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U.S. Army Corps of Engineers  
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CECI-PID

## Information Management Publishing Program Procedures

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FOR THE COMMANDER:

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**Purpose.** This pamphlet prescribes guidance for the preparation and processing of U.S. Army Corps of Engineers publications and forms.

**Applicability.** This regulation applies to all Headquarters U.S. Army Corps of Engineers elements and Major Subordinate Commands. Divisions, Districts, Laboratories, Centers, and Field Operating Agencies will be referred to as Major Subordinate Commands.

**Distribution Statement.** Approved for public release; distribution is unlimited.

**Proponent and Exception Authority.** The proponent of this pamphlet is the CECI-PID. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. Only the proponent of a publication or form may modify it by officially revising or rescinding it.

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## Glossary of Terms

## **Chapter 1 Introduction**

### **1-1. Purpose**

This pamphlet prescribes guidance for the preparation and processing of U.S. Army Corps of Engineers publications and forms.

### **1-2. Distribution statement**

Approved for public release; distribution is unlimited.

### **1-3. References**

See Appendix A.

### **1-4. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Army Records Retention Schedule and/or General Records Schedule (GRS). Detailed information for all related record numbers is located on the U.S. Army Corps of Engineers (USACE) Records Management Site <https://usace.dps.mil/sites/INTRA-CIOG6/SitePages/Records-Management.aspx>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly, see DA Pam 25-403 for guidance.

### **1-5. Associated publications**

Policy associated with this pamphlet is found in ER 25-30-1.

## **Chapter 2**

### **Developing Publications**

#### **2–1. Getting started**

Consider the following when planning a publication action:

*a.* Is this a new publication?

(1) When possible, policies and procedures should be incorporated into existing publications. New publications may be created for recently developed policies, procedures, and information needed to perform a mission or function.

(2) See paragraph 2-3 for guidance on developing new publications.

*b.* Is this a revision to an existing publication?

(1) A revision supersedes the previous edition of that publication or a number of publications that have been consolidated. The publication/form action officer revises a publication when its contents need to be updated, when mandated by law, or when directed by a higher authority.

(2) Guidance for revising a publication is the same as that for developing new publications. See paragraph 2-3 for specific guidance.

#### **2–2. Choosing publication type and number**

Official publication types governed by this EP are defined in ER 25-30-1. Refer to the publication hierarchy (Table D-1) in this publication to determine the correct type of publication to use. New publication numbers are assigned by the Appointed Records Manager (ARM) in accordance with DA Pam 25-40. A ServiceNow ticket is required to have a new publication number assigned by the local ARM.

#### **2–3. Publication lifecycle processes**

The lifecycle for USACE publications consist of three primary phases: the developmental, publishing action, and maintenance processes.

*a. Developmental process.* This process includes all developmental actions for a publication prior to submission for final approval and processing, including:

(1) *Research.* Work with the local ARM to determine appropriate publication type (e.g., regulation, pamphlet, manual, or circular.)

(2) *Writing.* Writing should be done utilizing the appropriate USACE publication template. Your local ARM can provide links to the most current templates.

(3) *Formatting and editing.* Includes making publications accessible in line with PL 115-336 (see also Accessibility Training [www.section508.gov/training-home](http://www.section508.gov/training-home)).

(4) *Coordination.* See paragraph 2–4 for specific guidance.

*b. Publishing action process.* This process begins when a Service Now ticket is submitted by the Proponent/Action Officer (AO). The ServiceNow package includes the signature ready publication and a completed Eng Form O-4040 (Publications and Forms Processing Request). The package should include two files: a file for the publication and the ENG Form O-4040 for the coordination. Work with your local ARM for assistance with ServiceNow tickets. See paragraph 2-8 for further guidance on submission.

(1) When the publication applies to personnel USACE-wide (for example, an Engineer Regulation (ER) or an Engineer Pamphlet (EP)), the publishing action process includes the following steps:

(a) ARM reviews to ensure each publication has a completed ENG Form O-4040 with the appropriate coordination and signatures.

(b) Publication Specialist reviews the publication to ensure format aligns with guidelines laid out in this pamphlet, ER 25-30-1, and DA Pam 25-40.

(c) Privacy Officer reviews to ensure publications follow Privacy Act guidance.

(d) Publication Control Officer reviews to ensure publications adhere to the program's regulatory requirements and quality control.

(e) Submission to Approving Official who signs for the publication authorizing its release.

(f) Posting of the final, authorized publication in the USACE publication repository (<https://usace.dps.mil/sites/pubs>).

(g) Send a publication release notification

(2) If the publication applies to personnel at the District, Division, or Center level, the publishing action process is determined by that District, Division, or Center. Recommended steps include:

(a) ARM reviews to ensure each publication has a completed ENG Form O-4040 with the appropriate coordination and signatures.

(b) ARM reviews the publication to ensure format aligns with guidelines laid out in this pamphlet, ER 25-30-1, and DA Pam 25-40.

(c) ARM submits publication to Approving Official for final signature and authentication.

(d) Posting of the final, authorized publication to the local publication repository (can be found at <https://usace.dps.mil/sites/pubs>).

(e) Send a publication release notification.

c. *Maintenance process.* This occurs following the official publication and includes processes such as maintaining the record sets and keeping up to date on any policy changes that may affect the publication.

## **2–4. Coordinating Publications**

Formal coordination is the process of a when a proponent obtains publication endorsements from offices with functional requirements, technical expertise, oversight responsibilities, or statutory and regulatory review requirements. Formal coordination and legal review are completed prior to obtaining the Certifying Official's signature on the ENG Form O-4040.

a. Subject Matter Experts (SMEs) review content and provide input and recommendations to ensure the accuracy of the information. Example: a publication written regarding underwater diving operations would need the coordination of a SME(s) in dive equipment to ensure the information provided is accurate and releasable.

b. Stakeholders are those assigned responsibilities (or representative for that group) in the proposed regulation. Stakeholders are required to coordinate concurrence for the regulation. Example: a publication written with assigned duties for ARM would need a representative such as the Enterprise Records Management team or Records Officer to ensure the responsibilities outlined are reasonable and within the scope of their duties.

c. Office of Counsel reviews publications for any potential legal implications, in addition to reviewing directives and policy for legal sufficiency.

d. Certifying Official is an individual one level above the authoring proponent office. This could be an IT Chief, Commander, Director, etc. Certifying Official coordination represents to higher leadership their concurrence with the proposed publication. Once the Certifying Official's signature has been obtained, the publication packet can be submitted for final review, coordination, signature, and release (see para. 2–3).

*Note.* End users/customers are personnel who utilize the publication in the field to carry out their mission. End users are not a part of the formal coordination process but may submit suggestions/corrections for publications by emailing [HQPublications@usace.army.mil](mailto:HQPublications@usace.army.mil).

## **2–5. Coordinating suspense**

Proponents establish a reasonable suspense that reflects the complexity and size of the publication being coordinated.

a. If coordinating officers are unable to meet a suspense date, they should request an extension from the proponent prior to the given suspense date.

b. If the Proponent receives no communications or the coordinator misses the agreed upon suspense the proponent may reflect the coordination status as Concur-No Response on the ENG Form O-4040.

