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US Army Armor Center and Fort Knox
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*Fort Knox Pam 25-31

Information Management: Publishing and Printing

USERS GUIDE TO THE FORT KNOX PUBLICATIONS, PRINTING, FORMS, WEEKLY BULLETIN, DISTRIBUTION, AND COPIER PROGRAMS

Summary. This pamphlet discusses the processes and procedures for accomplishing printing and reproduction requests, approval and printing of local blank forms, administering publications' accounts, publications support for resident students, publication of the Weekly Bulletin, control and publication of local administrative publications, distribution management, and copier management. It is to be used with Army Regulation (AR) 25-30 and Department of the Army (DA) Pam 25-33.

Applicability. This pamphlet applies to all major activities, staff offices and departments of the US Army Armor Center and Ft Knox and to all Ft Knox Partners in Excellence receiving support from the installation in the functional areas herein.

Suggested improvements. The proponent of this pamphlet is the Directorate of Information Management (DOIM). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAARMC and Ft Knox, ATTN: ATZK-IM, Ft Knox, Kentucky 40121-5000

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CHAPTER 1

GENERAL INFORMATION

1.1. PURPOSE. This pamphlet is a guide for Ft Knox users of the publishing and printing disciplines relative to the Army Information Management Program. This pamphlet contains information that will explain the local procedures for accomplishing the polices established by AR 25-30, which includes Printing and Reproduction Control, Forms Management, Publications Stockroom Management, Publication of the USAARMC Weekly Bulletin, Ft Knox Publications Control, Distribution Management, and Copier Management.

1-2. REFERENCES. Required and referenced publications are listed in appendix A.

1-3. RESPONSIBILITIES. a. The Director of Information Management. The DOIM has staff and operational responsibilities for the overall publishing and printing program at Ft Knox. The DOIM ensures that Information Management Officers receive the installation support they need to perform their missions. The DOIM has supervisory responsibilities for printing, office copiers, forms management, publications control, USAARMC Weekly Bulletin, and distribution management.

b. The Chief, Publications Division, has supervisory responsibilities for publications stockroom management.

c. Printing/Reproduction Control Officer (P/RCO). The P/RCO is the sole point of contact on all matters pertaining to reproduction, printing, and duplication between Ft Knox users (excluding USAREC) and the Defense Automated Printing Service (DAPS)-Knox.

d. Forms Management Officer (FMO). The Forms Management Program is managed by the FMO under policies established by AR 25-30, para 1-20d, and chapter 3.

e. Publications Control Officer (PCO). The PCO reviews and approves requests for publications accounts and the forms used to establish the initial distribution of publications.

f. Publications Stockroom Manager (PSM). The PSM operates the Publication Stockroom which stocks and supplies blank forms to the installation and other units in the stockroom's area of responsibility. Additionally, the PSM oversees and provides guidance to units that have publications accounts.

g. USAARMC Weekly Bulletin/Publications Control/Distribution Management. DOIM Editing is responsible for publication of the USAARMC Weekly Bulletin, control of local administrative publications, and distribution management.

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h. Installation Copier Manager. The Installation Copier manager is responsible for managing the copier program for Ft Knox under policies established in AR 25-30, chapter 11.

i. All Users. All proponents and users of the Ft Knox publishing and printing disciplines must comply with established policies and procedures. They are encouraged to initiate internal procedures to ensure a smooth flow of published and printed material within their organization.

CHAPTER 2

PRINTING AND REPRODUCTION

2-1. LAWS AND REGULATIONS.

a. Title 44, USC, stipulates that all printing will be accomplished at the Government Printing Office (GPO) unless otherwise authorized.

b. AR 25-30, chapter 11, further stipulates that command or local level will obtain printing and duplicating from the local Defense Automated Printing Service (DAPS).

2-2. LOCAL APPLICABILITY OF LAWS AND REGULATIONS. Per the above laws and regulations, all printing must go through DAPS-Knox. If the local DAPS determines the work cannot be accomplished in-house, the printing will be accomplished through GPO. In the event GPO cannot accomplish due to time constraints, they may authorize local off-post commercial printing; however, only the GPO can authorize such printing.

2-3. PRINTING MANAGEMENT. The Directorate of Information Management (DOIM) is responsible for local policy and guidance per laws and regulations; however, each activity is responsible for maintenance of their printing budget, and submission, tracking, and approval of printing per AR 25-30 and this pamphlet. (See paragraph 2-4 below for Printing Control Assistant (PCA) duties.)

2-4. PRINTING CONTROL ASSISTANT (PCA). Each major activity, directorate, staff office, and Partner in Excellence will appoint a primary PCA and as many alternates as necessary. It is recommended that the PCA(s) is also the IMPAC cardholder(s), but final determination is at the discretion of each organization to decide what works best. Duties of the PCA and/or IMPAC cardholder are listed as follows:

a. Review each request for compliance with AR 25-30 and this pamphlet and ensure all work requested is mission essential or Program of Instruction-related.

b. Ensure that the DD Form 843 (Requisition for Printing and Binding Service) is complete and concise in the specification given, and that the first copy of the DD Form 843 is an original, typed or clearly printed.

c. Submit the original copy, "camera-ready" copy, or digital file to the DAPS to ensure better print quality.

d. Ensure that material submitted for print is paginated if it is to be collated. If existing page numbers are unclear, they should be renumbered to facilitate collating using a nonreproducible marker.

e. Assign an Activity Order Number to the DD Form 843. If not using an automated system, use FK Form 3543-E (Printing Control Log) to control Activity Order Numbers. It is available electronically on the Ft Knox home page at <http://www.knox.army.mil/garrison/doim/forms.htm> or from the DOIM Forms Stockroom, Bldg. No. 42, Warehouse St.

f. Approve/disapprove by authenticating and dating in Block 17 on the original of the DD Form 843.

g. Maintain the activity's printing budget.

2-5. USE OF DAPS VERSUS OFFICE COPIER. Per AR 25-30, the maximum number of copies to original on any self-service copier is 25. Therefore requirements over 25 copies per original must be forwarded to DAPS for printing.

2-6. METHOD OF PAYMENT. The only acceptable method of payment to DAPS is the government IMPAC credit card. These cards must be coded for printing purchases only. Activities must coordinate issuance of IMPAC cards with the Directorate of Contracting (DOC), phone 4-4254/3748, in sufficient lead time to receive training and obtain the card before required use.

2-7. METHOD OF SUBMISSION. Requests for printing will be submitted on DD Form 843 or electronically through DOC Access Online. For hard copy submissions, prepare an original plus two copies of the DD Form 843. To submit printing through DOC Access Online, contact the local DAPS office for guidance and software.

2-8. SUBMITTING PRINT FROM DIGITAL SOURCE. Source document must be prepared in .doc, .xls, .mdb, .ppt, or .pdf format and may be submitted with DD Form 843 on 3½-inch floppy diskette, compact disk (CD), or as an attachment to DOC Access Online. If digital source files are in formats other than those listed above, contact the local DAPS to determine if the file format can be printed.

2-9. TIME REQUIREMENTS FOR PRINTING. Printing is accomplished either in-house at the local DAPS or is contracted out through GPO. The key factors that determine whether the order will be printed in-house or contracted out are: quantity, size, time, equipment, and cost. The local DAPS will make every effort to accomplish printing at the least cost to the customer and by the due date as listed on the DD Form 843 or DD Form 282. In the event DAPS cannot accomplish completion of the printing by that date, the POC listed on the form will be contacted by the DAPS to negotiate a completion date. The following lead-times are suggested:

a. Contract Printing. Contract printing normally takes at least 20 working days for scheduling and delivery in order to obtain normal pricing. Orders requiring completion in less time will include an additional fee for expediting. Contract printing is normally routine and is

planned and ordered well in advance. Examples are lesson material inclusive of instructor and student requirements, blank forms, overprinted forms, manuals, maps, etc.

b. In-house Printing. In-house printing is normally accomplished within 1-5 working days. Examples are training schedules, graduation booklets, job announcements, church bulletins, class rosters, invitations to bid/specifications, command correspondence, etc. Note: Printing lead-time for command correspondence is as follows: allow 3 working days for printing of correspondence signed by the command group; allow 5 working days for printing of all other correspondence signed "FOR THE COMMANDER."

