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Engineer Regulation\* 25-30-1

Effective 1 July 2026

CECI-PID

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

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FOR THE COMMANDER:

  
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**Purpose.** This publication establishes polices, assigns responsibilities, and sets the standards for the of U.S. Army Corps of Engineers Publications and Forms program.

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

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

**Proponent and Exception Authority.** The proponent of this regulation is the U.S. Army Corps of Engineers Publications and Forms Management Office. 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.

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\*This regulation supersedes ER 25-30-1, dated 1 March 2021

# ***SUMMARY of CHANGE***

ER 25-30-1

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

This revision, dated 1 June 2026

- This publication serves as a complete rewrite to reflect the modernization and program changes in Army and Department of Defense policies and should be read in its entirety.
- Updates policy for United States Army Corps of Engineers Publication Program (throughout).
- Moves procedural instructions to EP 25-40-1 (throughout).
- Implements administrative formatting changes (throughout).
- Revises ENG Form O-4040.
- Clarifies review and lifecycle requirements.
- Corrects official publication types.
- Incorporates hierarchy descriptions.
- Eliminates ENG Form 6077 (Publications and Distribution Management Checklist).
- Eliminates ENG Form 6078 (Forms and Distribution Management Inspection Checklist).
- Eliminates ENG Form 6086 (Publication Change Request)
- Eliminates ENG Form 6062 (Publications/Forms Review Tracking Sheet).
- Eliminates Errata Sheet.

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**Glossary of Terms**

## 1. Purpose

This publication establishes policies, assigns responsibilities, and sets the standards for the U.S. Army Corps of Engineers Publications and Forms Program.

## 2. Distribution statement

Approved for public release; distribution is unlimited.

## 3. References

See Appendix A.

## 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. 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.

## 5. Associated publications

Procedures associated with this regulation are found in EP 25-40-1.

## 6. Responsibilities

### *a. Chief of Staff will:*

- (1) Serve as the coordinating authority for all Level 1 publications (see Table 1).
- (2) Serve as the signature authority for all Level 2 publications

### *b. Chief Information Officer will:*

- (1) Serve as the Senior Agency Official and functional proponent for the USACE Publications Program.
- (2) Advise the Chief of Staff office on aspects of the USACE Publishing Program.
- (3) Appoint a Publishing Champion (PC), Publishing Control Officer (PCO), and a Forms Management Officer (FMO) in writing to Army Publishing Directorate (APD).

### *c. USACE principal officials include Headquarters (HQ) USACE (HQUSACE) Directors will:*

(1) Be the proponents for Level 1 and 2 Publications and Forms that pertain to their Area of Responsibility (AOR) (see Table 1).

(2) Utilize the publications and forms management program to establish, manage, and support official policy, guidance, and procedures within their AOR.

(3) Budget and allocate the appropriate funds to maintain all publications and forms program standards and lifecycle requirements created within their AOR.

(4) Certify all publications and forms established within their AOR are not redundant, less restrictive, and do not conflict with higher echelon authorities.

(5) Serve as the Requesting Official for publications, forms, and exception to policy requests pertaining to activities under their AOR.

(6) Serve as the Proponent Office Certifying Official for publications and forms under their AOR. Reference EP 25-40-1.

(7) Develop and maintain an action plan to have all publications and forms under their AOR in compliance. The action plan will include, at a minimum, the publication number, proponent, action officer (AO), current issue date, and target revision date. This action plan must be reviewed/updated annually.

(8) Appoint a Publications and Forms Officer (PFO) by completing ENG Form 6072 (Appointment of Publications/Forms Review Officer) and submit it to the Publications Program Manager (PPM).

(9) Ensure a Proponent is assigned for all publications and forms under their AOR.

(10) Ensure an AO is assigned to write/revise, as required, publications and forms under their AOR.

(11) Ensure each Proponent and AO is working with their ARM and PFO for all publication and form actions.

*d. USACE Division, District, Lab, Center, and Field Operating Agency Commanders/Directors will:*

(1) Serve as the subject matter expert (SME) for Level 1 Publications and Forms in their AOR (see Table 1).

(2) Be the certifying official for Level 2 Publications and Forms that pertain to their AOR.

(3) Be the signature authority for Level 3 and 4 Publications and Forms issued within their AOR.

(4) Certify all publications and forms established within their AOR are not redundant, less restrictive, and do not conflict with higher echelon authorities.

(5) Serve as the Requesting Official for publications, forms, and exception to policy requests pertaining to activities under their AOR.

(6) Serve as the Proponent Office Certifying Official for publications and forms under their AOR. Reference EP 25-40-1.

(7) Develop and maintain an action plan to have all publications and forms under their AOR in compliance. The action plan will include, at a minimum, the publication number, proponent, AO, current issue date, and target revision date. This action plan must be reviewed/updated annually.

(8) Appoint a Publications and Forms Officer (PFO) by completing ENG Form 6072 (Appointment of Publications/Forms Review Officer) and submit it to the local Appointed Records Manager (ARM).

(9) Ensure a Proponent is assigned for all publications and forms under their AOR.

(10) Ensure an AO is assigned to write/revise, as required, publications and forms under their AOR.

(11) Ensure each Proponent and AO is working with their local ARM and PFO for all publication and form actions.

e. *Publishing Champion (PC)*. See DA Pam 25-40 for PC duties.

f. *Publications Program Manager (PPM)*. The PPM serves as the USACE official responsible for overseeing the agency's Publications and Forms Management Program. The PPM serves as the PCO and FMO:

(1) Develop and issue policy on publications and forms management practices for USACE and instances in which USACE is designated as the executive agent with publications and forms management responsibilities.

