

**Department of the Army  
Pamphlet 25–33**

**Military Publications**

# **User's Guide for Army Publications and Forms**

**Headquarters  
Department of the Army  
Washington, DC  
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# ***SUMMARY of CHANGE***

DA PAM 25-33

User's Guide for Army Publications and Forms

This revision consolidates DA PAM 25-32, 14 August 1987; DA PAM 25-33, 1 June 1988; DA PAM 310-10, 1 October 1982; and revises DA Form 12-R, DA Form 12-99-R, and DA Form 4569-1-R. It also provides updated information about the Standard Army Publications System.

Specifically, this pamphlet--

- o Contains instructions for determining initial distribution quantities for publications (para 3-2).
- o Establishes the use of on-line initial distribution (ID) subscriptions changes (para 3-3).
- o Provides information and instructions for the new automated ordering system (DA Form 4569) (para 3-11).
- o Establishes the initial distribution number (IDN) in lieu of the DA Form 12-series form and block numbers (para 4- 1).
- o Establishes the use of memorandums for resupply ordering of controlled publications in lieu of DA Form 4569-R (para 6-9).

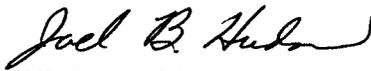
Military Publications

User's Guide for Army Publications and Forms

By Order of the Secretary of the Army:

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General, United States Army  
Chief of Staff

Official:



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*b. History.* This is a complete revision of the 1988 edition of this pamphlet.

**Summary.** This pamphlet has been extensively rewritten to include new ordering methods and systems, to explain changes to the Standard Army Publications System, and

to provide the user with a guide that is easier to read and comprehend than the publications it replaces.

**Applicability.** This pamphlet applies to the Active Army, the Army National Guard, and the U.S. Army Reserve customers who order and use Army published materials, and need an understanding of the Standard Army Publications System and the support it provides. It is also applicable to our Foreign Military Sales customers, to other military/DOD services and agencies, DOD contractors, and any other organizations authorized to receive Army published material. This pamphlet applies during partial and full mobilization.

**Proponent and exception authority.** The proponent of this pamphlet is the Office of the Director of Information Systems for Command, Control, Communications, and Computers. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. Proponents may delegate the approval

authority, in writing, to a division chief under their supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Publications and Printing Command, ATTN: ASQZ-LM, 2461 Eisenhower Avenue, Alexandria, VA 22331-0302.

**Distribution.** Distribution of this publication is made in accordance with Initial Distribution Number (IDN) 040017, intended for command level A for Active Army, Army National Guard, and U.S. Army Reserve.

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\*This pamphlet supersedes DA PAM 25-32, 14 August 1987; DA PAM 25-33, 1 June 1988; and DA PAM 310-10, 1 October 1982.

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## Chapter 1 Introduction

### Section I General

#### 1-1. Purpose

This pamphlet will help you order and manage the requirements for publications and blank forms stocked and issued by the Department of the Army (DA). Stockroom managers will also find guidance on maintaining stock levels for DA forms at their organizations. This pamphlet also explains in detail how to—

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

#### 1-2. References

Required and related publications are listed in appendix A. Prescribed and referenced forms are also listed in appendix A.

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

Abbreviations and special terms used in this pamphlet are referenced in the glossary.

### Section II The Standard Army Publications System (STARPUBS)

#### 1-4. General description

STARPUBS and its subsystems provide for the printing, storage, issue, distribution, and disposal of Department of the Army publications and blank forms Army-wide. STARPUBS also generates management data that assists the U.S. Army Publications and Printing Command (USAPPC) in the execution of the Army Integrated Publishing and Printing Program (AIPPP).

#### 1-5. Major management roles

- a. USAPPC—
  - (1) Develops and recommends printing, publishing, and distribution policies.
  - (2) Determines the distribution requirements for publications and blank forms.
  - (3) Directs the operation of the U.S. Army Publications Distribution Center (USAPDC).
- b. The USAPDC stocks and distributes classified and unclassified departmental administrative, training and doctrinal, technical and supply publications, and all blank forms, including sensitive and accountable blank forms.
- c. Continental United States (CONUS) installation publications stockrooms and outside continental United States (OCONUS) publications distribution centers (PDCs) —
  - (1) Serve as an extension of the USAPDC to provide departmental blank forms storage and distribution support to units located at, or supported by, the installation or OCONUS PDC.
  - (2) Redistribute excess or misrouted departmental publications but will not order or maintain stock of these items.
  - (3) Stock and issue command, agency, installation, and local publications and blank forms, as appropriate.
- d. Deputy chiefs of staff for information management (DCSIMs), directors of information management (DOIMs), and information management officers (IMOs)—
  - (1) Manage command/installation publications.
  - (2) Enforce departmental policies, regulations and instructions governing publications and printing.
  - (3) Appoint functional managers to exercise publication and

forms management responsibilities, such as the publication stockroom manager (PSM), publication control officer (PCO), and forms management officer (FMO).

- e. National Technical Information Service (NTIS)—
  - (1) Processes requests from the general public for DA publications.
  - (2) Sells DA publications to general contractors and the general public.
- f. U.S. Army Security Assistance Command (USASAC), is the single point of contact for Army publications and blank forms support to the Foreign Military Sales (FMS) Program. (See chapter 8.)

## Chapter 2 Publications Accounts

### 2-1. Who is authorized a publications account?

- a. Active Army table of organization and equipment (TOE) units that are battalion size with a personnel administrative center (PAC).
- b. Active Army TOE units that are detachment size and larger, and not organized under a (PAC).
- c. Army TDA activities may have accounts established at the commander, director, or chief level.
- d. Army schools may establish separate accounts for the reference library, the staff, and student texts.
- e. Army Civilian Personnel Offices.
- f. U.S. Army Reserve (USAR) activities that are company size or larger, and staff sections at division level.
- g. The Army National Guard (ARNG) units that are company size or larger, designated by the State adjutant general (see para 2-7).
- h. Reserve Officers' Training Corps (ROTC), including Senior and Junior ROTC units (see para 2-8).
- i. Recruiting activities.
- j. Test control activities (see para 2-5).
- k. Other U.S. military services and Department of Defense (DOD) agencies and activities, in accordance with AR 25-36, (see para 2-6).
- l. Contractors and businesses providing services under DOD contract that require Army publications support (see para 2-9).
- m. The National Technical Information Service.
- n. Foreign Military Sales (FMS) customers (see chapter 8).

### 2-2. Establishing your publications account

- a. To receive publications and or blank forms from the USAPPC, you must have a valid publications account. If you are opening a new account, prepare DA Form 12-R (Request for Establishment of a Publications Account) according to instructions below. DA Form 12-R will be locally reproduced on 8 1/2-inch by 11-inch paper. A copy for reproduction is located at the back of this pamphlet. Additionally, DA Form 12-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 12-R-E and the date will be the same as the date of the current edition of the printed form.
- b. The account identification information you provide on the DA Form 12-R must be as accurate as possible. Your account information is used for the distribution of publications specifically intended for your organization, in addition to your initial distribution requirements, and enhances the publications support you receive from USAPPC.
- c. Instructions for completing DA Form 12-R are as follows:
  - (1) Block 1 (Account Number). Leave this block blank if this is your initial request to establish a publications account. If you are updating account information, you must enter your account number in this block.
  - (2) Block 2 (Date). Enter the date you are preparing the form.
  - (3) Block 3 (Type of Submission). If you are submitting the form for the first time, mark box "a" (Initial). If you are updating an

existing account, mark box "b" (Change). If you want to close your account, mark box "c" (Close) and include the date of closure in Section III, block 12b, "Effective Date."

(4) Block 4 (From). Enter your complete mailing address in this block. The address must conform to the following:

- (a) Address must not exceed four lines.
  - (b) Each line must not exceed 24 characters, including spaces.
  - (c) Authorized abbreviations should be used wherever possible.
  - (d) The attention line, if used, will contain an office name such as Director of Logistics or Resource Management Office. Try to avoid the use of office symbols since they change often. Do not use names of individuals.
  - (e) Enter the complete street address, including building and room numbers, if applicable. Do not use post office box numbers.
  - (f) Enter your nine-digit ZIP code.
- (5) Block 5 (Thru). Activities must adhere to the routing and approval requirements contained in paragraphs 2-6 through 2-9 below and your local procedures. Your DA Form 12-R will normally be routed through the installation PCO or the PSM, as determined by the installation DOIM.

(6) Block 6 (To).

(a) If you are an Active Army, Army Reserve, or Army National Guard customer, enter U.S. Army Publications Distribution Center, ATTN: New Account Processing, 1655 Woodson Rd., St. Louis, MO 63114-6181.

(b) All other users, enter U.S. Army Publications and Printing Command, ATTN: ASQZ-LM, 2461 Eisenhower Avenue, Alexandria, VA 22331-0302.

(7) Block 7a (Type of Publications Service). Check the appropriate block(s) to indicate the type of service you need.

(a) If you want authorization to receive blank forms, and do not meet the criteria in para 2-4 below, include a short justification in block 7b explaining why you cannot receive forms from a supporting installation stockroom.

(b) If you want to establish an account to receive test control material, a separate DA Form 12-R must be completed and submitted in accordance with paragraph 2-5 below.

(8) Block 8 (Unit Description Data).

(a) Block 8a (Component). Check the block that applies to your organization. If you check the contractor box, you must also complete block 8e and or block 8f.

(b) Block 8b. (TOE or TDA Number - Army customers only) If you are an Army customer, enter your TOE or TDA number in this block. This information may be found on your TOE or TDA document or you can obtain it by contacting your supply or personnel office.

(c) Block 8c (Unit Identification Code (UIC)). If you are an Army customer, enter your UIC here. You can find your UIC in the header of the TOE or TDA document that applies to your organization. If your TOE or TDA document is not available, you can obtain this information from your supply or personnel office.

(d) Block 8d (Military Assistance Program Address Code (MAPAC)). If you are a FMS customer, contact your case manager to obtain your MAPAC and enter it here.

(e) Block 8e (Commercial and Government Entity Code (CAGE)). Contractors performing work for the Army will enter their CAGE code here. You must either have a CAGE code or a specific contract number to cite in block 8f to be authorized a publications accounts. If you do not know your CAGE number, contact your Contracting Officer or Contracting Officer Representative. See paragraph 2-9.

(f) Block 8f (Contract number). If you are performing work for the Army under a specific contract, enter the contract number here. If you do not know your contract number you should contact your Contracting Officer or Contracting Officer Representative. See paragraph 2-9.

(g) Block 8g (DOD Activity Address Code (DODAAC)). If you are a non-Army customer, enter your DOD Activity Address Code (DODAAC). Navy users often refer to the DODAAC as a UIC (not

to be confused with the Army UIC). If you do not know your DODAAC, contact your supply or personnel office.

(9) Block 9a, b, c (Publication Officer). The person responsible for the maintenance of this account will complete these blocks.

(10) Block 10 (Classification level). Indicate the classification level required for your account. If you are requesting classified service, blocks 11a, b, and c must be completed. If you do not require a classified account, skip the instructions for Block 11 below. (Note: Some Army published matter is marked "For Official Use Only." This material is authorized for release to unclassified accounts and higher classification of your account is not required.)

(11) Block 11 (Security statement). Your security officer responsible for safeguarding classified material will complete blocks 11a, b, and c. By completing these blocks, you are indicating compliance with the security statement shown.

(12) Block 12a and b (Old and New address). Complete and submit this section at least 30 days prior to the effective date of the change. If you can't meet the 30 day deadline, you may fax or phone the information to USAPPC at (703) 325-6260 or DSN 221-6260. Mail that is addressed to your account that has been returned as undeliverable will cause a suspension of service until updated information is received. If you are submitting this form to change an address only, complete blocks 1, 3 and 9. Enter the old address in block 12a and the new address, with a nine-digit ZIP code, in block 12b. Enter the effective date of the change in the bottom of block 12b.

(13) Block 13a, b, and c. Your unit commander, or an installation, agency, or command-level officer will complete these blocks.

(14) Block 14a, b, and c. Your PCO, PSM or DOIM-designate will complete these blocks after review and approval. The installation PCO, PSM, or DOIM-designate will forward the approved forms to: U.S. Army Publications Distribution Center, ATTN: New Account Processing, 1655 Woodson Rd., St. Louis, MO 63114-6181.

d. You must maintain a publications management file containing a copy of all completed forms that are submitted. When you receive your approved or revised DA Form 12-R, replace the outdated DA Form 12-R in your publications management file with the revised and approved form.

e. Upon receipt of your DA Form 12-R, USAPPC will send you materials and instructions to get you started establishing your initial distribution requirements and/or submitting resupply requests. Follow the directions carefully.

(1) Once you have determined your publications subscriptions and/or resupply requests, you may forward them to USAPPC after following any additional procedures that may affect you. For example, your PCO may have established procedures to review and forward approved actions to USAPPC for processing. With the ability to change requirements and order electronically, you may need to ask your PCO for approval to submit your subscription changes and orders directly to USAPPC without additional approval procedures.

(2) USAR units under the jurisdiction of the U.S. Army Reserve Command (USAR) will send completed forms to the appropriate Major U.S. Army Reserve Command (MUSARC), ATTN: PCO, for review and approval.

### **2-3. Upgrading your account for classified service**

a. If you have an established account, it is not necessary to request a separate account number to obtain classified service. You must, however, submit a DA Form 12-R requesting that we upgrade your account classification level.

b. A classification upgrade will also require the completion of Section II of DA Form 12-R if you have not previously done so.

### **2-4. Authorization to receive blank forms**

a. Normally, only the following activities are allowed to order blank forms from the publications distribution center:

- (1) Installation publications stockrooms.
- (2) Overseas publications centers.
- (3) Medical department activities.

- (4) Active Army service schools.
- (5) ARNG State adjutants general.

*b.* Exceptions:

(1) Schools will be allowed a blank forms account, provided that they cannot be supported by a local stockroom.

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

*c.* Some blank forms are sensitive and accountable and may be susceptible to misuse for fraudulent purposes (example: ID cards). These types of forms are footnoted in DA PAM 25-30. If you require these types of forms, they must be safeguarded and your account must be authorized to receive classified materials in addition to your authorization to receive blank forms. If you are not authorized classified materials, you must upgrade your account classification level, as described in paragraph 2-3 above.

*d.* If you have an established publications account, it is not necessary to request a separate account to obtain blank forms service. You must, however, submit a DA Form 12-R requesting that we upgrade your account so that blank forms service will be established for your account.

*e.* Send the DA Form 12-R to your installation PCO who will complete it and forward it to the Commander, U.S. Army Publications and Printing Command, ATTN: ASQZ-LM, 2461 Eisenhower Avenue, Alexandria, VA 22331-0302.

## **2-5. Test material**

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

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

*c.* To establish a test material account, you must submit a completed DA Form 12-R routed through the Commander, U.S. Total Army Personnel Command, ATTN: TAPC-PDE (TCO Program Manager), 2461 Eisenhower Avenue, Alexandria, VA 22331-0472. This address must appear in block 5 of your DA Form 12-R. Your DA Form 12-R submission must also include:

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

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

*d.* The TCO Program Manager will forward the approved DA Form 12-R to the USAPDC for the establishment or change to a TCO account.

## **2-6. Interservice accounts for DA publications**

*a.* Interservices include the Departments of the Air Force, the Navy, the U.S. Marine Corps, the Defense Logistics Agency (DLA) and other DOD agencies. (See AR 25-36.)

*b.* If you need to establish an account for a Department of the Air Force installation or unit, coordinate your request with the Department of the Air Force, OC-ALC /TISUB, 7851 2nd St., Suite 201, Tinker AFB, OK 73145-9147.

*c.* If you need to establish an account for a Department of the Navy installation or unit, coordinate your request with the Aviation Supply Office, Naval Publications and Forms Directorate, (Code) 1013, 700 Robbins Ave., Philadelphia, PA 19111-5098.

*d.* If you need to establish an account for a U.S. Marine Corps unit, coordinate your request with the Commandant of the Marine Corps, (Code) AREB, Washington, DC 20380-0001.

*e.* If you need to establish an account for a Defense Logistics Agency (DLA) activity, coordinate your request with HQ DLA, DASC-WDM, 8725 John J. Kingman Rd. Room 1560, Ft. Belvoir, VA 22060-6220.

*f.* If you need to establish an account for any other DOD agency, coordinate your request with the U.S. Army Publications and Printing Command, ATTN: ASQZ-LM, 2461 Eisenhower Avenue, Alexandria, VA 22331-0302.

## **2-7. National Guard accounts**

*a.* If you need to establish an account for a Army National Guard activity, you must submit your DA Form 12-R through your State

adjutant general, and then through the National Guard Bureau, Room 2C357-Pentagon, Washington, DC 20310-2500 for approval.

