

13 August 2001

Information Management: Publishing and Printing

PUBLICATIONS MANAGEMENT

Summary. This memorandum was revised to include new requirements for submitting administrative publications for processing. Publications which are not in the proper format will be returned to the proponent without processing.

Applicability. This memorandum is applicable to all directorates and staff offices of the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH).

Suggested improvements. The proponent of this memorandum is the Directorate of Information Management (DOIM), 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-IMO-IP, Fort Huachuca, AZ 85613-6000.

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

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*This memorandum supersedes FH Memo 25-30, 1 April 2000

FH Memo 25-30

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1. Purpose.

This memorandum prescribes policies, procedures, and responsibilities for the publication and management of official publications prepared by USAIC&FH directorates and staff elements. Official publications include numbered administrative publications, periodicals and nonrecurring publications, functional bulletins, and posters printed with appropriated funds.

2. References.

Referenced and required publications are listed in Appendix A. Prescribed and referenced forms are also listed in Appendix A. Referenced forms are listed in Appendix A. Fort Huachuca forms are available at <http://www-huachuca.army.mil> and higher echelon forms are available at <http://www.usapa.army.mil>.

3. Explanation of abbreviations.

Abbreviations used in this memorandum are explained in the glossary.

4. Responsibilities.

a. The Director, DOIM, through the Information Support Services Branch, conducts the USAIC&FH Publications Management Program in accordance with (IAW) to AR 25-30, paragraph 1-20b, to include—

- (1) Providing guidance on drafting and coordinating proposed publications.
- (2) Editing numbered administrative publications IAW AR 25-30 and DA Pam 25-40 and ensuring proper coordination and approval have been obtained.
- (3) Selecting the proper media for disseminating administrative policies and procedures.
- (4) Authenticating publications as delegated by the Commander, USAIC&FH.
- (5) Preparing an index of USAIC&FH administrative publications annually.
- (6) Reviewing periodicals and nonrecurring pamphlets for submission to the U.S. Army Training and Doctrine Command (TRADOC) Periodicals and Nonrecurring Publications Board for approval.

(7) Reviewing Fort Huachuca functional bulletins for compliance IAW AR 25-30.

(8) Maintaining the record set and centralized background instruction files of administrative publications (not including functional bulletins, periodicals, or nonrecurring publications). The reference set is maintained in the USAIC&FH Publications Officer files.

b. Other USAIC&FH directors and staff office chiefs will—

(1) Ensure necessary information and instructions on subjects within their functional area are published and kept current.

(2) Prepare publications IAW FH Pam 25-32 and this memorandum; coordinate publications with USAIC&FH staff sections and, when applicable, tenant organizations; and obtain the Chief of Staff's approval for publication.

(3) During the annual review, review publications for which the directorate or office is the proponent to determine if the publication is still valid.

(4) Forward all submissions to the TRADOC Periodicals and Nonrecurring Publications Board through the Information Support Services Branch for approval.

(5) Submit new functional bulletins through the Information Support Services Branch to the Chief of Staff, USAIC&FH for approval and submit subsequent issues to the Information Support Services Branch for review.

(6) Submit posters to the Information Support Services Branch for review and assignment of a poster number.

(7) Obtain necessary major Army command (MACOM) or Department of the Army (DA) approval to supplement regulations.

5. Interim policy.

a. At times, policies and procedures must be issued as soon as possible and the publishing process should not limit the sharing of information. Staff sections may issue interim policy guidance in correspondence format pending publication of a Fort Huachuca directive. These interim policies should not be confused with policy memorandums, which outline the personal policies of the Commander.

b. A sample interim policy is at Appendix B. Interim policies—

(1) Are coordinated with USAIC&FH directorates and staff offices and, if applicable, with partner organizations. Re-staffing and requesting approval of the publication will not be required before the publication is submitted to the DOIM for publishing unless there are major changes. The interim policy must be coordinated with ATZS-IMO-IP before the staffing memorandum is distributed.

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(2) Are identified as such in the subject line and begin with a statement that this information is issued pending publication of a Fort Huachuca directive.

