

Information Management: Publishing and Printing
THE ARMY PUBLISHING AND PRINTING PROGRAM

History. This printing publishes a revision of FORSCOM Supplement 1 to AR 25-30.

Summary. This supplement covers the policies and mandated procedures for the preparation, review, approval, printing, distribution, and management of FORSCOM publications and products.

Applicability. This supplement applies to the Active Army, the Army National Guard, and the United States Army Reserve.

Suggested improvements. The proponent agency of this supplement is Deputy Chief of Staff for Command, Control, Communications and Computers, DCSC4, FORSCOM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to CDR, FORSCOM, ATTN: AFCE-A, 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062.

Restrictions. Approved for public release. Distribution unlimited. Local reproduction is authorized.

FOR THE COMMANDER:

OFFICIAL: LAWSON W. MAGRUDER III
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Deputy Commanding General/
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//Signed//
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DISTRIBUTION. Distribution of this supplement is available in electronic media only and is intended for command levels A, B, C, D, and E for HQ FORSCOM, Liaison Officers at HQ FORSCOM, CONUS, FORSCOM installations, FORSCOM units on non-FORSCOM installations, USAR, ARNG, and FORSCOM Operating Activities.

Copies furnished:

HQ FORSCOM (AFCE-A) (record set)

AR 25-30, dated 21 July 1999, is supplemented as follows:

Page 29, paragraph 1-21a(1). Add the following:

Functional Managers will be publications control officers (PCO), printing/ reproduction control officers (P/RCO), forms managers, copier managers, and publications stockroom managers (PSM). Names and office phone numbers of individuals appointed at CONUS/installations will be forwarded to CDR, FORSCOM, ATTN: AFCE-A, Fort McPherson, GA 30330-1062.

Page 30, paragraph 1-21b(7). Add the following:

Notification will be forwarded through CDR, FORSCOM, ATTN: AFCE-A, Fort McPherson, GA 30330-1062 to CDR, USAPA, ATTN: JDHQSVP-PAP-P, Alexandria, VA 22331-0302.

Page 32, paragraph 1-21c(13). Add the following:

Designated functional manager will prepare annual printing facility reports and submit through CDR, FORSCOM, ATTN: AFCE-A, Fort McPherson, GA 30330-1062 to CDR, USAPA, ATTN: JDHQSVP-PAP-P, Alexandria, VA 22331-0302.

Page 189, paragraph 9-5. Add the following:

d. Local commanders will not publish regulations to implement guidance contained in higher headquarters administrative publications such as regulations and supplements. Commanders (agencies) will not issue separate regulations to avoid staffing requirements in supplementation block of higher headquarters regulations.

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Page 192, paragraph 9-8. Add the following after third sentence:

Supplements will be sent through installation/ CONUS/ MACOM agency responsible for the subject matter to the AR proponent.

Page 201, paragraph 11-1d. Add the following:

FORSCOM subordinate commands will forward all correspondence for USAPA through CDR, FORSCOM, ATTN: AFCI-A, Fort McPherson, GA 30330-1062.

Page 209, paragraph 11-4a. "Add the following in the first sentence, second line, after "as chartered by": JCP and...

Page 229, paragraph 11-29c. Add the following:

The designated functional manager is responsible for staff supervision and is the approving authority for all requests concerning the Printing/ Reproduction facility and all commercially procured printing and binding obtained with appropriated funds. All installations will -

(1) Ensure that each request for printing/ reproduction is submitted to the designated functional manager on DD Form 843 / DD Form 844. (These forms do not apply to self-service copier operations)

(2) Ensure that each request for reproduction is essential and necessary to conduct Army business.

(3) Ensure that only the least expensive materials and processes and the fewest number of copies are requested to achieve the product's intended purpose.

(4) Ensure that each request is for a lawful and authorized item in accordance with AR 25-30.

(5) Ensure that large and complicated jobs are coordinated with the designated functional manager before submitting for printing/ reproduction.

Page 248, paragraph 11-35b. Add the following after "forwarded" to CDR, FORSCOM, ATTN: AFCI-A, Fort McPherson, GA 30330-1062.

At the end of the paragraph add:

Assistance with disposal procedures may be obtained by contacting the local Defense Marketing and Reutilization Officer (DMRO).

Page 268, paragraph 11-48. Add the following:

Copier managers will maintain a current log of technical approvals indicating the IMP approval number, user, location, copier approved, and date of validation approval.

