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Military Publications

ADMINISTRATIVE GUIDANCE FOR THE RECEIPT OF DA PUBLICATIONS AND BLANK FORMS

This pamphlet, originally issued as NGB Pam 310-10, was rescinded in July 1980. It is being reinstated at the request of many publications managers in the field. The number has been changed to avoid confusing it with the military orders directives. It furnishes administrative guidance in the implementation of AR 310-2 and DA Pam 310-10 to all States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia. It establishes procedures designed to facilitate operations and accelerate receipt of Department of the Army publications and blank forms by the using individual, unit, and authorized Army National Guard activity. Interim changes to this pamphlet are not official unless authenticated by the Executive, National Guard Bureau. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

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CHAPTER 1

INITIAL DISTRIBUTION

1-1. Purpose. This guide is designed to help you understand the publications system and to provide you with guidance in your job. It discusses the system operated by HQDA, which uses forms. The information you enter on these forms is used by the applicable centers and stockrooms to establish records that permit them to make initial distribution of new and revised publications and changes to your organization. You should note that you will not receive any publications or blank forms, regardless of content, importance, or need, unless you ask for them—either by establishing an initial distribution requirement (pinpoint method) or by submitting a resupply requisition. You should also note that regardless of how well this system operates, it will fail unless you correctly identify your organization's needs both as to type and quantity of publications.

1-2. Explanation of terms. In this pamphlet you will find some terms that may be unfamiliar to you. The following will help you to understand them.

a. Centers. The St. Louis and Baltimore Publications Centers.

b. Stockroom. Refers to the State publications stockroom that provides you with publications and blank forms support.

c. Publications source. Refers to an organization that receives publications directly from the centers, and/or stockroom for further distribution to supporting organizations or to individuals within the activity.

d. Organizations. Includes units, activities, offices, agencies, and headquarters from detachment-size elements up to State headquarters level.

e. Publications manager. Includes the chiefs of centers, stockrooms, and those individuals in the chain of command who provide publications assistance, guidance, or support to other individuals or organizations.

f. Pinpoint method. Refers to pinpoint distribution, which is a method of initial distribution of publications directly to an organization. The pinpoint method does not include blank forms.

1-3. References. To do your job properly, you will need the publications listed below. If you are operating under Consolidation of Administration at Battalion Level (CABL), check with your first sergeant or with the battalion/group level SGM. The below listed references are the minimum essential references for your library. If you no longer maintain publications in your organization, read on since this guide will provide you with information for future planning.

a. AR 310-2, Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications.

b. AR 310-20, Allied Communications Publications (ACP) and Joint Army-Navy-Air Force Publications (JANAP).

c. AR 750-31, Technical Publications for Aircraft Files (if your organization has Army aircraft).

d. DA Pam 310-1, Consolidated Index of Army Publication and Blank Forms.

e. DA Pam 310-10, STARPUBS Users Guide.

f. DA Pamphlet 750-10, US Army Equipment Index of Modification Work Orders (MWO) indexes.

g. JANAP 201, Status of Noncryptographic JANAPs and ACPs.

1-4. Establishing a library. a. Remember that submission of completed forms, used in the pinpoint method, will not automatically provide you with existing publications. You must requisition publications from your publications source. If there is a like or similar organization in your area, check their library—it will give you an idea of what you will need to requisition. Otherwise, you will have to use the publications indexes to determine your requirements. If you recently entered the Army or have been assigned to a new unit, you may not know what to order. Do not let this alarm you; there is help in your organization. Tell your administrative, training, supply, and maintenance people that you are establishing a library and request them to give you a list of what they need. It is their job to keep you informed of their publications requirements.

b. If you already have a library and have been experiencing difficulty in getting new or revised editions/changes, you may have to check your 12-series forms, because your library may have been built up by the requisition system. You will need to check the publications in your library against your forms. Note that the last printed page in the publication will help you. Under "Distribu-

tion," it will give you the form number and block number under which it was distributed. If you find publications in your library that are not posted to the forms, make a note to prepare updated forms (changes) to get the publications.

1-5. Initial distribution. Initial distribution is the first issuance of a new or revised publication or a change to a publication. Quantity automatically furnished is based on data reflected in the DA Form 12-series or the initial distribution formula contained in the publication. From time to time, changes in operational procedures, missions and/or equipment authorizations may prescribe a smaller or larger requirement for a change or revision to a previously distributed publication. The distribution formula shown in the latest change or revision will apply, and it should provide adequate quantities of the particular publication. The distribution formula contained in the publication will normally permit distribution to all using units and authorized National Guard activities as needed. A needed publication is defined, in the case of the small unit or activity, as one that—

a. Places a responsibility on or requires an action by a company commander or activity supervisor; or

b. Involves a privilege or prerogative of the individual soldier.

1-6. Command (formula) distribution. a. Command distribution is commonly referred to as formula distribution. This type distribution contains a recommended list of specific organizations that are to receive a specified number of copies of the publication. The recommended distribution usually appears on the last page of the publication under the command signature.

b. These publications are shipped in bulk to the State publications stockroom for reshipment to those activities and units, including pinpoint accounts, listed in the distribution formula of the publication.