(3) Have the Commanding General's signature block. The interim policy is submitted for signature with a decision action.

(4) Are followed up with the submission of the draft publication for processing within 90 days.

6. Choosing the proper medium.

The following definitions will assist in selecting the appropriate media for publishing the information necessary to run the programs and functions of Fort Huachuca.

a. **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.

b. **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 prescribe 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 will contain a statement advising whether or not further supplementation is allowed.

c. **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.

d. **Administrative 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.

e. **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.

f. **Periodicals.** Periodicals disseminate information and material necessary to the issuing activity on a recurring basis in a nondirective magazine or newsletter-type publication published annually or more often. They may contain official and unofficial information. Periodicals must be approved at MACOM level.

g. Nonrecurring publications. Nonrecurring publications contain nondirective information printed on a one-edition basis to inform, motivate, increase knowledge, or improve performance. Nonrecurring publications also require MACOM approval.

h. Functional bulletins. Functional bulletins relate information about a specific functional area when other publication media (administrative publications or the post newspaper) are not considered appropriate. Functional bulletins contain only official material and must be approved by the Chief of Staff, USAIC&FH.

i. Family support group newsletters. Family support group newsletters are command-authorized newsletters containing information about the Army, installation, unit, benefits, unit or family support group-sponsored activities, and programs and services available.

j. Plans. Plans outline a method or a scheme to carry out a command decision or project. A plan represents the preparation to meet a particular event. Although plans are based on specific conditions or assumptions, they are not static. Plans are changed, refined, and updated as a result of continuing estimates and studies. Plans are prepared, coordinated, and published by the proponent.

k. Correspondence. Army correspondence is a tool to help accomplish the mission. It is a temporary media remaining in effect for no more than 2 years. It can be used to issue interim guidance that will eventually be published in a long-term medium. Correspondence will not be used as a substitute for an official publication.

l. Standing operating procedures (SOPs). A SOP establishes a written standing order to reduce the need for repetitive instructions. A SOP is signed by a branch, division, or office chief and is applicable only to that office. A SOP is not appropriate for instructions applicable to a wider audience.

m. Policy memorandum. A policy memorandum states the commander's or director's personal policy on an issue (such as, open door policy, support of equal employment opportunity, etc.) in memorandum format. There is a difference between the commander's personal policy and organizational policy. Organizational policy matters are published in administrative publications (regulations, supplements, etc.).

n. 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.)

7. Administrative publications.

a. Choosing the proper medium. Refer to paragraph 6 to determine the proper medium for the publication (regulation, supplement, etc.).

b. Applicability of publications.

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(1) Fort Huachuca regulations, supplements, pamphlets, and circulars may apply to USAIC&FH staff elements and all partner organizations of Fort Huachuca as the orders or guidance of the installation commander.

(2) Fort Huachuca memorandums apply only to the directorates and staff elements of USAIC&FH.

(3) The applicability is stated in the applicability statement. The distribution formula must correspond to the applicability. Distribution code "B" is the standard distribution code for publications pertaining to USAIC&FH directorates, staff offices, and partner organizations. Publications on civilian personnel or security matters may require an "A" distribution, but the DOIM will conserve printing costs wherever possible. As publications are being updated, and the paperless office concept is implemented, Distribution code "E" will replace all previously established distribution codes and distribution will only be by electronic means. Only exception are for the "For Official Use Only" (FOUO) publications which will be available in hard copy only. Publications not FOUO will be available by electronic means as they are updated. If a distribution list outside of the normal formulas is necessary, the proponent will prepare it.

(4) All publications previously published as U.S. Army Garrison (USAG) or U.S. Army Intelligence Center and School publications will be changed to Fort Huachuca publications upon revision.

c. Preparing the publication. FH Pam 25-32 is a style manual for action officers preparing administrative publications. It combines Army and local style practices. Following are some general guidelines to use when writing the publication—

(1) Follow the sample format in FH Pam 25-32 or this memorandum (columns are not required). A sample supplement is at Appendix C. Publications which are not in the proper format will be returned without action.

