

FH Pam 25-32
20 December 2001

PUBLICATIONS STYLE MANUAL

For Action Officers

U.S. Army Intelligence Center and Fort Huachuca
ATTN: ATZS-IMO-IP
Fort Huachuca, AZ 85613-6000

PREFACE

This pamphlet was prepared to provide a quick reference guide for action officers preparing administrative publications. It combines the most common Army practices with local guidance. Entries are in alphabetical order for quick reference.

Publications are written in a formal style of writing, while correspondence is in the informal style. Therefore, the rules are different and are not commonly known by most action officers. For example, the correspondence rule to never start a sentence with an acronym is not a rule for publications.

Publications are edited mainly by using the following references (in order of priority).

1. AR 25-30, the Army Integrated Publishing and Printing Program.
2. AR 25-40, Administrative Publications: Action Officers Guide.
3. FH Memo 25-30, Publications Management (establishes local format).
4. Government Printing Office (GPO) Style Manual.

Appendix A is a sample of the format required for administrative publications. It also has some instructions on preparing the publication.

This pamphlet was modeled after The Associated Press Stylebook and Libel Manual.

*Note: This informational pamphlet is an ongoing project. It will be updated to make it as useful as possible to action officers. **Please feel free to send any comments or suggestions to ATZS-IMO-IP.***

STYLE MANUAL KEY

Following is a key to the entries:

rank Use rank (*SFC and above*) rather than **pay grades** (*E-6 and above*).

Entries are in alphabetical order in **bold face**. Examples are in *italics*. A boldfaced word or word within an entry (such as **pay grades** above) means there is an entry under that subject. Some boldfaced words are samples; however, they are in smaller print.

Figure 1. Sample memorandum for requesting services

A

abbreviations See *acronyms*.

acronyms Spell out the first time it is used with the acronym in parentheses (ONLY if it is used more than once): *Modern Army Recordkeeping System (MARKS)*. If there are 15 or more abbreviations or terms, they are listed in a glossary at the end of the publication. Do not use apostrophes for plurals per AR 310-5: *NCOs*. Acronyms for the organizations of Fort Huachuca are listed in the glossary of FH Reg 25-51.

active/passive voice Use active voice whenever possible. Writing in active voice ensures you identify who will perform the action (*Serving postal officers will inspect unit mailrooms quarterly* rather than *Unit mailrooms will be inspected by serving postal officers quarterly*). Use passive voice when you want to emphasize the receiver rather than the actor. (*Unit mailrooms will be inspected by serving postal officers quarterly. Unit mailrooms will be inspected for ...*)

administrative publications Publications that set or explain policies and procedures are **supplements, regulations, circulars, memorandums, and pamphlets**.

advertisements and trade names Advertisements are not allowed in publications. Products should be described in standard Army nomenclature or specification. (Never write “*Xerox a copy*” but “*reproduce a copy*.”). The use of trade names should be kept to a minimum so as not to imply Government endorsement. In some cases, it may be necessary to add a **disclaimer** to protect the Government if the use of trade names cannot be avoided.

agency A designation of a department, such as Department of Defense or General Services Administration. Do not use to describe an organization or activity at Fort Huachuca.

appendix The first appendix is Appendix A (always the references if there are 10 or more), the second B, the third C, etc.. Start page numbering with the first consecutive number after the last regular page of the publication. Do not put directive material or policy in appendixes, except for extracts from other publications or higher directive (Department of Defense Directives, etc.). Use appendixes for informational material such as samples of contracts, memorandums, plans, or supplemental reading lists. Mention appendixes in the text (*See Appendix B for a sample approval memorandum*). If you number paragraphs, they should be numbered B1, B2-, etc..

applicability This paragraph tells which directorates and staff offices the publication applies to and whether it applies to Fort Huachuca tenant activities or any unique outside elements. *This regulation applies to all U. S. Army Intelligence Center and Fort Huachuca (USAIC&FH) directorates and staff elements and to all tenant organizations* is the standard statement.

approval authority The approval authority for FH **administrative publications** is the Chief of Staff.

authentication Publications are authenticated by the Directorate of Information Management (DOIM) for the Commanding General. The publication is stamped rather than signed.

availability This paragraph tells where publications are available. *This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.*

B

battalion Spell out when used in text. The abbreviation *bn* may be used in figures and tables. Capitalize when referring to a specific battalion (*304th MI Battalion*).

brigade Spell out when used in text. The abbreviation *bde* may be used in figures and tables. Capitalize when referring to a specific brigade (*111th MI Brigade*).

