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Engineering Regulation  
No. 25-30-1

1 March 2021

Information Management: Records Management  
GUIDANCE FOR PREPARATION AND PROCESSING OF  
PUBLICATIONS AND FORMS

1. This regulation prescribes guidance for preparation and processing of U.S. Army Corps of Engineers (USACE) publications and forms.
2. Applicability. This regulation applies to all Headquarters (HQ) USACE staff elements and USACE Divisions, Districts, Centers, and Field Operating Activities (FOA).
3. Distribution Statement. Approved for public release; distribution is unlimited.

FOR THE COMMANDER:

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CECI

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\*This regulation supersedes ER 25 30-1, dated 01 May 2020.

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1. Purpose. This regulation prescribes guidance for preparation and processing of U.S. Army Corps of Engineers (USACE) publications and forms. It provides the necessary steps on how to develop new publications and forms, update or change existing publications and forms, and staff publications and forms for final approval, publishing, and posting to websites.
2. Applicability. This regulation applies to all Headquarters (HQ) USACE staff elements and USACE Divisions, Districts, Centers, and Field Operating Activities (FOA).
3. Distribution Statement. Approved for public release; distribution is unlimited.
4. References. See Appendix A.
5. Records Management (Recordkeeping) Requirements. The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers are located in ARIMS/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see Department of the Army (DA) Pamphlet 25-403, Guide to Recordkeeping in the Army.
6. Availability. Access this regulation on the official USACE publications web page at <http://www.publications.usace.army.mil/>.
7. Policies.
  - a. The USACE Publications Program Manager (PPM) will prescribe policies, procedures, and implementing instructions on the USACE publications and forms programs. The PPM will maintain the HQUSACE Publications Process Flowchart (Appendix B).
  - b. The USACE Enterprise Records Management Team (ERMT), will administer the publications and forms programs on behalf of the HQUSACE PPM.
  - c. All HQUSACE official publications will be reviewed for required content and format and receive final approval by the HQUSACE Publications Specialist prior to Chief of Staff's review, authentication, publishing, and posting.
  - d. All USACE elements will issue guidance using the formats displayed in this regulation. Guidance will not be issued using any alternative publication format not established in this regulation without the review of the USACE PPM and Records and Information Management Specialist (RIMS) and approval of the Chief of Staff. The USACE element proponent is responsible for formatting and verifying the content of their publication.

e. USACE Divisions, Districts, Centers, and FOA will issue local guidance in the formats displayed in this regulation. Guidance will not be issued using any alternative publication format not established in this regulation without the review of the local command RIMS and review and approval of the local Commander. The proponent is responsible for formatting and verifying the content of the local publication.

f. USACE elements will ensure that program policies are contained in regulations and memorandums. The processes and procedures that implement those policies are contained in pamphlets, standard operating procedures and Engineer Manuals.

g. RIMS will serve as proponents to develop guidance for preparation and processing of publications and forms for their local commands using this regulation for guidance, formatting, and the types of publications to be issued. Coordination of the publication will be through the chain of command and approval and authentication of the Commander.

h. A draft publication will not be used to implement guidance. A HQUSACE draft publication will not become official until it is authenticated by the Chief of Staff and officially issued by the HQUSACE RIMS. A local command draft administrative publication will not become official until it is authenticated by the local Commander or designee and officially issued by the local command RIMS. Draft or incomplete USACE publications will not be displayed online as official USACE publications.

i. All publications will be submitted to the HQUSACE or local command RIMS for assignment of a publication number, processing, review, approval, publishing, and posting. Upon completion, all headquarters publications will be posted for public access at <https://www.publications.usace.army.mil/> and USACE Divisions, Districts, Centers and FOAs will be posted internally at <https://usace.dps.mil/sites/pubs> by HQUSACE or local RIMS.

j. All forms, included and not included in official publications, will be submitted to the HQUSACE or local command RIMS for assignment of a form number, processing, review, Privacy Act compliance, approval, design, publishing, and posting. Only numbered and vetted forms will be used for data collection within USACE.

k. The USACE Forms Design Team is the only entity authorized to design and license official ENG and local command forms for USACE. The Forms Design Team will design only those forms that have been processed, approved through, and submitted to them by the designated command RIMS.

l. Form numbers will have a three-letter designation (for example, ENG Form 5, NWW Form 6, SPA Form 10, SPL Form 15). Do not number a form using a CE prefix (for example, CESWT Form 25).

m. All publications that affect the safety of personnel or the handling of equipment will be coordinated through the Safety Office.

n. The ERMT will use ENG Forms 6077 (Publications and Distribution Management Checklist (Figure 1) and 6078 (Forms and Distribution Management Inspection Checklist) (Figure 2) to evaluate, assess, and administer the publications and forms programs at HQUSACE and local commands.

#### 8. Responsibilities.

a. The Chief Information Officer is responsible for the USACE publications and forms programs.

b. Commanders and Directors will:

(1) Supervise and manage publications processes within their organization.

(2) Ensure that ERMT has appointed and assigned, in writing, a RIMS to manage and oversee their command's publications and forms processes using guidance in this regulation.

(3) Request each major element of the command to appoint a Publications and Forms Review Officer (PFRO) by completing ENG Form 6072 (Appointment of Publications/ Forms Review Officer) (see Figure 3) and submit it to the PPM (for HQUSACE) or the RIM Specialist (for local commands).

c. The USACE Records Officer will:

(1) Serve as the lead for the Publications and Forms Management Program.

(2) Serve as the Publications Control Officer (PCO) and appoints the PPM as the PCO for policy and oversight of the Publications Program.

d. The PPM will:

(1) Manage and implement the USACE publications and forms programs.

(2) Serve as the Publications Control Officer and the Forms Management Officer (FMO) for USACE and the Chief of Engineers.

(3) Serve as the proponent for this regulation.

(4) Authenticate DA Form 12 (Request for Establishment of a Publications Account) to activate, change, or close a local command Army Publishing Directorate publications/forms account. The local command RIMS will complete and submit the DA Form 12 to the ERMT. The ERMT will review the DA Form 12, coordinate any revisions to it with the RIMS, and forward it to the PPM. The PPM will forward the completed and authenticated DA Form 12 to the Office of the Administrative Assistant to the Secretary of the Army, Logistics Services – Washington.

(5) Forward publications transmitted to USACE by Department of Defense (DOD), DA, or other outside agencies to HQUSACE staff elements having primary interest or mission area responsibility, consolidate coordinated responses, and submit them to the requesting agency.

e. ERMT will:

(1) Appoint all RIMS in writing to administer, implement, and manage the publications and forms programs at HQUSACE and local commands.

(2) Schedule, launch, and manage an annual review of publications and forms to maintain the 5-year currency standard as mandated by AR 25-30 and DA Pamphlet 25-40.

f. HQUSACE Directorates and Local Command Directorate Chiefs will:

(1) Be the proponents for publications and forms required for their respective functional areas, ensuring technical sufficiency, quality, and timeliness.

(2) Establish effective internal controls to ensure the continued alignment of mission and functions with publications and forms. This requires an awareness on the part of proponents that functional continuity is a priority and that functional changes, when they occur, may require timely updating of prescribing directives and other related media (for example, forms and/or reports) if such a continuity is to be maintained.

(3) Prepare and ensure timely responses to requests for coordination on publications referred to HQUSACE by DOD, DA, or other outside agencies.

(4) Ensure the appointment of a PFRO for their organization by completing ENG Form 6072 (see Figure 3) and submitting it to the PPM at HQUSACE level or to the RIMS at the local command level. At HQUSACE level, the PPM will share this information with the HQUSACE RIMS. The RIMS will forward publications/forms review requests to the PFRO for dissemination to the appropriate proponents within the Directorate for review.

g. Proponent Action Officers will:

(1) Format the publication and/or sketch the layout of the form. Proofread the publication/form for grammatical and typographical correctness. Secure editorial services as needs dictate. Submit the publication/form to the RIMS to assign a publication/form number. The HQs RIMS will review the publication/form for verification and validation of references and review the format. The RIMS will process the publication through executive channels for signature. If the document is a form and requires additional design, it will be sent to the forms design team. Upon completion of the required steps, the HQs RIMS will post the publication/form to the official website, manage the publication on the website, and notify the command staff of the

publication's/form's availability and location. At HQUSACE only, a Publications Specialist is assigned to work with the HQUSACE RIMS to complete these duties. Only the site's RIMS, the Chief of Printing and Publishing, or a member of the ERMT can post publications and forms to the official publications and forms page of the website.

(2) Prior to submitting the publication/form to the RIMS for final processing, ensure that the publication is properly formatted in compliance with this regulation; written using plain language that is clear, concise, and well-organized so that the public can understand and use; and signature ready. The RIMS and Forms Design Team will ensure that the form is properly formatted.

(3) Initiate a separate CIO/G-6 Service Catalog Wizard request ([https://aceit.usace.army.mil/Pages/Service\\_Wizard.aspx](https://aceit.usace.army.mil/Pages/Service_Wizard.aspx)) for each publication and form request and submit it to the RIMS. Attach the Word files of the publication or mockup of the form to the Service Catalog Wizard request. Attach a completed, signed DD Form 67 (Form Processing Action Request) to the Service Catalog Wizard request for all form requests.

(4) Ensure the publication is properly routed for coordination and that all accepted changes are included. Review changes submitted by the Publications Specialist or RIMS and incorporate any accepted changes into the publication. Return the publication to the Publications Specialist or RIMS along with the appropriate documentation, such as the ENG Form 0- 4040 (USACE/OCE Publications Processing Document) (see Figure 4), for submission to the Chief of Staff or local publications staffing form to the local commander for final review and approval.

(5) Retrieve the Word file of the publication from the RIMS when future revisions are needed.

(6) Approach Counsel for assistance in developing a Privacy Act Statement (PAS), when drafting forms requesting Personally Identifiable Information (PII). Once the PAS is complete, submit the updated mockup and a completed DD Form 67 to the RIMS through a Service Catalog Wizard request. When developing a HQ ENG form, the USACE Privacy Officer will assist with the development and completion of the PAS. Information regarding PII can be found in Office of Management and Budget Memorandum 17-12 (Preparing for and Responding to a Breach of Personally Identifiable Information) or by contacting the USACE Privacy Officer at: [PrivacyOffice@usace.army.mil](mailto:PrivacyOffice@usace.army.mil).

(7) For forms requiring the collection of a Social Security Number (SSN), first consider eliminating the requirement for collection of the SSN and replacing it with an alternative identifier. If SSN collection is required, submit a completed DD Form 67 to the RIMS, a mockup of the form, and a justification signed by an SES/GO that satisfies one of the 13 acceptable use cases specified in DOD Instruction 1000.30. The RIMS will submit the package through HQUSACE Counsel to the HQUSACE Privacy Officer for approval of the data collection, approval of the PAS, and signature on the DD Form

67. DOD Instruction 1000.30 contains a sample justification memorandum and a sample elimination plan to be used for reporting purposes. Any uses of the SSN not provided for in DOD Instruction 1000.30 are considered unnecessary and must be eliminated. Use of the SSN includes the SSN in any form, including, but not limited to, truncated (last four digits), masked, partially masked, encrypted, or disguised.

h. PFRO will serve as their organization's point of contact for the RIMS to coordinate timely publications and forms reviews. See paragraph 17 of this regulation for specific details.

i. HQUSACE or Local Command RIMS will:

(1) Serve as the liaison between the assigned PFRO and the PPM in administering the Corps-wide publications and forms programs.

(2) Retrieve the properly formatted and edited publication upon receipt of a Service Catalog Wizard request submitted by the proponent, update the Service Catalog Wizard request to include an estimated completion date, inform the proponent of receipt of the Service Catalog Wizard request, and review and process the publication.

(3) Retrieve a handwritten or typed mockup of the form upon receipt of a Service Catalog Wizard request submitted by the proponent. Each request for a form number, design, revision, deviation, or rescission must be accompanied by a completed, signed DD Form 67. Update the Service Catalog Wizard request to include an estimated completion date and inform the customer of receipt of the ticket.

(4) Assign a number to each new publication and form that is properly processed (Service Catalog Wizard request, DD Form 67, etc.) and approved.

(5) Ensure all references in publications are accurate, complete, current, and properly formatted.

(6) Return the publication/form to the proponent for revision, citing any discrepancies.

(7) At HQUSACE only, after assigning a publication number, validating the references, and coordinating changes with the proponent, the HQUSACE RIMS will assign the Service Catalog Wizard request to the USACE Publications Specialist for a format and required content review. This will be accomplished using email with the Service Catalog Wizard request number and assigned publication number inserted in the subject line of the email.

(8) Review and coordinate forms requests to ensure compliance with forms management standards, privacy act, and SSN reduction guidance.

(9) E-mail approved forms to the Forms Design Team for design. Include the Service Catalog Wizard request number and assigned form number in the subject line of the e-mail.

(10) Identify data collection information in a publication that should be converted to an electronic form. Coordinate with the proponent to process the form and have it designed.

(11) Develop an official publications repository to maintain the electronic Word file copy of each authenticated publication. For future revisions of a publication, the proponent will submit a Service Catalog Wizard request to retrieve the Word copy from the HQUSACE or local command RIMS.

(12) Convert the Word file (.docx) of the publication to Adobe portable document format (.pdf), enabling "click to sign" capability, and forward to the proper signature authority for authentication. Ensure the pdf is 508 compliant (see Appendix A, reference 1) prior to posting the publication to the website.

(13) Manage posting and distribution of all HQUSACE and local command authenticated publications and forms. Only the RIMS is authorized to post official, authenticated publications and forms to the official website at <https://usace.dps.mil/sites/pubs>. Drafts and unnumbered memorandums, publications, and forms will not be posted to this website. The RIMS will use an electronic notification format similar to that in Appendix C to inform the command and staff of the availability of and link to the publication or form.

(14) Conduct publications and forms review in compliance with mandated guidelines. Serve as the proponent to prepare, process, publish, post, and disseminate an index of forms, index of publications, and, if applicable, a rescission circular at the end of each review cycle. See paragraph 16 of this regulation for specific details.

(15) Using guidance in AR 25-400-2, setup specific files for each publication and each form to maintain coordination comments, backup material, the original signed publication, and/or the approved form. Maintain and archive a publication record set for each type of publication issued by HQUSACE or the local command and transfer the files to the Federal Records Center or destroy them as required.

(16) At HQ only the local RIMS will provide a weekly status of the publications to the Records Management Program Manager and Publications Control Officer.

j. Publications Specialist will be designated in writing by USACE Records Management Program Manager and the Records Administrator to review and process HQUSACE publications only. The Publications Specialist will:

(1) Receive the Service Catalog Wizard request and publication in an e-mail submitted by the HQUSACE RIMS.

(2) Conduct a format review of HQUSACE publications to ensure they comply with the policies and procedures outlined in this regulation. Track changes and return the publication to the proponent for acceptance or rejection of the changes and submittal of an updated publication. Insert comments in the publication that provide justification for the requested change (for example, if the proponent lists an incorrect series title on the title page of the publication, the Publications Specialist will track the change to incorporate the correct title and insert a comment such as “See DA Pamphlet 25-40, Table H-1, pages 173-182.”).

(3) Refer those publications that require HQUSACE Chief of Staff approval through the Secretary of the General Staff (SGS) office for signature.

(4) Serve as the reviewer and coordinator between the Chief of Staff and the proponent. Track changes and return the publication to the proponent for acceptance or rejection of the changes and submittal of an updated publication.

(5) Interpret and provide the requirements of this regulation to proponent action officers tasked to prepare publications and forms.

(6) Be intimately familiar with publications formatting, coordination standards, administrative documentation, and publishing procedures as detailed in this regulation.

(7) Ensure publications have been properly coordinated and documented with all appropriate HQUSACE and local command staff elements using ENG Form O-4040 (see Figure 4). Initial in the appropriate block on ENG Form O-4040 (or local form approved for staffing local publications).

(8) Ensure the publication package is in full compliance with this regulation prior to submitting to the Chief of Staff for final review and signature.

9. Publishing Electronic and Printed Publications and Forms. The publications and form repository is accessible as a link from the <https://usace.dps.mil/sites/pubs> website. HQUSACE Directorate and local commands may link to, but not repost, official HQUSACE publications and forms. Each file posted will be password secured. Contact the RIMS for the availability of file permissions.

a. **Electronic Publications.** All publications will be published in electronic format except as described in paragraph 9c of this regulation. All electronic publications described in this regulation will be formatted by the proponent or action officer in the USACE-approved standard word processing (Microsoft Word) format. The RIMS will review and process the publication, make it 508 compliant, enable “click to sign” capability, and post the signed publication to the official publication’s website. Note: Prior to submission the proponent will convert the Word file to pdf.

b. **Electronic Forms.** Form layouts will be drafted/sketched by the proponent or proponent action officer. The USACE Forms Design Team, at the request of the

command RIMS, will design the official form using Army forms design standards and Adobe fillable software and make the form 508 compliant. The RIMS will post the 508-compliant form to the official website as mentioned in paragraph 7.i. above.

c. Printed Publications. Publications with complex information, unique use, and/or diverse audiences, such as pocket-size pamphlets used during field operations, classroom training materials, handouts at meetings and conferences, display and distribution to public audiences at parks and recreation facilities, and historical activities (870 series) are types that may be printed. In these cases, submit a separate ticket through the Visual Information and Printing Services in the Service Catalog Wizard.

10. Plain Language and General Writing Guidelines. Effective writing is achieved using words, phrases, and sentences the reader can understand. Following a few basic principles can help produce a good publication. The following principles apply:

a. For policy letters and memorandums, forms, notices, and instructions:

(1) Use of contractions is allowed.

(2) Use “must” for any required action and “will” for a required future action.

(3) Use “may” and “can” for optional/conditional actions.

