

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5100

USAFACFS Memorandum
18 August 1995
No. 25-30

Information Management
HEADQUARTERS, USAFACFS ADMINISTRATIVE DIRECTIVES

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*This memorandum supersedes USAFACFS Memo 25-30, 16 April 1993

1. PURPOSE. This memorandum provides guidance for preparation

and issuance of Headquarters, United States Army Field Artillery Center and Fort Sill (USAFACFS), directives.

2. REFERENCES. For additional information and guidance, see AR 25-30 and DA Pam 310-20.

3. RESPONSIBILITIES.

a. The Director of Information Management (DOIM) is responsible for final editing, and determining appropriate media and method of reproduction, for all publications issued by USAFACFS.

b. Directors/chiefs are responsible for technical and content correctness, preparation in final form, and obtaining proper coordination prior to submission to DOIM for Chief of Staff approval and distribution. Paragraph 6 below lists the instructions for sending a publication to DOIM. Supplements, regulations, pamphlets, and memorandums do not have an expiration date; therefore, directors/chiefs will review annually those publications for which they are the proponent and notify DOIM Records Mgt Br of the current status.

c. Each activity/organization should appoint an individual to oversee their publications program. Individual would review publications prior to submitting them to DOIM for processing.

d. When publication requires another Fort Sill activity to submit a report or gather information to reply to a request, a Reports Control Symbol (RCS) must be included in the publication where the reporting requirement is stated. (There are exceptions to requiring RCSs on some types of requests for information; however, a statement must be included in the publication indicating the exception.) DOIM Records Mgt Br assigns RCSs. Check with activity Management Information Control Liaison Officer (MILCO) for procedures to receive RCSs. RCS must be assigned before publications are sent out for coordination (new publications) or to DOIM for update (old publications).

e. When publications affects the public, they must first be placed in the Federal Register (See AR 310-4 and AR 25-1). After being published in the Federal Register, they can be distributed.

4. ADMINISTRATIVE DIRECTIVES. For the purpose of this memorandum, the term "administrative directives" includes publications, directive, or informational in nature, prepared for use within this headquarters or for distribution to subordinate commands or organizations.

5. MEDIA. Administrative directives of this headquarters are limited to the following media, and will be prepared in accordance with instructions outlined in this memorandum and references in paragraph 2 above. In preparing these directives, tell the user what to do. Do not list the things they should not do.

a. Supplements to ARs and Other Higher Headquarters Regulations. Supplements will be the media of publication used to issue instructions required to implement or add to higher headquarters regulations (figure 1). Supplements will be distributed to subordinate elements and activities needing them and authorized to receive Army regulations. The distribution of a supplement will normally parallel the distribution of the Army regulation. Supplements will contain only additional instructions or information required by the policies, procedures, or other material in a higher headquarters regulation. Paragraphs in the supplement will be keyed, when feasible, to proper paragraphs in the regulation and to paragraphs in higher level supplements. Add chapters, paragraphs, tables, figures, and appendixes as required (annexes are not authorized).

b. Regulations. Regulations contain policy, responsibilities, and administrative procedures relating to subjects not contained in ARs. They are directive, apply throughout the command, and remain in effect until superseded or rescinded. Each regulation will be confined to a single subject. Instructions governing format and preparation of a regulation are shown (figure 2). An expiration date is not used on regulations.

c. Circulars. Circulars contain material that is directive or informational, and is transitory or needs to be published only once. Each circular will have an expiration date not later than 2 years from the date of issue. A shorter expiration date will be used when the circular does not have to remain in effect for 2 years. Each circular will be limited to a single subject. Instructions governing format and preparation of a circular are shown (figure 3).

d. Pamphlets. Pamphlets contain information, guidance, or reference material of a continuing nature. Each pamphlet will be confined to a single subject. They will not be used to implement ARs and will not contain an expiration date (figure 3). Forewords are permitted in pamphlets only (table 1), and will be numbered as page 1.

e. Memorandums. Memorandums contain policies and responsibilities, and administrative procedures that are of a continuing nature and apply only to headquarters organizations of the issuing element. Each memorandum will be confined to a single subject. Instructions governing format and preparation of

a memorandum are shown (figure 3). An expiration date is not used on memorandums.

