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

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Information Management: Publishing and Printing

PREPARING AND PUBLISHING UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND (TRADOC) ADMINISTRATIVE PUBLICATIONS

Summary. This regulation prescribes responsibilities, policies, and procedures for preparing, publishing, and managing TRADOC administrative publications. It is written with the HQ TRADOC staff officer/proponent in mind. Installations with proponent responsibilities will substitute local procedures for processing TRADOC administrative publications. Approval authority may not be below Chief of Staff level.

Applicability. This regulation applies to all elements of TRADOC authorized to promulgate command-wide policy.

Supplementation. Supplementation is authorized. Send one copy of the supplement to Commander, TRADOC, ATTN: ATIM-I, 90 Ingalls Road, Fort Monroe, VA 23651-1065.

Forms. The "R" form at the back of this regulation is for local reproduction.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Information Management (DCSIM). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATIM-I, 90 Ingalls Road, Fort Monroe, VA 23651-1065, or electronically to atimi@monroe.army.mil. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This regulation is distributed solely through the TRADOC Homepage at http://www.tradoc.army.mil.

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*This regulation supersedes TRADOC Regulation 25-35, 4 February 1994, and rescinds HQ TRADOC Form 101, October 1997.

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Chapter 1
Introduction

1-1. Purpose. This regulation prescribes responsibilities, policies, and procedures for preparing, publishing, and managing TRADOC administrative publications. It also authorizes TRADOC installation commanders with TRADOC-wide missions to prepare and publish TRADOC publications. A description of each type publication and sample formats are provided in chap 4, sec II. These publications include: supplements, regulations, pamphlets, memorandums, circulars and bulletins.

1-2. References. Appendix A contains the required and related publications and prescribed and referenced forms.

1-3. Explanation of abbreviations and terms. The glossary contains abbreviations and special terms used in this regulation.

Chapter 2
Responsibilities

2-1. General. This chapter assigns responsibilities for managing, preparing, publishing, and distributing TRADOC administrative publications. Installation commanders that have responsibility for Armywide or TRADOC-wide missions may promulgate TRADOC administrative publications as needed. Authority is delegated for life cycle management. This includes approval of need, writing, staffing, editing, command approval, authenticating, funding, typesetting, printing, distributing, stocking, and reviewing. Installations with proponent responsibilities will establish local procedures for managing and processing TRADOC administrative publications. Approvals for policy publications may not be below the installation Chief of Staff level.

Installations will substitute local procedures cited in this regulation regarding references to TRADOC Chief of Staff; DCSIM; HQ TRADOC Form 30, etc. (The complete process of developing, publishing, and distributing TRADOC administrative publications is outlined in appendix B).

2-2. DCSIM. The DCSIM will—

a. Establish policies and procedures for life cycle management of TRADOC administrative publications.

b. Manage the process of publishing through the TRADOC Homepage by converting publications to digital format for online viewing and print-on-demand.

c. Provide technical advice on preparing and publishing TRADOC administrative publications to HQ TRADOC staff proponents.

d. Edit TRADOC administrative publications and ensure they conform to the policies in AR 25-30, and meet the requirements for each type publication (see chap 4, sec II, below).

e. Manage the numbering of TRADOC administrative publications, and ensure each new or revised publication is in the correct series in accordance with (IAW) AR 25-30, table 2-4.

f. Date publications after ensuring they receive the appropriate level of approval (see chap 6).

g. Initiate a review of TRADOC administrative publications no later than every 18 months (see AR 25-30, para 1-21b(5)).

h. Publish and update index of all TRADOC administrative publications (i.e., TRADOC Pamphlet 25-30) and update the publications portion of the TRADOC Homepage.

i. Maintain the official file of TRADOC administrative publications IAW AR 25-400-2.

2-3. Proponents of TRADOC administrative publications (see para 3-2 for an explanation of proponents). Proponents will—

a. Ensure their publications are essential and current.

b. Determine to what extent subordinate commanders may supplement their TRADOC regulation(s) (i.e., prohibit, limit, or require) and include that level in the supplementation statement on the title page of their regulation(s) (see AR 25-30, chap 9, sec II; and para 4-3b, below).

c. Determine appropriate target audience and level of distribution and ensure minimum essential distribution (see para 3-10, below). Distribute through the TRADOC Homepage unless target audience does not have access to the Internet (see para 3-14, below).

d. Before the formal editing process, ensure their publications—

(1) Conform to the guidance in chapter 3.

(2) Do not duplicate material in existing Department of the Army (DA) or TRADOC publications.

(3) Meet the requirements for each type publication (see chap 4, sec II).

(4) Conform to the guidance in AR 25-30, chapters 2 and 9, DA Pam 25-40, and this regulation (see table 2-1 for specific parts of DA Pam 25-40).

(5) Comply with AR 335-15 to ensure data collected from lateral or subordinate commands and the public is properly controlled. Include the Information Management Control Officer in the initial coordination if the publication has reporting requirements.

(6) Comply with AR 25-30, chap 3, for forms requirements. Coordinate with their staff section's Forms Management Officer early in the development process (see para 3-7, below, for forms restrictions).

(7) Comply with AR 340-21 for Privacy Act requirements. Include the DOIM Privacy Act Officer in the initial coordination process whenever forms require personal information.

(8) Are coordinated with appropriate level (see chap 5).

(9) If classified, meet the requirements of AR 380-5 for security markings and downgrading instructions. Proponents will coordinate their publications with their staff section security managers.

(10) If For Official Use Only, have proper markings and specify a date or event when the markings can be removed IAW AR 25-55.

e. Ensure their publications receive the appropriate level of approval (see chap 6).

f. Provide—

(1) Funding for contract editing/typesetting, and initial printing of their publications. The activity order number and signature of the proponent printing control authority on DD Form 843 (Requisition for Printing and Binding Service) or DD Form 282 (DoD Printing Requisition/Order) certifies these funds.

(2) Funding for contract mailing if the publication meets the production requirements for contract printing, and contract mailing is desired. Coordinate with the Commander, TRADOC (ATTN: ATIM-I), for further guidance.

g. Ensure the typeset proofs of their publications are correct. Proponents are responsible for reviewing all proofs of camera-ready copy prior to printing.

h. Develop life-cycle management plans for their publications to include—

(1) Reviewing their publications every 18 months, or as directed by the DCSIM, and scheduling changes and revisions. Proponents will use TRADOC Form 25-35-1-R-E, Publication Review, to submit results of their reviews.

(2) Rescinding TRADOC publications that are obsolete. Notify the DCSIM in writing or electronically by sending an informal correspondence memorandum to Commander, TRADOC, ATTN: ATIM-I, or E-mail to atimi@monroe.army.mil. Include the publication number, title, and date to be rescinded. When a publication is rescinded, blank forms and reports prescribed by that publication are automatically rescinded. TRADOC Pam 25-30 and the publications update portion of the TRADOC Homepage will reflect that the publication has been rescinded.

i. Maintain official files for publications and forms IAW AR 25-400-2.