(2) Spell out all acronyms and abbreviations the first time they are used. Those that are familiar to the writer may not be to the reader. Remember also that the reader is most likely not as familiar with the subject as the writer is; some procedures may need to be explained in detail.

(3) Check the references in the latest version of DA Pam 25-30, any applicable MACOM index, or FH Pam 25-31. Be sure to check the rescission section of DA Pam 25-30 for any referenced publications that may have been rescinded without a replacement. The list of references should tell where required publications are cited (see appendix A as an example).

(4) Prepare DD Forms 67 (Form Processing Action Request) for any new or revised forms prescribed by the publication and submit them to ATZS-IMO-IP. Prepare completed samples of the following forms for the publication:

(a) Fort Huachuca forms prescribed by the publication that are not self-explanatory. Draft forms may be included in publications when staffing them for coordination. When forms are

available electronically, they will not be included in the published publication. The appropriate web site will be listed.

(b) Any DA or Department of Defense (DD) forms which are not self-explanatory and not already shown as samples in the references. When forms are available electronically, they will not be included in the published publication. The appropriate web site will be listed.

(5) Obtain a requirement control symbol (RCS) for any reports not exempted by AR 335-15 by submitting a DA Form 335-R (Application for Approval of Management Information Requirement) to the Management Information Control Officer (ATZS-IMO-IP).

(6) Appendixes must not contain directive material. Appendixes may begin directly after the main body of the publication (as in this memorandum).

d. Coordinating publications.

(1) All new or substantially revised administrative publications must be staffed with all USAIC&FH staff sections. Publications pertaining to all organizations on Fort Huachuca (see paragraph 7b) will be staffed with all organizations.

(2) Coordination is for allowing comments, not concurrence with the publication. Publications should be reviewed for content during staffing. Directorates/staff offices should make comments within their functional area.

(3) Coordination will be accomplished by sending a copy of the draft publication to each directorate and staff element and to tenants if applicable. A sample coordination memorandum for staffing a publication with all USAIC&FH staff elements and partner organizations is at Appendix D.

(4) Staff offices and directorates should be notified in writing if their recommended changes were not implemented.

e. Approval of publications.

(1) After coordination is completed and differences are resolved, the proponent forwards new publications or those with significant policy changes to the Chief of Staff, USAIC&FH for approval. Prepare a decision action requesting approval of the publication. Include the following statements: "Approval is requested of the concept and contents of the draft. The publication will be edited prior to publication."

(2) New or revised supplements will be forwarded through the functional proponent at Headquarters (HQ), TRADOC to HQDA for approval if further supplementation is allowed.

f. Submitting publications for editing and publishing.

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(1) The proposed publication should be submitted to ATZS-IMO-IP with the following:

(a) The draft publication in the proper format, including the distribution list at the end of the document. Requests for “A” distribution (versus the standard “B”) must be justified on a memorandum. Lists for distribution outside of the standard formulas in FH Reg 25-51 are prepared by the proponent. Proponents receive 25 copies of their “For Official Use Only” (FOUO) publication when it is printed. Requirements for more than 25 copies are funded by the proponent. Publications not FOUO will be available by electronic means as they are updated. Requirements for more than 25 copies are funded by the proponent.

(b) Memorandum indicating the Chief of Staff’s approval (new publications or those with significant policy changes).

(c) Copies of responses to coordination and resolution of differences.

(d) A floppy disk. The disk will be returned when the proponent asks to have it back.

(e) For supplements, the approval memorandum or endorsement from HQ, TRADOC and HQDA.

(2) The DOIM will acknowledge the receipt of the publication. Publications received without the requirements above will be returned without action.

g. Editing services.

(1) Publications are edited in the order they are received.

(2) The Information Support Services Branch edits publications to ensure they are—

(a) Easily understood.

(b) Properly formatted.

(c) Grammatically correct.

(d) Correctly punctuated. Grammar-checking software is used to expedite the editing process. The content is the responsibility of the proponent.

(3) The DOIM returns publications to the proponent for final review including a suspense date.

(a) The proponent indicates any further action necessary and returns the publication to ATZS-IMO-IP.