Page 268, paragraph 11-48. Add the following:

FORSCOM activities will conduct copier surveys every 2 years according to paragraph 1-21e(5), AR 25-30, dated 21 June 1999, to evaluate program management, efficiencies, and cost effectiveness.

Page 269, paragraph 12-3a. Add the following:

Stockrooms will not stock FORSCOM or DA publications.

Page 269, paragraph 12-4. Add the following:

FORSCOM Pamphlet 25-30 is the Consolidated Index of FORSCOM Publications and Blank Forms. FORSCOM Form 12-R (revised) and FORSCOM Form 12-1-R are used to establish initial distribution requirements for FORSCOM publications. Instructions are in Appendix B of this supplement.

Page 269, paragraph 12-5. Add the following:

Units/activities will maintain a copy of DA and FORSCOM 12-series forms for this review.

Page 270, paragraph 12-4a. Add the following after the second sentence:

Initial distribution of FORSCOM publications will be made automatically to units that have submitted requirements to FORSCOM.

Page 270, paragraph 12-6c(2). Add the following:

ARNG units will submit requirements for FORSCOM publications through their State Adjutant General (TAG) using FORSCOM Form 12-R (revised) and FORSCOM Form 12-1-R to CDR, FORSCOM, ATTN: AFCI-A, Fort McPherson, GA 30330-1062.

Page 270, paragraph 12-6c(3). Add the following:

USAR units will submit requirements for FORSCOM publications through their supporting installation or CONUS using FORSCOM Form 12-R (revised) and FORSCOM Form 12-1 -R to CDR, FORSCOM, ATTN: AFCI-A, Fort McPherson, GA 30330-1062.

Page 270, paragraph 12-6c(4). Add the following:

ROTC elements will submit requirements for FORSCOM publications through their supporting installation or FORSCOM designated functional manager using FORSCOM Form 12-R (revised) and FORSCOM Form 12-1 -R to CDR, FORSCOM, ATTN: AFCI-A, Fort McPherson, GA 30330-1062.

Page 271, paragraph 12-6c(5). Add the following:

MUSARC JROTC units will submit requirements for FORSCOM publications through their MACOM or FORSCOM designated functional manager using FORSCOM Form 12-R (revised) and FORSCOM Form 12-1 -R to CDR, FORSCOM, ATTN: AFCI-A, Fort McPherson, GA 30330-1062.

Page 276, paragraph 12-16c. Add the following:

Test control officers appointed by installation, CONUS, and TAG will order material for U.S. Army Europe (USAREUR) driver testing from CDR, FORSCOM, ATTN: AFCI-A, Fort McPherson, GA 30330-1062. See Appendix C, this supplement, for instructions, directives, and requirements.

Appendix B (Added):

Instructions for Establishing a Publications Account and Requesting Resupply of FORSCOM Publications

B-1. Accounts are authorized as follows:

- a. CONUS - One consolidated account for headquarters and USAR units.
- b. FORSCOM installations - One account (consolidated for all supported units).
- c. FORSCOM Units on non-FORSCOM installations - One account per major unit.
- d. State Adjutant General (TAG) - One account (consolidated for all ARNG units).

B-2. Small units are authorized higher command level publications when needed to complete assigned missions. Commanders of CONUS and FORSCOM installations are authorized to make this determination for units in their command. TAG should comply with instructions issued by Chief, National Guard Bureau.

B-3. Units subordinate to commanders of organizations in paragraph B-1, above, should refer questions to their publications control officer.

B-4. FORSCOM Form 12-R (revised), FORSCOM Form 12-1-R, and DD Form 577 will be used to establish and update an account. All original signatures will be on file at the FORSCOM publications stockroom. No faxes or electronic signatures are authorized. If an account is used for sensitive or accountable forms, then a memorandum of all personnel authorized to pick up/sign for these forms will be on file.

a. To make changes, mark "change" in block 3 of FORSCOM Form 12-R and block I of FORSCOM Form 12-1-R; complete and resubmit both forms in their entirety - not just the blocks that are changed. Use an asterisk on FORSCOM Form 12-1-R to indicate changes. Forward through command channels to CDR, FORSCOM, ATTN: AFCE-A, Fort McPherson, GA 30330-1062.