*b.* After approval, forward your request to the U.S. Army Publications Distribution Center, ATTN: New Account Processing, 1655 Woodson Rd., St. Louis, MO 63114-6181.

## **2-8. Reserve Officers' Training Corps (ROTC) accounts**

If you need to establish an account for a ROTC unit, submit your DA Form 12-R through your supporting installation, region headquarters, and U.S. Army Training and Doctrine Command (TRADOC) PCOs, to the U.S. Army Publications Distribution Center, ATTN: New Account Processing, 1655 Woodson Rd., St. Louis, MO 63114-6181.

## **2-9. Publications accounts for contracting officers**

*a.* The Army or other DOD service contracting officers are responsible for obtaining publications needed to support Department of the Army contracts. (Publications to support other services' contracts must be obtained using interservicing procedures). (See para 2-6.)

(1) If you are a contractor and need to establish an account, you must prepare a DA Form 4790-R (Certification for Distribution of Publication(s) in Support of Government Contract) and a DA Form 12-R. Submit these forms to your contracting officer.

(2) The contracting officer will prepare the appropriate certifications with the contract number and date of expiration.

*b.* The contracting officer will forward the approved forms and certifications through the major Army command (MACOM) PCO to Commander, US Army Publications and Printing Command, ATTN: ASQZ-LM, 2461 Eisenhower Avenue, Alexandria, VA 22331-0302. For additional information on requirements for contracting officers, refer to AR 25-30, paragraph 12-21.

## **2-10. Closing accounts**

If you must close your publications account (such as for deactivation), enter the account number on DA Form 12-R and in Block 3 (Type of Submission), check "c" (Close). Submit the form to the U.S. Army Publications Distribution Center, 1655 Woodson Rd., St. Louis, MO 63114-6181, at least 90 days prior to the effective date of closure. If you are a contractor, notify the contracting officer at least 90 days prior to the contract's expiration date when closing an account. For disposition of excess publications or forms, follow the guidelines in paragraph 5-12.

# **Chapter 3 Distribution and Ordering Systems**

## **Section I The Initial Distribution System (ID)**

### **3-1. How the ID system works**

*a.* The ID system works somewhat like a magazine subscription. When you subscribe to a magazine, new issues are automatically sent to you as they are published. Similarly, when you subscribe to Army publications through the ID system, your subscriptions ensure that you will receive new publications, revisions to existing publications, or separately published changes to existing publications, when they are published. (A note about terminology: "ID subscriptions" and "ID requirements" are used interchangeably in this pamphlet.)

*b.* The ID system is the most effective method for receiving publications because it guarantees you will get the item when it is published, in sufficient quantities. Since residual stockage of items at the USAPDC cannot always be guaranteed, publications you need to order through resupply may not always be available to compensate for inadequate ID requirements.

*c.* It's important to remember that the ID system is used to distribute newly published items only. If a publication already exists, you must order it through the resupply/replacement copy system described later in this chapter. If you need an existing

publication AND you want to receive future revisions or changes for that publication, you must order the existing publication through the resupply system (and any existing changes, if necessary) and submit an ID subscription for the changes or revisions to the publication through the ID system. Procedures on using these methods follow later in this chapter.

d. To receive effective support from the publications system, you must establish accurate ID requirements and keep your requirements current. Consult with your administrative, training, supply, and equipment maintenance personnel, and all others who rely on publications obtained through your account. Ask someone in each area to review DA Pam 25-30 and identify the publications and quantities that they need to accomplish their functions. At least twice a year you should update your requirements, being sure to delete publications that are no longer needed. After you've collected all your requirements, you will need to consolidate the publications numbers and quantities and prepare a DA Form 12-99-R (Initial Distribution Requirements for Publications) to update your account.

e. Contact your publications control officer (PCO) or appropriate DOIM-designated publications POC (at some installations, the publications stockroom manager is your primary POC) for advice or assistance, and to inquire about automation solutions to help you manage your account. Your PCO or DOIM-designate should be your first contact if you need assistance on publications management matters. If you still need assistance, contact the customer service staff at the Army Publications Distribution Centers or the Logistics Management Division at USAPPC.

f. If you need technical and equipment publications, you should know the maintenance level of support you provide for a given piece of equipment. This helps you to determine the correct publications you need to match your support mission. Further information about technical and equipment publications is provided below:

(1) *Technical and equipment publication numbering.* Technical and equipment publications have a four-part number (for example, TM 55-1520-209-20). The last two digits of the number (-20 in the example) represent the maintenance level supported by the publication. Maintenance levels are shown in table 3-1.

**Table 3-1**  
**Equipment publication maintenance levels**

Number	Description
-10	Operator/crew maintenance
-12	Operator and unit maintenance
-13	Operator through direct support maintenance
-14	Operator through intermediate general support maintenance
-20	Unit maintenance
-23	Unit and intermediate general support maintenance
-24	Unit through intermediate general support maintenance
-30	Intermediate direct support maintenance
-34	Intermediate direct support and intermediate general support maintenance
-40	Intermediate general support maintenance

(2) *Lettering.* Some technical and equipment publications numbers contain a letter suffix at the end of the publication number indicating a special purpose. A "P" is sometimes added to an equipment publication number to indicate the manual is a repair parts and special tools list (RPSTL). A "&P" added to the last number indicates it is a maintenance manual that includes a repair parts and special tools list.

(3) Instead of ending in a two-digit number, some manuals (especially for aircraft) end with letters. The meanings of these letters are shown in table 3-2.

**Table 3-2**  
**Equipment publication lettering**

Letter	Description
-BD	Battle damage repair
-CL	Pilot and crewmember checklist (aircraft)
-HR	Hand receipt
-L	List of applicable publications
-MTF	Maintenance test flight (aircraft)
-OP	Operating procedures (Communications Security Equipment)
-PM	Phased maintenance inspection checklist (aircraft)
-PMD	Preventive maintenance daily inspection checklist (aircraft)
-PMS	Preventive maintenance services (aircraft)
-T	Troubleshooting procedures (aircraft)

g. Initial distribution requirements for administrative publications should include Department of the Army (DA) regulations, pamphlets, circulars, posters, and other miscellaneous publications that are required to support the administrative operations of your organization. Administrative operations would encompass subjects such as statutory and regulatory guidance, personnel, finance, logistics, security, health, morale, safety, public affairs, etc. See chapter 4 about using the index and finding the publications your organization requires.

h. Initial distribution requirements for training and doctrinal (T&D) publications should be selected to match the Army Training and Evaluation Program (ARTEPs) that apply to your organization. Required and recommended T&D publications are listed in the appendices of your ARTEP(s) and should be considered a starting point towards your total requirements.

i. In addition to your organization's collective T&D publications in the ARTEP(s), you'll need to determine requirements for individual training publications, such as the Soldier Developmental Training (SDT) and Military Qualification Standards (MQS) publications. Consult with your trainers and resource libraries to ensure you have identified the proper T&D publications. Consult with your personnel staff for the MOSs and personnel densities needed to determine the correct individual soldier training publications your organization requires.

### 3-2. Determining publications quantities

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

a. *Administrative and miscellaneous publications.* These quantities will vary and are dependent on the missions and functions of the publication user. A reasonable quantity is the absolute minimum number necessary to support the user.

b. *Collective training and doctrinal (T&D).* In most cases, T&D publications will be required by training personnel, libraries, learning resource centers and schools. Most other users should reference

T&D publications at learning resource centers and organization libraries and should not be ordering the publications for their own personal copies.

c. *Individual soldier training publications.* Quantity requirements for these publications should be based on your organization's personnel density for the MOS each publication supports. This information is available from your MTOE.

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

(1) Ground equipment operator-level (-10 to -15) publications quantities: one per piece of equipment, plus one copy for supply sergeant and one copy for the motor pool. If you support the headquarters staff, add one additional copy per line item (not per each piece of equipment) for the S4 and two copies per line item for the Battalion Maintenance Officer (BMO). For example, if you had 10 Bradley Fighting Vehicles, you will require 12 copies of the operator-level publications. If your account supports the Headquarters staff, you should have a requirement for 15 copies.

(2) Ground equipment organizational-level (-20 to -35) publications quantities should be at least two copies per line item (not per each piece of equipment) for the BMO.

(3) Aviation equipment operator-level (-10 to -15) publications quantities will vary based on airframe and organizational support structure. However, you will require at least one copy for each aircraft, and one copy for each aviator, crew member, and maintenance section. You will require several copies of each organizational-level (-20 to -35) publication per line item (not per each aircraft) to meet the needs of your maintenance sections.

### **3-3. Establishing and maintaining your ID requirements using DA Form 12-99-R**

a. Most installations now provide an automated capability to transmit ID requirements and changes via the STARPUBS DDN Interface System (SDIS). You may also make ID changes through USAPPC's World Wide Web (WWW) site. Submitting ID transactions electronically is the preferred and fastest method available in keeping your requirements current. If you do not have this capability, contact your PCO or DOIM for further information, or contact the Information Management Division, USAPPC. Electronic ID transactions are submitted in a format comparable to the DA Form 12-99-R. Complete instructions for entering ID requirements via SDIS and WWW are provided with the SDIS software package and at the WWW site.

b. The DA Form 12-99-R (for Explosive Ordnance Disposal and Nuclear Weapons technical publications, see paragraph 3-4 below) is the form used for manual submission of new ID requirements or changes. DA Form 12-99-R will be locally reproduced on 8 1/2-inch by 11-inch paper. A copy for reproduction is located at the back of this pamphlet. Additionally, DA Form 12-99-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 12-99-R-E and the date will be the same as the date of the current edition of the printed form.

c. Completion instructions for the DA Form 12-99-R and for the electronic DA Form 12-99-R data fields in SDIS are as follows (see Figure 3-1 for an example of a completed DA Form 12-99-R):

(1) Block 1 (Date). Enter the date the form is completed.

(2) Block 2 (Account number). Enter your Army publications account number here.

(3) Block 3 (From). Enter your organization's complete mailing address.

(4) Block 4 (Thru).

(a) With the exception of Allied Communications Publications (ACPs) and Joint Army-Navy-Air Force Publications (JANAPs) stated below, the address of your organization's PCO will be entered here.

(b) ACPs and JANAPs subscription requirements will not be

intermingled on the same DA Form 12-99-R with other publication requirements. Enter the following address and forward through the installation PCO via memorandum to: Chief, USA C-E Services Office, ATTN: SFIS-FAS-M, MCEB Branch, RM 9S65, 200 Stovall Street, Alexandria, VA 22332-2200.

(c) European-based units subscribing to ACPs and JANAPs must forward DA Form 12-99-R, via memo, through their headquarters and Commander in Chief of United States Army, Europe (CIN-CUSAREUR)/ 7th Army, ATTN: ASQE-PL-PD, APO AE 09056. CINCUSAREUR will then forward the form and cover memo to the THRU addressee.

(5) Block 5 (To). Commander, U.S. Army Publications Distribution Center, 1655 Woodson Rd., St. Louis, MO 63114-6181.

(6) Publication ID number (IDN). Enter the IDN (formerly, the 12-series form number and publication block number) as shown in the example entry on the form. The IDN for each publication can be found in DA Pam 25-30.

(7) Quantity Required. Enter the number of copies your organization requires for each publication. To delete existing subscription requirements enter the word "none" if completing the form manually, or enter a dash "-" in the SDIS data field.

### **3-4. Initial distribution of explosive ordnance and nuclear weapons publications**

Initial distribution of explosive ordnance and nuclear weapons publications is authorized only with the proponent's approval. DA Form 12-29-R (Subscription for Explosive Ordnance Disposal (EOD) Technical Publications) and DA Form 12-35-R (Subscription for Nuclear Weapons Publication) are included in TM 39-0-1A if you need to establish ID requirements for these publications. Additional guidance is provided below:

a. DA Form 12-29-R (Subscription of Explosive Ordnance Disposal (EOD) Technical Publications). *Note: Your account must be cleared for classified service up to and including SECRET to subscribe to publications on this form. Special approval is required. Send the completed form to the address preprinted in block 6 (To) of the form. Refer to TM 39-0-1A for additional information.*

(1) Enter the total quantity required to support your organization's requirements in the block provided to the right of each publication title. Key personnel should focus on their mission and equipment density and be able to justify their requirements for these publications on a need-to-know basis.

(2) Eliminate publications not needed for your organization's mission and functions and adjust any excess quantities the same as you would in the quantity field of the DA Form 12-99-R.

b. DA Form 12-35-R (Adjustments of Nuclear Weapons Publications). *Note: Distribution of publications for nuclear weapons is stringently controlled. Failure to adhere to the instructions for the form will result in the form being returned without action. Your account must be cleared for classified service up to and including SECRET. In addition, you must complete SECTION V to establish or change any subscription requirements. You must be able to justify in writing any requirements for these publications based on a mission-oriented need-to-know basis. The completed form and justification will be forwarded to the address preprinted in block 6 (To) of the form.*

(1) SECTION I: This section is pertinent to all organizations having a nuclear weapons mission. Enter the total quantity required to support your organization for the Indexes or Reports in the block provided to the right of the subject.

(2) SECTION II: This section is pertinent to direct support (DS), general support (GS) and depot ordnance units having a nuclear weapons mission. Enter the total quantity required to support the unit's requirements for any given subject listed, in the block provided to the right of the subject.

(3) SECTION III: This section of the form reflects weapon systems and their maintenance levels. Enter the quantity required in the appropriate block(s) to the right of each system, based on the level of maintenance your unit is authorized to provide for each weapon system. Refer to TM 39-0-1A.

(4) SECTION IV: Special application literature. Enter the quantity your organization requires for the subject areas listed, in the block provided to the right of the subject.

(5) SECTION V: (Refer to TM 39-0-1A) Read and complete the statement; if there are no exceptions, enter "none" in the space provided. Both signature blocks must be completed, as stated on the form. DSN and commercial numbers are required for the duty telephone number of the "requisitioner."

### **3-5. Submitting the DA Form 12-99-R, DA Form 12-29-R, and DA Form 12-35-R**

*a.* Prepare the forms in three copies and forward all copies to the PCO.

*b.* DA 12-series forms will be reviewed by the installation PCO. After review and approval, the PCO will forward the original copy of the DA Form 12-99-R to the St. Louis Publications Distribution Center for processing and forward DA Forms 12-29-R or 12-35-R to the addresses provided in paragraph 6-9. The second copy of the forms will be returned to the account holder for their publications management file. The third copy should be retained by the PCO.

### **3-6. Establishing ID requirements for FMS customers (See chap 8.)**

#### **3-7. Requesting an ID requirements listing**

It will be necessary to periodically request an ID requirements listing for your account to keep in your publications file. The listing shows all the publications that you currently have a subscription for and the quantity you've requested. You may request an ID requirements printout via the DDN and WWW electronic systems or by contacting USAPPC or USAPDC customer service personnel by phone or fax. If you can send and receive DDN ID or WWW resupply transactions, your listing can be routed to your electronic system. Be sure to inform customer service if this is your preference.

#### **3-8. Clarification of ID and resupply systems.**

It is important to reiterate the function of the ID system and how it works. Adding a publication to your ID requirements is a subscription that ensures that you will automatically receive future changes to the basic (original) publication, or a revision of the publication, when they are published. Adding a publication to your ID requirements will not generate an order for the publication if it has already been distributed and is in stock at the USAPDC. To order existing publications from stock, see the instructions for using the resupply system that follow.

## **Section II The Resupply Ordering System**

### **3-9. How the resupply or replacement copy system works**

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

- (1) Replace lost or worn-out publications.
- (2) Order publications you need on a one-time basis for which an initial distribution subscription should not be established.
- (3) Obtain additional copies of publications, pending change of subscription.
- (4) Order blank forms.

*b.* Excessive use of the resupply system may indicate that your ID requirements are inadequate. Check the publications you're requesting against your ID requirements listing.

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

(2) If you order a publication that is not on your ID requirements

listing, and will require future changes or revisions, you should add this item to your ID requirements.

### **3-10. Submitting requests for resupply copies**

*a.* The SDIS and World Wide Web provides an automated way to order publications and blank forms. To get a copy of the SDIS software and the functional user's manual, send a request to the Commander, U.S. Army Publications and Printing Command, ATTN: ASQZ-IM, 2461 Eisenhower Avenue, Alexandria, VA 22331-0302. You may also find this software on the CD version of DA PAM 25-30.

*b.* If your account does not have DDN access but you have a modem, you can order a PC packet from USAPPC (same address as in paragraph *a* above. It will include a communications package and password.

*c.* You may also order publications on USAPPC's World Wide Web site. Just browse to the site and follow the instructions.

