HEADQUARTERS
Departments of the Army and the Air Force
Washington, DC 20310-2500
1 October 1991

*NATIONAL GUARD PAMPHLET (AR) 25-31/
NATIONAL GUARD PAMPHLET (AF) 4-3

Information Management

ADMINISTRATIVE GUIDANCE FOR THE RECEIPT OF NGB PUBLICATIONS AND BLANK FORMS

Summary. This is a new pamphlet It establishes policy and responsibilities for the ordering of National Guard Bureau publications and blank forms.

Applicability. This pamphlet applies to the Army and Air National Guard

Impact on New Manning System. This pamphlet contains no information which impacts on the New Manning System.

Supplementation. Supplementation of this pamphlet is prohibited without prior approval from National Guard Bureau (NGB-AD-PD), Camp Keyes, Bldg 34, Augusta, ME 04333-0032.

Interim Changes. Interim changes to this pamphlet are not official unless they are authenticated by the Chief, Administrative Services. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this pamphlet is the National Guard Bureau (NGB-AD-PD). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to NGB-AD-PD, Camp Keyes, Bldg 34, Augusta, ME 04333-0032.

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NGB Form 12R *(NGB Publications Requirement Sheet)*

NGB Form 13R *(Requisition for NGB Publications and Blank Forms)*

This pamphlet supersedes NGP (AR) 25-3/NGP (AF) 4-3, 1 August 1991

CHAPTER 1
INTRODUCTION

1-1. Purpose
This pamphlet establishes policy and procedures and provides guidance and assistance in account management, requisitioning publications and blank forms, component listings, establishing and verifying requirements, and the distribution process *(including forced distribution).*

1-2. References
NGR (AR) 25-30/NGR (AF) 5-1 (NGB Publications).

1-3. Explanation of abbreviations and terms
a. Abbreviations.

(1) ANG. Air National Guard
(2) ARNG. Army National Guard
(3) CL. Component Listing
(4) ID. Initial distribution
(5) LIN. Line Item Number
(6) LRA. Local Reproduction Authority
(7) NGB. National Guard Bureau
(8) NIIN. National Item Identification Number
(9) OPR. Office of primary responsibility
(10) PDO. Publications Distribution Offices

b. Terms.

(1) Account Representative. The person responsible for maintaining the account for publications and forms ordered from the National Guard Bureau.

(2) Customer. The user, at any level. Responsible for communicating their requirements to the appropriate agency.

(3) Emergency. When failure to have a publication or form would result in mission impairment or work stoppage.

(4) Forced Distribution. Distribution dictated by the proponent/Office of Primary Responsibility *(OPR)* instead of the customer.

(5) Index. Any regulation or pamphlet listing current blank forms, publications, or component listing.

(6) Initial Distribution (ID). The first issuance of a new or revised publication or a change to a publication.

(7) LRA Form. Any form approved for local reproduction.

(8) NGB-AD-PD. National Guard Bureau Printing and Distribution Center located at Camp Keyes, Bldg. 34, Augusta, ME 04333-0032.

(9) Publications Bulletin. A periodical published by National Guard Bureau *(NGB).* It provides important information on blank forms and publications applicable to the Army and Air National Guard.

1-4. Policy
a. States will maintain their State account for NGB standard publications and blank forms. Cancellation of the account may result if not kept active for 12 months.

b. The State adjutants general and other interested agencies will set requirements for initial distribution of publications, blank forms, and component listings.

c. Other agencies within a State that require NGB publications and forms will order through State Stockrooms or PDOs, as appropriate.

CHAPTER 2
PROCEDURES - ACCOUNT MANAGEMENT

2-1. How to set up an account
a. The following accounts are automatically set up:

(1) State Stockrooms. Each state has one Army National Guard Stockroom Manager responsible for maintaining their state account. ARNG Stockrooms are identified by the state they represent

(2) Publications Distribution Offices (PDO). Air National Guard accounts already approved through NGB/SC and SAF. PDOs are identified by their PDO number.

(3) Army Tour Officers. NGB Tour Office will provide this policy.

b. Air Force Bases, schools, libraries, reserve advisors and Inspector General Offices may request a special account assignment. Submit requests, **in writing,** to--

NGB-AD-PD
Camp Keyes, Building 34
Augusta, Maine 04333-0032.

Include the following information:
(1) Address.
(2) Point of contact.
(3) Telephone number (autovon if available).
(4) Justification for requesting an independent account.

2-2. How to continue an account
a. Respond, on time, to communications (i.e., Publications Bulletins). Keep account active. No activity for 12 months may result in cancellation of account.

b. Inform NGB-AD-PD of any changes in point of contact, address or telephone number.

2-3. How to cancel an account

a. To close an account, submit a request, in writing, to--

NGB-AD-PD
Camp Keyes, Building 34
Augusta, Maine 04333-0032.

Include the following information:

(1) Effective date of cancellation.

(2) Advise whether to cancel or ship any outstanding requisitions before closing the account.

b. NGB-AD-PD will formally close an account in writing.

