Department of the Army   **USACC Regulation 25-35**
Headquarters, U.S. Army Cadet Command
1st Cavalry Regiment Road
Fort Knox, Kentucky 40121-5123

Effective 1 February 2020

PUBLICATIONS AND FORMS MANAGEMENT

FOR THE COMMANDER:

JOHN R. EVANS, JR.
Major General, U.S. Army
Commanding

History. This publication is a major revision of the U.S. Army Cadet Command Regulation dated 6 August 2018.

Summary. This regulation provides detailed procedures and assigns responsibilities for publications and forms management within U.S. Army Cadet Command (USACC) and its subordinate units. It outlines USACC policies and procedures and other administrative instructions regarding implementation of the USACC Publications and Forms Management Program.

Applicability. This regulation applies to Headquarters, U.S. Army Cadet Command (USACC) and its subordinate units.

Proponent and Exception Authority. The proponent for this regulation is the USACC Deputy Chief of Staff, G-6. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws, regulations, and USACC policies. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent.

Army Management Control Process. This regulation contains management control provisions in accordance with AR 25-30, but it does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of local forms are prohibited by subordinate commands of USACC.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to usarmy.knox.usacc.mbx.hq-g6-forms-and-publications@mail.mil.

Distribution. Distribution of this regulation is intended for HQ, USACC and its subordinate units. Distribution is in electronic format only.

Summary of Change

USACC Regulation 25-35
Publications and Forms Management

- o Changed Cadet Command publication review cycle to 5 years to align with Department of the Army standard.

- o Added use of Comment Resolution Matrix, (CRM), for use by proponent in the staffing process.

- o Revamped Appendix C, Publication Template Example.

Contents

Chapter 1 - Introduction

1-1. Purpose.

The purpose of this regulation is to prescribe roles and responsibilities, policies, and procedures for preparing, publishing, distributing, and managing the U.S. Army Cadet Command (USACC) Publications and Forms Management Program. It implements policy guidance in accordance with (IAW) AR 25-1, AR 25-30, and DA Pamphlet 25-40. The guidance prescribed by this regulation applies to all official administrative USACC publications and forms, regardless of format or delivery medium.

1-2. References.

Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of Terms.

Acronyms and special terms used in this regulation are in explained in the Glossary.

1-4. Responsibilities.

   a. Deputy Chief of Staff (DCS), G-6:

   (1) Administer and manage the USACC Publications and Forms Program.

   (2) Appoint a Publications Control Officer (PCO)/Publishing Management Officer (PMO) and a Forms Management Officer (FMO).

   (3) Establish and issue policy and procedures to prepare, publish, and manage the life-cycle of USACC administrative publications and forms.

   b. USACC Publications Control Officer (PCO)/Publishing Management Officer (PMO):

   (1) Maintain a repository of all USACC publications.

   (2) Manage and track currency and status of USACC publications.

   (3) Identify functional proponents for command administrative publications and forms and ensure proponents conduct their periodic review. USACC Form 25 (Request for Review of Publication or Form) will be utilized to report the status of a periodic or special review.

   (4) Manage and maintain the life-cycle record set and reference set of all authenticated command administrative publications and forms generated by HQ, USACC IAW Army Regulation (AR) 25-400-2.

(5) Ensure command administrative publications generated by all USACC organizations comply with AR 25-30, DA Pam 25-40, and this regulation.

(6) Provide editorial assistance for HQ and USACC staff elements in preparing command administrative publications.

(7) Ensure coordination is complete before submitting publications for printing or posting on the USACC Web site or other official publication Web site.

(8) Publish all publications to the USACC public facing web site: cadetcommand.army.mil/forms_pubs.aspx (the authoritative repository).

(9) Manage and approve the USACC administrative publications numbering system and title in accordance with (IAW) USACC numbering and title system.

(10) Ensure that proponents conduct a periodic review of command administrative publications and forms. Publication reviews will be conducted every 5 years, and form reviews will be conducted at the same interval.

(11) Review and approve all requests from supported activities to establish new publications accounts.

c. USACC Forms Management Officer (FMO):

(1) Manage and operate the program using the procedures and guidance in DA PAM 25-40 and AR 25-30.

(2) Ensure requests for approval of new forms are reviewed and prescribed within a USACC prescribing publication.

(3) Provide technical assistance to form proponents.

(4) Design forms utilizing the Army standard form software.

(5) Maintain a repository of all Command forms and ensure forms are reviewed and/or updated annually for essential and current information or for possible revision or rescission.