Table 2-1
Specific parts of DA Pam 25-40

PART	WHAT IT ADDRESSES
Chapter 3	**Preparing a publication**
–Paragraph 3-1	Required parts of a publication
–Paragraph 3-2	Division numbering and titling
–Paragraph 3-3	Security classifications and protective markings
–Paragraph 3-5	Foreword and preface
–Paragraphs 3-6 through 3-17	Required statements on the title page
–Paragraph 3-18	Table of contents
–Paragraphs 3-19 through 3-25	The body and required paragraphs (i.e., purpose, references, explanation of abbreviations and terms, and responsibilities), and the glossary
–Paragraph 3-27	Tables and figures
–Paragraph 3-28	Forms
–Paragraph 3-29	Reports
–Paragraph 3-30	Appendixes
–Paragraph 3-31	Glossary
–Paragraph 3-32	Index
–Paragraph 3-33	Preparing changes
Chapter 4	**Effective Writing**

2-4. Proponents not assigned to the HQ TRADOC staff.

a. Develop local procedures for managing TRADOC administrative publications that address each stage of the life cycle of the publication. Procedures will cover approval of need, writing, staffing, editing, command approval, authentication, typesetting, printing, distributing, stocking, reviewing, revising, publishing changes, and providing updates to the index prepared by Commander, TRADOC, ATTN: ATIM-I.

b. Furnish copies (one paper copy and one digital file) of each TRADOC publication, revision, change, and notice of publications that have been rescinded, superseded, or determined to be obsolete to Commander, TRADOC, ATTN: ATIM-I, 90 Ingalls Road, Fort Monroe, VA 23651-1065 for indexing purposes.

c. Develop and manage all TRADOC forms prescribed by proponent-issued TRADOC administrative publications.

d. Contact Commander, TRADOC, ATTN: ATIM-I, E-mail: atimi@monroe.army.mil, or DSN 680-2237/(757) 727-2237, for a publication number after receiving command approval to develop a new TRADOC publication. Furnish copies (one paper copy and one digital file) to the same address when the publication is distributed along with printing request and distribution list.

e. Consider contracting for editing, typesetting, forms design, and mailing services when resources are not available.

f. Ensure all new, revised, and changes to TRADOC administrative publications are coordinated with the appropriate TRADOC staff (e.g., Operational Concepts publications are coordinated with Deputy Chief of Staff for Combat Developments (DCSCD).

g. Stock and distribute paper copy TRADOC administrative publications for which they are proponent.

h. Maintain background files for publications and forms IAW AR 25-400-2.

Chapter 3
Processes and Procedures

3-1. Applicability. Administrative publications apply only to the issuing command and have no application to other commands in the Army or to elements in other departments or government agencies. Commanders are authorized to issue these publications only to elements under their jurisdiction (see AR 25-30, para 9-1a(2)). Installation commanders with Armywide or TRADOC-wide missions may promulgate TRADOC administrative publications as needed.

3-2. Proponents.

a. The Secretary of the General Staff and chiefs of general and special staff offices at HQ TRADOC, and installation commanders that have been assigned Armywide or TRADOC-wide missions, will be proponents for all TRADOC administrative publications required to execute their mission.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Training. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, United States Army Training Support Center, ATTN: ATIC-ETS, Fort Eustis, VA 23604-5166. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Figure 3-1. Proponent statement-when proponent is not the preparer

b. Proponents may task subordinate commanders to prepare TRADOC administrative publications. However, proponents maintain overall responsibility for their publications (see para 2-3, above).

(1) The suggested improvements statement on the title page must identify the proponent (see para a, above). Figure 3-1 is a sample of a suggested improvements statement when the proponent is not the preparer and the proponent wants the preparer to receive comments directly from the users.

(2) Only the proponent has authority to approve supplementing a TRADOC regulation. Therefore, the supplementation statement on the title page will identify the proponent's address rather than the preparer's address.

3-3. Covers.

a. Covers are not authorized for unclassified TRADOC administrative publications.

b. If proponents determine covers are needed, they may request an exception. Provide a written justification to Commander, TRADOC, ATTN: ATIM-I, along with the draft publication.

c. All classified publications will have front and back covers displaying required markings such as overall classification, declassification instructions, restricted distribution statements, as applicable.

3-4. Foreword. Forewords may be used only in informational pamphlets (see para 4-6b for a description of informational pamphlets). They may be written by an action officer or by an endorsing official (e.g., Chief of Staff).

3-5. Terms, acronyms, and abbreviations.

a. Do not explain a term in a TRADOC publication if it is already explained in AR 310-25 or Joint Pub 1-02.

b. Do not use shortened forms of words in narrative (e.g., thru, avn, ASAP, etc.). Use them in figures and tables only.

c. Spell acronyms/brevity codes out fully the first time used, followed by acronyms/brevity codes in parentheses. (Cite acronyms/brevity codes in parentheses only if it is used again in the publication.) An exception exists for citing parts and divisions in references—use the abbreviation only (see table 3-1).

3-6. Illustrations/use of color.

a. Illustrations, to include line and multitone artwork, must relate directly to the subject matter of the publication and are not permitted for decorative purposes. Color must contribute demonstrable value to the purpose of the publication. AR 25-30 provides specific guidance for use of illustrations and color in publications.

b. Multiple colors for illustrations is permitted for web based publications. However, proponents must provide single color illustrations for use with developing the print-on-demand format.

c. Multicolor printing requirements must be approved by TRADOC, ATTN: ATIM-I.

d. Coordinate all visual information needs with the Chief, Multimedia Services.

e. Furnish camera-ready line art and digital copy along with final copy of publication.

Table 3-1
Abbreviations of parts and divisions

Part or division	Abbreviation	Example
part	*	(part 1)
chapter	chap	(chap 1)
section	sec	(sec 1)
paragraph	para	(para 1-1)
figure	fig	(fig 1-l)
table	*	(table 2-1)
appendix	app	(app A)
glossary	*	(glossary)
index	*	(index)

* Do not abbreviate.
NOTE: Do not capitalize first letter of word.

3-7. Forms.

a. Any document within a publication that has blank spaces for the insertion of information is considered a form and must be controlled. If in doubt, contact the TRADOC Forms Management Officer (ATIM-I).

b. The only blank forms authorized for insertion in a TRADOC administrative publication are TRADOC "R" and "R-E" forms prescribed by the publication being published. TRADOC "R" forms are authorized for local reproduction. They may be reproduced on office copiers or printed and stocked, whichever is less costly. TRADOC "R-E" forms are authorized for local reproduction or electronic generation. If they are electronically generated, they will follow the exact format and contain the same data element as the paper copy.

c. If a form requires the user to submit personal identifier information, it must include a Privacy Act Statement (see para 2-3d(7), above). Include the DOIM Privacy Act Officer in the initial coordination process whenever forms require personal information.

d. Forms mentioned in, or prescribed by the publication being developed, must be identified in the reference paragraph or appendix of the publication.

e. Creating and numbering forms. Form numbers are established based on the publication number of the prescribing directive. The publication number is derived from AR 25-30, table 2-4, based on the subject matter. Any forms prescribed by TRADOC regulations or 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 be consecutively numbered 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 will be numbered using '100, 101, etc.' as the consecutive number in lieu of '1, 2, etc.' (i.e., TRADOC Form 25-35-100-R, TRADOC Form 25-35-101-R, etc.).

3-8. References.

a. Do not use temporary references (e.g., circulars, drafts, messages, or correspondence memorandums) in a permanent publication (i.e., supplement, regulation, memorandum, or pamphlet).

b. Do not reference a publication memorandum in supplements, regulations, circulars, and pamphlets since memorandums are only applicable to headquarters elements of a command (see AR 25-30, para 9-1b(4)(a)).

c. Include all references used in a publication in the reference paragraph and identify their exact titles. Do not identify the title in any other part of the publication (see fig 3-2 for guidance on references).

d. Do not cite references that are not readily available to the user (AR 25-30, para 2-27a).

Figure 3-2. Listing references

General. The references listed in administrative publications may consist of required and related publications and prescribed and referenced forms. References are listed in either a reference paragraph or a reference appendix, depending on the number cited in a publication (see DA Pam 25-40, paras 3-21 and 3-22, for guidance on where to place references and for information on required and related publications).

a. Reference paragraph. If a paragraph is used to list references, divide it into four subparagraphs. Title the first subparagraph "Required publications," the second, "Related publications," the third, "Prescribed forms," and the fourth, "Referenced forms." If a publication does not contain one or more types of references, simply exclude those types and renumber the subparagraphs, keeping the order given above.

b. Reference appendix. If an appendix is used to list references, entitle it "References" and divide into four sections (if necessary): section I, "Required Publications," section II, "Related Publications," section III, "Prescribed Forms," and section IV, "Referenced Forms." Include in the body of the publication a reference paragraph telling the user where the references are listed (i.e., "Required and related publications and prescribed and referenced forms are listed in appendix A.").