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(b) The editor and the action officer resolve major corrections or differences before publication.

(4) The DOIM authenticates the publication and prepares the DAPS SWA Form 5604 (Printing/Reprographics Request) for printing.

h. Distribution of publications. The mailroom distributes publications IAW FH Reg 25-51.

i. Additional copies of publications. Users may obtain additional copies of Fort Huachuca FOUO publications by submitting a completed and signed DAPS SWA Form 5604 to ATZS-IMO-IP.

j. Annual review.

(1) Fort Huachuca Form 25-5-R-E (Publications Review Record) will be sent to the proponent of each publication during the anniversary month of the publication with a 2-month suspense date.

(2) The proponent reviews the publication to determine if it is still valid, annotates the status on the form, and returns it to ATZS-IMO-IP.

(3) Since FH Form 25-5-R-E is an electronic form, it is available for downloading at <http://huachuca-www.army.mil>.

k. Reprints of publications. Prior to reprinting publications, FH Form 25-5-R-E will be sent to the proponent to ensure the publication is not being revised. If the publication is not being revised, the publication will be reprinted.

l. Post publication changes.

(1) Users may send recommended changes to proponents after publication.

(a) DA Form 2028 (Recommended Changes to Publications and Blank Forms) or correspondence can be used to recommend changes after publication. The form has been approved for electronic generation.

(b) Paragraph 2-58, AR 25-30 requires proponents to acknowledge receipt of and indicate action taken on each DA Form 2028 they receive.

(2) Proponents of publications should staff all official changes which modify responsibilities, procedures, and policies with the affected staff sections or organizations. Contact the Information Support Services Branch if there are any questions on which activities the change should be staffed with.

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(3) Official changes will be published for changes which do not require a complete revision of the publication and need to be published quickly. These changes are usually 1-2 pages of write-in changes. Appendix F is a sample change to an existing publication.

m. Supplements to superseded ARs will be immediately rescinded by the DOIM upon publication of a new AR. A FH Form 25-5-R-E will be sent to the proponent to annotate whether they plan to revise the supplement to align with the new AR. The supplement must be approved according to the supplementation statement in the AR.

n. FH Pam 25-31 lists current administrative publications and those that have been recently superseded or rescinded. It is published annually.

8. Periodicals and nonrecurring publications.

a. Periodicals and nonrecurring publications are reported and approved annually. See paragraph 6 for definitions of the media.

(1) When preparing new periodicals and nonrecurring publications, proponents must keep track of the time spent on the publication by their personnel as well as other offices, such as Graphic Arts. This information is necessary for completing the required forms. The forms used are DD Form 2291 (Cost Data and Specifications of DoD Pamphlets and Request for Approval (RCS DD-PA(A)1623)) for nonrecurring publications or DD Form 1909 (Annual Report of DoD Periodical and Request for Approval (RCS DD-PA(A)1285)) for periodicals.

(2) The Information Support Services Branch can assist proponents in determining costs for completion of the forms.

(3) The DOIM reviews any new or revised publications and forwards them to the TRADOC Deputy Chief of Staff for Information Management (DCSIM). The DOIM notifies the proponents of the results.

b. The Information Support Services Branch consolidates the input from the USAIC&FH for the Periodicals and Nonrecurring Publications Annual Report (RCS DD-PA(A)1285 and RCS DD-PA(A)1623).

(1) When the request for input for the annual report is received from TRADOC, the DOIM will in turn request input from the proponent office. A suspense will be set that is sufficient to allow consolidation of the input and coordination and signature of the forwarding memorandum to the TRADOC DCSIM.

(2) The proponent prepares the DD Forms 2291 or DD Forms 1909, as applicable. The DOIM reviews them for completeness.

(3) The proponent submits three copies of the forms and publications to be sent with the forwarding memorandum to TRADOC.

(4) When the results of the board's review are received, the DOIM notifies each proponent of the results.

c. The Information Support Services Branch will assist staff sections with the format and content of these publications upon request.