1-7. Standard (pinpoint) distribution. a. Standard distribution, commonly referred to as pinpoint distribution, is that given those publications listed by name, subject classification, or numerical designation in the DA Form 12-series. Distribution is indicated by a statement in the publication that it is to be distributed in accordance with requirements stated in the applicable form of the DA form 12-series.

b. Standard distribution may also indicate an alphabetical formula for Army regulations and circulars and other publications that have a general application to all organizations at specific echelons or levels of command. The letter designation (A, B, C, D, E) following the title of the publication listed in DA Pam 310-1 indicates the level of distribution. Paragraph 13, DA Pam 310-1 contains an explanation of the alphabetical standards. Publications distribution under "S" formula are those receiving special distribution as prescribed by The Adjutant General, Department of the Army.

c. A single alphabetical symbol; e.g.; B, indicates that the distribution was made only to the Active Army. Distribution made to the Army National Guard is indicated following the abbreviation ARNG; e.g., A; ARNG: B; USAR:C.

d. The following distribution standards are suggested for the Army National Guard:

(1) A level distribution. Four copies for each State Adjutant General; three copies for each division, ACR, and separate brigade; two copies for each USPFO, divisional brigade, DIVARTY, DISCOM, group, and each NGB-authorized TDA training site, and Bn; one copy for each CSMS, AASF, AAFA, MATES, AVCRAD, headquarters and headquarters detachment, officer candidate school, and company/detachment.

(2) B level distribution. Four copies for each State Adjutant General; three copies for each division, ACR, and separate brigade; two copies for each USPFO, divisional brigade, DIVARTY, DISCOM, and group one copy for each headquarters and headquarters detachment, officer candidate school, and each NGB-authorized TDA training site, and Bn.

(3) C level distribution. Three copies for each State Adjutant General; one copy for each USPFO, headquarters and headquarters detachment, division, ACR, separate brigade, each NGB-authorized TDA training site, and other units commanded by a general officer.

(4) D level distribution. Three copies for each State Adjutant General; two copies for each USPFO; and one copy for each headquarters and headquarters detachment and NGB-authorized TDA training site.

(5) E level distribution. Not authorized to the ARNG.

e. Quantity received in the State

publications stockroom under the pinpoint distribution method should correspond to the consolidated requirements recorded on the particular DA Form 12 submitted by the State publications stockroom account for those activities and units not on pinpoint distribution. Units with authorized pinpoint accounts will receive their distribution directly from the appropriate US Army AG Publications Center.

CHAPTER 2

DETERMINATION, COMPUTATION, AND SUBMISSION OF REQUIREMENTS

2-1. General. The need for DA or other Government publications and blank forms is dictated by the following:

a. NGB regulation, pamphlet, letter, or other authorized media.

b. DA directive, when applicable to the ARNG, issued as a regulation, pamphlet, circular, or other authorized media.

c. Mission of the unit or authorized activity.

d. Equipment authorized the unit by an authorization document.

e. Equipment actually on hand.

f. Requirements determined essential to the training and administrative procedures within the State.

2-2. DA Form 12-series. a. Purpose. The DA Form 12-series is used to furnish publication requirements to the State publications stockroom and the US Army AG Publications Centers. The effectiveness of the distribution system is dependent on the accuracy of initial preparation and timely submission of write-in items, changes, and new editions of the forms. Procurement is also based on quantities recorded on these forms.

b. Submission. The DA Form 12-series will be submitted to NGB-DAP through the State publications stockroom for approval and transmittal to the US Army AG Publications Center.

c. Preparing agencies.

(1) For submission to State publications stockroom—All activities and TOE units, except those authorized a pinpoint account at the US Army AG Publications Centers.

(2) For submission to US Army AG Publications Centers—State publications stockroom, division, ACR, separate brigade, divisional brigade, DIVARTY, DISCOM, group, battalion, separate company, and other selected NGB-authorized activities. Battalions may establish one account to provide publications support to units and activities organic to them and to their headquarters or they may allow separate accounts for their units. A Separate company also includes that unit organic to a battalion/squadron allotted to another State.

d. Review and approval. The DA Form 12-series submitted by authorized ARNG pinpoint accounts must be reviewed and approved at appropriate levels of command and by the State Adjutant General or a designated member of his/her staff. During this review, the forms and requirements recorded thereon will be thoroughly evaluated for essentiality based on equipment authorization documents and assigned unit mission. Review will also include adherence to the preparation instructions and computation criteria for the appropriate forms. This will insure that the form has been properly prepared, and the publications being requested are authorized to and required by the unit/activity in the performance of its mission. Failure to properly review and edit requirements will result in unnecessary delays in establishing the requirement for needed publications. Improperly prepared forms or those containing unauthorized requirements should be returned for correction, since they will not be honored by the NGB. The notation, "Reviewed and Approved" with signature, grade, and title of the designated reviewer must be entered in the margin of the form.

e. Write-in item. By DA circulars and letters each authorized account may be advised that a particular publication will be distributed under pinpoint procedures, and may request that each account submit its requirements. If the requirements are submitted on one of the DA Form 12-series, only the referenced publication with quantity required will be entered on the form. The entry must be made in the proper blank space specified in the notification. The publication and quantity requested should also be entered in the proper blank space of the account's file copy. Replies to these requests will be submitted through channels in the same manner as that prescribed for the submission of the DA Form 12-series. ARNG AUTODIN procedures should be used to report these changes.