*d.* The paper version of DA Form 4569 (Requisition Code Sheet) is no longer accepted by the USAPDC for resupply ordering. The form is totally electronic, meaning that the familiar structure and data fields of the paper form are duplicated in the electronic ordering systems. The data fields are explained below. If you have no electronic means to order publications, you must contact the customer service personnel at the USAPDC for further instructions.

*e.* Use DA Form 17 (Requisition for Publications and Blank Forms) and DA Form 17-1 (Requisition for Publications and Blank Forms Continuation Sheet) to order command publications or blank forms from installation stockrooms and overseas centers ONLY. Submit your DA Form 17 using local procedures. (DA Form 17 and DA Form 17-1 are available through normal publications and forms supply channels.)

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

*g.* Recruiting/Retention Publicity Items (RPI) will be requested as indicated below.

(1) U.S. Army Cadet Command units must submit their requisitions for ROTC RPIs through their region headquarters or to the Commander, U.S. Army Cadet Command, ATTN: ATCC-MM, Fort Monroe, VA 23651. Requisitions sent directly to the USAPDC will be returned without action.

(2) Army Reserve units must order RPIs via the SDIS or WWW ordering systems.

(3) U.S. Recruiting Command activities must order RPIs from USAREC Headquarters at Fort Knox, KY.

*h.* Handbooks that contain administrative publications will not normally be available through the resupply system. Handbook users who do not receive enough copies under initial distribution, must submit a DA Form 12-99-R that cites the appropriate IDN to increase their handbook requirements.

*i.* FMS Customers submit requisitions on DA Form 4569-1-R (Security Assistance Publication Requisition Code Sheet). (See para 8-6 for complete instructions.)

### **3-11. Understanding data fields of the electronic DA Form 4569**

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

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

*b.* *Subaccount number.* The subaccount number is a single character field assigned by you so that you know which part of your organization ordered a particular publication or form. You may assign any single character code and enter it in this field. You are

encouraged to establish a subaccount number or code to suit your internal distribution needs. For example, the unit may want to use "1" for S-1; "2" for S-2; "H" for the headquarters company; and "A" for company A. If two subaccounts need the same publication, list the publication separately for each subaccount. When the items you ordered are received from the USAPDC, the subaccount number will be printed on the address label next to the account number, (for example, E0773 A). Entry of a subaccount designator is not mandatory.

c. *Type of Requisition.* You may disregard this field.

d. *Publication or Form Category and Number.* This is a 28 character alphanumeric field. Enter the category of publication or form needed (examples: TM, FM, AR, DA, DD) and its number (also referred to as the nomenclature). Be sure to check the publications index (DA Pam 25-30) to see if the item is listed and available. The publication or form category and number must be entered exactly as it appears in the index. (Future changes to the system may eliminate entering the full publication or form category and number. Stay alert to USAPPC's Web site and your publications bulletin for future changes.) See table 3-3 for abbreviations and explanations of each publication and form category.

e. *Changes Requested.* This is a three-character field. Use this field for publications only: If ordering forms, leave it blank. Use one of the following codes:

(1) 000 - Ship only the basic publication, no changes. This entry will also be used to order publications that have been reprinted with changes included (also referred to as a consolidated basic publication). DA Pam 25-30 will show which changes were consolidated in a basic publication. If the change that you want is not included in a consolidated basic publication, you must order it separately.

(2) 001 through 899 - Ship only the change that is shown: Do not ship the basic publication. To order changes, enter the basic publication number in the appropriate field and enter the three-digit code in this field.

(3) If DA Pam 25-30 states that there is a separate change one as "C1," the number entered in this field is "001." For change ten, "C10," the number entered is "010."

(4) 901 through 999 - Use these numbers for interim changes, for example, interim change I01 is ordered as "901", interim change I03 is ordered as "903." To order an interim change, enter the basic publication number and enter the three-digit code in this field.

(5) ALL - Ship the basic publication, all changes, and all interim changes. Enter the basic publication number in column 11 through 38. Enter the code "ALL" in this field.

f. *Quantity Required.* This field allows you to input up to five characters. Enter the number of copies needed. The software will verify that the input data meets the proper field requirement.

g. *Unit of Issue.* This field allows alphanumeric input up to five characters. Enter the unit of issue code applicable to the item you're requesting, as shown in DA Pam 25-30. See table 3-4 for a list of authorized unit of issue codes.

h. *ZIP Code.* Enter your ZIP Code. The ZIP Code entered here must match the ZIP Code for your account.

### 3-12. Information about the STARPUBS Defense Data Network (DDN) Interface System (SDIS)

Requisitioning publications via SDIS is at least 4 weeks faster than the old method of mailing the DA Form 4569 to the USAPDC. A SDIS order will go directly from the customer into the processing system. SDIS was developed to give STARPUBS customers the capability to electronically prepare their requirements for Department of Army (DA) publications and forms, and submit them via DDN. Three major components make up the SDIS: the Customer Support Subsystem (CSS), the DDN telecommunications network, and the STARPUBS DDN Subsystem (DSS).

a. The Defense Data Network (DDN) is a computerized general communications system which provides the e-mail transmission vehicle and includes all hardware, software, and data processing of the DDN communications infrastructure.

b. The Customer Support Subsystem (CSS) provides an interface

for automated input of STARPUBS requisitioning data updating publications subscription data and feedback on the status of submitted requisitions. The CSS component includes all hardware, software, and STARPUBS data processing on the customer (end user) side of the DDN telecommunications network.

c. The STARPUBS DDN Subsystem (DSS) provides STARPUBS requisition processing and status message feedback. The DSS includes all hardware, software, and data processing on the USAPPC side of the DDN telecommunications network.

### 3-13. Processing requisitions

a. When your requisition is processed, it is edited to ensure that the account information (account number, address, etc) is correct. Further editing matches the items ordered against those available in our master computer files. The correct format and numbers for publications and blank forms are in DA Pam 25-30, which may be ordered as "Pam 25-30" with unit of issue as "fiche or CDRom." If your requisition contains errors, USAPPC will send you a reject error report which indicates the errors in the requisitions. The computer report lists all publications that were ordered incorrectly. On the printout, the nomenclature of each incorrect publication is shown. Following that, is an error code that explains why the requisition was incorrect. The error codes and their explanations are listed in table 3-5.

b. When valid requisitions are processed, an advice of supply code "BP" will be returned to you for each item that has been processed to the warehouse for shipment. If publications or forms are backordered or unavailable, an advice of supply listing is provided. This listing indicates advice of supply codes that inform you of the status of your order within the system and whether you need to take any special actions to obtain requested publications or forms. Advice of supply codes and their explanations are in table 3-6.

**Table 3-3**  
**Authorized abbreviations for publications and forms**

Abbreviation	Description
ACP	Allied Communications Publication
AR	Army regulation
ARTEP	Army Training and Evaluation Program
ASUBJSCD	Army subject schedule
ATP	Army training program
ATT	Army training test
C	Federal supply catalogs, DOD section
CIR	Department of the Army circular
CTA	Common Table of Allowance
DA Form	Department of the Army form
DAGO	Department of the Army general order
DA Label	Department of the Army label
DA Poster	Department of the Army poster
DD Form	Department of Defense form
DLI Form	Defense Language Institute form
DOD	Department of Defense publication
DOD Form	Department of Defense test form
FM	Field manual
FSC	Federal Supply Catalog Identification List
FSG	Federal Supply Group Identification List
FT	Firing table
FTR	Firing table regulation
JCS	Joint Chiefs of Staff publication
JTA	Joint table of allowance
LO	Lubrication order
MWO	Modification work order
PAM	Department of the Army pamphlet
PB	Professional bulletin
SB	Supply bulletin
SC	Supply catalog
SF	Standard form
TB	Technical bulletin
TC	Training circular
TDA	Tables of distribution and allowance
TJC	Trajectory chart
TM	Technical manual
TOE	Tables of organization and equipment

**Table 3-4  
Unit of issue codes**

Code	Explanation
BK	Book
BK25	Book of 25 forms
BK30	Book of 30 forms
BK50	Book of 50 forms
BKL	Booklet
BKL15	Booklet of 15 forms
BKST	Book set
BOTH	fiche and ea/printed copy
CART	Cartridge used in test and evaluation of equipment
CASS	Cassette
CCERT	Certificate continuous form
CD	Card (not tab card)
CD2	Card with 2 forms
CD3	Card with 3 forms
CD4	Card with 4 forms
CD5	Card with 5 forms
CD40	Card with 40 forms
CDC	Card continuous form
CDROM	Compact disk, read only memory
CDWRM	Compact disk write once read many
CERT	Certificate
CERT4	Certificate (4 per package)
CERT6	Certificate (6 per package)
CHART	
CP	Computer Printout (ADP USE ONLY)
CS	Cut sheet
CS2	Cut sheet with 2 forms
CS3	Cut sheet with 3 forms
CS4	Cut sheet with 4 forms
CS5	Cut sheet with 5 forms
CS6	Cut sheet with 6 forms
CS10	Cut sheet with 10 forms
CTN	Carton
DBASE	Electronic publishing system
DECAL	
EA	Each
FDS5L	Floppy diskette, set, 5 1/4, low-density
FDS5H	Floppy diskette, set, 5 1/4, high-density
FDS3L	Floppy diskette, set, 3 1/2, low-density
FDS3H	Floppy diskette, set, 3 1/2, high-density
FD5L	Floppy diskette, set, 5 1/4, low-density
FD5H	Floppy diskette, 5 1/4, high-density
FD3L	Floppy diskette, 3 1/2, low-density
FD3H	Floppy diskette, 3 1/2, high-density
FICHE	
EN	Envelope
FL	Folder
Label	Labels (gummed)
MTR	Magnetic tape recording
OM	Offset master
OMC	Offset master continuous form
OMST5	Offset master(EN)5(EN)part set
PD25	Pad of 25 forms
PD50	Pad of 50 forms
PD60	Pad of 60 forms
PD75	Pad of 75 forms
PD100	Pad of 100 forms
PD150	Pad of 150 forms
PDST	Pad set
PK100	Package of 100 forms
POST	Poster
PTC1	One-part continuous form
RL	Roll
RL100	Roll with 100 forms
SM	Stencil master
SMC	Stencil master continuous
ST2	Set-2-part
ST3	Set-3-part
ST4	Set-4-part
ST5	Set-5-part
ST6	Set-6-part
ST7	Set-7-part
ST8	Set-8-part

**Table 3-4  
Unit of issue codes —Continued**

Code	Explanation
ST9	Set-9-part
ST10	Set-10-part
ST12	Set-12-part
ST15	Set-15-part
ST18	Set-18-part
ST19	Set-19-part
ST20	Set-20-part
ST27	Set-27-part
ST29	Set-29-part
STC2	Set-2-part continuous forms
STC3	Set-3-part continuous forms
STC4	Set-4-part continuous forms
STC5	Set-5-part continuous forms
STC6	Set-6-part continuous forms
STC7	Set-7-part continuous forms
STC8	Set-8-part continuous forms
STC9	Set-9-part continuous forms
STC10	Set-10-part continuous forms
TAPE	Magnetic reel
TCBX	Tab card box (2000 cards)
TCC	Tab card continuous forms
TCST3	Tab card-3-part set
TG	Tag
TGST2	Tag-2-part set
TGST4	Tag-4-part set
TP	Tape reel
UNIT	
USF	Unit set folder
VCT	Video cassette tape

**Table 3-5  
Reject error codes**

<b>Code:</b> ER	<b>Explanation:</b> Requisition has been rejected because the item requested could not be identified by the USAPPC. Review DA Pam 25-30, ensuring that spacing, slashes and dashes are included as listed for required item.
<b>Code:</b> LR (Applicable to Blank Forms Accounts)	<b>Explanation:</b> Requisition has been rejected because the form requested must be locally reproduced. Check DA Pam 25-30 for the prescribing directive. Consult the directive for a copy of the form you can reproduce.
<b>Code:</b> MQ	<b>Explanation:</b> The quantity entered on the requisition exceeds the authorized maximum issue quantity for requested item. The request has been forwarded to USAPPC's item manager to determine the quantity to be issued. In some instances the entire requisition may be canceled.
<b>Code:</b> NA	<b>Explanation:</b> Requisition has been rejected because the item requested has been superseded, rescinded, or made obsolete. Check DA Pam 25-30 for superseding publications or rescission notice.
<b>Code:</b> NM	<b>Explanation:</b> Requisition has been rejected because the item requested could not be found in the current USAPPC inventory. Check DA Pam 25-30 for current publications status.
<b>Code:</b> NS	<b>Explanation:</b> Requisition has been rejected because the item requested is not stocked by the USAPPC. Check DA Pam 25-30 for appropriate source of supply.
<b>Code:</b> RP	<b>Explanation:</b> Requisition has been rejected because the change requested is no longer stocked separately but has been incorporated in the basic publication and reprinted as a consolidated publication. Request must be resubmitted for the publication.
<b>Code:</b> R4	<b>Explanation:</b> Requisition has been rejected because there is an error in

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**Table 3-5**  
**Reject error codes—Continued**

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the changes requested field of your request. This error can have several causes. A change must have been ordered that either does not exist or that may have been included in a reprinted consolidated basic publication.

**Code: R5**

**Explanation:** Requisition has been rejected because either the quantity-required field contains letters or the field was left blank. This field must be numeric.

**Code: R6**

**Explanation:** Requisition has been rejected because the account number entered on this request is not on file at USAPPC. Account numbers must begin in card column 1 and contain an alphabetic character followed by four numeric characters.

**Code: R7**

**Explanation:** Requisition has been rejected because the account number entered on this request was established for initial distribution and is not authorized to order resupply copies.

**Code: R8**

**Explanation:** Requisition has been rejected because the account number entered on this request is not authorized to order blank forms.

**Code: R9**

**Explanation:** (No longer being used by USAPPC).

**Code: UI**

**Explanation:** Requisition has been rejected because the unit of issue entered on this request is incorrect. Check DA Pam 25-30 for the correct unit of issue.

**Code: UP**

**Explanation:** Requisition has been rejected because the publication requested is no longer printed as a standalone publication but has been printed as part of a handbook. Check DA Pam 25-30 to determine which handbook contains this required publication, and submit a new requisition for that handbook.

**Notes:**

<sup>1</sup> Contact your installation, MACOM, or HQDA staff publications control officer for any assistance related to the information provided in this table.

<sup>2</sup> Special instructions for FMS customers. See table 8-1 for Reject Codes applicable to FMS customers.

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**Table 3-6**  
**Advice of supply codes**

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**Code: BP**

**Explanation:** Requisition has been received and item is being processed for shipment.

**Code: DC**

**Explanation:** Requisition has been canceled because the item on back order has been superseded, rescinded, made obsolete or the back order for this item reached the 270 day automatic cancellation limit.

**Code: DO**

**Explanation:** The item requested is due-out. Your requisition is back ordered awaiting receipt of stock. When stock is received at the Army publications distribution centers the item will be shipped to you.

**Code: DR**

**Explanation:** The due-out (back order) has been released for shipment.

**Code: DS**

**Explanation:** The request will be satisfied with a direct shipment from a printer not with a shipment from stock at a USAPDC.

**Code: ID**

**Explanation:** The item requested is a new publication or form; however, initial distribution has not yet been completed and the item is not yet available through resupply. If you have not established initial distribution

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**Table 3-6**  
**Advice of supply codes—Continued**

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requirements for this item, reorder when issue of the item is announced in DA Pam 25-30.

**Code: IL**

**Explanation:** The issue of requested item is limited. The request has been forwarded to USAPPC's item manager to consider Army proponent guidance which will result either in subsequent issue or cancellation with a "PA" advice of supply. (See explanation of "PA" code in a subsequent paragraph).

**Code: NC**

**Explanation:** Requisition has been canceled because the item requested is classified and the account number entered on the request is not coded to receive classified publications support.

**Code: NR**

**Explanation:** Requisition has been canceled because the publication is out-of-print. The requested item is current but is no longer stocked or issued as determined by the Army proponent.

**Code: PA**

**Explanation:** Requisition has been canceled. The item is controlled and may be released only by written authority from the proponent.

**Code: RC**

**Explanation:** Requisition has been canceled because the requested item has been rescinded. All stock has been destroyed; copies are not available from any source.

**Code: SS**

**Explanation:** Requisition has been canceled because the requested publication has been superseded. Check the DA Pam 25-30 to determine the superseding new publication and submit a new requisition if needed. The resupply publication will not be sent to you automatically.

**Code: TC**

**Explanation:** Requisition has been canceled because the material requested is for use by U.S. Army test control officers only. This material is not authorized for sale to foreign military sales customers.

**Code: UR**

**Explanation:** Requisition has been canceled because the requested publication is under revision by the proponent and is not available. If you have established initial distribution requirements for this publication you will automatically receive the revision when it is printed. If you have not established initial distribution you must reorder the publication when issue of the item is announced in DA Pam 25-30.