9. Functional bulletins.

a. USAIC&FH directors and chiefs may publish functional or service bulletins pertaining to a specific functional area IAW AR 25-30, paragraph 9-18.

b. Functional bulletins are official USAIC&FH publications regardless of the intended audience or how "informal" they may seem. They are authorized by AR 25-30 to contain official advisory, informative, or directive information relating to one specific functional area.

c. The establishment of a new functional bulletin must be approved by the Chief of Staff, USAIC&FH. The request should be a decision action sent through the Information Support Services Branch (ATZS-IMO-IP) to the Chief of Staff. The authority for the director or chief to authenticate the bulletin should be requested. Include the number of times it will be published a year, the average number of pages, and the distribution code that will be used. Send a copy of the approval to the Information Support Services Branch.

d. The requirements for the content of functional bulletins are in AR 25-30, paragraph 9-18, and the TRADOC Supplement thereto.

e. Bulletins should be distributed by electronic mail whenever possible. Users may read or print out items on electronic bulletin boards but cannot alter them. Submit a request to establish an electronic bulletin board to the DOIM, ATTN: ATZS-IM.

f. The distribution formula should be listed after the authentication as "A," "B," "E", "U", or "T." Distribution codes for publications have been revised and consolidated in an effort to keep distribution to the minimum level required to conserve resources.

g. Forward all DAPS SWA Forms 5604 for the printing of functional bulletins through ATZS-IMO-IP (put this office symbol in the "THRU" block of the form) to DAPS-RF. The Information Support Services Branch will review the bulletins for compliance with AR 25-30. Send one copy of each issue to ATZS-IMO-IP when printing is completed.

10. Posters.

a. The requestor completes the DAPS SWA 5604 (see FH Reg 25-30).

b. The Information Support Services Branch notifies the proponent of any glaring editorial errors.

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c. When copyrighted material is used, the proponent must provide the Information Support Services Branch a copy of the written consent of the copyright owner or authorized agent (AR 25-30, paragraph 2-43).

d. A FH poster number will be assigned from the series numbers for administrative publications (AR 25-30, table 2-4).

e. The poster will be given an expiration date.

(1) Temporary posters (such as those for a specific event) expire within 1 week after the end of the event.

(2) “One-time” or “permanent” posters normally expire 1 year from the current date. However, if a poster is expected to remain useful and current for a period longer than 1 year, the Information Support Services Branch should be informed. A poster may be assigned an expiration date of (for example) 2 years later, to avoid the costs of reprinting the poster every year.

f. Posters will be distributed by the Mail and Distribution Center according to the same formulas used for publications (see subparagraph 8h). The proponent handles special distribution. The distribution may be identified on the lower left-hand corner of the poster, or it may be included in the “Remarks” block of the DAPS SWA Form 5604.

g. Send one copy of each printed poster to the Information Support Services Branch for the record set.

h. Posters will be stocked by the proponent.

**Appendix A
References**

**Section I
Required Publications**

AR 25-30
The Army Integrated Publishing and Printing Program

AR 215-1
The Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

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

DA Pam 25-40
Administrative Publications: Action Officers Guide

DA Pam 608-47
A Guide to Establishing Family Support Groups

FH Pam 25-31
Index of Administrative Publications

FH Pam 25-32
Publications Style Manual

FH Reg 25-51
Distribution Formulas

**Section II
Prescribed Forms**

FH Form 25-5-R-E
Publications Review Record

**Section III
Referenced Forms**

DA Form 17
Requisition for Publications and Blank Forms

DA Form 335-R
Application for Approval of Management Information Requirements

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DA Form 2028

Recommended Changes to Publications and Blank Forms

DD Form 67

Form Processing Request

DD Form 1909

Annual Report of DOD Periodical and Request for Approval

DD Form 2291

Cost Data and Specifications of DOD Pamphlets and Request for Approval

DAPS SWA Form 5604

Printing/Reprographics Request

Appendix B
Sample Interim Policy

(USE LETTERHEAD IF APPLICABLE OUTSIDE USAIC&FH)

ATZS-CG (25)

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interim Policy on Distribution Formulas

1. This memorandum establishes interim policy and procedures for distribution formulas pending revision of a Fort Huachuca publication. Please use this guidance in lieu of FH Regulation 25-51, Distribution Formulas, until such time as the revised regulation is published.
2. When preparing lengthy interim policies, use a cover memorandum with the policy and procedures included as an enclosure. However, the draft copy of a publication may not be used as the enclosure. The enclosure cannot be in publication format.
3. The point of contact is Ms. Smith, extension X-XXXX.