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f. Rescissions. Requests for rescissions will be submitted by memorandum or PROFS note to DOIM Records Management Branch. Rescinded or obsolete publications, not superseded by a new publication, will be rescinded by means of a circular issued by DOIM.

6. SUBMISSION FOR PUBLICATION. After complete staffing, coordination, and approval by directors/chiefs, directive will be sent to DOIM Records Management Branch for editing. DOIM will submit publication to Chief of Staff for approval, when required.

a. Chief of Staff approval is required on new publications or those that change or revise an existing policy.

(1) Directives requiring Chief of Staff approval. Prepare a decision paper for Chief of Staff (figure 4). A separate decision paper is used when coordinating with other Fort Sill elements prior to sending publication to Chief of Staff for approval.

(2) Directives not requiring Chief of Staff approval. Decision paper is not needed. Proponents must provide to DOIM a statement indicating directive does not establish a new policy or change an existing policy.

b. Send directives to DOIM Records Management Branch using one of the two methods listed below:

(1) Copy directive to a diskette and forward to DOIM along with the decision paper and one copy of the directive on paper. Proponents not using Word Perfect must copy directive to a DOS ASCII file before forwarding to DOIM.

(2) Directives that contain pages that are unsuitable for placement on floppy diskettes will be forwarded to DOIM on paper along with the decision paper.

7. PREPARATION FOR PUBLICATION. Directives will be prepared in final form using the following guidelines.

a. Copy. Proposed directives will be typed in 10- or 12-pitch or 12 font before being placed on diskettes. After reviewing directive, DOIM Records Management Branch will determine what pitch or font will be used if directive must be placed on paper for distribution.

b. Time Required. Four weeks should be allowed for final publication after reaching DOIM in acceptable form.

c. Publication Number. The subject numbering system described in AR 25-30, table 2-4, will be used. The basic number and corresponding title will be used. Circulars will be numbered using a three-part number as specified in AR 25-30, para 2-75c. The subnumber will be assigned by DOIM Records Management Branch and may be done telephonically or by PROFS note. The publications number will be placed on the first line of the first page ending at the right margin. Publication number and date will be centered on the top of each page thereafter beginning with the second page. For subtitles see i below.

d. Publication Dates. Do not date publications. DOIM Records Management Branch will date all publications. On the second and subsequent pages, center the publication number. DOIM will add date prior to distribution.

e. Format. Publications will be prepared by typewriter, word processing equipment, or personal computer (do not use script, executive, or italic type) and be placed on 8 1/2" x 11" inch paper. Format will follow guidelines set forth in this memorandum.

f. Heading. The heading consists of the headquarters designation and address (three lines) (figure 3).

g. Expiration Dates on Circulars. The expiration date is centered on second line below the publication number (figure 3).

h. Effective Dates. When used, this date will be centered on the title page on the next line below the subtitle of the publication. Do not use effective dates when the publication will be effective upon receipt.

i. Series Titles. The series title (AR 25-30, table 2-4) will be centered two spaces below the publication number (in the case of circulars, the next line below the expiration date). The subtitle is centered on the title page and will be typed on the next line below the series title (figure 3). The subtitle will be assigned by the proponent. Subtitles should not exceed 10 words.

j. Table of Contents. When a publication exceeds 10 pages (excluding appendixes), a table of contents is required. This information will start on the third line below the title of the publication, or the effective date if used. Proper format of table of contents is shown (figures 5 and 6).

k. Subparagraphs. Subparagraphs will be limited to three

subdivisions (table 1).

1. Subdivisions. Subdivisions will not be indented beyond the first indentation (indent four spaces, type on the fifth space for all subdivisions).

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m. Numbering System. While simple publications may be prepared by numbering the paragraph consecutively with Arabic numerals, it may be necessary to divide complex or lengthy publications into chapters. Publication pages will be numbered consecutively beginning with page 1.

(1) Chapters. If chapters are used, there must be two or more chapters. Chapter number will be an Arabic number (1, 2, 3, etc.), and the title of the chapter will be typed in all capital letters. Paragraphs will be numbered as follows: Chapter 1 (1-1, 1-2, 1-3, etc.); Chapter 2 (2-1, 2-2, 2-3, etc.); Chapter 3 (3-1, 3-2, 3-3, etc.).