C

capitalization Follow paragraph 4-21, Capitalization, of DA PAM 25-40 and Chapters 3-4, Government Printing Office Style Manual to determine when to capitalize official titles when not used with a proper name. *The publications control officer will provide guidance.*

change An official modification of a publication, issued as a separate document to accompany the publication, when write-in changes are faster and more economical than revising a publication (usually one to two pages). Major policy changes need to be fully staffed. A sample change is on page G-1, FH Memo 25-30.

chapters Chapters are used for large publications with several paragraphs under the same subject. Chapter titles are capitalized (except for words such as the, of, and, etc.). They are numbered with Arabic numerals (1, 2, 3, etc.).

circulars Circulars disseminate information of general interest and furnish instructions of a one-time or transitory nature. They are short term in duration. Circulars expire no later than 2 years from the publication date. The responsibilities paragraph is not required for circulars.

colon Use a colon to precede a list formally (*with the following personnel or as follows*). Use double dashes to precede a list after an informal break.

The DOIM will –

- a. Provide technical assistance.*
- b. Recommend software and/or hardware.*

coordination New publications or revised publications with significant changes are staffed with all organizations or staff elements they apply to, including tenant organizations. The normal suspense is 30 days. Proponents should address nonconcurrences or changes which were not made in writing to the office which suggested the changes. A sample coordination memorandum is on page C-1, FH Memo 25-30.

copyright Copyrighted material may only be used if you have obtained the written permission of the owner or agent. You must provide a copy of the permission to the DOIM when submitting the draft publication.

D

date Spell out dates in military style: *25 September 2001*.

disclaimer Used when trade names must be included in a publication because generic references would not make the meaning clear. A typical disclaimer is *NOTICE: The use or mention of any commercial or private organization's name or trademark and the organization's services and/or funds by the U. S. Army does not express or imply an endorsement of the sponsor or its products and services by the U. S. Army.*

deliver The DOIM prints and distributes administrative publications. Distribution depends on the applicability of the publication. The following alphabetic codes are used only to distribute publications (see FH Reg 25-51):

“E” – Distribution of USAIC&FH and partner/tenant organizations through electronic mail.

“T” – Distribution of USAIC&FH intelligence training publications to Intelligence Center Directorates/Staff Offices.

The normal distribution level for regulations is “E.” See **special distribution**.

distribution restriction statement Used when the publication contains technical or operational information that is for Government use only and may prove harmful to U.S. interests if released outside the Government. See paragraph 2-12, AR 25-30 for the wording of the statement.

E

expiration date Used only in circulars; normally, 1-2 years after the publication date.

explanation of abbreviations and terms The third paragraph in the publication. If there are 15 or more abbreviations or terms, they are listed in a **glossary** at the end of the publication. Otherwise, they are listed in this paragraph as follows:

a. Abbreviations.

(1) *APO* ----- *Army post office.*

(2) *DOIM* ----- *Directorate of Information Management*

b. Terms.

(1) *Change.* *An official modification of a publication, issued as a separate document to accompany the publication.*

(2) *Required publication.* *A publication which is cited in the text of the publication.*

F

FH used as the abbreviation for Fort Huachuca when referring to administrative publications (*FH Reg 25-30*). Do not use as a general abbreviation for Fort Huachuca in text.

figures An illustration, graph, or sample used to explain or clarify material or to replace complex narrative with a simpler and more easily understood means of explanation. Graphs and illustrations must be camera-ready (ready to photocopy). You must refer to the figure in the text but do not mention the title (*See Figure 1 for instructions*). Number consecutively. When the publication has **chapters**, number consecutively with the chapter number (2-1, 2-2, 2-3, etc.). Place the title number, in boldface and centered, at least two spaces above the page number –

Figure 1. Sample memorandum for requesting services.

first-come, first-served basis

fiscal year Abbreviate as *FY*; with the year, *FY01*.

format Follow the sample format in Appendix A regardless of the way any Army regulations you are using are done. FH Memo 25-30 establishes the local format. The first four paragraphs are always numbered and entitled as follows:

1. Purpose.

2. References.

3. *Explanation of abbreviations and terms.*

4. *Responsibilities (not required in pamphlets or circulars).*

NOTE: Information pamphlets such as this one do not need to be in a specific format.