f. Change of address or redesignation of unit. Any change in the mailing address or unit designation must be reported immediately to the Baltimore US Army AG Publications Center. Such changes will be submitted by letter and must include the account number and the old and new addresses, or unit designations, whichever is applicable. If a change of address is involved, the letter must also contain the effective date when mail will be received at the new address. The letter will be submitted through the same channels as prescribed for the submission of the

DA Form 12-series.

g. Units and activities serviced by pinpoint accounts. For each pinpoint account, NGB-DAP will be furnished a list of units, including splits, and activities that are supported by the account. Subsequent changes will be submitted as they occur.

h. Cancellation of account or all recorded requirements of a specific form of the DA Form 12-series. The cancellation of an entire account or all recorded requirements appearing on a specific form of the 12-series will be accomplished by ARNG AUTODIN publications procedures. If you do not elect to use AUTODIN, requirements may be cancelled by means of a letter to the Baltimore US Army AG Publications Center. This letter, submitted through the same channels as prescribed for the submission of the DA Form 12-series, will list the account number, the address of the unit affected, and the effective date of cancellation.

2-3. Computation of requirements. a. General. The following must be considered in the preparation of the DA Form 12-series:

(1) Mission, capabilities, and echelon of maintenance prescribed in the unit's TOE or other authorization document.

(2) Quantity of equipment authorized and on hand.

(3) Individual MOS and unit training programs.

b. Requirements are submitted as follows:

(1) Initial. The first submission of a specific form of the DA Form 12-series to the US Army AG Publications Center.

(2) Change. Submission of any form of the DA Form 12-series when a change to currently recorded requirements is necessary. Entries will be made only in those blocks where changes, additions, or deletions of requirements are needed. If a requirement is to be deleted, the word "NONE" must be inserted in the block where the requirement was previously recorded. These changes will be submitted on DA Form 12-99 or via AUTODIN.

(3) New forms being added to the DA Form 12-series will be submitted immediately upon receipt if a requirement exists for any of the publications to be distributed by the new form.

(4) Many DA Form 12-series requirements are established by subject field rather than for specific publications, which may result in the receipt of many publications not applicable to the ARNG. Care should be exercised during the computation of requirements to insure that quantities requested are necessary and adequate to prevent immediate resupply action.

(5) In the computation of requirements for publications pertaining to major end-items of equipment, such as those distributed by DA Forms 12-37, 12-38, and 12-40, consideration must be given to quantities of equipment authorized the unit and are actually on hand, to complexity of operation, or to unit and individual training missions that can dictate the larger quantities of operator literature for the unit library and maintenance literature for the responsible support unit or activity library.

(6) OCS requirements for DA publications listed in POIs and issued to each student will not be included in the computation of DA Form 12-series requirements. Revisions, changes, and new publications added to the POI and required by all students will not be requisitioned. Automatic initial distribution will be made to the State publications stockroom based on student enrollment furnished annually to NGB by each State. These publications do not become the private property of the instructor or the student; they are the property of the OCS library. Control procedures will be set up to insure that they are turned in at the end of the prescribed phase or course of instruction. DA Pam 600-2 is the only exception to this policy.

c. The following recommended initial requirements for each form are based on NGB experience factors. This recommended distribution is to be used as a guide only. Local factors such as split facilities, offices located on separate floors within a building, organizational maintenance shops separated by a considerable distance from the parent unit, etc., will influence requirements. Unusual requirements must be justified by separate correspondence.

d. DA Form 12.

(1) This form is used:

(a) To establish a publications account.

(b) To designate the publications Officer.

(c) As a certificate to indicate that the unit has adequate equipment and personnel cleared to receive and safeguard classified and sensitive controlled publications up to and including "SECRET NOFORN."

(d) As a State stockroom account to report military strength of units

serviced by this account and the total ARNG and ANG technician strength of the State and changes thereto.

(e) As a pinpoint account to report only military strength or changes thereto.

(2) State adjutants general and TOE authorized pinpoint accounts will comply with the instructions contained in paragraph 11 on the reverse of the form.

(3) Block titled "Signature, Grade, and Title of Organization Commander" is for use by the State Adjutant General or his/her designated representative or by the unit commander of authorized pinpoint accounts. In no case will this signature be that of the publications officer indicated in parargraph 3, part I, DA Form 12.

(4) Block titled "Signature, Grade, and Title of Approving Authority" is reserved for the State Adjutant General or his/her designated representative on forms submitted by authorized TOE pinpoint accounts to publications manager of the State. When the form is submitted by the State publications manager, this block is reserved for NGB approval.

e. DA Form 12-4 (Requirements for Department of the Army Administrative Publications Other Than Regulations and Circulars).

(1) Bulletin, USAAGPC, Baltimore, MD. No longer published.

(2) Manual for Courts Martial. One copy for each AG Library, JAG officer, and unit.

(3) Navy Comptroller Manual. Not authorized to ARNG.

(4) Army School Catalog. A level distribution.

(5) CHARGUID: Discussion Topics, Duty—Honor—Country. A level distribution.

(6) Posters. A level distribution.

(7) Defense Acquisition Regulation. Two copies for each USPFO and ANG Base Procurement Officer.

(8) Defense Management Journal. Two copies for each State Adjutant General and USPFO.

(9) Commanders Call. A level distribution.