(2) Sections. When it is desirable for good organization of material, chapters may be divided into sections. However, there must be at least two of any subdivision used (i.e., a chapter will have two or more sections, and section two or more paragraphs). Section numbers will be Roman numerals (I, II, III, etc.), and the section title will be typed in all capital letters. Sections should not be used in place of chapters. Use sections only when it is necessary to subdivide a chapter.

(3) Subparagraphs. When a subparagraph is subdivided, if there is a subparagraph a, there must be a subparagraph b; and if there is a subparagraph (1), there must be a subparagraph (2).

(4) Publications without Chapters. When chapters are not used, paragraphs will be number consecutively throughout the publication. Pages will also be numbered consecutively beginning with page 1.

n. Titles. Chapters, sections, and paragraphs always have titles typed in all capital letters. Subparagraphs may or may not be titled. However, if subparagraph a is titled, all the subparagraphs in that series must be titled. If subparagraph (1) is titled, all the subparagraphs in that series must be titled. Do not underline titles.

(1) Titles of subparagraphs a, b, c, etc. Titles, if used, will be initial capital letters (capitalize the first letter of each main word).

(2) Titles of subparagraphs (1), (2), (3), etc. If titles are used, only the first letter of the first word of the title will begin with a capital letter. However, if a proper noun is

included in the title, it will begin with a capital.

(3) Titles of subparagraphs (a), (b), (c), etc. Same as (2) above.

o. Captions.

(1) Captions for appendixes are centered above the appendix title as follows:

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APPENDIX A

FORT SILL FORM LETTERS

(All capital letters.)

(2) Captions for figures will be typed with upper and lower case letters centered below the figure, no end punctuation, as follows:

Figure 1. Identification of Subdivision Within Publication
(Figures may be placed in the body of the text, at the end
of chapter, or at the end of the text)

(3) Captions for tables and charts will be typed with upper and lower case letters, no end punctuation, and will be centered above the table or chart, as follows:

Table 1. Identification of Tables
(Tables and charts may be placed in the body of the
test, at the end of a chapter, or at the end of the text)

(4) Continuation pages of appendixes will be as follows (title is omitted on continuation pages).

APPENDIX A (cont)

(5) Continuation pages containing figures, tables, charts will be the same as indicated in (3) above except the word "(cont)" will follow the title.

p. Supersession Notice.

(1) The supersession notice will be placed at the bottom of the first page of the text, preceded by an asterisk, indicting what publications and material were superseded by the new publication. Also, place an asterisk before the identification number of the publication in the upper right corner of the first page.

(2) In the event a page change to a publication is issued, all preceding changes which affected the particular page will be

incorporated in the change page, and the preceding change or changes will be superseded.

q. Body.

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(1) Writing style. A well-prepared publication has all of its required parts, fully meets the prescribed format standards, and is written according to the basic principles of good writing. Its policies and procedures are written clearly and precisely so there is no vagueness or ambiguity. It is written so all of its users can easily understand it.

(2) Organization. Paragraphs are arranged in logical sequence. The standard sequence outlined below is appropriate for most publications. If any of the standard paragraphs are omitted, the published paragraphs are renumbered in order.

(a) The first paragraph states the general purpose or the objective of the publication and gives a brief summary of the action desired.

(b) The second paragraph provides the scope of the publication and indicates to what elements or individuals it applies.

(c) When required, pertinent references may be listed in the third paragraph, or they may be listed in a separate appendix as stated in the third paragraph. References must be specific and current. The use of references throughout a publication is acceptable; distribution can be determined by reviewing the distribution on the publication. References to publications of temporary duration will not be made in permanent media such as regulations, supplements, memorandums, and pamphlets. Reference to memorandums will not be made in publications going outside the headquarters.

(c) The fourth paragraph explains the terms used if not included in AR 310-50, or if a special explanation must be given.

(d) The fifth paragraph (optional) is explanatory in character. It briefly states the background of the publication and the policy involved in its issuance. Its purpose is to explain the reasons for the publication so the reader will be better informed to carry out the assigned mission.

