The elements of technical data constituting an IETM are so interrelated that a user's access is facilitated and achievable by a variety of paths.
- c. An IETM can function interactively (as a result of user requests and information input).
- d. For technical manuals prepared to ASD-S1000D and MIL-STD-3031, the term "interactive electronic technical publication" is equivalent to the term "IETM."

Joint Army-Navy-Air Force publication

A publication prepared for use by the U.S. Armed Forces that contains detailed communications-electronics policies, procedures, and instructions not included in any ACP series.

Joint Committee on Printing

A committee established by Congress that consists of members of the House of Representatives and the Senate. The Committee is charged with overseeing all Government department and agency printing actions.

Joint publication

A compilation of agreed to fundamental principles, considerations, and guidance on a particular topic, approved by the Chairman of the JCS, 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 JCS, in coordination with the military Services, combatant commands, and Joint Staff.

Local printing

Printing of publications, documents, or other products that are not departmental and are not DA-authenticated. Printing for agency, command, and installation use. It does not cross agency, command, or installation lines, and products are not used outside of the agency, command, or installation. (This includes ARNG local printing facilities.)

Lubrication order

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

Memorandum stationery

Stationery (memorandum or notepad) used only for internal or informal notes, usually handwritten. Memorandum stationery should not be confused with general officer invitations.

Military assistance advisory group

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

Modification work order

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

Modified table of organization and equipment

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

Optional form

A form used by two or more Federal agencies and approved by GSA for nonmandatory use throughout the Government.

Overpack

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

Platemaker

Any device capable of producing a masterplate by a photo-direct process or by the use of intermediates (negatives/positives) for use in offset or letterpress reproduction equipment.

Preparing agency

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

Printing

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

Printing and duplicating facility

Any facility owned or operated (wholly or in part) by the Government or at Government expense that produces printing. These facilities are located on property owned or controlled by the Government.

Production unit

A standard unit of measurement for printing and duplicating. A unit of printing or duplicating is on 8 1/2 inch x 11 inch (216mm x 279mm) sheets of paper imaged on one side in one color.

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 publications, 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.

Publications

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

Publishing

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

Related publication

A source of additional information cited in a publication that may help a user better understand the subject. When a reference is cited as a "related publication," it means that the user does not have to read it to understand or comply with the publication.

Reprint

A second or later printing of the current, authenticated edition of a publication or existing blank form to replenish stock levels.

Required publication

A source a user must be able to access and read in order to understand or comply with a publication.

Rescind

To do away with or cancel. A publication, part of a publication, form, or report is rescinded when it has served the purpose for which it was issued or when the material becomes obsolete.

Revision

A new edition of a publication; it replaces the previous edition in its entirety. A revision supersedes the previous edition of that publication or the publications that have been consolidated. (Note: With a revision action, the issue date of the basic publication is changed.)

Soldier training publications

Publications that contain critical tasks and other training information used to train Soldiers and serve to standardize individual training for the whole Army; provide information and guidance in conducting individual training in the unit; and aid the Soldier, officer, noncommissioned officer, and commander in training critical tasks. They consist of SM-TGs, military qualification standards manuals, and Officer Foundations Standards Systems manuals.

Standard form

A form designed and prescribed for mandatory use by two or more Government agencies and approved by GSA.

Standard Generalized Markup Language

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

Supply bulletin

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

Supply catalog

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

Table of organization and equipment

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

Technical bulletin

A publication used to provide supplementary information to TMs. TBs may contain such things as maintenance expenditure limits, equipment improvement recommendation material, functional group code information, general information (such as medical data), procedures for kit installation or special mission

changes to materiel, warranty information, schematics, and/or diagrams to supplement an IETM, ammunition information, and so forth. TBs do not contain operator or maintenance instructions, are not used for quick reference guides or other similarly named publications, are not used in lieu of operator or maintenance manuals or to change them, and do not contain parts information.

Technical manual

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 hardcopy.

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.

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 at the operational site, and entails the actual performance of operating and maintenance procedures on the equipment for which the publication was written. Data, such as stock and/or part numbers and source, maintenance, and recoverability codes in repair parts and special tools list; hardware depiction; schematic diagrams; and wiring data contained in the publication are checked against current source data.

Verification

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

Waiver

See definition for "exception to policy."

Worksheet

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

SUMMARY of CHANGE

DA PAM 25-38
Army Printing and Distribution Procedures

This administrative revision, dated 6 June 2023—

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

This new Department of the Army pamphlet, dated 14 June 2021—

- Creates a new pamphlet for the Army Printing and Distribution Program (throughout).
- Updates procedures for the Army Printing and Distribution Program (throughout).

UNCLASSIFIED

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