2-10. PRINTING RESTRICTIONS.

a. Multi-color printing is limited to the guidelines established in AR 25-30, paragraph 11-22.

b. Printed invitations are authorized only for General Officers (GO) hosting official Army functions. AR 25-30, paragraph 11-23, contains instructions for requisitioning GO invitations and stationary. Furnish the blank stock to the local DAPS for imprinting.

c. Printed change of command programs are limited to commanders of battalion-level units and above.

d. Letterhead is not authorized below squadron/battalion level.

e. Printing of memo pads is accomplished as a courtesy to commanders and directors only. The person's name and rank will not be printed. This would cause the memo pads to be considered personal rather than for official use.

f. Printing of business cards is authorized when considered necessary to perform official duties and to facilitate mission related business communications per AR 25-30, paragraph 11-11.

(1) Commercially procured cards (those printed by DAPS or GPO contractor) are generally restricted to investigators and recruiters, are limited to a single color of ink, and may not be customized embossed or engraved.

(2) Cards produced within the user's activity must use existing computer hardware and software and be printed on perforated card stock obtained through supply channels.

g. Printing of wall and desk calendars is prohibited. Procure through normal supply channels.

h. Printing of unit newsletters is authorized when content is official information only. Per AR 215-1, paragraph 4-11k(7), content is official when it is educational, promotes unit cohesion, and is related to unit mission, family support group programs, and family and unit readiness. Items prohibited include personal and social information and information about private organization activities, fundraisers, and business ventures (promotion, birth, and retirement announcements, recipes, wives' club events, and hail and farewells).

i. Use of existing certificates is encouraged. Fort Knox Certificates of Achievement and Appreciation are stocked by the Adjutant General (AG) and DA Form 87 (Certificate of Completion) is stocked in DOIM Forms Stockroom, Bldg. No. 42. See paragraph 3-15e of this pamphlet, for further guidance on certificates.

j. Printing of advertisements for any private individual, firm, or corporation, or material that implies in any manner that the Government endorses or favors any specific commercial product, commodity, or service is prohibited.

2-11. MATERIAL ROUTED THROUGH DOIM BEFORE GOING TO DAPS. The following print material must be routed through DOIM to the appropriate program manager before forwarding the print order to DAPS:

a. Route requests for forms (new, revised, reprints, and overprints) through the installation Forms Management Officer (ATTN: ATZK-IM).

b. Route command correspondence (signed by USAARMC CG, CofS, or Garrison Commander) and Fort Knox administrative publications through DOIM Editing (ATTN: ATZK-IM) before signature and before processing for printing.

c. Route material involving mailing of official mail through the installation Postal Officer (ATTN: ATZK-IMP-D).

2-12. PREPARING DD FORM 843. Figure 2-1 illustrates preparation of DD Form 843. Submit an original plus two copies.

a. DATE: Self-explanatory.

b. ACTIVITY ORDER NUMBER: Entered by the requesting PCA.

c. JOB NUMBER: Leave blank—for DAPS use only.

d. TO: DAPS-KN.

e. THRU: As required (chain of command, Installation Forms Manager, DOIM Editing, or Installation Postal Officer).

- f. FROM: Your organization, point of contact, and phone number.
- g. BLOCK 1, TITLE OF PUBLICATION: Title of publication, form, or subject of memo, etc.
- h. BLOCK 2, NUMBER AND DATE: Enter publication or form number and edition date, if applicable.
- i. BLOCK 3, PURPOSE: Brief justification of why printing is necessary.
- j. BLOCK 4, QUANTITY IN: Check how you want job delivered (sheets, sets, books, pads, or other).
- k. BLOCK 4a, PARTIAL DELIVERY: Leave blank—cannot accommodate.
- l. BLOCK 4b, COMPLETE DELIVERY:
 - (1) Enter a date when delivery is requested—do not use ASAP or schedule work to be completed on weekends or holidays. See paragraph 2-9 above for print lead times.
 - (2) Enter quantity required—do not use "Distribution A, B, C or D. If unsure of the quantity for the distribution schemes, contact DOIM Editing, phone 4-4650.
- m. BLOCK 5a, TRIM SIZE: Enter width and length of finished product (flat size). Standard size is 8½ by 11 inches.
- n. BLOCK 5b, FOLDED TO: If product requires folding to a certain size, enter width and length of folded product.
- o. BLOCK 6, NUMBER OF PAGES: Enter total number of pages to be printed. Do not include blank pages in the page count. Front and back side of a sheet of paper count as two pages if the back side has print on it.
- p. BLOCK 7, BINDING: Enter how job should be stapled, if applicable.
 - (1) If only one staple is required in upper left corner, check OTHER and enter "Staple ULC."
 - (2) If two staples are required on the left side, mark SIDE STITCHED.
 - (3) If the job should be stapled on a fold (i.e., graduation booklets), check SADDLE STITCHED.

(4) If padding is required, indicate how many sheets are required in each pad or set.

q. BLOCK 8, PAPER STOCK: Enter kind of paper stock required, i.e., bond, index, cover stock, NCR and color of paper stock.

r. BLOCK 9, PRINT: Enter color of ink and how the job should be printed.

(1) FACE ONLY: Print on one side only.

(2) HEAD TO HEAD: Print on both sides to read like a book.

(3) HEAD TO FOOT: Print on both sides so that when bottom of page is turned up, you continue to read.

s. BLOCK 10, PUNCHING: Indicate number of holes to be punched and position, if applicable.

t. BLOCK 11, MATERIAL DISPOSITION: Indicate office or office symbol and name of person to return originals.

u. BLOCK 12, CLASSIFICATION: Enter security classification, if applicable.

v. BLOCK 13, ADDITIONAL INSTRUCTIONS.

(1) Enter any additional instructions required to get the job printed correctly.

(2) If the job will be picked up from DAPS and delivered by the installation Mail and Distribution system, type "MESSAGE CENTER PICKUP" in this block.

w. BLOCK 14, DISTRIBUTION INSTRUCTIONS: Enter name and phone number of person to be contacted upon completion of the job, or if delivered through the installation Mail and Distribution system, type DISTRIBUTION A, B, C, or D as applicable or special distribution list.

x. BLOCK 15, APPROPRIATION CHARGEABLE: Enter organization or name of government IMPAC credit cardholder for printing.

y. BLOCK 16, ORIGINATOR: Self-explanatory.

z. BLOCK 17, ACTION BY PRINT CONTROL AUTHORITY: Type name of organization's PCA or government IMPAC cardholder for printing. Check APPROVED or DISAPPROVED. Original signature and date are required.

