

Department of the Army  
Headquarters, United States Army  
Training and Doctrine Command  
Fort Monroe, Virginia 23651-1047

\*TRADOC Regulation 25-35

17 September 2009

Information Management: Publishing and Printing

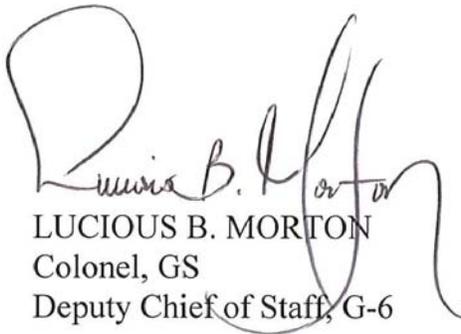
**PREPARING AND PUBLISHING UNITED STATES ARMY TRAINING AND  
DOCTRINE COMMAND ADMINISTRATIVE PUBLICATIONS**

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**History.** This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

**Summary.** This regulation on the responsibilities, policies, and procedures for preparing, publishing, and managing United States Army Training and Doctrine Command (TRADOC) administrative publications has been revised to reflect current requirements in Army Regulation 25-30 and Department of the Army Pamphlet 25-40.

**Applicability.** This regulation applies to all TRADOC organizations authorized to promulgate command wide policy.

**Proponent and exception authority.** The proponent for this regulation is the Deputy Chief of Staff, G-6. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations.

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\*This regulation supersedes TRADOC Regulation 25-35, dated 16 May 2008.

**Army management control process.** This regulation does not contain management control provisions.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms is prohibited without prior approval from the Deputy Chief of Staff, G-6 (ATIM-II), 84 Patch Road, Bldg 162, Fort Monroe, VA 23651-1047.

**Suggested improvements.** Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G-6 (ATIM-II), 84 Patch Road Bldg 162, Fort Monroe, VA 23651-1051, or electronically to [monr.atim@us.army.mil](mailto:monr.atim@us.army.mil). Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

**Distribution.** This TRADOC regulation is available only on the TRADOC Homepage <http://www.tradoc.army.mil>.

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## Summary of Change

### TRADOC Regulation 25-35

#### Preparing and Publishing United States Army Training and Doctrine Command Administrative Publications

This rapid action revision, dated 17 September 2009-

- o Adds requirement for proponents to cite requirement control symbols in TRADOC Pamphlet 25-53 (para 1-4b(8)).
- o Adds policy that Commanding General will approve all administrative publications that include a provision, which if violated, could be punishable against Soldiers under Article 92, Uniform Code of Military Justice (para 5-1).
- o Updates the United States Army Training and Doctrine Command nomination requirement for the Secretary of the Army Awards for Improving Publications (chap 7).
- o Prescribes use of TRADOC Form 5 and removes reference to TRADOC Form 30 throughout the publication.

This rapid action revision, dated 16 May 2008-

- o Updates the reference from Chief Information Officer to Deputy Chief of Staff, G-6 (para 1-4a).
- o Removes requirement to convert administrative publications into hypertext markup language (para 1-4a(2)).

- o Adds responsibility for the proponent to ensure their publication has the correct classification, distribution restriction, and information management control requirements (para 1-4b(10)).
- o Defines proponent (para 2-2).
- o Adds that proponents must not use multiple-addressee correspondence, ordinary memorandums of instruction, and policy memorandums as substitutes for permanent command publications in accordance with Department of the Army Pamphlet 25-40, paragraph 18-1 (para 2-2c).
- o Recommends a font size and font type (para 2-5a).
- o. Adds new United States Army Training and Doctrine Command forms will be developed using PureEdge Forms and ApproveIt digital software (para 2-7b).
- o Clarifies the requirement for processing and publishing United States Army Training and Doctrine Command administrative publication changes (para 2-9).
- o Adds the information resources management requirement to include standard metadata tags and taxonomies in publications to enable content search and discoverability (para 2-12).
- o Adds subparagraph indentation example figure (fig 2-1).
- o Clarifies administrative publications coordination (chap 4).
- o Provides the references to United States Army Training and Doctrine Command Regulation 1-11 and United States Army Training and Doctrine Command Regulation 10-5 for coordination responsibilities (para 4-1a).
- o Adds the requirement for proponents to coordinate each planned publication's type (that is, regulation, supplement, memorandum, circular, bulletin or pamphlet) with the office of the Deputy Chief of Staff, G-6 in conjunction with requesting approval (para 4-1b(1)).
- o Clarifies the required level of approval and adds the signature block requirement (paras 5-1 and 5-2).
- o Adds policy that the Publication Control Officer will remove United States Army Training and Doctrine Command administrative publications from the United States Army Training and Doctrine Command Homepage when the proponent fails to review their publication as tasked (para 6-1b).
- o Adds the United States Army Training and Doctrine Command requirements for the Secretary of the Army Awards for Improving Publications (chap 7).
- o Updates references (app A).

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- o Updates the publishing process for all United States Army Training and Doctrine Command administrative publications (app B).
- o Adds the publication checklist (app C).
- o Adds the index of specific parts of Department of the Army Pamphlet 25-40 (app D).
- o Adds the administrative publication metadata element requirements (app E).
- o Updates United States Army Training and Doctrine Command Form 25-35-1-R-E.

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation prescribes responsibilities, policies, and procedures for preparing, publishing, and managing United States Army Training and Doctrine Command (TRADOC) administrative publications. [Chapter 3](#) provides a description for each type of administrative publication.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in [appendix A](#).