B-5. Resupply of FORSCOM publications/forms follows the same channels as initial distribution.

a. If you are receiving automatic initial distribution directly from HQ FORSCOM, send DA Form 17 to Publications Stockroom, Bldg 213-A, Forest Park, GA 30297-5000.

b. If you are not receiving automatic distribution directly from HQ FORSCOM, send requests for FORSCOM publications/forms to supporting installation stockroom, CONUS, or TAG. Supporting installation stockroom, CONUS, or TAG PCOs will, in turn, forward a DA Form 17 to Publications Stockroom, ATTN AFCE-A, 4599 N 2nd, Forest Park, GA 30297-5000.

B-6. Staff agencies at HQ FORSCOM, liaison officers, and FORSCOM field operating activities receive FORSCOM publications in fixed quantities as prescribed by publication proponents. The division/branch publications officer, using the proper directorate/ agency account number, will submit requests for resupply to the Publications Stockroom, ATTN: AFCE-A, Bldg 213-A, Forest Park, GA, on a DA Form 17.

Appendix C (Added):

USAREUR Drivers Training/Testing Material

***Added USAREUR REG 385-55, Prevention of Motor Vehicle Accidents, dated Aug 1990; Chg 1, 29 Oct 92; Chg 2, 25 May 93. Deleted USAREUR SUPPL 1 TO AR 385-55.**

a. Headquarters, U.S. Army Forces Command is the single Continental United States (CONUS) source of supply for U.S. Army, Europe (USAREUR), drivers' training/testing material. The material and basis for ordering are listed below. Only qualified Test Control Officers (TCOs) can order these materials and conduct drivers' training and testing. TCOs must have appointment orders, completed DD Form 577 (Signature Card) and FORSCOM 12-R (Request to Establish/Change A FORSCOM Publications Account) on file at this headquarters. Please mail to PUBLICATIONS STOCKROOM, ATTN: AFCI-A, 4599 N 2nd STREET, BLDG 213-A, FOREST PARK, GA 30297. Requests will be submitted on DA Form 17 (Requisition for Publications and Blank Forms) to the same address, or it can be faxed to same address, ATTN: MS DAY, (fax number DSN: 797-5962; Commercial: 404-363-5307).

b. TCOs must be appointed by installation/CORP, CONUS, and State AGs. These TCOs are the only TCOs authorized to order this material from FORSCOM. Authority may be delegated no lower than MUSARC level. Only one TCO per installation. An alternate may be designated and must also have the required forms (listed in a above) on file at this headquarters.

c. Deploying U.S. Army Reserve (USAR) and National Guard (NG) units will send requests to their designated TCO for consolidation.

d. TCOs at active Army installations will order material to test units through their installation.

e. Test booklets can be reprinted, but they should be serially numbered for control (i.e., FH 001- FH 600). These numbers should be reported to this headquarters, ATTN: AFCI-A. The test booklet number should also be noted on the DA Form 348.

f. The Point of Contact for this headquarters is Publications Coordinator, DCSC4, telephone numbers: DSN: 797-5307; Commercial: 404-363-5307.

g. Materials listed below are what should be ordered on the DA-17. If they are not listed here, they are more than likely obsolete (you should have already destroyed the AE-PRT-600-55A or 55B and their corresponding answer sheets; these are obsolete).

Item	Title/Form Number	Reusable	Basis for Ordering
1. Training material			
FORSCOM Suppl 1 to AR 350-9	Overseas Deployment Training	Yes	One per unit
USAREUR Pamphlet 190-34	Drivers Handbook and Examination Handbook; this pub is on the USAREUR HOMEPAGE under publications and can be downloaded. The URL is http://rmv.hqusareur.army.mil	Yes	Five per unit
USAREUR Reg 385-55	Prevention of Motor Vehicle Accidents	Yes	One per unit
USAREUR Supplement 1 to AR 600-55	Motor Vehicle Driver - Selection, Testing, and Licensing; this pub is on the USAREUR HOMEPAGE under publications and can be downloaded. The URL is http://rmv.hqusareur.army.mil	Yes	One per unit
USAREUR Poster 190-11 (wall size)	European Road Signs	Yes	Six per test station
USAREUR Poster 190-12 (pocket size)	European Road Signs	Yes	One per applicant

2. Testing material

Test booklet	USAREUR Pamphlet 190-4-1 or 2	Yes	One per applicant
Answer Sheet	AE Form 190-1X	No	One per applicant
Answer Key	Answer Key	Yes	One per TCO
European road sign test	USAREUR Posters 190-4A, B, C, D	Yes	One per applicant
Answer Sheet	AE Form 190-4A, B, C, D	No	One per applicant
Answer Key	Answer Key	Yes	One per TCO