(4) Do not use “shall”.

b. Use proper grammar throughout the publication.

c. Carefully organize paragraphs with each sentence relevant to the whole. Use short to medium sentences (average 20 or fewer words per sentence) for clarity. Limit a paragraph to one subject with no more than 7 - 10 lines. Additional best practices are available in AR 25-30-1, DA Pam 25-40 and the Federal Plain Language Guidelines.

d. Avoid excessive use of acronyms, abbreviations, and brevity codes, jargon, bureaucratic and legalistic words, Latin terms, long sentences, and information your audience doesn't need. An abbreviation, brevity codes and acronyms must be defined if it is used in a publication. When referencing a publication, figure, table, paragraph, etc., by title, it must be cited in its entirety. Paraphrasing titles is not permitted. Verify the accuracy of acronyms using the U.S. Army Abbreviations, Brevity Codes, and Acronyms database at <https://armypubs.army.mil/abca/>.

e. Avoid excessive use of references, cross-references, and duplication of information available in other publications.

f. Fully cover the subject matter to produce a well-developed, self-contained document.

g. Use neutral language in publications (i.e., do not specify gender); for example:

Proper: The “Commander or a designee” should attend the conference.”

Improper: The “Commander or his designee” should attend the conference.”

h. Do not use the names of individuals in permanent publications such as regulations, pamphlets, manuals, etc. Avoid personal pronouns in all USACE publications.

i. Do not include internal business processes in officially numbered publications. Internal business processes change often, requiring publication changes and rewrites. Instead, internal business processes should be documented using a readily updated electronic system such as the Quality Management System.

11. Publication Preparation and Processing. The following represents a logical progression from beginning to end of publication preparation and processing.

a. Executive Decision. The responsible HQUSACE or local command Directorate or staff element, acting on a new law, policy, technology development, or other event that affects the USACE mission and requires specific interpretation, reaches the decision to create, revise, or change a publication and becomes the proponent for its preparation and publishing.

b. Preliminary Planning.

(1) The proponent organization designates an action officer with instructions to conduct a preliminary inquiry to assess the probable impact of the publishing requirement on resources at the functional level, research topics to avoid duplication or conflict of interest in policymaking and explore the feasibility of consolidating the proposed publication or form with related publications or forms or rescinding publications or forms already in existence.

(2) Upon clearance of the issues above, the proponent or designated action officer directs the preparation of an initial draft, beginning with the selection of an applicable publication type by consulting Table 1, Decision Logic Table for Developing U.S. Army Corps of Engineers (USACE) Command Publications, DA Pamphlet 25-40 (Table 8-1, Series numbers and titles for administrative publications), and this engineer regulation (Appendix D, paragraph D-4, USACE Special Series Numbers and Titles (established to meet specific USACE classification requirements)).

(3) After selecting the publication type, series number and title, and formatting the publication, the proponent action officer will submit a Service Catalog Wizard request through the VI, Printing, Records Management or Forms and Publications Request service in Service Catalog Wizard ([https://aceit.usace.army.mil/Pages/Service\\_Wizard.aspx](https://aceit.usace.army.mil/Pages/Service_Wizard.aspx)) to request a publication

number from the RIMS. The RIMS will verify the series number and title for the publication from DA Pamphlet 25-40 (Table 8-1) and Appendix D of this engineer regulation. Appendix D contains a full explanation of the USACE publications numbering criteria, the USACE special numbers, and, for engineer manuals, a list of secondary classifications by subject matter for the third part of the publication number.

(4) The proponent or designated action officer will format and develop the publication using format guidelines detailed in paragraph 17 of this regulation and the following:

(a) In assembling and organizing topic data, screen material for identification of principal text (main body of the publication); material (tables, figures, and plates); supportive material (appendixes); and prescribed requirements (forms and reports).

(b) Identify text material (key topics) and subdivide it into numbered chapters (if applicable), sections (if applicable), and paragraphs/subparagraphs (not lower than third level subordination, i.e., (a), (b), etc.).

(c) Assemble and sequentially introduce and position corollary and supportive materials within the publication.

(d) Analyze and properly prescribe forms and reports as detailed in DA Pamphlet 25-40.

(5) If copyright material is included, obtain permission from the copyright owner(s) and submit a copy of the release along with the publication. See DA Pamphlet 25-40 for further guidelines on copyright material.

(6) Express all measurements within Army publications in both U.S. standard and metric units. For guidelines on the use of standard vs metric, see DA Pamphlet 25-40.

(7) When fully compiled, conduct an internal review of the publication within the proponent's directorate or staff element, coordinate comments, and revise the publication. No response to the request for review by the set deadline will be considered a concurrence.

(8) Conduct an external review of the publication, coordinate comments, and revise the publication. Submit the ENG Form O-4040 for HQUSACE, and the appropriate staff routing form for local commands, to all the external reviewers. No response to the request for review by the set deadline may be considered a concurrence. However, a no response is never sufficient for legal concurrence, legal review always requires an affirmative-written concurrence.

(9) Submit the publication along with the ENG Form O-4040 or appropriate staff routing form to the proponent for supervisory review of its technical validity, coordination

of revisions, signature on the ENG Form O-4040 or staff routing form, and authorization to proceed with final review.

c. Final Review and Coordination.

(1) The proponent action officer will attach the publication and signed ENG Form O-4040 or staff routing form to a Service Catalog Wizard request and submit it to the RIMS. The submitted publication must include all official forms and reports, clearly prescribed and illustrated, as appropriate (see DA Pamphlet 25-40).

(2) The RIMS will ensure all references in the publication are accurate, complete, current, properly formatted, and cite official Army regulations and DA pamphlets and will return the publication to the proponent with tracked changes to indicate any discrepancies. The HQUSACE RIMS will assign the Service Catalog Wizard request to the Publications Specialist and follow-up with an e-mail. The RIMS will include the Service Catalog Wizard request number and assigned publication number in the subject of all e-mails pertaining to the publication or form.

NOTE: The RIMS will update Comments and History and insert an estimated target completion date in the Service Catalog Wizard request.

d. Publications Specialist Review and Coordination.

(1) The Publications Specialist will retrieve the assigned ASP Wizard request submitted by the HQUSACE RIM Specialist and review the publication to ensure format compliance.

(2) If needed changes are detected, the Publications Specialist will track the changes in the publication and return it to the proponent action officer for acceptance or rejection and submittal of a revised publication.

(3) If the publication meets compliance standards, the Publications Specialist will sign the ENG Form O-4040 and submit the publication and all documentation through the SGS (see paragraph 7i (3)) to the Chief of Staff for review and approval.

e. Final review and Executive approval.

(1) At HQUSACE, the Publications Specialist will deliver the completed publication package to the Chief of Staff's office for final review, processing, and signature. At local commands, the RIMS will route the publication through channels to the local Commander for final review, processing, and signature.

(2) The HQUSACE Chief of Staff will sign USACE supplements to Army regulations, engineer regulations, engineer pamphlets, engineer manuals, and all interagency publications only. Engineer circulars and engineer technical letters require signature of the originating directorate, division, or separate office. Local commands will follow

delegation of signature authority guidance to determine who will sign publications and the RIMS will document the signature authority in the local command preparation and processing of publications and forms publication.

(3) The Publications Specialist will retrieve the signed publication from the Chief of Staff and submit it to the HQUSACE RIMS for conversion to a secured, 508-compliant pdf, final archiving, placement on the publications web page, and electronic notification of availability. Local command RIMS will retrieve the signed publication from the Commander's office, convert it to a secured, 508 compliant pdf, place it on the local command's webpage, and issue the electronic notification of availability (see Appendix C).

f. Revisions/Rescissions. Only the proponent of a publication/form can request a revision or rescission. Customers are encouraged to submit DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the proponent to correct errors, request a revision, or offer points for improvement to a publication/form. The RIMS does not have to be consulted on transactions involving submittal of the DA Form 2028 to the proponent.

12. Types of and Selection Criteria for USACE Publications. USACE publication types and selection criteria are as follows:

a. Supplement to Army or USACE Regulations. Contains policies, responsibilities, and administrative procedures required to implement ARs or higher command regulations. They must be approved by the proponent of the supplemented regulation. Paragraphs in the supplement must be keyed, when feasible, to proper paragraphs in the regulation and to paragraphs in higher-level supplements. Supplements must contain only additional instructions, explanations, or information specifically needed by the agency or command concerned. The RIMS will number supplements with the name of the issuing command or agency, a supplement number (beginning with 1), the regulation number, and the security classification, if applicable (for example, CIO-G6 Suppl. 1 to AR 25-30). Figure E-1 (Appendix E) is a sample format of a supplement.

b. Engineer Regulation (ER). Contains policies, responsibilities, and procedures prescribed exclusively for the USACE mission. ERs will not be created in place of a supplement to an AR. They may include (as appendixes) additional documents such as engineer and technical instructions that the proponent office has the authority to approve (see paragraph 19d below for more detailed information). Proponents may elect to specifically indicate whether an ER may be supplemented, will be supplemented, or may not be supplemented by subordinate activities. In such cases, an applicable supplementation statement will be entered immediately under the title, instructing the using activities of supplementation limits, if any, and chain of Command review and approval requirements. Standard supplementation statements are as follows:

(1) Supplementation to this regulation is permitted but not required. If supplements are issued, USACE Commanders will provide a copy of their supplement to HQUSACE (proponent office symbol), address, city, state, zip code, through chain of command channels.

(2) Supplementation to this regulation is required. USACE Commanders will provide a copy of their supplement to HQUSACE (proponent office symbol), address, city, state, zip code, through chain of command channels.

(3) Supplementation to this regulation is prohibited except upon the proponent's approval. USACE Commanders will submit for approval to HQUSACE (proponent office symbol), address, city, state, zip code, through chain of command channels.

(4) The RIMS will assign the publication number based on series numbers and titles detailed in DA Pamphlet 25-40 and Appendix D of this regulation. Figures E-2a and E-2b (Appendix E) are sample formats for ERs. ERs are issued at HQUSACE level only. Local commands will issue division, district, or center regulations using the acronym DR or CR, respectively.

c. Engineer Circular (EC). Contains policy that is parallel to an ER, i.e., directive in nature, with the difference that applicability will be transitory (one-time occurrence or otherwise temporary). ECs will remain active for no more than two years from the date of issuance and the expiration date may not be extended beyond the two years. If an EC has been given an expiration date of less than two years, and it is determined that additional time is required for it to remain active, the proponent may elect to extend the expiration date the full two years (except in cases of rescission). Rescissions will expire after one year. If after two years the guidance of an EC is still valid, it must be republished as a regulation. The expiration date on the EC will be positioned immediately above the series title and will reflect the last day of a quarter, i.e., 31 March (year), 30 June (year), 30 September (year), or 31 December (year). The RIMS will assign the publication number based on series numbers and titles detailed in Appendix E of this regulation. Figure E-3 (Appendix E) is a sample format for ECs. Circulars may not be supplemented. ECs are issued at HQUSACE level only. Local commands will issue division, district, or center circulars using the acronym DC or CC, respectively.

d. Engineer Pamphlet (EP). Guidance or reference of a continuing nature that may be standard (or procedural) or informational.

(1) A standard EP contains functional, instructional, or procedural guidance needed to implement programs or systems directed in regulations. Procedural pamphlets may include additional documents such as appendixes. Figures E-4a through E-4c are sample formats of standard EPs.

(2) Informational pamphlets are non-policy publications that are designed for information only. They consist of booklets, leaflets, and/or folders on various information, recruitment literature, historical studies, and reference texts. The format

varies and is determined at the proponent's discretion based on the type of information it contains.

(3) Pamphlets will not be supplemented. The RIMS will assign the pamphlet number based on series numbers and titles detailed in Appendix E of this regulation. EPs are issued at HQUSACE level only. Local commands will issue division, district, or center pamphlets using the acronym DP or CP, respectively.

e. Engineer Manual (EM). Contains technical guidance and directive/non-directive instruction criteria of a continuing nature concerned primarily with engineering and design type projects. For this reason, most EMs are in the 1110 (Engineering and Design) series. Manuals may also include (as appendixes) additional documents such as engineering and technical instructions which a division chief of the proponent office has the authority to approve. The RIMS will assign the manual number based on series numbers and titles detailed in Appendix E of this regulation. Figure E-5 (Appendix E) is a sample format for EMs. The decimal point system (1.1) may be used to number paragraphs; but do not mix the numbering (1.1, 1-2, A-1, B.2). EMs will not be supplemented. EMs are issued at HQUSACE level only. Local commands will issue division, district, or center manuals using the acronym DM or CM, respectively.

f. Engineer Technical Letter (ETL). Contains advance information on planning, design, engineering, construction, and operations and maintenance projects. ETLs are considered intermediary publications that will eventually be republished in a more permanent form. They will remain active for no more than five years from the date of issuance. The expiration date will be positioned immediately above the series title and will reflect the last day of a quarter, for example, 31 March (year), 30 June (year), 30 September (year), or 31 December (year). If after five years the guidance in an ETL is still valid, it must be republished as a manual. Technical letters cannot be used to replace regulations or circulars. ETLs will not be supplemented. They are issued at HQUSACE level only. Figure E-6 is a sample format for an ETL.

g. Office Memorandum (OM). Contains information necessary to carry out specific functions within HQUSACE. An OM is applicable to HQUSACE elements only. Avoid the use of an OM to document internal business processes. Internal business processes change often. Internal business processes should be documented using a readily updated electronic system (for example, QMS). The RIMS will assign the publication number based on series numbers and titles detailed in Appendix D of this regulation. OMs are issued at HQUSACE level only. Figure E-7 is a sample format for a memorandum.

h. Policy notice. Directive, informational, or assignment policies, responsibilities, and mandatory procedures of a continuing nature. They are limited to a single subject as a temporary means to issue policy to the headquarters organization of the issuing element or local command. Policy notices are prepared on agency letterhead. They do not contain series numbers and titles. Types of policy notices include basic, assignment, Commander's, directive-type, directorate, implementation, and letter. The formatting is

different for each type. The supersession statement will be the last paragraph of the notices. The RIMS will assign the notices number in fiscal year series (for example, Policy Notices 18-05, which indicates the fifth policy notice done in fiscal year 2018) or consecutively (for example, Policy Notice #1, Policy Notice #2, etc.). The RIMS will be consistent (fiscal year or consecutively) in assigning policy numbers except for assignment notices. Unnumbered policies, except for assignment notices, will not be posted to the official publications and forms website. Figure E-8 is a sample format for all policy notices (make appropriate changes to the type of notice and how it should be numbered).

(1) Assignment notice contains directive actions used to assign responsibilities. The RIMS neither assigns a number nor processes assignment notices. The proponent of an assignment notice is responsible for the numbering of their assignment notices. Assignment notices are to be numbered consecutively in a yearly series. The RIMS will make the assignment notice 508 compliant and post it to the publications website after it has been processed and authenticated.

(2) Commander's Policy Notice (CPN) contains informational policies, responsibilities, and mandatory procedures of a continuing nature. The RIMS will assign the CPN number in yearly series (for example, CPN 18-05—this indicates the fifth policy memorandum done in 2018). The supersession statement will be the last paragraph of the memorandum. Figure E-8 is a sample format.

(3) Directive-type notice contains directive policies, responsibilities, and administrative procedures that are of a continuing nature and apply only to the local commands. The supersession statement will be the last paragraph of the notice. Figure E-8 is a sample format.

(4) Directorate Policy Notice (DPN) contains internal directive established within each directorate/functional area to set mission and function parameters or the operational "way ahead" for subordinate units. The RIMS assign a unique publication number to the DPN. This unique number identifies the directorate that generated the DPN, the year written, and a sequential number. For example, AO-2018-10 indicates the tenth DPN issued by the Audit Office in 2018. Signature authority for a DPN is the head of each HQUSACE Directorate or delegated directorate Senior Executive Service member. DPNs remain in effect until rescinded by the directorate. DPNs are posted to the publications web page but require common access card authentication to access. A DPN may not be supplemented. The supersession statement will be the last paragraph of the DPN. Figure E-8 is a sample format. This information pertains to basic and multi policy notices.

(5) Implementation Policy (IP) contains directive or informational policies, responsibilities, and administrative procedures that affect the Corps network and infrastructure. The IPs are numbered consecutively. For example, IP 15 indicates the 15<sup>th</sup> successive policy issued by CIO/G-6. The supersession statement will be the last paragraph of the memorandum. Figure E-8 is a sample format.

(6) Policy Letter (PL) contains directive or information and used to convey short-term directives or general information. A written course of action directed during the current local Commander's tour of duty. They will not remain in effect for than two years from the date of issue. Figure E-8 is a sample format.

i. Operations Order (OPORD) is an executable plan that directs a unit on how to conduct a military operation. An OPORD describes the situation facing the unit, the mission of the unit, and what activities the unit will conduct to achieve the mission goals. OPORDs will be generated at HQUSACE level only and disseminated to local commands to implement. As local commands receive the OPORD, they may develop their own local command publication (not as an OPORD) which removes extraneous details and adds details focused on what and how they will implement the OPORD. OPORDs will not be stored locally. Local directives should provide a link to the OPORD <https://team.usace.army.mil/sites/HQ-CO/PDT/HQ-33/SiteAssets/PublishedOpord.aspx>.

j. Miscellaneous publications are issued at HQUSACE level only. They include charts, Corps of Engineers Guide Specifications (CEGS), design guides, ENG maps, plans, posters, and a limited number of unnumbered (UN) publications. The proponent chooses the format, preparation, applicability, and availability of these publications. The HQUSACE RIMS's involvement in these publications is limited to assignment of a publication number, tracking (except CEGS), and posting to the publication's website.