**Notes:**

<sup>1</sup> Contact your installation, MACOM, and HQDA staff publications control officer for any assistance related to the information provided in this table.

<sup>2</sup> Special instructions for FMS customers. See table 8-2 for advice of supply codes applicable to FMS customers.

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## Chapter 4 How to Use DA Pamphlet 25-30 (Consolidated Listing of Army Publications and Blank Forms) to Establish Your Publication Requirements

### 4-1. Understanding the publications index

DA Pam 25-30 lists published materials managed under the Army Integrated Publishing and Printing Program and is commonly referred to as the publications "Index." The index is produced in microfiche and CD-ROM. Each DA publication and form is listed, along with other relevant information, and includes an initial distribution number (IDN), formerly referred to as a DA Form 12-series and block number. The IDN is the number you will use to identify your recurring publications requirements when you complete DA Form 12-99-R (Initial Distribution Requirements for Publications). Information about the index is provided below:

*a.* The microfiche index is divided into 13 sections. The narrative (text) portion at the beginning of the index provides clear, concise information about how to use the index, definitions of acronyms used, footnote explanations, and updates on current improvements in ordering and subscription services.

*b.* On each sheet of the microfiche index are pages called frames; each frame has two numbers at the bottom. There is a grid coordinate located at the bottom center of each frame, and the page number located at the bottom right corner of each frame. The grid and page number are used to navigate to coordinates listed in the index frame which is located at the bottom right corner of each microfiche sheet. The index frame provides a grid coordinate location for each subject area on the microfiche sheet.

*c.* The CD-ROM index comes with basic printed instructions that will assist you in its installation and use. After you review the basic instructions, load the CD-ROM and follow the imbedded instructions and drop-down menus to guide you through the index. The CD-ROM index also offers keyword search capabilities that will assist you in quickly identifying and locating the publications and forms that you need. The index may be used on a single personal computer or may be installed on a local area network. Contact your installation PCO or DOIM if you need additional information or assistance.

*d.* Two notations that are used throughout the index are explained as follows:

(1) *S&U*. This means "stocked and used by." It is followed by an organization acronym (for example, "S&U TAPC" means that the item is stocked and used by the U.S. Total Army Personnel Command (PERSCOM). Items that have the notation "S&U" cannot be requisitioned from the USAPPC. If you require these items, send your request, with justification, to the organization that stocks the item.

(2) *S&I*. This means "stocked and issued by." It is followed by the name of an agency or activity (for example, "S&I AMC" means that the item is stocked and issued by the U.S. Army Materiel Command). Items that have the "S&I" notation can only be requisitioned from the agency that is listed.

### 4-2. Understanding administrative publication distribution levels

*a.* Although you may still rely on distribution levels to determine command and local publications that are applicable to you, DA use of these levels is no longer relevant to you in ordering or subscribing to a DA administrative publication. Distribution of DA administrative publications has been simplified so that each publication has its own IDN and is not solely dependent on multiple levels of distribution.

*b.* There are currently five levels of applicability for the distribution of administrative publications. The levels are as follows:

(1) Level "A" publications are applicable to company and similar organizational levels.

(2) Level "B" publications are applicable to battalion, brigade, regiment, group and battle group levels.

(3) Level "C" publications are applicable to installations, activities and commands down to and including headquarters of divisions and comparable commands.

(4) Level "D" publications are applicable to major Army command (MACOM) subordinate installations and activities.

(5) Level "E" publications are applicable to MACOM headquarters.

*c.* Distribution levels are used by publications writers (proponents) to indicate the appropriate command level to which an administrative publication applies. You will use these levels to identify administrative publications that apply to you. Again, although DA proponents may still use distribution levels, and you may see reference to the levels in a DA publication's distribution statement, it will not affect the way you subscribe to DA publications.

*d.* In addition to the distribution levels, there are other word or letter combinations used by proponents to indicate the intended audience of certain administrative publications. The standard word or letter combinations are —

(1) "NG" publications are applicable to the Army National Guard.

(2) "USAR" publications are applicable to the U.S. Army Reserve.

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

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

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

### 4-3. Consolidated reprints and changes

*a.* A consolidated reprint is a publication that has been reprinted to include the basic publication (the most current edition) and the subsequent published changes. In the index, the changes included in a consolidated reprint are listed after its title. For example, "Reprinted w/basic incl C1-4" means the publication is reprinted and now includes changes 1 through 4. To order this publication through the resupply/replacement copy system (a one-time or nonrecurring requirement), enter "000" in the "changes required" field of your order as you would any other basic publication. (To automatically receive a publication and its changes or revisions as they are initially published, submit an initial distribution requirement using the procedures described in chapter 3.)

*b.* Changes that have been consolidated into the basic edition are only available by ordering the consolidated reprint and may not be ordered separately. Ordering a change that has been consolidated in a reprint will result in an "RP" error code. Conversely, if you need any change not shown as part of the consolidated reprint, you may order them individually. For example, by entering "003" in the "Changes required" field of your resupply order, you would receive change 3 to the basic publication.

*c.* If you wish to receive a publication and all current changes, enter "ALL" in the "changes required" field of your resupply order.

### 4-4. Initial distribution (ID) data

The index provides data you will need to determine ID availability of a publication, as described below:

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

b. "UPDATE HDBK." This is an information entry only. It indicates that the publication is printed as part of an handbook and is not available separately. A complete listing of handbooks and their contents can be easily located in your index, including each handbook's IDN. Use the handbook IDN as you would any other publication IDN.

c. "PROponent ID." This is an information entry only. It indicates that the publication is distributed by the proponent activity and does not have an IDN. Requirements for these publications are to be addressed to the proponent activity via memorandum or message.

d. "RESUPPLY/NO ID". This is an information entry only. It indicates that the publication is not distributed through the ID system and it does not have an IDN. If you need a publication with this notation you must order it through the resupply system.

e. "RESC/ACTIVE ARMY". This is an information entry only. It indicates that this publication has been rescinded for Active Army use and is not available through the ID system. You must order this publication through the resupply system, if required.

## Chapter 5 Managing and Maintaining Your Account

### 5-1. Publications management plan

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

- a. A USAPPC-provided listing of your ID requirements, annotated with your own internal distribution information showing each subaccount's quantity.
- b. Copies of ID requirements/changes or resupply orders pending, including subaccount orders.
- c. Information showing items you have received and the internal distribution made.
- d. Your current DA Form 12-R and DA Form 12-99-R.
- e. Copies of your DA Forms 12-29-R and 12-35-R, if applicable.
- f. Copies of previous DA Forms 12-99-R you have submitted.
- g. Documentation of the last biannual ID requirements review.
- h. Copies of any other special documentation that may have been required to maintain your account, such as justifications for blank forms accounts, test control officer verifications, etc.

### 5-2. Specialized publications, indexes, and forms useful for managing an account

a. In addition to AR 25-30 and DA Pam 25-30, your organization may require specialized publications, indexes, and forms to accomplish your mission. The following are examples of these specialized publications-related items:

- (1) DA Pam 25-35, Index of Communications Security (COMSEC) Publications.
- (2) DA Pam 25-37, Index of Graphic Training Aids.
- (3) DA Pam 75-5, List of Storage and Outloading Drawings for Ammunition.
- (4) DA Pam 310-13, Posting and Filing Publications.
- (5) DA Pam 310-16, Numerical Index and Requirement Table: Joint Nonnuclear Explosive Ordnance Disposal Publications.
- (6) DA Pam 310-17, Joint Interest List of Technical Manuals (JIL).
- (7) DA Pam 310-35, Index International Standardization Agreements.
- (8) DA Pam 611-16, Handbook of Army Personnel Tests.

(9) DA Pam 750-10, U.S. Army Equipment Index of Modification Work Orders.

(10) FSG 7600, Identification List (IL): FSG 7600; Books, Maps, and Other Publications

(11) TM 39-0-1A, Numerical Index to Joint Nuclear Weapons Publications. (Including related publications.)

b. DA Pam 25-30, appendix D, contains a list of installation publications control officers. Your installation PCO is your first source of information and guidance on publications management matters. It is the PCO's responsibility to assist you with maintaining your account. If your account belongs to a USAR activity and is not supported by an installation PCO, contact your MUSARC PCO for assistance. As usual, if you need help and cannot get it locally, contact the customer service personnel at USAPPC.

### 5-3. Keeping account information current

As discussed in chapter 2, the information submitted on DA Form 12-R is important to get the best support from the USAPDC. At least twice yearly, check to ensure that information about your account is current and that account identification data such as your UIC, DODAAC, and address is correct. You should update the information on your account when there is a change in any one of the following—

- a. Type of service (Section I, Block 7a).
- b. Unit description data (Section I, Block 8a through g).
- c. Publications officer (Section I, Block 9a through c).
- d. Classification level (Section II, Block 10 through 11c).
- e. Change of address (Section III, Block 12a and b).

### 5-4. Submitting requisitions, and tracking due-in, and due-out stock quantities

These procedures are provided for manual maintenance of stock record cards and are applicable to stockrooms and units authorized blank form accounts. (Manual inventory control recordkeeping has been replaced by automated systems in many locations. If you are still using manual methods, consult with your DOIM about automation tools that may be available to you.) Use DA Forms 479 (Publication and Blank Form Stock Record Card (Vertical File)) and 479-1 (Publication and Blank Form Stock Record Card (Visible File)) to form the basis of your blank forms stock control system. They provide the information needed to determine the demand for forms and help you spot trends in usage that are valuable in calculating the appropriate quantity of stock to maintain and requisition. These records must be kept accurately. Both DA Forms 479 and 479-1 are available through normal publications and blank forms supply channels.

a. The key factor in running an effective and efficient supply operation is the timely submission of requisitions. The stockroom manager or blank forms account holder must know whenever a form reaches a balance at or below the reorder point, and a replenishment requisition must be submitted within 72 hours. DO NOT "batch" your requisitions for submission on a cyclic basis (every 2 weeks, once a month, or similar scheduled submissions). Doing so will lead to frequent zero balances and backorders.

b. Keep stock records current and make accurate postings so that the records always show the true balance of stock. Pre-posting and post-posting are acceptable. The stockroom manager should select the posting system that most easily permits keeping current and accurate records.

c. Stockroom managers are authorized to order and maintain additional stocks to meet the needs of the reserve component units during annual training, or for other nonroutine or nonrecurring requirements. When these requirements have been met, stock will be brought back to the authorized level. It is recommended that nonroutine and nonrecurring requirements be managed separately from the routine demands of a given item. Mixing nonroutine or nonrecurring and routine demands for an item will skew the demand data for the item, causing excessive reorder quantities and earlier reorder points than are necessary.

d. The above guidance applies when forms are available for issue from the USAPDC. However, when an item at the USAPDC

reaches zero balance and a due-out (backorder) notice is sent to the installation stockroom, different procedures must be used. (The term "due-out" and "backorder" are used interchangeably in this pamphlet.)

(1) When a stockroom receives a due-out from USAPPC, and then runs out of forms, a requisition must immediately be submitted to USAPPC for the safety level quantity, if applicable.

(2) If there is no safety level (or if a requisition for the safety level has already been submitted), and the shipment has still not been received, you should continue to requisition to keep up with your incoming orders. It is recommended that you submit a requisition every 30 days for orders accumulated during that 30-day period. Continue submitting new requisitions every 30 days until the shipment is received. Do not order on a cumulative basis; that is, in the second and latter 30-day periods, do not include stockroom backorders that were included in an earlier requisition to the USAPDC. By using this method, the stockroom will stay within its authorized stock level.

*e.* Currently, due-outs may be canceled for one of the following reasons:

- (1) The due-out was on file for over 270 days.
- (2) The publication or form was placed in an "under revision" (UR) or "will not reprint" (WNR) status by the proponent.
- (3) The publication or form is no longer current.
- (4) The publication or form was replaced by another item.

*f.* If the stockroom's due-out was canceled because it was on file for over 270 days at the USAPDC, the stockroom should cancel any due-outs affected by this cancellation and record the stock level at zero. Ask users whose due-outs were cancelled to revalidate their need and resubmit their current requirement for the item. If necessary, repeat the procedure in paragraph 5-4d(2) above until the shipment is received.

*g.* Stock records should be annotated to show the average monthly usage (AMU), acquisition lead time (ALT), reorder point (ROP), and quantity to order (QTO). This information should be placed in the blank space on the stock record card under "Editing Information." The entries should be made in pencil as they are subject to change. Without this information, it will be difficult for the forms clerk to determine when a requisition should be submitted, and it will be difficult to gather statistical data when needed.

*h.* Blank forms for mobilization are not covered in this pamphlet. Mobilization stocks are in addition to the normal 120-day or 180-day stockage level. This mobilization quantity should take into consideration those forms that are also in the 120-day stock level, local reproduction authority upon mobilization, and the regular replenishment cycle. Therefore, stockrooms should not use unit requirements in the computations for mobilization stocks. Upon mobilization, all forms in stock will be used to meet the needs of deploying units.

### 5-5. Operational stockage of blank forms

The key to effective blank forms support for your account is to maintain accurate demand (usage) data for each item and to keep accurate records so that the organization's supply of forms is neither excessive or insufficient.

*a.* A blank forms stock level is the sum of three quantity elements: operating level quantity, acquisition lead time requirement (quantity), and an optional safety stock quantity. The operating level is the quantity of stock needed to sustain operations from the time you receive stock of an item until the next reorder point. The overall stock level or requisitioning objective (qty on hand + qty on order) authorized for stockrooms is as follows:

(1) Every publications account is authorized a 60-day supply of blank forms that are used for normal operations, to prevent frequent trips to the installation stockrooms. To obtain a 60-day stock level, you need to know how many forms have been used over the last 12 months. Divide this annual quantity by 6 to obtain an approximate 2-month or 60-day quantity.

(2) Continental United States (CONUS) publications stockrooms are required to maintain large enough stocks to meet normal needs

for 120 days, and mobilization requirements. Divide your annual quantity by 4 to obtain an approximate 120-day quantity.

(3) Outside Continental United States (OCONUS) publications centers are required to maintain large enough stocks to meet normal needs for 180 days. Divide your annual quantity by 2 to obtain an approximate 180-day quantity.

(4) If your demand data does not cover a 12-month period, determine the demand data for the lesser period and divide the quantity by the number of months of data you have to get your average monthly usage. Multiply your average monthly usage by 2, 4, or 6, depending on whether you are ordering a 60, 120, or 180-day stock of forms, respectively.

*b.* The acquisition lead time (ALT) requirement is the quantity of stock needed to sustain operations between the time a requisition is submitted and the resulting shipment is received.

(1) The ALT is first measured in *days*, by using the three most recent requisition receipts and determining the average number of days required from the point of placing your requisition until the time you received the requisitioned stock.

(2) Determine ALT *quantity*, by dividing the average monthly usage of an item by 30 calendar days to get your daily usage, and multiply the daily usage by the acquisition lead time number of days. Here's an example that assumes a 47 day acquisition lead time:

- AMU = 2,700
- Average daily usage = 90
- 47 day ALT quantity = 4,230 (47 x 90)

(3) The ALT quantity and operating stock together form your overall stock level or requisitioning objective.

*c.* Continuing the example from b(2) above, an OCONUS stockroom would stock 16,200 forms (2,700 (AMU) x 6 months (180 days)) Once stock level reaches 4,230 forms on hand, it has reached the reorder point.

*d.* Reorder quantity is the requisitioning objective less ALT quantity. From the example, the reorder quantity is 11,970 (16,200 - 4,230).

*e.* Safety stock is strongly encouraged for forms that, if they go to zero balance, would cause serious operational repercussions. Examples could be soldier or dependent ID cards, or aircraft maintenance and flight record forms. The safety level is the quantity of stock needed to sustain operations, in the event of unusually high demands, or when acquisition lead time is longer than expected and you reach zero balance of your operational stock level. The items that you decide will need a safety stock level should be chosen judiciously.

(1) At CONUS installations, you may establish a safety stock level for "critical" items of 30 days supply, in addition to your overall stock level.

(2) At OCONUS installations, you may establish a safety stock level of 60 days supply.

*f.* Continuing the example from above, an OCONUS stockroom would stock 16,200 forms plus safety stock of 5,400 forms (2,700 (AMU) x 2 (60 days)) for a total of 21,600 forms as the requisitioning objective.

*g.* The reorder point for the example item, now including safety stock, is the sum of the acquisition lead time requirement and the safety level which equals 9,630 (4,230 (ALT) + 5,400 (safety level)).

*h.* The amount to requisition, for an item with safety stock, is the requisition objective of 21,600 forms, less the safety stock quantity of 5,400, which equals 16,200. In this example, the requisition shipment should arrive when stocks approach the safety level.