## **2–6. Concurrence options**

All publications will collect comments using Microsoft Word’s “track changes” feature to collect feedback during the SME/Stakeholder coordination process. Proponents must assess and adjudicate comments to deconflict or validate a suggestion. Section III: Proponent Review and Coordination of the ENG Form O-4040 provides a drop-down menu in which the coordinator chooses the best overall coordination response pertaining to the entire publication. This includes the following:

a. *Concur*. A coordinator concurs with the content as written from a functional perspective. Additionally, coordinators are agreeing to the releasability of the publication or form.

b. *Concur with comments*. A coordinator concurs with the content as written but has provided administrative or substantive comments. A coordinator may not concur with the publication if a critical comment has been made.

(1) Administrative comments address typographical, grammatical, and formatting errors.

(2) Substantive comments address content that appears to be unnecessary, incorrect, misleading, confusing, or inconsistent. A substantive comment is usually not sufficient justification for a non-concur.

c. *Concur - No Response*. A coordinator has not requested an extension or responded to the request for coordination within the allotted coordination suspect period.

*Note.* A Proponent may not use this option for reviews by Office of Counsel or ARM.

d. *Non-Concur*. Comments may be a combination of substantive and critical findings.

(1) Critical comments are for major deficiencies that effect legal sufficiency or identify violations of the law, contradictions with higher-level policies, or unnecessarily impose risks to safety, life, or USACE material; waste or abuse of USACE appropriations, resources, or similar impact issues.

(2) Coordinators must specify in writing, either via email or on the document using track changes, which comments are the critical grounds for non-concurrence.

## 2-7. Resolving comments during coordination

The resolution process is the responsibility of the publication's proponent. This process may include informal or formal exchanges via phone, email, and/or memoranda for record (MFR); meetings; and working groups.

*a. Resolving "Concur with comments":* Proponents are not required to resubmit an ENG Form O-4040 to the coordinator to resolve administrative and/or substantive comments when coordination reflects "Concur with comments". Proponents are required to keep the comments as a part of the record set for the publication.

*b. Resolving Non-Concurs:* Proponents must resolve all non-concurs before submitting the publication or form for final processing and publishing.

(1) Proponents will utilize their chain of command and include the certifying official to resolve nonconcurrency.

(2) The non-concurrency is addressed in an MFR documenting both the rationale behind the comments and a recommendation from the Certifying Official to the Approving Official. The MFR becomes part of the permanent record set of the publication and is submitted in the publication package.

## 2-8. Submitting publications for final review and processing

When submitting HQ-level publications for final review, do the following:

*a.* Submit a ticket using the ServiceNow system (<https://servicenow.eis.usace.army.mil/sp>). Include the following with the ticket:

(1) Completed ENG Form O-4040 with all required signatures (any SMEs/stakeholders, Office of Counsel, and Certifying Official).

*(a)* Proponent Office Certifying Official's signature should not be more than a month old when initiating a ServiceNow ticket.

*(b)* No other signatures should be more than a year old.

(2) Final draft of publication submitted as Microsoft Word file. This needs to be a document ready for signature, not a document requiring changes.

*(a)* When submitting the file please use the standard file name of [pub type] [pub number].docx. For example, the draft file of this EP would be submitted with the file name "EP 25-40-1.docx."

*(b)* Any revisions that occur during the final review phase will be tracked by adding "\_v#" to the end of the file name. For example, the first revision to ER 25-40-1 would be named ER 25-40-1 v1.

b. Once the ticket has been submitted, send an email with the ticket number to the HQ publications DLL at [dll-ceit-hq-publications@usace.army.mil](mailto:dll-ceit-hq-publications@usace.army.mil).

c. Additional ServiceNow guidance is in Chapter 6.

## **2–9. Publication currency reviews**

Proponents are responsible for ensuring the accuracy and currency of their publications and should take actions to revise or rescind publications as necessary. Proponents may review their publications at any time and update them to reflect changes in laws, policy, guidance, or procedures. Proponents may also certify their publications currency at any time. There are two types of currency reviews:

a. *Annual reviews.* Proponents are required to review their publications and associated prescribed forms and provide a status of each publication in their repository. The status is documented on the ENG Form O-4040 which is submitted to their servicing ARM.

b. *Special reviews.* Occur when changes to mission, implemented publications, laws, regulations, polices, or reorganizations may trigger initiation of a special review outside of the required periodic reviews. Proponents may initiate a special review on an ENG Form O-4040 to their servicing ARM.

## **2–10. Action Plan**

HQUSACE Directors, Commanders, and Directors are responsible for ensuring the accuracy and currency of their publications and forms. To meet currency requirements established by AR 25-30, an action plan must be developed and reviewed/updated annually. This plan will include, at a minimum, the following:

- a. The publication number, title, and edition date.
- b. The form number, title, and edition date.
- c. The assigned proponent and target completion date for any publication and form.
- d. Publications and forms at or near their currency date should be a priority.

## **2–11. Publications Currency Status Types**

When conducting publication currency reviews, proponents identify an action for the publication on an ENG Form O-4040 and submit to their servicing ARM. Proponents may also identify if any physical forms may be converted into an electronic format, including system generated forms. Signature requirements for the O-4040 are outlined in Table 3 of ER 25-30-1. Publishing actions on the ENG Form O-4040 include:

a. *New.* New publications are created only when there is no higher-level governance to establish policy to carry out a USACE mission.

b. *Revision.* Revisions occur due to minor or major changes that affect the policy, roles and responsibilities, procedures, or guidance contained within the publication. Revisions could also occur if several polices are able to be consolidated and absorbed into an existing publication. Guidance for preparing and processing a revised publication is the same for creating a new publication. This action establishes a new periodic review date for the five-year cycle.

c. *Certify current.* Only used when the proponent determines there are no required changes to the publication. However, no publication can be certified current if it does not meet the current publication requirements prescribed by AR 25-30.

(1) The Approving Official or delegate must sign the ENG Form O-4040; no SME/stakeholder review is required.

(2) Publications must meet the authentication requirements as indicated in this EP to be considered current.

(3) Any publication certified as current with a signature date outside AR 25-30 life cycle requirements will require a new signature and a summary of change page. The summary of change page will have two bullet points:

(a) "Reviewed by proponent and determined current."

(b) "Certified current on [day, month, year]". This action will establish a new review date.

d. *Rescind.* Rescinded publications have been removed from circulation without a replacement publication. When a publication is rescinded, any associated prescribed forms or other data collection tools in that publication are rendered obsolete unless first moved to another directive. Proponents will initiate a rescind action by submitting an ENG Form O-4040 to their servicing ARM reflecting the Certifying Official's coordination.

e. *Administrative correction.* Administrative corrections are changes to the publication that do not affect the subject matter content, procedural steps, policies, application, implementation, etc. The purpose of administrative corrections is to fix misspelt words, grammar, office symbols, etc. Since these changes are not substantive, no coordination is required; administrative change requests are initiated by the proponent listed on the latest ENG Form O-4040.

(1) A summary of change is required.

(2) A new signature is required.

(3) Cannot be made to publications that are out of currency.

(4) Cannot be made to publications that do not match the current format.