### 13. Revision Criteria.

a. Major Revisions. When 10 percent or more of a publication is in need of updating, it will be reviewed, reorganized, rewritten, and a newly revised document published in its entirety. The proponent must review publications in a timely manner to ensure revisions are completed within 5 years of the publication's most recent publication date. The RIMS will prompt proponents to begin their reviews early enough to allow time to process revisions within the 5-year cycle. RIMS will process the revision, giving it new issue and effective dates, and an updated supersession notice. To publish an expedited revision, proponents must complete O-4040 process, or local staffing form for local command publications.

b. Expedited Revisions. Expedited revisions revise up to 10 percent of a publication. The proponent must review publications in a timely manner to ensure revisions are completed within 5 years of the publication's most recent publication date. The RIMS will prompt proponents to begin their reviews early enough to allow time to process revisions within the 5-year cycle. The RIMS will process the revision, giving it new issue and effective dates, and an updated supersession notice. To publish an expedited revision, proponents must complete O-4040 process, or local staffing form for local command publications. Note: Streamlines the process for the proponent.

c. Minor (Administrative) Revisions. A minor revision will be issued for publications that are 5 or less years old and contain 10 or more pages. Publications of less than 10 pages will undergo a full revision, publishing, and posting. When applicable, a minor

revision to the original document will be issued involving only the update of specific parts. A minor revision will consist of a “Summary of Change”, in which pages/sections/chapters to be changed are annotated by their respective number. Every changed page will be identified in the running footer by the change number and the date. Figure E-9 (Appendix E) is a sample format of a minor revision.

d. Mandated Revisions. Are revisions that meet one or more of the following criteria:

(1) Involves a matter of urgent national security.

(2) Is necessary to prevent imminent danger to the life, health, and safety of DA personnel.

(3) Is required by a change in Federal law.

(4) Is directed by Presidential Executive Order.

(5) Incorporates policies and procedures in an Army or USACE Directive into the appropriate ER or EP. The mandated revision and procedures will only be included in the AD. Any administrative changes, such as typos and grammatical errors, within the publication will also be corrected.

14. Errata Sheet. The errata sheet is a simple means to correct single, minor errors/omissions detected after a document has been published and considered important enough to warrant immediate correction. An errata sheet does not require coordination or executive approval to be published. Errata sheets are reviewed and, upon approval, posted to the USACE publications web page library. Errata sheets are not used to make changes to a document that has been published and requires updating based on a new policy, law, change in organization/mission, etc. Figure E-10 (Appendix E) is a sample format of an errata sheet.

15. Certify as Current. Minor editorial changes that have no impact on policy or procedures (for example, corrections to typographical errors and updates to office symbols, organizational names and addresses, references, and web addresses) can be addressed in a certify current request. Performed during expiration year of publication.

**Table 1  
USACE Administrative Action Criteria**

Type of publishing action	Applies to:	Requires staffing? (Yes or No)	Requires legal review? (Yes or No)	Requires change of issue date? (Yes or No)
Minor (Administrative) revision	ER CG DPN ENG pamphlet ENG Poster District/Division Regulation *	No	No	No
Mandated revision	ER CG DPN ENG pamphlet ENG poster District/Division Regulation *	Yes (limited to the HQUSACE)	Yes	Yes
Expedited revision	ER ENG pamphlet District/Division Regulation *	Yes (see staffing table at App H)	Yes	Yes
Major revision	ER ENG pamphlet District/Division Regulation *	Yes (see staffing table App H)	Yes	Yes
Certify current	ER ENG pamphlet District/Division Regulation *	No	No	Yes

\*NOTE: Division and Districts may use the same criteria

## 16. Forms Preparation and Processing.

a. The proponent/action officer must submit a Service Catalog Wizard request to the RIMS through the VI, Printing, Records Management or Forms and Publications Request service ([https://aceit.usace.army.mil/Pages/Service\\_Wizard.aspx](https://aceit.usace.army.mil/Pages/Service_Wizard.aspx)) to request a form number for a new form, revision or consolidation of current forms, or rescission of forms. A completed DD Form 67 and a mockup of the form must be attached to the Service Catalog Wizard request. A separate DD Form 67 will be prepared and processed for each form action.

b. The proponent/action officer and the RIMS will ensure that all forms cited or referenced in publications or forms are current, available to readers, and official.

c. In publications, cite forms using the form number and, in parentheses, the full title (for example, DA Form 31 (Request and Authority for Leave)) the first time the form is cited; thereafter, reference by form number only (for example, DA Form 31).

d. For forms prescribed in publications, illustrate the latest edition of a form, populated with sample data, and stamped with the word "SAMPLE".

e. Cite only official forms in a publication. Unnumbered forms will not be cited, referenced, inserted in publications, disseminated, or posted by HQUSACE or the local command.

f. Only the proponent of a form can sign and submit a DD Form 67 to request a revision or rescission. Customers are encouraged to submit DA Form 2028 directly to the proponent to correct errors, request a revision, or offer points for improvement to a form. The RIMS does not have to be consulted on transactions involving submittal of the DA Form 2028 to the proponent.

17. Reporting Forms and Assignment of Control Numbers. See AR 25-98 and DA Pamphlet 25-403 for detailed information on assignment of control numbers for:

a. Public reporting forms requiring collection of information on identical items from 10 or more persons outside the Federal Government (requires clearance from the Office of Management and Budget (OMB) who will assign an OMB approval number). The detailed process for submitting a package for OMB approval and assignment of an OMB number requires the following documents:

(1) OMB Form 83-I (Paperwork Reduction Act Submission).

(2) DA Form 7799 (Request for Approval of Information Management Requirement).

(3) Supporting statement.

(4) Agency Disclosure Notice.

(5) 60-day notice.

b. Interagency reporting forms requiring collection of information from other Federal agencies (requires approval and assignments of an interagency report control number by GSA).

c. Internal reporting forms requiring collection of information within DoD (requires approval and assignment of a reporting control symbol (RCS) by the RIMS). The RIMS will assign an RCS number that consists of the following information with each part separated by a hyphen: agency acronym (HNC), the acronym RCS, proponent office symbol (SO for Safety Office), the year, and a consecutive number. For example, the first Safety Office RCS number for 2018 would be HNC-RCS-SO-2018-001. An expiration date must accompany the RCS number.

18. Publications and Forms Review. AR 25-30 and DA Pamphlet 25-40 mandate that a review of publications and forms issued by the command be certified current, revised, or rescinded at a minimum of every 5 years. To satisfy this 5-year currency requirement, ERMT will initiate annual Corps-wide publications and forms review. The process is as follows:

a. The RIMS will coordinate publication reviews with assigned PFRs using ENG Form 6062 (Publications/Forms Review Tracking Sheet) (see Figure 5). The PFR will inform their organization of the review schedule and disseminate for review the publications and forms to the appropriate proponent/action officers within their

organization. The RIMS will set a deadline of 90 days for a response from the PFROs. The PFROs will set a deadline for their organizations to review their documents that will facilitate meeting the deadline set by the RIMS. The organization's PFROs are responsible for ensuring that their proponents satisfy the requirements of the publications and forms review.

b. The ERMT Publications Specialist will set the schedule and launch the annual cyclic forms and publications review. The RIMS is responsible for implementing and managing the review at HQUSACE and the local command.

(1) The ERMT will schedule and disseminate to each RIMS the period covered and procedures for conducting the publications and forms review.

(2) The RIMS will maintain a list of all publications and forms issued by their organizations on ENG Form 6062. Upon receipt of the schedule and memorandum from ERMT, the RIMS will make the list available to all proponents and provide a deadline for a response of whether the listed publications and forms are current and essential, need revision (to include the expected revision date in the remarks block), or need to be rescinded.

(3) The RIMS will encourage proponents to update publications that are more than five years old to reflect current policies and procedures, office symbols, office and agency names, and addresses.

(4) The RIMS will initiate action with proponents to properly process unnumbered forms.

(5) After completion of the review, the RIMS will revise or create an index of publications and forms and a rescission circular. A rescission circular is published only if documents are rescinded during the review.

(6) The RIMS will document the results of the review in a memorandum for record through their local ITC to the Commander and attach the index of publications and forms and rescission circular for signature of the Commander. Once signed, the RIMS will post and distribute. Appendix F is a sample format for reporting results of the review to the Commander.

## 19. Formatting Publications and Forms.

a. Except for informational and other uniquely designed pamphlets, all publications will be prepared in the "one-column" format.

b. The following additional guidelines will be used for preparing USACE Command publications, except for USACE Supplements to ARs (which are prepared using Army Publishing Directorate (APD) guidelines) and miscellaneous publications.

(1) Format options. Format may be basic (involving a table of contents (optional) and a subdivision into paragraphs) or complex (involving a table of contents (not optional) and a subdivision into chapters and/or sections as well as paragraphs). Unique and informational pamphlets and manuals must include a “Foreword” (see sample at Appendix E, Figure E-4c) or a “Summary Page” as the signature authority page. All publications must have a signature authority page at the beginning of the publication (see signature page for this publication). All new publications must include a Summary Page and all revised publications must include a Summary of Change Page.

(2) First page. Except for informational pamphlets and other publications with undesignated formats, all publications will include the proponent’s office symbol (if the publication has two proponents, the primary proponent’s office symbol will be cited first— immediately above the secondary proponent’s office symbol), series (see Appendix E of this regulation), and title on the upper portion of the page and a footer (centered at the bottom) containing the publication number (assigned and controlled by the RIM Specialist) and a full date (for example, 30 June 2015). Revised publications will include a summary of change immediately behind the cover page and a supersession statement positioned at the bottom of the first page of the Table of Contents immediately under a rule (solid line). The supersession statement for a memorandum will be the last paragraph of the memorandum. This statement will cite by publication (or portion thereof) or form number and date every publication or form that is being superseded by the revised edition.

(3) Succeeding pages. All succeeding pages, including appendixes, forms, figures, and plates will include a “running footer,” (that is, a one-line entry consisting of the publication number, a black circle (●), and the full date positioned at the bottom center of the page below the page number). Odd page numbers will appear in the bottom right and even page numbers will appear in the bottom left of each page. For publications that include landscape tables/figures, the running head and page number may also be in landscape mode.

(4) Margins and construction. Margins will be left-justified. Use at least one-inch margins on all sides of each page, except in the case of unique and informational pamphlets. Chapters/sections and appendixes, if involved, will always begin on an odd numbered page.

(5) Tabulations. Main paragraphs and subparagraphs are better aligned if indentions are tabbed. Click paragraph on the menu, then Tabs in the lower left corner, and Clear All in the bottom right corner. Under Tab Stop Position, insert 0.2 and set, then 0.4 and set. When paragraph numbers enter double digits, insert 0.3 and set, then 0.5 and set under Tab Stop Position.

(6) Font Types and Sizes. Arial and Times New Roman are the acceptable font types for main text. Use “12” and no more than “14” font size for main text. Other font types and sizes are acceptable in appendixes. Do not use bold or italic fonts in the main

body of the publication. Bold and italic fonts are restricted to use within figures and tables.

(7) Organization:

(a) Cover, foreword, and preface. Each is optional. A foreword is an introductory note written as an endorsement by a person other than the author. It introduces the publication or its subject. The Action Officer or the endorsing official (such as the Commander or Director may write the foreword. The foreword should always be brief (no more than two single-spaced manuscript pages). A preface provides an optional opening comment (no more than one single-spaced manuscript page) by the author that pertains to the text as a whole or to specific parts of the publication. Both the foreword and preface should be placed before any title page.

(b) Table of Contents. The table of contents is optional for basic USACE publications and required for complex USACE publications. It will include the main divisions of the publication in the following order: parts, chapters, sections, paragraphs, appendixes, tables, figures, glossary, and index. The table of contents will not include text divisions lower than the main paragraphs. It will include appendix titles if appendixes are included. Corollary material, such as tables, figures, or plates, should be included only if the inclusion is considered helpful.

(c) Paragraphing and page numbering. The title of main text paragraphs will be written in upper and lower case and underlined. Underlining of subparagraph titles is optional. When the format is basic with paragraphs as the primary subdivision, main paragraphs will be numbered by a single digit, for example, 1., 2., etc. Page numbers will also have a single digit. When the format is complex with chapters as primary subdivisions, main paragraphs will be numbered by a double digit, e.g., 1-4, in which 1 reflects the chapter number, and 4 reflects the paragraph sequence within the chapter. Page numbers for complex publications will have a single digit. Main paragraphs, whether indicated by a single or double digit, will be positioned flush with the left margin. All subparagraphs, regardless of level, will be indented only once. Sub-paragraphing is permitted up to the 3rd level of subordination, i.e., (a), (b), etc. Below this level of subordination, the use of dashes or bullets is permitted. In large publications, the traditional complex format of paragraph/section numbering may be substituted with the decimal point system, in which the paragraph numbers consist of the chapter number, a decimal point, and the paragraph/section number within the chapter, i.e., paragraph number 1.1 represents Chapter 1, paragraph/section 1, and 1.1.1 represents Chapter 1, paragraph/section 1, and subparagraph/subsection 1. Page numbers will correspond to the chapter, paragraph/section.

(d) Designation of the first four paragraphs. The designation of the first four paragraphs of all publications, except memorandums, listed in this guidance (except USACE supplements to ARs, changes, informational pamphlets, and publications that meet the criteria for the decimal point system) is standard and will be cited as follows:

1, I-I, or 1.1 Purpose. This will contain a summary statement giving the reason/purpose for issuing the new/revised publication.

2, I-2, or 1.2 Applicability. This will contain a standard statement that will read as follows: "This (regulation/circular/pamphlet/manual, etc.) applies to all HQUSACE elements and all USACE elements having responsibility for (state the specific responsibility)."

3, I-3, or 1.3 Distribution Statement. This will contain a distribution restriction statement which will specify the availability for release and dissemination of the publication. See AR 380- 5 for guidelines on the text of the distribution restriction statement and the location of the classified markings that should be placed on the publication.

4, 1-4, or 1.4 References. This will contain, as a minimum, every reference cited in the publication. In citing references, take care to assess their legitimacy, (that is, referenced material must be current, properly authenticated and already published). Do not reference unpublished material. Do not reference temporary and/or transitional publications (such as circulars and technical letters) in permanent USACE publications. If the number of references is more than 20, list them as Appendix A, in which case the reference paragraph will refer the reader to that appendix. If the list of references is lengthy, divide them into two groups: "Required" (essential) and "Related" (nonessential). We strongly recommend that references be kept to a minimum. List references that are periodically updated (such as DA and USACE publications) by the number and title (issue date will not be included) only. Reference other, one-time publications by number (if any), title, date, and source of supply. List references in a descending order of priority, i.e., Public Laws; Executive Orders; Federal Acquisition Regulations (FAR, DFAR, AFAR, and EFAR); Department of Defense directives and instructions; DA publications (AR, pamphlets, field manuals, technical manuals, and supply bulletins); Corps of Engineers publications (engineer regulations (ER), pamphlets (EP), manuals (EM), and technical letters (ETL), and miscellaneous); followed by publications originated by other Federal agencies and in private sector, if applicable). Within each category, list references in an ascending order, e.g., AR 5-4, AR 36-2, AR 36-7, etc., or ER 70-1-5, ER 70-1-7, ER 70-2-5, etc.

(e) Designation of the paragraphs of memorandums:

1. References.

a. See number 4 above for guidance.

b. When listing references, cite homepage URLs where the information is hosted.

2. Purpose.

3. Applicability.

4. Background.
5. Discussion.
6. Point of Contact.
7. Supersession.

(f) Inclusion of supplemental material (figures, plates, and/or tables). Introduce supplemental material in the main text in sequential order and place them as close to their text citations as possible. Do not include a figure, plate, or table without a prior text reference. Do not refer to a figure, plate, or table that does not appear in the publication. Number supplemental material in the same way paragraphs and pages are numbered (that is, if paragraphs and pages are numbered by a single digit, number figures, tables, or plates by a single digit). Left justify table and plate numbers and their corresponding titles at the top of the table placing the title directly below the number and above the data. Center figure numbers and their corresponding titles at the bottom of the table.

(g) Inclusion of appendixes. Appendixes will contain material supportive of the topic introduced in the main text. The purpose of an appendix is to amplify/clarify the text narrative. Just as with tables and figures, appendixes will be introduced in the main text in sequential order and positioned in that order after the last page of text, the page bearing the publication's signature authority -- except in cases of pamphlets and manuals that contain a "Foreword" or "Summary Page", as the signature page. Appendixes will be designated alphabetically, i.e., Appendix A, Appendix B, etc. Main paragraph numbering will be identified with a capital letter and an Arabic numeral; the letter representing the appendix and the number representing numerical sequence of the paragraph within the appendix, i.e., the first paragraph of Appendix A will be A-1, the second paragraph will be A-2, etc.). In basic publications that do not have a table of contents, appendixes (if any) will be listed on the left side of, and in line with the signature authority. In basic publications that have a table of contents and in complex publications, the appendixes (if any) will be listed in the table of contents.

(h) Inclusion of Glossary. The glossary consists of an explanation of abbreviations and terms. Inclusion of a glossary is optional. Position it at the end of the publication when there are no appendixes included, after the last appendix (when included), or between the last appendix and the index, when both are included.

(i) Index.

(1) An alphabetical list of names, subjects, etc., with references to the places where they occur. Inclusion of an index is optional. Position it at the end of the publication.

(2) A statistical device which summarizes a collection of data, such as the index of publications or index of forms.

(j) Prescription of forms. Forms are used to carry out specific functional requirements prescribed by a directive, generally an ER. When forms are required, fully explain their purpose and make them readily available and understood to the user. The role of forms is to simplify otherwise complex requirements; forms expediency, therefore, depends on the relevance and clarity of the information they contain. Consequently, when creating a form, closely analyze data elements for both relevance and clarity. Prescribed forms will be designated by a control number assigned by the RIMS.