*i.* In the case of the example of a form at an OCONUS stockroom, with safety stock; if the reorder point is computed accurately, the stockroom should have, on hand and on order, a 240-day stock level.

*j.* If a form shipment is received (no safety stock) and the new balance on the stock record card exceeds or is less than the 120-day

or 180-day stock level by 10 percent or more, check the calculation of your average monthly usage and acquisition lead time quantity. An incorrect calculation of your AMU or acquisition lead time number of days are the variables that are the likely cause of the discrepancy.

k. Whenever the quantity of stock on hand, plus any due-in quantity, minus any back order quantity equals or is less than the reorder point, it is time to submit another requisition for replenishment.

#### **5-6. Keeping ID requirements current**

a. You must notify USAPPC of any changes in your ID requirements. For example, if you are getting unneeded publications, not getting needed publications, not getting the correct quantities, or using the resupply system excessively, you probably need to update your ID requirements. Go back to chapter 3 for more information on updating and maintaining your ID requirements.

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

c. USAPPC can help you keep your requirements current. You may request a computer printout of your requirements by contacting USAPPC customer service personnel. As discussed in chapter 3, this printout will list all of your ID requirements recorded in USAPPC's data base. You can check the printout against your files to see if all of their requirements are correctly recorded. Also, USAPPC will periodically send you a printout and ask that you verify the information. (See para 5-8.)

#### **5-7. Changing initial distribution (ID) requirements**

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

b. ID requirements changes for Explosive Ordnance Disposal (EOD) (DA Form 12-29-R) and nuclear weapons technical publications (DA Form 25-35-R) must be submitted according to paragraph 3-4.

c. ID requirements for ACPs and JANAPs must be submitted according to paragraph 6-2.

#### **5-8. Validating account information**

USAPPC will periodically send you a computer printout requesting that you verify that the information on file at USAPPC for your account is correct. The printout has two parts:

a. The first part of the printout contains your account profile (for example, your organization's address), and shows the classification level authorized for your account. You must validate your need for classified service, annotate and return the first part of the printout as follows:

- (1) Review the information contained in this part.
- (2) Have your organization's publications control officer review it.
- (3) Have your organization's commander review and sign a statement on the printout that review has been completed.
- (4) Return the first part of the printout through the PCO to USAPPC. Be sure to return it by the date requested.

b. The second part of the printout is a list of your ID requirements as they are recorded in USAPPC's data base. This part must be reviewed to see if the listed requirements are correct.

(1) Compare the printout against copies of the DA Forms 12-99-R from your publications management file, or the last validated account printout.

(2) Your organization's publications control officer and key personnel should review the printout to determine if the listed publications are needed and if the number of copies is correct.

(3) Annotate the printout with the results of this validation.

(a) If the requirements on the printout are correct, the note

should read: "This ID printout for account (number), dated (date), is correct."

(b) If the requirements on the printout need to be changed, the note should read: "This ID printout for account (number), dated (date), does not show the correct requirements. The attached DA Form 12-99-R has been submitted to make the needed changes.

(4) Attach copies of the DA Forms 12-99-R to the printout. Place the verified account printout in your publications management file. Discard the old printout and all the old DA Forms 12-99-R that are reflected on the new printout.

#### **5-9. Reconciling requisitions and receipts for classified shipments**

a. *Classified Publications.* Procedures for the control, storage, and transfer of classified documents are in AR 380-5 and AR 380-15. Answers to questions about handling classified publications can be found in these regulations. The procedures discussed in the remainder of this paragraph are additional procedures for handling classified publications.

b. *Receiving SECRET publications.* When the USAPDC sends SECRET publications to an account holder, two receipts are sent with them. One is a registered mail receipt. This receipt must be signed before publications can be delivered. The other receipt is for the contents of the package. This receipt is inside the package. The receipt should be handled as follows:

(1) Compare the number of copies shown on the receipt with the number actually received. The receipt is never altered. If you did not receive the number of copies shown, you must immediately notify the security control officer, the PCO, and the USAPDC.

(2) If the number of copies shown on the receipt is correct, you must sign the receipt and return it promptly to the USAPDC.

c. *Recordkeeping and inventories.* You must keep accurate records of all classified publications. When a classified publication is received, it will be listed on the DA Form 3946 (Classified Document Accountability Record) or DA Form 455 (Mail and Document Register). Once an entry is started, keep it current. For example, when a publication is transferred, the transfer will be recorded; if a publication is destroyed, record its destruction. By keeping these records current, you can always account for the classified publications you are supposed to have. Although not required for classified publications provided by USAPPC, periodic inventories will also help you identify possible compromises, losses, or clerical errors.

#### **5-10. Compromise or loss**

AR 380-5 gives the procedures to follow when a classified publication is lost or compromised. In addition to following these procedures, you will immediately notify your security control officer and the PCO.

#### **5-11. Accountable and sensitive forms**

a. Accountable forms are blank forms that have consecutive serial numbers for recordkeeping purposes. These forms are identified in DA Pam 25-30 by footnotes. For example, SF 1169 (US Government Transportation Request).

b. Sensitive forms are blank forms whose recorded information could be forged and used for fraudulent purposes. Like accountable forms, these forms are identified in DA Pam 25-30 by footnotes. For example, DD Form 256A (Honorable Discharge Certificate).

c. *Receiving accountable and sensitive forms*

(1) Stockroom and blank forms account managers must have procedures in place to track serially-numbered accountable forms, by recording the range of serial numbers issued to a requester, and obtaining a signature from the requester for receipt of the form. Control the transfer of these forms using DA Form 410 (Receipt for Accountable Form). DA Form 410 is available through normal publications and forms supply channels. Handle this receipt (DA Form 410) as follows:

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

(b) When forms are received, compare the serial number of each one with the serial numbers listed on the receipt. If the forms

received are not the ones listed on the receipt, report this fact immediately to the organization's security control officer, the PCO, and the forms supply source. The receipt will not be changed except by direction of the supply source.

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

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

d. Recordkeeping and inventories.

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

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

(3) Periodically, a physical inventory of accountable forms should be conducted and records audited, according to AR 25-30. Conducting these inventories will help maintain the inventory management integrity of the stockroom, the blank forms account manager, and the recipient of the forms.

e. Storage, destruction, compromise, and loss.

(1) The procedures for storage and destruction of unusable or obsolete accountable forms are the same as those used for CONFIDENTIAL documents. These procedures are given in AR 25-30 and AR 380-5.

(2) The procedures to be followed when an accountable or sensitive form is lost or compromised are the same as those for CONFIDENTIAL documents. These procedures are in AR 380-5. In addition to those procedures, immediately contact the local security control officer and PCO.

## 5-12. Excess items

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

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

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

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

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

(4) The USAPDC will not accept less than full carton quantities. Less than full carton quantities may be disposed of by local disposition procedures without instructions from USAPPC.

## 5-13. Obsolete items

a. When a publication or blank form is rescinded or superseded, it becomes obsolete. Obsolete items must be disposed of immediately using local disposition procedures. They need not be reported to USAPPC, the USAPDC, or the installation stockroom.

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

c. Make one final check with the current DA PAM 25-30 (Index) to ensure you are correctly disposing of an obsolete item. Check the

edition dates of the form or publication to confirm that they match the item intended for disposal. If you still aren't sure about the currency of a form or publication, you should contact your local publications control officer or the customer service representative at the USAPDC.

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

## Chapter 6 Special Procedures

### 6-1. Instructional material

a. *Publications accounts*

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

(2) The term colleges and schools in (1) above includes, but is not limited to:

(a) TRADOC service schools.

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

(c) ARNG and USAR schools.

(d) Health Services Command medical activities.

(e) AMC colleges and schools.

(f) Drill sergeants schools.

(g) U.S. Military Academy.

(h) U.S. Army War Colleges.

(i) U.S. Army Command and General Staff College.

(j) U.S. Army Sergeants Major Academy.

(k) U.S. Army Element School of Music.

b. *Requisitioning publications.*

(1) Colleges and schools will send a projection of their annual publications requirements through their principle supporting HQDA element, MACOM, the numbered armies in the continental United States (CONUS), or State AG to, Commander, U.S. Army Publications and Printing Command, ATTN: ASQZ-LM, Alexandria, VA 22331-0302, not later than 1 June of each year. Supporting activities will monitor projections for excessive quantities and necessity. Projections will be prepared as an attachment to the cover memorandum and consist of a listing showing the publication number and quantity as shown below:

Publication number	Quantity
TM 55-1425-429-14	45
TM 55-1425-429-10	100

(2) Colleges and schools will submit their actual publications requirements via DDN to USAPPC, 90 days prior to the date they are needed, following requisitioning procedures in chapter 3. Requisitions will be submitted throughout the school year; not on an annual basis.

(3) Special publications.

(a) Handbooks containing administrative publications will be ordered through channels described in (1) above on DA Form 12-99-R. Handbooks are the only DA publications authorized to be ordered through the ID system. All other instructional material will be obtained using the resupply system.

(b) Joint publications. (See para 6-8).

(c) Center of Military History (CMH) publications. (See para 6-7).

c. *Conserving publications.*

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

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

d. *Using extracts.*

(1) Colleges and schools may locally reproduce portions of DA

publications to use as extracts. Extracts will contain the following information on the top margin of the first page.

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

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

(c) The name of the college or school.

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

(3) Complete copies of DA publications will not be locally reproduced unless authority is granted from USAPPC. Colleges and schools will request local reproduction authority from the USAPDC or USAPPC. Normally, LRA is granted only when the publication is at zero balance in USAPDC.

*e. Publications management.* Colleges and schools must:

(1) Use DA Forms 479 and 479-1 to control the issue and receipt of DA publications or use locally approved automation methods.

(2) Ensure they are using the most current edition of DA Pam 25-30 to requisition DA publications.

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

(4) Do not order agency and command publications from USAPDC.

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

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

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

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

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

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

*f. Acquiring new and revised publications.*

(1) When new equipment publications are issued, the CG, Army Materiel Command (AMC), will ensure that the colleges and schools receive them and also send them the Consolidated Equipment Publications Schedule. This schedule lists the dates when new and revised equipment publications will be submitted to USAPPC for printing. After reviewing the schedule, the colleges and schools will contact the AMC MSCs that are the proponents of the new publications. They will give the AMC proponent a list of the publications and the number of copies needed. The AMC proponent will enter these colleges and school requirements on DA Form 260 (Request for Printing of Publication), block 8, when submitting the publications to USAPPC for printing.

(2) When colleges and schools receive draft manuscripts of other publications (such as field manuals (FMs) and general subject technical manuals (TMs)), they will inform the proponent of the number of copies needed for instructional purposes for the first year after the publication is issued. As in (1) above, the proponent will enter these requirements on DA Form 260, block 8. Copies required in later years will be obtained as described in b(2) above.

## **6-2. Allied Communications Publications and Joint Army-Navy-Air Force publications (ACPs and JANAPs)**

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

*a.* A hardcopy (paper) version of DA Form 12-99-R will be prepared and submitted for ACPs and JANAPs since specific routing and justification requirements preclude the use of electronic DA Form 12-99 data. The IDNs for these items are listed in DA Pam 25-30. The quantity required will be entered in the appropriate blocks of the DA Form 12-99-R.

*b.* Supplements have unique IDNs. Account holders do not automatically receive supplements to the basic ACP. Subscribe to ACP supplements using their separate IDNs as indicated in the DA Pam 25-30. ACPs that have been supplemented are as follows:

(1) ACP 100 supplemented by ACP 100 US SUPP-1.

(2) ACP 117 supplemented by ACP 117 CAN-US SUPP-1.

(3) ACP 121 supplemented by ACP 121 US SUPP-1.

(4) ACP 131 supplemented by ACP 131 US SUPP-1.

(5) ACP 190 supplemented by ACP 190 US SUPP-1.

*c.* ACP 110 series. Only ACP 110 of the ACP 110 series is authorized for Army use. None of the supplements will be distributed to Army activities. AR 105-64 is the prescribing directive for use of tactical call signs within the Army.

*d.* ACP 110 supplements. As ACP 110 supplements are NOT applicable to U.S. Army activities, the blocks are provided for use by other activities to indicate their requirements. AR 105-64 is the prescribing regulation for Army.

*e.* ACP 198 series. The ACP 198 US supplement, and ACP 198 NATO Supplement are only issued to staff activities responsible for the manuscript preparation and distribution management of ACPs and JANAPs.

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

*g.* Requirements for special distribution ACPs and JANAPs. When a requirement for these items is determined, indicate the quantity required for each publication. A written justification stating the mission-oriented need for each publication requested must accompany the DA Form 12-99-R. When requesting NATO supplements, include a statement that adequate equipment and properly cleared personnel are available to receive material classified up to NATO SECRET. National Guard activities normally do not submit subscription requirements for these items. It is not advisable for NG activities to hold NATO supplements at normal duty stations in anticipation of deployment to Europe. The European Command element supplies these publications to NG activities upon arrival in country.

*h.* Submitting DA Form 12-99-R for special distribution ACPs and JANAPs. Submission of the hardcopy version of DA Form 12-99-R will be coordinated with the appropriate higher headquarters publications control officer via cover letter. Units must have adequate equipment and properly cleared personnel to receive and safeguard publications classified up to NATO SECRET, to request or receive items on this form.

*i.* Office of Defense Cooperation (ODC) and Military Assistance Advisory Group (MAAG) requirements. The Department of the Army is responsible for distribution of ACPs and JANAPs to the Army section of all ODCs and Military Assistance Advisory Group (MAAGs,) and to the Joint Staff of ODC and MAAG in Europe and Turkey. The DA Form 12-99-R submitted by chiefs, ODC, and MAAG in Europe and Turkey will include the requirements of Joint Staff.

*j.* Foreign nations. The use and submission of DA Form 12-99-R for ACPs and JANAPs is NOT applicable to foreign nations. NATO member nations receive these publications according to procedures established by Standing Group, NATO, and the Joint Chiefs of Staff. Requests for these publications from other than NATO nations will be forwarded to: Military Secretary, U.S. Military Communications-Electronics Board, The Joint Chiefs of Staff, Rm 1B707 Washington, D.C. 20301-5000.

## **6-3. Army and DOD Microfiche Publications**

Microfiche products stocked and issued by the USAPDC may be found by searching the CD-ROM version of DA PAM 25-30 using the unit of issue of FICHE. This search will produce a list of all available microfiche products. It will also help you stay aware of the ongoing conversion of microfiche products to CD-ROM distribution media.

#### 6-4. Federal and Department of the Army supply catalog identification lists

Federal and Department of the Army supply catalog identification lists are shown below. To subscribe to any one of the lists, submit your subscription using initial distribution procedures outlined in this pamphlet.

- a. Introduction to Federal Supply Catalogs and Related Publications (C1).
- b. Master Cross Reference List (MCRL).
- c. Identification List (IL) (Supply Catalogs).
- d. Management Data List for Medical Material only.
- e. Proprietary Item Identification List (PIIL).
- f. Qualified U.S. Contractors List.
- g. Supply Catalogs (SCs)/Hand Receipts (HRs) for Sets, Kits and Outfits.
- h. List of Army Adopted/Other Items Selected for Authorization/List of Reportable Items (SB 700-20).

#### 6-5. Publications in large quantities

Requirements of 250 or more copies of any publication must be justified in writing before approval to distribute the publication is granted. Justification must be submitted to USAPPC, ATTN: ASQZ-LM, Alexandria, VA 22331-0302 as prescribed below.

a. Justifications must include the unit's publications account number, its commercial and DSN telephone numbers, a primary point of contact, and an explanation of the need for the quantity requested. A completed DA Form 12-99-R should accompany the justification.

b. A justification must be submitted the first time a requirement of 250 or more copies is requested. Once the requirement has been established, further justification is not required. However, the account holder must submit a new justification with any request to increase the quantity required.

#### 6-6. Professional bulletins (PBs)

The titles and series numbers of PBs are shown below. See DA Pam 25-30 for IDNs.

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

#### 6-7. Center of Military History (CMH) publications

CMH publications are available to Army publications account holders from the USAPPC through the resupply system. To ensure

adequate stock management, publications account holders must coordinate with CMH before requesting more than five copies of any one title.

#### 6-8. Joint publications of the Chairman, Joint Chiefs of Staff (JCS)

a. *Overview.* Joint publications describe doctrine, tactics, techniques and procedures to guide joint force commanders in the execution of operations during war and military operations other than war. They also link service component operations to joint force operations, providing common guidance and understanding. Wide distribution of JCS publications among the services is required to provide necessary doctrinal guidelines.

b. *Distribution and resupply.* Information about new and existing JCS publications is provided in DA Pam 25-30.