(10) Defense Acquisition Regulation Supplement. Two copies for each USPFO and ANG Base Procurement Officer.

(11) Federal Civil Defense Guide. C level distribution.

(12) Command. B level distribution.

(13) Procurement Legal Services. Two copies for each State Adjutant General and USPFO.

(14) Index of Army Motion Pictures and Film Strips. A level distribution.

(15) Index of International Standardization Agreements. Not authorized to ARNG.

(16) Debarred Bidders List. One copy for each State Adjutant General and USPFO.

(17) Index of Administrative Publications (DA Pam 310-1). A level distribution.

(18) USAF Account Structure and Codes (AFM). Not authorized to ARNG.

(19) Common User Tariff Rates (AFR 76-11). Not authorized to ARNG.

(20) Index of Blank Forms (DA Pam 310-2). No longer published. Now listed in DA Pam 310-1.

(21) AF Manual of Budget Administration. Not authorized to ARNG.

(22) Cost and Intl Tariff Rates and SP ASG AL Rates. Not authorized to ARNG.

(23) Index of Training Publications (DA Pam 310-3). No longer published. Now listed in DA Pam 310-1.

(24) Federal Personnel Manual. Two copies for each SPMO.

(25) A level distribution. Not authorized to ARNG.

(26) Index of Technical Publications (DA Pam 310-4). No longer published. Now listed in DA Pam 310-1.

(27) OPM Bulletins and Letters. Two copies for each SPMO.

(28) Joint Travel Regulations (Vol I—Military). One copy for each State Adjutant General and finance companies; three copies for each USPFO.

(29) Index of Supply Catalogs and Manuals (DA Pam 310-6). No longer published. Now listed in DA Pam 310-1.

(30) CPR--CPC. Not authorized to ARNG.

(31) Joint Travel Regulations (Vol II—Civilian). One copy for each State Adjutant General and finance companies; three copies for each USPFO.

(32) Index of Equipment MWO's (DA Pam 310-7). No longer published. Now listed in DA Pam 310-1.

(33) Civ Pers Pam. Not authorized to ARNG.

(34) Decisions of the Comptroller General. Two copies for each State Adjutant General and USPFO.

(35) Index of Army Personnel Tests and Measures (DA Pam 310-8). A level dis-

tribution.

(36) OPM Position Classification Standards. Two copies for each SPMO.

(37) Department of the Army General Orders. Two copies for each State Adjutant General.

(38) Index of Non-DA Communications Security Publications (DA Pam 310-9). One copy for each State Adjutant General, USPFO, and each COMSEC account.

(39) Defense Information Guidance Series (DIGS). C level distribution.

(40) DOD Directives 4105.59H, Department of the Defense Directory of Contract Administration Services Components (DCAS). Two copies for each USPFO.

(41) CTA 8-100. A level distribution.

(42) CTA 50-900. A level distribution.

(43) CTA 50-909. A level distribution.

(44) CTA 50-970. A level distribution.

(45) Poster, Energy. A level distribution.

(46) Poster, Fire. A level distribution.

(47) Poster, Safety. A level distribution.

(48) Poster, Suggestion. A level distribution.

(49) Poster, Voting. A level distribution.

(50) DA Pam 310-99. Index of Obsolete Forms and Publications. A level distribution.

(51) FPM Bulletin 296-33. Two copies for each SPMO.

(52) The First Line. Five copies for each SPMO.

(53) Management. Five copies for each SPMO.

(54) Performance. Five copies for each SPMO.

(55) Spotlight. Five copies for each SPMO.

(56) Consultant. Five copies for each SPMO.

(57) In Brief. Five copies for each SPMO.

(58) Women in Action. Five copies for each SPMO.

f. DA Form 12-5 (Requirements for Department of the Army Periodicals).

(1) Army Logistician. C level distribution plus two copies for units having a direct or general support maintenance or supply mission.

(2) Army Aviation Digest. One copy for each State Adjutant General, division, ACR, separate brigade, and TOE unit having aviators assigned; one copy for each qualified aviator; two copies for each AAFA, AASF, and AVCRAD.

(3) Army Research and Development Magazine. One copy for each State Adjutant General, USPFO, State maintenance officer, division, ACR, and separate brigade.

(4) Countermeasure. A level distribution.

(5) Translog. One copy for each State Adjutant General, USPFO, division, ACR, separate brigade, and transportation battalion.

(6) Soldiers. A level distribution.

(7) PS Magazine. A level distribution, doubled, plus one copy for each maintenance section.

(8) Driver. Not authorized to ARNG.

(9) Army Personnel Letter. One copy for each State Adjutant General, State Personnel Officer, headquarters and headquarters detachment, division, ACR, separate brigade, and battalion headquarters.

g. DA Form 12-8 (Requirements for Allied Communications Publications (ACPs) and Joint Army, Navy, Air Force Publications (JANAPs)).

(1) Unlike the other forms in the DA Form 12-series, DA Form 12-8 cannot be properly executed without a review, in close coordination with the unit communications officer, of reference g to determine whether the items pertinent to a given category and subject are required. AR 310-20 (reference b) provides additional guidance in the preparation of the DA For 12-8.

(2) In the instructions on the reverse of DA Form 12-8, substitute the following addresses in paragraphs 6 and 10 for submitting special requests: THRU: NGB-DAP, TO: Chief, C-E Service Division, USACC, ATTN: CC-OPS-CE-M, Washington, DC 20310.