(5) Cannot be made to publications more than two years old. Publications more than two years old will require a full revision.

*f. Transfer responsibility.* Publications should be transferred when the current Proponent believes their office no longer has responsibility for the policy or guidance contained in the publication. The office requesting to transfer ownership must obtain the concurrence of the new Certifying Official and the Certifying Official from the releasing office on the ENG Form O-404O. The new owning office must conduct a special review when transferring office to determine publication status.

## **2–12. Monthly Functional Key Performance Indicator Reporting**

The monthly functional key performance indicators (fKPI) reporting for publications and forms is used to brief USACE Senior Leadership on the currency status of publications and forms.

*a.* The servicing ARM will update the monthly fKPI report no later than the fourth Wednesday of each month.

*b.* The Publications Program Manager (PPM) will confirm this report is updated monthly and upload the final report to the Strategic Management System.

## **2–13. Obsolete publications**

*a.* A publication becomes obsolete when it is rescinded, superseded by a newer version, or expires.

*b.* Once rescinded, the publication number cannot be used again.

*c.* The ARM will remove an obsolete publication from the repository once the proponent has completed an ENG Form O-4040 to rescind a publication. The ARM may not leave the obsolete publication name posted in the repository with a status that shows the publication is obsolete, superseded, or rescinded, but must remove the obsolete document from the repository. Proponents will then file the obsolete publication in the USACE records archive.

## **2–14. Contesting publications**

An office may contest language in a publication after it has been published by contacting the proponent's ARM.

*a.* ARM will notify the proponent that the publication is being contested. Proponents will work with the contesting office directly.

*b.* If the proponent and contesting office cannot resolve the issue, the chain of command is utilized to attempt to rectify the impasse.

c. The contesting office may request the servicing legal office to determine whether there are any legal implications and provide their recommendation to the Approving Official for action.

d. An MFR will document the recommendation from Counsel and the decision from the Approving Official.

## **2–15. Conflicting and unauthorized publications**

Publications and forms processed outside of the program requirements are considered unauthorized and not a valid publication or form.

a. When an unauthorized publication or form is found, the originator will be notified in writing of the unauthorized publication or form.

(1) The unauthorized document must be immediately removed from circulation and submitted through the official publication and forms process for compliance.

(2) If an originator does not rectify an unauthorized publication or form, an MFR will document the occurrence and be submitted to the local Approving Official for acknowledgement.

b. When publications conflict with higher level guidance, the publication at the higher hierarchy tier will take precedence.

## Chapter 3 Signature Authority and Summary of Change Page

### 3–1. Signature Authority Paragraphs

The signature authority page is the first page in the publication and contains the following:

a. *A signature block.*

b. *Purpose Statement.*

(1) The purpose statement on the signature authority page must be an exact match of the purpose statement in the body of the document.

(2) Acronyms cannot be defined in a purpose statement.

c. *Applicability statement.* Publications are generally intended to provide guidance to a predetermined audience within the organization. However, many USACE publications also apply to members of other military services, members of the public, contractors, etc. Exceptions may occur when support agreements, memoranda of agreement or understanding, and other legally binding documents may extend applicability at the operating level. All publications should contain applicability statements on the signature authority page; examples include but are not limited to:

(1) Publications that apply to all USACE, include the following statement: “This regulation applies to all Headquarters U.S. Army Corps of Engineers elements and Major Subordinate Commands. Divisions, Districts, Laboratories, Centers, and Field Operating Agencies will be referred to as Major Subordinate Commands.

(2) Publications that apply to only certain elements within USACE, include the following statement: “This regulation applies to (include all elements the publication is intended for)”.

d. *Distribution statement*

(1) The distribution statement on the signature authority page must be an exact match of the distribution statement in the body of the document.

(2) Acronyms cannot be defined in a distribution statement.

e. *Proponent and exception authority.* The proponent of this regulation is (insert office symbol). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. Only the proponent of a publication or form may modify it by officially revising or rescinding it.

### **3–2. Summary of change**

A summary of change page must be included for all revised publications as the second page of the document. The summary of change provides a description of the major changes being incorporated into the revised publication. The following rules apply to the summary of change page:

- a.* Do not use ABCAs in the summary of change.
- b.* A minimum of two lines are required, but the summary of change should not exceed one formatted page. See Table 4-5 for sample language for different summary of change pages.
- c.* Do not list elements of changes verbatim from the text.
- d.* List elements or changes in the same order as they appear in the publication and cite the chapter or paragraph number where the change is described.

## Chapter 4 Style and Format for Publications

### 4–1. Plain language and general writing guidelines

Effective writing is achieved using words, phrases, and sentences the reader can understand. Use simple words and phrases and consider your audience when writing publications. Further guidelines for good writing are as follows:

- a. Use active voice and proper grammar throughout the publication.
- b. Avoid excessive use of jargon, bureaucratic and legalistic words, Latin terms, long sentences, and information your audience doesn't need.
- c. Avoid excessive use of references, cross-references, and duplication of information available in other publications.
- d. Do not include internal business processes in numbered publications.
- e. Limit a paragraph/subparagraph to one subject with no more than 10 lines.
- f. Additional best practices are available in the AR 25-30, DA Pam 25-40, Federal Plain Language Guidelines (<https://www.esd.whs.mil/dd/plainlanguage/>), and PL 111-274, Plain Writing Act of 2010.

### 4–2. Using abbreviations, brevity codes, and acronyms

- a. Abbreviations, brevity codes, and acronyms (ABCAs) may be used in publications. Verify the accuracy of ABCAs using the U.S. Army Abbreviations, Brevity Codes, and Acronyms database at <https://armypubs.army.mil/abca/>.
- b. *Note.* Excessive use of ABCAs is discouraged.
- c. Do not use ABCAs on the signature authority page, summary of change page, or in headings and titles. The exception to this rule is when the ABCA is used as part of form or publication nomenclature (that is, form or publication numbers), they may appear anywhere in the text of the publication without being defined at first use.
- d. The first use of a publication or form number does not require the acronym to be defined. The acronym should be included with the other acronyms, though.
- e. Further rules regarding the use of ABCAs in official publications can be found in DA Pam 25-40.

### 4–3. Parenthetical comments and textual notes

- a. Parenthetical comments.

(1) A parenthetical comment is text enclosed within parentheses offering additional information and should appear next to the related subject; avoid placing a parenthetical comment that is a full sentence into a sentence.

(2) Parenthetical comments are often introduced with such terms as “for example,” “including,” and “such as.” Spell out the introductory phrases instead of using abbreviations “e.g.,” or “i.e.,”

*b.* Textual notes.

(1) A textual note is an explanatory comment inserted in the text; they should be used sparingly and kept brief. Do not include policy in textual notes.

(2) Use a note only when the information cannot be worked smoothly into the paragraph where it is applicable or cannot be inserted as a parenthetical comment.

(3) Insert a textual note after the paragraph to which it applies, immediately below the last line. Introduce it with the word “Note.” in italics. A blank line space should precede and follow textual notes.

*Note.* This is an example of the format for a textual note.

#### **4–4. Names of individuals**

Except for the signature block, names of individuals will not be used in official publications. Email addresses containing proper names also will not be used; organization email addresses may be used as appropriate.