(e) The sixth paragraph describes the responsibilities assigned to organizations, activities, or individuals involved.

(f) The seventh and subsequent paragraphs prescribe the administrative details and procedures for carrying out the desired action. The steps to be taken are presented in chronological or other logical sequence. Limiting dates for action are definitely and conspicuously stated. Examples, tabular material, and illustrations will be used when they help to explain the text or reduce lengthy narrative explanations.

(g) Material required by the user, but not a logical part of the main text, will be included in appendixes.

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(h) Table 1 reflects the identification of subdivisions.

8. SUPPLEMENTATION STATEMENTS. One of the following statements, as appropriate, will be entered on the first page just below the title of USAFACFS supplements and regulations:

a. Further supplementation by subordinate commanders is prohibited, unless specifically approved by Headquarters, USAFACFS.

b. Further supplementation is permitted. If supplements are issued by subordinate commanders, one copy will be furnished to Headquarters, USAFACFS, ATTN: ATZR-UAA.

c. Supplementation of this regulation by subordinate commanders is prohibited unless specifically authorized by Headquarters, USAFACFS.

9. IDENTIFICATION OF SUPPLEMENTS.

a. To keep identification of supplements as simple as possible, higher and intermediate command supplement numbers will not be included in the identification (e.g., "USAFACFS Suppl 1 to AR 25-30," NOT "USAFACFS Suppl 1 to TRADOC Suppl 1 to AR 25-30.")

b. Reference to higher level command supplements will be included at the beginning of the text of lower level supplements. example, "AR 380-5, 25 Feb 88, as supplemented by TRADOC Supplement 1, 6 Jul 88, is further supplemented as follows."

10. USER COMMENT STATEMENT. The following statement may be used immediately following the body of the text: The proponent of this memorandum is DOIM. Users are invited to send comments and suggested improvements to Cdr, USAFACFS, ATTN: ATZR-UAA.

11. PROPONENT IDENTIFICATION. For the convenience of the user, the staff office responsible for the publication will be identified by its office symbol. The office symbol will be

placed in parentheses at the left margin on the authentication page if the "User Comment" statement is not used.

12. AUTHENTICATION.

a. The authentication is that part of the publication which contains the authority line, the signature block, and "OFFICIAL" section (figure 7). Both authority line and "OFFICIAL" authentication will be prepared at the last page of the publication. If the entire required information on authentication page cannot be completed on the same page as the last page of the text, a separate page will be used, and the page will be numbered.

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b. The word "OFFICIAL" is placed in capital letters at the left margin opposite the first line of the typed signature block of the Chief of Staff. The signature block of the authenticating officer is placed at the left margin on the fifth line below the word "OFFICIAL."

c. The official seal of the headquarters will be placed by DOIM below the word "OFFICIAL" in lieu of the written signature on directives being distributed on paper. For directives being placed on PROFS Bulletin Board, the word "signed" will be placed above the Director of Information Management's name by DOIM Records Mgt Br.

13. SECURITY CLASSIFICATION AND PROTECTIVE MARKINGS. Classified USAFACFS publications will be marked in accordance with provisions of DOD Regulation 5200.1-R, chapter IV. (FOUO will be marked in accordance with provisions of AR 25-55.)

14. DISTRIBUTION. Before sending to Chief of Staff for approval, DOIM will coordinate with proponent on the most cost effective method of distribution. Distribution code symbols, as outlined in USAFACFS Pamphlet 25-30, will be used to designate distribution.

a. PROFS Bulletin Board. Placement of directives on the PROFS Bulletin Board depends on the length of the directive and it's suitability for electronic generation. DOIM Records Mgt Br will send out a PROFS note to all agencies, using Distribution Formula D, informing them of the placement of a publication on the PROFS Bulletin Board. Each agency is responsible for internal distribution of this PROFS note.

b. Distribution (Paper). Publications that are too large to be placed on the PROFS Bulletin Board and/or are unsuitable for electronic generation may be placed on paper and sent to the Printing Plant for reproduction. Proponents of directives must pay the cost of reproducing directives for distribution.