(3) Although all ACPs and JANAPs are not classified, they are to be treated as sensitive controlled publications. This means that you must have adequate equipment and properly cleared personnel to receive and safeguard the material. To prevent problems in receiving ACP and JANAP, the basic DA Form 12 for your publications account should indicate a capability to protect publications up to "SECRET NOFORN."

(4) Separate units, exclusive of those organized under TOE/MTOE 11 series,

will find that the classified ACPs and JANAPs are normally authorized to battalion level. It should also be noted that a great many of these ACPs and JANAPs are applicable to signal units only.

(5) The following guidance is furnished for computing requirements:

(a) Blocks 1 thru 4, 7, 10, 12, 13, 15, 42, and 43: One copy for each State Adjutant General, USPFO, division, ACR separate brigade, group, battalion and separate unit.

(b) Blocks 9, 30, 31, and 33: One copy for each State Adjutant General.

(c) Blocks 16, 18, and 19: One copy for each State Adjutant General, USPFO, division, ACR and separate brigade.

(d) Blocks 14 and 41: One copy for each State Adjutant General, USPFO, division, ACR, separate brigade, group, battalion, and each aviation unit.

(e) Blocks 5, 8, 11, 17, 20 thru 29, 32, and 34 thru 40: Not authorized to ARNG.

(6) Quantities requested will be limited to those essential to the operational requirements of the unit.

h. DA Form 12-9A and 12-9B (Requirements for Department of the Army Administrative Publications (ARs, Cirs, Pams)). These forms provide for submission of separate requirements for unclassified and classified publications. It should also be noted that the DA Form 12-9B does not provide for initial distribution of classified publications below batallion level. Guidance is furnished for computation of requirements in paragraph 1-7d.

i. DA Forms 12-11A and 12-11B (Requirements for Army Doctrinal Publication (FM). The following factors must be considered when computing requirements:

(1) Assigned mission of the unit.

(2) Type of training being conducted.

(3) Density of equipment on hand.

(4) Whether the publication has broad or limited applicability to units of the command.

OCS requirements for field manuals will not be recorded on this form, (b(6), above).

j. DA Form 12-12 (Requirements for Tables of Organization and Equipment and Training Publications). The following guidance is furnished for computing requirements:

(1) General. TOEs distributed by this form will be the latest alphabetical series, whereas ARNG units may be organized under an earlier alphabetical series. These late series of TOEs will not supersede the TOE under which ARNG units are organized. They must be retained, however, by the units and staffs for future reorganizations that may be authorized by the Chief, National Guard Bureau or for mobilization. The training publications referred to in sections II and III will be applicable only to that specific series of TOEs or the specific TOE. Training publications with broader applicability not contained in sections II, III, and IV, such as Training Circulars, will be distributed by other means.

(2) Sections I and II. One to three copies for State Adjutant General and USPFO.

(3) Section III.

(a) State AG, division, ACR, and separate brigade—One to five copies of each TOE and related training publications applicable to assigned and attached units.

(b) Groups, divisional brigades, battalions, and like size organizations--One to three copies of each TOE and related training publications applicable to assigned and attached units.

(c) Company size organizations—One copy of each TOE and two copies of related training publications applicable to their unit.

(4) Section IV. Under normal circumstances, one or two copies of many of the applicable publications should be adequate for staff and unit libraries.

(5) Section V. The ARNG is not authorized these training publications.

k. DA Form 12-21 (Requirements for Federal and Department of the Army Supply Catalogs) and DA Form 12-21A (Requirements for Federal and Department of the Army Supply Catalog SKO Component List (CL)). The following guidance is furnished for the computation of authorized requirements:

(1) Standard Introduction to Federal Supply Catalogs.

(a) One copy for each battalion or higher headquarters, each separate unit having a supply or maintenance capability involving direct, general, or depot support mission, each AVCRAD, AAFA, and AASF.

(b) Two copies for each USPFO and CSMS.

(2) Management Data List. Two copies for each USPFO and CSMS. ARNG units will use the AMDF. (See AR 701-1)

(3) Master Cross Reference List (Consolidated Parts 1 and 2) (C-RL-1) and C-

RL-2).

(a) C-RL-1. One copy for each USPFO, CSMS, MATES, UTES, OMS, AASF, AAFA, AVCRAD, and each unit with a DS/GS maintenance or supply mission. ARNG maintenance activites will maintain the C-RL-1. Additional copies must be fully justified.

(b) C-RL-2 and C-RL-3. One copy for each AG, USPFO, and CSMS.

(4) Identification List.

(a) Basis of issue as indicated in (1) above.

(b) Identification Lists must be restricted to equipment and supplies authorized the unit or activity submitting the requirements.

(5) SKO Component List (CL).

(a) Basis of issue as indicated in (1) above.

(b) Company/battery. The requirement at company/battery level for Component Lists/Hand Receipts (CL/HR) will be a copy to be maintained in the unit library for each type SKO authorization document. Reproduction of CL/HR will be accomplished by NGB Duplicating and Forms Center (NGB-D&FC). CL/HR required for hand receipt/annex purposes will be obtained from NGB-D&FC.