forms Give the title in parentheses in the first use (*DA Form 17 (Requisition for Publications and Blank Forms.)*) After that, use only the type and number (*DA Form 17*). See **references** for guidance on listing forms in the reference paragraph or Appendix A. FH Forms that have been revised require the approval of the forms manager. Submit DA Form 1167 (Request for Approval of Form) to ATZS-IMO-IP. Include samples in the publication of forms that are not self-explanatory. They will usually be figures (unless they are reproducible (-R) forms), and the instructions for filling them out will be tables. Include the following information for prescribed forms:

1. Instructions for using and preparing the form (unless it is self-explanatory).

2. Item-by-item instructions on how to fill it out (if necessary).

3. The source of supply for the form (except –R (reproducible) FH Forms furnished with the publication), which are available at <http://huachuca-www.army.mil> and higher echelon publications and forms available at <http://www.usapa.army.mil>.

Fort Huachuca *Fort* is always spelled out. Abbreviate as *FH* when referring to regulations, pamphlets, etc. (*FH Reg 95-1*)

FOUO publications Publications are only marked “FOUO” when they are exempt from release under the Freedom of Information Act (FOIA). See AR 25-55 or call the FOIA Officer if you are not sure whether the publication should be marked “FOUO.”

G

glossary Used when there are 15 or more abbreviations and/or terms. When the glossary contains both, Section I is Abbreviations and Section II is Terms. Format is –

AR

Army regulation

(See FH Memo 25-30 for a complete example.)

H

headers Place headers on the right side of the page for odd-numbered pages and on the left for even-numbered pages. Headers are all “**FH (Type) XX-X**” in bold print.

Heading The heading is the issuing headquarters (Department of the Army, United States Army Intelligence Center and Fort Huachuca, Fort Huachuca, Arizona 85613-6000), the **publication number**, the issuing date (added by the DOIM), and the publication **series name** and **publication title**. Everything is spelled out. See FH Memo 25-30 for the correct format.

he/she or his/her There are **neutral language requirements** for Army publications since they apply to both men and women. You can avoid the awkwardness of *his* or *her* by writing in the plural tense (*Soldiers should ensure their records are kept up to date*).

I

index Indexes are created for publications with 50 paragraphs or more, which is rare for FH publications.

interim policy Guidance issued in correspondence format pending publication of a Fort Huachuca directive when the information must be published immediately and cannot await the normal publications editing process. (See paragraph 5, FH Memo 25-30.)

internal references When referring to another paragraph in the publication, write *See paragraph 3b*. When referring to a subparagraph within that paragraph, write *See subparagraph f*.

J

joint publications When referencing joint (multi-service) publications, refer to them by the Army regulation number.

M

margins Prepare draft publications with the standard 1-inch margin (right, left, top, and bottom).

memorandums Numbered memorandums announce policies and responsibilities and prescribe administrative procedures of a continuing nature applicable to the USAIC&FH only. A memorandum does not apply to tenant activities. Each memorandum will be confined to a single subject. Memorandums are only distributed to the “E” formula.

N

neutral language requirements Follow the neutral language requirements of AR 25-30 unless you must specify a gender. Use *his* or *her* rather than *his* alone. Usually the best and least awkward solution is to use the plural (*Soldiers are responsible for ensuring their forms are updated annually.*) Appendix I, DA Pam 25-40 gives neutral language substitutes for sexually biased terms.

numbers Generally, numbers under 10 are spelled out unless they begin a sentence or are used in time and measurement (*3-day extension or 6-milecourse*). See Chapter 12 of the GPO Style Manual.

P

page numbering Number pages consecutively (including appendixes and glossary) such as 1, 2, 3, 4, etc..

pamphlets Pamphlets contain information, guidance, or reference material of a continuing nature. Pamphlets are not directive in nature nor are they used to disseminate policy. There are two kinds of pamphlets, standard pamphlets which follow the standard format; and informational pamphlets, such as this one, which do not. Informational pamphlets may not prescribe forms. The responsibilities paragraph is not required for standard pamphlets.

paragraph numbering Number consecutively. When the publication has **chapters**, number consecutively with the chapter number (2-1, 2-2, 2-3, etc.). Number and subdivide paragraphs as follows:

1.
 - a.
 - (1)
 - (a)

Don't go below the (a), (b), (c), etc., level in subdividing paragraphs.