(6) Ensure that all new and revised forms submitted for approval are essential and that each request is justified.

(7) Reduce the number of forms by:

(a) Eliminating nonessential or duplicate forms.

(b) Consolidating related or similar forms.

d. Proponents (see para 2-2 for definition of proponent) of USACC Administrative Publications will:

(1) Comply with established regulations and instructions when preparing publications and forms within their organization and subordinate elements.

(2) Obtain appropriate approval to supplement regulations when required and allowed by the supplementation statement in the basic regulation.

(3) Choose appropriate administrative publication medium. Only create publications and forms when absolutely essential to document policies and procedures for their organization (including its subordinate organizations).

(4) Ensure that publications are formatted to make them clear, understandable, and readable IAW the Army Readability Program (ARP).

(5) Obtain written consent to use any copyrighted material from Public Affairs office. All copyrighted material is marked as such. If so marked, seek guidance from Public Affairs office in order to obtain permission to use those items. Once obtained, mark appropriately on USACC Form 260.

(6) Ensure the publication has the correct classification, distribution restriction, and information management control requirements. USACC publications are published to the public USACC Homepage.

(7) Submit change requests to administrative publications within their purview IAW chapter 4 of this regulation.

(8) Write the publication draft and complete the publication checklist (appendix B) before coordination (see chapter 3) and before the final draft is sent to the PCO/PMO.

(9) Coordinate/staff all new or revised publications IAW chapter 3.

(10) Request consultation and editorial support from the PCO/PMO.

(11) Submit USACC Form 260 (Request for Publishing), along with the draft publication in electronic format (Microsoft Word), to PCO/PMO for processing, when drafting a publication. Submit USACC Form 25 (Request for review of a Publication or Form), along with draft of the form in electronic format, to PCO/PMO for processing, when drafting a form.

(12) Determine to what extent subordinate organizations may supplement the regulations for which they are the proponent.

(13) Review subordinate organization supplements to determine what requirements should be included in USACC publications. This review reduces the need

for local supplementation and helps standardize policy and procedures throughout USACC.

(14) Review their publication(s) every 5 years, or when determined by the USACC G-6, to ensure their publications are essential and current. Rescind publications that are no longer current or relevant to USACC.

(15) Review and comment on draft manuscripts of USACC publications when coordination or approval is required. Proponents will review all staffed publications to ensure that the proposed policies and procedures do not conflict with the policies and procedures in their areas of responsibility.

e. Brigade Commanders will:

(1) Be responsible for a publications support program for all Battalions/JROTC Programs within their area of operations.

(2) Appoint a Brigade Publications Coordinator.

f. Brigade Publications Coordinator will–

(1) Review submitted DA Form 12s for accuracy and completeness.

(2) Order publications for the subordinate Battalions/JROTC Programs, if necessary.

Chapter 2 - Administrative Publications

2-1. Applicability.

USACC administrative publications apply only to the issuing command and have no application to other commands in the Army or to other government agencies.

2-2. Proponents.

The proponent is the USACC official (Director, Special Staff Principal, or Brigade Commander) responsible for initiating, developing, coordinating, and maintaining publications in their area of responsibility. A publication can only have one proponent.

2-3. Choosing the Type of USACC Publication to Use.

a. The proponent recommends the type of administrative publication after determining the best medium. Proponents must not use multiple-addressee correspondence, ordinary memorandums of instruction, and policy memorandums as substitutes for permanent command publications IAW Department of the Army (DA) Pamphlet 25-40.

b. Documentation in any format produced by USACC organizations may not be used as an authoritative document unless affixed with the signature of the designated responsible authority. Draft documents are for staffing only and will not be used as policy or directive, nor will they be published to approved Web sites.

c. The following are the authorized types of administrative publications for USACC:

(1) USACC Supplement

(a) When a higher headquarters' regulation does not adequately cover a particular subject, create a supplement publication that meets the requirements for which it is intended without duplicating the higher headquarters' publication or significant portions of that publication.

(b) Where a DA or TRADOC regulation exists, only supplement that regulation if no USACC regulation or supplement exists on the same subject. If a USACC regulation or supplement on the subject exists, coordinate with the proponent to determine if further supplementation is feasible. Do not supplement any other command or agency regulations other than DA, TRADOC, or USACC.

(c) Select the supplement format if the proposed supplement is eight pages or less. However, if supplementing the basic regulation causes the entire group of publications (supplement and basic) to be difficult to use, create a separate regulation that does not duplicate the basic, but provides local or command policy and procedures, and heavily references the higher headquarters regulation. The command-unique information should comprise at least 75% of the new USACC regulation.