(c) NGB Component Listings/Hand Receipts (CL/HR). There is no NGB directive that governs the distribution of the CL/HR (frequently referred to as NGB Checklist). The distribution of CL/HR is normally based on the individual State command policy regarding distribution of publications. This publication was originated by NGB-ARL, and its use is controlled by that office. Consequently, stockage and distribution of ARNG CL/HR will normally be through logistical channels. Even though the cover of this publication reads "HQ, Department of the Army," it is not to be considered a DA publication under the preview of AR 310-2.

l. DA Form 12-29 (Requirements for EOD Publications). Not authorized to ARNG.

m. DA Form 12-31 (Requirements for Army Aviation and Army Avionic Configuration Publications).

(1) The following pattern should be followed in computing requirements:

(a) Operator Manuals. One copy for each State Adjutant General, USPFO, AVCRAD, division, ACR, and separate brigade, each qualified aviator and crewmember, each aircraft on hand; two copies for each AASF, AAFA, and TOE unit having the aircraft assigned.

(b) Organizational Maintenance Manuals. Two copies for each TOE unit having aircraft assigned and each AASF; one copy for each State Adjutant General, USPFO, AVCRAD, AAFA, division, ACR, separate brigade, and each aircraft on hand.

(c) Direct and General Support Maintenance Manuals. Two copies for each AASF; one copy for each State Adjutant General, USPFO, AVCRAD, division, ACR, and separate brigade.

(d) Depot Maintenance Manuals. Issued only to those ARNG aviation units or activities (AVCRAD) authorized to perform depot maintenance, and to the State Adjutant General and USPFO of the State in which such unit or activity is located.

(2) Operational or maintenance instructions of a general nature that are applicable to all fixed, all rotor, or all fixed and rotor wing aircraft.

(a) Operator and crew instructions. Two copies for each TOE unit having aircraft assigned, each AASF, and AAFA; one copy for each State Adjutant General, USPFO, AVCRAD, division, ACR, and separate brigade.

(b) Organizational maintenance instructions. Two copies for each TOE unit having aircraft assigned, AASF, and AAFA; one copy for each State Adjutant General, USPFO, AVCRAD, division, ACR, and separate brigade.

(c) Direct and general support instructions. One copy for each State Adjutant General, USPFO, AVCRAD, division, ACR, and separate brigade, and each unit authorized and aircraft technical inspector by TOE; two copies for each AASF.

(d) Depot maintenance instructions. Issued only to those ARNG aviation units or activities (AVCRAD) authorized to perform depot maintenance, and to the State Adjutant General and USPFO of the State in which such unit or activity is located.

(3) Aerial delivery and parachute publications.

(a) Some aerial delivery is possible with aircraft currently in the ARNG inventory when aircraft have been modified. Aircraft normally used in aerial delivery are indicated in the TM 10-500 series. Requirements for TOE units listed in (b) below must be considered.

(b) Density of on-hand equipment and assigned unit mission will dictate parachute publication requirements. While this form is pertinent to aviation publica-

tions, the requirement in such TOE units as 7-35, 10-417, and 31-105 should not be overlooked.

(4) Armament publications. Requirements other than those submitted by AVCRAD must be justified.

(5) EIR Maintenance Digest. Two copies for each State Adjutant General, USPFO, AVCRAD, AASF, AAFA, division, ACR, separate brigade and each unit having a prescribed aviation maintenance mission.

n. DA Form 12-32 (Requirements for Army Missile, Rocket, and Air Defense Fire Distribution Systems Publications). This form is applicable to units assigned a nuclear delivery mission.

o. DA Form 12-34 (Requirements for Department of the Army Supply Bulletins).

(1) Only mission essential publications will be subscribed to on this form.

(2) SB 700-20. Five copies for each USPFO and two copies for each property book officer.

(3) SB 740 series publications are not normally distributed below State Hq level.

(4) One to five copies of SB 10-260 series is authorized for the USPFO Menu Board. The Reserve Components 14-Day Menu is distributed to the ARNG in accordance with quantity block 38. One to three copies of the 14-Day Menu are authorized to each unit that operate a mess.

p. DA Form 12-34B (Requirements for Department of the Army Non-Equipment Technical Manuals.

(1) Only mission essential publications will be subscribed to on this form.

(2) TB 30 series publications are not authorized to the ARNG.

q. DA Form 12-34C. (Requirements for Army Technical Bulletins).

(1) Only mission essential publication will be subscribed to on this form.

(2) TB 34 and 381 series publications are not authorized to the ARNG.

r. DA Form 12-35 (Requirements for Nuclear Weapons Publications). Publications distributed by this form are primarily used by units assigned a nuclear delivery mission.

s. DA Forms 12-36 and 12-36A (Requirements for Army Avionics Publications).

(1) The following points should be considered in computing requirements.

(a) The number of aircraft on hand with the specific item of equipment installed.

(b) The number of TOE units to which the specific type of aircraft is assigned.

(c) Echelon of maintenance aviation units and activities that are authorized and capable of performing.

(2) Guidance in the computation of requirements for publications applicable to operator and crew and each echelon of maintenance should generally follow the provisions of (3) below, except that under "operator and crew instruction" a one-copy requirement should be included for each aircraft on hand that has the equipment installed therein.