*a.* Avoid the use of personal pronouns in all USACE publications.

*b.* Use neutral language in publications (that is, do not specify gender), for example:

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

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

#### **4–5. Formatting publications**

The following rules apply to the formatting of ERs, EPs, Engineer Manuals (EMs), and Engineer Circulars (ECs). See Appendix C for guidance on Memorandums and Policy Notices.

*a.* All publications will be prepared in the one-column format in “portrait” orientation.

b. First page (also referred to as the signature authority page). At the top of the first page will appear the USACE castle logo, followed by the identifying information for the publication; this includes: publication number, proponent office symbol, publication date, and series and publication titles. Below this is the signature block, for use only by Approving Official. Underneath the signature block the following paragraphs will appear: “Purpose,” “Applicability,” “Distribution Statement,” and “Proponent and Exception Authority.” See Table 4-1 for required components and examples.

(1) The Approving Official will use a digital signature to sign the document (ensure Department of Defense (DoD) ID number is not included).

(2) The bottom of the first page will include a footer below a solid line containing the publication number and date and a classification statement.

(3) ERs will have an effective date in addition to the publication date. The effective date is one month after the publication date.

(4) If the publication is a revision, a supersession statement will appear beneath the solid line but above the other information contained in the footer. The supersession statement will indicate the publication number and date of the previous version of the publication(s) being superseded. An asterisk (\*) indicates revision/supersession.

**Table 4-1  
Signature authority page components**

<b>Component</b>	<b>Example</b>
Identifying information (publication number, proponent office symbol, publication date, series and publication title)	Publication numbers are assigned and verified by the ARM; publication date should be left blank until the publication is ready to go to the Approving Official for signature.
Signature block	Approving Official for ERs, EPs, EMs, and ECs is the Chief of Staff (CoS)
Purpose statement	This regulation prescribes guidance for preparation and processing of USACE publications and forms.
Applicability statement	This regulation applies to all HQUSACE elements, Major Subordinate Commands, Divisions, Districts, Laboratories, Centers, and Field Operating Agencies. (For additional examples see paragraph 2-14)
Distribution statement	Approved for public release; distribution is unlimited.
Proponent and exception authority statement	The proponent of this regulation is the [insert proponent office symbol]. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. Only the proponent of a publication or form may modify it by officially revising or rescinding it.
Supersession statement	*This regulation supersedes ER 25-30-1, dated 1 March 2021 (Only required for revisions)

c. Succeeding pages. All succeeding pages, including appendixes, tables, and figures, will include a “running footer,” (that is, a one-line entry consisting of the publication number, a black circle (●), and the full date positioned in the bottom center of the page). On the bottom right-hand side of the page the footer will include the page number.

d. Margins and construction. Margins will be left-justified. Use a one-inch margin on all sides of each page.

e. Font. Text in the body of the publication should be written in Arial font type, size “12.” Do not use bold or italic fonts in the main body (with the exception of paragraph/subparagraph titles and the italic for textual notes).

(1) First-level paragraph titles (that is, 1, 2, etc. in basic publications and 1-1, 1-2, 2-1, etc. in publications with chapters) will be formatted in bold font, sentence-case capitalization, and feature no sentence-ending punctuation.

(2) Subparagraph titles may be italicized to help them stand out visually. If one subparagraph title is italicized, all titles at that subparagraph level must be italicized for consistency.

f. Page numbering. Single-digit page numbering will be used in all USACE publications. The signature authority page will not be numbered. A summary of change page, for a supersession, and the table of contents page(s) will be numbered consecutively using a lowercase roman numeral. Arabic, single-digit page numbers will begin on the first page of the body of the publication.

g. Organization of publication elements. See Table 4-2 for required elements in publications.

<b>Element</b>	<b>Required?</b>
Signature authority page	Yes (see Table 4-1)
Summary of change	Yes (revisions only)
Table of contents	Yes
Purpose paragraph	Yes
Distribution statement paragraph	Yes
References paragraph	Yes
Associated publications paragraph	Yes
Records management (recordkeeping) requirements paragraph	Yes
Appendix A	Yes
Other appendixes	Optional

Element	Required?
Table list	Optional
Figure list	Optional
Glossary of terms	Optional

(1) Table of contents. The table of contents will include the main divisions of the publication (that is, chapters or paragraphs, appendixes, tables and figures, and glossary of terms).

(a) In basic publications, the table of contents will list the paragraph titles, along with the number of each paragraph and the page on which they begin. The format will appear as: Paragraph number, paragraph title, and then page number.

(b) In complex publications, the table of contents will list the chapter number, chapter titles, along with the number of each chapter and the page on which they begin. The format will appear as: Chapter number (in bold) on the first line, Chapter Title (in bold), page number on the second line.

(2) Paragraph levels.

(a) When the format is basic with paragraphs as the primary subdivision, main paragraphs will be the highest level of organization and numbered with a single digit (for example, 1., 2., etc.).

(b) When the format is complex with chapters as the primary subdivision, main paragraphs will be the second level of organization (after chapter numbers/titles) and will be numbered by a double digit (for example, 1-4., in which 1 reflects the chapter number, and 4 reflects the paragraph sequence within the chapter).

(c) Main paragraphs, whether indicated by a single or double digit, will be positioned flush with the left margin. Main paragraph titles will be formatted in bold font, with sentence-case capitalization and no sentence-ending punctuation. Paragraph text will begin on the next line immediately below the paragraph title.

(d) All subparagraphs, regardless of level, will be indented only once. When subparagraph text exceeds one line, text from the second line on will begin flush with the left margin.

(e) ERs and ECs may use up to three levels of subparagraphs: a. / (1) / (a).

(f) EPs and EMs may use up to five levels of subparagraphs: a. / (1) / (a) / 1. / a).

#### **4–6. Designation of first five paragraphs.**

The designation of the first five paragraphs of all publications (except Memorandums, Policy Notices, and USACE supplements to Army publications) is standard and will be cited as follows (see Table 4-3 for further examples):

a. The first paragraph will be designated as “Purpose.” This will contain a brief summary statement giving the reason/purpose for issuing the new or revised publication.

b. The second paragraph will be designated as “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 guidance on the text of the distribution statement and the location of the classified markings that should be placed on the publication.

c. The third paragraph will be designated as “References.” References will be listed in Appendix A, and the references paragraph will refer the reader to that appendix. Further guidance on the inclusion of references in publications can be found in paragraph 4–8.

d. The fourth paragraph will be designated as “The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Army Records Retention Schedule. Detailed information for all related record numbers is located on the USACE Records Management Site <https://usace.dps.mil/sites/INTRA-CIOG6/SitePages/Records-Management.aspx>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly, see DA Pam 25-403 for guidance.”

e. The fifth paragraph will be designated as “Associated publications.” This paragraph cites other publications directly associated with the publication in question. For example, this EP provides guidance for implementing the policies in ER 25-30-1, so that publication is listed in the associated publications paragraph of this EP. If there are no associated publications, the text for this paragraph should read “This section contains no entries.”