paragraph titles Do title paragraphs, figures, and tables. Do not title **paragraphs policies and procedures**. Subparagraphs do not have to be titled; but if you title one, title them all.

parentheses Use parentheses for words or phrases not essential to the meaning of the sentence. Do not use commas to set off a parenthetical expression. *Publications are listed by series title*

(such as Information Management) in the pamphlet. Do not use any punctuation inside the parentheses unless it applies only to the material inside the parentheses. Submit a memorandum to nominate students for the class. (See Appendix B for a sample memorandum.)

pay grades Use **rank** (*SFC and above*) rather than pay grades (*E-6 and above*).

policies and procedures Paragraphs should not be titled “Policies and procedures,” but rather more specific titles of what the policies and procedures are for. Policy is established at Headquarters, Department of the Army level; Fort Huachuca publications should contain procedures relating to local implementation of the policy.

post Use hyphens with *on* and *off* according to how it is used. Hyphenate when using as to modify a noun (*on-post training, off-post housing*). Do not hyphenate when it modifies a verb (*Employees driving Government vehicles off post*).

prescribing directive The publication that prescribes the use of a form. FH publications are prescribing directives for FH forms only.

printing Publications are printed by the DOIM. See also **distribution** and **special distribution**. Requirements for a large number of publications are paid for by the proponent.

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

publication number The **series number** is mandated by Army, such as 25 for Information Management. The number following the hyphen is assigned by numerical order when the publication is received by the DOIM.

publication title The title should be brief but as useful as possible. Do not title the publication *Policies and Procedures for....* The publication title is centered in bold face on the first page of the publication under the **series title**.

purpose paragraph The purpose paragraph, the first numbered paragraph of the publication, states the function, scope, and/or objective of the publication – the policies or procedures it establishes or implements.

Q

quotation marks The period is always within the quotation marks. *Indicate whether the form is “prescribed.”*

R

rank Use rank (SFC and above) rather than pay grades (E-6 and above).

reading grade level The recommended reading grade level is 10-12 years (high school). Appendix D, DA Pam 25-40 explains how to calculate a reading grade level. Some grammar-checking software will calculate it for you. In general, the reading grade level can be reduced by using shorter words and sentences.

references Do not give the title of references (except for forms) in the text. The titles are listed in the reference paragraph or appendix. If there are 10 or more references, they are listed in Appendix A. Otherwise, they are listed in paragraph 2, References.

REQUIRED PUBLICATIONS are those mentioned in the text (including appendixes, figures, tables, and the glossary).

RELATED PUBLICATIONS are listed to give the reader sources for more information. They are not listed anywhere in the text.

PRESCRIBED FORMS are forms that are directed to be used by the publication.

REFERENCED FORMS are all other forms which are mentioned in the text but not prescribed by the publication (DA Forms, DD Forms, etc.).

List references in alphabetical and then numerical order. Check Army and Department of Defense references in DA Pam 25-40 to ensure they are current (FH PAM 25-31 for FH publications). Don't reference temporary medial such as messages or memorandum (correspondence). Tell where references may be found if they're not readily available; don't assume your reader has access to them. Add the following paragraph: *Required and related publications and referenced forms are listed in Appendix A. Prescribed and reference publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://ww.usapa.army.mil>.*

regulations Regulations are used when the topic concerned is not covered in an Army or higher level regulation or when it is necessary to include information covered by two or more regulations into a single directive. Regulations announce policies and responsibilities and prescribes administrative procedures. They are directive in nature. Regulations apply to the entire installation including tenants. Each regulation will be confined to a single subject. Regulations always contain a **supplementation statement** advising whether or not further supplementation is allowed.

reports If your publication requires a report, either periodically or on a one-time basis, submit a DA Form 355-R (Application for Approval of Management Information Requirements) with the publication for reports as required by AR 335-15.

responsibilities Required as paragraph 4, except for circulars and pamphlets. List the general responsibilities for your directorate or staff element and any others as applicable. This may also include tenant commands or more specific categories such as *civilian personnel serviced by the Fort Huachuca civilian personnel office*. Do not explain in detail what the functions are or how to do them. These details should be explained in subsequent paragraphs.