(3) Classified equipment will not normally be installed in ARNG aircraft; therefore, requirements should be limited to one copy for each ARNG flight activity and AVCRAD.

t. DA Form 12-37 (Requirements for Army Operation and Maintenance Literature for Combat Vehicles), and DA Form 12-38 (Requirements for Army Automotive Publications—Trucks).

(1) Operator. One copy for each vehicle, each crew for crewserved weapons, each unit having the vehicle, each servicing OMS, each unit having a direct or general support maintenance mission for subject equipment, and each CSMS, MATES, SMO, USPFO, and AG library.

(2) Organizational. One copy for each unit having equipment on hand, each servicing OMS, each battalion headquarters having the vehicle in its unit; two copies for each unit having a direct or general support maintenance mission for subject equipment, and each CSMS, MATES, SMO, USPFO, and AG library.

(3) Direct and general support. Two copies for each unit and activity having a direct or general support maintenance mission for subject equipment; one copy each SMO, USPFO, and AG library.

(4) Depot. One copy for State maintenance officer in certain selected categories.

u. DA Form 12-39 (Requirements for Army Automotive publications—Dolly, Trailer and Semi-Trailer).

(1) Operator. One copy for each unit having the trailer and each servicing OMS; two copies for each unit having a direct or general support maintenance mission for subject equipment, and each CSMS, MATES, UTES, SMO, USPFO, and AG library.

(2) Organizational. One copy for each unit having equipment on hand, each servicing OMS, and each battalion headquar-

ters having the trailer in its unit; two copies for each unit having a direct or general support maintenance mission for subject equipment and each CSMS, MATES, UTES, SMO, USPFO, and AG library.

(3) Direct and general support. Two copies for each unit and activity having a direct or general support mission for subject equipment; one copy each SMO, USPFO, and AG library.

(4) Depot. One copy for State maintenance officer in certain selected categories.

v. DA Forms 12-25A, 25B, 25C, 25D, 12-28, 12-40, 12-41, 12-43, 12-50, and 12-51.

(1) These forms pertain to items of equipment that can be classified from simple to complex in their operation and maintenance. Most of the items listed on the forms are classified as "non-logbook" items, while others are classified as logbook items for which a logbook binder is prescribed by TM 38-750. Ten operators manuals per unit for the rifles and pistols shown on the DA Form 12-40 and the masks shown on the DA Form 12-28 should be sufficient for the ARNG during peacetime.

2-4. Mobilization requirements. Publications and blank forms listed in DA Cir 310-81-9, appropriate to command level and unit mission after mobilization, will be maintained so as to be immediately available to the unit upon being alerted for mobilization. Most of these forms are used on a day-to-day basis. Therefore, the normal 60 day operating stock should be sufficient. E.g. you already have a 201 file, Health Record, DD 93 etc. for each individual assigned. You only need to make a new one on new assessions.

2-5. Supply system. a. General. The US Army operates a "single source" publications supply system. Publications centers located in Baltimore, MD and St. Louis, MO are the single source responsible for worldwide distribution and resupply of specific publications.

b. See DA Pam 310-10 for submssion of requisitions.

c. Administrative and training publications. These publications are stocked at the US Army AG Publications Center, Baltimore, MD, and are listed in DA Pamphlets 108-1, 310-1, 310-8, and (C) 310-9.

d. Technical and supply publications. These publications are stocked at the US Army AG Publications Center, St. Louis, MO, and are listed in DA Pamphlet 310-1.

e. Blank forms. Blank forms listed in DA Pamphlet 310-1, unless otherwise indicated, are stocked by each of the publications centers. Blank forms are requisitioned solely by the State publications stockroom and are stored at that facility for issuance to units and activities of the State.

f. The requirement to requisition publications and blank forms in DA Pam 310 series sequence has been rescinded and is no longer required.

CHAPTER 3

CONTROLLED ITEMS

3-1. Control. a. The responsibility for safeguarding classified, accountable, and sensitive materials rests with both the commander and the individual who is in a physical position to exercise direct security control.

b. The control, storage, and destruction of classified documents must be accomplished in accordance with appropriate Army regulations.

3-2. Receipts. Receipts are required for all publications that are classified SECRET or TOP SECRET. Whenever a receipt is received, it must be completed promptly and returned to the sender.

3-3. Accountable forms. Accountable forms are those forms on which consecutive numbers have been printed and could be forged and used for fraudulent purposes. Each form must be accounted for by a number. It is important to keep accurate records of the receipt, transfer, issue, loss, cancellation, and destruction of these forms. Accountable forms will be charged to the requisitioner, and he/she must account for each one. Accountable forms are identified by footnotes in DA Pamphlet 310-1.

a. Receipt of forms. DA Form 410 (Receipt for Accountable Form) controls the transfer of accountable forms.

b. Storage. Accountable forms will be stored in the same manner as prescribed in Army regulations for CONFIDENTIAL publications.

c. Destruction. Unused obsolete accountable forms will be destroyed in the same manner as prescribed in Army regulations for CONFIDENTIAL matter.

3-4. Sensitive forms. Sensitive forms are those that possibly could be used for fraudulent purposes. Examples of sensitive forms are the Army Qualification Battery Tests and scoring keys. Sensitive forms are identified by footnotes in DA Pamphlets 310-1 and 310-8. Receipt, issue, and use of sensitive forms require special care.