**Table 4-3  
Required paragraphs**

<b>Paragraph</b>	<b>Examples</b>
Purpose	1-1. Purpose This regulation prescribes guidance for preparation and processing of USACE publications and forms.
Distribution statement	1-2. Distribution statement Approved for public release; distribution is unlimited with no restrictions on this publication.  Access to this publication is restricted; this publication may be released to Real Estate members only.  Access to this publication is restricted; this publication may not be released to foreign nationals.
References	1-3. References

Paragraph	Examples
	See Appendix A.
Records management (recordkeeping) requirements	<p>1-4. Records management (recordkeeping) requirements</p> <p>The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Army Records Retention Schedule. Detailed information for all related record numbers is located on the USACE Records Management Site <a href="https://usace.dps.mil/sites/INTRA-CIOG6/SitePages/Records-Management.aspx">https://usace.dps.mil/sites/INTRA-CIOG6/SitePages/Records-Management.aspx</a>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly, see DA Pam 25-403 for guidance.</p>
Associated publications	<p>1-5. Associated publications</p> <p>Policy associated with this pamphlet is found in [insert ER number].</p> <p>Procedures associated with this regulation are found in [insert EP number].</p> <p>This section contains no entries.</p>

#### 4–7. Supplemental material

a. Introduce supplemental material (that is, figures and/or tables) in the main text in sequential order and place them as close to their in-text citations as possible. Do not include a figure or table without a prior in-text citation. Do not refer to a figure or table that does not appear in the publication.

b. Number supplemental material in the same way that paragraphs are numbered (that is, if paragraphs are numbered by a single digit, number any figures and tables by a single digit; if paragraphs are numbered by a double digit, number any figures and tables by a double digit, where Figure 2-3 is the third figure in the second chapter).

c. Figures.

(1) Per DA Pam 25-40, figures will not be used in regulations.

(2) Center figure numbers and their corresponding titles at the bottom of the figure.

(3) Figures will be set off from the main text with two solid horizontal lines, one above the figure and one below the figure caption. See Figure 4-1 for an example on how to format figures.

(4) Figures follow the same writing and editorial standards as the main text.

(5) To ensure 508 compliancy, figures must be formatted with alternative text describing the content of the figure. For guidance on 508-compliant figures, see SSA-ARC (2010): Alternate Text for Images.

(6) Blank forms are not authorized to be included in a publication. The publication shall provide a link to the official source of supply for any required forms.

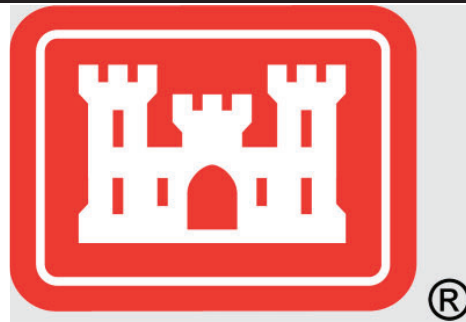


Figure 4-1: Sample format for figures

d. Tables

(1) Left justify table numbers and their corresponding titles at the top of the table, placing the title directly below the number and above the presented data. A solid horizontal line will be placed above the table number/title to set it off from the main text. See Table 4-4 for an example of how to format tables.

(2) Tables are used to present statistical data, narratives, or material that is especially lengthy and complex. Tables are best kept to one page for ease of readability.

(3) Tables must be in Microsoft Word table format. Do not include images of tables.

(4) Visit <https://www.section508.gov/training-home> for further guidance on formatting accessible tables.

**Table 4-4**  
**Sample Corps of Engineers (COE) format for tables**

<b>COE - Table Header 1</b>	<b>COE - Table Header 2</b>	<b>COE - Table Header 3</b>
COE - Table text	COE - Table text	
Header row is bold The rest of the table is not		

#### 4–8. References

Appendix A will always be reserved for references. All publications and prescribed forms must be mentioned in the body of the text if they are to appear in the references section.

a. 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. Temporary and/or transitional publications (such as circulars and technical letters) should not be referenced in permanent USACE publications.

b. The references list will consist of two sections: Required Publications and Prescribed Forms. If a section has no entries, insert the section heading and the following text, "This section contains no entries." Within each section, list items alphabetically by type. Within each type, list items in numerical order.

(1) Required Publications: A Required publication is a source the user must be able to access and read in order to understand or comply with a publication.

(2) Prescribed Forms: A prescribed form is mandated by the publication; that is, the publication directs the use of the form by type, number, and title (see ER 25-30-1 for discussion of prescribed vs. adopted forms).

c. References generally fall into one of three categories: USACE/Army/DoD publications, other government publications, or non-government publications. Publications and forms listed in the references section will appear in the following format:

(1) For USACE/Army/DoD publications, list the ABCA for the publication type and publication number in bold on the first line; include the title of the publication on the next line (single spaced); do not bold the title. See Figure 4-2 for examples of this type of reference. Do not list links for USACE, Army, or DoD publications. Instead, the following text will be included at the beginning of the references section: "Unless otherwise indicated, all USACE publications are available on the USACE website at <https://publications.usace.army.mil>. Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>. DoD Publications are available on the ESD website at <https://www.esd.whs.mil/>."

(2) For other government publications, list the ABCA for the issuing Agency, the ABCA for the publication type (if applicable) and the publication number in bold on the first line; include the title of the publication on the next line (single spaced); do not bold the title. After the title, include the following: "(Available at URL.)" When listing links to references, cite the homepage URL where the information is listed. See Figure 4-2 for examples of this type of reference. In addition, links need to appear blue and underlined.

Required Elements	Examples
Army, DoD, and USACE Publications	
<b>Publication Type (ABCA) Publication Number</b> Publication Title	<b>AR 25-30</b> Army Publishing Program  <b>DoDI 7750.07</b> DoD Forms Management Program  <b>ER 25-30-1</b> U.S. Army Corps of Engineers Publications and Forms Management Program
US Code	
<b>Title Number USC Section Number</b> Chapter Title: Section Title (Available at homepage URL)	<b>44 USC 3102</b> Records Management by Federal Agencies: Establishment of Program Management (Available at <a href="http://www.uscode.house.gov">www.uscode.house.gov</a> .)
Code of Federal Regulations	
<b>Title Number USC Section Number</b> Chapter Title: Section Title (Available at homepage URL)	<b>36 CFR 1222</b> National Archives and Records Administration: Creation and Maintenance of Federal Records (Available at <a href="http://govinfo.gov">govinfo.gov</a> .)
Public Law	
<b>Public Law Public Law Number</b> Title of Law (Available at homepage URL)	<b>PL 111-274</b> Plain Writing Act of 2010 (Available at <a href="http://www.congress.gov">www.congress.gov</a> .)
Other Government Publications	
<b>Agency (ABCA) Publication Type (ABCA) Publication Number</b> Publication Title (Available at homepage URL)	<b>NARA Bulletin 2017-01</b> Agency Records Management Training Requirements (Available at <a href="http://www.archives.gov/">www.archives.gov/</a> .)  <b>OMB Circular A-130</b> Managing Information as a Strategic Resource (Available at <a href="http://www.whitehouse.gov/omb/">www.whitehouse.gov/omb/</a> .)