(k) Prescription of reports. Reports are created to provide accountability and/or justification of labor-hours/costs involved in the execution of specific functions/projects. Reports are prescribed mostly in regulations but may also be prescribed in other type publications. The prescribing directive will contain, as a minimum, the Report Control Symbol (RCS), report title, format, and submission date and frequency.

20. Letterhead. The RIMS is responsible for formatting, posting, and distributing letterhead. The RIMS will download the DA letterhead template from the Army Publishing Directorate website at <https://armypubs.army.mil/Tools/PubsResources.aspx> and modify it for their specific installation and address without changing the font type or size in the template. Insert DEPARTMENT OF THE ARMY is the first line on the letterhead. Insert U.S. Army Corps of Engineers on the second line. Insert the Division, District, or FOA name after U.S. Army Corps of Engineers, separated by a comma (for example, U.S. Army Corps of Engineers, Buffalo District). See Appendix G for samples.

a. Do not print any seals, emblems, decorative devices, distinguishing insignia, slogans, office symbols, names, or mottos on letterhead or memorandum stationery except those approved or directed by HQDA.

b. No names, telephone numbers, titles of officers, and official, or other personalized information will be printed on letterhead or memorandum stationery.

c. Borders, markings, slogans, or designs will not be printed on mailing envelopes except when approved by GSA, through command channels, and in conformance with postal regulations. An exception has been granted for slogans promoting U.S. Savings Bonds.

d. Army policies for records management apply to emails. Emails generated by Army personnel in their official capacity from Army communication devices (including but not limited to computers and handheld devices) will not contain slogans, quotes, or other personalized information as part of the individual sender's signature block. Signature blocks within emails will contain only the necessary business information, such as: the name of the organization (office, activity, or unit represented); official mailing address or unit information; name of individual; telephone numbers (Defense Switched Network, commercial telephone, cell phone number, or facsimile numbers); office email addresses or government websites (unit web or social media page); government disclaimer (Privacy Act Statement, Attorney Client Notice); unit historical motto, or any other information approved by HQDA. Requests for exceptions will be

submitted to the first O6 or equivalent in the chain of command (with possible delegation to the next O5 in the chain of command, or his/her equivalent)."

## 21. Approval Authority for USACE Command Publications.

a. The approval authority of the Chief of Staff is required for the following publications:

- (1) USACE supplements to ARs and changes thereof,
- (2) Engineer Regulations and changes thereof,
- (3) Engineer Pamphlets and changes thereof,
- (4) Engineer Manuals and changes thereof, and

b. The approval authority of Directors and Chiefs of Separate Offices is required for Engineer Circulars, including those regarding developmental assignments, but excluding those regarding engineering and design technical policy, which may be approved by the chief of the originating division. Engineer Circulars regarding training policy require the signature of the Director of Human Resources.

c. The chief of the originating division will sign ETLs and Design Guides. The division chief will sign ETLs of joint applicability having primary interest.

d. The approval authority of the chief of the originating division is required for miscellaneous publications as applicable.

**Table 2**  
**Decision logic table for developing U.S. Army Corps of Engineers (USACE)**  
**command publications**

<b>RULE</b>	<b>PUBLICATION CONTAINS</b>	<b>DURABILITY/ ACTIVE STATUS</b>	<b>APPLIES</b>	<b>PUBLICATION TYPE</b>
G-1	Directive-type information exclusive to USACE that must be added to Army regulations to implement Department of the Army policy.	Continuous	Throughout USACE	USACE Supplement to Army regulation
G-2	Directive-type information concerned with responsibility, policy, and procedures prescribed exclusively for USACE mission.	Continuous	Throughout USACE	Engineer Regulation
G-3	Directive-type information parallel to engineer regulations, but not firmly established. Suitable to prescribe test-type, one-time, or transitory requirements. Used also for rescission documents.	Temporary (not to exceed two years)	Throughout USACE	Engineer Circular
G-4	Function procedures, instructional guidance, or reference information.	Continuous	Throughout USACE	Engineer Pamphlet
G-5	Technical guidance/instructions (projects/equipment install, operations/maintenance/repair).	Continuous	Throughout USACE	Engineer Manual
G-6	Directive-type and procedural information (for specific staffing functions).	Continuous	Throughout USACE	Office Memorandum
G-7	Directive-type and procedural information (specific to directorate/functional area).	Continuous	Throughout Directorate/Functional Area	Policy Memorandum
G-8	"Advance" information (design, engineer, and construction projects).	Transitory/Temporary (not to exceed five years)	Throughout USACE	Engineer Technical Letter
G-9	Policies, responsibilities, and general guidance for continuity of operations and emergency/contingency requirements.	Continuous	Throughout USACE	Operations Orders and Plans
G-10	Pictorial-, placard-, or notice-type display.	Limited to program period	Throughout USACE	Poster

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U.S. Army Corps of Engineers <b>PUBLICATIONS AND DISTRIBUTION MANAGEMENT CHECKLIST</b> For use of this form, see Engineer Regulation (ER) 25-30-1; the proponent agency is CEIT-OPI-R.				
1. NAME OF ORGANIZATION VISITED AND OFFICE SYMBOL				
2. DATE OF VISIT	3. DATE OF PREVIOUS INSPECTION	4. DEFICIENCIES WERE DISCUSSED WITH		
SECTION I - PROGRAM MANAGEMENT <i>(AR 25-30, DA Pamphlet 25-40, and ER 25-30-1)</i>			YES	NO
1. HAS A RECORDS MANAGER BEEN APPOINTED IN WRITING TO SERVE AS THE DIVISION/DISTRICT/CENTER/FIELD OPERATING ACTIVITY (FOA) PUBLICATIONS CONTROL OFFICER?			<input type="checkbox"/>	<input type="checkbox"/>
2. ARE THE FOLLOWING CURRENT HIGHER ECHELON RECORDS MANAGEMENT DIRECTIVES ON HAND OR ACCESSIBLE BY COMPUTER?			<input type="checkbox"/>	<input type="checkbox"/>
a. AR 25-1, Army Information Technology ( <a href="http://www.apd.army.mil/pdffiles/r25_1.pdf">http://www.apd.army.mil/pdffiles/r25_1.pdf</a> )?			<input type="checkbox"/>	<input type="checkbox"/>
b. AR 25-30, The Army Publishing Program ( <a href="http://www.apd.army.mil/pdffiles/r25_30.pdf">http://www.apd.army.mil/pdffiles/r25_30.pdf</a> )?			<input type="checkbox"/>	<input type="checkbox"/>
c. AR 25-50, Preparing and Managing Correspondence ( <a href="http://www.apd.army.mil/pdffiles/r25_50.pdf">http://www.apd.army.mil/pdffiles/r25_50.pdf</a> )?			<input type="checkbox"/>	<input type="checkbox"/>
d. AR 25-400-2, The Army Records Information Management System (ARIMS) ( <a href="http://www.apd.army.mil/pdffiles/r25_400_2.pdf">http://www.apd.army.mil/pdffiles/r25_400_2.pdf</a> )?			<input type="checkbox"/>	<input type="checkbox"/>
e. DA Pamphlet 25-40, Army Publishing Program Procedure ( <a href="http://www.apd.army.mil/pdffiles/pz5_40.pdf">http://www.apd.army.mil/pdffiles/pz5_40.pdf</a> )?			<input type="checkbox"/>	<input type="checkbox"/>
f. ER 25-30-1, Guidance for Preparation and Processing of USACE Publications and Forms.			<input type="checkbox"/>	<input type="checkbox"/>
3. HAS A LOCAL PREPARATION AND PROCESSING OF LOCAL COMMAND PUBLICATIONS DOCUMENT BEEN AUTHENTICATED AND PUBLISHED?			<input type="checkbox"/>	<input type="checkbox"/>
4. DOES THE RECORDS MANAGER REFER CUSTOMERS TO THE GUIDANCE PUBLICATIONS PAGE ( <a href="https://aceit.usace.army.mil/support/printandpubs/Pages/GuidancePubs.aspx">https://aceit.usace.army.mil/support/printandpubs/Pages/GuidancePubs.aspx</a> ) FOR INSTRUCTIONS ON PROCESSING PUBLICATIONS?			<input type="checkbox"/>	<input type="checkbox"/>
SECTION II - COMMAND PUBLICATIONS			YES	NO
1. ARE COMMAND PUBLICATIONS ISSUED ONLY WITHIN THE RESPECTIVE DIVISION, DISTRICT, CENTER, OR FOA AND THEIR SUBORDINATE ELEMENTS?			<input type="checkbox"/>	<input type="checkbox"/>
2. ARE PUBLICATIONS ASSIGNED NUMBERS BY THE AGENCY RECORDS MANAGER?			<input type="checkbox"/>	<input type="checkbox"/>
3. ARE PUBLICATIONS THAT ARE EFFECTIVE FOR A LIMITED PERIOD OF TIME PUBLISHED AS CIRCULARS THAT CONTAIN AN EXPIRATION DATE?			<input type="checkbox"/>	<input type="checkbox"/>
4. ARE CHANGES OR SUPPLEMENTS TO PUBLICATIONS PROPERLY AUTHENTICATED?			<input type="checkbox"/>	<input type="checkbox"/>
5. ARE PUBLICATIONS FULLY STAFFED WITH ALL MANDATORY AND INTERESTED OR AFFECTED ORGANIZATIONS PRIOR TO PUBLICATION?			<input type="checkbox"/>	<input type="checkbox"/>
6. HAVE ALL LOCAL COMMAND PUBLICATIONS BEEN AUTHENTICATED BY THE AGENCY HEAD OR DESIGNEE PRIOR TO ISSUANCE AS AN OFFICIAL PUBLICATION?			<input type="checkbox"/>	<input type="checkbox"/>
7. ARE RECORDS MAINTAINED ON COSTS RELATIVE TO LIFE CYCLE MANAGEMENT OF PUBLICATIONS?			<input type="checkbox"/>	<input type="checkbox"/>
8. IS A PUBLICATIONS REVIEW CONDUCTED AT THE AGENCY EVERY THREE YEARS AS A MINIMUM?			<input type="checkbox"/>	<input type="checkbox"/>
a. What was the date of the last publications review?				
b. Are procedures implemented to publish an index of publications at the end of each publications review?			<input type="checkbox"/>	<input type="checkbox"/>
c. What is the date of the current index of publications?				

Figure 1. ENG Form 6077 (Publications and Distribution Management Checklist)

		Save As	Print Form	E-mail
9.	IS A RESCISSION CIRCULAR ISSUED FOR ALL PUBLICATIONS THAT ARE REPLACED OR RESCINDED?	<input type="checkbox"/>	<input type="checkbox"/>	
10.	ARE ALL DATA PROPERLY ACCOUNTED FOR AND RECORDED PER AR 25-400-2?	<input type="checkbox"/>	<input type="checkbox"/>	
11.	IS A PUBLICATION RECORD SET MAINTAINED AND THE SET PERIODICALLY TRANSFERRED TO THE FEDERAL RECORDS CENTER?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SECTION III - DISTRIBUTION MANAGEMENT</b>				
		YES	NO	
1.	IS DA FORM 12 USED TO ESTABLISH/CHANGE/RESCIND ACCOUNTS?	<input type="checkbox"/>	<input type="checkbox"/>	
2.	ARE MAILING ADDRESSES FOR AUTHORIZED ACCOUNTS REVIEWED AND UPDATED EACH YEAR AND CHANGES SUBMITTED ON DA FORM 12?	<input type="checkbox"/>	<input type="checkbox"/>	
3.	IS DA FORM 12-99 REVIEWED TO ENSURE REQUIREMENTS ARE NOT EXCESSIVE FOR INITIAL DISTRIBUTION REQUIREMENTS FOR PUBLICATIONS?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	ARE INITIAL DISTRIBUTION REQUIREMENTS REVIEWED AT LEAST ONCE A YEAR AND ANY NECESSARY CHANGES MADE AS REQUIRED?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	ARE ACCOUNT VERIFICATION LISTINGS VERIFIED EACH YEAR?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SECTION IV - REMARKS</b>				
<h1>SAMPLE</h1>				
<b>SECTION V - RECORDS MANAGEMENT AUTHORITY</b>				
1. PRINTED NAME AND TITLE		2. DATE	3. SIGNATURE	

Figure 1. ENG Form 6077 (Publications and Distribution Management Checklist)

Print Form

Save As

E-mail

U.S. Army Corps of Engineers				
FORMS AND DISTRIBUTION MANAGEMENT INSPECTION CHECKLIST				
For use of this form, see Engineer Regulation (ER) 25-30-1; the proponent agency is CEIT-OPI-R.				
1. NAME OF ORGANIZATION VISITED AND OFFICE SYMBOL				
2. DATE OF VISIT	3. DATE OF PREVIOUS INSPECTION	4. DEFICIENCIES WERE DISCUSSED WITH		
SECTION I - PROGRAM MANAGEMENT (AR 25-30, DA Pamphlet 25-40, and ER 25-30-1)			YES	NO
1. HAS A RECORDS MANAGER BEEN APPOINTED IN WRITING TO SERVE AS THE DIVISION/DISTRICT/CENTER/FIELD OPERATING ACTIVITY (FOA) FORMS MANAGEMENT OFFICER?			<input type="checkbox"/>	<input type="checkbox"/>
2. ARE THE FOLLOWING CURRENT HIGHER ECHELON RECORDS MANAGEMENT DIRECTIVES ON HAND OR ACCESSIBLE BY COMPUTER?			<input type="checkbox"/>	<input type="checkbox"/>
a. AR 25-1, Army Information Technology ( <a href="http://www.apd.army.mil/pdffiles/r25_1.pdf">http://www.apd.army.mil/pdffiles/r25_1.pdf</a> )?			<input type="checkbox"/>	<input type="checkbox"/>
b. AR 25-30, Army Publishing Program ( <a href="http://www.apd.army.mil/pdffiles/r25_30.pdf">http://www.apd.army.mil/pdffiles/r25_30.pdf</a> )?			<input type="checkbox"/>	<input type="checkbox"/>
c. AR 25-50, Preparing and Managing Correspondence ( <a href="http://www.apd.army.mil/pdffiles/r25_50.pdf">http://www.apd.army.mil/pdffiles/r25_50.pdf</a> )?			<input type="checkbox"/>	<input type="checkbox"/>
d. AR 25-400-2, The Army Records Information Management System (ARIMS) ( <a href="http://www.apd.army.mil/pdffiles/r25_400_2.pdf">http://www.apd.army.mil/pdffiles/r25_400_2.pdf</a> )?			<input type="checkbox"/>	<input type="checkbox"/>
e. DA Pamphlet 25-40, Army Publishing Program Procedures ( <a href="http://www.apd.army.mil/pdffiles/p25_40.pdf">http://www.apd.army.mil/pdffiles/p25_40.pdf</a> )?			<input type="checkbox"/>	<input type="checkbox"/>
f. ER 25-30-1, Guidance for Preparation and Processing of USACE Publications and Forms.			<input type="checkbox"/>	<input type="checkbox"/>
3. HAS A LOCAL PREPARATION AND PROCESSING OF LOCAL COMMAND FORMS DOCUMENT BEEN AUTHENTICATED AND PUBLISHED?			<input type="checkbox"/>	<input type="checkbox"/>
4. DOES THE RECORDS MANAGER REFER SUBMITTERS TO THE FORM DESIGN AND REVISION PAGE ( <a href="https://aceit.usace.army.mil/support/printandpubs/Pages/FormsDesignandCreation.aspx">https://aceit.usace.army.mil/support/printandpubs/Pages/FormsDesignandCreation.aspx</a> ) FOR INSTRUCTIONS ON PROCESSING FORMS?			<input type="checkbox"/>	<input type="checkbox"/>
SECTION II - COMMAND FORMS			YES	NO
1. ARE LOCAL FORMS ISSUED ONLY WITHIN RESPECTIVE DIVISION, DISTRICT, CENTER, OR FOA, AND THEIR SUBORDINATE ELEMENTS?			<input type="checkbox"/>	<input type="checkbox"/>
2. ARE FORMS ASSIGNED NUMBERS BY THE RECORDS MANAGER/FORMS MANAGEMENT OFFICER?			<input type="checkbox"/>	<input type="checkbox"/>
3. ARE FORMS THAT ARE EFFECTIVE FOR A LIMITED PERIOD OF TIME IDENTIFIED AND PUBLISHED AS TEMPORARY, TEST, OR ONE-TIME FORMS?			<input type="checkbox"/>	<input type="checkbox"/>
4. DO REVISED FORMS CONTAIN A SUPERSESSION STATEMENT THAT IS APPROPRIATELY PLACED AND STATED ON THE FORM?			<input type="checkbox"/>	<input type="checkbox"/>
5. ARE FORMS FULLY STAFFED WITH ALL MANDATORY AND INTERESTED OR AFFECTED ORGANIZATIONS PRIOR TO PUBLICATION?			<input type="checkbox"/>	<input type="checkbox"/>
6. HAVE THE PROPONENTS FOR ALL LOCAL COMMAND FORMS BEEN IDENTIFIED?			<input type="checkbox"/>	<input type="checkbox"/>
7. DO SURVEY FORMS COLLECTING INFORMATION FROM 10 OR MORE INDIVIDUALS INSIDE OR OUTSIDE THE AGENCY CONTAIN APPROPRIATE CONTROL NUMBERS?			<input type="checkbox"/>	<input type="checkbox"/>
8. ARE RECORDS MAINTAINED ON COSTS RELATIVE TO LIFE CYCLE MANAGEMENT OF FORMS?			<input type="checkbox"/>	<input type="checkbox"/>
9. ARE DD FORMS 67 (FORM PROCESSING ACTION REQUEST) MAINTAINED FOR MANAGEMENT AND HISTORICAL PURPOSES FOR EACH FORMS TRANSACTION?			<input type="checkbox"/>	<input type="checkbox"/>
a. Have all DD Forms 67 been reviewed for required form elements?			<input type="checkbox"/>	<input type="checkbox"/>
b. Is a DD Form 67 submitted with each creation of a new form, request for revision to a form, or rescission?			<input type="checkbox"/>	<input type="checkbox"/>
10. ARE REQUESTS FOR DEVIATION TO ALTER THE CONTENT, FORMAT, OR CONSTRUCTION OF FORMS FULLY JUSTIFIED AND RESTRICTED TO TWO YEARS?			<input type="checkbox"/>	<input type="checkbox"/>