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the [glossary](#).

#### **1-4. Responsibilities**

a. Deputy Chief of Staff (DCS), G-6 will-

(1) Establish policy and procedures to prepare, publish, and manage the life-cycle of TRADOC administrative publications and forms.

(2) [Authenticate](#) all TRADOC administrative publications and publish to the TRADOC Home page as the authoritative repository (see [chap 5](#)).

(3) Edit TRADOC administrative publications and forms. Enforce policies, regulations, and instructions governing publications and forms for TRADOC.

(4) Manage and approve the TRADOC administrative publications numbering system and title in accordance with (IAW) [paragraph 2-4](#).

(5) Maintain and manage life-cycle recordkeeping requirements for the record copy of all authenticated TRADOC administrative publication IAW [Army Regulation \(AR\) 25-400-2](#).

b. Proponents of TRADOC administrative publications (see [para 2-2](#) for an explanation of proponents) will-

(1) Comply with regulations and instructions when preparing publications and forms within their organization and subordinate elements.

(2) Submit change requests to administrative publications within their purview IAW [chapter 2](#) of this regulation.

(3) Choose appropriate administrative publication medium IAW [chapter 3](#) of this regulation.

- (4) Coordinate, review, and comment on draft TRADOC administrative publications IAW [chapter 4](#) of this regulation.
  - (5) Gain approval to promulgate policy and procedures IAW [chapter 5](#) of this regulation.
  - (6) Review and update the TRADOC administrative publications, within their areas of responsibility, IAW [chapter 6](#) of this regulation.
  - (7) Nominate personnel for the annual Secretary of the Army Awards for Improving Publications IAW [AR 25-30](#), chapter 6 and [chapter 7](#) of this regulation.
  - (8) Comply with [AR 335-15](#) to ensure data collected from TRADOC activities, and the public, is properly controlled. Include the TRADOC Information Management Control Officer in the initial coordination if the publication prescribes reporting requirements to ensure requirement control symbols are added to [TRADOC Pam 25-53](#).
  - (9) Request consultation and editorial support from the G-6, Publication Control Officer (PCO) and furnish the electronic Microsoft Word format of their draft publication.
  - (10) Ensure the publication has the correct classification, distribution restriction, and information management control requirements. TRADOC publications are published to the public TRADOC Homepage.
  - (11) Complete the publication checklist ([app C](#)) before coordination ([chap 5](#)) and before the final draft is sent to the PCO.
  - (12) Obtain written consent to use any copyrighted material.
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## **Chapter 2**

### **Administrative Publications**

#### **2-1. Applicability**

Administrative publications apply only to the issuing command and have no application to other commands in the Army or to other government agencies. Commanders are authorized to issue command publications to subordinate organizations under their command jurisdiction (see [AR 25-30](#), para 3-38a(2)). (See [app B](#) for the administrative publication and form life-cycle and the estimated timeline.)

#### **2-2. Proponents**

The proponent is the agency or command responsible for initiating, developing, coordinating, and maintaining publications.

a. Proponents are deputy commanding generals (DCGs); DCSs; Deputy Director, Army Capabilities Integration Center; and designated proponent heads for TRADOC administrative publications required to execute their mission. A publication can have only one proponent.

b. Proponents may task TRADOC commandants to prepare TRADOC administrative publications. However, proponents maintain overall responsibility for their publications (see [para 1-4b](#) of this regulation).

c. Proponents must not use multiple-addressee correspondence, ordinary memorandums of instruction, and policy memorandums as substitutes for permanent command publications IAW Department of the Army (DA) Pamphlet 25-40, paragraph 18-1.

### **2-3. Covers and forewords**

a. Covers and forewords are authorized only for informational pamphlets (see [table 3-1](#)). An action officer or a proponent head may write forewords.

b. All classified publications will have front and back covers displaying required markings, such as overall classification, declassification instructions, and restricted distribution statements, (see [paras 2-10](#) and [2-11](#)).

### **2-4. The numbering system and title**

a. The office of the G-6 will assign each TRADOC administrative publication a publication number for identification. The publication consists of a functional category (for example, TRADOC regulation, TRADOC pamphlet, or TRADOC circular) and its number. Proponents preparing new publication will use the functional category and series number and “-XX” on draft publications to indicate it is new. Proponents revising publications will reuse the same publication number until the publication is determined to be obsolete. The number of a rescinded or superseded publication will not be reused.

b. Each TRADOC administrative publication will have a different title. In the case of a revision, proponents may choose to change the title of their publication and maintain the same publication number.

### **2-5. Format and appearance**

Refer to [appendix D](#), the index of specific parts of [DA Pamphlet 25-40](#) for additional format descriptions.

a. When writing publications, use type fonts and sizes that make the publication easy to read and understand. The following guidelines will provide the best results:

(1) Preferred font point size is 12.

(2) Preferred type font is Times New Roman for text laden publications and Arial for legibility on screen.

b. List titles in the table of contents exactly as they are in the text. The PCO will assist proponents to format publications with the table of contents template. See the table of contents in this regulation as an example. Use upper and lower case letters as follows:

(1) Chapters, sections, and appendixes have the first letter of each word capitalized.

(2) Paragraphs, tables, and figures have the first letter of the first word capitalized. All other words are lower case letters unless they are proper nouns.

c. Use active voice when writing publications IAW [DA Pamphlet 25-40](#), paragraphs 2-2 and 2-4. Active writing emphasizes the doer of the action; shows who or what does the action in the sentence, or puts the doer before the verb; and creates shorter sentences.

d. Subparagraphs are not divided beyond three levels. Indent subparagraphs and bullets as shown in figure 2-1. Ensure numbering is sequential throughout the document.