(continued)

Figure 3-2. Listing references (continued)

c. Forms. Each form cited in the publication will be either prescribed or referenced. Cite its number and title in reference paragraph or appendix. List forms alphabetically by type, then in numerical order within each type.

(1) Prescribed forms. Prescribed forms are mandated by the publication; that is, the publication is the prescribing directive for the use of the form. Prescribed forms listed in the reference paragraph or reference appendix must contain a statement indicating where they are prescribed in the publication; for example "(Prescribed in para 4-101)."

(2) Referenced forms. Referenced forms are prescribed by a publication other than the one in which they are referenced. Information on forms referenced in a publication must not conflict with the instructions in their prescribing directive.

3-9. Appendixes.

a. Appendixes are not part of the main body of a publication; they will not contain directive material or prescribe forms.

b. Always cite appendixes in the main body of the publication.

c. Number appendixes in the order in which they are cited in the text.

3-10. Distribution/copies furnished.

a. Distribution.

(1) Addressees under the command jurisdiction of TRADOC that have access to the Internet will be provided electronic distribution through the TRADOC Homepage (see fig 3-3 for a list of TRADOC addressees within the command jurisdiction of TRADOC).

(2) Distribution directed to command level "A" or "B" requires the Chief of Staff's approval. This is to reduce publications at unit level to allow commanders more time to train soldiers and maintain equipment rather than reading publications and filling out reports. Coordinate with the DCSIM (ATIM-I) (see AR 25-30, para 1-23h).

(3) A distribution scheme is provided at appendix C to assist in determining appropriate distribution.

(4) Use TRADOC Pam 25-50 to prepare mailing labels.

b. Copies furnished. This includes all addressees that are not under the command jurisdiction of TRADOC. Copies furnished are for informational purposes and are normally five or less (see AR 25-30, para 12-34, for more information on distribution restrictions). If addressees require printed versions of publications, use TRADOC Pam 25-50 to prepare mailing labels.

DISTRIBUTION
(within the Command Jurisdiction of TRADOC)

H1	HQ TRADOC Chiefs of General and Special Staff Offices; Cdr, Fort Monroe; and Fort Monroe Tenant Activities
H3	Other U.S. Army TRADOC liaison activities and instructor groups
TRADOC installations:	
	A company, battery, and detachment level
	B regiment, battalion, and brigade level
	D post level
CD	TRADOC CD activities
R1	USAROTC regions
R2	USAROTC senior units
R3	USAROTC junior units
RC	Reserve Components (U.S. Army Reserve, USAR training divisions, and USAR schools)
S1	TRADOC service schools
S2	U.S. Army Training Centers

COPIES FURNISHED (outside the Command Jurisdiction of TRADOC)

H2	United States Army liaison officers located at HQ TRADOC
S3	Other colleges and schools
J1	HQDA staff
J3	Unified and major Army commands
G	Other agencies not covered under HQ TRADOC distribution symbols

Figure 3-3. Distribution/copies furnished codes for TRADOC administrative publications

3-11. Changes. Only the proponent of a publication may issue changes. Distribution for a change must be the same as the publication being changed. Changes of an administrative nature may be sent directly to the editor; policy changes require Chief of Staff approval. Changes are not official unless they have been authenticated. Do not use any other means (e.g., electrical messages) to change a publication (see fig 3-4).

3-12. Multi-service administrative publications. Multi-service administrative publications (publications that apply to more than one military department or Government agency) are not authorized within TRADOC. However, if proponents determine a multi-service publication is needed, they must request a waiver directly from HQDA (SAIS-PDD), Washington, D.C. 20310-0700. The waiver request must include—

a. Type of publication.

b. Contents of the publication.

c. Justification.

d. Proposed distribution. Coordination with Commander, TRADOC, ATTN: ATIM-I, is not required prior to obtaining a waiver from HQDA.

3-13. Requesting editorial support.

a. Proponents must furnish a clean, double-spaced copy on single sheets and diskette to Commander, TRADOC, ATTN: ATIM-I, for editing.

b. Proponents will ensure their publication—

(1) Is in the correct format and has the following required statements on the title page for specific type publication:

(a) Copyright notice (when applicable).

(b) Summary (required on supplements, regulations, and pamphlets). It is optional on circulars and memorandums.

(c) Applicability (required on supplements, regulations, circulars, and pamphlets). It is not required on memorandums since they apply to the HQ TRADOC staff only.

(d) Supplementation (required on regulations only).

(e) Forms (required on all publications that prescribe forms).

(f) Suggested improvements (required on all publications), including use of DA Form 1045. Personnel submitting suggested improvements using DA Form 2028 may also submit the suggested improvement using DA Form 1045.

(g) Distribution restriction (when applicable).

(h) Availability. For publications distributed in hardcopy and on the TRADOC Homepage, this statement will read: This publication is also available on the TRADOC Homepage at http://www-tradoc.army.mil. For publications distributed through the TRADOC Homepage only, this statement will read: This publication is distributed solely through the TRADOC Homepage at http://www-tradoc.army.mil.

(2) Pages are numbered consecutively (e.g., 1 through 100) throughout the publication to include all chapters, appendixes, and the glossary. Do not use two-part numbers. NOTE: Do not include page numbers in the table of contents since they will change during typesetting. Do not number the pages of blank forms at back of publication.

(3) Meets all requirements of the specific type publication (see chap 4, sec II).

(4) Titles are not underlined.

(5) Contains the first four required paragraphs in the following order:

(a) Purpose. The publication has only one purpose paragraph.

(b) References. (See fig 3-2.)

(c) Explanation of abbreviations and terms.

(d) Responsibilities. (This does not apply to pamphlets since pamphlets are not directive.) Responsibilities may be listed in a separate section if there are too many for a paragraph. They must be as close to the front of the chapter as possible (second section). They may also be in a separate chapter titled responsibilities (second chapter).

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

TRADOC Pam 25-72
C1

28 October 1998

Information Management Automation

INFORMATION SYSTEMS FOR TRADOC ORGANIZATIONS AND INSTALLATIONS

Summary. This is a change to TRADOC Pam 25-72, 1 October 1997. This change provides procedures that affect acquisition of IMA for multiple installations, life cycle replacement (LCR), TRADOC Plan for Reengineering Information Systems Modernization (TPRISM), Information Technology Overarching Integrated Process Team (IT OIPT), and Key Enabling Initiatives (KEI). Other changes are administrative in nature.

Applicability. This pamphlet applies to all elements of TRADOC, including TRADOC tenants on non-TRADOC installations. With exception of the requirement to coordinate all information system equipment and services acquisitions with their local Directorate of Information Management (DOIM) for supportability, non-TRADOC tenants on TRADOC installations are subject to procedures established by their parent major Army commands (MACOMs).

Suggested improvements. The proponent of this pamphlet is the Deputy Chief of Staff for Information Management (DCSIM). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATIM-I, 90 Ingalls Road, Fort Monroe, VA 23651-1065. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal). Electronic mail address is atimi@monroe.army.mil.

Availability. This publication is distributed solely through the TRADOC Homepage at http://www-tradoc.army.mil.

1. Change TRADOC Pam 25-72, 1 October 1997, as follows:

Figure 2-1. Second Paragraph, line 9. Change to read: “. . .objective SA in TRADOC Pam 25-73, TRADOC. . .”

Paragraph 2-2. Line 10. After “For requirements above $200K” add: “or for multiple installation buys. . .”

Paragraph 2-2. Line 11. After “paragraph apply.” Add: “An ORD must be submitted and validated by HQ TRADOC DCSIM for multiple installation buys.”

Figure 2-2. Add, under Criteria: “Multiple Installation Buys” before “>$200K and <10M in total program costs . . .”

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Figure 3-4. Sample change, TRADOC pamphlet

(6) Does not have the term "general" as a title for a chapter.

(a) If first chapter contains introductory material, the title should be "Introduction."

(b) Never use "general" as the title for more than one paragraph in a chapter or section.

(7) Contains titles for all numbered paragraphs. Subparagraphs may be titled; if so, title all subparagraphs.