JOHN D. THOMAS, JR.
Major General, USA
Commanding

DISTRIBUTION:

(Use the current Master Distribution List located on the Fort Huachuca Homepage under Publications and Forms at <http://huachuca-www.army.mil>.)

Appendix C
Sample Format for Supplements

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

***FH Supl 1 to AR XX-XX**

XX June 2001

Series
TITLE

Summary. (If this is a new supplement, state this and give a brief summary. If it is a revised supplement, give a brief summary of what was changed.)

Applicability. This supplement 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. Further supplementation is prohibited without prior approval from the proponent.

Suggested improvements. The proponent of this supplement 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>.

AR XX-XX, dated 15 May 1995, is supplemented as follows:

Paragraph 1-4e, Responsibilities.

1-4e(7). Add the following: The DOIM will maintain the record copy.

1-4(8). (Added) The Information Support Services Branch will prepare the annual report from information collected from all U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) directorates and staff elements.

*This supplement supersedes FH Supplement 1, date to AR XX-XX. (*If applicable.*)

Paragraph 7, Reporting procedures.

7j. (Added). USAIC&FH directorates and staff offices will provide the required information on FH Form 25-12 (Quarterly Report). Send the completed form to ATZS-IMC-S.

Page 17, Glossary. Add the following to Section I, Abbreviations:

FH

Fort Huachuca

USAIC&FH

U.S. Army Intelligence Center and Fort Huachuca

(ATZS-XX)

OFFICIAL:
JOHN D. THOMAS, JR.
Major General, USA
Commanding

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

DISTRIBUTION:
E

**Appendix D
Sample Staffing Memorandum**

(USE LETTERHEAD IF STAFFING OUTSIDE USAIC&FH)

S: 1 July 2001

ATZS-XXX-X (MARKS NUMBER)

1 June 2001

MEMORANDUM FOR SEE DISTRIBUTION
SUBJECT: FH Reg 25-100, Reference Library Procedures

1. Enclosed is the draft FH Reg 25-100, Reference Library Procedures. The regulation outlines the procedures for using the U.S. Army Intelligence Center and Fort Huachuca Reference library and provides information on available materials. This draft is for comment only and will not be used as an official document.
2. Request your comments/recommendations by 1 July 2001. Replies may be sent by electronic mail (E-Mail) to smithx@hua.army.mil. Negative replies are required and may be provided telephonically or by E-Mail.
3. Since the draft will be edited prior to publishing, comments to correct misspelled words, grammatical or other minor errors in format, or differences of opinion in wording are not necessary.
4. The point of contact is Ms. Smith, extension 3-XXXX.

Encl
as

XXXXXX X. XXXXXX
Director of XXXXXX
XXXXXXXXXXXX

DISTRIBUTION:

(Use the current Master Distribution List located on the Fort Huachuca Homepage under Publications and Forms at <http://huachuca.army.mil>.)