**2-1. The subparagraph**

a. (lowercase letter)

(1) (number enclosed in parentheses)

(a) (letter enclosed in parentheses)

- Bullet indented
- Open bullet indented

**Figure 2-1. Subparagraph indentation example**

e. Insert headers and footers (see this regulation as an example). Number pages consecutively and page numbering will alternate lower left and right. For foreword and executive summary pages use i, ii, iii and for the title page throughout the publication use 1, 2, 3. Do not use two-part page numbers. Do not apply page number to the cover page and blank forms at back of publication.

f. Do not unnecessarily duplicate material in existing DA or TRADOC publications. (See [DA Pamphlet 25-40](#), para 2-31a for additional guidance on external references.)

**2-6. Abbreviations, brevity codes, acronyms, and terms**

a. Spell out the names of divisions and parts; abbreviate them when enclosing them in parentheses IAW [DA Pamphlet 25-40](#), paragraph 2-34d (see table 2-1).

**Table 2-1**  
**Abbreviations of parts and divisions**

Division or part	Abbreviation	Example in parentheses
part	*	(part 1)
chapter	chap	(chap1)
section	sec	(sec I)
paragraph	para	(para 1-1)
figure	fig	(fig 1-1)
table	*	(table 2-1)
appendix	app	(app A)
glossary	*	(glossary)
index	*	(index)
Notes: *Do not abbreviate. Do not capitalize the first letter of the word.		

b. Review development and use of abbreviations, brevity codes, and acronyms (ABCA) IAW [AR 25-52](#), paragraph 1-6. Confirm the accuracy of and add ABCA to the electronic version of ABCA Web site at <https://www2.arims.army.mil/abbreviation/MainMenu.asp>.

c. Do not explain a term in a TRADOC publication if it is already explained in [Joint Publication 1-02](#), unless it is given a new special meaning IAW DA Pamphlet 25-40, paragraph 2-7c.

d. When an acronym is used in a figure, ensure it is explained in the figure (in a key) and the first time it appears in text.

## 2-7. Forms

a. Any document within a publication that has blank spaces for the insertion of information is considered a form and is controlled IAW [DA Pamphlet 25-31](#), paragraph 1-5. Comply with [AR 25-30](#), chapter 4, and [DA Pamphlet 25-31](#), section II, for forms requirements. Contact the TRADOC Forms Management Officer (FMO) and coordinate with the proponent FMO.

b. New TRADOC forms will be developed using PureEdge Forms and ApproveIt digital software.

c. If a form requires the user to submit personally identifiable information, it must comply with Privacy Act requirements IAW [AR 340-21](#), paragraph 1-9. Include the TRADOC Privacy Act Officer in the initial coordination process whenever forms require personal information.

d. TRADOC forms prescribed by TRADOC regulations and standard pamphlets will carry the same basic number as the prescribing directive. For example, the form contained in this regulation is numbered TRADOC Form 25-35-1-R-E. If there were additional forms, they would use consecutive numbers TRADOC Form 25-35-2-R-E, TRADOC Form 25-35-3-R-E,

etc. On those occasions where a TRADOC regulation and pamphlet are assigned the same number, the forms in the pamphlet are numbered using '100, 101, etc.' as the consecutive number in lieu of '1, 2, etc.' (that is, TRADOC Form 25-35-100-R, TRADOC Form 25-35-101-R, etc.).

e. Proponents will ensure TRADOC organizations will have an opportunity to review and comment on prescribed forms by including them as part of the publication when coordinating.

### **2-8. Publishing policy**

TRADOC does not produce hard copy versions of administrative publications for distribution. All administrative publications are published electronically on the TRADOC Homepage at <http://www.tradoc.army.mil/publications.htm>. Proponents are responsible for producing hard copy versions of administrative publications to satisfy their functional requirements.

### **2-9. Changes**

A change is a type of administrative publication that is used to amend an existing publication. All changes are numbered, that is, a change to this regulation would be numbered TR 25-35, change 1. Only [authenticated](#) changes are official. Do not use any other means (that is, e-mail messages, correspondence, policy memorandums, etc.) to change a publication. There are two types of changes.

a. A revision change amends existing policy and procedures.

b. An administrative change corrects information that does not affect policy or procedures such as, typographical errors, updated office symbols, changed organizational names, addresses, or uniform resource locators (URLs).

### **2-10. Classification**

Proponents must determine the classification of administrative publications IAW [AR 380-5](#), paragraph 1-11 and chapter 4; and DA Pamphlet 25-40, paragraph 10-3. Apply classified/unclassified sensitive markings on all coordinating versions and the final publication. Ensure downgrading instructions are applied on all classified publications.

### **2-11. Distribution restriction**

Draft versions of publications require the designation of "For Official Use Only" (FOUO) IAW [AR 25-55](#), paragraph 4-100. Exemption 5 is applicable to draft documents, as they are predecisional and a deliberative part of the decisionmaking process. Mark draft documents FOUO IAW AR 25-55, paragraph 4-200, in bold letters at least 3/16 of an inch high at the bottom on the outside of the front cover, on each page, and on the outside of the back cover. The proponent will remove FOUO markings from their TRADOC administrative publications before they provide the electronic file to the PCO for publishing to the TRADOC Homepage at <http://www.tradoc.army.mil/>.