(1) To ensure more effective and widespread dissemination of JCS publications, units with a valid need may now establish their requirements for these publications using routine ID requirements procedures given in chapter 3.

(2) USAPPC maintains a limited number of copies of joint publications which may be ordered using routine resupply procedures in chapter 3.

c. *School requirements.*

(1) Schools should establish their requirements for faculty use following routine ID requirements procedures.

(2) Quantities of JCS publications for student use will be determined by proponent contact with each school prior to a pending reprinting or ID. Student quantity procurements will be provided by the proponent on a cost reimbursable basis. Questions regarding school student requirements will be directed to HQDA, ODCSOPS (DAMO-FDQ), Pentagon, Washington, D.C. 20310-0460.

d. *Security.* Joint publications will be protected as required by their classification per AR 380-5 and AR 380-19.

#### 6-9. Multi-service Nuclear Weapon Publications System (MNWPS)

a. *Description.*

(1) The MNWPS provides instructions and data to supplement the publications systems of the Department of Energy (DOE), Defense Nuclear Agency (DNA), and the military departments of DOD.

(2) The MNWPS consists of—

(a) TMs on nuclear weapons and associated material that are designated and produced by DOE, as well as TMs on related components that are designed and developed by DOD agencies.

(b) Supplemental information or data that DOE or DOD determined to be in or connected with the general field of nuclear weapons.

(3) TM 39-0-1A lists—

(a) Manuals included in MNWPS.

(b) MNWPS publications of interest to the Army.

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

(4) DA Pam 25-30 lists those nuclear weapon and explosive ordnance publications stocked and issued by the USAPDC.

b. *Initial distribution.* Units and activities will—

(1) Base their initial distribution requirements on their—

(a) Need to know.

(b) Mission and function.

(2) Change or update initial distribution requirements for EOD and nuclear weapon publications by submitting new copies of the proper DA 12-series forms.

(3) Request initial distribution of EOD publications as indicated below.

(a) Units and activities will complete DA Form 12-29-R and send it through command channels to the AMC EOD officer, U.S. Army Technical Detachment, Naval Explosive Ordnance Disposal Technology Center, ATTN: DRDAR-ED, Indian Head, MD 20640-5040.

(b) The AMC EOD officer will approve initial distribution and changes to distribution requirements based on the mission and need

to know of the organization submitting the request. If the request is approved, the AMC EOD officer will send the DA Form 12-29-R to the USAPDC. If the request is not approved, the AMC EOD officer will send the DA Form 12-29-R to the originator for cancellation or further justification.

(4) Request initial distribution of nuclear weapons technical publications as indicated below.

(a) Units and activities will complete DA Form 12-35-R and send it through command channels to the Commander, U.S. Army Nuclear and Chemical Agency (USANCA), ATTN: MONA-SU, Springfield, VA 22150-3198, for approval.

(b) The Commander, USANCA, will approve all initial distribution or changes to distribution requirements based on the mission and need to know of the organization submitting the request. If the DA Form 12-35-R, is approved USANCA will endorse the form, forward it to the USAPDC, and furnish a information copy to the Commander, AMCCOM, ATTN: DR-SAR-MAS-MN, Dover, NJ 07801-5001. The USAPDC will also notify the requesting unit of items approved for initial distribution and when initial distribution will begin. If USANCA does not approve the form, USANCA will return the form to the requesting unit with a notice of cancellation or a request for further justification.

(c) Requesting units must refer specific questions regarding cancellation or the need for further justification directly to the Commander, USANCA, for resolution. In such cases, the Commander, USANCA, will advise the USAPDC of any newly approved changes as prescribed in (b) above.

*c. Resupply copy distribution.*

(1) Resupply copy distribution of EOD and nuclear weapon publications is restricted to those units and activities authorized initial distribution through an approved DA Form 12-29-R or DA Form 12-35-R. These activities will requisition copies of these publications by submitting a memorandum with your account number, publication number, unit of issue and quantity required.

(2) If you do not possess EOD and nuclear weapon initial distribution authorizations, you must include a justification with your memorandum and send your request to the addresses shown below.

(a) EOD resupply copy requests. Send these requests through command channels to the AMC EOD officer, U.S. Army Technology Center, ATTN: DRDAR-ED, Indian Head, MD 20640-5040. The AMC EOD officer will send the approved request to the USAPDC, ATTN: ASQZ-SDC, 1655 Woodson Road, St. Louis, MO 63114-6181.

(b) Nuclear weapon resupply copy requests. Send these requests through command channels to the Commander, USANCA, ATTN: MONA-SU, Springfield, VA. USANCA will send the approved request to the St. Louis USAPDC, ATTN: ASQZ-SDC, 1655 Woodson Road, St. Louis, MO 63114-6181.

*d. Controlled distribution.*

(1) The project manager for nuclear munitions at AMCCOM will determine those nuclear weapon publications to be distributed as controlled items. These publications will be shown in TM 39-0-1A as "CONT. DIST".

(2) MNWPS publications that have a controlled distribution will not be requisitioned from the USAPDC. Requests must be addressed to the Commander, AMCCOM, ATTN: DRSAR-MAS-MN, Dover, NJ 07801-5001. AMCCOM will send the approved request to the St. Louis USAPDC, ATTN: ASQZ-SDC, 1655 Woodson Road, St. Louis, MO 63112-6181.

## **6-10. Defense Logistics Agency (DLA) publications**

USAPDC will distribute DLA publications to Army organizations. As indicated below, distribution requirements will be established by either DA or DLA depending on the DLA category of the publication. (See AR 25-30, chap 8 for information on the various categories of publications).

*a. Categories A and B.* After DA concurrence, the HQDA agency or field element having primary coordination responsibility will recommend distribution on a DA Form 260. When USAPDC receives the DA Form 260, it will send the distribution information to DLA.

*b. Categories C and D.* DLA will determine distribution.

## **6-11. Defense Intelligence Agency (DIA) publications**

DIA publications available for DA use are indexed in DA Pam 25-30. Initial distribution and resupply copies are controlled by the Deputy Chief of Staff for Intelligence (DCSINT). Send a request with justification of need to HQDA (DAMI-ZXM-A), Washington, DC 20310-1022. After approval, ODCSINT will forward the request to USAPDC for processing.

## **6-12. Publications of other Government agencies**

*a.* Some publications and forms of other Government agencies are stocked by the USAPDC and may be requisitioned using the procedures in chapter 3. DA Pam 25-30 lists these publications and forms.

*b.* Army organizations needing other Government agencies publications and forms that are not stocked by the USAPDC will submit their requests in writing to the agency that printed the publication or form. The request will include—

- (1) Complete address where the item is to be shipped.
- (2) Nomenclature, title, and unit of issue of the item.
- (3) Number of copies needed.
- (4) Justification of need.

## **Chapter 7**

### **Export Control and Distribution Restriction**

#### **7-1. Technology transfer**

There has been a substantial transfer of US technology. This contributes significantly to the military potential of any country or combination of countries, and may prove to be detrimental to the security of the United States. The DOD has established policy to prevent this undesirable transfer by issuing:

*a.* DOD Directive 5230.24, 18 March 1987, implemented by AR 25-30, which establishes policies and procedures for marking technical documents to show that they are either releasable to the public or that their distribution must be controlled.

*b.* DOD Directive 5230.25, 6 November 1984, implemented by AR 25-30, which establishes policies and procedures for the dissemination and withholding of unclassified technical data.

#### **7-2. Markings on technical manuals**

*a.* All technical manuals (TMs) generated by Army organizations and their contractors, regardless of its medium, physical form, or characteristics, must be marked with an export-control notice and a distribution restriction statement.

*b.* TMs whose distribution is limited through alternate methods, are exempt from these marking provisions.

*c.* All TMs must be marked with an export-control notice if they contain export-controlled data. Determining whether or not technical data is subject to withholding under AR 25-30 is an integral part of the publication-marking process, and generally should be accomplished before selecting a distribution restriction statement. Only distribution restriction statement D is permitted on export-controlled TMs.

*d.* The export-control notice and distribution restriction statement marked on a technical manual is used by the USAPDC in determining dissemination or distribution of the TM without referring to the originating or controlling office.

#### **7-3. Procedures for determining whether TM data is subject to export controls**

*a.* TMs may be withheld from public release if its technical data has military or space application, cannot be exported without license or approval under the Arms Export-Control Act (AECA) or the Export Administration Act (EAA), and is not subject to a general license permitting export under the International Traffic In Arms Regulation (ITAR) and Export Administration Regulations (EAR).

b. To determine if technical manuals may be withheld from release, refer the data in question to a person, or series of persons, able to answer the following questions:

(1) Data Type: IS THE TECHNICAL DATA OF THE TYPE THAT CAN BE USED, OR BE ADAPTED FOR USE TO DESIGN, ENGINEER, PRODUCE, MANUFACTURE, OPERATE, REPAIR OR REPRODUCE SOME PIECE OF EQUIPMENT? TMs, standards and specifications and training manuals related to particular types of equipment contain this type data. All administrative and most doctrinal publications do not contain this type data. IF THE ANSWER TO (1) IS POSITIVE, PROCEED TO (2). IF THE ANSWER TO (1) IS NEGATIVE, THE DATA IS NOT SUBJECT TO WITHHOLDING UNDER EXPORT CONTROL LAWS.

(2) General License Exemptions: HAS THE EXACT SAME TECHNICAL DATA BEEN PUBLICLY RELEASED, AND IS IT GENERALLY AVAILABLE? The Army controlling office must determine whether the technical data has ever been cleared for public release, or whether it knows of any unauthorized release that has led to wide circulation of the technical data. Points to consider in the evaluation are:

(a) The data released publicly must be the exact data contained in the TM for the general license to be applicable.

(b) Release to perform a particular task with a constraint on further dissemination is not a public release.

(c) Release under DOD Directive 5230.25 as implemented by AR 25-30, is not a public release. IF THE ANSWER TO (2) IS POSITIVE, THE DATA IS NOT SUBJECT TO WITHHOLDING UNDER EXPORT CONTROL LAWS. IF THE ANSWER TO (2) IS NEGATIVE, PROCEED TO (3).

(3) Military Critical Technology List (MCTL): DOES THE TECHNICAL DATA DISCLOSE INFORMATION RECOMMENDED FOR CONTROL IN THE MCTL? Note that this question does not ask "is the subject area mentioned or listed in the MCTL?" It is not enough to simply find a key word in the MCTL and assume that control is intended for a specific application of the general area listed. For example, although the general area of LASER is listed many times in the MCTL, this does not mean that all LASER specific applications and subcomponents should be controlled; LASER technology for eye surgery would not be controlled. To properly use the MCTL you must understand whether control is recommended by the MCTL for your specific area of interest. MCTL, appendix C, is helpful in this regard. Points to consider in this evaluation:

(a) The MCTL is sufficiently specific to guide the determination of whether to control the export of arrays of know-how, keystone equipment, keystone materials, and goods accompanied by sophisticated know-how.

(b) The technologies identified in the MCTL primarily contribute to the development, production, or use of items being controlled for national security purposes on the current Commodity Control List (CCL) and the US Munitions List (ML) of the International Traffic in Arms Regulation (ITAR). The commodities described in this list are limited to equipment and materials identified as critical to the development, production, or use of end items of concern, or goods which convey information concerning these activities.

(c) The MCTL does not address end-items of intrinsic military utility; such items remain under the control of the CCL and the ML. Items identified on the MCTL are not possessed by the Warsaw Pact nations.

(d) The MCTL includes a brief description of the critical technology under consideration, rationale statement for inclusion on the list, and the explicit critical elements of that technology.

(e) The MCTL is itself not intended as a control list, nor is it intended as a substitute for, nor an addition to, the current export control lists. The MCTL is a detailed and structured technical statement of development, production, and use technologies which the DOD determines to be crucial to given military capabilities, and of significant value to potential adversaries. As such, it is a technical reference and source document to support export-control decisions.

(f) It is recommended that you check the MCTL before the ML

and CCL; the determination can then be made more easily. Pertinent portions of the MCTL are more closely related to the mission of the Army program office involved. IF THE ANSWER TO (1) AND (3) ARE POSITIVE THE TM IS SUBJECT TO WITHHOLDING UNDER EXPORT CONTROL LAWS. IF THE ANSWER TO (3) IS NEGATIVE, PROCEED TO (4).

(4) MUNITION LIST (ML): DOES THE TECHNICAL DATA DIRECTLY RELATE TO A WEAPON LISTED IN CATEGORIES I THROUGH XVI OF THE ML, ITAR SECTION 22 CFR 121.01? Points to consider when using the ML in this evaluation:

(a) The ITAR prohibits the export of technical data relating to arms, ammunition, and implements of war without approval of the Department of State. The ML is a listing in the ITAR which enumerates articles designated as arms, ammunition, and implements of war subject to export control.

(b) The term "article" is defined as any of the arms, ammunition, implement of war, and technical data relating thereto enumerated in the ML.

(c) Generally, the articles listed are end items or components, and do not describe specific materials (except chemical agents or propellants)

(d) Technical data is any unclassified information that can be used, or be adapted for use to design, produce, manufacture, repair, overhaul, process, engineer, develop, operate, maintain, or reconstruct arms, ammunition, and implements of war on the ML, or any technology which advances the state of the art or establishes a new art in an era of significant military applicability in the US. IF THE ANSWER TO BOTH (1) AND (4) ARE POSITIVE, THE TM IS SUBJECT TO WITHHOLDING UNDER EXPORT-CONTROL LAWS. IF THE ANSWER TO (4) IS NEGATIVE, PROCEED TO (5). Check the munitions list before checking the CCL. Less technical information and knowledge is needed to determine munitions list applicability.

(5) Commodity Control List (CCL): DOES THE TECHNICAL DATA DIRECTLY PERTAIN TO AN ITEM LISTED ON THE CCL? Points to consider when using the CCL in this evaluation:

(a) The CCL is a listing prepared by the Department of Commerce to control the export of goods or technologies which may significantly contribute to the military potential of foreign countries, thereby adversely affecting the national security.

(b) Only technical data relating to commodities on the CCL are prohibited from export without license.

(c) Technical data is defined as information of any kind that can be used, or adapted for use, to design, produce, manufacture, or reconstruct articles or materials. The data may take a tangible form, such as a model, prototype, blueprint, or an operating manual or may take an intangible form such as technical service. IF THE ANSWERS TO (1) AND (5) ARE POSITIVE, THE TM IS SUBJECT TO WITHHOLDING UNDER EXPORT-CONTROL LAWS. IF THE ANSWER TO (5) IS NEGATIVE, THE MANUAL IS NOT SUBJECT TO WITHHOLDING UNDER EXPORT-CONTROL LAWS. IF DETERMINATION STILL CANNOT BE MADE, REQUEST ASSISTANCE FROM THE JUDGE ADVOCATE OFFICE OR FOREIGN DISCLOSURE POLICY OFFICE.

#### **7-4. Rationale for selecting distribution restriction statements**

a. *Distribution Restriction Statement A.* This statement applies to on unclassified Army departmental publications that do not contain export-controlled data, and have been approved for public release after a security and policy review by the Public Affairs Office.

b. *Distribution Restriction Statements.* Distribution restriction statements should be selected to denote the audience the data is intended for. Considering that all Army departmental publications are intended for U.S. Government agencies and their contractors the only distribution restriction statement applicable to departmental publications is distribution restriction statement C. See AR 25-30

for distribution restriction statements, export-control notice, and destruction notice.

## **Chapter 8 Foreign Military Sales Publication Support**

### **8-1. General**

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

### **8-2. Which FMS customers can get a publications account?**

Foreign countries participating in the FMS program that have agreements with the U.S. and DOD to purchase publications and blank forms may have a publications account.

### **8-3. Establishing a publications account**

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

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

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

(3) *Blanket order agreement.* The publications and forms required are not specified in the agreement. The agreement stipulates a dollar ceiling against which orders may be placed. This agreement may be renewed. It allows the customer two methods for obtaining publications; the resupply copy system and the initial distribution system, subject to certain conditions.

*b.* The second step is requesting the actual agreement. Customers must provide a Letter of Request to the Commander, U.S. Army Security Assistance Command (USASAC), 5001 Eisenhower Avenue, Alexandria, VA 22331-0001. This Letter of Request must specify what support is desired and contain the name and address of the originator. The USASAC (Alexandria) will forward the request to USASAC (New Cumberland) for the preparation of the LOA. Depending upon the type FMS case, the LOA will list publications, estimated costs, and standard terms and conditions of the agreement or estimated costs and terms and conditions of the agreement.

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

*d.* The fourth step implements the agreement. When Defense Security Assistance Agency (DSAA) notifies USASAC (New Cumberland) that all financial obligations have been satisfied and the case implemented, a publications account is established for this

agreement which reflects the address to which the customer's publications and forms will be sent. The account number assigned together with the country code and case designator shown on the LOA are used to identify the agreement. Both are very important because they must be used in all transactions with the USASAC (New Cumberland). Without both of these designators you cannot obtain publications support.