(8) Does not divide subparagraphs beyond three levels (e.g., first level: lower-case letters; second level: numbers enclosed in parentheses; third level: letters enclosed in parentheses).

(9) Uses neutral language.

(10) Uses the active voice, when possible.

(11) Paragraphs are packaged to make important information easier to understand—do not bury it within a paragraph. Use subparagraphs to break out and discuss the topic and its subtopics.

(12) Titles in the table of contents are listed exactly as they are in the text. Use upper and lower case letters as follows:

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

(b) 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.

3-14. Publishing policy and support. TRADOC administrative publications will be published in the most economical means consistent with the purpose of the publication. The intent of the command is to eliminate hardcopy as much as possible through use of new electronic technologies.

a. Digital versions of TRADOC publications should be made available to the greatest audience by publishing on the TRADOC Homepage. Printed distribution may be reduced by providing hardcopy TRADOC publications only to those activities with no access to the world wide web. Proponents must consider the end users and determine if sole posting to the homepage is feasible for the audience intended. This decision must be made on a case-by-case basis. DCSIM will post TRADOC administrative publications to the TRADOC Homepage after authentication. These publications will also be available at the local Document Automation & Production Service (DAPS) facilities for print-on-demand or distribute and print capabilities.

b. For those publications which require printing, coordinate with the DOIM Mail and Distribution Center (see para 7-2, below). The printing and mailing of TRADOC administrative publications is the responsibility of the proponent.

Chapter 4
Planning and Preparing Publications

Section I
Choosing a Medium

4-1. General. Choosing a medium (type publication) is a two-step process. The medium chosen dictates how the proponent prepares the material for publication. The proponent chooses the medium based on the guidance in this regulation, and DCSIM approves the medium.

4-2. Steps for choosing a medium.

a. The first step is to choose the type of publication to issue. Each type has a different use. The proponent must decide which type best suits the material to be presented based on its intended purpose. The proponent must determine—

(1) The intended treatment of the material. Will it be directive, informational, or reference?

(2) How long the publication will be in effect. Will it be permanent or temporary?

(3) The target audience. Will it be for use at HQ TRADOC only or TRADOC-wide?

Table 4-1 shows the uses of each type of TRADOC publication. Paragraphs 4-3 through 4-8 describe each type publication in detail.

Table 4-1
Uses of TRADOC publications

Type Publication	Type Material	Term	Audience
supplement	directive	permanent	TRADOC-wide
regulation	directive	permanent	TRADOC-wide
pamphlet	informational or reference	permanent	TRADOC-wide
circular	directive or informational	temporary	TRADOC-wide
memorandum	directive or informational	permanent	HQ TRADOC only

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

(1) If an Army regulation (AR) has been published on the same subject matter, no option exists—it must be a supplement. (See para 4-3 for instructions on supplements.)

(2) Refer to AR 25-30, table 2-4, to determine the appropriate series title that describes the subject of the material to be published.

(3) Check TRADOC Pam 25-30 for any TRADOC publications assigned the same series title. Review all publications that seem closely related to the material. If the information can be added to an existing publication, publish a change or a revision to that publication. Consolidate publications if necessary. If no publication exists on the subject matter, prepare a new publication.

Section II
Types of Publications, Their Uses, and Instructions

4-3. TRADOC supplements. See figure 4-1 for a sample format.

a. A supplement is the only medium authorized to provide subordinate commanders additional instructions needed to implement an AR. Supplements cannot supersede, change, or rescind any portion of an Army regulation.

b. An Army regulation may only be supplemented as stated on its title page.

c. Before developing/writing a supplement, proponents will—

(1) Request the Chief of Staff's approval to supplement. To do this, prepare a HQ TRADOC Form 30 and address why the supplement is needed. Do not write the supplement at this time.

(2) If the Chief of Staff approves the request, then get the DA proponent's approval if required. Provide Commander, TRADOC, ATTN: ATIM-I, a copy of these approvals along with the draft supplement.

d. Limit the contents of the supplement to vital information not included in the regulation.

e. Match paragraphs of supplements to proper paragraphs in the regulation. Add chapters, paragraphs, tables, figures, and appendixes as required.

f. When an AR is rescinded or superseded, all of its supplements are cancelled automatically (AR 25-30, para 9-15a).

4-4. TRADOC regulations. See figure 4-2 for a sample format of a regulation.

a. Regulations are permanent directives, effective until superseded or rescinded. Do not publish a regulation if an AR already exists on the subject-use a supplement (see para 4-3, above).

b. Confine each regulation to a single subject.

c. Use a TRADOC regulation to—

(1) Establish policy TRADOC-wide.

(2) Assign mission responsibilities.

(3) Delegate authority.

(4) Set objectives.

(5) Prescribe procedures in detail needed to make sure basic policies are carried out uniformly throughout TRADOC.

(6) Prescribe TRADOC forms.

4-5. TRADOC circulars. See figure 4-3 for a sample format.

a. TRADOC circulars are temporary publications that are either directive or informational. They usually expire 2 years after their date of issue; however, they may expire earlier.

b. Use circulars to publish—

(1) Instructions for one-time actions that apply TRADOC-wide, to include forms. (A form becomes obsolete when the circular that prescribes it expires.)

(2) General information or policies and procedures that will be in effect for 2 years or less.

(3) Temporary notices (e.g., annual awards programs).

(4) Information on a single subject only.

c. Do not use circulars to—

(1) Change information in permanent publications such as TRADOC regulations or pamphlets.

(2) Publish long-term policies or procedures.

(3) Prescribe forms or reports that are permanent.

4-6. TRADOC pamphlets. Pamphlets are permanent instructional or informational publications that apply TRADOC-wide. They are effective until superseded or rescinded. Two types of pamphlets exist-standard and informational. The main difference between the two is their organization and format.

a. Standard pamphlets. See figure 4-4 for a sample format.

(1) Use a standard pamphlet to publish information needed to carry out policies and procedures prescribed by a TRADOC regulation. The only time a standard pamphlet may be used as a prescribing media for forms is when the use of the form is not intended to be directive since pamphlets are not directive.

(2) Do not use a pamphlet to prescribe policies, procedures, or responsibilities. Use this type of pamphlet to explain the policies, procedures, and responsibilities set by a TRADOC regulation.

b. Informational pamphlets. No formal format is required.

(1) Do not use informational pamphlets to prescribe forms.

(2) Use informational pamphlets to publish information on subjects in support of TRADOC missions. Some examples are—

(a) Historical studies.

(b) Reference texts.

(3) Before developing an informational pamphlet containing artwork, proponents must request approval from Commander, TRADOC, ATTN: ATIM-I.

4-7. TRADOC memorandums. See figure 4-5 for a sample format. Memorandums are effective until superseded or rescinded. Confine each memorandum to a single subject. Use the memorandum to—

a. Establish policies, responsibilities, and administrative procedures that apply to HQ TRADOC only.

b. Establish the pattern of organizations and workflow within HQ TRADOC.

c. Publish recurring and special forms and reports within HQ TRADOC. Be sure to coordinate with the TRADOC Information Management Control Officer and the TRADOC Forms Management Officer.

4-8. TRADOC functional bulletins. Functional bulletins provide official items of an advisory, informative, or directive nature pertaining to a specific functional area. (See AR 25-30, chap 9, sec III, for more information on functional bulletins.) Coordinate functional bulletins with the DCSIM (ATIM-I). New functional bulletins require the Chief of Staff's approval.

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-5000

TRADOC Suppl 1 to AR 672-20

10 August 1999

Decorations, Awards, and Honors

INCENTIVE AWARDS

Summary. This supplement provides guidance for managing the Army Incentive Awards Program.

Applicability. This supplement applies to all TRADOC installations and activities.

Suggested improvements. The proponent of this supplement is the Deputy Chief of Staff for Base Operations Support (DCSBOS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN ATBO-CL, 5 North Gate Road, Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is distributed solely through the TRADOC Homepage at http://www-tradoc.army.mil.