## 2-12. Information management

a. TRADOC administrative publications will adhere to content discoverability requirements and include standard metadata tags and taxonomies IAW [TRADOC Regulation 25-1](#), paragraph 5-3c. Proponents will provide the mandatory metadata elements in [appendix E](#) for each of their TRADOC publications via e-mail to the PCO.

b. Proponents will ensure TRADOC Pamphlet 25-53 lists accurate requirement control symbols IAW AR 25-30, 1-25 and will list requirement control symbols at the end of appendix A.

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## Chapter 3 TRADOC Administrative Publications

### 3-1. Choosing the type of TRADOC administrative publication to use

a. The proponent recommends the type of administrative publication after determining the best medium using table 3-1 and [DA Pamphlet 25-40](#), paragraph 8-1.

b. The second step is to decide whether to add the material to an existing publication, or prepare a new publication.

c. The third step, in the case of a new publication, is to obtain TRADOC DCG/Chief of Staff (COS) approval of the [planned publication](#). State the requirement using [TRADOC Form 5](#) and coordinate the planned publication's type with the office of the DCS, G-6.

(1) If an AR is published on the same subject matter, no option exists, this material is published as a supplement to that AR.

(2) Check the TRADOC Homepage for any TRADOC publications assigned the same series number. Review all publications that seem closely related to the material. Proponents will publish a change or a revision to add information to an existing publication. Consolidate publications, if necessary. If no publication exists on the subject matter, prepare a new publication.

**Table 3-1  
Uses of TRADOC publications**

Type of publication	Type of material	Term	Audience	References
supplement (to provide additional instructions to implement an AR)	directive	permanent	TRADOC-wide	AR 25-30, paragraph 3-38b(6) and DA Pamphlet 25-40, chapter 18, section II
regulation	directive	permanent	TRADOC-wide	AR 25-30, paragraph 3-38b(1) and DA Pamphlet 25-40, table 18-1
pamphlet (is a "how to" that supports a regulation)	standard (reference)	permanent	TRADOC-wide	AR 25-30, paragraph 3-38b(3) and DA Pamphlet 25-40, table 18-1
pamphlet (is not a "how to" that supports a regulation)	informational	permanent	TRADOC-wide	AR 25-30, paragraph 3-38b(3) and DA Pamphlet 25-30, paragraph 8-4
circular	directive or informational	Expires not later than 2 years from issue date	TRADOC-wide	AR 25-30, paragraph 3-38b(2) and DA Pamphlet 25-30, table 18-1
memorandum	directive or informational	permanent	Headquarters TRADOC only	AR 25-30, paragraph 3-38b(4) and DA Pamphlet 25-30, table 18-1
change	directive or informational	included in publication revision	TRADOC-wide	DA Pamphlet 25-40, paragraph 18-4
bulletin	advisory, informative, or directive	temporary or published in a permanent medium at a later time	TRADOC-wide	AR 25-30, paragraph 3-41 and DA Pamphlet 25-30, table 18-1

**3-2. Sample TRADOC publications and change**

- a. See sample TRADOC publications: [TRADOC supplement](#), [TRADOC regulation](#), [TRADOC pamphlet](#), [TRADOC circular](#), and [TRADOC memorandum](#).
- b. See a sample [TRADOC change](#).

## Chapter 4 Coordination

### 4-1. Coordination of TRADOC administrative publications

a. Coordinating publications is required to ensure TRADOC organizations being impacted by new or revised policy and guidance have the opportunity to communicate their concurrence, nonconcurrence, and comments. Coordination responsibilities are explained in [TRADOC Regulation 1-11](#), paragraph 2-11; [TRADOC Regulation 10-5](#), paragraph 12-1; and paragraph 4-2 of this regulation.

b. Proponents will coordinate their publications at the following stages:

(1) Prior to seeking TRADOC DCG/COS approval (see paragraph 5-1a(1)) to develop a new publication, coordinate with the office of the DCS, G-6 regarding the [planned publication](#)'s requirement and type.

(2) When a coordinating draft is completed, coordinate with affected staff agencies and other organizations IAW TRADOC Regulation 1-11, paragraph 2-11.

(3) After resolving comments and nonconcurrences, submit to the office of the G-6 the draft publication for editorial review prior to seeking DCG/COS approval.

### 4-2. Mandatory coordination of TRADOC administrative publications

At a minimum, coordinate with the organizations affected by the publication and those that have information that could affect the policy written in publications.

a. All regulations, supplements, memorandums, and circulars, including their changes will be coordinated with the organizations assigned responsibilities.

b. All standard pamphlets and bulletins, including their changes will be coordinated with organizations with assigned responsibilities in the pamphlet's governing regulation.

c. Any publication that conflicts with or overlaps another publication will be coordinated with the proponent of the other publication.

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## Chapter 5 Approval and Authentication

### 5-1. Commanding General approval

The TRADOC Commanding General approves all administrative publications that include one or more provisions that define a standard of conduct which, if violated, could be punishable against Soldiers under Article 92, Uniform Code of Military Justice. Administrative publications that include punitive sections must be coordinated with the TRADOC Staff Judge Advocate prior to staffing for Commanding General approval.

## **5-2. Deputy Commanding General/Chief of Staff approval**

a. The TRADOC DCG/COS approves all:

(1) [Planned](#) TRADOC administrative [publications](#).

(2) TRADOC regulations, supplements, memorandums, circulars, bulletins and their changes since they assign responsibilities, commit TRADOC resources and delegate authority.

b. Do not send draft publications to the DCG/COS for approval. All publications are in final form, to include final editing the PCO performs, prior to submission to the Secretary of the General Staff for DCG/COS approval. The [TRADOC Form 5](#) must include the G-6 PCO's coordination.

c. All TRADOC regulations, supplements, memorandums, circulars, bulletins and their changes will include the DCG/COS's signature block as the approval authority.