(d) If a USACC supplement is to be rescinded or superseded by the updated Army regulation, any needed information contained in that supplement will be written in other appropriate media or as a new publication immediately upon rescission or supersession of the supplement.

(2) USACC Regulation. A USACC Regulation is a directive that sets forth missions, responsibilities, policies. It also delegates authority, sets objectives, and prescribes mandated procedures to ensure uniform compliance with those policies. Some mandated procedures are allowed in USACC Regulations that are required and authoritative instructions containing the detail needed to ensure basic policies are carried out uniformly throughout the command. These mandated procedures also ensure uniform implementation of public law, policy guidance, and instructions from higher headquarters.

(3) USACC Pamphlet. A USACC Pamphlet is a permanent instructional or informational publication. Procedures in USACC Pamphlet provide procedures, establish methods, and describe optional or helpful methods of performing mission and functions. A USACC Pamphlet is organized and printed in the same format as a regulation. The two basic types of pamphlets are standard and informational.

(a) A standard pamphlet is used to publish information (such as how-to procedures) needed to carry out policies and mandated procedures prescribed in regulations.

(b) An informational pamphlet is used to publish information or guidance on subjects in support of Army missions.

(4) USACC Circular. A USACC Circular is a temporary directive or informational publication that expires 2 years or less after its date of issue.

(5) USACC Memorandum. A USACC Memo is a directive or informational publication that applies only to the USACC HQ's staff elements. It is used to establish staff coordination procedures for specific areas of interest.

Type of USACC publication	Type of material	Term	Uses
Supplement	Directive	Permanent	Publish policies, responsibilities, and administrative procedures required to implement DA or TRADOC regulations.
Regulation	Directive	Permanent	Establish USACC wide policy, assign missions and responsibilities, delegate authority, and set objectives.
Pamphlet	Instructional or Informational	Permanent	Publish information needed to carry out policies and procedures prescribed by regulations.
Circular	Directive or Informational	Expires no later than two years from issue date.	Publish instructions for one-time actions that apply USACC-wide, general information, or policies and procedures that will be in effect for two years or less.
Memorandum	Directive or Informational	Permanent	Set policies and procedures for the USACC HQ Staff: establishes the pattern of organization and workflow and delegates authority and assigns responsibilities.

Figure 2-1. Types of USACC Publications Table

2-4. Format and Appearance.

a. All publication mediums have the same basic format. AR 25-30 and DA Pam 25-40 describe the format, design, and required components of command administrative publications. The following are the basic components, format, and appearance for

USACC administrative publications. The publication template is formatted with the below guidance (USACC publication template).

(1) Font: Use Arial 12. The only exception is the functional category on the title page should be Arial 10 (example: Information Management is font 10 on the title page of this regulation). Bold font will only be used for the heading, chapter titles, and sub-chapter titles.

(2) Title Page will consist of the following: Heading, Approval/Signature Blocks, History, Summary, Applicability, Proponent and Exception Authority, Army Management Control Process, Supplementation, Suggested Improvements, Distribution, and Supersession (as required).

(3) Spacing: Single space the text with double spacing between paragraphs, subparagraphs, and after chapter and sub-chapter titles.

(4) Numbering Paragraphs: Do not number if only one paragraph. Number multi-paragraph and sub-paragraphs as shown in figure 2-2 below.

Chapter 1 - Example of How to Number Paragraphs

1-1. Chapter title and sub-titles should be aligned to the left margin and bold

   a. Lower case letter

     (1) Number in parenthesis

     (a) Lower case letter in parenthesis

     • Closed bullet

     o Open bullet

Figure 2-2. Numbering Paragraphs Example

(5) Publication Template (USACC publication template): It is highly recommended to use the publication template when a revision or new publication is started. It is set up with automatic numbering and paragraph spacing. Heading 1 has been formatted for the chapter titles and Heading 2 has been formatted for the sub-chapter titles. Using the automatic headings will enable you to automatically insert your table of contents with correct page numbers. The template also has the page numbers set up on alternating pages. Using the template will make editing the document much easier and faster.

2-5. Numbering system and title.

The PCO/PMO will assign each new USACC administrative publication a publication number for identification. The publication consists of a functional category (e.g. USACC regulation, USACC pamphlet, or USACC circular) and its number. Proponents preparing a new publication will use the functional category and series number and "- XX" on draft publications to indicate it is new. Proponents revising publications will reuse the same publication number until the publication is determined to be obsolete. The number of a rescinded or superseded publication will not be reused. Each USACC administrative publication will have a different title.