AR 672-20, 1 June 1993, as changed, is supplemented as follows:

Paragraph 1-4. Responsibilities

1-4d(5) (Added) "Establish a Headquarters, U.S. Army Training and Doctrine Command (TRADOC) Performance Management and Awards Committee (PMAC) to make recommendations on incentive awards nominations requiring TRADOC Commander approval and provide advice on matters relating to performance management and incentive awards policy.

Paragraph 2-1. Program administration

2-1I(2) (Add the following): "Before forwarding an award for MACOM or higher approval, careful consideration should be given to a nomination which has negative CPAC and/or EEO certification to holding the nomination in abeyance at the installation. If it is not practical, approve award for which approval authority exists at the installation/activity level."

2-1n (Added) "Installations and activities will allow 45 days at HQ TRADOC for processing of awards approved by the TRADOC Commander and 60 days at HQDA for processing of awards approved by the Secretary of the Army (SecArmy). Nominations requiring less than the specific timeframe must have a memorandum of lateness addressed to Commander, TRADOC, stating reason for late submission."

2-1o (Added) "All award packages forwarded through TRADOC Commander to DA for approval must include nomination on diskette or sent electronically to the Executive Secretary, TRADOC PMAC, who will copy to a

Figure 4-1. Sample TRADOC supplement (first page)

TRADOC Suppl 1 to AR 672-20

8-15(c) (Added) "The item must clearly symbolize the employer-employee relationship in some fashion. Affixing a logo represents this relationship."

8-15(d) (Added) "When an award is approved for an employee of another agency, the benefiting agency shall make arrangements to transfer funds to the employing agency to cover the award as defined by section 451.104(d)(1) of Title 5, Code of Federal Regulation."

Paragraph 9-1. Awards for public service

9-1 Add the following to end of para: "Public service awards are particularly appropriate for honoring and recognizing service and contributions by spouses, public officials such as mayors and members of city councils, and college and university officials. Installation Commanders should approve public service awards for which they have approval authority. Awards for military spouses are approved through the normal chain of command. When the nomination is for the spouse of the installation commander, any member of the installation command group may serve as the nominating official and complete Block 7 of DA Form 1256 before forwarding to the TRADOC Commander for approval. Nomination for public service recognition must be submitted within 6 months after completion of the act or period to be cited."

Paragraph 9-3. Outstanding Civilian Service Award

9-3c Add the following: "Authority to approve is redelegated to commanders in the rank of Major General and above."

Paragraph 10-4. Recognition devices

10-4. (Added) "Civilian Personnel Advisory Centers (CPAC) are granted authority to redelegate the ordering of decoration sets to individuals other than those in the CPAC."

FOR THE COMMANDER:

OFFICIAL:

CHARLES W. THOMAS
Major General, GS
Chief of Staff

(signed)

GARY E. BUSHOVER
Colonel, GS
Deputy Chief of Staff
for Information Management

3

Figure 4-1. Sample TRADOC supplement (last page)

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

TRADOC Regulation 215-2

8 March 1999

Morale, Welfare, and Recreation

VIOLENCE PREVENTION

Summary. This regulation prescribes procedures for the prevention of violent acts or threats of violence on United States Army Training and Doctrine Command (TRADOC) installations.

Applicability. This regulation applies to all TRADOC installations.

Supplementation. Supplementation is authorized. Send one copy of the supplement to Commander, TRADOC, ATTN: ATBO-J, 5 North Gate Road, Fort Monroe, VA 23651-1048.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Base Operations Support (DCSBOS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATBO-J, 5 North Gate Road, Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is distributed solely through the TRADOC Homepage at http://www-tradoc.army.mil.

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Chapter 1
Introduction

1-1. Purpose. This regulation prescribes responsibilities, policies and procedures for the prevention of violent acts and threats of violence on TRADOC installations. It authorizes TRADOC Installation Commanders to

1

Figure 4-2. Sample TRADOC regulation (first page)

TRADOC Reg 215-2

g. Local U.S. Army Criminal Investigation Division (CID) Offices have the expertise to provide training on extremist groups to both the IPT and installation commanders and staffs.

h. The TRADOC Violence in the Workplace (VIW) training program, developed in 1994, designed to train supervisors and employees on the identification, prevention and reaction to workplace violence is still a viable training tool. The TRADOC VIW training program is available for installation facilitators use to train their work force.

Glossary

ACSAP	Army Center for Substance Abuse Prevention
ADCO	alcohol and drug control officer
CAPIT	Child Abuse Prevention Intervention Techniques
CID	Criminal Investigation Division
CPOCMA	Civilian Personnel Operations Center Management Agency
DARE	Drug Abuse Resistance Education
DCSBOS	Deputy Chief of Staff for Base Operations Support
DVIT	domestic violence intervention techniques
EEO	equal employment opportunity
EO	equal opportunity
FLETC	Federal Law Enforcement Training Center
FP	force protection
GREAT	Gang Resistance Education and Training
IPT	installation prevention team
MTT	mobile training team
MWR	morale, welfare and recreation
ODCSPER	Office of the Deputy Chief of Staff for Personnel
QOL	quality of life
SJA	Staff Judge Advocate
USAMPS	United States Army Military Police School
VIW	violence in the workplace

FOR THE COMMANDER:

OFFICIAL:

CHARLES W. THOMAS
Major General, GS
Chief of Staff

(signed)

GARY E. BUSHOVER
Colonel, GS
Deputy Chief of Staff
for Information Management

4

Figure 4-2. Sample TRADOC regulation (last page)

Department of the Army TRADOC Circular 25-XX
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

1 January 2000
Expires 1 January 2002

Information Management

SAMPLE CIRCULAR

Summary. This circular establishes policies, procedures, and responsibilities for preparing and publishing TRADOC circulars. This type publication is used as instruction for one-time actions (to include forms), to publish general information or policies and procedures that will be in effect for 2 years or less, or temporary notices that apply TRADOC-wide.

Applicability. This circular is applicable to TRADOC installations, activities, and HQ TRADOC staff.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Information Management. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATIM-I, 90 Ingalls Road, Fort Monroe, VA 23651-1065. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is distributed solely through the TRADOC Homepage at http://www-tradoc.army.mil.

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1. Purpose. This circular prescribes responsibilities, policies and procedures for the development, preparation, and publishing of TRADOC circulars. It authorizes TRADOC proponents to use this format to disseminate temporary policy and procedures or provide information on one-time actions.

2. References. Related publications are listed below:

a. AR 25-30, The Army Publishing and Printing Program.

b. DA Pam 25-40, Administrative Publications: Action Officers Guide.

c. TRADOC Reg 25-35, Preparing and Publishing United States Army Training and Doctrine Command (TRADOC) Administrative Publications.

1

Figure 4-3. Sample TRADOC circular (first page)

TRADOC Cir 25-XX

4. Responsibilities. Proponents of TRADOC circulars will -

a. Follow procedures outlined in TRADOC Reg 25-35 for publishing administrative publications.

b. Ensure the information is of a temporary nature and applies TRADOC-wide.

5. Overview. TRADOC circulars should not be used to change information in permanent publications, publish long-term policies or procedures, or prescribe forms or reports that are permanent. They are temporary in nature, expiring 2 years after the date of publication, or earlier. TRADOC circulars can be informational or directive, IAW TRADOC 25-35, para 4-5.

Glossary

AR	Army regulation
DA	Department of the Army
IAW	in accordance with
Pam	pamphlet
Reg	regulation
TRADOC	U.S. Army Training and Doctrine Command

FOR THE COMMANDER:

OFFICIAL:

CHARLES W. THOMAS
Major General, GS
Chief of Staff

(signed)

THOM E. TUCKEY
Colonel, GS
Deputy Chief of Staff
for Information Management

2

Figure 4-3. Sample TRADOC circular (last page)

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-5000

TRADOC Pamphlet 525-41

1 April 1997

Military Operations

CONCEPT FOR TOPOGRAPHIC SUPPORT FOR TERRAIN VISUALIZATION

Summary. This concept serves as the basis for changes to topographic support doctrine, training, leader development, organizations, and materiel focused on soldiers (DTLOMS). This pamphlet describes how topographic operations develop "terrain visualization," and why the commander needs this key part of the battlefield visualization.