## **5-3. Proponent head or their deputy approval**

The [proponent head](#) or their deputy will approve TRADOC pamphlets and their changes. All TRADOC pamphlets and their changes will include the DCG/COS's signature block as the approval authority.

## **5-4. Authentication**

Provide the proponent or DCG/COS approval to the office of the G-6, PCO. Also, submit written consent to use any copyrighted material. TRADOC DCS, G-6 authenticates all administrative publications. DCS, G-6's signature block and signature as the authenticating official appears in all publications. Authentication attests that approval is complete, that the publication number is correct and establishes the effective date. Until a publication is authenticated, proponents will continue to treat the publication as a draft.

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## **Chapter 6**

### **Life-Cycle Management**

#### **6-1. Reviewing**

The purpose of the review process is to keep publications current. Proponents will review for the continuing requirement, consistency with existing policies, and correct proponent information. Proponents will review their TRADOC administrative publications every 18 months and, as they determine appropriate, will revise the publication to ensure it reflects the current Department of Defense, Army, and TRADOC policies and positions.

a. G-6 will task reviews IAW publications at least once every 18 months. Proponents will conduct their own review and will respond to the office of the G-6 regarding the status of the publication, that is, publication is current and essential, or publication is under revision, or publication is obsolete. Proponents will respond using [TRADOC Form 25-35-1-R-E](#).

b. The PCO will remove TRADOC administrative publications and forms from the TRADOC Homepage when the proponent fails to review their publication and report the status to G-6 as tasked.

## **6-2. Rescinding**

When a publication is rescinded, all prescribed forms are also rescinded from the TRADOC Homepage.

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## **Chapter 7**

### **Secretary of the Army Awards for Improving Publications**

#### **7-1. TRADOC nominations**

To recognize civilian and military personnel who have made superior contributions by writing and editing at least one of the types of official Army publications listed in AR 25-30, paragraph 2-2 submit nominations for the period commencing on 1 July of the previous year to 30 June of the current year. Send all TRADOC nomination submissions to DCS, G-6 (ATIM-II), 84 Patch Road Building 162, Fort Monroe, VA 23651-1051, no later than 1 September of the current year.

#### **7-2. Nomination packets**

- a. See [AR 25-30](#), chapter 6 for specific policy on preparing nominations.
  - b. Nomination submissions will include the original [DA Form 1256 \(Incentive Award Nomination and Approval\)](#), and seven copies of the following: narrative justification to explain the nomination to include “before” and “after” publication samples, cover letter (if applicable), equal employment opportunity certification, and statement of availability to attend the Secretary of the Army Awards for Improving Publications Ceremony.
  - c. Nominations will include reading grade level data based on Kincaid Readability Formula and acronyms will be defined in the nomination justifications.
  - d. Organizations may nominate the same individual for both the Army Editor of the Year Award and the Secretary of the Army Award for Publications Improvement in the same year by providing separate nomination submissions.
  - e. Contact the PCO for a sample nomination packet.
-

## **Appendix A References**

### **Section I**

#### **Required Publications**

ARs, DA pamphlets, and DA forms are available at <http://www.usapa.army.mil/>. TRADOC publications and forms are available at <http://www.tradoc.army.mil/publications.htm>.

AR 25-30

The Army Publishing Program

DA Pamphlet 25-40

Army Publishing: Action Officers Guide

### **Section II**

#### **Related Publications**

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

AR 25-52

Authorized Abbreviations, Brevity Codes, and Acronyms

AR 25-55

The Department of the Army Freedom of Information Act Program

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 335-15

Management Information Control System

AR 340-21

The Army Privacy Program

AR 380-5

Department of the Army Information Security Program

DA Pamphlet 25-30

Consolidated Index of Army Publications and Blank Forms (Available at <http://www.army.mil/usapa/2530.html>.)

DA Pamphlet 25-31

Forms Management, Analysis, and Design

Joint Publication 1-02

Department of Defense Dictionary of Military and Associated Terms (Available at [http://www.dtic.mil/doctrine/jel/new\\_pubs/jp1\\_02.pdf](http://www.dtic.mil/doctrine/jel/new_pubs/jp1_02.pdf).)

TRADOC Regulation 1-11  
Staff Procedures

TRADOC Regulation 10-5  
U.S. Army Training and Doctrine Command

TRADOC Regulation 10-5-1  
Headquarters, U.S. Army Training and Doctrine Command

TRADOC Regulation 25-1  
Information Resources Management

### **Section III Prescribed Form**

TRADOC Form 25-35-1-R-E  
Publication Review

### **Section IV Referenced Forms**

DA Form 1045  
Army Ideas for Excellence Program (AIEP) Proposal

DA Form 1256  
Incentive Award Nomination and Approval

DA Form 2028  
Recommended Changes to Publications and Blank Forms

TRADOC Form 5  
Transmittal, Action, and Control

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**Appendix B**

**TRADOC Administrative Publication and Form Life-Cycle**

**B-1. TRADOC administrative publication and form life-cycle**

See table B-1 for the TRADOC administrative publication and form life-cycle.