ENG FORM 6078, DEC 2015

Page 1 of 2

Figure 2. ENG Form 6078 (Forms and Distribution Management Inspection Checklist)

		Print Form	Save As	E-mail
11.	WHEN APPLICABLE, IS THE USE OF SOCIAL SECURITY NUMBERS ON FORMS JUSTIFIED AND APPROVED?	<input type="checkbox"/>	<input type="checkbox"/>	
12.	IS A PROGRAM TO ENCOURAGE THE DESIGN AND USE OF ELECTRONIC FORMS IN PLACE?	<input type="checkbox"/>	<input type="checkbox"/>	
13.	DO USERS HAVE THE NECESSARY EQUIPMENT AND SOFTWARE TO USE ELECTRONIC FORMS?	<input type="checkbox"/>	<input type="checkbox"/>	
14.	ARE FORMS PRESCRIBED IN PUBLICATIONS?	<input type="checkbox"/>	<input type="checkbox"/>	
15.	DO THE PRESCRIBING PUBLICATIONS CONTAIN THE FORM NUMBER, TITLE, AND SOURCE OF SUPPLY?	<input type="checkbox"/>	<input type="checkbox"/>	
16.	IS A FORMS REVIEW CONDUCTED AT THE AGENCY EVERY THREE YEARS AS A MINIMUM?	<input type="checkbox"/>	<input type="checkbox"/>	
a.	What was the date of the last forms review? <input type="text"/>			
b.	Are procedures implemented to publish an index of forms?	<input type="checkbox"/>	<input type="checkbox"/>	
17.	ARE ALL DATA PROPERLY ACCOUNTED FOR AND RECORDED PER AR 25-400-2?	<input type="checkbox"/>	<input type="checkbox"/>	
18.	IS DA FORM 2028 (RECOMMENDED CHANGES TO BLANK FORMS AND PUBLICATIONS) USED BY CUSTOMER TO REQUEST AND SUBMIT REVISIONS TO HIGHER ECHELON FORMS?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SECTION III - DISTRIBUTION MANAGEMENT</b>				
1.	IS DA FORM 12 USED TO ESTABLISH/CHANGE/RESCIND ACCOUNTS?	<input type="checkbox"/>	<input type="checkbox"/>	
2.	ARE MAILING ADDRESSES FOR AUTHORIZED ACCOUNTS REVIEWED AND UPDATED EACH YEAR AND CHANGES SUBMITTED ON DA FORM 12?	<input type="checkbox"/>	<input type="checkbox"/>	
3.	IS DA FORM 12-99 REVIEWED TO ENSURE REQUIREMENTS ARE NOT EXCESSIVE FOR INITIAL DISTRIBUTION FOR PUBLICATIONS?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	ARE INITIAL DISTRIBUTION REQUIREMENTS REVIEWED AT LEAST ONCE A YEAR AND ANY NECESSARY CHANGES MADE AS REQUIRED?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	ARE ACCOUNT VERIFICATION LISTINGS VERIFIED EACH YEAR?	<input type="checkbox"/>	<input type="checkbox"/>	
6.	FOR NON-ELECTRONIC FORMS, ARE PROCEDURES IMPLEMENTED TO MAINTAIN AN INVENTORY OF FORMS ISSUED?	<input type="checkbox"/>	<input type="checkbox"/>	
7.	ARE RECORDS MAINTAINED ON THE USE OF NON-ELECTRONIC FORMS TO AVOID PROCURING EXCESSIVE STOCKS AND ENSURE THAT FORMS ORDERED ARE CONSISTENT WITH EXPECTED USAGE?	<input type="checkbox"/>	<input type="checkbox"/>	
8.	ARE NUMERICAL FORMS FILES MAINTAINED?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SECTION IV - REMARKS</b>				
<b>SECTION V - RECORDS MANAGEMENT AUTHORITY</b>				
1. PRINTED NAME AND TITLE		2. DATE	3. SIGNATURE	
<input type="text"/>		<input type="text"/>	<input type="text"/>	

Figure 2. ENG Form 6078 (Forms and Distribution Management Inspection Checklist)--  
Continued

U.S. Army Corps of Engineers <b>APPOINTMENT OF PUBLICATIONS/FORMS REVIEW OFFICER</b> For use of this form, see Engineer Regulation 25-30-1; the proponent agency is CECI.		
SECTION I: REQUESTOR'S INFORMATION		
1. Name	2. Office Symbol	
3. Phone Number	4. E-mail Address	
5. Title	6. Date	7. Signature
SECTION II: PUBLICATIONS REVIEW OFFICER (PRO)		
I authorize the following appointee to serve as PRO for the office indicated in Section II, block 5, of this form in managing all HQUSACE publications within this office. The PRO will be the point of contact for the Records Manager to conduct the cyclic publications review.		
1. Office Name	2. Effective Date	
3. Appointee's Name	4. Appointee's Title	
5. Office Symbol	6. Phone Number	7. E-mail Address
I retain the authority to cancel or withdraw this appointment at anytime. The appointment is cancelled upon the resignation, retirement, change of duties, or change of position of the specified individual.		
8. Officer's Name	9. Date	10. Signature
SECTION III: FORMS REVIEW OFFICER (FRO)		
I authorize the following appointee to serve as FRO for the office indicated in Section III, block 5, of this form in managing all HQUSACE forms within this office. The FRO will be the point of contact for the Records Manager to conduct the cyclic forms review.		
1. Office Name	2. Effective Date	
3. Appointee's Name	4. Appointee's Title	
5. Office Symbol	6. Phone Number	7. E-mail Address
I retain the authority to cancel or withdraw this appointment at anytime. The appointment is cancelled upon the resignation, retirement, change of duties, or change of position of the specified individual.		
8. Officer's Name	9. Date	10. Signature

SAMPLE

**ENG FORM 6072, JUL 2017** REPLACES ENG FORM 6072, JUN 2015, WHICH IS OBSOLETE.

Figure 3. ENG Form 6072 (Appointment of Publications/Forms Review Officer)

USACE / OCE PUBLICATIONS PROCESSING DOCUMENT For use of this form, see OM 25-1-51; the proponent agency is CECI-A.				1. EXPIRATION DATE (YYYYMMDD, Engineer Circular Only)			
2. RECEIVED CECI-A DATE (YYYYMMDD)		3. RETURNED TO PROPONENT DATE (YYYYMMDD)		4. RECEIVED CECI-A DATE (YYYYMMDD)			
5. PUBLICATION TITLE				7. PUBLICATION NUMBER			
				8. PUBLICATION DATE (YYYYMMDD)			
6. SUPERSEDES (Cite Publication Number)				9. NUMBER OF PAGES			
10. ACTION OFFICER (Last, First MI)		11. INITIALS	12. DATE (YYYYMMDD)	13. PHONE (w/extension)		14. PROPONENT OFFICE SYMBOL	
15. REASONS FOR PUBLICATION PROCESSING REQUEST							
<input type="checkbox"/> a. NEW PUBLICATION				<input type="checkbox"/> c. RESCIND PUBLICATION			
<input type="checkbox"/> b. REVISION TO EXISTING PUBLICATION NUMBER _____				<input type="checkbox"/> d. OTHER (Describe) _____			
SECTION I - REVIEW AND COORDINATION							
1a. NAME / OFFICE SYMBOL		b. INITIAL	c. DATE (YYYYMMDD)	1a. NAME / OFFICE SYMBOL		b. INITIAL	c. DATE (YYYYMMDD)
PROPONENT							
<b>SAMPLE</b>							
COUNSEL CECC				2. PUBLICATION REQUIRED IN FEDERAL REGISTER (If yes see ER 25-1-98)		3. PUBLICATION AVAILABLE FOR PUBLIC DISTRIBUTION	
PROPONENT EXEC. APPROVAL				<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
SECTION II - ADMINISTRATIVE PROCESSING AND EXECUTIVE APPROVAL							
TO	USACE ELEMENT	a. INITIAL	b. DATE (YYYYMMDD)	TO	USACE ELEMENT	a. INITIAL	b. DATE (YYYYMMDD)
1	IM-IT SERVICE PROVIDER (CEIT-PMO-IN)			4	CECS-X		
2	RECORDS MANAGER / PRIVACY ACT OFFICER (CECI-A)			5	CECS APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO		
3	CECI-A (Publications Control Officer)			6	CECI-A (Date returned)		

Figure 4. ENG Form O-4040 (USACE/OCE Publications Processing Document)

U.S. Army Corps of Engineers (USACE) PUBLICATIONS/FORMS REVIEW TRACKING SHEET												
For use of this form, see Engineer Regulation 25-30-1, the proposed Agency's DOD-BOE.												
INSTRUCTIONS												
GOM in this form will be used to conduct the specific publications review mandated in Army Regulation 25-30. Access GACE publications forms at <a href="http://gacelibrary.usace.army.mil">http://gacelibrary.usace.army.mil</a> .												
1. PUBLICATION OR FORM NUMBER	2. TITLE	3. DATE	4. PROPOSER	5. PUBLISHING REVIEW OFFICER	6. REVIEWER	7. DATE PROPOSER REQUEST CONTACTED	8. DATE RESPONSE RECEIVED	9. RESPONSE 1 - Completed 2 - Awaiting 3 - Request	10. STATUS 1 - Complete 2 - In Progress 3 - Open (see Remarks)	11. JOB COMPLIANT Yes / No	12. POSTED ON WEBSITE Yes / No	13. REMARKS
+										Yes / No	Yes / No	
-										Yes / No	Yes / No	
-										Yes / No	Yes / No	
-										Yes / No	Yes / No	
-										Yes / No	Yes / No	

Proposer's Name	Date	Proposer's digital signature	Date	Reviewer's Name	Date	Reviewer's digital signature

Signatures indicate that the signatures are included above.

SAMPLE

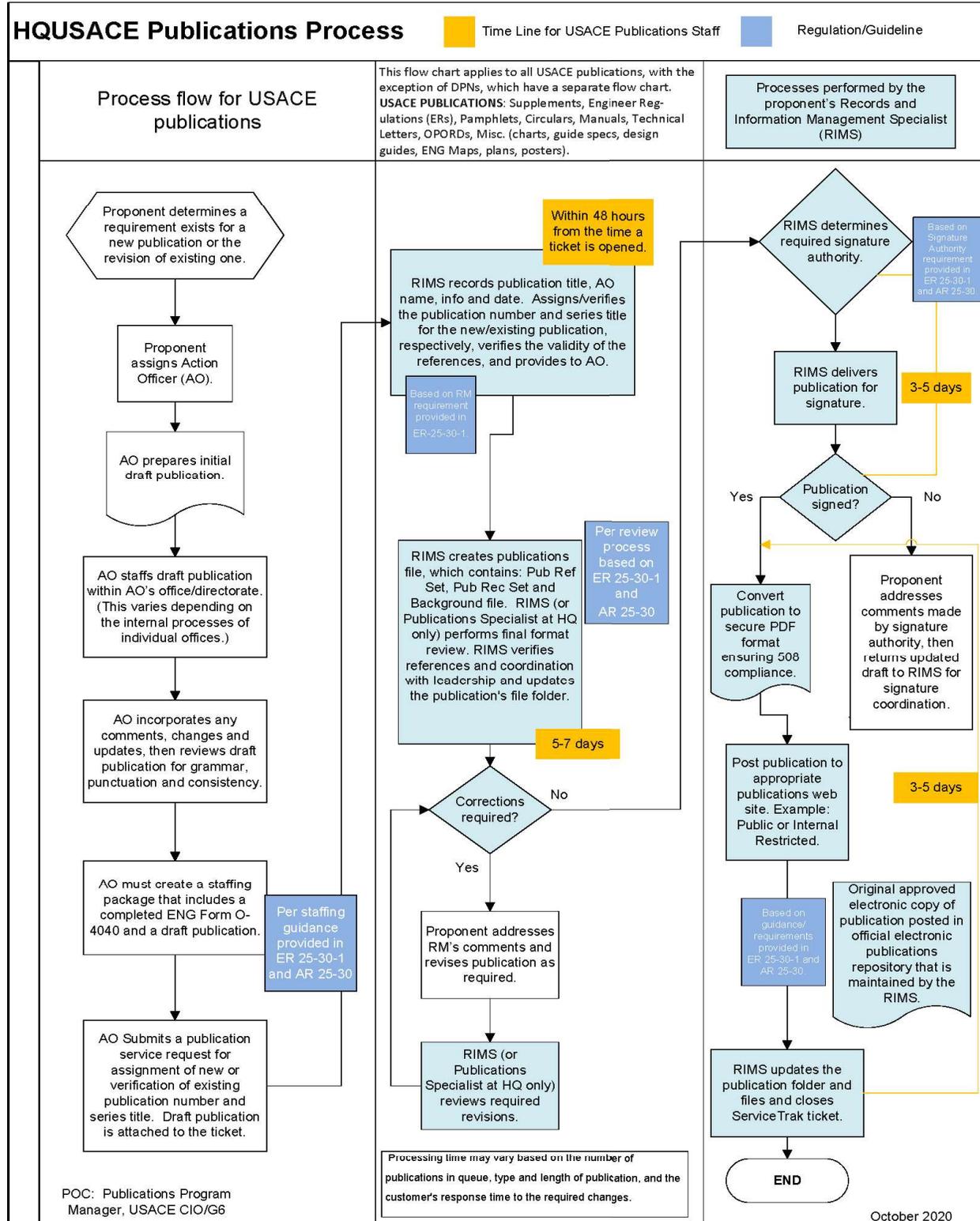
Figure 5. ENG Form 6062 (Publications/Forms Review Tracking Sheet)

## Appendix A References

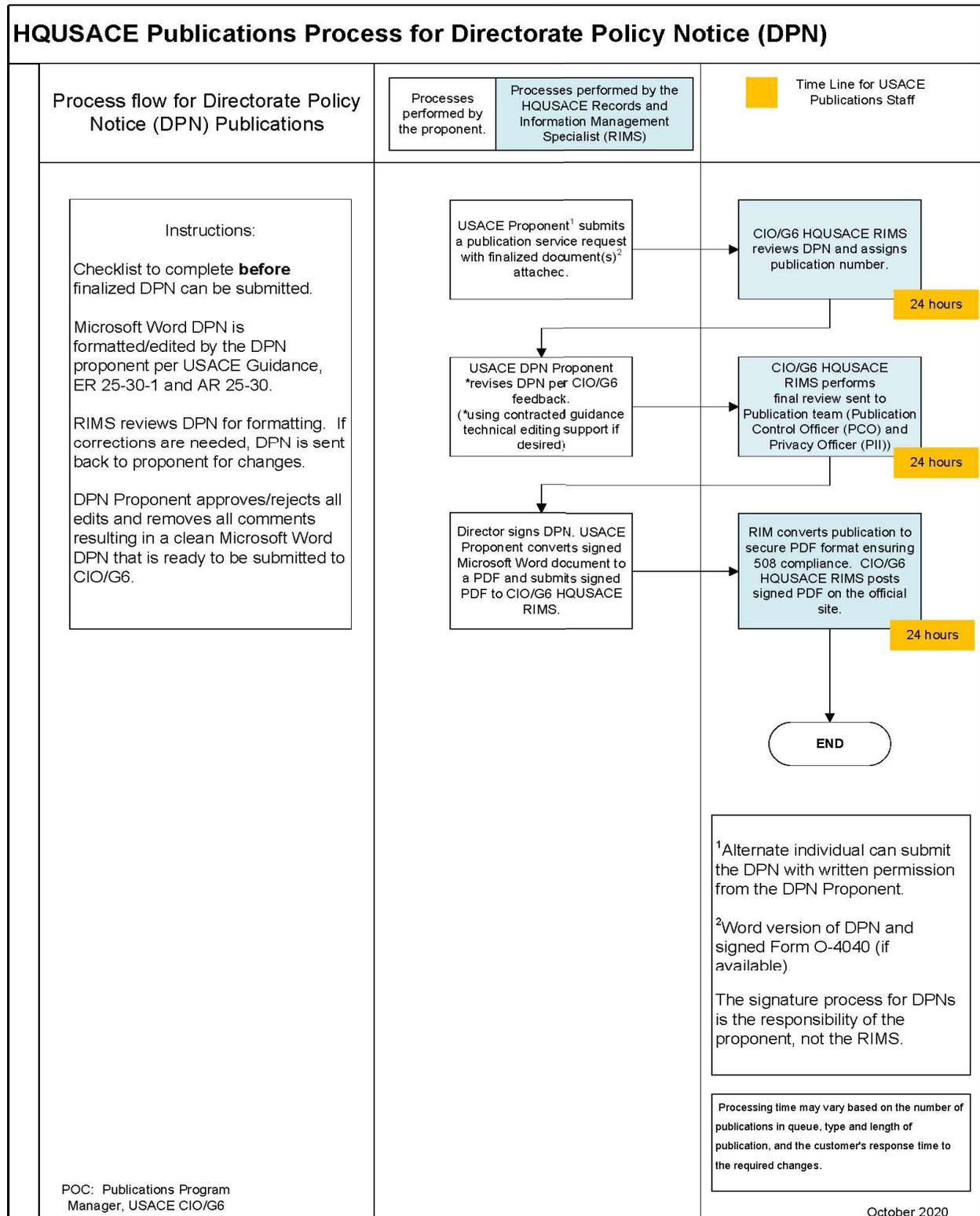
1. Public Law 104-3, "Paperwork Reduction Act of 1995," 22 May 1995
2. Public Law 105-220, Workforce and Investment Act, 29 United States Code 794d, Rehabilitation Act, Section 508, Electronic and Information (<http://www.section508.gov/manage/laws-and-policies>).
3. Public Law 105-277, Title XVII, "Government Paperwork Elimination Act," 19 October 1998
4. Public Law 106-229, "Electronic Signatures in Global and National Commerce Act of 2000," 30 June 2000
5. Public Law 111-274, Plain Writing Act of 2010 (<https://www.gpo.gov/fdsys/pkg/PLAW-111publ274/content-detail.html>).
6. Executive Order 13563, Improving Regulation and Regulatory Review (<https://obamawhitehouse.archives.gov/the-press-office/2011/01/18/executive-order-13563-improving-regulation-and-regulatory-review>).
7. U.S. Government Publishing Office Style Manual (<https://www.gpo.gov/fdsys/pkg/GPO-STYLEMANUAL-2016/pdf/GPO-STYLEMANUAL-2016.pdf>).
8. Department of Defense (DOD) Instruction 1000.30, Reduction of Social Security Number Use Within DOD (<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/DODi/100030p.pdf>).
9. DOD Instruction 5025.13, DOD Plain Language Program (<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/DODi/502513p.pdf?ver=2018-05-31-081817-327>).
10. DOD 7750.07, "DOD Forms Management Program Procedures Manual," 7 May 2008
11. Army Regulation (AR) 25-30, Army Publishing Program ([https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/r25\\_30\\_FINAL.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r25_30_FINAL.pdf)).
12. AR 25-50, Preparing and Managing Correspondence ([https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/r25\\_50.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r25_50.pdf)).