Applicability. This pamphlet applies to all U.S. Army Training and Doctrine Command (TRADOC) installations and activities that develop DTLOMS requirements.

Suggested improvements. The proponent of this pamphlet is the Deputy Chief of Staff for Combat Developments. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATCD-BP, Fort Monroe, VA 23651-5000. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is also available on the TRADOC Homepage at http://www-tradoc.army.mil.

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*This pamphlet supersedes TRADOC Pamphlet 525-41, 20 July 1984.

1

Figure 4-4. Sample TRADOC pamphlet (first page)

4-7. Soldier implications. Implementation of this concept may require no additional personal or organizational clothing and equipment and will not increase the soldier's burden.

Glossary

ARFOR	Army force
ARRT	Army's Rapid Response Team
CERL	Construction Engineering Research Laboratory
CINC	Commander in Chief
DMA	Defense Mapping Agency
DTLOMS	doctrine, training, leader development, materiel, and soldiers
DoD	Department of Defense
EXFOR	experimental force
GPS	Global Positioning System
IAW	in accordance with
IPB	Intelligence Preparation of the Battlespace
JTF	joint task force
MC&G	mapping, charting, and geodesy
METT-T	mission, enemy, terrain, troops, and time available
MOS	military occupational specialty
NCO	noncommissioned officer
NCOES	noncommissioned officer education system
NET	new equipment training
OES	officer education system
OPORD	operations order
SSC	senior service colleges
TDA	tactical decision aids
TEC	Topographic Engineering Center
TTP	tactics, techniques, and procedures
WES	Waterways Experiment Station

FOR THE COMMANDER:

OFFICIAL:

JAMES J. CRAVENS, JR.
Major General, GS
Chief of Staff

(signed)

GARY E. BUSHOVER
Colonel, GS
Deputy Chief of Staff
for Information Management

Figure 4-4. Sample TRADOC pamphlet (last page)

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-5000

TRADOC Memorandum 870-1

24 September 1999

Historical Activities

STAFF HISTORICAL REPORTS

(Requirements Control Symbol CSHIS-6(R3))

Summary. This revision reflects new staff office designations and realignments, and cites the current directive pertaining to markings.

Applicability. This memorandum applies to TRADOC Headquarters General and Special Staff Offices.

Suggested Improvements. The proponent of this memorandum is the Military History Office. Send comments and suggested improvements on DA Form 2028 through channels to Commander, HQ TRADOC, ATTN: ATMH, 11 Bernard Road, Fort Monroe, VA 23651-1001. Suggested improvements may also be submitted using DA Form 1045, Army Ideas for Excellence Program (AIEP) Proposal.

Availability. This memorandum is distributed solely through the TRADOC Homepage at http://www.tradoc.army.mil.

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1. Purpose. This memorandum establishes a system of semiannual staff historical reports in support of the objectives of the Army Historical Program. Such reports constitute the official historical narrative record of the significant, mission-related activities of the staff elements preparing them and are a valuable management tool for the staff agency itself, when properly prepared. In addition, the reports assist the TRADOC Military History Office in identifying important topics that require further research for coverage in the annual command history. As a part of the command's institutional memory, the reports are used in responding to requests for historical information.

2. References. Required publications are listed below:

a. Army Regulation 380-5, Department of the Army Information Security Program.

b. Army Regulation 870-5, Military History: Responsibilities, Policies, and Procedures.

This memorandum supersedes TRADOC Memorandum 870-1, 25 September 1989.

1

Figure 4-5. Sample TRADOC memorandum (first page)

16. Significant documents generated by special ad hoc study groups/organizations.

17. Planning documents generated by special ad hoc study groups/organizations.

18. Significant analyses.

19. Test and evaluation documents.

20. Liaison activity reports.

21. Army Staff talks minutes/memorandums/reports, significant policy documents, and significant correspondence and memorandums.

22. Significant documents generated by TRADOC joint agencies/activities.

23. Significant Activity Reports.

24. Published bulletins and newsletters of TRADOC staff activities.

25. Copies of significant TRADOC pamphlets, circulars, and regulations.

26. All operational concepts and significant interim operational concepts and concept statements.

27. Chief of Public Affairs news summaries.

28. Concept plans studies/directives/reports effecting or reporting changes to the organization of HQ TRADOC or TRADOC subordinate activities.

29. Documents currently not on distribution to the Command Historian's Office.

30. Other documents deemed important by directorates that would assist the Historian in recording the history of events occurring in TRADOC.

FOR THE COMMANDER:

OFFICIAL:

CHARLES W. THOMAS
Major General, GS
Chief of Staff

(signed)

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Colonel, GS
Deputy Chief of Staff
for Information Management

Figure 4-5. Sample TRADOC memorandum (last page)

Chapter 5
Coordination

5-1. General.

a. Initial coordination. Proponents must coordinate their initial draft publications before requesting editorial review from Commander, TRADOC, ATTN: ATIM-I.

b. Formal coordination. This must be at the office chief, deputy, or executive officer level.

5-2. Recommended coordination.

a. Other major Army commanders who have interest in the subject.

b. Other Chiefs of General and Special Staff Offices at HQ TRADOC.

c. Provost Marshal (Multimedia Services Branch) for graphic aids support.

5-3. Mandatory coordination.

a. Subordinate commanders. IAW AR 25-30, para 9-9a, proponents will coordinate their supplements with at least the next lower command level. This policy applies to TRADOC regulations as well and will help eliminate the need for lower-level supplements.

b. TRADOC Information Management Control Officer (ATIM-I), when publications require data collection from lateral or subordinate commands or the public.

c. Staff office Forms Management Officer, when publications prescribe TRADOC forms (see para 3-7, above). To prevent delay in forms design, coordinate early in the forms and publications development processes.

d. Commander, TRADOC, ATTN: ATIM-I, when finished products require any out-of-the-ordinary printing requirements; e.g., color, nonstandard size, foldouts, short suspense, or hard completion date.

e. Reduction in Unit Publications Program Manager (ATIM-I), when publications require distribution to company (A) or battalion (B) level (see para 3-10, above).

f. The DCSIM (ATIM-I), when creating a new functional bulletin.

g. The TRADOC Safety Office, ATTN: ATCS-S, when publications pertain to the development, analysis, implementation, and evaluation of doctrine, training, leader development, organization, materiel, and soldier (DTLOMS) system products.

h. The TRADOC Deputy Chief of Staff for Intelligence (DCSINT) for all products referring to intelligence, counterintelligence, security (less physical security), disclosure, and threat.

i. U.S. Army Publishing Agency (USAPA) when publications contain rules and regulations that may be of special interest to, or have a direct affect on, the general public. This information will be published in the Federal Register.

Chapter 6
Levels of Approval

6-1. General. Levels of approval for TRADOC administrative publications are—

a. TRADOC Chief of Staff and installation Chiefs of Staff or Commanders who have TRADOC-wide missions (including regionalized missions).

b. Office chiefs and their deputies.

6-2. Chief of Staff and installation commanders with TRADOC-wide missions (including regionalized missions).
The Chief of Staff and installation commanders with TRADOC-wide missions (to include regionalized missions) approve the concept before publication development and publication in final form. This includes activities/functions consolidated under the regionalization concept (e.g., security mission at Forts Eustis, Monroe, and Story—with headquarters at Fort Eustis). This level of approval is mandatory for all publications that—

a. Establish new policy.

b. Revise existing policy.

c. Assign responsibilities.

d. Commit TRADOC resources (e.g., people, equipment, money).

e. Delegate authority.

f. Are distributed to company/battalion level (see para 3-10, above).