CHAPTER 4

SPECIAL INSTRUCTIONS

4-1. Disposition of obsolete, rescinded, and superseded material. Forms and publications that have been declared obsolete, rescinded, or superseded will be removed from unit libraries and destroyed. Classified material will be handled in accordance with appropriate Army regulations.

4-2. Periodic inspections. a. Commanding officers of units should establish publications procedures that will insure that—

(1) Official files are maintained in a current status.

(2) Principles of conservation are practiced, and stocks of publications and blank forms are not permitted to accumulate.

(3) Personnel assigned to publications functions are qualified and familiar with pertinent regulations and policies.

b. Following is a proposed checklist of items to be included when inspecting unit libraries.

(1) Has the unit commander taken necessary steps to acquire and maintain a library that will allow his/her unit to accomplish its assigned mission?

(2) Are regulations filed in numerical order by series?

(3) Are superseded and rescinded publications withdrawn, and new or revised editions inserted?

(4) Does the unit have the necessary blank forms it needs for day-to-day administration? Are stocks on hand in line with authorized stock levels?

(5) Are resupply requisitions being prepared requesting items from the proper publication center?

(6) Are the requirements submitted on DA Form 12-series correct?

(7) Are proper security measures being exercised for classified publications and accountable forms?

(8) Are all applicable forms and publications listed in DA Cir 310-81-8 available to the unit?

4-3. General officer stationery. a. Department of the Army general officer stationery is authorized each federally recognized general officer of the ARNG.

b. The following is a list of general officer supplies that may be requisitioned from the USAAGPC, Baltimore, MD by letter. An account number is not required to order these supplies. Automatic initial distribution is made upon notification of selection for promotion and/or confirmation of promotion.

TAGO 256 (2 Star Invitations)	Major General	250 per unit
TAGO 257 (2 Star Place Cards)	Major General	250 per unit
TAGO 258 (2 Star Stationery)	Major General	500 per unit
TAGO 2 Star Blank Invitations	Major General	250 per unit
TAGO 2 Star Single Invitations	Major General	250 per unit
TAGO 259 (1 Star Invitations)	Brigadier General	250 per unit
TAGO 260 (1 Star Place Cards)	Brigadier General	250 per unit
TAGO 261 (1 Star Stationery)	Brigadier General	500 per unit
TAGO 1 Star Blank Invitations	Brigadier General	250 per unit
TAGO 1 Star Single Invitations	Brigadier General	250 per unit
TAG Envelope for Invitations		250 per unit
TAGO Envelopes for Stationery		500 per unit

c. General officers supplies are issued in units as cited above. Due to limited stock availability, it is necessary to restrict issuance of 1 and 2 star supplies to 2 units each.

d. Envelopes stocked at that Center are blank and not printed with official mail indicia.

e. Care must be taken when ordering invitations. Blank invitations are requested for the married GO, single invitations for the single GO.

APPENDIX A

COMPONENT LISTING/HAND RECEIPTS

A-1. PURPOSE. The purpose of Component Listings/Hand Receipts (CL/HR) is to assist property book officers, unit commanders, and other user individuals in providing a service which is responsive to their needs and contributes to a reduction in their administrative workload in accomplishing their property accountability responsibilities.

A-2. DESCRIPTION. The CL/HR is a list of all components and quantities authorized as part of an end item. It is used to identify responsibility and accountability for tools with an individual and/or unit. The CL/HR is reproduced from the Department of the Army Supply Catalog/Technical Manual and Supply Catalog HR/Technical Manual HR. The CL/HR gives a complete item description and illustrations when available. The illustrations provide not only a means of identification of the item but a training supplement also. In some instances, two or more component listings/hand receipts are combined to make a complete components listing for a major end item. This provides a user-tool without the delay of searching for the supply catalog hard copy or microfiche.

a. Hand receipt account. A hand receipt account is established at battalion level between the property book officer (PBO) and unit commander, detachment officers in charge (OIC), and organizational maintenance shop chiefs. A hand receipt account is established at separate company levels between the company supply sergeant and platoon or section chiefs.

b. Hand receipt annex. A hand receipt annex is used to account for components of sets, kits, and outfits issued to a hand receipt account.

c. Sub-hand receipt. A sub-hand receipt is used to establish accountability down to the user level. Sub-hand receipts are established between hand receipt holders and the using individual.

d. Temporary hand receipt. A temporary hand receipt can be used to establish responsibility/accountability to a unit or individual for a short-term period of 6 months or less. This should be annotated "Temporary Hand Receipt."

e. Types of CL/HR. There are two types of CL/HR available: the first is under the DA SC/CL-HR Number System (Publication Number, Example SC 6230-90-CL NO1); the second is the ARNG Components Listing Number (Example ARNG CL NO. 50005, ARNG CL NO. 50104, etc.). This type is used when DA has not provided an HR, or the end item is not within the Army system.

A-3. AVAILABILITY. CL/HR required for hand receipts/annex purposes will be obtained from NGB-DFC. Requests may be made by AUTODIN or by mail using DA Form 17 and DA Form 17-1. When using AUTODIN, it is imperative that it be double-spaced. When ordering by mail, address to USPFO for Maine, ATTN: Media, Camp Keyes, Augusta, Maine 04333. Emergency requests may be made by AUTODIN or by telephone using AUTOVON 881-1401, X75.

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-DAP, Washington, DC 20310.

By Order of the Secretary of the Army:

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