Route thru this office when printing a form

Organization's internal print control #

REQUISITION FOR PRINTING AND BINDING SERVICE			FUND <input checked="" type="checkbox"/> APPROPRIATED <input type="checkbox"/> NON-APPROPRIATED	DATE (Date of request)	ACTIVITY ORDER NUMBER XX-xxxx-01	PLANT USE ONLY	JOB NUMBER
TO: DAPS-KNOX		THRU: (Appropriate Printing Control Authority) DOIM Forms Mgt Officer ATTN: ATZK-IM			FROM: (Originating Agency and Person to contact and telephone extension) (Your organization, POC, and phone number)		
1. TITLE OF PUBLICATION (Self-explanatory)					2. NUMBER AND DATE (Insert Form # and date, if applicable)		
3. PURPOSE, FUNCTION, ECONOMIES EFFECTED AND CONCURRENCES (Brief justification of why printing is necessary.)							
4. QUANTITY IN: <input type="checkbox"/> SHEETS <input type="checkbox"/> SETS <input type="checkbox"/> BOOKS <input type="checkbox"/> PADS <input type="checkbox"/> OTHER (Specify in Item 13)				5. SIZE OF PUBLICATION		6. NUMBER OF PAGES	
a. PARTIAL DELIVERY REQUESTED		b. COMPLETE DELIVERY REQUESTED		a. TRIM SIZE		b. FOLDED TO	
DATE (Leave)	QUANTITY Blank	DATE (Due date)	QUANTITY (Self-explanatory)	WIDTH 8 1/2"	LENGTH 11"	WIDTH	LENGTH
7. BINDING (Use Item 13 for additional instructions)				8. PAPER STOCK		9. PRINT	
<input type="checkbox"/> LOOSE <input type="checkbox"/> SIDE STITCHED		PAD: <input type="checkbox"/> TOP <input type="checkbox"/> LEFT <input type="checkbox"/> RIGHT <input type="checkbox"/> BOTTOM		COP-IES	BASIS WEIGHT	KIND	COLOR
<input type="checkbox"/> GLUED <input type="checkbox"/> SADDLE STITCHED		SHEETS IN PAD					
<input checked="" type="checkbox"/> OTHER Staple ULC		SHEETS IN SET		Bond		Wht	Blk
10. RUNCING				1		HEAD	
NR HOLES 3	DIAMETER	C TO C	KIND	2		FOOT	
			POSITION Left standard	3		SIDE	
11. MATERIAL DISPOSITION				4			
				5			
NEGATIVES				6			
				7			
ORIGINALS				8			
				9			
12. CLASSIFICATION UNCLASSIFIED				10			
13. ADDITIONAL INSTRUCTIONS, DUMMY ATTACHED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Perforations, scoring, prenumbering, etc.) (Furnish any information necessary to get the job printed correctly) (If you want job delivered by post distribution system, include the following statement.) MESSAGE CENTER PICKUP							
14. DISTRIBUTION INSTRUCTIONS (If desired, also indicate person to be notified when job is completed) Indicate required distribution. If you desire to pick up the order, provide name and phone number of person to contact when print order is completed.				15. APPROPRIATION CHARGEABLE (IMPAC credit card holder for your organization's printing) CERTIFICATION THAT THE USE OF MORE THAN ONE COLOR IS IN ACCORDANCE WITH DEPARTMENTAL REGULATIONS. THAT THE ILLUSTRATIONS USED IN THIS PUBLICATION ARE NECESSARY AND RELATE ENTIRELY TO THE PUBLIC SERVICE. THAT THIS WORK IS AUTHORIZED BY REGULATIONS AND IS NECESSARY TO THE CONDUCT OF OFFICIAL BUSINESS.			
				16. ORIGINATOR (Typed Name, Signature and Date) (Self-explanatory)			
				17. ACTION BY PRINTING CONTROL AUTHORITY <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED TYPED NAME, SIGNATURE AND DATE (Typed name of organization's Print Control Assistant or Government IMPAC credit card holder for printing)			
FOR PLANT USE ONLY		18. DATE RECEIVED	19. PRIORITY		23. PRESS SIZE	HOURS IN USE	NUMBER OF MASTERS
					X		
					X		
20. DATE PROMISED		21. DATE COMPLETED	22. DATE DELIVERED		X		
					X		
					X		
RECEIPT OF COMPLETED JOB							
24. RECEIVED BY				25. ORGANIZATION SYMBOL		26. DATE	

DD FORM 1 JUL 55 843-E

Figure 2-1. Sample DD Form 843

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CHAPTER 3

FORMS MANAGEMENT

3-1. GENERAL. AR 25-30, chapter 3, contains policy regarding the forms management program. DA Pam 25-31 explains implementing guidance for forms management, analysis, and design.

3-2. TYPES OF FORMS AND EXPLANATIONS.

a. Local Form. Created, printed, and used by one or more activities within Ft Knox. There are two categories of local forms:

(1) Multi-user Forms - designed for and directed for use by two or more activities; local prescribing directive is required. The forms are designated FK (Ft Knox) forms. The forms are identified by the installation designation "FK," the word "FORM," and the form number on the bottom left margin of the form.

(2) Single-user Forms – designed for use only within the USAARMC and Ft Knox office/activity that created the form; local prescribing directive is not required. These forms are identified by the proponent designation (normally the first six letters of the proponent's office symbol), the word "FORM," and the form number on the bottom left margin of the form.

b. Form Letter (FL). This is a generic term for forms in memorandum format containing fill-in blocks.

(1) An FL may be either a multi-user or single-user form.

(2) The FLs are being phased out whenever possible due to ease of creation using word processing software. General guideline is when an FL is used less than seven times a month, it should be stored in the computer memory, filled out, and printed as needed.

c. Electronic Form. The form image is stored in a magnetic, optical, video, or other type of file and can be retrieved electronically to print the form and/or to produce an image of the form on a computer screen. Fort Knox forms are available in two electronic formats:

(1) FormFlow (.fro, .frz, or .frl): Produces form and can be filled using FormFlow Filler software.

(2) Portable Document Format (.pdf): Produces form image only – form cannot be filled electronically. Used to print copy of form for conventional fill either by typewriter or handwritten.

d. Fill-in Form. Forms designed in software packages that produce high quality images of the form and when used with filler software provide user-friendly interfaces for fill-in and electronic routing (e.g., FormFlow).

3-3. FORMS COORDINATORS. A Forms Coordinator will be appointed for each major activity, directorate, staff office, and supported Ft Knox Partners in Excellence. Directorates and staff offices may appoint additional Forms Coordinators within their activity, if required, due to physical distances between battalions, squadrons, or divisions. Appointments or changes in appointees will be furnished to CDR, USAARMC and Ft Knox, ATTN: ATZK-IM. Forms Coordinators' duties are as follows:

a. Serve as a point of contact on all forms management matters within their activity and with the installation Forms Management Officer (FMO).

b. Review all requests for new forms originating from their activity for essentiality, ensuring new forms do not duplicate the function of higher echelon forms, and new forms meet the design techniques and standards as outlined in DA Pam 25-31.

c. Maintain a record of each form for which their activity is proponent under file number 25-30c. This file serves as a complete history of the form and should include as a minimum a copy of each DD Form 67 for each new form and each revision, a copy of each version of the form, and a copy of the prescribing directive if applicable.

d. Ensure printed quantities of local forms requested are not excessive and are consistent with anticipated usage (a 6-month supply of local forms is recommended at time of printing).

e. Notify the installation FMO when the requirement for a local form ceases so that the form may be rescinded and stock salvaged and/or removed from Ft Knox web page.

f. Review and take appropriate action upon receipt of ATZK-IM Form 3589 (Minimum Stock Level Notice).

3-4. FORMS REQUIRING SPECIAL CONSIDERATION.

a. Forms Authorized for Local Reproduction. A low monthly usage factor may permit assigning a "-R" to the form number. This would authorize users to reproduce the form as needed on their office copier. Many DA, TRADOC, and other higher echelon forms have the "-R" after the form number. Should your organization use less than 25 copies of a particular form on an irregular basis, it may be advantageous to reproduce the form on the office copier. A quantity larger than 25 copies per original should be forwarded to the local DAPS for reproduction.

b. Instructional Material. Blank forms that are part of printed lesson plans and training literature used by the Armor School, 1st Armor Training Brigade, 16th Cavalry Regiment, and the US Army NCO Academy are exempt from having form numbers assigned. Blank forms used by these organizations to schedule training, record student results, and other administrative requirements will be assigned form numbers.

c. Nonappropriated Fund (NAF) Blank Forms. Blank forms created and used within a revenue-producing nonappropriated activity will be assigned a form number and approved by the Directorate of Community and Family Activities, and printed with NAF resources. When appropriated activities require NAF activities to submit data via form media, a local form number will be assigned by the installation FMO.

3-5. ELECTRONICALLY GENERATED FORMS. Electronic generation of local forms (E-forms) is encouraged; however, users must have the equipment and software capable of performing this function. These forms must replicate a mirror image of the approved edition of the printed form. Forms approved for electronic generation will include the designation "-E" as part of the form number.

a. Design. Only functional managers responsible for designing Army-wide, command, agency, and local forms are authorized to design official versions of forms. Therefore, only the installation FMO is authorized to design Ft Knox and single-user E-forms.

b. Fill-in. Form users are authorized to use form fill-in software capabilities only.

c. Availability of E-forms. Authorized E-form files for use with US Army Publications Agency (USAPA) approved commercial form filler software are available through sources as follows:

(1) DA Forms:

(a) EM 0001, Army Electronic Library, IDN 040803, issued quarterly on CD-ROM. (Order through DA-12 series.)

(b) Internet site: Access through USAPA at <http://www.usapa.army.mil/> or through link on Ft Knox Publications/Forms web page.

(2) DD, SF, and OF Forms:

(a) EM 0001, Army Electronic Library, IDN 040803, issued quarterly on CD-ROM. (Order through DA-12 series.)

(b) Internet site: Access through Department of Defense Forms Repository at <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM> or through link on USAPA Electronic Forms web page.