*e.* All publications related communications should be directed to the U.S. Army Security Assistance Command, ATTN: AMSAC-OL/C, 3rd Street & M Avenue, New Cumberland, PA 17070-5096.

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

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

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

(4) Details of communications in the distribution process are discussed in paragraphs 8-5 and 8-6.

*f.* Communications related to financial matters between the Department of the Army and FMS customers should be directed to the Defense Finance and Accounting Service (DFAS) Denver, CO 80279-5000. DFAS will provide FMS customers with a quarterly DD Form 645 (Foreign Military Sales Billing Statement). This billing statement shows costs incurred. This statement along with the FMS Delivery Listing which shows, by document number, the items reported to DFAS as delivered through the end of the month of the billing statement document a completed requisition.

### **8-4. Using initial distribution**

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

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

### **8-5. Requesting initial distribution (Preparing DA Form 12-99-R)**

*a.* Completion instructions for the DA Form 12-99-R and for the electronic DA Form 12-99-R data fields in SDIS are as follows (see figure 3-1 for an example of a completed DA Form 12-99-R):

(1) Block 1 (Date). Enter the date the form is completed.

(2) Block 2 (Account number). Enter your Army publications account number here.

(3) Block 3 (From). Enter your organization's complete mailing address.

(4) Block 4 (Thru).

(*a.*) Enter Commander, U.S. Army Security Assistance Command, ATTN: (Fill in the office symbol for USASAC central case manager), 3rd Street and M Avenue, New Cumberland, PA 17070-5096.

(b) ACPs and JANAPs subscription requirements will not be intermingled on the same DA Form 12-99-R with other publication requirements. Enter the following address and forward through your USASAC central case manager via cover letter to: Chief, USA C-E Services Office, ATTN: SFIS-FAS-M, MCEB Branch, RM 9S65, 200 Stovall Street, Alexandria, VA 22332-2200.

(5) Block 5 (To). Commander, U.S. Army Publications Distribution Center, 1655 Woodson Rd., St. Louis, MO 63114-6181.

e. Publication ID number (IDN). Enter the IDN (formerly the 12-series form number and publication block number) as shown in the example entry on the form. The IDN for each publication can be found in DA Pam 25-30.

f. Quantity Required. Enter the number of copies your organization requires for each publication. To delete existing subscription requirements enter the word "none" if completing the form manually, or enter a dash "-" in the SDIS data field.

## 8-6. Resupply copy system

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

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

c. Requests for classified or restricted publications and sensitive or accountable forms require special handling and approvals. Therefore, these requests must be separated from routine unclassified requisitions. To facilitate this process, customers should not mix routine unclassified orders with those requiring special handling; requests should be submitted on separate DA Forms 4569-1-R (Security Assistance Publication Requisition Code Sheet). The DA Form 4569-1-R will clearly be marked "Classified Publications", "Restricted Publications", or "Sensitive/Accountable Forms" in the remarks block.

d. Classified publications must be shipped to an address that has been approved by the Assistant Chief of Staff for Intelligence. If a customer's freight forwarder has not been cleared to receive classified publications, arrangements can be made to have classified publications shipped directly to the customer's military representative in the continental United States.

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

## 8-7. Preparing the DA Form 4569-1-R

The DA Form 4569-1-R is used exclusively by FMS customers to requisition publications and blank forms and must be locally reproduced. DA Form 4569-1-R will be locally reproduced on 8 1/2-inch by 11-inch paper. A copy for reproduction is located at the back of this pamphlet. Additionally, DA Form 4569-1-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 4569-1-R-E and the date will be the same as the date of the current edition of the printed form. (See figure 8-1 for an example of a completed DA Form 4569-1-R). When completing DA Form 4569-1-R, remember that the information will be read by a computer. Print all entries in ink; slash all zeros (0) so that they will not be misread as the letter "O" and underline all ones (1) so they will not be misread as the lower-case letter "L" or "i."

a. The top portion of the DA Form 4569-1-R will be completed as follows:

(1) Block 1 - Publications Account No: Enter the customer's publications account number.

(2) Block 2 - Country/Case Designator: Enter the customer's country and case designator codes as assigned to the customer's publications agreement by the USASAC (New Cumberland).

(3) Block 3 - Requisition Date: Enter the two-digit year, month and date of the customer's request (YYMMDD).

(4) Block 4 - Page \_\_\_ of \_\_\_: Enter the number of each page and the total number of pages for the request. For example, the first page of a two-page request would be PAGE 1 of 2.

(5) Block 5 - TO: Commander, U.S. Army Security Assistance Command, ATTN: (Office symbol of the central case manager), 3rd Street & M Avenue, New Cumberland, PA 17070-5096.

(6) Block 6 - From: Enter the requesting customer's address that is currently recorded in the FMS publications sales agreement with that customer.

(7) Block 7 - "Ship to" Address: Enter the address that is recorded for the publications account number cited in block 1. This address should appear in the Military Assistance Program Address Directory and should be the address to which the customers wants requested publications or forms delivered. In some cases, this address will be the same as the address in the FROM block. If that is the case enter SAME. (Be sure to include the full nine-digit ZIP code).

b. Completing the remainder of the DA Form 4569-1-R.

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

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

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

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

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

(d) In column 5, enter the Delivery Term Code from Page 2, column 7 of the LOA.

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

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

(4) The third and last element of the document number is the serial number (columns 11-14). This number will be assigned sequentially, by the customer, to each line item requested. This will enable the customer to separately identify each item requested. For example, the first item requested on the first page of the request would be "1" and a "1" would be entered in column 14. It is not necessary to fill in the blanks with zeroes. If the first page was filled and a second page was used, the first item requested on the second page would have a serial number of "21," with the "2" entered in

column 13 and a "8" entered in column 14. Each new request will begin with item number "1." If a line has been deleted, it is not necessary to renumber subsequent items.

(5) "PUBLICATION OR FORM NUMBER": (Columns 15-42) Enter the type and number of the publication or blank form needed exactly as it is shown in DA Pam 25-30. Enter the authorized abbreviation of the publication or form. For example, if the customer were ordering a TM, they would enter "TM." Skip one block and enter the publication or form number, for example, "TM 9-1100...." On the DA Form 4569-1-R, publications and forms must be listed by their abbreviated names. Only the abbreviations listed in table 3-3 are authorized. REMEMBER THAT CLASSIFIED, RESTRICTED, AND UNCLASSIFIED PUBLICATIONS CANNOT BE ORDERED ON THE SAME FORM: A SEPARATE FORM MUST BE PREPARED FOR EACH.

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

(a) 000-Ship only the basic publication. No changes are requested. Use this code also to order publications that have been reprinted with the changes included. DA Pam 25-30 will show which changes were included in a reprint. If a customer needs changes not included in the reprint, they must order each one separately.

(b) 001 through 899-Ship only the change entered; but do not ship the basic publication. To order the change, the customer must list the publication type and number that the change affects in columns 15 through 42 on the same line or, in the case of ordering multiple changes, a line may be drawn down through the columns as shown in the sample of completed DA Form 4569-1-R. The code must consist of three digits. For example, if the publication shows "1,2" in the "Changes" column of the index, the customer would enter these changes as "001" and "002" in the changes requested columns.

(c) 901 through 999-These numbers are used to identify interim changes. For example if "I01" or "901" is shown in the "Changes" column of the index, that interim change would be ordered by entering "901" in these columns. The "I" and the "9" are used interchangeably and denotes the same item. To order interim changes, the publication type and number must be listed in columns 15 through 42 on the same line or, in the case of ordering multiple changes, a line may be drawn down through columns 15 through 42.

(7) "UNIT OF ISSUE (UI)": (Columns 46-50) Enter the unit of issue code for the item requested exactly as it is shown in the "Unit/Issue" column of the publication index. The unit of issue code must start in column 46 (as indicated by the arrow on the form). If the code is less than five digits, leave the remaining columns blank do not enter zeros. Publications are available as "EA" for hard copy publication and as "FICHE" for microfiche publications. When ordering publications and forms on the DA Form 4569-1-R, unit of issue codes must be used. Only the codes listed in table 3-4 are authorized.

(8) "QUANTITY REQUIRED": (Columns 51-55) Enter the number of copies the customer wishes to order; do not put zeros before the quantity entered. When entering the quantity, start in column 55 (as indicated by the arrow on the form) and work left. For example, a quantity of 1 would be ordered by entering a "1" in column 55; 10 copies would be ordered by entering a "1" in column 54 and "0" in column 55. Note: Blank forms are issued only in full package or carton quantities. Quantities which do not constitute a full package or carton will be rounded up to the next highest full package or carton if the quantity ordered is greater than or equal to half a carton.

(9) Blocks 8 and 9 - Remarks/Signature: The designated representative signs in Block 9 of the form. See figure 8-1 for an example of a completed DA Form 4569-1-R.

### 8-8. Reject error reports

When FMS requisitions are invalid, USAPPC generates reject error

reports. These error reports are not forwarded directly to the FMS customer but instead they are forwarded to the country manager at the USASAC (New Cumberland). See table 8-1 for a list of the reject codes which are applicable to FMS customers; customers should contact the USASAC (New Cumberland) for any additional information.

### 8-9. Advice of supply actions

USAPPC provides status on valid requisitions using advice codes. These "Advice of Supply Action" codes are not forwarded directly to the FMS customer but instead are forwarded to the country manager at the USASAC (New Cumberland). This status provides the FMS requisition numbers, the nomenclature of the requested publication or form, and an advice of supply status code. See table 8-2 for the advice of supply action codes which are applicable to FMS customers.

### 8-10. Requisition transaction status codes

FMS publication customers may also receive normal Military Standard Requisitioning and Issue Procedures (MILSTRIP) status codes on their publications transactions. See table 8-3 for the explanation of these MILSTRIP codes.

### 8-11. Publications provided FMS students

Foreign students may keep DA publications and extracts under the provisions of the Joint Security Assistance Training Program (AR 12-35).

### 8-12. Account management

The general principles and information concerning publications account management provided in chapter 4 are valid for FMS customers and could have significant impact if adapted by each customer.

**Table 8-1**  
**Reject error codes applicable to FMS**

**Code:** CD (Applicable to FMS ONLY)

**Explanation:** Requisition has been rejected because the case designator code entered on this request did not begin with a "B,J,M,T, or U through Z", or have three alphabetic characters. Refer to the foreign military sales agreement for correct case designator code.

**Code:** ER

**Explanation:** Requisition has been rejected because the item requested could not be identified by the USAPPC. Review DA Pam 25-30, ensuring that spacing, slashes and dashes are included as listed for required item.

**Code:** NS

**Explanation:** Requisition has been rejected because the item requested is not stocked by the USAPPC. Check DA Pam 25-30 for appropriate source of supply. Resubmit requisition in accordance with procedures for requesting publications not managed by the USAPPC.

**Code:** RP

**Explanation:** Requisition has been rejected because the change requested is no longer stocked separately but has been incorporated into the basic publication. Requisition must be resubmitted for basic publication.

**Code:** R4

**Explanation:** Requisition has been rejected because there is an error in the change ordered or the change ordered has been incorporated into the basic publication.

**Code:** R5

**Explanation:** Requisition has been rejected because the quantity-required field contains letters or blanks. This field must be numeric.

**Code:** R6

**Explanation:** Requisition has been rejected because the account number entered on this request is not on file at USAPPC. The account number did not contain an alphabetic character followed by four numeric characters.

**Code:** R7

**Explanation:** Requisition has been rejected because the account

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**Table 8-1**  
**Reject error codes applicable to FMS—Continued**

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number entered on this request was established for initial distribution and is not authorized to order resupply copies.

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**Code: R8**

**Explanation:** Requisition has been rejected because the account number entered on this request is not authorized to order blank forms.

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**Code: R9**

**Explanation:** Requisition has been rejected because the ZIP code or APO number entered on this request does not agree with the ZIP code recorded on the name and address on file for the account number entered on this request. Verify this ZIP code or APO number. If an error was made, correct it and resubmit the requisition. If the ZIP code or APO number recorded in the name and address file is incorrect, change of address notice must be submitted to the USAPPC.

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**Code: UI**

**Explanation:** Requisition has been rejected because the unit of issue entered on this request is incorrect. Check DA Pam 25-30 for the correct unit of issue.

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**Code: UP**

**Explanation:** Requisition has been rejected because the publication requested is no longer printed as a standalone publication but has been printed as part of an handbook. Check DA Pam 25-30 to determine which handbook contains this required publication. Handbooks have very limited quantities available for resupply copies; therefore this requirement must be resubmitted using initial distribution procedures provided in chapter 3.

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**Table 8-2**  
**Advice of supply action codes applicable to FMS**

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**Code: CN**

**Explanation:** Requisition has been canceled. If the item is still required, submit a new requisition.

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**Code: DC**

**Explanation:** Requisition has been canceled because the item on back order has been superseded, rescinded, obsolete, or reached the 270 day automatic cancellation limit.

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**Code: DO**

**Explanation:** The item requested is due-out. Your requisition is back ordered awaiting receipt of stock. When stock is received at the Army publications distribution centers the item will be shipped to you.

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**Code: DR**

**Explanation:** The due-out (back order) has been released for shipment.

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**Code: FK**

**Explanation:** You chose to bypass the back order system and asked that the requisition be "killed" if the requested item was unavailable. Stock is unavailable, requisition has been "killed," and no back order has been established.

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**Code: IL**

**Explanation:** The issue of requested item is limited. USAPPC, considering Army proponent guidance will subsequently issue or cancel with a "PA" advice of supply code.

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**Code: NC**

**Explanation:** Requisition has been rejected because the item requested is classified and the account number entered on the request is not coded to receive classified publications support. Foreign military sales requisitions should be resubmitted in accordance with procedures for requesting classified publications.

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**Code: PA**

**Explanation:** Requisition has been canceled. The item is controlled and may be released only by written authority from the proponent.

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**Code: RB**

**Explanation:** Requisition has been canceled because distribution is authorized to US Government agencies only. If publication is essential

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**Table 8-2**  
**Advice of supply action codes applicable to FMS—Continued**

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and still needed, submit a new requisition using restricted resupply copy procedures.

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**Code: RC**

**Explanation:** Requisition has been canceled because the requested item has been rescinded.

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**Code: RD**

**Explanation:** Requisition has been canceled because distribution is restricted, and requires the approval of the US Army proponent prior to release to foreign military sales customers. If publication is essential and still needed, submit a new requisition using restricted resupply copy procedures.

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**Code: RE**

**Explanation:** Requisition has been canceled because distribution is authorized to DOD components only. If publication is essential and still needed, submit a new requisition using restricted resupply copy procedures.

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**Code: RF**

**Explanation:** Requisition has been canceled because distribution is only as directed by the controlling DA office or higher authority. If publication is essential and still needed, submit a new requisition using restricted resupply copy procedures.

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**Code: RG**

**Explanation:** Requisition has been canceled because distribution is authorized to U.S. Government agencies and their contractors only. If publication is essential and still needed, submit a new requisition using restricted resupply copy procedures.

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**Code: RN**

**Explanation:** Requisition has been canceled because distribution is restricted, no foreign dissemination of this publication is authorized.

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**Code: RR**

**Explanation:** Requisition is canceled because distribution is authorized to DOD and DOD contractors only. If publication is essential and still needed, submit a new requisition using restricted resupply copy procedures.

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**Code: RX**

**Explanation:** Requisition has been canceled because distribution is authorized to U.S. Government agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with regulations implementing Section 140 C, Title 10, United States Code (10 USC 140C). If publication is essential and still needed, submit a new requisition using restricted resupply copy procedures.

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**Code: SH**

**Explanation:** Publication/form was shipped.

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**Code: SS**

**Explanation:** Requisition has been canceled because the requested publication has been superseded.

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**Code: TC**

**Explanation:** Requisition has been canceled because the material requested is for use by U.S. Army test control officers only. This material is not authorized for sale to FMS sales customers.

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**Code: UF**

**Explanation:** Requisition has been canceled because the requested publication is currently stockout and has been temporarily taken out-of-print by the proponent due to a shortage of printing funds. Submit a new requisition in 180 days, if still required.

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**Code: UR**

**Explanation:** Requisition has been canceled because the requested publication is under revision by the proponent and is not available. If you have established initial distribution requirements for this publication you will automatically receive the revision when it is printed. If you have not established initial distribution you need to order the publication when issue of the item is announced in DA Pam 25-30.

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**Code: WR**

**Explanation:** This is a warehouse refusal. Stock of the item cannot be

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**Table 8-2**  
**Advice of supply action codes applicable to FMS—Continued**

located or has been temporarily exhausted. Item has been back ordered and a dueout established.