15. CHANGES TO PUBLICATIONS. Publications issued through PROFS Bulletin Board will be changed or added to through revision. Those publications issued on paper will be amended or added to by the issuance of changes. Such changes will be published only as numbered changes to the basic publication.

a. Major changes to publications issued on paper will be prepared as revised or added pages to be inserted in the basic publication. New or changed material will be identified by placing an asterisk at the beginning of a paragraph or subparagraph. An explanation of this method will be included in the change page (figure 8). Minor changes may be made by the pen-and-ink method. Corrections of misspelled words or wrong tenses of verbs may be held until the page requires substantial change.

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b. The publication number and change number will be shown on the upper right corner of the first page. The publication number, change number, and date will be centered at the top of each page beginning with the second page.

c. When a revision change is required, pages often expand beyond the limits of the original publication. To avoid renumbering all succeeding pages, added pages will bear the number of the preceding page using decimal system (e.g., if two pages are added following page 27, they would be numbered 27.1 and 27.2). This principle also applies to paragraphs.

d. An example of the change instruction sheet is shown (figure 8).

e. Changes should not be made to publications issued on paper that contain two pages or less. A complete revision will be submitted for such publications when changes are required.

16. POSTING AND FILING SUPPLEMENTS. As a minimum, the identification and date of each current supplement which applies to the using office will be posted on the front cover (or front page if there is no front cover) of the Army Regulation (See AR 25-30, para 4-23.). See DA Pam 320-13 for posting and filing of Army publications.

17. REVIEW OF SUPPLEMENTS BY NEXT HIGHER HEADQUARTERS. Before issue of a USAFACFS Supplement to an AR, the appropriate TRADOC or FORSCOM proponent will be contacted as to whether or not the AR will be supplemented by them. Requirements of AR 25-30, para 9-12, will be followed.

18. KEEPING SUPPLEMENTS CURRENT.

a. When an Army regulation is rescinded, all its supplements are cancelled automatically.

b. When an Army regulation is superseded, all its supplements are cancelled, and proponents will--

(1) Review their existing supplements to determine whether or not supplements are still required.

(2) Change or revise the supplement, as necessary, if the revised Army regulation authorizes supplements. Any supplements to a new or revised regulation may need approval by the regulation's proponent before they can be issued.

(3) Complete the supplement action as soon as possible after receipt of the revision or change.

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19. EDITING.

a. Prior to Chief of Staff's approval, printing, or issuing, all publications will be edited by DOIM for completeness, format, grammar, sentence structure, current references, and compliance with AR 310-50, AR 25-55, AR 380-5, and this memorandum.

b. Publications which do not meet the above requirements will be returned to the initiator for corrections. Minor corrections may be made by DOIM with the coordination/approval of the proponent.

20. ASSISTANCE. Assistance in creating and issuing publications is available by contacting DOIM Records Mgt Br.

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USAFACFS Suppl 1 to AR 310-4

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5100

USAFACFS Supplement 1
(Omit date)
to AR 310-4

Military Publications
**PUBLICATION IN THE FEDERAL REGISTER OF
RULES AFFECTING THE PUBLIC**

Further supplementation by subordinate commanders
is prohibited, unless specifically approved
by Headquarters, USAFACFS.

AR 310-4, 22 July 1977, is supplemented by TRADOC Suppl 1, 26 May
1978, is further supplemented as follows:

Page 1-1, paragraph 1-3, Responsibilities. ADD subparagraph f
after subparagraph e.

f. The Director of Information Management, Headquarters,
USAFACFS, is assigned staff responsibility for this function and
will designate a Rulemaking Coordinator as required by paragraph
1-4 below.

Page 1-2, paragraph 1-4, Designation of Rulemaking Coordinators.
ADD subparagraph e after subparagraph d.

e. The Chief, Installation Administrative Management
Division, DOIM, is designated the Installation Rulemaking

Coordinator.

Page 1-2, paragraph 1-6, Submission of Publications for Printing.

ADD the following at the end of the paragraph:

Elements of USAFACFS that are proponents of directives such as circulars, regulations, and supplements, are encouraged to limit, to a minimum, publishing rules that affect the public rather than civilian and military employees of the Army. When it becomes necessary to publish a new rule which affects the public, the directive will be coordinated with the Installation Rulemaking Coordinator for the preparation of required documentation IAW chapter 3 of this regulation.