(3) Local Multi-user Forms (FK Forms): Access through the Ft Knox home page at <http://www.knox.army.mil/garrison/doim/forms.htm>.

(4) Local Single-user Forms. Since single-user forms are unique to a single organization and do not apply installation-wide, they are not posted to the Ft Knox Publications/Forms web page; however, some organizations may opt to post those forms to their organization's web page.

d. Exceptions to Electronically Generated Forms Software. Requests for authorization to use Army-wide forms designed in various software packages, other than those USAPA provides, will first be staffed with the local functional process owner (i.e., a military personnel form must be staffed with the Adjutant General) to ensure compliance with local business processes, and then forwarded to the installation FMO. The FMO will review and forward the forms package to higher headquarters for approval processing. Upon receipt of approval for use, the FMO will inform the requestor; however, until that time, the form is not authorized for use.

3-6. APPROVAL AND PRINTING OF NEW FORT KNOX FORMS. A local prescribing directive must prescribe all Ft Knox forms. After designing the form, forward it and a draft of the directive that identifies the Ft Knox form by number (leave the form number blank since it has yet to be assigned), title, preparation instructions, and source of supply, along with one completed and signed DD Form 67 (Form Processing Action Request) to ATZK-IM. If the form is designed as an E-form, indicate in block 13 on the DD Form 67 if printed stock is required in addition to E-form availability. Figure 3-1 is a sample of a completed DD Form 67. If printed stock is required, the FMO will prepare the DD Form 843 and will attempt to have the form printed and stocked at the DOIM Forms Stockroom before release of the publication that directs use of the form.

3-7. APPROVAL AND PRINTING OF NEW SINGLE-USER FORMS. Single-user forms are not required to have a prescribing directive. It is the responsibility of the organization that created the form to stock copies of the form and to initiate print actions. After designing the form, forward it with one completed and signed DD Form 67 to ATZK-IM. Indicate on the DD Form 67 if electronic form design is requested. When printed copies of the form are requested, you will not be formally notified if your form is approved; the completed forms from the DAPS serve as your approval notification. When the form is approved as a "-R" or "-E" form, a copy of the approved DD Form 67 with form will be returned to the requestor. In the event there is a problem with your form, you will receive informal notification from the FMO with a brief explanation of why the form was disapproved or corrective action is required. Concurrent with

forwarding the DD Form 67, submit an original and two copies of the DD Form 843 to have a 6-month supply of the new form printed (see paragraph 2-12 on how to fill out DD Form 843).

3-8. APPROVAL AND PRINTING OF REVISIONS OF FORMS. Activities desiring to revise one of their single-user forms or a Ft Knox form for which they are the proponent, must follow the same procedure described above for a new form. Check "REVISION" in block 1 of DD Form 67 and complete block 8.

3-9. REPRINTS OF EXISTING FORMS. Requests for reprints of existing local forms do not require submission of a DA Form 67. Submit an original and two copies of DD Form 843 and a "camera-ready" copy of the desired form. The copy submitted may be the master or one of the forms previously printed by DAPS. Reproductions of the form made on office copiers are not acceptable. Submit your printing request 20 working days in advance of your requirement to allow processing and printing time. Send the request through the FMO at DOIM, ATTN: ATZK-IM, to the DAPS.

3-10. PRINTING OF "-R" FORMS. Request for printing of "-R" forms and those forms annotated "LRA" (local reproduction authority) in DA Pam 25-30 will be submitted the same as paragraph 3-9 above. The "camera-ready" copy may be a copy of one previously printed by DAPS or carefully remove the form from the prescribing directive and attach it to the DD Form 843. See paragraph 3-4a regarding quantities to be reproduced.

3-11. PRINTING OF "-E" FORMS. Forms designated "-E" in DA Pam 25-30 are automatically approved for local reproduction through DAPS. An LRA number is not needed from USAPA. Submit requests per paragraph 3-9 above.

3-12. OVERPRINTING BLANK FORMS. Overprinting blank forms is permissible if the form is not altered. Overprinting of information subject to frequent change, such as a person's name, telephone numbers, and office symbol is prohibited. Restrictions as listed in DA Pam 25-31 apply to overprinting of Standard Forms (SF) and Optional Forms (OF). Submit requests for overprinting per paragraph 3-9 above. Attach a clear draft of the information desired to be overprinted to the DD Form 843 or the form with the information clearly printed on it. Special construction forms such as carbon sets, manila folders, labels, etc., for overprinting must be furnished by the requester from available stock at the DOIM Forms Stockroom.

3-13. MINIMUM STOCK LEVEL NOTICE (ATZK-IM FORM 3589). When paper stock of a Ft Knox form or poster requires resupply, DOIM Forms Stockroom personnel will initiate an ATZK-IM Form 3589 (Minimum Stock Level Notice) and forward to the installation FMO. The FMO will complete part 2 of the Minimum Stock Level Notice and forward to the proponent of the form requiring resupply. The activity Forms Coordinator will complete part 3 of the Minimum Stock Level Notice for recommended action and return to the FMO. The FMO will complete action accordingly.

3-14. DEVIATIONS.

a. Alteration or modification of Army-wide forms is prohibited unless authorized by the agency concerned. When requesting deviation from the format, content, or construction, to include E-form design, forward request through the DOIM, ATTN: ATZK-IM, to the proponent of the form.

b. Alteration or modification of local forms is prohibited unless authorized by the proponent. Send requests to the proponent, and if approved, the proponent will forward the form to the DOIM, ATTN: ATZK-IM, for final approval.

3-15. RESTRICTIONS.

a. Reproduction of Army-wide forms is prohibited unless authorized by USAPA or local reproduction authorized.

b. Reproduction of single-user forms of another proponent is prohibited unless authorized by the proponent concerned.

c. Publications/directives issued by the installation will not contain instructions requiring subordinate activities to establish a form. Instead, an appropriate Ft Knox form will be developed and instructions for its use will be included in the publication or other appropriate media. The form must be essential to efficient and economical operations.

d. Printing in two or more colors is limited to the criteria established under AR 25-30, paragraph 11-22.

e. Certificates of recognition (Achievement, Appreciation, Participation, etc.) will not be approved by the FMO unless authorized by the Adjutant General. Certificates are limited to one per unit down to battalion level, black ink on white paper, 8½ by 11 inches in size.

f. New or revised forms and form letters will use a neutral language that cannot be construed to discriminate on the basis of sex.

g. The illustration of blank forms without sample-completed entries is prohibited except when local reproduction of the form is authorized.

h. Standard Government wall and desk calendars are the only calendars authorized at Government expense. Activity schedules and appointment sheets are not considered calendars; FK Form 724-E (Activities Schedule) is available for installation-wide use.

i. Use FK Forms 331-E (Inspection Checklist) and 332-E (Inspection Checklist Continuation Sheet) for unit/installation inspections rather than developing individual inspection checklist; these checklist templates can be tailored to any inspection program post-wide.

3-16. FORMS SUBJECT TO THE PRIVACY ACT. If a form is used to collect personal data from an individual, the provisions of the Privacy Act of 1974 must be applied.

a. For a form requesting personal data, the proponent will develop a Privacy Act Statement and obtain approval from the installation Privacy Act Officer (ATZK-IM) before the form is sent to the FMO. The installation Privacy Act Officer will complete block 14a of the DD Form 67. Fort Knox Pam 25-4 contains detailed information on Privacy Act Statements.

b. The integration of the Privacy Act Statement and the forms will be determined by the FMO in the following order of precedence:

(1) Included in the body of the form, preferably below the title and positioned so that it can be seen easily by the individual before furnishing the information requested on the form.

(2) Printed on the reverse of the form. In this case, an appropriate statement will be placed below the title of the form to indicate where the Privacy Act Statement is located.

3-17. FORMS OR LABELS DESIGNED TO BE SELF-MAILING. Forms or labels designed to be self-mailing will be coordinated with the installation Postal Officer, ATTN: ATZK-IMP-D, before approval by the FMO. The installation Postal Officer will complete block 14b of DD Form 67.