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**Table 8-3**  
**MILSTRIP status codes applicable to publications**

**Code:** BA

**Explanation:** Item being processed for release and shipment. The estimated shipping date (ESD) is contained in cc 70-73 when provided in response to a follow-up.

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**Code:** BB

**Explanation:** Item back ordered against a due-in to stock. The estimated shipping data for release of material to the customer is in cc 70-73.

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**Code:** BD

**Explanation:** Requisition is delayed due to need to verify requirements relating to authorized application, item identification, or technical data. Upon completion of review, another status will be provided to indicate action taken.

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**Code:** CA

**Explanation:** Rejected. Initial provision of this status will be "Weekly CA Requisition Status Report" with remarks.

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## **Appendix A References**

### **Section I Required Publications**

#### **AR 25-30**

The Army Integrated Publishing and Printing Program. (Cited in para 2-9b.)

#### **AR 25-36**

Interservicing of Technical Manuals and Related Technology. (Cited in para 2-1f.)

#### **AR 380-5**

Department of the Army Information Security Program. (Cited in para 6-9a.)

#### **AR 380-15**

Safeguarding Classified NATO Information. (Cited in para 6-9a.)

#### **DA Pam 25-30**

Consolidated Index of Army Publications and Blank Forms. (Cited in para 3-1.)

#### **TM 39-0-1A**

Numerical Index of Nuclear Weapons Publications (Including Related Publications)(Army Supplement). (Cited in para 4-5.)

### **Section II Related Publications**

This section contains no entries.

### **Section III Prescribed Forms**

#### **DA Form 12-R**

Request for Establishment of a Publications Account. (Prescribed in para 2-2.)

#### **DA Form 12-29-R**

Subscription for Explosive Ordnance Disposal Technical Publications.(Located in TM 39-0-1A.) (Prescribed in para 3-3.)

#### **DA Form 12-35-R**

Subscription for Nuclear Weapons Publications. (Located in TM 39-0-1A.) (Prescribed in para 3-4.)

#### **DA Form 12-99-R**

Initial Distribution (ID) Requirements for Publications. (Prescribed in para 3-4.)

#### **DA Form 17**

Requisition for Publication and Blank Forms. (Prescribed in para 3-10.)

#### **DA Form 17-1**

Requisition for Publications and Blank Forms (Continuation Sheet). (Prescribed in para 3-10.)

#### **DA Form 410**

Receipt for Accountable Forms. (Prescribed in para 5-11.)

#### **DA Form 479**

Publication and Blank Forms Stock Record Card (Vertical File).(Prescribed in para 5-4.)

#### **DA Form 479-1**

Publication and Blank Forms Stock Record Card (Visible File). (Prescribed in para 5-4.)

#### **DA Form 4569**

Requisition Code Sheet (This is a totally electronic form; no paper stock is available.) (Prescribed in para 3-10.)

#### **DA Form 4569-1-R**

Security Assistance Publication Requisition Code Sheet. (Prescribed in para 8-7.)

### **Section IV Referenced Forms**

#### **DA Form 455**

Mail and Document Register

#### **DA Form 3946**

Classified Document Accountability Record

#### **DA Form 4790-R**

Certification for Distribution of Publication(s) in Support of Government Contract

#### **DD Form 173/2(OCR)**

Joint Message Form (RED)

#### **DD Form 173/3(OCR)**

Joint Message Form (BLUE)

#### **DD Form 645**

Foreign Military Sales Billing Statement

#### **DD Form 1348-1**

DOD Single Line Item Release/Receipt Documents

#### **SF 1169**

US Government Transportation Request

## Glossary

### Section I Abbreviations

#### ACP

Allied Communications Publication

#### AECA

Arms Export Control Act

#### AIPPP

Army Integrated Publishing and Printing Program

#### AMC

U.S. Army Materiel Command

#### AMCCOM

U.S. Army Armament, Munitions, and Chemical Command

#### AMU

average monthly usage

#### AR

Army regulation

#### ARNG

Army National Guard

#### ARTEP

Army Training and Evaluation Program

#### ATP

Army Training program

#### ATT

Army training test

#### AUTODIN

automatic digital network

#### AVIM

aviation unit maintenance

#### C

catalog

#### CCL

commodity control list

#### CDA

Catalog Data Activity

#### CDR

Commander

#### CINCUSAEUR

Commander-in-Chief U.S. Army-Europe

#### CMH

Center for Military History

#### COMCEN

communications center

#### COMSEC

communications security

#### CONUS

continental United States

#### CONUSA

the numbered armies in the continental United States

#### CTA

common table of allowances

#### DA

Department of the Army

#### DA Cir

Department of the Army circular

#### DA GO

Department of the Army general order

#### DA Memo

Department of the Army memorandum

#### DA Pam

Department of the Army pamphlet

#### DCSIM

Deputy Chief of Staff for Information Management

#### DD Form

Department of Defense form

#### DIA

Defense Intelligence Agency

#### DLA

Defense Logistics Agency

#### DOD

Department of Defense

#### DODAAC

Department of Defense Activity Address Code

#### DODAC

Department of Defense Ammunition Code

#### DODD

Department of Defense directive

#### DODI

Department of Defense instruction

#### DOE

Department of Energy

#### DOIM

Director of Information Management

#### EAA

Export Administration Act

#### EAR

Export Administration Regulation

#### EOD

explosive ordnance disposal

#### FM

field manual

#### FMS

foreign military sales

#### FPM

Federal Personnel Manual

#### FSC

Federal supply classification

#### FSG

Federal supply group

#### FT

firing table

#### FTR

firing table regulation

#### GTA

graphic training aid

#### HQDA

Headquarters, Department of the Army

#### HR

hand receipt

#### ID

initial distribution

#### IL

identification list

#### IMO

information management officer

#### ITAR

International Traffic In Arms Regulation

#### JANAP

joint Army-Navy-Air Force publication

#### JCS

Joint Chiefs of Staff

#### JCSPUB

Joint Chiefs of Staff publication

#### JTA

joint table of allowances

#### LMF

language media format

#### LO

lubrication order

#### LOA

Letter of Offer and Acceptance

#### MAAG

Military Assistance Advisory Group

#### MACOM

major Army command

#### MCTL

military critical technology list

#### ML

munitions list

**MNWPS**  
Multi-Service Nuclear Weapons Publications System

**MQS**  
military qualification standard

**MSC**  
major subordinate command

**MTP**  
mission training plan

**MWO**  
modification work order

**NCO**  
noncommissioned officer

**NGB**  
National Guard Bureau

**NSA**  
National Security Agency

**NSN**  
national stock number

**NTIS**  
National Technical Information Service

**ODC**  
Office of Defense Cooperation

**OF**  
optional form

**OST**  
order ship time

**PAC**  
personnel and administration center

**PB**  
professional bulletin

**PCO**  
publications control officer

**POI**  
program of instruction

**PSM**  
publications stockroom manager

**QTO**  
quantity to order

**ROP**  
reorder point

**RPSTL**  
repair parts and special tools list

**ROTC**  
Reserve Officers' Training Corps

**SB**  
supply bulletin

**SC**  
supply catalog

**SF**  
standard form

**SOP**  
standing operating procedure

**SSAF**  
single standard account file

**STARPUBS**  
standard Army publications system

**STP**  
soldier training publications

**TAPA**  
Total Army Personnel Agency

**TASC**  
Training and Audiovisual Support Center

**TB**  
technical bulletin

**TC**  
training circular

**TCC**  
telecommunications center

**TDA**  
table of distribution and allowances

**TJC**  
trajectory charts

**TM**  
technical manual

**TOE**  
table of organization and equipment

**TRADOC**  
U.S. Army Training and Doctrine Command

**USAPIC**  
U.S. Army Personnel Integration Command

**USANCA**  
U.S. Army Nuclear Chemical Agency

**USAPDC**  
U.S. Army Publications Distribution Center

**USAPPC**  
U.S. Army Publications and Printing Command

**USAR**  
U.S. Army Reserve

**USASAC**  
U.S. Army Security Assistance Command

**Section II**  
**Terms**

**Allied Communications Publications (ACPs)**

A publication that contains communications-electronics policy, procedures, and instructions. The guidance in ACP's is also used by Allied nations.

**Army regulation**

A directive that sets forth missions, responsibilities, and policies and establishes procedures to ensure uniform compliance with those policies.

**Army training and evaluation program (ARTEP)**

A DA publication that contains guidance and instructions on how to train and evaluate TOE units. ARTEPs consist of either mission training plans (MTPs) or drills.

**Automated data systems manual**

A manual that is part of the complete technical documentation for an automated data system. This documentation starts with the automated data system functional requirements for the proponent and continues through the system design, programming, testing, evaluation, operation, and maintenance.

**Circular (agencywide or command-wide)**

A publication of agency-wide or command-wide application that contains information of general interest and instructions that are temporary or of a one-time nature.

**DA circular**

A temporary directive or informational publication that expires 2 years or less after date of issue.

**DA general order**

A written directive containing material of general interest (permanent or semi-permanent in duration) on establishment, redesignation, inactivation, or discontinuance of Army commands, installations, agencies, and activities; announcements of awards, decorations, and unit citations; and similar subjects.

**DA memorandum**

A permanent directive with limited distribution. It applies only to the HQDA agencies and, if applicable, to the MACOMs in the Washington, DC, metropolitan area. Memorandums are effective until superseded or rescinded.

**DA pamphlet**

A permanent instructional or informational publication. The two basic types of pamphlets are standard and informational. A standard pamphlet is organized and printed in the same format as an AR. An informational pamphlet has no set organization or format.

**DA poster**

A decorative pictorial bill or placard for posting, often in a public place, and intended primarily for advertising.

**DA publication**

A publication that is published by the order

of the Secretary of the Army in the name of the Chief of Staff, Army and authenticated by the Administrative Assistant to the Secretary of the Army. The authentication represents the acts, orders, and directions of the Secretary of the Army.

### **Departmental Doctrinal and training publications**

Publications that contain the doctrine, tactics, techniques, and procedures adopted for use in training individuals and units of the U.S. Army and that provide guidance to Army units operating in the field.

### **Equipment publications**

A publication that deals with the installation, operation, maintenance, training, and parts support of Army materiel, including firing tables and trajectory charts. Equipment technical manuals, technical bulletins, lubrication orders, and modification work orders are DA publications media used to provide these essential instructions.

### **Field manual**

A DA publication that describes Army doctrine and tactics for implementation. FMs also implement ratified international standardization agreements and are normally the basis for development of training materials.

### **Firing table and trajectory chart**

*a. Firing table.* A table that contains exterior ballistic data, based on range firings for specific types of weapons and combinations of projectiles, fuses, and propelling charges. It is classified according to types of weapons as follows:

(1) *Abridged.* Minimum data needed to determine the elevation for the desired point of impact for tank guns, light mortars, and similar weapons.

(2) *Anti-aircraft.* Exterior ballistic tabulations that provide data along the trajectory for constant elevation out of the time of flight for which the fuse is set.

(3) *Field artillery.* Exterior ballistic tabulation giving the trajectory characteristics at the point of impact. They provide data needed to determine the elevation for a desired point of impact.

*b. Trajectory chart.* A chart prepared for all artillery and tank weapons. It shows the entire trajectory extended to 500 feet below gun. It is supplied in sets for each FT.

### **Form**

An officially prescribed document with prepared space for the insertion of information. Items such as labels, stickers, tags, and file cover sheets do not require insertion of information; however, they may still be considered forms if they meet the standards for size, item sequence, wording, design, and construction.

### **Hand receipt manual**

A publication that is designed to improve

property accountability and to provide a ready reference for equipment.

### **Identification list**

A list of identification data for equipment and supplies in those Federal supply classification classes not assigned to the Defense Logistics Agency for integrated materiel management.

### **Joint Army-Navy-Air Force publication**

A publication prepared for use by the U.S. Armed Forces. JANAPs contain detailed communications-electronics policies, procedures, and instructions not included in any Allied Communications Publications series.

### **Lubrication order**

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

### **Military assistance advisory group**

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

### **Modification work order**

A publication that contains technical requirements for accomplishing mandatory modification or non-mandatory alterations of equipment.

### **Professional bulletins**

A publication that contains instructions, guidance, and other material that serves to enhance, on a continuing basis, the professional development of individuals within a specific functional area.

### **Reserve Officers' Training Corps Manual**

A publication that contains material in support of Army training programs to be used by ROTC students when suitable material is not readily available in other publications.

### **Soldier training publications**

A task-specific publication that supports training and evaluation of individual (officer and enlisted military occupational specialty or common critical tasks).

### **Supply bulletins**

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

### **Supply catalogs**

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

### **Technical bulletins**

A publication that contains information, procedures, and techniques of a technical or professional nature relating to equipment and general subjects. A TB does not contain administrative material or material pertaining to tactical training or tactical operations.

### **Technical manual**

A publication that is one of the two types below.

*a. Equipment technical manuals.* A manual that contains instructions on the installation, operation, maintenance, and repair parts and special tools support of related equipment. It also contains related technical information and procedures such as preventative maintenance checks and services, handling of ammunitions, shipment, and administrative storage.

*b. General subject technical manual.* A manual that contains technical instructions prepared on various subject areas (other than specific items of equipment or groups of related equipment) such as communications or electronics fundamentals, painting, welding, and demolition to prevent enemy use.

## **Section III**

### **Special Abbreviations and Terms**

This section contains no entries.

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# REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT

For use of this form, see DA PAM 25-33; the proponent agency is ODISC4

1. ACCOUNT NUMBER	2. DATE	3. TYPE OF SUBMISSION a. <input type="checkbox"/> INITIAL b. <input type="checkbox"/> CHANGE c. <input type="checkbox"/> CLOSE
4. FROM (Include nine-digit ZIP Code)	5. THRU (Include nine-digit ZIP Code)	6. TO

## SECTION I - GENERAL

7a. REQUEST AN ACCOUNT BE ESTABLISHED FOR THE FOLLOWING SERVICE:  
 PUBLICATIONS     BLANK FORMS     TEST MATERIAL (see para 2-5, DA PAM 25-33)

7b. JUSTIFICATION FOR BLANK FORMS (Use a separate sheet of paper if more space is needed.)

8. UNIT DESCRIPTION DATA (FAILURE TO COMPLETE THIS BLOCK WILL RESULT IN YOUR REQUEST BEING RETURNED.)

a. Component (Contractors must complete Block 8e and/or 8f.)  
 Active Army     Army Reserve     National Guard     Air Force  
 Marine Corps     Navy     DOD Activity     Contractor     Other

b. TOE Number or TDA Number (Army Only)	e. Commercial and Government Entity (CAGE) Code (Contractors)
c. Unit Identification Code (UIC)(Army Users)	f. Contract Number(if applicable)
d. Military Assistance Program Address Code (FMS Users)	g. DOD Activity Address Code (Non-Army Users) or Navy UIC

9. PUBLICATIONS OFFICER FOR THIS ORGANIZATION WILL BE:

a. Typed Name, Grade and Title	b. Signature	c. Telephone Number (DSN and Commercial)
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## SECTION II - ACCOUNT CLASSIFICATION LEVEL

10. REQUEST THE FOLLOWING CLASSIFICATION LEVEL FOR THIS ACCOUNT:  
 UNCLASSIFIED     CONFIDENTIAL     SECRET

11. THIS ORGANIZATION HAS ADEQUATE EQUIPMENT AND PROPERLY CLEARED PERSONNEL TO RECEIVE AND SAFEGUARD MATERIAL ACCORDING TO THE CLASSIFICATION REQUESTED FOR THIS ACCOUNT. IF CLASSIFIED SERVICE IS APPROVED, THE SECURITY OFFICER WILL BE:

a. Typed Name, Grade and Title	b. Signature	c. Telephone Number (DSN and Commercial)
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## SECTION III - CHANGE OF ADDRESS

12a. OLD ADDRESS (Include nine-digit ZIP Code)	b. NEW ADDRESS (Include nine-digit ZIP Code)
Effective Date:	

## SECTION IV - AUTHENTICATING OFFICIALS

13a. Typed Name, Grade and Title of Commander	b. Signature	c. Telephone Number (DSN and Commercial)
14a. Typed Name, Grade and Title of PCO/PSM	b. Signature	c. Telephone Number (DSN and Commercial)













# USAPA

ELECTRONIC PUBLISHING SYSTEM  
TEXT FORMATTER ... Version 2.45

PIN: 064136-000

DATE: 01-15-98

TIME: 14:59:11

PAGES SET: 40

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DATA FILE: p25-33.fil

DOCUMENT: DA PAM 25-33

DOC STATUS: NEW PUBLICATION