13. AR 25-400-2, The Army Records Information Management System (ARIMS) ([https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/r25\\_400\\_2.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r25_400_2.pdf)).
14. AR 25-98, Management Information Control System ([https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/r33\\_5\\_15.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r33_5_15.pdf)).
15. AR 380-5, Department of the Army Information Security Program ([https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/r380\\_5.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r380_5.pdf)).
16. Department of the Army (DA) Pamphlet 25-40, Army Publishing Program Procedures ([https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/p25\\_40.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/p25_40.pdf)).
17. DA Pamphlet 25-403, Guide to Recordkeeping in the Army ([https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/p25\\_403.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/p25_403.pdf)).
18. The Chicago Manual of Style (<http://www.chicagomanualofstyle.org/home.html>).

# Appendix B-1 Headquarters, U.S. Army Corps of Engineers, Publications Process Flowchart



**Appendix B-2  
Headquarters, U.S. Army Corps of Engineers, DPN Process Flowchart**



**Appendix C**  
**Sample Format for Electronic Notification of Availability of Official Publications**  
**and Forms**

E-Mail Header Information

SUBJECT: Release No. X, Publication/Form Number and Title

Publication/Form Number:

Publication/Form Title:

Publication/Form Proponent:

Publication/Form Authentication Date:

Publication/Form

Purpose:

Publication Intranet URL

/s/

RIMS's Name

Title

Agency

Agency Address

Phone Number

E-mail

## Appendix D Publications Numbering System

D-1. The numbering for Headquarters (HQ), U.S. Army Corps of Engineers (USACE), Command publications is regulated by the HQUSACE Publications Program Manager located within CECL. The numbering of Division, District, Center, and Field Operating Agency publications is regulated by the RIM Specialist. The basic numbering system is derived from the current Department of the Army (DA) system but modified to meet specific USACE requirements. USACE publications are identified by a three-part number as follows:

a. The first part, representing the basic series, is a number assigned according to subject matter classification (DA Pamphlet 25-40). The USACE special numbers addendum is located at Figure D-2.

b. The second part, representing the applicable functional area, is a number assigned for all except the 25 series based on the following criteria:

NUMBER	FUNCTIONAL AREA
1	General (broad application, may encompass both Civil Works and Military)
2	Civil Works
3	Army
4	Air Force
5	Other than Army/Air Force (could include Atomic Energy Commission, Navy, Air National Guard, National Aeronautics and Space Administration, and Civil Defense)
6	Engineer Support to the U.S. Postal Service

Please note that the 25 series is the only series in DA Pamphlet 25-40 that contains sub-numbers that are already assigned to the series number. The sub-number will be used as the second part of the number for 25 series publications only. The sub-number in a majority of instances will be derived from the Army regulation that serves as the directive for the publication. Publication numbers assigned in the 25 series only must contain the series and sub-number.

c. The third part, representing the numerical order of issuance (control number) within each category (engineer regulation, engineer circular, etc.), relative to both the

applicable basic series and functional area, is assigned sequentially by the RIMS. An exception to this general rule is engineer manuals in the 1110-1 and -2 series, the third part of which is a series number derived from a secondary classification by subject matter, as shown in Figure H-3. The numerical order of issuance (control number) for these engineer manuals is expressed by the numbers between each series, e.g., between 2000 and 2100, the number 2001 to 2099 would be assigned sequentially to express the numerical order of issuance for engineer manuals dealing with “Concrete”.

D-2. A numbering sample of a USACE publication is ER 10-1-2, in which the first part (10) denotes “Organization and Functions” (paragraph H-1a above), the second part (1) denotes “General (paragraph D-1b above), and the third part (2) denotes the second publication issued within the 10-1 series (paragraph D-1c above). A numbering sample of a 25 series publication is ER 25-30-1, in which the first and second parts (25-30) denote “Information Management: Publishing and Printing” and the third part denotes the first publication issued within the series and sub-number.

D-3. See DA Pamphlet 25-40, Table 8-1, for series numbers and titles for administrative publications.

D-4. USACE special series numbers and titles are as follows:

**Series Number:** 1100

**Title:** Global Changes

**Description:** Global changes, including demographic shifts, changing land use, climate change, sea-level variability, increasing State capabilities, aging infrastructure, disappearing wetlands, water availability, and changing social values and economic conditions, represent a new set of challenges that USACE must be prepared to face. Systems-based approaches and risk-informed decision making throughout the project life cycle (planning, engineering and operations) are essential. Global challenges will be addressed in a transparent, collaborative environment where public safety is held paramount and natural ecosystems are valued.

**Series Number:** 1105

**Title:** Planning

**Description:** Formulation and evaluation of plans, projects, and programs for the development of water resources and related activities (Civil Works). Also, for military construction projects, including pre-authorization, post-authorization, and modification activities of a planning nature preceding detailed design and implementation. Includes preliminary, feasibility, and definite scope studies and reports, master planning, and flood plain management. Specific aspects include engineer planning, economics and evaluation, environmental considerations, non-Federal responsibilities and cost sharing, reports preparation and processing, and pertinent coordination and information activities.

**Series Number:** 1110

**Title:** Engineering and Design

**Description:** Design of military, civil, and other agency construction projects including creation of design criteria, concept plans, guide and contract specifications, and requisite drawings of architectural construction and mechanical details for contract purposes. Actions pertaining to investigation of current and proposed technologies for application to Corps of Engineers projects.

**Series Number:** 1115

**Title:** Systems Engineering Support

**Description:** Activities to support development of Corps of Engineers System Engineering plans and requirements as related to design of complex or high performance facilities real property or plant electro-mechanical systems during criteria development, design, construction, and initial site activation phases; includes development/implementation programs as well as specifying and preparing documentation for operations research, standardization, configuration management, maintainability, reliability, and training; preparation of operations and maintenance, and logistics data; provisioning of repair parts, tools and test equipment; and providing procurement support. (NOTE: This series was established to primarily satisfy the mission requirements of the U.S. Army Engineering and Support Center (CEHNC)).

**Series Number:** 1125

**Title:** Plant

**Description:** Formulation and implementation of criteria and procedures for design, construction, assignment, operation, maintenance, repair, loan, and utilization of Civil Works floating and land plant, aircraft, radio equipment, and network systems, shops and yards, personal property and facilities.

**Series Number:** 1130

**Title:** Project Operation

**Description:** Policy and procedures governing the day-to-day operations of projects in service. Publications on safety, physical security, and some elements of administration will be placed in their respective subject areas.

**Series Number:** 1135

**Title:** Public Hearings

**Description:** Requirements for, policy on, conduct of, and documentation of public hearings in connection with proposed public works projects.

**Series Number:** 1140

**Title:** Work for Others

**Description:** Policy practices and procedures governing work performed for other Federal agencies, state, and local governments, foreign governments and private parties.

**Series Number:** 1145

**Title:** Civil Regulatory Functions

**Description:** Actions involving regulatory functions assigned by law to the Corps of Engineers including, but not limited to, issuance of permits, removal of obstructive wreckage from navigable waterways, harbor, and bulkhead lines, piers or dolphins in navigable streams delineation of anchorage and quarantine areas, disposal of soil in or adjacent to navigable waters. **(Excludes licenses and permits granted at reservoir projects which are in the 405 Real Estate series).**

**Series Number:** 1150

**Title:** Local Cooperation

**Description:** Actions pertaining to administration of the local cooperation provisions of project authorizations approved by Congress.

**Series Number:** 1160

**Title:** Cost Allocation for Multiple-Purpose Projects

**Description:** Policy and procedures governing the allocation of operating costs to the separable features of public works water projects.

**Series Number:** 1165

**Title:** Water Resource Policies and Authorities

**Description:** Activities pertaining to the administration of laws governing water resources as assigned by Congress to the Secretary of the Army and the Corps of Engineers.

**Series Number:** 1180

**Title:** Contracts

**Description:** Implementation of Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS) and Army Federal Acquisition Regulation Supplement (AFARS).

**Series Number:** 1190

**Title:** Civil Preparedness

**Description:** Implementation of DOD guidance on civil preparedness activities assigned to the Corps of Engineers.

<b><u>Series Number</u></b>	<b><u>Subject Covered</u></b>
400	Recreation
500	Wastewater Program
1000	Photogrammetric Mapping (Surveying)
1100	(not assigned)
1200	Environmental Engineering
1300	Cost Estimates
1400	Hydrologic and Hydraulic Analyses
1500	Sedimentation and Debris Investigations
1600	Hydrologic Design
1700	Hydro Power
1800	Subsurface Investigations
1900	Soil Mechanics Design
2000	Concrete
2100	Working Stresses for Structural Design
2200	Gravity Dam Design
2300	Earth Embankments
2400	Structural Design of Spillways and Outlet Works
2500	Wall Design
2600	Navigation Lock and Dam Design
2700	Crest Gates
2800	Control Gates and Valves
2900	Design of Miscellaneous Studies
3000	Hydroelectric Power Plants
3100	Pumping Stations
3200	Electrical and Mechanical Design
3300	Beach Erosion Studies
3400	Paint
3500	Foundation Grouting
3600	Reservoir Regulation
3700	Corrosion Mitigation
3800	Excavation
3900	Levees and Channel Protection
4000	Hazardous and Toxic Radioactive Waste (HTRW)
5000	Dredging
6000	Earthquakes

Figure D-1. Third part number designations applicable to EMs in 1110-1 and 1110-2 series

**Appendix E**  
**Sample Formats of Publications**

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DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
441 G Street, NW  
Washington, DC 20314-1000

USACE Suppl 1  
to AR XX-XX

CEES-AMP-LE

USACE Suppl 1  
To AR XX-XX

Full Date (Day Month Year)

Series Title (Initial Caps)  
SUPPLEMENT TITLE (ALL CAPS)

AR XX-XX, date, is supplemented as follows:

Page X, paragraph X. Add the following:

Cite the supplementation.

Page XX, paragraph X. Add the following:

Cite the supplementation.

Continue throughout the publication.

FOR THE COMMANDER: (Command line is All Caps)

SIGNATURE BLOCK  
Title

Figure E-1. Sample format of a USACE supplement to an Army regulation

CEES-AMP-LE

Regulation  
No. 1110-1-XX

Full Date (Day Month Year)

Series Title (Initial Caps)  
ENGINEER REGULATION TITLE (ALL CAPS)

Supplementation to this regulation is required in regulation format. USACE Commanders will provide a copy of their local command regulation to OFFICE SYMBOL, physical address, city, state, zip code, through Chain of Command channels.

CONTENTS

<u>Paragraph</u>	<u>Page</u>
1. Purpose.....	1
2. Applicability.....	1
3. Distribution Statement.....	1
4. References.....	1
5. Records Management (Recordkeeping) Requirements.....	1
6. Remaining paragraphs.....	1
Appendixes	
A. Title.....	49
B. Title.....	62
Table List (if applicable)	
Table 1: Title of Table.....	13
Table A-1: Title of Table.....	18
Figure List (if applicable)	
Figure 1: Title of Figure.....	14

---

\*This regulation supersedes ER 1110-1-XX, dated 31 December 2011.

Figure E-2a. Sample format of a basic regulation with table of contents, supplementation statement, and appendixes

1. Purpose. Cite the purpose of the regulation. Engineer regulations are issued at HQUSACE level only. Local commands will issue division, district, or center regulations using the acronym DR or CR, respectively. Both the supplementation and supersession statements must appear on the Table of Contents page.
2. Applicability. Cite the organizations to which the regulation applies.
3. Distribution Statement. Cite the distribution limitation (such as, Approved for public release; distribution is unlimited).
4. References. List references as subparagraphs in descending order of priority (i.e., Public Laws, Executive Order, Federal Acquisition Regulations, Department of Defense publications, Department of the Army Publications, Corps of Engineers Publications, other Federal publications). If more than 20, cite one of the following statements: Required and Related References are at Appendix A or References are at Appendix A.
5. Records Management (Recordkeeping) Requirements. (See DA Pamphlet 25-40).
6. Main Paragraph Title. Use Arial or Times New Roman fonts, 12 or 14 point size. Other font types and sizes are acceptable in appendixes. Do not use bold or italic fonts in the main body of the publication. Double space after colons and punctuation ending a sentence.
7. Subparagraphs. Indent one level.
  - a. First level indentation.
    - b. If there is a level a, there must be a level b.
      - (1) Second level indentation.
        - (2) If there is a level (1), there must be a level (2).
          - (a) Third level indentation.
            - (b) If there is a level (a), there must be a level (b).

---

\*This regulation supersedes ER 1110-1-XX, dated 31 December 2011.

Figure E-2a. Sample format of a basic regulation with table of contents, supplementation statement, and appendixes - Continued

Main Paragraph Title.

- a. Succeeding pages of a basic regulation should begin with no running head.
- b. If there is no Table of Contents, the signature block and Appendix G listing should appear as follows:

2 Appendixes  
A - Title  
B - Title

SIGNATURE BLOCK (ALL CAPS)  
Title (Initial Caps)

- c. The name and title in the signature block should begin and align in the center of the page.

FOR THE COMMANDER: (Always use ALL CAPS)

2 Appendixes  
(See Table of Contents)

SIGNATURE BLOCK (ALL CAPS)  
Title (Initial Caps)

Figure E-2a. Sample format of a basic regulation with table of contents, supplementation statement, and appendixes - Continued

Appendix A  
Sample Appendix Page for an Engineer Regulation

A-1. Main Paragraph Title. Appendixes will be designated alphabetically (for example, Appendix A, Appendix B, etc.).

a. Main paragraph numbering will be identified with a capital letter and an Arabic numeral. The first paragraph of Appendix A will be A-1, the second paragraph will be A-2, etc. If the appendix has only one paragraph, do not number it.

b. Subparagraph first level indention.

c. If there is a level a, there must be a level b.

(1) Second level indention.

(2) If there is a level (1), there must be a level (2).

(a) Third level indention.

(b) If there is a level (a), there must be a level (b).

A-2. Main Paragraph Title.

Figure E-2a. Sample format of a basic regulation with table of contents, supplementation statement, and appendixes - Continued

CEES-AMP-L

Regulation  
 No. 1180-2-XX

Full Date (Day Month Year)

Series Title (Initial Caps)  
 ENGINEER REGULATION TITLE (ALL CAPS)

Supplementation to this regulation is required in regulation format. USACE Commanders will provide a copy of their local command regulation to OFFICE SYMBOL, physical address, city, state, zip code, through Chain of Command channels.

TABLE OF CONTENTS

	Paragraph	Page
Chapter 1: Title		
Purpose.....	1-1.....	1
Applicability.....	1-2.....	1
Distribution Statement.....	1-3.....	1
References.....	1-4.....	1
Records Management (Recordkeeping)		
Requirements.....	1-5.....	2
Paragraph.....	1-5.....	2
Chapter 2: Title		
Paragraph Title.....	2-1.....	3
Paragraph Title.....	2-2.....	3
Appendix A. Title.....		15
Table List (if applicable)		
Figure List (if applicable)		
Glossary		

---

\*This regulation supersedes ER 1110-1-XX, dated 31 December 2011.

Figure E-2b. Sample format of a complex regulation with table of contents, supplementation statement, appendix, glossary, and index.

## Chapter 1 Title

1-1. Purpose. Cite the purpose of the regulation. Engineer regulations are issued at HQUSACE level only. Local commands will issue division, district, or center regulations using the acronym DR or CR, respectively.

1-2. Applicability. Cite the organizations to which the regulation applies.

1-3. Distribution Statement. Cite the distribution limitation (such as, Approved for public release; distribution is unlimited).

1-4. References. List references as subparagraphs in descending order of priority (i.e., Public Laws, Executive Order, Federal Acquisition Regulations, Department of Defense publications, Department of the Army Publications, Corps of Engineers Publications, other Federal publications). If more than 20, cite one of the following statements: Required and Related References are at Appendix A or References are at Appendix A.