3-18. FORMS SUBJECT TO ASSIGNMENT OF REPORTS CONTROL SYMBOL (RCS) NUMBER. Any form that requires the collecting, processing, and transmitting of management information on a periodic, as required, or one-time basis may require assignment of an RCS number, unless exempt per AR 335-15. Coordinate with the installation Management Information Control Officer (MICO), ATTN: ATZK-IM, before the form is sent to the FMO. Local forms which feed into or support requests that collect data for existing controllable data requests will be assigned the same RCS number as the higher headquarters reporting requirement. Place the RCS approval number in the upper right corner of the form per DA Pam 25-31.

Check appropriate block

FORM PROCESSING ACTION REQUEST
(Read Instructions in DoD 7750.7-M before completing this form)

1. TYPE SUBMISSION (X one)
 NEW
 REVISION
 CANCELLATION
 OTHER (Specify) _____

2. FORM DESIGNATION AND NUMBER (Leave blank if a new form)

3. DATE OF FORM (Complete only when cancelling a form)

4. FROM (DoD Component OPR Organization and complete mailing address)
 (YOUR ORGANIZATION)

5. THRU (DoD Component FMO Organization and complete mailing address)

6. TO (Organization and complete mailing address)
 DOIM
 ATTN: ATZK-IM (FMO)
 FORT KNOX, KY 40121-5000

7. FORM TITLE
 (TITLE OF NEW FORM)

8. SUPERSEDED FORMS (If applicable)

a. FORM NUMBER	b. EDITION DATE	c. DISPOSITION (X one)
		(1) USE (2) DO NOT USE

9. PRESCRIBING DOCUMENT NUMBER (Attach copy)

10. FUNCTIONAL CODE (Leave blank if a new form)

11. TYPE OF FORM (X one)
 PRESCRIBED
 ADOPTED

12. DESIGN CONSIDERATIONS

a. SUGGESTED SIZE (Width) (Length)	b. SPECIAL CONSTRUCTION REQUIRED (X one)	c. IS FORM CLASSIFIED? (X as applicable)	d. IS FORM CONTROLLED? (X as applicable)	e. IS FORM AUTHORIZED FOR ELECTRONIC GENERATION? (X one)
8 1/2 11	<input checked="" type="checkbox"/> YES (If yes, attach printing specifications) <input type="checkbox"/> NO	<input type="checkbox"/> WHEN BLANK? <input type="checkbox"/> WHEN FILLED IN?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> SAFEGUARDED <input type="checkbox"/> SERIALLY NUMBERED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO WITH STIPULATIONS

13. PURPOSE AND DESCRIPTION OF USE (Attach additional sheet, if necessary)
 (INCLUDE A BRIEF PURPOSE AND DESCRIPTION OF USE STATEMENT)

14. INTERNAL COORDINATION AND CONCURRENCE

	(1) COORDINATOR	INITIALS	OFFICE SYMBOL	TELEPHONE NUMBER (Include DSN/Area Code)	(2) APPLICABLE (Yes or No)	(3) REMARKS (Enter Report Control Numbers and expiration dates, if applicable)
a. PRIVACY ACT	Bobbi Trump		ATZK-IM	4-7425	YES	
b. POSTAL	Lonnie Richardson		ATZK-IMP-D	4-1349	NO	
c. DATA ELEMENTS						
d. REPORTS						
e. INTERAGENCY						
RCF	Bobbi Trump		ATZK-IM	4-7425	NO	
OMB						

15. EXTERNAL COORDINATION AND CONCURRENCE (Not required for SD, DoD Component, or Command forms)

a. DOD COMPONENT	b. COORDINATOR	INITIALS	OFFICE SYMBOL	TELEPHONE NUMBER (Include DSN/Area Code)	c. ESTIMATED ANNUAL USAGE	d. IF REVISION, QTY EXISTING FORMS ON HAND

CERTIFICATION OF DOD COMPONENT OPR AND/OR ACTION OFFICER, APPROVING OFFICIAL, AND FMO
 I hereby certify that all of the above coordinations have been completed as indicated.

16. DOD COMPONENT OPR AND/OR ACTION OFFICER

a. TYPED NAME	b. SIGNATURE	c. TELEPHONE NO.

17. DOD COMPONENT APPROVING OFFICIAL

a. SIGNATURE (LEAVE BLANK)	b. DATE SIGNED

18. DOD COMPONENT AND/OR COMMAND FORMS MANAGEMENT OFFICER

a. SIGNATURE	b. DATE SIGNED

19. APPROVING FORMS MANAGEMENT OFFICER

a. TYPED NAME BARBARA WILLETT, FMO	b. SIGNATURE	c. DATE SIGNED

Must be completed if a Fort Knox (FK) form

Check appropriate block

Leave blank

If a new form, leave blank - number will be determined by FMO. If a revised or cancelled form, insert form number

Complete if new or revised form supersedes other form(s)

If Privacy Act information is involved, check "YES" and forward to ATZK-IM

If form/label is self-mailing, check "YES" and forward to ATZK-IMP-D

If an internal reporting form, check "YES" and forward to ATZK-IM

Signature required of organization's Forms Coordinator

Signature required of individual who developed the form

Figure 3-1. Sample DD Form 67

CHAPTER 4

SUPPORT OF BLANK FORMS/PUBLICATION ACCOUNTS AND RESIDENT STUDENT PUBLICATIONS

4-1. GENERAL. AR 25-30, chapter 12, contains policy regarding the distribution system of DA publications and blank forms and maintenance of publications accounts. Paragraph 12-23 contains policy regarding instructional material support for resident students. DA Pam 25-33 provides guidance and necessary blank forms to establish and maintain accounts.

4-2. DOIM PUBLICATIONS STOCKROOM. A Self-Service Store for blank forms has been established by the DOIM Forms Stockroom, Bldg. No. 43, Warehouse St., for use by all units/activities at this installation. Authorized stockage levels of blank forms for on-post units/activities using the Self-Service Store are limited to a 14-day supply.

a. All DA, DD, SF, OF, and miscellaneous other higher echelon blank forms are stocked by the Self-Service Store when they are required for use by two or more authorized users, unless identified as electronic media (EM). Departmental electronic forms are available at <http://www.usapa.army.mil>.

b. All Fort Knox blank forms (less some -R and -E forms) are stocked and are available.

c. No local single-user blank forms are stocked. These are maintained at the user level.

d. If higher echelon “-R” or “LRA” blank forms are used by more than one user, in sufficient quantities, the forms will be stocked by the DOIM Forms Stockroom.

e. TRADOC publications are not stocked for issue to units/activities at Fort Knox. All units/activities are required to maintain TRADOC publications that pertain to their mission. Resupply of TRADOC publications can be accomplished by sending a DA Form 17 (Request for Publications and Blank Forms) in original plus one copy to Commander, TRADOC, Bldg. No. 183, Fort Monroe, VA 23651-5000. Verify that the publication is current by checking TRADOC Pam 25-30. TRADOC publications are also available on the TRADOC Website at <http://www.tradoc.army.mil>.

f. Forces Command (FORSCOM) units are the only units at Fort Knox required to maintain FORSCOM, in addition to TRADOC, publications. FORSCOM publications are not stocked by DOIM Forms Stockroom, but can be obtained by submitting DA Form 17 directly to the following address: FORSCOM Publications Stockroom, Bldg. No. 213A, Fort Gillem, GA 30050-5000. FORSCOM publications are also available on the FORSCOM Website at <http://www.forscom.army.mil>.

Fort Knox Pam 25-31 (20 Feb 02)

4-3. ESTABLISHING A PUBLICATIONS ACCOUNT. Guidance for establishing publications accounts is contained in DA Pam 25-33.

a. Requests for the establishment of new pinpoint accounts (DA Form 12-R, Request for Establishment of a Publications Account) or changes to current accounts will be hand carried and submitted in triplicate to the DOIM Forms Stockroom. After approval, DA Form 12 Series will be forwarded to St. Louis Publications Center for implementation.

b. Commands are required to immediately notify the Forms Stockroom Manager, ATZK-IMP-P, of all changes in Publications Officer assignments.

c. Upon notification of appointment, the new publications officer will coordinate with the DOIM Forms Stockroom to schedule a class on the duties and responsibilities of a Unit Publications Officer.

d. Adhere to the distribution formula as listed in the instructions on each individual DA Form 12 series. Any requirement for publications above the prescribed distribution level will be submitted in writing, with full justification, to the DOIM Publications Stockroom for approval. Publications received through distribution channels for which there are no organizational requirements should be disposed of at unit level.

e. Only those units that have adequate storage facilities will be authorized to request classified publications.

f. Subordinate units assigned to the 16th Cav Regt, 1st ATB, 46th AG Battalion (Reception), and US Army NCO Academy, are not authorized to fill out a DA Form 12-09-E for initial distribution of classified publications. Classified publications for subordinate units of the above listed units will be requested and stored by the major command.

