

USAAC Pamphlet 25-30

**Information Management: Publishing and
Printing**

Index, Distribu- tion, and Resup- ply of USAAC Publications and Blank Forms

**Headquarters
United States Army Accessions Command
1600 Spearhead Division Avenue, Department 600
Fort Knox, Kentucky 40122-5600
1 July 2011**

UNCLASSIFIED

Information Management: Publishing and Printing

Index, Distribution, and Resupply of USAAC Publications and Blank Forms

For the Commander:

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History. This issue publishes a revised USAAC Pam 25-30. Changes in appendixes B through I are indicated with an asterisk (*).

Summary. This pamphlet provides a current list of all U.S. Army Accessions Command publications and blank forms.

Applicability. This pamphlet is applicable to all elements of this command to include subordinate units.

Proponent and exception authority. The proponent for this pamphlet is the Deputy Chief of Staff, G6. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writ-

ing, to a division chief within the proponent agency in the grade of GS-14.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAAC, ATTN: ATAL-IIA, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This pamphlet is available in electronic media only and can be found at <http://my.usaac.army.mil>.

*This pamphlet supersedes USAAC Pamphlet 25-30, dated 3 January 2011.

Contents (Listed by paragraph and page number)

Purpose • 1, *page 1*
References • 2, *page 1*
Publications general • 3, *page 1*
Forms general • 4, *page 1*

Appendixes

- A.** References, *page 2*
- B.** USAAC Supplements, *page 2*
- C.** USAAC Regulations, *page 2*
- D.** USAAC Pamphlets, *page 3*
- E.** USAAC Forms, *page 3*
- F.** HQ USAAC Forms, *page 4*
- G.** HQ USAAC Form Letters, *page 5*
- H.** USAAC Labels, *page 5*
- I.** HQ USAAC Posters, *page 5*
- J.** Supersessions and Rescissions, *page 6*

1. Purpose

This pamphlet is a consolidated index of all current U.S. Army Accessions Command (USAAC) publications and blank forms.

2. References

Related publications and referenced forms are listed in appendix A.

3. Publications general

USAAC publications are published in electronic media only. They are posted to the Command Enterprise Portal (Intranet) at <https://my.usaac.army.mil/portal/dt> and on the Command Internet at <http://www.usaac.army.mil>. Paper copies are not stocked. Users who choose to maintain paper copies of USAAC publications are responsible for printing their own copies.

4. Forms general

a. Most command forms are electronically generated and not stocked. Forms that are electronically generated will be posted to the Command Enterprise Portal (Intranet) at <https://my.usaac.army.mil/portal/dt> and on the Command Internet at <http://www.usaac.army.mil>.

b. When electronic generation is not feasible due to construction or usage, forms will be printed and initially distributed to appropriate users upon publication. After the initial issue, forms will then be available for users via resupply. Resupply can be obtained by submitting a DA Form 17 (Requisition for Publications and Blank Forms) to HQ USAAC, ATTN: ATAL-IIA, 1600 Spearhead Division Avenue, Department 600, Fort Knox, KY 40122-5600.

Appendix A References

Section I Required Publications

There are no entries for this section.

Section II Related Publications

AR 25-30

The Army Publishing Program.

DA Pam 25-30

Consolidated Index of Army Publications and Blank Forms.

Section III Prescribed Forms

There are no entries for this section.

Section IV Referenced Form

DA Form 17

Requisition for Publications and Blank Forms.

Appendix B USAAC Supplements

<u>Number</u>	<u>Date</u>	<u>Title</u>	<u>Proponent</u>
		<u>Information Management: Records Management</u>	
25-55	11 Sep 09	The Department of the Army Freedom of Information Act Program (Produced in electronic media only)	ATAL-I
		<u>Office Management</u>	
340-21	11 Sep 09	The Army Privacy Program (Produced in electronic media only)	ATAL-I

Appendix C USAAC Regulations

<u>Number</u>	<u>Date</u>	<u>Title</u>	<u>Proponent</u>
		<u>Management</u>	
5-1	27 Oct 03	United States Army Accessions Command Studies Program (Produced in electronic media only)	ATAL-A
		<u>Organizations and Functions</u>	
10-1	21 Apr 03	Headquarters, United States Army Accessions Command (Produced in electronic media only)	ATAL-R
		<u>Information Management: Management of Subdisciplines</u>	
25-2	8 Apr 05	Information Assurance (Produced in electronic media only)	ATAL-I

<u>Number</u>	<u>Date</u>	<u>Title</u>	<u>Proponent</u>
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Personnel—General

600-1	19 Dec 07	Equal Opportunity Action Plan (Produced in electronic media only)	ATAL-PE
600-2	13 Feb 06	Awards and Special Recognition Programs (Produced in electronic media only)	ATAL-PE
600-3	26 Apr 06	<i>interactive</i> Personnel Electronic Records Management System Accession Domain Access (Produced in electronic media only)	ATAL-I
*600-4	20 Jan 2011	Survey Management (Produced in electronic media only)	ATAL-A

Personnel Procurement

601-1	2 Aug 07	The Accessions Targeting Board (Produced in electronic media only)	ATAL-B
601-2	17 Feb 10	Distribution and Replenishment of Personal Presentation Items (Produced in electronic media only)	ATAL-S

**Appendix D
USAAC Pamphlets**

<u>Number</u>	<u>Date</u>	<u>Title</u>	<u>Proponent</u>
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Information Management: Publishing and Printing

*25-30	1 Jul 11	Index, Distribution, and Resupply of USAAC Publications and Blank Forms (Produced in electronic media only)	ATAL-I
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Information Management: Records Management

25-50	11 Aug 04	Office Symbols (Produced in electronic media only)	ATAL-I
25-400-2	26 Apr 06	Army Records Information Management System (Produced in electronic media only)	ATAL-I