**Table B-1**

**Publication and form life-cycle (proponent and PCO responsibilities)**

<p><b>Proponent</b></p>	<ul style="list-style-type: none"> <li>• Obtains TRADOC DCG/COS approval of a <a href="#">planned publication</a> (that is regulation, supplement, memorandum, circular, bulletin, and pamphlet). State requirement using <a href="#">TRADOC Form 5</a> and coordinate the planned publication’s type with the office of the DCS, G-6.</li> <li>• Researches and writes publication.</li> <li>• Coordinates informally with functional proponents, as necessary.</li> <li>• Reviews the requirements in chapter 2 and the publication checklist (<a href="#">see app C</a>). And consults with the PCO, as necessary.</li> <li>• Determines classification, distribution restriction, information management control, and metadata element (<a href="#">see app E</a>) requirements.</li> <li>• Attaches forms to publication.</li> <li>• *May request an initial editorial review from the PCO. This is an informal process. Provide the single column, single spaced publication via e-mail, along with the name, telephone number, and office symbol of the POC.</li> </ul>
<p><b>PCO</b></p>	<ul style="list-style-type: none"> <li>• *When proponent requests an initial editorial review before formal coordination.             <ul style="list-style-type: none"> <li>◦ Initial editorial review provides feedback before formal coordination.</li> <li>◦ Edits draft and marks errors and comments on electronic file.</li> <li>◦ Assists with arrangements for forms design, if required. Forms should be included with formal coordination.</li> <li>◦ Returns electronic file to the proponent for corrections.</li> </ul> </li> </ul>
<p><b>Proponent</b></p>	<ul style="list-style-type: none"> <li>• *Corrects draft.</li> <li>• Coordinates formally, as appropriate (<a href="#">see chap 4</a>).</li> <li>• Determines level of approval (<a href="#">see chap 5</a>) and either–             <ul style="list-style-type: none"> <li>◦ Prepares a <a href="#">TRADOC Form 5</a> for DCG/COS approval (with the G-6 PCO included in coordination), OR</li> <li>◦ Prepares a <a href="#">TRADOC Form 5</a> or an informal correspondence memorandum for their proponent head or their deputy’s approval for pamphlet.</li> </ul> </li> <li>• Makes changes based on formal coordination.</li> <li>• Provides final draft to the PCO.</li> </ul>
<p><b>PCO</b></p>	<ul style="list-style-type: none"> <li>• Determines if the requirements in <a href="#">chapter 2</a> and the publication checklist are complete, if not, returns the publication for review of requirements.</li> <li>• Edits draft and marks errors and comments on electronic file.</li> <li>• Verifies references, figures, tables, paragraph numbering, and distribution.</li> <li>• Ensures forms, reports, and Privacy Act requirements are identified.</li> <li>• Assigns the publication number.</li> <li>• Assists with arrangements for forms design, if required.</li> <li>• Returns electronic file to the proponent for corrections.</li> <li>• **Provides concurrence for the <a href="#">TRADOC Form 5</a> and contacts the proponent for them to coordinate directly with the TRADOC Secretary of the General Staff, Staff Actions Division.</li> </ul>

**Table B-1**  
**The publication process (proponent and PCO responsibilities), continued**

<b>Proponent</b>	<ul style="list-style-type: none"> <li>• **Coordinates with the TRADOC Secretary of the General Staff, Staff Actions Division for processing to the Commander’s Planning Group for DCG/COS approval.</li> <li>• **Upon DCG/COS approval, provides the signed <a href="#">TRADOC Form 5</a> and the approve publication via e-mail to the PCO for DCS, G-6 authentication.</li> <li>• Upon proponent head or their deputy’s approval, provides the <a href="#">TRADOC Form 5</a> or correspondence memorandum (as appropriate), the approved publication via e-mail, and any background files to the PCO.</li> </ul>
<b>PCO</b>	<ul style="list-style-type: none"> <li>• Acquires approval documentation, processes the publication for DCS, G-6 authentication, and dates the publication.</li> <li>• Applies metadata elements to the publication.</li> <li>• Provides the electronic file to the G-6 Webmaster for conversion and publishing to the <a href="#">TRADOC Homepage</a>.</li> </ul>
<b>PCO</b>	<ul style="list-style-type: none"> <li>• Tasks proponents to review their publications every 18 months.</li> <li>• Removes publications and forms from the <a href="#">TRADOC Homepage</a> when proponents fails to report the status as tasked.</li> </ul>
<b>Proponent</b>	<ul style="list-style-type: none"> <li>• Reviews TRADOC administrative publications, within their areas of responsibility as tasked by the office of the G-6.</li> <li>• Reports the status of their publications and forms as tasked.</li> <li>• Submits changes to their publications to the DCS, G-6 and includes changes in the revision process.</li> </ul>
<p>Notes:                  *When proponent requests an initial editorial review before formal coordination.                  **When the publication requires DCG/COS approval IAW paragraph 6-1.</p>	

**B-2. Estimated timeline to process an TRADOC administrative publication**  
 See table B-2 for the estimated timeline to process an TRADOC administrative publication.