4-4. MANAGING AND MAINTAINING ACCOUNTS. Guidance for managing and maintaining your account is given in DA Pam 25-33. The DOIM Forms Stockroom designed and stocks Fort Knox Form 5001 (Internal Distribution Card) (figure 4-1) to assist unit publications officers in this task.

a. You will automatically receive new and revised editions of DA Publications and changes previously identified on your DA Form 12 Series submission via Initial Distribution (ID).

b. Your account should be reviewed and updated on a yearly basis. However, changes can be made at anytime.

4-5. RESUPPLY OF PUBLICATIONS. Resupply of publications may be accomplished anytime publications are needed by submitting DA Forms 17 and 17-1 to DOIM Forms Stockroom.

a. The DA Form 17 must be legible and submitted in one original and one copy. Your unit should also keep one copy for suspense. When the approved DA Form comes back to you, file it in the active file.

b. Categorize all publications, i.e., Army Regulations (ARs), Field Manuals (FMs), Technical Manuals (TMs), etc., ensuring they are in numerical sequence. Always verify with current DA Pam 25-30 for correct listings. If the publication is not on the index, it cannot be ordered through your publications account. Check for changes to publications and order as needed. Ensure the changes have not been incorporated into the basic before ordering. The unit publications officer must sign the DA Form 17.

c. After an order has been submitted, you may receive an advice of supply message with disposition on unavailable publications from the Baltimore Publications Center. Post these status codes to the appropriate DA Form 17. DA Pam 25-33 identifies error and supply codes and directs appropriate action to expedite receipt of publications and prevent duplicate requisitions. NOTE: Due Outs (Dos) are held for 9 months pending stockage availability.

4-6. RESUPPLY OF BLANK FORMS FROM OFF-POST UNITS. Blank forms requisitions (DA Forms 17 and 17-1) from off-post units should arrive at the DOIM Forms Stockroom by the 5th working day of each month to ensure fastest processing and shipment of requested forms. Requesting units should ensure that all items listed on requisition be verified by using current edition of DA Pam 25-30, with special attention given to blocks 7a, b, c, and d. Erroneous or incomplete entries on requisitions may result in DA Form 17 being returned without action. After action has been taken on the requisition, DOIM Forms Stockroom will return the annotated copy of the requisition along with the blank forms to the requester.

4-7. ACCOUNTABLE FORMS. Units ordering accountable forms will furnish the DOIM Forms Stockroom (ATZK-IMP-P) one copy of the orders appointing an Accountable Forms Officer. Requisitions (DA Forms 17 and 17-1), signed by the Accountable Forms Officer, will be submitted in two copies to the DOIM Publications Stockroom at least 3 working days before the date required. Units receiving accountable forms from the DOIM Forms Stockroom will periodically review their storage and issue procedures.

4-8. STUDENT TEXT SUPPLY (STS). Student Text Supply requisitions DA Publications for the subsequent issue to resident students of the US Army Armor School.

a. All instructional activities will be notified by 15 January of each year to submit a list of publications required to support resident students for the next school year. A sample format of publications currently maintained for resident student support, identifying specific classes will be provided for each activity. This guideline must be followed per instructions to ensure standardization in the consolidation of annual requirements by Student Text Supply (STS). Activities will include instructors' copies in their bulk requirement totals. The list must be returned to STS by 30 April of each year.

b. Upon receipt of the activities' requirements, STS, Publications Section will consolidate requests and submit an order to USAPA, Alexandria, VA. Publications will be available by 1 October for new FY.

c. Additions/deletions to supported resident courses may be made throughout the FY by submitting a memorandum and a copy of the Advance Sheet to ATZK-IMP-P. New additions should be available for issue within 60 days.

d. Locally developed texts (FKSMs, STs) will be maintained and issued to resident students. Requesting activities will be responsible for the initial printing cost for these publications.

4-9. STUDENT TEXT ISSUE. Text issues will be conducted by two methods:

a. Joint Inventory. Students will report to Bldg. No. 43, Warehouse St., at a prearranged time and will conduct a joint inventory of texts with contractor. Students will sign a roster, verifying receipt of texts. Contractor will explain text turn-in procedures and identify those texts that may be retained by students for professional libraries. Publications that are Not Available (NA), Under Revision (UR), or To Be Printed (TBP), will be back issued to class upon receipt. Students arriving after scheduled issue time will be issued texts in bulk packets and may not participate in joint inventory. Contractor will issue texts in bulk to classes that report for issue more than 15 minutes past scheduled issue.

b. Bulk Issues. Activities may request publications be bulk issued under the following circumstances:

(1) Scheduled. Classes that maintain texts within immediate organization for subsequent reissue. Classes that require small quantities of texts and logistics warrants bulk issue.

(2) Unscheduled. Supported activities with preprogrammed requirements may request texts on an "As Needed" basis by forwarding a memo to C, AWTS/Publications Division, ATTN: ATZK-IMP. Annual bulk requirements may be distributed on a quarterly or annual basis, determined by requesting activity. If requirements change during current FY, STS must be notified immediately to ensure stock levels are maintained to support mission. Contractor will fill bulk requests within 3 working days. Emergencies will be expedited. NOTE: Publications removed from requirement list, by command, will not be reinstated until the beginning of the next school year (SY).

c. Annual Class Issue Schedule. Monthly class text issues are determined by referencing annual class issue schedule developed by HQ, Armor School. Activities shall designate a scheduling POC for each supported class and shall advise STS when changed. Coordination for class issue date, time, and student load must be completed by the 25th of the preceding month. Class cancellations shall be reported to Schools Br, G3, and STS immediately to prevent

construction of publications packets. Actual student load will be reported to STS on the morning of the day of issue. Class POC will coordinate with Schools Br, G3 and STS for text turn-in and a date and time will be determined. Students will report to Bldg. No. 42 at prearranged time and contractor will provide guidance and ensure that all identified texts are returned.

d. First Year Requirements (FYR). The STS provides proponents of new and revised publications with First Year Instructional Requirements, based upon historical data and current resident student class issues. Activities will be advised when a publication is superseded, rescinded, or revised. Changes to DA Publications will be requisitioned and issued to students upon receipt.

e. Supported Activities/Classes. The STS provides publication support to the following activities: 16th Cavalry Regiment, USA NCO Academy, 1st ATB. Classes supported include: AOAC, AOAC-RC, AOB, Armor PCC, CLC, SPLC, MGM1A1, MGM1A2-T, ANCOC-D, ANCOC-K, BNCOC-D, BNCOC-K, BACC-USMC, SOLMC, TCCC-M1A1-T, TCCC-M1A2, and PLDC. All organizations are reminded to maintain their DA-12 series ID Account and to update whenever requirements change. This ensures that Subject Matter Experts and Senior Class Advisors will receive advance copies of most current publications, ensuring Advance Sheets and Lesson Plans are revised at the earliest opportunity.

INTERNAL DISTRIBUTION CARD

For use of this form, see Fort Knox Pam 25-31

PUB _____

12 Series Form _____

Block Number _____

IDN Number _____

ID Requirements _____

Quantity Received _____

Date Received _____

Distributed to the following:

Section/Office	# Req	# Rec	Section/Office	# Req	# Rec	Section/Office	# Req	# Rec
S	A		M	W		L	E	

FK FORM 5001-E, OCT 97

PREVIOUS EDITIONS MAY BE USED.

V2.10

Figure 4-1. Sample Fort Knox Form 5001-E (Internal Distribution Card)

CHAPTER 5

USAARMC WEEKLY BULLETIN

5-1. GENERAL. AR 25-30, chapter 9, contains policies regarding the publication of command bulletins.