S

sections Sections are used in large publications with **chapters**. Section titles are capitalized (except for words such as the, of, and, etc.). Number consecutively within the chapter with capital Roman numerals (*I, II, III, etc.*).

series number Series numbers and titles are standard throughout the Army (see Table 2-4, AR 25-30). For example, 690 is the series number for Civilian Personnel.

series title Series numbers and titles are standard throughout the Army (see Table 2-4, AR 25-30). The series title is centered in bold face above the publication title on the first page.

special distribution The office symbols and number of publications to be distributed in addition to established **distribution** formulas (listed on the signature page after the distribution code). Special distribution may also mean the publication will be distributed to a specific list of addresses provided by the proponent and not according to an established formula.

staff element Used in the applicability paragraph to refer to those elements of the USAIC&FH which are not directorates, such as the Public Affairs Office.

staff See coordination.

state names Spell out when standing alone or with the city (*Fort Bliss, Texas*) unless followed by a zip code, as in an address. Use the two-letter postal abbreviation for states in addresses (*Fort Huachuca, AZ 85613-6000*) except in the heading on the title page, where Arizona is spelled out.

suggested improvements paragraph A standard statement. *The proponent of this regulation is the (Directorate), USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-XX- Fort Huachuca, AZ 85613-6000.*

summary The summary should state whether it is a new or revised publication. It should give a brief explanation of what was changed for revised publications or briefly describe the publication's content for new publications. The summary statement is not required for circulars.

supersession notice This statement lists the publication(s) the publication supersedes and any forms or requirement control symbol (RCS) it rescinds. Do not include any changes to the publication since they are considered part of the publication. The standard statement is *This regulation supersedes FH Reg XX-X, date. Give the title only if it is different.*

supplementation statement (Regulations only.) The statement which states whether further supplementation is authorized. The standard statement is *Supplementation of this regulation is prohibited without prior approval of the proponent.*

supplements Supplements are used to issue instructions implementing Army and MACOM regulations. They provide additional installation-unique guidance not covered in the basic regulation. Supplements cannot supersede, change, or rescind any portion of a regulation. They do not repeat or quote material from regulations. A supplement is not issued to correct obvious printing errors or to emphasize the need for complying with provisions of the regulation. When a regulation is rescinded, all of its supplements are automatically canceled.

T

table A systematic listing of information in columns or rows used to explain or clarify material or to replace complex narrative with a simpler and more easily understood means of explanation. You must refer to the table in the text but do not mention the title (*See Table 1 for instructions*). Number consecutively with the chapter number (2-1, 2-2, 2-3, etc.). Place the title and number, in boldface, at the top of the table under a line—

Table 1
Decision action table for processing complaints.

table of contents There is a table of contents if there are 10 or more paragraphs and/or an appendix or glossary. For most publications, the table of contents lists the paragraph title (exactly as it is in the text of the publication), paragraph number, and page number the paragraph begins on.

tenant organizations Used in the **applicability** paragraph to mean those organizations on Fort Huachuca for whom the USAIC&FH provides services in accordance with support agreements.

terms Define terms that are new or unique to the publication or have a different or special meaning from AR 25-XX or a standard dictionary. See **acronym** for guidance on where to list terms.

that Use only when necessary. *Ensure all soldiers comply. (That is not necessary). The unit that wins the award (or which).*

time Specify hours of time in military format: 0730-1600. Numbers used to express increments of time are not spelled out (3-day extension). See pages 167-168 of the GPO Style Manual for more information.

title page The title page contains the **heading, summary, applicability, supplementation statement** (regulations only), **suggested improvements paragraph**, the **table of contents** (if applicable), and the **supersession notice** (if applicable). See FH Memo 25-30 for the proper format.

titles See **paragraph titles, publication title, or series title**, as appropriate. See **capitalization** for instructions on when to capitalize titles of positions.

trade names See **advertisements and trade names**.

turn in Use hyphens according to how it is used. Hyphenate when using as to modify a noun (*scheduled for turn-in*). Do not hyphenate when it modifies a verb (*to turn in the equipment*).

U

U.S. United States is always spelled out when used as a noun: *citizens of the United States*. Abbreviate it only when it is used to modify a noun: *U.S. citizen* or *U.S. Army Information Systems Command*. The only exception is in the **heading** on the **title page** of the publication.

USAIC&FH Spell out in an address: U.S. Army Intelligence Center and Fort Huachuca. Abbreviate elsewhere if used more than once. Never use the acronym USAIC; that is the designation of the U.S. Army Infantry School at Fort Benning, Georgia.

USAISC Use as the abbreviation for the U.S. Army Information Systems Command, a tenant organization. Do not use *ISC*.