CHAPTER 3
REQUIREMENTS, REQUISITIONS AND DISTRIBUTION

3-1. Requirements

For establishing new requirements, follow the guidelines listed below.

a. New publications and blank forms. All new publications and forms are announced in the NGB Publications Bulletin. Using **NGB Form 12R** *(NGB Publications Requirement Sheet)*, Account Representatives inform NGB-AD-PD of their requirements for the new form or publication. Any response received after the given suspense date will be accepted for record purposes only. This means you will not receive an ID shipment, but your requirement form will reflect the change. Account Representative must requisition the copies they need on **NGB Form 13R** *(Requisition for NGB Publications and Blank Forms).* **NGB Form 12R and NGB Form 13R** will be locally reproduced on 8 1/2- by 11-inch paper. A copy of each form (for reproduction purposes) is located at the back of this pamphlet.

b. Existing publications. To change or set up requirements on publications already in circulation, again, use **NGB Form 12R** *(NGB Publications Requirements Sheet).*

(1) To use this form, enter the following information :

(a) Your ***"Ship To"*** address, including your account number.

(b) The ***"Short Title"*** of the publication(s) for which you are establishing or changing your requirement.

(c) Your total requirement under the ***"Quantity"*** column.

(d) Your ***"Name, Grade, Title"*** and ***"Telephone Number"***.

(e) The ***"Date"*** the form is being completed.

(f) Enter the page count.

(2) Utilize your NGB Index to ensure the publication is current and properly identified. Remember, only NGB publications are available through NGB-AD-PD. If there is a problem with any entry, NGB-AD-PD will comment in the ***"Remarks"*** column and return it to the originator.

c. Initial distribution of component listings. For initial distribution of component listings, submit a copy of the Production Listing with the quantity required. *(**DO NOT** submit on **NGB Form 12R.**)*

d. Requirements Extract. A Requirements Extract will be sent to each account holder semi-annually for verification of requirements of publications and forms. Review and make corrections directly on the extract and return within 30 days to NGB-AD-PD.

3-2. Requisitions

All requisitions will be submitted on **NGB Form 13R** *(Requisition for NGB Publications and Blank Forms).*

3-3. Distribution

Initial distribution of NGB standard publications and blank forms will be made to users and interested activities as determined by the proponent/OPR based on the requirement of State adjutants general and other interested agencies. Initial distribution of component listings will be made to each State based on the requirement of the State adjutants general. *(See NGR (AR) 25-30/NGR (AF) 5-1 for the types of NGB publications that are published and their distribution system.)* Any additional requirements for NGB publications, blank forms, and component listings will be ordered on **NGB Form 13R** *(Requisition for NGB Publications and Blank Forms)* and mailed to--

NGB-AD-PD
Camp Keyes, Building 34
Augusta, ME 04333-0032

3-4. Distribution symbols

a. Refer to the distribution list in each publication to determine requirements for a publication. If the publication is not available, refer to a publications index for the distribution symbol or list of special customers.

b. Army National Guard *(ARNG)* Distribution Symbols are **A, B, C,** and **Special.**

(1) ***A*** - Requires distribution down through the company level.

(2) ***B*** - Requires distribution down through group, regiment, brigade, and battalion levels.

(3) ***C*** - Requires distribution down through division level.

(4) ***Special Distribution*** - Distribution allows customers to set up requirements through their Account Representative, but there is also a forced distribution.

c. Air National Guard (ANG) Distribution Symbols are F and F; X.

(1) **"F"** distribution is available to anyone needing the publication. Customers set up requirements with their Account Representatives, who then set up requirements with NGB-AD-PD.

(2) **"F; X"** distribution allows customers to set up requirements through their Account Representative, but there is also a forced distribution.

d. Joint publications will refer to both ARNG and ANG distribution symbols. Army accounts use the **A, B, C** distribution to determine their requirements. Air accounts use the **F, F; X** disitribution to determine theirs.

3-5. The distribution process

a. The process begins with the customers. Customers generate a demand for blank forms and publications based on a need to support their mission. It is their responsibility to convey those needs to the agency supporting their organization.

b. Account representatives receive requests for blank forms and publications from their customers. They combine the requests and convey those needs to NGB-AD-PD, via **NGB Form 13R**. They also update their requirement for future revisions, via **NGB Form 12R**.

c. Like the Account Representative, NGB-AD-PD combines all requests and ships the material to the Account Representatives. NGB-AD-PD also updates requirement records.

d. Upon receipt, Account Representatives distribute the material to their customers.

3-6. Forced distribution

The proponent/OPR for a given publication determines who needs the publication to support their mission. This information then becomes part of the regulation. After printing, NGB-AD-PD ships the publication or form, in appropriate quantities, to Account Representatives for distribution.

CHAPTER 4
INDEXES, BULLETINS, COMPONENT LISTINGS, AND PRODUCTION LISTINGS

4-1. Publications Indexes

The NGB Indexes are published twice a year. The most important tools in managing a publications program are indexes. The information provided in them is invaluable.

a. In addition to listing the number and title of a blank form or publication, the following information is in the NGB index.