5-2. PUBLICATION OF THE WEEKLY BULLETIN. a. Preparation of the Weekly Bulletin (WB) will begin 2 working days before date of publication. Notices must be received by DOIM by 1200 each Thursday, for publication the following Monday. When a holiday falls on Monday, the WB will be published on Tuesday. The preferred method for receipt of notices is via e-mail (MaryBeth.Hammond@knox.army.mil). Hard copy notices will be accepted (ATTN: ATZK-IM) when e-mail is not available. The WB is generated electronically and placed on the Ft Knox Web Page (www.knox.army.mil/garrison/doim/weeklybulletin.doc) and DOIM Public Folders.

b. Official notices will have priority over unofficial notices in the WB. We suggest unofficial notices be placed in the applicable activity Public Folders or Web Pages.

c. Official notices will be routed through the appropriate staff office for approval before being sent to DOIM for publication. DOIM Editing will edit all notices received for publication for compliance with higher headquarters directives and to ensure they are understandable to personnel of the command.

d. Bulletins will expire after 90 days, and will remain on the DOIM Public Folders until the expiration date.

e. All notices referring to buildings on this installation will cite the name of the building (if it has an approved name), building number, and street name.

f. Notices concerning the estate of deceased personnel will be published 3 consecutive weeks.

g. Notices concerning unofficial items, i.e., for sale or rent and lost and found, will not be published in the Weekly Bulletin. These notices should be published in Inside the Turret in order to stimulate reading of the command newspaper.

h. Notices concerning club and association activities will be published in the Weekly bulleting only if approved, as space allows.

i. The Official Section of the USAARMC Weekly Bulletin will be read and complied with by all military and civilian personnel, and a copy will be posted on each bulletin board (per Fort Knox Pam 25-1).

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CHAPTER 6

CONTROL AND PUBLICATION OF FORT KNOX ADMINISTRATIVE PUBLICATIONS

6-1. GENERAL. AR 25-30 and DA Pam 25-40, govern the policies and procedures for processing administrative publications.

6-2. EXPLANATION OF TERMS. a. Numbered Policy Memo: Used to convey *short-term* directives or general information. Expire after 2 years. Thunderbolt Six Memos expire upon change of commander. Not used to publish long-term policies or procedures, to direct continuing practices or actions. Could be used on a temporary basis until a regulation can be published.

b. Supplements: Supplements contain policies, responsibilities, and administrative procedures required to implement ARs. It is the only medium authorized to provide subordinate commanders additional instructions to implement an AR. Supplements do not supersede, change, or rescind any portion of an AR. Supplements must go to HQDA for approval.

c. Regulations: Command regulations contain policies, responsibilities, and administrative procedures relating to subjects not contained in ARs. They are *permanent* directives, effective until superseded or rescinded. Each regulation is confined to a single subject. Use a Ft Knox Regulation to: establish policy command-wide; assign mission responsibilities; delegate authority; set objectives; prescribe procedures in detail needed to make sure basic policies are carried out uniformly throughout the command; prescribe Ft Knox forms.

d. Pamphlets: Command pamphlets are permanent instructional or informational publications that apply command-wide. Pamphlets are not directive. They provide guidance and information needed to carry out policies and procedures established by regulations. They are effective until superseded or rescinded.

e. Circulars: Command circulars contain material that is directive or informational, is temporary, or needs to be published only once. Circulars expire 2 years from the date of issue or earlier. Each circular is limited to a single subject. Use circulars to publish: instructions for one-time actions that apply command-wide, to include forms; general information or policies and procedures that will be in effect for 2 years or less; temporary notices (e.g., annual awards programs).

f. Standing Operating Procedures (SOPs): Command SOPs are standing orders containing instructions concerning routine and recurring activities. Effective until superseded or rescinded.

g. Plans: Command plans define a course of action and a method of execution to accomplish a specific mission. Include strategic, military operation, administrative/ logistic, mobilization, supporting, alternate, and contingency plans.

h. Memorandums of Instruction (MOIs): Command MOIs contains instructions to implement a specific event, exercise, etc. Obsolete after event occurs.

6-3. PUBLISHING ADMINISTRATIVE PUBLICATIONS. All Ft Knox publications must be staffed through DOIM for editing and final processing. Publications should be submitted on a staff action for the Chief of Staff's or Garrison Commander's approval. If the document requires numerous corrections, it will be returned to the proponent. After corrections are made, the document should be return to DOIM Editing for final review and forwarding to the Chief of Staff or Garrison Commander for approval. After command approval, it will be returned to DOIM Editing for final processing. DOIM Editing will date the document, scan and convert the document to PDF format, and post to the Ft Knox Web Site (www.knox.army.mil/garrison/doim/pubs.htm).

6-4. SUPPLEMENTING ARMY REGULATIONS. a. Proponent offices are responsible for determining if new or revised regulations require supplementation.

b. Approval must be granted by the Department of the Army for supplementation of Army Regulations.

CHAPTER 7

DISTRIBUTION MANAGEMENT

7-1. GENERAL. AR 25-30, chapter 12, contains policies regarding distribution management.

7-2. DISTRIBUTION. The DOIM is responsible for the USAARMC Distribution Scheme.

a. Multiple addressee memorandums and other directives published by HQ, USAARMC and Ft Knox will be distributed (in hard-copy or electronically) per prescribed formulas as determined by the proponent.

b. Multiple addressee reproduced memorandums and other directives received from higher headquarters will be forwarded to the appropriate action office for necessary action and distribution instructions. Where implementing instructions are required on communications received from higher headquarters, they will be published by this headquarters in the form of a memorandum, regulation, or supplements as appropriate; however, proponents will not circumvent the intent of the media such as requesting publication of a circular when it should be published as a supplement to a regulation. Directives not requiring further implementing instructions may be forwarded through command channels without implementation. All commanders and staff offices receiving such directives will take appropriate action, if warranted.

c. Multiple address memorandums and other similar directives published by HQ, USAARMC and Ft Knox will be addressed to major subordinate commanders, Ft Knox Partners in Excellence commanders, and directors/chiefs, as applicable. Distribution will be made per the distribution formula attached as appendix B.

d. The following distribution symbols, or a combination thereof, will be used to prescribe the level of distribution desired on all multiple address correspondence, regulations, supplements, pamphlets, and circulars prepared by this headquarters:

A – Major subordinate commands down to company level/commanders of Ft Knox Partners in Excellence/staff offices down to division level.

B – Major subordinate commands down to battalion level/commanders of Ft Knox Partners in Excellence/directors and chiefs of staff offices.

C – Major subordinate commands down to company level/staff offices, down to division level. (CF: CDRS, Ft Knox Partners in Excellence)

D – Directors and chiefs of staff offices.

e. Addresses corresponding to respective distribution symbols on command correspondence will be as follows:

Distribution A and B

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

Distribution C

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters
(CF: CDRS, Fort Knox Partners in Excellence)

Distribution D

Directors and Chiefs, Staff Offices/Departments, This Headquarters

f. Requests for changes in the distribution formula will be submitted in writing, to include justification, to CDR, USAARMC and Ft Knox, ATTN: ATZK-IM; or via e-mail (MaryBeth.Hammond@knox.army.mil) keeping in mind the high cost of printing and requesting only the essential minimum requirements to perform the mission.

CHAPTER 8

COPIER MANAGEMENT

8-1. GENERAL. AR 25-30, chapter 11 governs the policies and procedures for self-service copying management.

8-2. APPROVAL. Request for copiers will be submitted through the organization's Information Management Officer (IMO) to the DOIM for approval. The DOIM will prepare the analysis.

8-3. REPORTING REQUIREMENT. Meter reading will be read on the last day of the month and recorded on Fort Knox Form 4728-E (Office Copier Meter Reading) and forwarded NLT the third workday of each month to the address on the form. The user should retain a copy of the meter reading. Meter reading cards received from the vendor are completed by the user to reflect the same figures as reported on the Fort Knox Form 4728-E and forwarded back to the vendor.

8-4. COPIER SERVICE. Service calls should be directed to the DOIM Help Desk, phone 4-6666. Provide make, model, serial number, location, telephone number, and nature of problem. Any copier repair that an authorized service technician determines not to be within the scope of the contract, i.e., user misuse/abuse, will be surveyed by the proper unit personnel and a statement of alleged misuse or abuse forwarded to the DOIM, ATTN: ATZK-IMI, BEFORE repairs can be initiated. Arrangement to reimburse DOIM for charges due to misuse/abuse must be coordinated with DOIM Budget Office, ATTN: ATZK-RMB-IM, before repair work is authorized.