1-5. Records Management (Recordkeeping) Requirements. (See DA Pamphlet 25-40)

1-6. Main Paragraph Title. Use Times New Roman or Arial fonts, 12 or 14 point size. Other font types and sizes are acceptable in appendixes. Do not use bold or italic fonts in the main body of the publication. Double space after colons and punctuation ending a sentence.

Figure E-2b. Sample format of a complex regulation with table of contents, supplementation statement, appendix, glossary, and index-Continued

Chapter 2  
Title

2-1. Subparagraphs. Indent one level.

- a. First level indention.
- b. If there is a level a, there must be a level b.
  - (1) Second level indention.
  - (2) If there is a level (1), there must be a level (2).
    - (a) Third level indention.
    - (b) If there is a level (a), there must be a level (b).

2-2. Main Paragraph Title.

- a. Succeeding pages of a regulation should begin with no running head.
- b. The name and title in the signature block should begin and align in the center of the page.

FOR THE COMMANDER: (Always use ALL CAPS)

2 Appendixes  
(See Table of Contents)

SIGNATURE BLOCK (ALL CAPS)  
Title (Initial Caps)

Figure E-2b. Sample format of a complex regulation with table of contents, supplementation statement, appendix, glossary, and index-Continued

Appendix A  
Title

A-1. Paragraph Title. If the appendix is one paragraph only, do not number the paragraph.

A-2. Succeeding Paragraph Titles.

Figure E-2b. Sample format of a complex regulation with table of contents, supplementation statement, appendix, glossary, and index-Continued

Appendix B  
Title

B-1. Paragraph. If the appendix is one paragraph only, do not number the paragraph.

B-2. Succeeding Paragraph Titles.

Figure E-2b. Sample format of a complex regulation with table of contents, supplementation statement, appendix, glossary, and index-Continued

Glossary  
Abbreviations and Terms

Figure E-2b. Sample format of a complex regulation with table of contents, supplementation statement, appendix, glossary, and index-Continued

Index

Certify current, 18, 22

Index of publications, 16

Social Security Number Reduction Plan, 28

Figure E-2b. Sample format of a complex regulation with table of contents, supplementation statement, appendix, glossary, and index-Continued

CEXXX-AMP-LE

Circular  
No. 15-1-XX

Full Date (Day Month Year)

EXPIRES 31 MARCH 20XX (Must reflect the last day of a quarter)  
Series Title (Initial Caps)  
ENGINEER CIRCULAR TITLE (ALL CAPS)

CONTENTS

<u>Paragraph</u>	<u>Page</u>
1. Purpose.....	1
2. Applicability.....	1
3. Distribution Statement.....	1
4. References.....	1
5. Records Management (Recordkeeping) Requirements.....	1
6. Remaining paragraphs.....	1
Appendixes	
A. Title.....	49
B. Title.....	62
Table List (if applicable)	
Table 1: Title of Table.....	13
Table 2: Title of Table.....	18
Figure List (if applicable)	
Figure A-1: Title of Figure.....	14
Figure B-1: Title of Figure.....	48

---

\*This circular supersedes EC 15-1-XX, dated 30 June 2011 (applies only if the original circular was given and expiration of less than two years; revised circular cannot extend beyond the original two-year period).

Figure E-3. Sample format for an engineer circular

1. Purpose. Cite the purpose of the circular. Engineer circulars are issued at HQUSACE level only. Local commands will issue division, district, or center circulars using the acronym DC or CC respectively. Circulars will remain active for no more than two years from the date of issuance and the expiration date may not extend beyond the two-years. Rescissions will expire after one year.
2. Applicability. Cite the organizations to which the circular applies.
3. Distribution Statement. Cite the distribution limitation (such as, Approved for public release; distribution is unlimited).
4. References. List references as subparagraphs in descending order of priority (i.e., Public Laws, Executive Order, Federal Acquisition Regulations, Department of Defense publications, Department of the Army Publications, Corps of Engineers Publications, other Federal publications). If more than 20, cite one of the following statements: Required and Related References are at Appendix A or References are at Appendix A.
5. Records Management (Recordkeeping) Requirements. (See DA Pamphlet 25-40).
6. Main Paragraph Title. Use Arial or Times New Roman fonts, 12 or 14 point size. Other font types and sizes are acceptable in appendixes. Do not use bold or italic fonts in the main body of the publication. Double space after colons and punctuation ending a sentence.
7. Main Paragraph Title.
  - a. Succeeding pages of a circular should begin with no running head.
  - b. The name and title in the signature block should begin and align in the center of the page.

FOR THE COMMANDER: (Always use ALL CAPS)

2 Appendixes  
(See Table of Contents)

SIGNATURE BLOCK (ALL CAPS)  
Title (Initial Caps)

Figure E-3. Sample format for an engineer circular-Continued

CEES-AMP-LE

Pamphlet  
No. 25-30-16

Full Date (Day Month Year)

Series Title (Initial Caps)  
ENGINEER PAMPHLET TITLE (ALL CAPS)

CONTENTS

<u>Paragraph</u>	<u>Page</u>
1. Purpose.....	1
2. Applicability.....	1
3. Distribution Statement.....	1
4. References.....	1
5. Records Management (Recordkeeping) Requirements.....	1
6. Remaining paragraphs.....	1
Appendixes	
A. Title.....	49
B. Title.....	62
Table List (if applicable)	
Figure List (if applicable)	
Figure 1: Title of Figure.....	14
Figure A-1: Title of Figure.....	48

---

\*This pamphlet supersedes EP 25-30-16, dated 31 December 2011.

Figure E-4a. Sample format of a basic pamphlet with table of contents and appendixes

1. Purpose. Cite the purpose of the pamphlet. Engineer pamphlets are issued at HQUSACE level only. Local commands will issue division, district, or center pamphlets using the acronym DP or CP, respectively. A standard pamphlet will be set up in this format. The format for an informational pamphlet will vary at the proponent's discretion and can be a booklet, leaflet, folder, etc. Pamphlets will not be supplemented.
2. Applicability. Cite the organizations to which the pamphlet applies.
3. Distribution Statement. Cite the distribution limitation (such as, Approved for public release; distribution is unlimited).
4. References. List references as subparagraphs in descending order of priority (i.e., Public Laws, Executive Order, Federal Acquisition Regulations, Department of Defense publications, Department of the Army Publications, Corps of Engineers Publications, other Federal publications). If more than 20, cite one of the following statements: Required and Related References are at Appendix A or References are at Appendix A.
5. Records Management (Recordkeeping) Requirements. (See DA Pamphlet 25-40).
6. Main Paragraph Title. Use Arial or Times New Roman fonts, 12 or 14 point size. Other font types and sizes are acceptable in appendixes. Do not use bold or italic fonts in the main body of the publication. Double space after colons and punctuation ending a sentence.
7. Subparagraphs. Indent one level.
  - a. First level indentation.
  - b. If there is a level a, there must be a level b.
    - (1) Second level indentation.
    - (2) If there is a level (1), there must be a level (2).
      - (a) Third level indentation.
      - (b) If there is a level (a), there must be a level (b).

Figure E-4a. Sample format of a basic pamphlet with table of contents and appendixes-continued

8. Paragraph Title.

a. Succeeding pages of a pamphlet should begin with no running head.

b. The name and title of the signature block should begin and align in the center of the page.

FOR THE COMMANDER: (Always use ALL CAPS)

2 Appendixes  
(See Table of Contents)

SIGNATURE BLOCK (ALL CAPS)  
Title (Initial Caps)

Figure E-4a. Sample format of a basic pamphlet with table of contents and appendixes-continued

Appendix A  
Title

Figure E-4a. Sample format of a basic pamphlet with table of contents and appendixes-continued

Appendix B  
Title

Figure E-4a. Sample format of a basic pamphlet with table of contents and appendixes-continued

CEES-AMP-LE

Pamphlet  
No. 1180-1-XX

Full Date (Day Month Year)

Series Title (Initial Caps)  
ENGINEER PAMPHLET TITLE (ALL CAPS)

CONTENTS

	Paragraph	Page
Chapter 1: Title		
Purpose.....	1-1.....	1-1
Applicability.....	1-2.....	1-1
Distribution Statement.....	1-3.....	1-1
References.....	1-4.....	1-1
Records Management (Recordkeeping)		
Requirements.....	1-5.....	1-1
Paragraph.....	1-5.....	1-2
Chapter 2: Title		
Paragraph Title.....	2-1.....	2-1
Paragraph Title.....	2-2.....	2-3
Appendix A. Title.....		3-1
Appendix B. Title.....		4-1
Table List (if applicable)		
Glossary		

---

\*This pamphlet supersedes EP 1110-1-XX, dated 31 December 2011.

Figure E-4b. Sample format of a complex pamphlet with table of contents, appendix, glossary, and index

Chapter 1  
Title

- 1-1. Purpose. Cite the purpose of the pamphlet. Engineer pamphlets are issued at HQUSACE level only. Local commands will issue division, district, or center regulations using the acronym DR or CR, respectively.
- 1-2. Applicability. Cite the organizations to which the pamphlet applies.
- 1-3. Distribution Statement. Cite the distribution limitation (such as, Approved for public release; distribution is unlimited).
- 1-4. References. List references as subparagraphs in descending order of priority (i.e., Public Laws, Executive Order, Federal Acquisition Regulations, Department of Defense publications, Department of the Army Publications, Corps of Engineers Publications, other Federal publications). If more than 20, cite one of the following statements: Required and Related References are at Appendix A or References are at Appendix A.
- 1-5. Records Management (Recordkeeping) Requirements. (See DA Pamphlet 25-40)
- 1-6. Main Paragraph Title. Use Arial or Times New Roman fonts, 12 or 14 point size. Other font types and sizes are acceptable in appendixes. Do not use bold or italic fonts in the main body of the publication. Double space after colons and punctuation ending a sentence.

Figure E-4b. Sample format of a complex pamphlet with table of contents, appendix, glossary, and index-Continued

Chapter 2  
Title

2-1. Subparagraphs. Indent one level.

- a. First level indention.
- b. If there is a level a, there must be a level b.
  - (1) Second level indention.
  - (2) If there is a level (1), there must be a level (2).
    - (a) Third level indention.
    - (b) If there is a level (a), there must be a level (b).

2-2. Main Paragraph Title.

- a. Succeeding pages of a pamphlet should begin with no running head.
- b. The name and title in the signature block should begin and align in the center of the page.

FOR THE COMMANDER: (Always use ALL CAPS)

2 Appendixes  
(See Table of Contents)

SIGNATURE BLOCK (ALL CAPS)  
Title (Initial Caps)

Figure E-4b. Sample format of a complex pamphlet with table of contents, appendix, glossary, and index-Continued

Appendix A  
Title

Figure E-4b. Sample format of a complex pamphlet with table of contents, appendix, glossary, and index-continued

Appendix B  
Title

Figure E-4b. Sample format of a complex pamphlet with table of contents, appendix, glossary, and index-continued

Glossary

Abbreviations and Terms

Figure E-4b. Sample format of a complex pamphlet with table of contents, appendix, glossary, and index-continued

Index

Certify current, 18, 22

Index of publications, 16

Social Security Number Reduction Plan, 28

Figure E-4b. Sample format of a complex pamphlet with table of contents, appendix, glossary, and index-continued

## FOREWARD

Type foreword Message here.

Pamphlets and manuals may include a foreword. A foreword is a short introduction, typically stating the subject, scope, or aims, by a person other than the author.

FOR THE COMMANDER:

2 Appendixes  
(See Table of Contents)

SIGNATURE BLOCK  
Chief of Staff

DISTRIBUTION:

---

\* This pamphlet supersedes EP XXX-1-1, dated 31 December 2011.

Figure E-4c. Sample format of a basic pamphlet using a Foreword as a signature page

CEES-AMP-LE

Pamphlet  
No. XXX-1-1

Full Date (Day Month Year)

Series Title (Initial Caps)  
ENGINEER PAMPHLET TITLE (ALL CAPS)

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<u>Paragraph</u>	<u>Page</u>
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2. Applicability.....	1
3. Distribution Statement.....	1
4. References.....	1
5. Records Management (Recordkeeping) Requirements.....	1
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Appendixes	
A. Title.....	49
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Table 1: Title of Table.....	13
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Figure List (if applicable)	
Figure 1: Title of Figure.....	14
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Figure E-4c. Sample format of a basic pamphlet using a Foreword as a signature page-  
Continued

1. Purpose. Cite the purpose of the pamphlet. Engineer pamphlets are issued at HQUSACE level only. Local commands will issue division, district, or center pamphlets using the acronym DP or CP, respectively. A standard pamphlet will be set up in this format. The format for an informational pamphlet will vary at the proponent's discretion and can be a booklet, leaflet, folder, etc. Pamphlets will not be supplemented.
2. Applicability. Cite the organizations to which the pamphlet applies.
3. Distribution Statement. Cite the distribution limitation (such as, approved for public release; distribution is unlimited).
4. References. List references as subparagraphs in descending order of priority (i.e., Public Laws, Executive Order, Federal Acquisition Regulations, Department of Defense publications, Department of the Army Publications, Corps of Engineers Publications, other Federal publications). If more than 20, cite one of the following statements: Required and Related References are at Appendix A or References are at Appendix A.
5. Records Management (Recordkeeping) Requirements. (See DA Pamphlet 25-40).
6. Main Paragraph Title. Use Arial or Times New Roman fonts, 12 or 14 point size. Other font types and sizes are acceptable in appendixes. Do not use bold or italic fonts in the main body of the publication. Double space after colons and punctuation ending a sentence.
7. Subparagraphs. Indent one level.
  - a. First level indentation.
  - b. If there is a level a, there must be a level b.
    - (1) Second level indentation.
    - (2) If there is a level (1), there must be a level (2).
      - (a) Third level indentation.
      - (b) If there is a level (a), there must be a level (b).

Figure E-4c. Sample format of a basic pamphlet using a Foreword as a signature page-  
Continued

8. Paragraph Title.

- a. Succeeding pages of a pamphlet should begin with no running head.
  
- b. The name and title of the signature block should begin and align in the center of the page.

Figure E-4c. Sample format of a basic pamphlet using a Foreword as a signature page-  
Continued

Appendix A  
Title

Figure E-4c. Sample format of a basic pamphlet using a Foreword as a signature page-  
Continued.

Appendix B  
Title

Figure E-4c. Sample format of a basic pamphlet using a Foreword as a signature page-  
Continued

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
441 G Street, NW  
Washington, DC 20314-1000

\*EM 1110-X-XX

CEES-AMP-LE

Manual  
No. 1110-X-XX

Full Date (Day Month Year)

Series Title (Initial Caps)  
MANUAL TITLE (ALL CAPS)

1. Purpose. Cite the purpose of the manual. Engineer manuals are issued at HQUSACE level only. Local commands will issue division, district, or center manuals using the acronym DM or CM, respectively. Manuals will not be supplemented.
2. Applicability. Cite the organizations to which the manual applies.
3. Distribution Statement. Cite the distribution limitation (such as, approved for public release; distribution is unlimited).
4. References.
5. Records Management (Recordkeeping) Requirements. (See DA Pamphlet 25-40)
6. Discussion/Applicable Paragraph Title. Begin main statement here. EMs contain technical guidance and instruction criteria of a continuing nature concerned primarily with engineering and design projects. For this reason, most EMs are in 1110 (Engineering and Design) series. EMs may include as appendixes additional documents such as engineering and technical instructions which the proponent division chief has the authority to approve.

FOR THE COMMANDER (ALL CAPS):

2 Appendixes  
(See Table of Contents)

SIGNATURE BLOCK  
Title

---

\*This manual supersedes EM 1110-X-XX, dated 31 December 2013.

Figure E-5. Sample format of a manual with signature/summary page prefacing the manual

## Contents

	Paragraph	Page
Chapter 1: Title		
Purpose.....	1-1.....	1
Applicability.....	1-2.....	1
Distribution Statement.....	1-3.....	1
References.....	1-4.....	1
Records Management (Recordkeeping)		
Requirements.....	1-5.....	1
Paragraph.....	1-6.....	2
Chapter 2: Title		
Paragraph Title.....	2-1.....	3
Paragraph Title.....	2-2.....	4
Appendixes		
A. Title.....		15
B. Title.....		16
Table List		
Table 1-1: Title.....		2
Table B-1: Title.....		17
Figure List (if applicable)		
Glossary		

Figure E-5. Sample format of a manual with signature/summary page prefacing the manual-Continued

Chapter 1  
Title

1-1. Purpose. Cite the purpose of the manual. The decimal point system (paragraphs 1.1, 1.2, etc.) may be used in paragraph numbering of manual. Be consistent; do not mix (1-1, 1.2, 1-3, A.1).

1-2. Applicability. Cite the organizations to which the manual applies.

1-3. Distribution Statement. Cite the distribution limitation (such as, Approved for public release; distribution is unlimited).

1-4. References. List references as subparagraphs in descending order of priority (i.e., Public Laws, Executive Order, Federal Acquisition Regulations, Department of Defense publications, Department of the Army Publications, Corps of Engineers Publications, other Federal publications). If more than 20, cite one of the following statements: Required and Related References are at Appendix A or References are at Appendix A.

1-5. Records Management (Recordkeeping) Requirements. (See DA Pamphlet 25-40)

1-6. Main Paragraph Title. Use Arial or Times New Roman fonts, 12 or 14 point size. Other font types and sizes are acceptable in appendixes. Do not use bold or italic fonts in the main body of the publication. Double space after colons and punctuation ending a sentence.

a. First level indention.

b. If there is a level a, there must be a level b.

(1) Second level indention.

(2) If there is a level (1), there must be a level (2).

(a) Third level indention.

(b) If there is a level (a), there must be a level (b).