**Appendix E
USAAC Forms**

<u>Number</u>	<u>Date</u>	<u>Title</u>	<u>Prescribing Directive</u>	<u>Unit of Issue</u>	<u>Proponent</u>
5	15 Apr 10	USAAC Routing and Transmittal Sheet (Produced in electronic media only)	To be published	cs	ATAL-CX
101	1 Feb 10	USAAC Information System Access Request (Produced in electronic media only)	To be published	cs	ATAL-I
106	1 Apr 05	Security Requirements Checklist (Produced in electronic media only)	USAAC Reg 25-2	cs	ATAL-I

<u>Number</u>	<u>Date</u>	<u>Title</u>	<u>Prescribing Directive</u>	<u>Unit of Issue</u>	<u>Proponent</u>
107	1 Aug 05	Request for IT II or III Category Access Pending Completed Background Surety Investigation (Produced in electronic media only)	To be published	cs	ATAL-I
108	1 Sep 06	Army Marksmanship General Information Card (For use by AMU only)	Not applicable	cd	ATAL-B
109	1 Sep 06	Golden Knights General Information Card (For use by Golden Knights only)	Not applicable	cd	ATAL-B
*110	1 Mar 11	Video Teleconference Request (Produced in electronic media only)	USAAC Reg 25-X (To be published)	cs	ATAL-I
111	1 Aug 07	Strategic Asset Support Form (Produced in electronic media only)	USAAC Reg 601-1	cs	ATAL-B
112	1 Feb 08	Request for Supplies and Services (Produced in electronic media only)	USAAC Reg 715-XX	cs	ATAL-R
114	1 Nov 08	Information Assurance Personnel (Produced in electronic media only)	USAAC Reg 25-2	cs	ATAL-I
115	1 May 10	Request for Contract Approval for Service, Supply, and/or Product Contracts (Produced in electronic media only)	USAAC Reg 5-XX (To be published)	cs	ATAL-R
116	1 Sep 09	No Record Certification (Produced in electronic media only)	USAAC Suppl 1 to AR 25-55	cs	ATAL-I
117	1 Sep 09	Privacy Act Information for Desktop (Produced in electronic media only)	USAAC Suppl 1 to AR 340-21	cs	ATAL-I
*118	1 Feb 11	Survey Request (Produced in electronic media only)	USAREC Reg 600-4	cs	ATAL-A

Appendix F HQ USAAC Forms

<u>Number</u>	<u>Date</u>	<u>Title</u>	<u>Unit of Issue</u>	<u>Proponent</u>
1001	1 Sep 06	Continuity of Operations Plan (Produced in electronic media only)	cs	ATAL-I
1002	1 Oct 06	IT Swipe Card (Produced in electronic media only)	cd	ATAL-I
1003	1 May 09	BISD-WTB Project Request (Produced in electronic media only)	cs	ATAL-I
1004	1 Mar 10	Employee Timesheet (Produced in electronic media only)	cs	ATAL-I

<u>Number</u>	<u>Date</u>	<u>Title</u>	<u>Unit of Issue</u>	<u>Proponent</u>
1005	1 Jun 09	Request, Authorization, and Report of Overtime (Produced in electronic media only)	cs	ATAL-R
1006	1 Sep 10	Justification for Classification Action (Produced in electronic media only)	cs	ATAL-PE
1007	1 Oct 10	Partnership Certificate (For use by G7 only)	ct	ATAL-S

Appendix G HQ USAAC Form Letters

<u>Number</u>	<u>Date</u>	<u>Title</u>	<u>Unit of Issue</u>	<u>Proponent</u>
1	1 Jan 08	Technical Evaluation (Produced in electronic media only)	cs	ATAL-S

Appendix H USAAC Labels

<u>Number</u>	<u>Date</u>	<u>Title</u>	<u>Unit of Issue</u>	<u>Proponent</u>
1	1 Apr 10	USAAC Mailing Label (Produced in electronic media only)	lb	ATAL-I
1A	1 Jun 10	USAAC Mailing Label for the HRC of Excellence (Produced in electronic media only)	lb	ATAL-I
2	1 Nov 06	DAR Media Label (1-1/4 x 1/2)	lb	ATAL-I
3	1 Nov 06	DAR Device Label (1-1/2 x 1)	lb	ATAL-I
4	1 Apr 09	User Data FOUO CD/DVD Label (For use with Avery Label 5931) (Produced in electronic media only)	lb	ATAL-I
4-1	1 Apr 09	User Data FOUO CD/DVD Label (For use with Avery Label 5824) (Produced in electronic media only)	lb	ATAL-I

Appendix I HQ USAAC Posters

<u>Number</u>	<u>Date</u>	<u>Title</u>	<u>Unit of Issue</u>	<u>Proponent</u>
1	1 Jun 10	PaYS Proud Partner	poster	ATAL-S

Appendix J
Supersessions and Rescissions

<u>Form No.</u>	<u>Date</u>	<u>Remarks</u>
11	1 Apr 08	Superseded by USAAC Form 5
102	1 Jul 02	Rescinded
102-A	1 Jul 02	Rescinded
102-B	1 Jul 02	Rescinded
102-C	1 Jul 02	Rescinded
103	1 Aug 02	Rescinded
104	1 Aug 02	Rescinded
105	1 Feb 05	Replaced by RPI 988
105-A	1 Aug 06	Rescinded
105-B	1 Aug 06	Rescinded
113	1 Mar 08	Rescinded

USAAC

ELECTRONIC PUBLISHING SYSTEM

DATE: 1 JULY 2011
DOCUMENT: USAAC PAM 25-30
SECURITY: UNCLASSIFIED
DOC STATUS: REVISION