8-5. COPIER MOVEMENT. Approval must be obtained through DOIM before movement of a copier.

FOR THE COMMANDER:



ROBERT L. BROOKS
Director, Information Management

OFFICIAL:
REGINALD R. BERRY
Colonel, AR
Garrison Commander

DISTRIBUTION:

A

CF:
DCG, USAARMC

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APPENDIX A

REFERENCES

Section I

Required Publications

1. AR 25-30, The Army Publishing and Printing Program, 21 June 1999.
2. DA Pam 25-30, Consolidated Index of Army Publications and Blank Forms, 1 January 2002.
3. DA Pam 25-31, Forms Management, Analysis, and Design, 31 July 1995.
4. DA Pam 25-33, User's Guide for Army Publications and Forms, 15 September 1996.
5. DA Pam 25-40, Administrative Publications: Action Officers Guide, 1 October 1997.
6. TRADOC Pam 25-30, Index of TRADOC Administrative Publications, 24 January 2002.
7. FORSCOM Pam 25-30, FORSCOM Publications and Blank Forms Index, 1 April 2001.
8. Fort Knox Pam 25-1, Bulletin Boards, 23 February 2001.
9. Fort Knox Pam 25-4, Supervisors'/Managers' Guide to the Freedom of Information and Privacy Acts, 29 October 1993.
10. Fort Knox Pam 25-30, Index of Fort Knox/USAARMC Administrative Publications, multi-user Forms, and Form Letters, 13 February 2002.

Section II

Related Publications

1. AR 25-400-2, The Modern Army Recordkeeping System (MARKS), 1 October 2000.
2. AR 335-15, Management Information Control System, 15 December 1982.
3. Fort Knox Pam 25-2, Correspondence Staff Procedures Guide, 17 October 2001.

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APPENDIX B

USAARMC DISTRIBUTION FORMULA

OFFICE OR UNIT	A	B	C	D
CofS				
ATZK-CG	10	10	10	10
GARRISON COMMANDER				
ATZK-GC	1	1	1	1
NCOA				
ATSB-NC	11	11	11	11
STAFF CHAPLAIN				
ATZK-CH	2	1	1	1
IRAC OFC				
ATZK-IR	1	1	1	1
IG				
ATZK-IG	1	1	1	1
SJA				
ATZK-JA	8	2	6	2
PAO				
ATZK-PAO	2	2	2	2
PM/LEC				
ATZK-PM	2	2	2	2
EEOO				
ATZK-EE	1	1	1	1
CPAC				
ATZK-CP	4	4	4	1
DCFA				
ATZK-CF	10	10	10	10

OFFICE OR UNIT	A	B	C	D
AG				
ATZK-AG	50	24	16	8
DTDD				
ATZK-TD	5	5	5	5
ARMOR BR SAFETY OFC				
ATZK-S	1	1	1	1
OCO A				
ATZK-AR	1	1	1	1
PX				
ATZK-PX	1	1	1	1
COMMUNITY SCHOOLS				
DDESS-FKCS	2	2	2	2
EO OFC				
ATZK-EO	1	1	1	1
MOUNTED MANEUVER BATTLESPACE LAB				
ATZK-MW	1	1	1	1
G1				
ATZK-PER	4	2	3	1
DOIM				
ATZK-IM (BLDG. NO. 1227)	7	5	7	5
VIDEO TELECONFERENCE CEN (BLDG. NO. 2369)				
ATZK-IMA-TT	1	1	1	1
POSTAL & MAIL/DISTRIBUTION				
ATZK-IMP-D (BLDG. 1359)	1	1	1	1
RECORDS HOLDING				
ATZK-IMP-R	1	1	1	1

OFFICE OR UNIT	A	B	C	D
STUDENT TEXT (BLDG 43) ATZK-IMP-S	1	1	1	1
AWTS (BLDG 1541) ATZK-IMP-A	1	1	1	1
SUPPLY ATZK-IMR-LS	1	1	1	1
DHS/MEDDAC* MCXM	1	1	1	1
DDS/DENTAC* MCBM	4	4	4	1
DOC ATZK-DC	2	1	1	1
DBOS ATZK-OS	8	1	8	1
G3/DPTM ATZK-PT	34	27	36	18
DRM ATZK-RM	10	6	1	1
TSM ABRAMS TANK ATZK-TS	1	1	1	1
TSM FBCB2 ATZK-XXI	1	1	1	1
DFD ATZK-FD	5	5	5	5
ARMOR MAGAZINE ATZK-ARM	1	1	1	1

OFFICE OR UNIT	A	B	C	D
<u>U.S. ARMY ARMOR SCHOOL</u>				
ASST COMDT ATSB-AC	35	10	35	10
SUBTOTAL	234	153	188	116
<u>MAJOR ACTIVITIES</u>				
16TH CAV REGT ATSB-SB	18	10	18	
1ST AR TNG BDE ATSB-BA	42	8	42	
SUBTOTAL	60	18	60	
<u>FORT KNOX PARTNERS IN EXCELLENCE</u>				
MEDDAC/DHS* MCXM	(See DHS listing)			
DENTAC/DDS* MCBM	(See DDS listing)			
DMPO DFAS-IN-MH	1	1	1	
USA OPTEC, TECO CSTE-OTC-CC-TA	1	1	1	
DOCUMENT AUTOMATION & PRODUCTION SERVICE - KNOX DAPS-KN	1	1	1	
2D REGION (ROTC), USA CADET CMD ATOB	13	1	1	

OFFICE OR UNIT	A	B	C	D
USA RECRUITING COMMAND RCCG	3	3	3	
CLOSE COMBAT TACTICAL TRAINER ATZL-NSC-C-FK	1	1	1	
ARI TAPC-ARI-IK	1	1	1	
280TH MP DET (CID) 3D MP GROUP CIRC-CFK	1	1	1	
PROGRAM EXECUTIVE OFFICE - ARMORED SYSTEMS MODERNIZATION LIAISON OFC SFAE-GCSS-AB-L	2	2	2	
PMO, ARMY RECRUITING INFO SYS SPT (ARISS) SFAE-PS-AR	1	1	1	
RECRUITING CMD AREA SUPPORT GP RCASG	4	1	1	
USA AUDIT AGENCY SAAG-FKFO	1	1	1	
902D MI IAMG-B-FK	1	1	1	
DRMO DRMO-NDDA	1	1	1	
AMC LAO SOSFS-C-KN	1	1	1	
1287TH LOG SPT BN	1	1	1	

OFFICE OR UNIT	A	B	C	D
OP LOCATION C, 18TH WEATHER SQDN ATZK-WX	2	2	1	
CORPS OF ENGR, FORT KNOX AREA OFC CELRL-CD-K	1	1	1	
DOD COMMISSARY DeCA/EAN-KNX	1	1	1	
GSA, REGION 4 ATZK-GSA			1	
DEFENSE SECURITY SVC D21FC	1	1	1	
USA TMDE SPT WINDOW AMSAM-TMD-B-LKN	1	1	1	
KY MILITARY ACADEMY ATZK-KMA	1	1	1	
3D BN, 123D ARMORED BDE (KYARNG) KG-3-123	1	1	1	
100 TH DIV RES BAND AFRC-TKY-BA	1	1	1	
4 TH BDE AFKR-TIL-DA	1	1	1	
IIS, 8TH TANK BN, USMC ATZK-IIS	1	1	1	
1 ST USA AVIATION GP AFKA-TR-RTD	15	5	1	
AVN SPT FACILITY AFRC-AVIL-KF	2		1	

OFFICE OR UNIT	A	B	C	D
ECS #63	1	1	1	
3D TNG SPT BDE, 100TH DIV	1	1	1	
REG D, TRADOC REG COORD ELEM ATED-D	3	1	1	
MARINES ATZK-MC	1	1	1	
SUBTOTAL	71	44	41	
TOTAL**	360	210	284	116

*Indicates dual position.

**Dual positions (DHS/MEDDAC, and DDS/DENTAC) are included in SUBTOTALS of both the staff offices and partners in excellence; however, the figures for these organizations are added only once in the overall TOTAL.

A (1 ea addressee) = 73

B (1 ea addressee) = 72

C (1 ea addressee) = 74

D (1 ea addressee) = 39

A less Partners = 294

B less Partners = 171