Figure 1. Example format for a Supplement

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(ATZR-UAA)

FOR THE COMMANDER:

OFFICIAL:

RICHARD E. EVANS
Colonel, FA
Chief of Staff

BILLY HORNER
Director of Information
Management

DISTRIBUTION:

C

NOTE: Army publications published under the update system may be supplemented, when required. Supplements will not be republished when each new update is printed, unless the original date of the Army Regulation within the update is changed. However, only paragraph number will be used in identifying the section to be supplemented as page numbers may change from update to update.

Figure 1. Example format for supplements (cont)

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*USAFACFS Reg 25-30

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5100

USAFACFS Regulation
(Omit date)
No. 25-30

Information Management
PREPARATION OF ADMINISTRATIVE PUBLICATIONS

Supplementation of this regulation is prohibited
unless specifically approved by Headquarters, USAFACFS

1. PURPOSE. This regulation explains how to prepare command and agency publications.

2. SCOPE. The procedures prescribed in this regulation are applicable to units, agencies, and activities assigned or attached to U.S. Army Field Artillery Center and Fort Sill.

3. PARAGRAPH TITLE.

a. Subparagraph Title. Subparagraphs may be titled or untitled. If you title a subparagraph at one level, you must title all those at the same level within the paragraph. If "a" is titled, title "b", "c," etc. If "(1)" is titled, title "(2)", "(3)," etc. If "(a)" is titled, title "(b)", "(c)," etc.

b. Subparagraph Title.

(1) Subparagraph title. If you title a subparagraph, end the title with a period, leave two spaces, and begin the subparagraph text on the same line. Bring all succeeding lines to flush left.

(2) Subparagraph title.

4. PARAGRAPH TITLE. Some paragraphs do not have subdivisions, or may begin with introductory text before subdividing. Try to end each page with a complete paragraph or subparagraph. If you must break off in the middle, carry over at least two lines to the next page.

*This regulation supersedes USAFACFS Reg 25-30, 30 Jun 89.

Figure 2. Example of a Regulation Title Page

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5. PARAGRAPH TITLE.

- a. Subparagraph Title.
- b. Subparagraph Title.
 - (1) Subparagraph title.
 - (2) Subparagraph title.
 - (a) Subparagraph title.
 - (b) Subparagraph title.

Figure 2. Example of a Regulation Title Page (cont)

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USAFACFS Cir 25-93-1

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5100

USAFACFS Circular
(Omit date)
No. 25-93-1

Expires 1 January 1995
Information Management

PREPARATION OF COMMAND PUBLICATIONS

1. PURPOSE. This circular explains how to prepare publications (i.e., regulations, circulars, and memorandums). All references shown below pertain to USAFACFS Memorandum 25-30.

2. REFERENCES.

a. USAFACFS Memo 25-30, Headquarters, USAFACFS Administrative Directives.

b. AR 25-30, The Army Integrated Publishing and Printing Program.

c. DA Pamphlet 310-20, Administrative Publications: Action Officers Guide.

3. FORMAT. Publications are prepared by typewriter or automatic data processing equipment (do not use script, executive, or italic type) and will follow the format shown in figure 2.

4. PARAGRAPHS. Paragraphs will be typed at the left margin and titles will be typed in all capital letters. The first paragraph number is typed at the left margin on the third line below the subtitle of the publication, when there is not table of contents.

5. SUBPARAGRAPHS. Subparagraphs will be limited to three subdivisions

(table 1).

a. Indentions. The letter (or number) of each subparagraph will be indented four spaces from the left margin and typed on the fifth space.

b. Subparagraph Titles. Subparagraphs may or may not be titled; however, if one is titled, all subparagraphs within that series will be titled.

Figure 3. Example Format for a Circular

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7. CONTINUATION PAGES. Type the publication number centered at the top of the second page and subsequent pages.

8. PROPONENT IDENTIFICATION. The proponent identification will be by office symbol, and will be placed in parenthesis at the left margin on the second line below the centered publication number on the authentication page, or two lines below the last line of the body of the publication, if the authentication can be placed on the last page. If the "User Comment" statement is used, omit office symbol.