Chapter 3 - Coordination and Approval

3-1. Staff Coordination.

  a. Coordinating publications is required to ensure USACC organizations being impacted by new or revised policy and guidance have the opportunity to communicate their concurrence, non-concurrence, and comments. The publication proponent is responsible for coordinating and tracking the publication through all phases of coordination.

  b. Use a USACC Form 260 to compile all of the staff and brigade signatures for concurrence and SJA legal review. Comments will be tracked on the standardized comments matrix (available upon request). Proponents will coordinate their publications in the following sequence.

    (1) COS Approval. Gain COS approval to start a new publication. Revisions do not require preapproval.

    (2) Initial Publications Control Process. Coordinate with the office of the PCO/PMO regarding the draft publication's requirement and type and refer to the Publications Control Process in the USACC Knowledge Center. Use USACC Form 260 to initialize the Publications Control Process. This form will be used throughout the process and filed with your records upon publishing.

    (3) Staffing/Collaboration.

    (a) Once the publication draft is complete, all publications will be collaborated with the stakeholders within the headquarters staff (directorates and special staff) and brigades, if necessary. Be prepared to collaborate the draft publication with additional directorates if they are deemed to be a stakeholder by other stakeholders, SJA, PCO/PMO, CIO/G-6, or any member of the command group.

    (b) After resolving comments and non-concurrences, prepare the publications packet (the draft publication, USACC Form 260, USACC Form

25, and a prepared USACC Form 5) and submit to the PCO/PMO. The PCO/PMO will submit the publications packet to the SJA for legal review.

(4) SJA legal review. SJA reviews the publication. Once complete, SJA signs the USACC Form 260 and the proponent includes a copy of the legal review in the packet.

(5) PCO/PMO editorial review. The SJA will electronically forward the final draft and USACC Form 260 (with SJA concurrence) to the PCO/PMO for editorial review, formatting, and assignment of final number. Once the PCO/PMO has completed the final formatting, the entire packet will be submitted to the SGS.

(6) COS Approval. The SGS will conduct a final review, add the effective date and submit to the COS for review and signature. Once signed, the SGS will provide the signed copy to the PCO/PMO and proponent.

(7) Authentication. The PCO/PMO will verify the publication has been signed/approved by the COS, complete PCO/PMO authentication on the USACC Form 260, and publish the publication to the appropriate Web site.

(8) Distribution. The PCO/PMO will generate a statement to be distributed by the G-3 notifying the command of the new publication. If the publication is an update, the proponent will provide the PCO/PMO all key changes to the publication in an e-mail text.

3-2. Approval and Signature.

a. The USACC COS is the approval and signature authority for all USACC command administrative publications generated by HQ, USACC staff principals and commanders for their functional areas.

b. Administrative publications that include punitive sections must be coordinated
with the Staff Judge Advocate and require the Commanding General's approval and signature.

Chapter 4 - Changes to Publications

a. A change is a type of administrative publication that is used to amend an existing publication. All changes are numbered, that is, a change to this regulation would be numbered USACC 25-35, Change 1. Only authenticated changes are official. Do not use any other means (that is, e-mail messages, correspondences, policy memorandums, etc.) to change a publication. There are four types of changes.

(1) Expedited Revision

(2) Major functional change

(3) Priority change

(4) Administrative change

b. If a USACC publication requires significant change, revise the publication to incorporate the changed information and follow the requirements in this regulation, the accompanying pamphlet of the same number, and DA PAM 25-40.

Chapter 5 - Rescinding Publications and Forms

a. If the policy or information prescribed by a USACC publication or policy memorandum becomes obsolete, and if the proponent has not requested the PCO/PMO to rescind the publication or policy memorandum; the PCO/PMO may rescind the publication or policy memorandum if the proponent has not taken action to revise or rescind within 90 days after being notified by the PCO/PMO.

b. The proponent of the prescribing publication will complete USACC Form 25 (Request for Review of a Publication or Form) requesting to rescind that publication or policy memorandum and the effective date of rescission. Send the completed form to the PCO/PMO. The PCO/PMO will update appropriate Web site/repository within 48 hours after receiving the request to rescind a publication or policy memorandum.

(1) Before requesting a rescission, proponents must ensure all of the policy in the publication or policy memorandum is no longer needed. If some of the policy needs to remain in effect, the PCO/PMO will help the proponent determine how best to publish that policy. Parts of publications cannot be rescinded. They can, however, be deleted by revising the publication.