**Figure 4-2. Examples of formatting for government references**

(3) Non-government publications are often more varied and require the inclusion of additional elements to aid readers in discovery. On the first line should be the primary title of the work being cited (for example, the book title, title of a particular chapter in a book, etc.) in bold. On the second line include author name(s), publication year, and primary title. Follow this with any other pertinent source information (such as periodical title, name of the conference where the paper was presented, publisher details, etc.). See Figure 4-3 for examples of this type of reference.

Required Elements	Examples
Book	
<b>Book Title</b> Author Last, Author First/Middle Initial. Year. <i>Book Title</i> . Edition (if applicable). Publisher Location: Publisher. (URL if applicable.)	<b>Rivers and Floodplains: Forms, Processes, and Sedimentary Record</b> Bridge, J.S. 2003. <i>Rivers and Floodplains: Forms, Processes, and Sedimentary Record</i> . Malden, MA: Wiley-Blackwell
Book Chapter	
<b>Chapter Title</b> Author Last, Author First/Middle Initial. Year. "Chapter Title". In <i>Book Title</i> , edited by Editor Last, Editor First/Middle Initial. Edition (if applicable). Publisher Location: Publisher. (URL if applicable.)	<b>Fundamentals of Fluvial Geomorphology</b> Biedenharn, D.S., Watson, C.C., and Thorne, C.R. 2008. "Fundamentals of Fluvial Geomorphology." In <i>Sedimentation Engineering</i> , edited by Garcia, M.H. Reston, VA: ASCE. (Available at <a href="https://doi.org/10.1061/9780784408148.ch06">https://doi.org/10.1061/9780784408148.ch06</a> .)
Periodical	
<b>Article/Paper Title</b> Author Last, Author First/Middle Initial. Year. "Article/Paper Title". <i>Periodical Title</i> . VOL(Issue):start page–end page. (URL if applicable.)	<b>Sediment Transport, Part I: Bed Load Transport</b> Van Rijn, L.C. 1984. "Sediment Transport, Part I: Bed Load Transport." <i>Journal of Hydraulic Engineering</i> . 110(10):1431–1456. (Available at <a href="https://doi.org/10.1061/(ASCE)0733-9429(1984)110:10(1431)">https://doi.org/10.1061/(ASCE)0733-9429(1984)110:10(1431)</a> .)
Conference Proceedings	
<b>Paper/Presentation Title</b> Author Last, Author First/Middle Initial. Year. "Paper/Presentation Title." <i>Conference Proceedings Title, Location, Conference Year</i> . (URL if applicable.)	<b>Techniques for Estimating Sediment Yield of Ungaged Tributaries on the Southern Colorado Plateau</b> Webb, R.H., Griffiths, P.G., and Hartley D.R. 2001. "Techniques for Estimating Sediment Yield of Ungaged Tributaries on the Southern Colorado Plateau." <i>Proceedings of the Seventh Federal Interagency Sedimentation Conference, Reno, NV, 2001</i> .

**Figure 4-3. Examples of formatting for non-government references**

## 4–9. Appendixes

Appendixes contain material supportive of the topic introduced in the main text with the purpose of amplifying or clarifying the text narrative. Content in appendixes is subject to the same rules for publication types as outlined in ER 25-30-1.

a. Appendixes will be designated alphabetically (that is, Appendix A, Appendix B, etc.). The appendix label (for example, Appendix A) will appear in bold text at the top of the page, and the title of the appendix will appear in bold text on the line below (single spaced).

b. Main paragraph numbering will be identified with a capital letter and an Arabic numeral; the letter representing the appendix and the number representing the numerical sequence of the paragraph within the appendix (for example, the first paragraph of Appendix B will be B-1, the second paragraph will be B-2, etc.).

(1) Paragraphs and subparagraphs in appendixes follow the same structure as those in the main text (see paragraph 4–5 for further discussion on structuring paragraphs in USACE publications).

(2) Appendixes will not have parts.

c. Appendixes must be referred to in the main body of text where the topic it relates to is discussed. Cite the appendix letter only, not the title.

d. Appendix A is always reserved for references. Succeeding appendixes are placed after Appendix A and before the glossary in the order that they are cited in the main body of the publication.

#### 4–10. Glossary

The glossary provides a space for defining ABCAs and terms used in the publication. The following rules apply to the glossary:

- a. Position glossary at the end of the publication, after the appendix(es).
- b. Items should be listed in alphabetical order.
- c. Place each ABCA or term on one line in bold text and give its definition on the next line (singled spaced). Do not simply provide the expanded version of the ABCA as that is defined in the main text.

**Table 4-5**  
**Example language for summary of change page**

<b>Revision type</b>	<b>Sample language</b>
Minor revision	This publication has redefined roles and responsibilities to reflect current mission requirements.
Major revision	This publication has undergone a major revision and should be read in its entirety.
Administrative correction	This publication was updated to correct minor, non-substantial grammatical errors.

## **Chapter 5 Forms**

### **5–1. U.S. Army Corps of Engineers official forms**

Forms are an officially produced, standardized tool used to collect, manage, store, and display data. Policies governing the USACE forms program can be found in ER 25-30-1.

### **5–2. Developing forms**

The type of form is determined by the scope of its intended use and hierarchy issuance. See Table D-2, Form Hierarchy Table and Table D-3, Form Prescribing Publication for the additional information. Forms generally should be developed in an electronic format and must be created by an authorized member of the USACE Forms Design Team. The development of forms outside the USACE Forms Design Team requires approval from the PPM.

### **5–3. Submitting forms for official processing**

The submission process for USACE official forms follows these steps:

- a. Proponent submits mock-up of requested form and a completed ENG Form O-4040 in ServiceNow.
- b. ARM conducts initial review of the form mock-up and verifies the completed ENG Form O-4040.
  - (1) For a new form, the ARM assigns the official form number and transfers ticket to USACE Forms Design Team.
  - (2) For a form revision, the ARM transfers ticket to the USACE Forms Design Team.
- c. ARM coordinates between proponent and USACE Forms Design Team to achieve final format.
- d. Proponent approves final form design.
- e. Form is sent to Privacy Officer for review to ensure Privacy Act guidance is followed.
- f. Records Officer reviews forms when a form is identified as an Office of Management and Budget (OMB) collection or requires a report control symbol (RCS) Number.
- g. Form is sent to ARM to ensure adherence to the program's regulatory requirements and quality control.

*h.* After final approval, ARM publishes the form on the USACE publications repository and sends a publication release notification.

*Note.* This process is for forms produced at the HQ level. Forms produced below this level may skip Section V: HQ Processing on the ENG Form O-4040.

#### **5-4. Prescribing forms**

All USACE forms must be prescribed by a USACE publication. Forms should only be developed when a higher-echelon form does not already exist. The prescribing publication must list the form by type, number, and title. See ER 25-30-1 for what is considered a form.

#### **5-5. Forms subject to the Privacy Act and collections**

Forms will not collect Social Security numbers unless coordinated through the USACE Forms Management Officer (FMO) and USACE Privacy Officer. A justification memo is required. Information collected from 10 or more people outside of the federal service will require approval from OMB. Forms that are part of these collections will be coordinated through USACE Records Officer. For more on collections see ER 25-1-115.