9. AUTHENTICATION.

a. When sufficient space remains after the body, include the entire authentication on the last page of the publication. If figures, tables, or appendixes are placed at the end of a publications, the authentication must be placed on a separate page to follow the last page of the last figure, table, or appendix.

b. All numbered publications will be prepared for the signature of the Director of Information Management. DOIM will place the official seal of the headquarters below the word "OFFICIAL" instead of having a signature on publications being issued via paper. On publications being issued via host computer or diskettes, DOIM will place "/signed/" over the Director of Information Management signature block.

10. DISTRIBUTION. Distribution code symbols in USAFACFS Pamphlet 25-30 will be used for distribution of publications. Changes to publications will be given the same distribution as the basic publication.

(ATZR-UAA)

FOR THE COMMANDER:

OFFICIAL:

RICHARD E. EVANS
Colonel, FA
Chief of Staff

BILLY HORNER
Director of Information
Management

DISTRIBUTION:

C

Figure 3. Example Format for a Circular (cont)

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ATZR-UAA (25)
October 1993

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MEMORANDUM FOR CHIEF OF STAFF

SUBJECT: Publication of USAFACFS Pam 25-30--DECISION PAPER

1. This is a decision paper. There is no suspense.
2. Purpose. An updated version of examples of standard administrative directives is needed for use by installation personnel and supported elements.
3. Recommendation. That you approve the proposed USAFACFS Pam 25-30, Headquarters, USAFACFS Administrative Directives (Tab A), for publication.
4. Reasons.
 - a. The existing pamphlet is out of date. The last publication date of USAFACFS Pam 25-30 is Oct 87 (Tab B).
 - b. Changes have been effected due to revised edition of AR 25-30, effective December 1988.
5. Coordination. We have staffed this proposed pamphlet through the appropriate offices here at Fort Sill. It meets everyone's approval.
6. Point of contact is Mr. Crutcher, DOIM Records Mgt Br, 442-3907 or e-mail (crutched@doimex1.sill.army.mil).

2 Encls
as

J. J. PAMPHLET
Director of Information
Management

COORDINATION:

DPW	CONCUR/ NONCONCUR	<u>shb</u>	DATE <u>2 Apr 95</u>
DPCA	CONCUR/ NONCONCUR	<u>dl</u>	DATE <u>5 Apr 95</u>
SJA	CONCUR/ NONCONCUR	<u>dc</u>	DATE <u>4 Apr 95</u>

APPROVED _____
DISAPPROVED _____
SEE ME _____

Figure 4. Example of a Decision Paper

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USAFACFS Memo 25-30, 18 August 1995

USAFACFS Memo 25-30

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5100

USAFACFS Memorandum
(Omit date)
No. 25-30

Information Management
HEADQUARTERS, USAFACFS ADMINISTRATIVE DIRECTIVES

	Paragraph	Page
General	1	1
Purpose	2	1
Scope	3	1
Explanation of Terms	4	1
Army Publications Media	5	2
Numbering	6	5
Administrative Publications	7	10
Doctrinal, Training, and Organization	8	13
Figure 1. Example of Table of Contents		14
Figure 2. Example of Authentication Page		15
Table 1. Identification of Subdivisions		16
Table 2. Basic Series Numbers and Titles		17
Appendix A. "APPENDIX A" IS USED WHEN THERE IS ONLY ONE APPENDIX		18

1. **GENERAL.** A table of contents is required for each publication consisting of 10 or more pages (excluding appendixes). Where there is a short table of contents as shown above, the body of the publication will begin on the same page.

2.

Figure 5. Example of Table of Contents with Paragraphs (No Chapters)

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USAFACFS Memo 25-30, 18 August 1995

USAFACFS Reg 25-30

DEPARTMENT OF THE ARMY
 HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
 FORT SILL, OKLAHOMA 73503-5100

USAFACFS Regulation
 (Omit date)
 No. 25-30

Information Management
HEADQUARTERS, USAFACFS ADMINISTRATIVE DIRECTIVES

		Paragraph	Page
Chapter 1.	General		1
	Purpose	1-1	1
	Scope	1-2	1
	Explanation of Terms	1-3	1
2.	Army Publications Media		
Section I.	General		2
	Media	2-1	3
	Numbering		2-2
3			
Section II.	Administrative Publications		4
	Army Regulations	2-3	4
	Civilian Personnel Publications	2-4	5
Section III.	Doctrinal, Training, and		6
	Organization		
	Field Manual (FM)	2-5	6
	Army Training Programs (ATP)	2-6	6
Figure 1.	Example of Table of Contents		7
Figure 2.	Example of Authentication Page		8
Appendix A.	TITLE (ALL CAPITAL LETTERS)		9

NOTE: Number the pages consecutively throughout the publication, using Arabic numbers beginning with page 1 (for example, 1, 2, 3, etc).