(2) When a publication is rescinded, all forms and reporting requirements prescribed by the publication are also rescinded. If a form or reporting requirement in a rescinded publication is still needed, the PCO/PMO will advise the proponent to publish a new prescribing directive or revise an existing publication to incorporate the requirement.

c. If a regulation is rescinded or superseded, all supplements to that regulation are rescinded. Proponents will regularly check publication indexes to ascertain the status of regulations they have supplemented.

d. Circulars and bulletins are automatically rescinded upon their expiration date and may be rescinded sooner.

Chapter 6 - Publication Inventory Management

6-1. Reviewing.

The purpose of the review process is to keep publications current. Proponents will review publications to ensure they fulfill requirements, are consistent with existing publications, and present correct information. Proponents will review their USACC administrative publications every 5 years and, as they determine appropriate, will revise the publication to ensure it reflects the current Department of Defense (DoD), Army, and USACC policies and positions.

    a. G-6 will task all proponents to review publications IAW Army regulation at least once every 5 years. Proponents will conduct their own review and will respond to the office of the G-6 regarding the status of the publication, that is, publication is current and essential, or publication is under revision, or publication is obsolete. Proponents will respond using USACC Form 25.

    b. The PCO/PMO will remove USACC administrative publications and forms from the USACC Web site when the proponent fails to review their publication and report the status to G-6 as tasked.

6-2. Publications Accounts.

The U.S. Army Publications and Printing Command (USAPPC) determines the distribution requirements for publications and blank forms.

    a. To receive publications or blank forms from the USAPPC, a valid publications account must exist.

    b. All requests from supported activities to establish new accounts, classified accounts, and blank forms accounts will be reviewed and must be approved by the USACC G-6 PCO/PMO.

    c. The USACC G-6 PCO/PMO will verify publications account addresses (when notified by the APD) and ensure that accounts authorized to receive classified publications are still current.

    d. To establish a new account, prepare DA Form 12 (Request for Establishment of a Publications Account) according to instructions in DA PAM 25-40, paragraph 11-5.The USACC G-6 PCO/PMO will provide guidance on the preparation of DA Form 12 or DA Form 12–99 (Initial Distribution Requirement for Publications).

    e. Only one publications account will be established per USACC BDE/Battalion.

Chapter 7 - Publications Availability

7-1. Distributing Publications.

   a. Commanders and directors will make the publications and forms available electronically on approved Web sites, as applicable.

   b. The appropriate PCO/PMO will post all newly authenticated publications and forms on approved Web sites. The publication proponent will notify by e-mail the appropriate staff and subordinate organization principals when their publication is published and posted.

7-2. USACC Publications and Forms.

USACC administrative publications and forms are not stocked. Those desiring paper copies may print them locally. The publications and forms are located on the USACC Web site.

7-3. Publications and Forms Distributed by U.S. Army Publishing Directorate (USAPD).

Most DA and other government agency electronic publications and forms are available from the USAPD public Web site at http://www.apd.army.mil/. If a publication is not available electronically, publication subscription account holders may requisition publications by following the instructions at the APD Web site.

7-4. JROTC Publications.

JROTC Publications used to support the JROTC curriculum are available on the army Directorate of Logistics secure Web site at https://dol.hqda.pentagon.mil/ptclick/index.aspx. Refer to the Army JROTC Portal, www.usarmyjrotc.com for curriculum publications information.

Chapter 8 - Forms Management

8-1. Forms Overview.

   a. All forms generated for use within USACC organizations will be prescribed by a numbered publication (supplement, regulation, pamphlet, or circular only).

   b. The USACC FMO will review and approve all forms generated and used by HQ, USACC staff proponents before inclusion in an HQ USACC publication.

   c. Only the USACC FMO will assign form numbers to forms. The FMO will number the form according to the publication that prescribes its use (e.g., USACC Form 11-1). The forms manager will also place the date of publishing (month and year) on each form created.

d. Forms that request or require an individual to provide personal information, including, but not necessarily limited to, such information as home address and social security number, must contain an appropriate Privacy Act (PA) statement approved by the Staff Judge Advocate through the appropriate Freedom of Information Officer/PA Officer and Records Management.

8-2. Staff Element Forms.

Staff element forms originated within a staff element are intended only for use by that staff element. The form(s) must be approved and a number assigned by the FMO (e.g., USACC G-1 Form 25-3).

8-3. Headquarters Forms.

Headquarters forms originate within the appropriate headquarters staff element and are intended for use by the headquarters staff only (e.g., HQ USACC Form 470).

8-4. Command or Activity Forms.