Appendix E
Sample FH Form 25-5-R-E

PUBLICATIONS REVIEW RECORD (FH Memo 25-30)	
SECTION 1: REQUEST FOR REVIEW OF PUBLICATION	
DATE OF REQUEST:	SUSPENSE DATE (SEE NOTE 1):
TO:	FROM: Directorate of Information Management, ATTN: ATZS-IMO-IP (extension 3-2931)
PUBLICATION NUMBER:	DATE:
TITLE:	
<input type="checkbox"/> ANNUAL REVIEW; PLEASE COMPLETE SECTION II.	REGULATION HAS BEEN REVISED; THEREFORE, YOUR SUPPLEMENT IS NO LONGER VALID. PLEASE INDICATE IN SECTION II WHETHER OR NOT YOU'LL BE UPDATING THE SUPPLEMENT.
<input type="checkbox"/> FOLLOW-UP ON ANNUAL REVIEW. SEE ATTACHED. PLEASE PROVIDE STATUS IN SECTION II.	A REQUEST FOR REPRINT FOR STOCK HAS BEEN RECEIVED. IS THE PUBLICATION BEING REVISED? IF SO, PLEASE COMPLETE SECTION II.
<input type="checkbox"/> PUBLICATION IS OBSOLETE AND WILL BE RESCINDED IN THE NEXT RECISSION CIRCULAR.	
OTHER _____ _____ _____	
NAME AND TITLE:	SIGNATURE AND DATE:
SECTION II: STATUS OF PUBLICATION (CHECK ONE)	
<input type="checkbox"/> CONTINUING REQUIREMENT; NO REVISION NECESSARY.	OTHER (EXPLAIN IN REMARKS).
<input type="checkbox"/> OBSOLETE: RESCIND (SEE NOTE 3).	SUPPLEMENTATION UNNECESSARY; RESCIND (SEE NOTE 3).
<input type="checkbox"/> UNDER REVISION. WILL FORWARD DRAFT BY (DATE) _____	NEW SUPPLEMENT WILL BE SUBMITTED BY (DATE) _____
REMARKS:	
ACTION OFFICER: _____	EXTENSION: _____
OFFICE SYMBOL: _____	SIGNATURE AND DATE: _____
UPON COMPLETION, RETURN TO ATZS-IMC-SP	
NOTE 1: THE SUSPENSE DATE IS FOR A RESPONSE ON THE STATUS OF THE PUBLICATION. THE REVISION IS NOT DUE BY THIS DATE. NOTE 2: CHECK THE SUPPLEMENTATION STATEMENT OF THE NEW REGULATION. NOTE 3: WHEN APPLICABLE, LIST IN REMARKS ANY FORM OR REPORT TO BE RESCINDED WITH THE PUBLICATION.	

FH FORM 25-5-R-E
15 JUL 01

REPLACES FH FORM 1215, 14 OCT 94
PREVIOUS EDITIONS MAY BE USED UNTIL SUPPLIE IS EXHAUSTED

**Appendix F
Sample Change to Existing Publication**

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

**FH Regulation 25-10
Change 1**

XX June 2001

**Information Management
INFORMATION SERVICES**

Summary. This change includes write-in changes and provides a revised form.

1. FH Regulation 25-10, 29 May 1992, is changed as follows:

a. Page 4, paragraph 6, Telephone services. Paragraph 6b(3) is superseded as follows:

(3) Official telephone directories are published by the Information Support Services Branch, Information Support Division, DOIM.

b. Page 8, paragraph 7, Printing services.

(1) In paragraph 7b(1), change “in item 15, DD Form 843” to “on DAPS SWA Form 5604 (Printing/Reprographics Request).”

(2) In paragraph 7c(2), change “DD Forms 843” to “DAPS SWA Forms 5604.”

c. Page 10, paragraph 8, Publications. Paragraph 8b(4) is added as follows:

(4) Submit items for publication in the Weekly Bulletin by close of business on Thursdays to be included in the bulletin published on the following Wednesday. Items must be official. Requests must be typed, signed, and have a point of contact and telephone number. Narrative items must be no more than 15 typed lines. Items will run 2 consecutive weeks.

d. Page A-2, appendix A, References. Cross out “DD Form 843, Requisition for Printing and Binding Services” and insert the following:

**DAPS SWA Form 5604
Printing/Reprographics Request**

C1, FH Reg 25-10

2. Remove old pages and insert new pages as follows:

Remove pages:

13 and 14

FH Form 1500-R

Insert pages:

13 and 14

FH Form 1500-R (Rev)

3. Post these changes in accordance with DA Pam 25-40 and file this change in front of the publication.

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FH Memo 25-30

Glossary Abbreviations

AR

Army regulation

DA

Department of the Army

DD

Department of Defense

DCSIM

Deputy Chief of Staff for Information Management

E-Mail

Electronic mail

FH

Fort Huachuca

FSN

Family support group newsletter

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