#### **5-6. Citing forms**

A publication can only cite a form from the same or a higher-level issuing authority; forms from a lower hierarchy cannot be cited in a publication. For example, a HQUSACE publication can cite headquarters or Army forms, but cannot cite a form created for district or division use. See Table D-3 for hierarchy tiers.

*a.* The first time a form is cited in the body of a publication, include the form designation, its number, and its title in parentheses. For example, “ENG Form O-4040 (Publications and Forms Processing Request).” For later citations, only list the designation and number (for example, ENG Form O-4040) unless title is needed to clarify the text.

*b.* Prescribed forms should be listed in the references Appendix of the publication.

#### **5-7. Revising or Rescinding a Form**

*a.* Forms may be revised one of two ways: Revision or Administrative Correction.

(1) Revision. Forms are typically reviewed, revised, and/or updated when the prescribing publication is being reviewed and/or updated. However, special reviews are authorized to update a form independently from its prescribing publication. Revised forms must meet current design requirements and will reflect an updated currency date once revised. A form revision requires a new completed ENG Form O-4040 and will update the forms date.

(2) Administrative Corrections. Proponents may make corrective administrative changes to forms that are purely technical fixes (updating and enabling digital signatures, order of tabs, locking or unlocking of fields, critical spelling error, etc.). Administrative Changes do not include changes for the intended use of the form. An administrative correction requires a new completed ENG Form O-4040 and will require an update to the form's edition date.

*b.* Rescinding a form. If the proponent wishes to rescind a form but maintain the prescribing publication, they must submit a completed ENG Form O-4040 with the Certifying Official's approval. Proponents are responsible for ensuring any reference made to the obsolete form (whether prescribed or adopted) are removed from the prescribing publication. Once a form is rescinded, the form number cannot be used again. If the form is required at a future date, a new form number will need to be issued.

*Note.* If the prescribing issuance is rescinded, the form is automatically rescinded at the same time. Proponents only need to submit one completed ENG Form O-4040 when rescinding a publication and its prescribed forms. Proponents should check all boxes that apply for prescribed forms.

## **5–8. Web, System, and Application-Based Forms**

Internet and Intranet websites, such as SharePoint, can be used to collect data. In addition, forms may be integrated into applications and systems. These forms are not exempt from policy. All web- and application-based forms must have a prescribing publication, are numbered like all other forms, and require approval from the following steps:

*a.* Proponent creates a mockup and/or a printout of the data collection. This mockup and a completed ENG Form O-4040 is submitted in ServiceNow.

*b.* ARM conducts initial review of the form mockup, assigns a form number, and verifies the ENG Form O-4040.

*c.* The HQUSACE Privacy Officer reviews the form to ensure Privacy Act guidance is followed. If required, a privacy act statement is added to the form.

*d.* The HQUSACE Records Officer reviews form to ensure compliance with the Paperwork Reduction Act and Records Management policy. If required, a RCS is added to the form.

*e.* The HQUSACE FMO reviews the form for compliance with all forms management guidance and ensures:

(1) The ENG Form O-4040 has been completed

(2) The form clearly denotes:

- (a) The assigned form number and edition date.
- (b) A Privacy Act Statement, when required.
- (c) The RCS, when required.
- f. Returns the completed ENG Form O-4040 to the ARM.
- g. After final approval, ARM publishes the form on the USACE publications repository and sends a publication release notification.

## Chapter 6 ServiceNow

### 6–1. Publications

a. To initiate a publications ServiceNow ticket, use the following URL:  
[https://usace.servicenowcloud.mil/sp?id=sc\\_home](https://usace.servicenowcloud.mil/sp?id=sc_home)

- (1) Then select “Records, Forms Management and Administrative Publications.”
- (2) Then select “Processing Administrative Publications.”
- (3) Then complete the required information and attach the following:

(a) *For a new publication:*

1. Completed ENG Form O-4040 and
2. Microsoft Word file of draft publication.

(b) *For a revised publication:*

1. Completed ENG Form O-4040 and
2. Microsoft Word file of the draft publication.

(c) *For a rescinded publication:*

1. Completed ENG Form O-4040 and
2. A copy of the current publication being rescinded.

b. ENG Form O-4040 signatures

(1) Proponent Office Certifying Official’s signature should be no more than one month old.

(2) All other signatures should be less than a year old.

c. If a publication is returned to the proponent office, the proponent should address any comments within three months. If comments cannot be resolved within this three-month window, a new ServiceNow ticket will be required.

### 6–2. Forms

a. To initiate a forms ServiceNow ticket, use the following URL:  
[https://usace.servicenowcloud.mil/sp?id=sc\\_home](https://usace.servicenowcloud.mil/sp?id=sc_home)

- (1) Then select “Records, Forms Management and Administrative Publications.”

(2) Then select “Forms Design - Consolidation/New/Revision/Overprint/Reinstatement/ Rescission/Supersession.”

(3) Then complete the required information and attach the following:

(a) *For a new form:*

1. Completed ENG Form O-4040 and
2. A document of draft form.

(b) *For a revised form:*

1. Completed ENG Form O-4040 and
2. A document noting the requested changes.

(c) *For a rescinded form:*

1. Completed ENG Form O-4040.
2. A copy of the current form being rescinded.

b. ENG Form O-4040 signatures

(1) Proponent Office Certifying Official’s signature should be no more than one month old.

(2) All other signatures should be less than a year old.

c. If a form is returned to the proponent office, the proponent should address any comments within three months. If comments cannot be resolved within this three-month window, a new ServiceNow ticket will be required.

## **Appendix A References**

### **Section I**

#### **Required Publications**

Unless otherwise indicated, all USACE publications are available on the USACE website at <https://publications.usace.army.mil>. Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>.

#### **AR 25-30**

Army Publishing Program

#### **AR 380-5**

Army Information Security Program

#### **DA Pam 25-40**

Army Publishing Program Procedures

#### **DA Pam 25-403**

Army Guide to Recordkeeping

#### **ER 25-1-115**

Guidance for Preparation and Processing of Information Management Collections

#### **ER 25-30-1**

U.S. Army Corps of Engineers Publications and Forms Management Program

#### **PL 111-274**

Plain Writing Act of 2010 (Available at [www.congress.gov](http://www.congress.gov).)

#### **PL 115-336**

21st Century Integrated Digital Experience Act (Available at [www.congress.gov](http://www.congress.gov).)

#### **SSA-ARC (2010)**

Social Security Administration Guide: Alternate Text for Images (Available at [www.ssa.gov](http://www.ssa.gov).)

#### **Accessibility Training**

(Available at [www.section508.gov/training-home](http://www.section508.gov/training-home).)

### **Section II**

#### **Prescribed Forms**

Unless otherwise indicated, Army forms are available at <https://armypubs.army.mil>. USACE Forms are available at <https://publications.usace.army.mil>.