Command or Activity forms originate and are intended for use by the entire command (e.g., USACC Form 25). These forms must be prescribed by a command regulation, pamphlet, supplement, or circular.

8-5. Other Forms.

a. The FMO may create test forms when there is no other form that meets the organization's needs. Test form use is normally limited to 120 days. After 120 days, a prescribing directive is expected to have been established, but if not, the FMO may extend the form another 120 days. If no prescribing directive is developed after the second 120-day period, the form will be rescinded. Identify the form by its proposed directive number, but do not consecutively number the form [e.g., USACC Form 25-30-XX (Test), USACC G-1 Form 190-1-XX (Test), etc.]. All other requirements in this regulation also apply to test forms.

b. The FMO may create one-time use forms for a specific event such as a survey, feeder information for a report, or a checklist not incorporated in existing publications. These forms are limited to the one-time event for which they are intended and will not be used after the event concludes. Identify the form by the directive number that would be applicable if the form were permanent, with the words, "One-Time," but do not consecutively number the form [e.g., 1st Sig Bde Form 25-30-XX (One-Time), 1st Sig Ctr Form 190-1-XX (One-Time), etc.]. All other requirements in this regulation also apply to one-time use forms.

APPENDIX A - References and Forms

Section I-References.

AR 25-1, Army Knowledge Management and Information Technology Management

AR 25-30, The Army Publishing Program

AR 25-50, Preparing and Managing Correspondence

AR 25-52, Authorized Abbreviations, Brevity Codes, and Acronyms

AR 25-400-2, Army Records Information Management System (ARIMS)

AR 600-20, Army Command Policy

DA Pamphlet 25-40, Army Publishing Program Procedures

TRADOC Regulation 25-35, Preparing and Publishing United States Army Training and Doctrine Command Administrative Publications

NETCOM Regulation 25-30, Publishing Management

USACC Pamphlet 25-35 U.S. Army Cadet Command Publications Process

Section II-Prescribed Forms.

USACC Form 5
Transmittal, Action and Control

USACC Form 25
Request for Review of Publication or Form

USACC Form 260
Request for Publishing
Section III-Referenced Forms.

DA Form 12
Request for Establishment of a Publications Account

DA Form 12–99
Initial Distribution Requirement for Publications

DA Form 260
Request for Publishing

DD Form 67, Form Processing Action Request

APPENDIX B - Publication Checklist

Proponents of a publication must complete this checklist before submitting a final draft to the PCO/PMO.

Publication Title:		
Publication Number: (Assigned by PCO/PMO)		
Correct type of publication		
Correct series number and title		
Title page is sequenced properly	Heading	
	Authentication block (current)	
	History	
	Summary	
	Applicability	
	Proponent and exception authority	
	Army management control process	
	Supplementation	
	Suggested improvements	
	Distribution	
	Supersession (include forms and publications)	
Correct Headers and/or footers		
Correct alternating page numbers		
Purpose		
References		
Explanation of abbreviations and terms		
Responsibilities		
Properly titled and numbered figures and tables		
No duplication of USACC publications		
Verified references as current (text citation and URLs)		
Listed requirements for information management controls		
Classification		
Supplements have approval		
Circulars have an expiration date		
Review of reading grade level completed		
Appendix or appendices are cited in text		
Verified acronyms and terms correct and in glossary		
Used active voice		
Used neutral language		
Used proper format		

GLOSSARY

Section I – Acronyms

ACOS	Assistant Chief of Staff
AR	Army Regulation
ARP	Army Readability Program
COS	Chief of Staff
DA	Department of the Army
DCG	Deputy Commanding General
DCS	Deputy Chief of Staff
DoD	Department of Defense
E-mail	Electronic mail
FMO	Forms Management Officer
HQ	Headquarters
HQDA	Headquarters, Department of the Army
IAW	In Accordance With
NETCOM	Network Enterprise Technology Command
PA	Privacy Act
PAO	Public Affairs Office
PCO	Publications Control Officer
PMO	Publishing Management Officer
SJA	Staff Judge Advocate
SOP	Standing Operating Procedure
USACC	United States Cadet Command
USAPD	U.S. Army Publishing Directorate
USAPPC	U.S. Army Publications and Printing Command

Section II – Terms

Active voice
A form of writing that speeds communications and helps the reader understand more easily what is said. Active voice improves the publication's effectiveness by identifying who or what organization is required to take prescribed actions. *See "passive voice."*

Command Administrative publications
Publications that establish or explain policies and procedures for managing missions and functions within the Command.