W

we Never use I or we in a directive or informational publication.

Y

you Do not use “you” in any publications except informational pamphlets except in the imperative mode (*Send three copies of the form to ATZS-HR*). Imperative mode is a directive or instructive statement in which “you” is understood to be the subject.

**Appendix A
Sample Publication Format**

**Department of the Army
United States Army Intelligence Center
and Fort Huachuca
Fort Huachuca, Arizona 85613-6000**

***FH Regulation XX-XX**

XX September 2001

Series

TITLE

Summary. *(If this is a new publication, state this and give a brief summary. If it is a revised publication, give a brief summary of what was changed. (Not required for circulars.))*

Applicability. This regulation applies to all U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) directorates and staff elements and to all tenant organizations. *(This is the standard statement.)*

Supplementation. Supplementation of this regulation is prohibited without prior approval from the proponent. *(REGULATIONS ONLY.)*

Suggested improvements. The proponent of this regulation is the (Directorate), USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-XX, Fort Huachuca, AZ 85613-6000.

Availability. This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

Contents

	Paragraph	Page
Purpose	1	1
References	2	2
Explanation of abbreviations and terms		
Responsibilities		
<i>(These are required paragraphs, except responsibilities are not required in pamphlets.)</i>		
Appendixes <i>(If applicable.)</i>		
A. Title		4
B. Title		6
<i>(A table of contents is required when there are more than 10 paragraphs and/or the publication has an appendix or glossary.)</i>		

*This regulation supersedes FH Regulation XX-XX, date. *(If applicable.)*

1. Purpose. *(Give the function, scope, and objective of the publication.)*

This publication sets policies and procedures for maintaining records in the Records Holding Area (RHA). It details the procedures for transferring records to the RHA for storage.

2. References. Required and related publications and referenced forms are listed in Appendix A. Prescribed and referenced publications and form are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

(If there are 10 or more references, they are listed in Appendix A. Otherwise, they are listed in paragraph 2. List references in alphabetical and then numerical order.)

a. Required publications. *(Required publications are those mentioned in the text (including appendixes and the glossary).)*

b. Related publications. *(Related publications are listed to give the reader sources for more information.)*

c. Prescribed forms. *(Prescribed forms are forms that are directed to be used by the publication (always FH forms).)*

d. Referenced forms. *(Referenced forms are all other forms which are mentioned in the text but not prescribed by the publication (DA, DD, or standard forms).)*

3. Explanation of abbreviations and terms . *(If there are 15 or more abbreviations or terms, they are listed in a glossary at the end of the publication. Otherwise, they are listed in this paragraph.)*

a. Abbreviations.

b. Terms.

4. Responsibilities. *((Not required for pamphlets or circulars.) List the general responsibilities for your directorate or staff element and any others as applicable. This may also include tenant commanders or more specific categories such as civilian personnel serviced by the Fort Huachuca civilian personnel office. Do not explain in detail what the functions are or how to do them. These details should be explained in subsequent paragraphs.)*

5. Subsequent paragraphs. *(Explain the policies and procedures, but do not title paragraphs as such. Try to give the paragraphs specific names which will help the user find the information he or she needs, such as "Completing a work order (DA Form XXXX).")*

Appendix A
References

Section I
Required Publications

AR XX
Title

(See paragraph 2.)

(Do not put policies and procedures in appendixes.)

Glossary

(See paragraph 3.)

Section I
Abbreviations

AR
Army regulation

DA
Department of the Army

DD Form
Department of Defense Form

Section II
Terms

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

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

Prescribing directive
The publication that prescribes the use of a form.

Proponent
Generally speaking, the directorate or staff element responsible for writing and issuing a publication; specifically, the person within that directorate or staff element who writes the publication.

FH PAM 25-32

(ATZS-XX)

OFFICIAL:
JAMES A. MARKS
Brigadier General, USA
Commanding

CALVERT T. SINGER
Major, Military Intelligence
Director of Information Management

DISTRIBUTION:
E

Add the following for "T" distribution:

ATZS-RMP-D (1)
AMSRL-HR-MY (1)
ATZS-JA (2)

FH PAM 25-32

(ATZS-IMO-IP)



OFFICIAL:
JAMES A. MARKS
Brigadier General, USA
Commanding

CALVERT T. SINGER
Major, MI
Director of Information Management

DISTRIBUTION:
E