6-3. Transmittal. Draft publications will not be sent to the Chief of Staff for approval. All publications must be in final form. This includes final editing performed by Commander, TRADOC, ATTN: ATIM-I, prior to submission to the Secretary of the General Staff for the Chief of Staff's approval. DCSIM must coordinate on HQ TRADOC Form 30 before it is sent to the Chief of Staff.

6-4. Proponent office chiefs or their deputies. This level of approval is mandatory for all TRADOC administrative publications that are not listed in para 6-2, above. No lower level of approval is authorized.

Chapter 7
Steps for Processing, Distributing, Stocking, Reviewing, and Rescinding TRADOC Administrative Publications

7-1. Processing. After coordination and approval, submit the final edited manuscript on diskette along with background files to Commander, TRADOC, ATTN: ATIM-I. Background files consist of papers such as studies, coordination actions (including coordination of proposed supplements with subordinate commands), staff concurrences, and recommendations that provide a basis for issuance or contribute to the content of the publication.

a. If no printing is required, DCSIM will date and authenticate the publication and post to the TRADOC Homepage.

b. If printed copies are required:

(1) DCSIM will arrange for typesetting the publication. Once the publication is composed or typeset, the proponent will have another opportunity to review it before printing. After review, return to DCSIM for date and authentication. The proponent will then submit the authenticated publication, along with four copies of DD Form 843 (Requisition for Printing and Binding Service) signed by the staff office printing control assistant, to DAPS for printing.

(2) Local DAPS will determine whether the publication will be printed in a federal printing facility or through the Government Printing Office (GPO) based on the length of the publication and the number of copies required. If through GPO, direct mailing to TRADOC installations and activities can be arranged with the contractor. Mailing labels must include the building number and/or street address so that the most economical delivery method can be selected (e.g., United States Postal Service (USPS) or United Parcel Service (UPS)). Use TRADOC Pam 25-50 to develop mail addresses. If street addresses are not available, the publication will be delivered by USPS.

7-2. Distributing. When the publication has been printed and returned, Commander, TRADOC, ATTN: ATIM-I, will notify the proponent. The proponent is responsible for distributing the publication. Coordinate with the DOIM Mail and Distribution Center for procedures. Proponent must furnish DCSIM (ATIM-I) a copy of the publication on diskette or an E-mail attachment for distribution on the TRADOC Homepage. Electronic mail address is: atimi@monroe.army.mil.

7-3. Stocking. If the proponent decides to print a publication, they will be responsible for stocking, issuing, and maintaining the stock of the printed publication.

7-4. Reviewing. Commander, TRADOC, ATTN: ATIM-I, will conduct a publications review every 18 months.

7-5. Rescinding. To rescind a TRADOC administrative publication, proponent must send an informal memorandum or E-mail to Commander, TRADOC, ATTN: ATIM-I, E-mail: atimi@monroe.army.mil. Provide the publication's number, title, and effective date to be rescinded. When a publication is rescinded, all forms and reports prescribed by it are also rescinded. TRADOC Pam 25-30 and the publications update portion of the TRADOC Homepage will reflect that the publication has been rescinded.

7-6. Resupply. The proponent is responsible for maintaining resupply of printed publications.

Appendix A
References

Section I
Required Publications

AR 25-30
The Army Publishing and Printing Program

AR 25-55
The Department of the Army Freedom of Information Act Program

AR 25-400-2
The Modern Army Recordkeeping System (MARKS)

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 Pam 25-40
Administrative Publications: Action Officers Guide

TRADOC Pam 25-30
Index of TRADOC Administrative Publications

Section II
Related Publications

AR 25-1
Army Information Management

AR 25-50
Preparing and Managing Correspondence

AR 310-25
Dictionary of United States Army Terms (Short Title: AD)

AR 310-50
Authorized Abbreviations, Brevity Codes, and Acronyms

DA Pam 25-30
Consolidated Index of Army Publications and Blank Forms

DA Pam 25-31
Forms Management, Analysis, and Design

JCS Pub 1-02
Department of Defense Dictionary of Military and Associated Terms

Section III
Prescribed Form

TRADOC Form 25-35-1-R-E
Publication Review (prescribed in para 2-3h(1))

Section IV
Referenced Forms

DD Form 282
DoD Printing Requisition/Order

DD Form 843
Requisition for Printing and Binding Service

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

DA Form 2028
Recommended Changes to Publications and Blank Forms

HQ TRADOC Form 30
Transmittal, Action, and Control

Appendix B
Process for Developing, Publishing, and Distributing TRADOC Administrative Publications

B-1. Steps involved in the publication process from concept approval to final distribution are outlined below:

Proponent	• Obtains TRADOC Chief of Staff approval of concept for publishing a policy publication (i.e., reg, cir, suppl). State requirement using HQ TRADOC Form 30 (Transmittal, Action, and Control). • Researches and writes publication. • Coordinates publication (see chap 5). • Incorporates comments from coordination and prepares a "best effort" publication. This will not be a rough draft. • Determines distribution (TRADOC Homepage only or TRADOC Homepage with limited printed copies). • Requests an editorial review from DCSIM, ATTN: ATIM-I. This is an informal process - provide the double spaced/single column publication via E-mail or provide diskette, along with the name, telephone number, and office symbol of the POC.
Editor	• Edits draft and marks errors and comments on digital file or hard copy. (May be edited in-house or by contract.) • Verifies references, figures, tables, paragraph numbering, and distribution. • Ensures forms, reports, and Privacy Act requirements are identified. • Assigns the publication number. • Determines if publication is written in active voice. • Returns digital file/paper copy to the proponent for corrections.
Proponent	• Corrects draft. • Coordinates formally, as appropriate (see chap 5). • Determines level of approval (see chap 6) and either— • Prepares a HQ TRADOC Form 30 for the Chief of Staff's approval. Include DCSIM, ATTN: ATIM-I, for coordination or, • Prepares an informal correspondence memorandum for DCSIM, ATTN: ATIM-I, that approves the publication. Only the office chief or deputy has authority to approve a publication that does not require the Chief of Staff's approval. • Provides the following to DCSIM, ATTN: ATIM-I: • Correspondence memorandum or HQ TRADOC Form 30 (as appropriate). • Corrected digital file. • Diskette. • Any background files.
Editor	• Ensures proponent made appropriate corrections. • Attaches any locally reproducible ("R") forms. • Arranges for typesetting and forms design, if required. • When the publication requires the Chief of Staff's approval, signs the coordination block of the HQ TRADOC Form 30 and calls the proponent to hand-carry the publication to the CG Administration Center. Usually, the proponent handcarries the publication between each point. Upon Chief of Staff's approval, authenticates publication. • If the publication does not require the Chief of Staff's approval, the editor dates and authenticates and posts to the homepage. • Creates the digital print-on-demand format and makes publication available to Document Automation & Production Service (DAPS).

Appendix B (continued)

B-2. Estimated timelines for each step in the process are as follows:

Element		Estimated Time
Obtain Chief of Staff approval (concept)		2 days
Research and write		AO determines
Coordinate	- Within your staff office	1 to 2 weeks
	- Within headquarters	30 days
	- With installations	45 days
	- With other major Army commands	60 days
Consolidate comments from staff/prepare new draft		1 week
Edit (depends on number of pages and backlog) (in-house or by contract)		4 weeks
Prepare forms (depends on number, complexity of forms/pages)		4 weeks
Review for reporting requirement (see AR 335-15)		1 week
Correct editorial comments/finalize for publishing		1 week
Chief of Staff's approval (content and policy)		1 week
Typeset publication (depends on number of pages)		1-2 weeks
Posting to the TRADOC Homepage		1 week
Printing	- Inhouse (DAPS)	1 week
	- Contract (GPO)	2-4 weeks
Distribute (proponent distributes printed version of publication)		1 week

Appendix C
Distribution Scheme

The following distribution breakdown is provided to assist in determining appropriate distribution for printed versions of publications.