Passive voice
A form of writing in which a verb combination uses any form of "*to be*" plus the past participle of a main verb (such as *am, is, are, was, were, be, being, been*), plus a main verb usually ending in *en* or *ed* (for example, *were completed, is requested*). Eliminating the passive voice as much as possible reduces the number of words in a sentence and ultimately reduces the size of the publication. *See "active voice."*

Proponent
Generally speaking, the organization responsible for writing and issuing a publication is the proponent; specifically, the person within that organization who writes the publication is also the proponent.

Publication Subscription Account
A numbered subscriber account established for distributing an agency's publications and forms to subscribers. Accounts are established by organizations based on the distribution, scope, or classification of their publications and forms. Anyone ordering publications from USAPD must be assigned a publications subscription account number.

Supplementing
Adding information to a regulation already issued by an agency or command that explains or directs the execution of a higher headquarters policy or procedures at the local command or activity level.

Authentication
Authentication confirms that approval of a publication is complete and that the publication number is correct and establishes the effective date. Until a publication is authenticated, it is treated as a draft.

Change
An official modification of a publication issued as a separate document to accompany the publication.

Rescind
To do away with or cancel a publication, part of a publication, form. A publication is rescinded when it has served the purpose for which it was issued or when the material becomes obsolete.

Purview
The range or limit of authority, competence, responsibility, or concern.
Proponents are responsible for publications that pertain to their particular areas.

Prescribing Directive
The command regulation in which a publication is created meeting the requirements of that regulation.

Department of the Army	**USACC Regulation xx-xx**
Headquarters, U.S. Army Cadet Command	
1st Cavalry Regiment Road	
Fort Knox, Kentucky 40121-5123	

Effective XX Month 2013

<div align="center">

Functional Area

TITLE OF PUBLICATION

</div>

FOR THE COMMANDER:

OFFICIAL: NAME A. LAST
                                                                     Major General, U.S. Army
                                                                     Commanding

FIRST A. LAST
Colonel, GS
Chief of Staff

History. The history statement is a required paragraph that tells the reader whether the publication is new or a revision. Every administrative publication must contain a publishing history statement. This paragraph must be titled "History." Each publishing history statement is specific to that publication. It must be the first paragraph on the title page and must appear directly before the summary statement. Examples:
Administrative revision. "History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change."
Expedited Revision. "History. This publication is an expedited revision. The portions affected by this expedited revision are listed in the summary of change."
Major revision. "History. This publication is a major revision."
New publication. "History. This publication is a new U.S. Army Cadet Command regulation (pamphlet)."

Summary. The summary paragraph on the title page describes the publication's contents. As its name implies, a summary paragraph should be brief, but it should also fully identify all of the contents.
Example: This regulation provides detailed procedures and assigns responsibilities for publications and forms management within U.S. Army Cadet Command (USACC) and its subordinate units. It outlines USACC policies and procedures and other

Figure C-1. Publication Template Example

administrative instructions regarding implementation of the USACC Publications and Forms Management Program.

Applicability. The applicability statement identifies to whom the publication applies by specifying the appropriate individual users and organizations the publication applies to. Example: This regulation applies to Headquarters, U.S. Army Cadet Command (USACC) and its subordinate units.

Proponent and Exception Authority. The proponent and exception authority statement names the author of the policy and procedures contained in a publication and provides the authority for approval of exceptions. The proponent must be a person, not an office (for example, the proponent in the following example is the Deputy Chief of Staff, G–3 (DCS, G–3) not the Office of the DCS, G–3.
Example: The proponent for this regulation is the USACC Deputy Chief of Staff, G-6. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws, regulations, and USACC policies. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent.

Army Management Control Process. The Army management control process statement (formerly, Army internal control review checklists) refers to the identification of key management controls that must be formally evaluated. This statement applies only to regulations. If a checklist is used, it must be included in the regulation as the last appendix. All functions and programs are subject to requirements of AR 11–2, but not all functions have management control review checklists. A statement must occur, specifying whether management control review checklists are published in the regulation.
Examples: This regulation contains management control provisions in accordance with AR 11–2, but it does not identify key management controls that must be evaluated. This regulation contains management control provisions and identifies key management controls that must be evaluated. This regulation does not contain management control provisions.

Supplementation. The supplementation statement tells the user that the regulation cannot be supplemented and forms cannot be established without the proponent's approval. Only regulations have these statements. Where supplementation is allowed and the proponent has approved a supplement, that supplement can be cited and hot-linked. Example: Supplementation of this regulation and establishment of local forms are prohibited by subordinate commands of USACC.