1-7. Next Main Paragraph Title.

1-8. New Main Paragraph Title.

Figure E-5. Sample format of a manual with signature/summary page prefacing the manual-Continued

Chapter 2  
Title

2-1. Next Main Paragraph Title.

2-2. Next Main Paragraph Title.

a. First level indentation.

b. If there is a level a, there must be a level b.

(1) Second level indentation.

(2) If there is a level (1), there must be a level (2).

(a) Third level indentation.

(b) If there is a level (a), there must be a level (b).

2-3. Next Main Paragraph Title.

2-4. Next Main Paragraph Title.

2-5. Next Main Paragraph Title.

Figure E-5. Sample format of a manual with signature/summary page prefacing the manual-Continued

Appendix A  
Title

A-1. Main Paragraph Title.

A-2. Main Paragraph Title.

a. First level indention.

b. If there is a level a, there must be a level b.

(1) Second level indention.

(2) If there is a level (1), there must be a level (2).

(a) Third level indention.

(b) If there is a level (a), there must be a level (b).

A-3. Next Main Paragraph Title.

A-4. Next Main Paragraph Title.

Figure E-5. Sample format of a manual with signature/summary page prefacing the manual

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
441 G Street, NW  
Washington, DC 20314-1000

\*ETL XXX-X-XX

CEXXX-AMP-LE

Technical Letter  
No. XXX-X-XX

Full Date (Day Month Year)

EXPIRES 31 MARCH 20XX (Must reflect the last day of a quarter)  
Series Title (Initial Caps)  
TECHNICAL LETTER TITLE (ALL CAPS)

1. Purpose. Cite the purpose of the technical letter (ETL). ETLs are issued at HQUSACE level only, or intermediary publications that will eventually be republished in more permanent form. They remain active for no more than five years after the date of issuance. If after five years the guidance is still valid, it must be republished as an EM. ETLs cannot be used to replace ERs or ECs and will not be supplemented.
2. Applicability. Cite the organizations to which the ETL applies.
3. Distribution Statement. Cite the distribution limitation (such as, approved for public release; distribution is unlimited).
4. References. List references as subparagraphs in descending order of priority (i.e., Public Laws, Executive Order, Federal Acquisition Regulations, Department of Defense publications, Department of the Army Publications, Corps of Engineers Publications, other Federal publications). If more than 20, cite one of the following statements: Required and Related References are at Appendix A or References are at Appendix A.
5. Records Management (Recordkeeping) Requirements. (See DA Pamphlet 25-40)
6. Main Paragraph Title. Use Arial or Times New Roman fonts, 12 or 14 point size. Other font types and sizes are acceptable in appendixes. Do not use bold or italic fonts in the main body. Double space after colons and punctuation ending a sentence.
7. Subparagraphs. Indent on level.
  - a. First level indentation.
  - b. If there is a level a, there must be a level b.
    - (1) Second level indentation.
    - (2) If there is a level (1), there must be a level (2).
      - (a) Third level indentation.

(b) If there is a level (a), there must be a level (b).

8. Main Paragraph Title. The division chief of the originating office approves and signs ETLs. Technical letter of joint applicability will be signed by the division chief having primary interest.

FOR THE COMMANDER (ALL CAPS)

3 Appendixes  
List each appendix and title

DIVISION CHIEF'S SIGNATURE  
Division Chief's Title

Figure E-6. Sample format for a technical letter-Continued

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
441 G Street, NW  
Washington, DC 20314-1000

\*OM 385-X-XX

CEES-AMP-LE

Memorandum  
No. 385-X-XX

Full Date (Day Month Year)

Series Title (Initial Caps)  
OFFICE MEMORANDUM TITLE (ALL CAPS)

CONTENTS

<u>Paragraph</u>	<u>Page</u>
1. Purpose.....	1
2. Applicability.....	1
3. Distribution Statement.....	1
4. References.....	1
5. Records Management (Recordkeeping) Requirements.....	1
6. Remaining paragraphs.....	1
Appendixes	
A. Title.....	49
B. Title.....	62
Table List (if applicable)	
Table 1: Title of Table.....	13
Table A-1: Title of Table.....	18
Figure List (if applicable)	
Figure 1: Title of Figure.....	14

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\*The memorandum supersedes OM 385-X-XX, dated 30 April 2014.

Figure E-7. Sample format of an office memorandum

1. Purpose. Cite the purpose of the memorandum. OMs are issued at HQUSACE level only. Local commands will issue division, district, or center memorandum using the acronym DM or CM, respectively. The supersession statement must appear on the contents page.
2. Applicability. Cite the organizations to which the memorandum applies.
3. Distribution Statement. Cite the distribution limitation (such as, approved for public release; distribution is unlimited).
4. References. List references as subparagraphs in descending order of priority (i.e., Public Laws, Executive Order, Federal Acquisition Regulations, Department of Defense publications, Department of the Army Publications, Corps of Engineers Publications, other Federal publications). If more than 20, cite one of the following statements: Required and Related References are at Appendix A or References are at Appendix A.
5. Records Management (Recordkeeping) Requirements. (See DA Pamphlet 25-40)
6. Main Paragraph Title. Use Arial or Times New Roman fonts, 12 or 14 point size. Other font types and sizes are acceptable in appendixes. Do not use bold or italic fonts in the main body. Double space after colons and punctuation ending a sentence.
7. Subparagraphs. Indent on level.
  - a. First level indention.
  - b. If there is a level a, there must be a level b.
    - (1) Second level indention.
    - (2) If there is a level (1), there must be a level (2).
      - (a) Third level indention.
      - (b) If there is a level (a), there must be a level (b).
8. Main Paragraph Title.

Figure E-7. Sample format of an office memorandum

a. Succeeding pages of an office memorandum should begin with no running head.

b. The name and title in the signature block should begin and align in the center of the page.

FOR THE COMMANDER (ALL CAPS)

2 Appendixes  
(See Table of Contents)

SIGNATURE BLOCK (ALL CAPS)  
Title (Initial Caps)

Figure E-7. Sample format of an office memorandum-Continued

U.S. Army Corps of Engineers  
Department of the Army  
441 G Street, Northwest  
Washington, DC 20314-1000  
XX August 2020

**CIO/G6 Policy Notice-(Action) Personnel**

Policies and Procedures for Publication and Forms

---

**Applicability.** This policy notice applies to Headquarters, United States Army Corps of Engineers Army agencies only.

**Proponent and exception authority.** The proponent of this policy notice is the (Directorate). The proponent has the authority to approve extensions or waivers to this policy notice that are consistent with controlling law and regulations. The functional proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this policy notice 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 higher headquarters to the policy proponent. Refer to ER 25-30-1 for specific guidance.

1. Purpose.
2. References.
  - a. xxxxx
  - b. xxxxxxxxxxxx
3. Distribution. xxxxxxxxxxxxss
4. Background. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
5. Records Management (Recordkeeping) Requirements. Records management requirements for all record numbers, associated forms and reports required by this regulation are included in the Army’s Records Retention Schedule - Army. Detailed information for all record numbers, forms, and reports associated with this regulation are located in the Army’s Records Retention Schedule - Army at <https://www.arims.army.mil/arims/default.aspx>.
6. Discussion.

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PN CEXX-X• X August 2020

\*This policy notice supersedes Policy Memo XXXX-XX, dated xx February 2004.

E-8. Sample format of Policy Letter



U.S. Army Corps of Engineers  
 Department of the Army  
 441 G Street, Northwest  
 Washington, DC 20314-1000  
 07 August 2020

**CIO/G6 Policy Notice**

**Policies and Procedures for Reserve Components Officer Selection Boards**

---

**Applicability.** This policy notice applies to Headquarters, United States Army Corps of Engineers Army agencies only.

**Proponent and exception authority.** The proponent of this policy notice is the (Directorate). The proponent has the authority to approve extensions or waivers to this policy notice that are consistent with controlling law and regulations. The functional proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this policy notice 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 higher headquarters to the policy proponent. Refer to AR 25-30-1 for specific guidance.

	Paragraph	Page
Purpose.....	1	1
Responsibilities.....	2	2
References.....	3	2
Explanation of abbreviations and terms.....	4	3
Oath.....	5	3
Conduct of the selection board and disclosure of information.....	6	4
Information to be considered or prohibited from consideration.....	7	4
Guidance for selection.....	8	5
General considerations.....	9	6
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**PN CECI 20-01 • 2 August 2020**

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**\*This policy notice supersedes Policy Memo XXXX-XX, dated xx February 2004.**

**E-8. Sample format of Multiple Policy Letter**



DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
441 G Street, NW  
Washington, DC 20314-1000

\*ER 385-X-XX  
Change 1

CEES-AMP-LE

Regulation  
No. 385-X-XX

Full Date (Day Month Year)

Series Title (Initial Caps)  
TITLE OF REGULATION (ALL CAPS)

1. This Change 1 to Regulation 385-X-XX, 15 January 2018, revises/adds/deletes (summary of change).
2. Make the following changes:
  - a. *Delete* Chapter 2, pages 2-4, paragraphs 2-6.
  - b. *Insert* Appendix C.
  - c. *Remove* pages C-2 through C-7 and *insert* new pages C-2 through C-7.
3. New or revised information should be annotated in italic. Deletions should be annotated by lining through the old information. A change will be issued for publications that are five or less years old and contain 10 or more pages. Publications of less than 10 pages will undergo a full revision, publishing, and posting. Every changed page will be identified in the running footer by the change number and the date. Every changed page will be identified in the running footer by the change number and the date.

FOR THE COMMANDER: (Always use ALL CAPS)

COMMANDER'S NAME  
Title

\*ER 385-X-XX, Change 101 • Date Month Full Year

Figure E-9. Sample format of a change

Errata Sheet

(USE ONLY FOR MINOR CORRECTIONS OF PUBLISHED DOCUMENTS)

No. 1

Series Title (Initial Caps)

PUBLICATION TITLE (ALL CAPS)

Publication Date

State the nature of the minor error or omission; for example, Page X-X, paragraph Y-Y, sentence 1, should read: There are 500 publications in the library, 475 of which are available online.

Figure E-10. Sample format of an errata sheet



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**Appendix G**  
**Sample Letterhead Formats**

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**DEPARTMENT OF THE ARMY**  
**U.S. ARMY CORPS OF ENGINEERS**  
**441 G STREET NW**  
**WASHINGTON DC 20314-1000**

Figure G-1. Sample Headquarters, U.S. Army Corps of Engineers, letterhead



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY CORPS OF ENGINEERS MISSISSIPPI VALLEY DIVISION**  
**1400 WALNUT STREET**  
**VICKSBURG MS 39181-0060**

Figure G-2. Sample Corps of Engineers Division letterhead



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY CORPS OF ENGINEERS LOS ANGELES DISTRICT**  
**915 WILSHIRE BOULEVARD SUITE 930**  
**LOS ANGELES CA 90017-3489**

Figure G-3. Sample Corps of Engineers District letterhead



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY CORPS OF ENGINEERS HUNTSVILLE**  
**ENGINEERING AND SUPPORT CENTER**  
**PO BOX 1600**  
**HUNTSVILLE AL 35807-4301**

Figure G-4. Sample Corps of Engineers Center/Field Operating Activity Letterhead



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY CORPS OF ENGINEERS**  
**ENGINEER RESEARCH AND DEVELOPMENT CENTER**  
**COASTAL AND HYDRAULICS LABORATORY FIELD RESEARCH FACILITY**  
**1261 DUCK ROAD**  
**KITTY HAWK NC 27949-4472**

Figure G-5. Sample Corps of Engineers field site letterhead

## Appendix H Requirements for Staffing Engineer Publications

Requirement for Staffing Engineer Publications (Applies to New and Revised Publications, See Table 1, USACE Administrative Action Criteria for Revisions)										
Publication Type	Proponent/ Action Officer	Senior Princip al/ Direct or	Privacy Officer	Publications Specialist	Stakeholder(s)	Legal	Safety	RIM Specialist and Records Program Manager	Publication Control Officer	Chief of Staff
Engineer Regulation (ER)	X	X	X	X	X	X	If subject matter applicable	X	X	X
Engineer Manual (EM)	X	X	X	X	X	X	If subject matter applicable	X	X	X
Engineer Pamphlet (EP)	X	X	X	X	X	X	If subject matter applicable	X	X	X
Engineer Circular (EC)	X	X	X	X		X	If subject matter applicable	X	X	
Directive Policy Notice (DPN)	X	X	X	X		X	If subject matter applicable	X	X	
Policy Memo (PM)	X	X	X	X		X	If subject matter applicable	X	X	
Joint Publication (JP)*	X	X	X	X	X	X	If subject matter applicable	X	X	X

Staffing Requirement for Interagency Publication											
Publication Type	Proponent/ Action Officer	Senior Principal/ Director	Publications Specialist	Stakeholder (s)	Legal	Safety	RIM Specialist	Publication	Privacy	Record Program Manager	CofS
All	X	X	X	X	X	X	if applicable	X	X	X	X

Note: Staffing must be coordinated where there are additional SMEs for specialized content  
\*Staffing of JPs must also include all functional stakeholders, such as DoD, Air Force, Navy and Marine Corps where applicable

## Glossary

### **All Army Activities Message**

An Army wide electronic message distributed by HQDA for issuing instructions or information having worldwide Army use. ALARACT messages are not DA authenticated and must never be used to establish, issue, or change policy. ALARACT messages are a quick response medium to communicate time-sensitive information Armywide and may only be used to announce impending publication of changes to policies and procedures.

### **Army Regulation**

A publication that sets forth missions, responsibilities, and policies; delegates authority; sets objectives; and prescribes mandated procedures to ensure uniform compliance with those policies. Mandated procedures in ARs are required and authoritative instructions that contain the detail needed to make sure basic policies are carried out uniformly throughout the Army. These mandated procedures also ensure uniform implementation of public law, policy guidance, and instructions from higher headquarters or other Government agencies, such as JCP, OMB, or DOD.

### **Brevity Code**

A shortened form of frequently used phrases, sentences, or a group of sentences normally consisting entirely of upper-case letters (for example, COMSEC for communications security). 170 DA PAM 25–40 • 3 June 2015

### **Change**

A separate publication containing amendments in the form of deletions, alterations, or additions to portions of a previously issued publication. Changes are no longer published for DA authenticated administrative publications.

### **Circular (agency wide or command wide)**

A publication of agency wide or command wide application that contains information of general interest and instructions that are temporary or of a one-time nature.

### **Copyright**

An exclusive right granted by law to an author to protect an original work of authorship. These works can be literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, or audiovisual. Examples of works that may be copyrighted include written or printed material, motion pictures, sound recordings, and material stored in a computer and readable only by machine.

### **Department of the Army Circular**

A temporary directive or informational publication that expires 2 years or less after date of issue.

### **Department of the Army Form**

A form used throughout the Army; any form that is used by more than one ACOM or agency; approved by APD.

### **Department of the Army Pamphlet**

A permanent instructional publication. Unless mandated in an AR, procedures established in a DA pamphlet are for guidance only and to establish optional or helpful methods of performing mission and functions, probable courses of action, and how something is affected. A pamphlet—

- a. Is organized and printed in the same format as an AR.
- b. Is used to publish information (such as how-to procedures) needed to carry out policies and mandated procedures prescribed in ARs.

### **Departmental Policy Notice (DPN) (Basic and Multi)**

### **Electronic publication**

Generally, a digitized version of a paper publication in either a formatted or reflowable text file format. Internal hyperlinks may be added to all publications. External hyperlinks may only be added to DA administrative, doctrinal, and training publications.

### **Form**

A fixed arrangement of captioned spaces designed for gathering, organizing, and transmitting prescribed information quickly and efficiently. It also serves as a historical record. A form may be in hardcopy, electronic, or other media. Certificates are forms. Items such as labels, stickers, tags, instruction sheets, notices, and file covers do not require insertion of information; however, they may still be considered forms for procurement purposes.

### **Publications**

Items of information that are printed or reproduced, whether mechanically or electronically, for distribution or dissemination usually to a predetermined audience. Generally, they are directives, books, pamphlets, posters, manuals, brochures, magazines, and newspapers produced in any media by or for the Army.

#### **Publishing**

The actions involved in issuing publications to the Army. Publishing involves creating, preparing, coordinating, approving, processing, printing, and distributing or disseminating publications.

### **Related Publication**

A source of additional information cited in a publication that may help a user better understand the subject. When a reference is cited as a “related publication,” it means that the user does not have to read it to understand or comply with the publication.

**Rescind**

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

**Revision**

A new edition of a publication; it replaces the previous edition in its entirety. A revision supersedes the previous edition of that publication or the publications that have been consolidated. (Note: With a revision action, the issue date of the basic publication is changed.)

**Standard Form**

A form designed and prescribed for mandatory use by two or more Government agencies and approved by GSA.

**Standard Generalized Markup Language**

A computer language used to markup documents so information can be created, stored, reviewed, and used in a heterogeneous computing environment. It is a neutral information exchange language that allows dissimilar computer systems to exchange information. SGML allows DA administrative publications to be stored in an electronic database for reuse.

**Technical Bulletin**

A publication used to provide supplementary information to TMs. TBs may contain such things as maintenance expenditure limits, equipment improvement recommendation material, functional group code information, general information (such as medical data), procedures for kit installation or special mission changes to materiel, warranty information, schematics and/or diagrams to supplement an IETM, ammunition information, and so forth. TBs do not contain operator or maintenance instructions, are not used for quick reference guides or other similarly named publications, are not used in lieu of operator or maintenance manuals or to change them, and do not contain parts information.

**Technical Manual**

A publication that contains technical instructions prepared on various subject areas (other than specific items of equipment or groups of related equipment), such as communications or electronics fundamentals, medical, painting, welding, and destruction to prevent enemy use.