**DA Form 7874**

Comment Resolution Matrix

**DA Form 260-1**

Request for Publishing DA Training, Doctrinal, Technical and Equipment Publication

**DA Form 260**

Request for Publishing DA Administrative Publications

**ENG Form O-4040**

Publications and Forms Processing Request

## **Appendix B**

### **Processing Army-Level Publications and Forms**

#### **B-1. Processing Army-Level Publications and Forms**

USACE Sponsored Army Publications (this includes AR, DA Pamphlets, etc.) . USACE ARs pertain to all publications outlined in AR 25-30. These publications are generally applicable to all Army components. “USACE Sponsored” refers to when a USACE component is the SME for a functional area and is identified as the proponent. The Administrative Assistant to the Secretary of the Army maintains the authentication authority for all USACE sponsored Army publications. The process for creating/revising Army-level publications include the following steps:

- a. Proponents submit a ticket in ServiceNow to notify the HQUSACE Records Management team that a USACE Sponsored publication is in development.
- b. The HQ ARM notifies the PPM of the publishing action.
- c. PPM will assist USACE proponents with enrolling in Army require publications training course, ensure proponents have all required forms, assist in obtaining required USACE signatures, and route packages to the Army Publishing Directorate (APD).

#### **B-2. Required materials for Army processes**

- a. Publications and Forms 101 Training (Army requirement).
  - (1) DA forms must be used when processing Army publications.
  - (2) DA Form 7874 (Comment Resolution Matrix).
  - (3) DA Form 260-1 (Request for Publishing DA Training, Doctrinal, Technical and Equipment Publication).
- b. DA Form 260 (Request for Publishing DA Administrative Publications).
- c. Additional information for Army training and the publishing process for Army Level publications and forms can be found on the APD webpage at (<https://armypubs.army.mil/>).

## **Appendix C**

### **Other Publication Types**

#### **C-1. Policy and Guidance Memorandums**

Policy Memorandums (PMs) and Guidance Memorandums (GMs) are outside the publication process. They differ from other publications in the following ways:

- a.* AR 25-50 is the governing publication for formatting PMs and GMs.
- b.* PMs and GMs cannot be used as substitute to a USACE publication.

#### **C-2. Headquarters Policy Notice**

HQUSACE Policy Notices (PNs) are permanent directives with limited distribution. HQUSACE PNs only apply to HQUSACE or HQUSACE and a specified field operating agency. The following applies to PNs:

- a.* They do not need to go through the full coordination process described in paragraph 2–4; a review by the Office of Counsel and signature from the Certifying Official is required.
- b.* A ServiceNow submittal is still required. The submittal will include the draft PN and an ENGR Form O-4040 with Sections IV and V completed.
- c.* The Approving Official is the USACE CoS or higher. The functional area owner remains the proponent.
- d.* A PN remains in effect until superseded or rescinded.
- e.* A PN should be prepared using the HQ USACE PN template.

## Appendix D Choosing Publication and Form Type

A publication and form level should match. A publication cannot prescribe or reference a form with a lower level. A lower-level publication can reference a higher-level form. However, the lower-level publication cannot change the purpose of the form and cannot deviate from the guidance established by the prescribing publication.

### D-1. Publication Hierarchy

Table D-1 is intended as a guide to help proponents determine which type of publication is appropriate for their particular publishing action.

<b>Table D-1 Publication hierarchy decision table</b>		
<b>If it is applicable to-</b>	<b>Then it is published as a/an-</b>	<b>Final Approving Authority (section V part C of ENG Form O-4040)-</b>
Personnel Army wide <i>Level 1 publication</i>	USACE Sponsored: Army Regulation (AR) Army Pamphlet (DA Pam) Army Technical Manual (TM)	Administrative Assistant to the Secretary of the Army (AASA)
Personnel USACE wide <i>Level 2 publication</i>	Engineering Regulation (ER) Engineering Pamphlet (EP) Engineering Manual (EM) Engineering Circular (EC)	USACE Chief of Staff (CoS)
USACE Headquarters Personnel only (+/- its Field Operating Agencies) <i>Level 2 Policy Notices</i>	Policy Notice	CoS, DCG, CG
Only personnel within a division <i>Level 3 publication</i>	Division Regulation (XXXR) Division Pamphlet (XXXP) Division Manual (XXXM) Division Circular (XXXC)	Division Commander/Director
Only personnel within a district <i>Level 4 publication</i>	District Regulation (XXXR) District Pamphlet (XXXP) District Manual (XXXM) District Circular (XXXC)	District Commander/Director
Only personnel within a center <i>Level 4 publication</i>	Center Regulation (XXXR) Center Pamphlet (XXXP) Center Manual (XXXM) Center Circular (XXXC)	Center Commander/Director
Only personnel within a field operating agency	Field Operating Agency (FOA) Regulation (XXXR)	Center Commander/Director

<b>If it is applicable to-</b>	<b>Then it is published as a/an-</b>	<b>Final Approving Authority (section V part C of ENG Form O-4040)-</b>
<i>Level 4 publication</i>	FOA Pamphlet (XXXP) FOA Manual (XXXM) FOA Circular (XXXC)	

## D-2. Form Hierarchy

Table D-2 is intended as a guide to help proponents determine which type of form is appropriate for their particular data collection.

**Table D-2**  
**Forms hierarchy decision table**

<b>If it is applicable to-</b>	<b>Then it is published as a/an-</b>	<b>Final Approving Authority (section V part C of ENG Form O-4040)-</b>
Personnel Army wide <i>Level 1 form</i>	USACE Sponsored: DA Form ##	Administrative Assistant to the Secretary of the Army (AASA)
Personnel USACE wide <i>Level 2 form</i>	ENG Form ##	USACE Forms Management Officer
Only personnel within a division <i>Level 3 form</i>	Division Form (XXXR)	Division Commander/Director
Only personnel within a district <i>Level 4 form</i>	District Form (XXXR)	District Commander/Director
Only personnel within a center <i>Level 4 form</i>	Center Form (XXXR)	Center Commander/Director
Only personnel within a field operating agency <i>Level 4 form</i>	FOA Form (XXXR)	Center Commander/Director

## D-3. Form Prescribing Publication

Table D-3 is intended as a guide to help determine which level publication is appropriate for the form level.

**Table D-3**  
**Form Prescribing Decision Table**

<b>If it is a/an -</b>	<b>Then the prescribing publication is a/an-</b>
Personnel Army wide <i>Level 1 form</i>	Army Publication
Personnel USACE wide <i>Level 2 form</i>	USACE Publication
Only personnel within a division <i>Level 3 form</i>	Division Publication
Only personnel within a district <i>Level 4 form</i>	District Publication
Only personnel within a center <i>Level 4 form</i>	Center Publication
Only personnel within a field operating agency <i>Level 4 form</i>	FOA Publication

## **Glossary of Terms**

<b><u>Term</u></b>	<b><u>Definition</u></b>
ABCA	Abbreviations, brevity codes, and acronyms
AR	Army Regulations
ARM	Appointed Records Manager
COE	Corps of Engineers
DoD	Department of Defense
EC	Engineer Circular
ER	Engineer Regulation
EM	Engineer Manuals
ENG	Engineering
EP	Engineer Pamphlet
FOA	Field Operating Agency
FMO	Forms Management Officer
fKPI	Functional Key Performance Indicators
GM	Guidance Memorandum
HQUSACE	Headquarters USACE
PL	Public Law
PN	Policy Notice
PPM	Publications Program Manager
PM	Policy Memorandum
RCS	Report Control Symbol
SME	Subject Matter Expert
USACE	U.S. Army Corps of Engineers