Figure C-1. Publication Template Example

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to usarmy.knox.usacc.mbx.hq-g6-forms-and-publications@mail.mil.

Distribution. Distribution of this regulation is intended for HQ USACC and its subordinate units. Distribution is in electronic format only.

Summary of Change

USACC Regulation XX-XX
Title of Regulation

- o   The summary of change provides a description of the changes being incorporated into the revised document.

- o   List these changes in the same order as they appear in the publication, and cite the paragraph number where the change is taking place.

- o   Do not use acronyms in the summary of change.

- o   New publications must also contain a summary of change that briefly outlines major issues presented in the document.

- o   Use open bullets to list the major changes or issues.

Figure C-1. Publication Template Example

Figure C-1. Publication Template Example

Contents (example)

Body Example:

Chapter 1 – Introduction

1-1. Purpose.

The purpose of this template is to assist you in writing a publication. Chapter 1 is always Introduction. Purpose, References, Explanation of Terms, and Responsibilities are mandatory sub-sections for Chapter 1.

1-2. References.

If there are three or less references list them here. Format the references IAW AR 25-50 para 1-28 like you would in a memorandum. If you have more than three references, just say that "References are listed in Appendix A". Then list all of your references in Appendix A in the correct format.

1-3. Explanation of Terms.

Acronyms and special terms used in this regulation are in explained in the Glossary.

1-4. Responsibilities.

a. Responsibilities are normally placed in paragraph 1-4 but can be placed in a chapter 2 titled "Responsibilities" if very lengthy. Responsibilities are listed in order of protocol.

b. The proponent is responsible for properly formatting the publication.

(1) Auto features

(a) Headings

• Use the automatic Heading 1 and Heading 2 for chapter titles and sub-titles.

• Using the automatic headings will enable you to use the automatic Contents for your table of contents. It will save you a lot of time.

° This is an example of an open bullet.

° An open bullet is the lowest level you can go in a publication

(b) Paragraph numbering. Restart the current list auto numbering on the first line after the chapter sub-titles. This will provide you with the a, (1), (a), closed bullets and open bullets. They will be spaced properly and the paragraph indents are set. Use the "increase indent" button in the toolbar to go to the next lower level.

(c) Spacing. This template is formatted to single space paragraphs and double space after each heading and paragraph.

(d) Page numbering and footer. The footer has been formatted with the title and page numbers on opposite sides. Follow the format.

(2) Using the auto features will assist you in the long run and ensures your document is formatted correctly.

Figure C-1. Publication Template Example

Appendix A (example):

Section I – Required Publications

Section II – Prescribed Publications

Section III – Prescribed Forms

Figure C-2 USACC Publications Required Elements

ELEMENT	CC SUP	CC REG	CC PAM	CC CIR	CC MEMO
Front					
Cover	R	R	R	R	R
Summary of Change	R	R	R	R	NA
Preface	NA	O	O	NA	NA
Foreword	NA	O	O	NA	NA
Title Page	R	R	R	R	NA
Table of Contents	R	R	R	R	R
List of Tables	O	O	O	O	NA
List of Figures	O	O	O	O	NA
Body					
Purpose	R	R	R	R	R
References	R	R	R	R	R
Explanation of Terms	R	R	R	O	O
Responsibilities	R	R	NA	O	O
Policies	R	R	NA*	R	R
Procedures	O	NA	R	R	R
Figures and Tables	O	O	O	O	O
Forms	O	O	O	O	O
Reports	O	O	O	O	O
Rear					
Appendixes	R	R	R	R	O
Glossary	R	R	R	O	O

Legend:

R = Required
O = Optional
NA = Not applicable
*Policies are explained in a CC Pam rather than prescribed.

Figure C-3 USACC Title Page Requirements

ELEMENT	CC SUP	CC REG	CC PAM	CC CIR	CC MEMO
Heading	R	R	R	R	R
Authentication Block	R	R	R	R	R
History Statement	R	R	R	R	NA
Summary	R	R	R	R	O
Applicability	R	R	R	R	R
Proponent and Exception Authority	R	R	R	R	R
Army Management Control Process	R	R	NA	NA	NA
Supplementation	R	R	NA	R	NA
Suggested Improvements	R	R	R	R	NA
Distribution Statement	R	R	R	R	R

Legend:

R = Required
O = Optional
NA = Not applicable

Figure C-4 Glossary Example

GLOSSARY

Section I – Acronyms and Abbreviations

Section II – Terms
(note: if there are no entries for the above sections, insert the following sentence after the section title: "**This section contains no entries.**")