Chiefs of General and Special Staff Offices, HQ TRADOC

Chief of Staff	DCSCD	DCSINT	Chief, PA
TRADOC LO DA	DCSDOC	DCST	IG
DCSSA	DCSIM	DCSED	SJA
DCSBOS	DCSRM	Chief, IRAC	Military History

Fort Monroe and Fort Monroe Tenant Activities

Cdr, Fort Monroe	Fort Monroe MI Det, 902 MI Gp
Cdr, USACC	Managing Auditor, USAAA TRADOC Field Office
Cdr, JWFC	

USA LO at HQ TRADOC

NSA/CSS Rep	USARI

Appendix C (continued)

TRADOC Installations

Cdr, USAIC & Fort Benning
Cdr, USAADACENFB
Cdr, Carlisle Barracks
Cdr, USATCFE
Cdr, Fort Monroe
Cdr, USASC & Fort Gordon
Cdr, DLIFLC & Presidio of Monterey
Cdr, USAIC & Fort Huachuca
Cdr, USATC & Fort Jackson
Cdr, USAARMC & Fort Knox
Cdr, USACAC & Fort Leavenworth
Cdr, USACASCOM & Fort Lee
Cdr, USAAVNC & Fort Rucker
Cdr, USAFAC & Fort Sill
Cdr, USA Maneuver Support Center & Fort Leonard Wood

TRADOC Schools

Cdr, USAAVNC
Cdr, USAIC & Fort Huachuca
Cdr, USAOC&S
Cdr, USAQMCS
Cdr, USASSI
Comdt, USAADAS
Comdt, USAARMS
Comdt, USAPFS
Comdt, USACHCS
Comdt, USACMLS
Comdt, USAES
Comdt, USAFAS
Comdt, USAIS
Comdt, USALMC
Comdt, USAMPS
Comdt, USAOMMCS
Comdt, USASIGS
Comdt, USATSCH
Comdt, USA Element School of Music
Comdt, USACGSC
Comdt, WOCC
Comdt, DLIFLC
Comdt, USASMA
Comdt, USA School of the Americas
Comdt, Fort Benning NCO Academy
Comdt, Fort Bliss NCO Academy
Comdt, Fort Knox NCO Academy
Comdt, Fort Sill NCO Academy
Comdt, Fort Leonard Wood NCO Academy
Asst Comdt, USAALS

US Army Training Centers

Comdt, USATC, Fort Benning
Comdt, USATC, Fort Jackson
Comdt, USAARMC, Fort Knox
Comdt, USATC, Fort Sill

TRADOC Analysis Centers

Dir, USATRAC, Fort Leavenworth, KS
Dir, TRAC, White Sands Missile Range, NM
Dir, TRAC, Fort Lee, VA
Dir, TRAC, Monterey, CA

Other Colleges/Schools

Cdr, USAJWFSWDS
Cdr, AMMEDC&S
Comdt, TJAGSA
Comdt, USAWC
Dir, USADAC
Supt, USMA

Other USA TRADOC LO Activities and Instructor Groups

USA LO -
British Army Staff College
Canadian National Defence
UK MOD
UK MOD - CD
French Army
French Armor School
French Artillery School
French Engineer School
French Infantry School
French Signal School
French Aviation School
French Army Staff College
German Army Office
German Armor School
German NBC/Engineer School
German Artillery School
German Infantry School
German Aviation School
Israel Defense Forces
Italian Army
Japan Ground Self-Defense Force Staff
US CATC
MCCDC
ROKA TRADOC
SOUTHCOM
Spanish Army
Turkish Land Forces
USAF AETC
USARPAC
USAREUR & Seventh Army

Appendix C (continued)

US Army ROTC Regions

Cdr, USA First Region
Cdr, USA Second Region
Cdr, USA Fourth Region

US Army ROTC Senior/Junior Units

PMS, Senior Units
DAI/SAI, Junior Units

Reserve Components

Cdr, USAR Training Divisions
Cdr, USARC
Cdr, USAR NCO Academy
Cdr, USAR Affairs, Europe
Cdr, USAR Per Center
Comdt, TASS Battalions (82)

Other Activities

Cdr, USA Training Support Center
Cdr, NTC & Fort Irwin
Cdr, JRTC & Fort Polk
Cdr, 7th CATC
Cdr, US Army Recruiting Command
Cdr, US Military Entrance Processing Command
Comdt, USDB
Dir, US Army Nuclear and Chemical Agency
Dir, US Army Aeronautical Services Agency

HQ DA Staff

Secretary of the Army
Assistant Secretary of the Army (Research, Development and Acquisition)
Assistant Secretary of the Army (Financial Management)
Assistant Chief of Staff Installation Management
Deputy Chief of Staff for Operations and Plans
Deputy Chief of Staff for Personnel
Deputy Chief of Staff for Logistics
Deputy Chief of Staff for Intelligence
The Inspector General
The Surgeon General
The Judge Advocate General
The Auditor General
Chief of Military History
Chief, Army Reserve
Chief, National Guard Bureau
Chief, Public Affairs
Chief of Chaplains
Chief of Engineers
Cdr, US Army Community and Family Support Center
Cdr, US Total Army Personnel Command
Cdr, US Army Intelligence Agency
Dir of Information Systems for Command, Control, Communications and Computers

Unified and Major Army Commands

CINC USAREUR & Seventh Army
Cdr -
USA MEDCOM
AMC
ASC
INSCOM
MTMC
MDW
FORSCOM

Cdr -
USARJ
First USA
Third USA
Fifth USA
Eighth USA
USARPAC
USASOC

Glossary

Section I
Abbreviations

AIEP	Army Ideas for Excellence Program
AO	Action Office
AR	Army regulation
CG	Commanding General
DA	Department of the Army
DAPS	Document Automation & Production Service
DCSCD	Deputy Chief of Staff for Combat Developments
DCSIM	Deputy Chief of Staff for Information Management
DCSINT	Deputy Chief of Staff for Intelligence
DOIM	Director of Information Management
DSN	Defense Switch Network
DTLOMS	doctrine, training, leader development, organization, materiel, and soldier
GPO	Government Printing Office
HQDA	Headquarters, Department of the Army
IAW	in accordance with
TRADOC	U.S. Army Training and Doctrine Command
UPS	United Parcel Service
USACC	U.S. Army Cadet Command
USAR	U.S. Army Reserve
USPS	United States Postal Service

Section II
Terms

administrative publications
Publications that set or explain policies and procedures for the management of Army functions and missions.

camera-ready
Prepared for photographic rather than typeset reproduction.

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

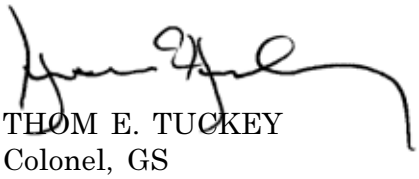
proponent
Generally speaking, the agency responsible for writing and issuing a publication; specifically, the person within that agency who writes the publication.

supplementation
Guidance issued by a HQDA agency or major Army command to explain or direct the execution of DA policy or procedures at the agency or command level.

FOR THE COMMANDER:

OFFICIAL:

CHARLES W. THOMAS
Major General, GS
Chief of Staff



THOM E. TUCKEY
Colonel, GS
Deputy Chief of Staff
for Information Management

Publication Review

(FOR USE OF THIS FORM, SEE TRADOC REG 25-35; THE PROPONENT IS DCSIM)

An 18-month review of Command publications is required by AR 25-30, para 1-21b(5). Proponents should ensure their publications are current, consistent with existing policies, still necessary, and contain correct proponent information.

NUMBER/TITLE/DATE OF PUBLICATION		
PROPONENT OFFICE	OFFICE SYMBOL	ACTION OFFICER/PHONE NUMBER

A review of the above publication has been completed. The following information applies:

☐ 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:

☐ 2. This publication is essential and is currently under revision. A coordinating draft will be available for editing by (month/year):

☐ 3. This publication is obsolete. It should be rescinded along with any TRADOC forms and RCSs (if applicable).

☐ 4. Proponency for this publication has changed. New proponent information:

Office:

Office symbol:

Point of contact:

Other comments:

REVIEWER'S NAME/TITLE	DATE