**Table B-2**  
**Estimated timelines for each stage**

<b>Stage</b>	<b>Estimated Time</b>	<b>Responsibility</b>
• Coordinate medium with the office of the DCS, G-6	2 days	DCS, G-6
• Obtain DCG/COS approval of publication plan	Proponent determines	Proponent
• Research and write	Proponent determines	Proponent
• Initial editorial review, if requested	1-4 days	DCS, G-6
• Review the publication checklist ( <a href="#">app C</a> ) before coordination	Proponent determines	Proponent
• Coordinate: <ul style="list-style-type: none"> <li>◦ Within the proponent staff office</li> <li>◦ Within headquarters</li> <li>◦ With subordinate centers/schools</li> <li>◦ With other Army commands</li> </ul>	IAW TRADOC DCS, G-3/5/7, Central Tasking Office requirements	Proponent
• Consolidate comments from staff/prepare new draft	Proponent determines	Proponent
• Edit (depends on number of pages and backlog)	1-4 weeks	DCS, G-6
• Prepare forms (depends on number, complexity of forms/pages)	Proponent determines	Proponent
• Review for reporting requirement (see <a href="#">AR 335-15</a> )	Proponent determines	Proponent
• Correct editorial comments/finalize for publishing	Proponent determines	Proponent
• Prepare <a href="#">TRADOC Form 5</a>	Proponent determines	Proponent
• DCG/COS approval (content and policy)	Proponent determines	Proponent

**Table B-2**  
**Estimated timelines for each step in the process, continued**

<b>Stage</b>	<b>Estimated Time</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>• Publishing to the <a href="#">TRADOC Homepage</a></li> </ul>	2-3 days	DCS, G-6
<ul style="list-style-type: none"> <li>• Typeset publication (as required by proponents)</li> <li>• Printing (as required by proponents):                             <ul style="list-style-type: none"> <li>◦ Defense Automated Publishing Service</li> <li>◦ Government Printing Office</li> </ul> </li> </ul>	Proponent determines	Proponent
<ul style="list-style-type: none"> <li>• Distribute (proponent distributes printed version of publication)</li> </ul>	Proponent determines	Proponent
<ul style="list-style-type: none"> <li>• Tasks proponents to review their publications and forms</li> </ul>	1 month	DCS, G-6
<ul style="list-style-type: none"> <li>• Review their publications and forms</li> <li>• Report the status of their publications and forms as tasked</li> </ul>	Proponent determines	Proponent
<ul style="list-style-type: none"> <li>• Remove publications and forms from the <a href="#">TRADOC Homepage</a></li> </ul>	2-3 days	DCS, G-6

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**Appendix C  
Publication Checklist**

**C-1. Complete publication checklist**

Proponents will complete the publication checklist (see table C-1) as a self-check before providing the final draft to the PCO.

**Table C-1  
Publication checklist**

Publication Number:	
Publication Title:	
	Indicate Action
1. Type of publication is correct	
2. Series number and title are correct	
3. Title is correct on the title page, foreword, and text	
4. Headers/footers/page numbers are correct and alternating	
5. Background files (TRADOC Form 5, copyright release, etc.)	
6. Table of contents and lists are formatted and inserted	
7. Page numbers are in order	
8. Correct sequence of title page IAW DA Pamphlet 25-40, table 10-2, as applicable for the type of publication Heading Authentication block (current) History Summary Applicability Proponent and exception authority Army management control process Supplementation Suggested improvements Distribution Supersession (include pubs and forms)	
9. First four paragraphs IAW DA Pamphlet 25-40, paragraphs 10-18 and 10-23c(1)c, as appropriate 1-1. Purpose 1-2. References 1-3. Explanation of abbreviations and terms 1-4. Responsibilities (or chapter 2)	
10. Paragraph numbers and format are correct IAW DA Pamphlet 25-40, paragraph 2-1	
11. Figures and tables are numbered, titled, and referenced in the text	
12. Information does not duplicate other TRADOC publications	
13. Active voice is used	
14. Neutral language is used	
15. Acronyms and terms are verified and correct in the glossary	

**Table C-1**  
**Publication checklist, continued**

16. References are verified as current, cited in the text, and URLs are listed	
17. Appendix(es) are cited in the text and complete	
18. Blank forms are the last page with no header/page numbers	
19. Reading grade level review complete	
20. Proofread the documents to ensure: one voice and that the same acronyms and terms are used throughout there are two spaces after each period	
21. Supplements have DA approval	
22. Circulars have an expiration date	
23. Classification	
24. Distribution restriction	
25. Information management control requirements are listed	

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**Appendix D****Index of Specific Parts of DA Pamphlet 25-40****D-1. Additional format descriptions**

Proponents may use this index of specific parts of DA Pamphlet 25-40 (see table D-1) for additional format descriptions.

**Table D-1****Index of specific parts of DA Pamphlet 25-40**

<b>What this part addresses</b>	<b>Part</b>
Acronyms, abbreviations, brevity codes, and terms	Paragraph 2-7 (See AR 25-52, para 1-6h(5) and table 1 for correct capitalization)
Active voice	Paragraphs 2-2 and 2-4
Agency and command publications	Chapter 18 and table 18-1
Appendixes	Paragraphs 2-32i, 10-21, and 10-29
Brands (advertisements and trade names)	Paragraph 2-18
Classification and protective markings	Paragraph 10-3
Changes	Paragraph 18-4
Copyright release	Paragraph 2-37
Division numbering and titling	Paragraphs 10-2 and 2-1
Figures	Paragraphs 2-22 and 10-32
Footnotes	Paragraphs 2-11 and 10-25
Foreword and preface	Paragraph 10-5
Formal versus informal style	Paragraph 2-4
Format	Chapter 10
Forms	Paragraph 2-24
Glossary	Paragraph 10-28
Index	Paragraph 10-30
Jargon and Army word usage	Paragraph 2-6
Mailing and e-mail addresses, title, dates and telephone numbers	Paragraph 2-8
Neutral language	Paragraph 2-5
Organizing publications	Paragraphs 2-1, 10-23, and 10-24
Parenthetical comments (such as, i.e. and e.g.)	Paragraph 2-12
Policies and procedures	Paragraph 10-24
Preparing well-written publications	Paragraph 2-2
Reading grade level	Paragraph 2-3
References (types of, using, citing, and extracting material)	Paragraphs 2-31 through 2-35
Reports	Paragraph 10-27
Required part of a publication	Paragraph 10-1 and table 10-1
Responsibilities	Paragraph 10-23
Security classifications and protective markings	Paragraph 10-3
Summary of change	Paragraph 10-4