(1) The current effective date of the publication or form.

(2) Who stocks and issues the publication or form.

(3) The prescribing directive for a form.

(4) The proponent/OPR for a publication

(5) The number and date of changes issued.

(6) The distribution requirements for publications.

(7) Applicability of ANG gaining command publications.

b. Use Publications Bulletins to keep indexes current and effective.

4-2. Component Listings Indexes

A Component Listings Index is a catalog for requesting preprinted Hand Receipts (DA Form 2062) used in establishing and maintaining property accountability. It lists all Component Listings presently published by ARNG. The index is available in **three** sections: ***SECTION I*** - National Item Identification Number *(NIIN)*, **SECTION II** - Component Listing *(CL)*, and **SECTION III** - Line Item Number *(LIN)*.

4-3. Publications Bulletin

a. Publications Bulletins are published once a month. The information provided in each bulletin will include the following.

(1) All new publications and blank forms, including effective dates and distribution symbols. At that time, Account Representatives have **four** weeks to submit their requirements to NGB-AD-PD.

(2) Estimated shipping dates for publications and blank forms now at the printers.

(3) Actual shipping dates for all publications and blank forms distributed since the previous bulletin.

(4) Any publications or blank forms which are obsolete, rescinded or superseded since the last bulletin.

(5) Any excess stock already in the field. A point of contact and telephone number are included to allow other Account Representatives who may need the stock to make direct contact.

(6) Changes to ANG gaining command regulation applicability.

b. Use the information provided in each bulletin to update publications and forms indexes. Note

additions, deletions, and changes to indexes as you would a change to any regulation.

4-4. Production Listing and Index Change
A Production Listing and Index Change announcement pertaining to Component Listings is periodically published. It notifies States and their Units of new and revised Component Listings along with any Index changes. Units submit requirements to their State Headquarters for consolidation. States consolidate their requirements and submit to NGB-AD-PD (Media) in the space provided on the Production Listing.

CHAPTER5
LRA FORMS

5-1. Stockage of LRA forms
NGB-AD-PD does not stock forms for local reproduction *(LRA).*

a. Upon receipt of a new or revised NGB LRA form, NGB-AD-PD automatically distributes five copies to all Account Representatives. It is then the responsibility of the Account Representative to reproduce and distribute the forms down to the customer level. It is also their responsibility to maintain at least one reproducible copy in their file for future use.

b. Upon receipt of LRA forms issued by the AF Publications Distribution Center, NGB-AD-PD ships five copies to each PDO account.

c. If you need an LRA form, try the following:
(1) Check the prescribing directive, many new publications contain reproducible copies.
(2) Make contact with other Account Representatives, they may have the form you need.
(3) For NGB LRA forms, or if all else fails, contact NGB-AD-PD.

5-2 Forms requisition
All requisitions for NGB Forms will also be submitted on **NGB Form 13R** *(Requisition for NGB Publications and Blank Forms),* instructions as above. When ordering forms, check your NGB Index to ensure the form you need is stocked and issued from NGB-AD-PD.

CHAPTER6
EXCEPTIONS TO THE PROGRAM

6-1. Emergencies
An emergency is when failure to have a publication or form would result in mission impairment or work stoppage.

a. The following are not emergencies:
(1) Failure to order publications or forms to maintain stock levels.
(2) Failure to prepare for school requirements.
(3) Failure to prepare for inspections.

b. If a legitimate emergency exists, call NGB-AD-PD for help, or you may fax your NGB Form 13R, DSN 476-4484.

c. All emergency requisitions will be monitored.

6-2 Bulk orders
When a requirement exist for a one-time bulk order of publications and/or blank forms (e.g., for training courses, etc.) you must provide a written justification when submitting your requisition.

By Order of the Secretaries of the Army and the Air Force:

JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

Official:

E. DARDEN BAINES
Chief
Administrative Services

Distribution: Special *(DOIM)*/**F**

REQUISITION FOR NGB PUBLICATIONS AND BLANK FORMS

(For use of this form, see NGP (AR) 25-31 / NGP (AF) 4-3)

PAGE _____ OF _____ PAGES

To: NGB-ADP Camp Keyes Augusta, ME 04333-0032	Account: Address:

Short Title	Quantity	Shipped	Due Out	Remarks

Name, Grade, Title: Telephone #:	Date:

NGB FORM 1 MAR 94 **13-R-E** *(Replaces NGB Form 13R dated 1Oct 92, which is obsolete)*

NGB PUBLICATIONS REQUIREMENT SHEET

Use to establish or change requirements for automatic distribution.
(For use of this form, see NGP (AR) 25-31 / NGP (AF) 4-3)

PAGE _____ OF _____ PAGES

To: NGB-ADP Camp Keyes Augusta, ME 04333-0032		Account: Address:
Short Title	**Quantity**	**Remarks**