Figure 6. Example of Table of Contents with
Chapters and Sections

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The proponent of this Memorandum is DOIM Records Management Branch. Users are invited to send comments and suggested improvements to Cdr, USAFACFS, ATTN: ATZR-UAA.

FOR THE COMMANDER:

OFFICIAL:

RICHARD E. EVANS
Colonel, FA
Chief of Staff

BILLY HORNER
Director of Information
Management

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Figure 7. Example of Authentication Page

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USAFACFS Memo 25-30, 18 August 1995

USAFACFS Reg 25-30
C1

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5100

Change No. 1
(Omit date)
USAFACFS Regulation
No. 25-30

Information Management
HEADQUARTERS, USAFACFS ADMINISTRATIVE DIRECTIVES

USAFACFS Regulation 25-30, 1 July 1990, is changed as follows:

- a. New or changed material is indicated by an asterisk.
- b. Remove old pages and insert new pages as indicated below:

Old Pages--	New Pages--
1 thru 4	1 thru 4
26	26, 26.1, 26.2, and 26.3

- c. Make the following pen and ink changes:

- (1) Page 1, para 2, line 3: CHANGE: USAFAS to read: USAFACFS.

- (2) Page 2, para 4, last sentence: DELETE IN ITS ENTIRETY.

- d. File this change sheet in front of the publication for reference purposes.

Figure 8. Example Format for a Publication Change

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USAFACFS Memo 25-30, 18 August 1995

(ATZR-UAA)

FOR THE COMMANDER:

OFFICIAL:

CHRISTOPHER C. SHOEMAKER
Colonel, FA
Chief of Staff

BILLY HORNER
Director of Information
Management

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Table 1. Identification of Subdivisions

SUBDIVISION	ONE-PART NUMBERING SYSTEM
1. Parts	Part One, Part Two, Part Three
2. Chapters	Chapter 1, Chapter 2, Chapter 3
3. Sections within chapters	Section I, Section II, Section III. Sections should not be used in place of chapters. Use sections only when it is necessary to subdivide chapters.
4. Paragraphs.	1, 2, 3, 4, 5, 6
5. Subparagraphs (limit 3)	First subdivision: a, b, c, d Second subdivision: (1), (2) Third subdivision: (a), (b)
6. Illustrations	Figure 1. (Title)
7. Tables	Table 1. (Title)
8. *Appendix	Appendix A, Appendix B. If there is only one appendix, use "Appendix A." Center title of appendix on second line below appendix designation.

Sections within appendix: Same as item 3 above.

Paragraphs within appendix. Use two-part designation; first part is the appendix letter identification, the second part is the numerical sequence within each appendix. A-1, A-2, A-3.

Table 1. Identification of Subdivisions (cont)

9. Foreword Forewords are permitted in Pamphlets only. A foreword is an opening comment used to introduce the publication or its subject. It is written by an action officer or endorsing official and should be brief. Put it before the title page and table of contents, and number it page 1.

10. Pages
Number consecutively throughout publication beginning with page 1.

Authentication: Will be on the last page.

*An appendix may be a list of items or the reproduction of a related document, such as a sample contract. In those instances, information on item 8 pertaining to sections, paragraphs, and subparagraphs does not apply.

The proponent of this memorandum is DOIM Records Management Branch. Users are invited to send comments and suggested improvements to Cdr, USAFACFS, ATTN: ATZR-UAA.

FOR THE COMMANDER:

OFFICIAL:

RICHARD E. EVANS
Colonel, FA
Chief of Staff

/signed/
BILLY HORNER
Director of Information
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