**Table D-1**  
**Index of specific parts of DA Pamphlet 25-40**

Table of contents	Paragraph 10-17
Tables	Paragraphs 2-23 and 10-31
Title page (required parts)	Paragraphs 10-6 through 10-16, and table 10-2
Title page and required text paragraphs (that is, purpose, references, explanation of abbreviations and terms, and responsibilities)	Paragraphs 10-18 through 10-23
Title page requirements	Table 10-2
Office symbols	Paragraph 2-9
Textual notes	Paragraphs 2-10 and 10-25
Writing effective publications	Chapter 2

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**Appendix E**  
**Administrative Publication Metadata Elements**

**E-1. Metadata elements**

Provide metadata elements (see table E-1) to the PCO with the final draft of your administrative publication.

**Table E-1**  
**Metadata elements**

*Publication Number/Publication Title	
*Subject (other than title)	
*Proponent Office	
* Action Officer Name E-mail Phone Number Office Symbol UIC	
Author Name E-mail Phone Number Office Symbol UIC	
Contributor Name E-mail Phone Number Office Symbol UIC	
*Distribution Restriction	UC, FOUO, C, S, TS
**Classification Reason (Privacy Act Exception Number)	
**Releasable To (Countries)	
**Declassification Date	
*Copyright Restriction	
***Geospatial Coverage	NA, All, Artic, Complex, Desert, Jungle, Mountain, Swamp, Urban, Water, Woodland
***Temporal Coverage	NA, 2015-2025 ( subject matter coverage expressed in terms of one or more periods of time)

\*Mandatory elements

\*\*Mandatory when other than unclassified. See your organization security manager.

\*\*\*Mandatory unless not applicable.

## **Glossary**

### **Section I**

#### **Abbreviations**

ABCA	abbreviations, brevity codes, and acronyms
AR	Army regulation
COS	chief of staff
DA	Department of the Army
DCG	deputy commanding general
DCS	deputy chief of staff
FMO	forms management officer
FOUO	For Official Use Only
G-6	command, control, communications, and computers
IAW	in accordance with
PCO	publications control officer
TRADOC	U.S. Army Training and Doctrine Command
URL	uniform resource locator

### **Section II**

#### **Terms**

##### **Change**

An official modification of a publication, issued as a separate document to accompany the publication.

##### **Requirement control symbol**

A symbol assigned to a management information requirement by the MICO with jurisdiction to show it has been approved.

##### **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.

##### **Supplementation**

Guidance issued by a Headquarters, Department of the Army agency or Army command to explain or direct the execution of DA policy or procedures at the agency or command level.

### **Section III**

#### **Special Abbreviations and Terms**

##### **Administrative publications**

Publications that set or explain policies and procedures for the management of TRADOC functions and missions, that is, TRADOC regulations, memorandums, pamphlets, circulars, supplements, and technical bulletins.

##### **Authentication**

Authentication attests that approval of a publication is complete, that the publication number is correct and establishes the effective date. Until a publication is authenticated, it is treated as a draft.

**Planned publication**

A proposed TRADOC administrative publication in an abbreviated format that may require considerable expansion or alteration to convert it into a complete administrative publication.

**Proponent**

The agency or command responsible for initiating, developing, coordinating, approving content, issuing, and rescinding publications.

**Proponent head**

The head of the Headquarters TRADOC proponent publishing the TRADOC administrative publication.

**Text**

Material written after the table of contents and before appendix A.

<h2 style="margin: 0;">PUBLICATION REVIEW</h2> <p style="font-size: small; margin: 0;">For use of this form, see TRADOC Reg 25-35; the proponent is the Deputy Chief of Staff, G-6.</p>		
<p>AR 25-30, paragraph 2-4d, requires proponents to review their publication a minimum of every 18 months and, as appropriate, revise the publication at least every 3 years. Proponents will ensure that each publication is current, consistent with existing policies, still required, and contains correct proponent information.</p>		
<p><b>NUMBER/TITLE/DATE OF PUBLICATION</b></p>		
<b>PROPONENT OFFICE</b>	<b>OFFICE SYMBOL</b>	<b>ACTION OFFICER/PHONE NUMBER</b>
<p>A review of the above publication has been completed. The following information applies:</p> <p><input type="checkbox"/> 1. This publication is essential and current. All information, including requirement control symbols (RCSs) and TRADOC forms (if applicable) are necessary and essential. A list of all TRADOC forms prescribed by this publication is provided below:</p> <p><input type="checkbox"/> 2. This publication is essential and is currently under revision. A coordinating draft will be available for editing by (month/year):</p> <p><input type="checkbox"/> 3. This publication is obsolete. It should be rescinded along with any TRADOC forms and RCSs (if applicable).</p> <p><input type="checkbox"/> 4. Proponency for this publication has changed. New proponent information:</p> <p style="margin-left: 40px;">Office:</p> <p style="margin-left: 40px;">Office symbol:</p> <p style="margin-left: 40px;">Point of contact:</p> <p>Other comments:</p>		
<b>REVIEWER'S NAME/TITLE</b>		<b>DATE</b>