(2) Ensure program integrity by enforcing publications and forms lifecycle requirements for all USACE publications and forms to the maximum extent possible.

(3) Develop and evaluate publications and forms metrics for program compliance and initiate corrective actions when necessary.

(4) Serves as the final approval authority for all ENG Forms.

(5) Review, approve, sign, and forward annually to APD completed DA Form 12s (Request for Establishment of a Publications Account). Coordinate, track, and maintain a list of all ARM DA Form 12 compliance status.

(6) Coordinate publications and forms management objectives with USACE stakeholders such as Freedom of Information Act officials, Office of Counsel, Inspector General, Public Affairs officer, content managers, program managers, etc.

(7) Represent USACE interests to higher level government agencies, APD, Department of Defense (DoD), Office of Management and Budget (OMB), and Administrative Assistant to the Secretary of the Army (AASA), to ensure publications activities and tasks are completed per legislation requirements.

(8) Ensure an index of all official publications and forms prescribed by USACE is maintained at all levels.

(9) Conduct periodic inspections to determine program compliance.

(10) Serve as the approving authority for all exceptions to policy requests issued at the HQUSACE level.

(11) Ensures the monthly functional key performance indicators (fKPI) report is updated and uploads the report to the Strategic Management System (SMS).

(12) Review all HQUSACE publications and forms for regulatory compliance.

*g. Office of Counsel will:*

(1) Provide legal review of all USACE publications prior to submission to records management for authentication.

(2) Coordinate required changes to USACE publications with the proponent's AO.

(3) Provide legal review of USACE forms that the proponent determines may have legal implications.

*h. Engineer Inspector General will determine:*

(1) Each Director has an action plan for the publications and forms under their AOR.

(2) The action plan is being followed.

(3) If a Proponent and AO has been assigned to write/revise publications and forms under their AOR as required for compliance.

*i. Headquarters Privacy Officer will:*

(1) Provide privacy review of all level 1 and 2 USACE forms and publications during the formal review process. Review will ensure compliance with PL 96-511, Privacy Act or Paperwork Reduction Act of 1995, DoDI 5400.11 (DoD Privacy and Civil Liberties Program) and AR 25-22 (Army Privacy and Civil Liberties Program).

(2) Coordinate required changes to forms and publications through the local ARM to USACE publications with the proponent's AO.

(3) Provide privacy review of level 3 & 4 forms and publications as needed.

*j. Headquarters Records Program Manager will:*

(1) Provide records management review of all level 1 and 2 USACE forms and publications during the formal review process. Review will ensure compliance with PL 96-511 and AR 25-400-2.

(2) Assist the proponent with any paperwork when OMB approval is required.

*k. USACE Forms Design Team will:*

(1) Serve as the only authorized team to design and license official HQUSACE and subordinate command forms.

(2) Ensure all forms are designed according to Federal, DoD, and Army design standards.

(3) Ensure the design of electronic forms is consistent and provides accessibility for people with disabilities in accordance with 36 CFR 1194 (commonly referred to as 508 compliance).

*l. Publication Specialist.* The Publication Specialist provides technical advice and consulting for HQUSACE-level publications regarding formatting, style, and consistency. The publications specialist will:

(1) Conduct a format review for all HQUSACE publications to ensure compliance with the requirements in this ER, EP 25-40-1, AR 25-30, and DA Pam 25-40.

(2) Provide feedback and assist customers in achieving proper formatting, style, and design.

(3) Ensure publications adhere to DoD Plain Language and general writing guidelines.

(4) Review and forward waivers received from AOs to the PPM.

(5) Verify HQUSACE publication deviations have an approved waiver signed by the PPM.

(6) Create and maintain publishing templates for all USACE publication types. The templates establish the font, format, layout, and styles for publications. These templates shall be used for all Level 2, 3, and 4 publications. Table 1 lists the publication hierarchy.

(7) Provide applicable guidance and resources to proponents when establishing or revising publications.

(8) Will update the publications and forms fKPI report monthly. This report provides the concurrences status of publications and forms.

*m. Enterprise Records Management (ERM).* ERM provides overall direction to ARM and program development support. ERM Will:

(1) Communicate USACE policy, guidance, and practices to division and district ARM on the publications and forms program.

(2) Review DA Form 12s received from the ARM for accuracy and then submit all requests to PPM for approval.

(3) Ensure ARM receive basic publications and forms management training upon assignment to a USACE ARM position.

(4) Maintain working knowledge of publications and forms program changes, updates, and provides first line assistance to ARM.

*n. Appointed Records Manager.* ARM at all levels are designated as having overall responsibility for the oversight and processing of the publications and forms created within their assigned organization(s). ARM will:

(1) Assign all official publications and forms a publication and/or a forms number.

(2) Ensure the correct publication template was used.

(3) Maintain current repositories for all publications and forms prescribed by their AOR.

(4) Review and validate all publications and forms meet the standards and authenticating requirements outlined in this ER and EP 25-40-1.

(5) Ensure all documents posted on their respective Official USACE Publication and Forms repository pass an accessibility checker prior to posting.

(6) Serve as the only individual authorized to post official publications and forms on their designated repository.

(7) Will update the publications and forms fKPI report monthly. This report provides the concurrencies status for publications and forms.

(8) Work within their chain of command to ensure their Publication and Forms Action Plan is being followed.

(9) Initiate a new DA Form 12 when first becoming an ARM and on the anniversary for each year thereafter. Additional printing guidance is available in AR 25-38.

*o. Proponent.* The proponent is the originating office or individual responsible for initiating, developing, coordinating, and maintaining a publication or form within their AOR. Proponents are solely responsible for the accuracy, currency, and integrity of the content contained within the publications and/or forms. Proponents will:

(1) Ensure information presented in all proposed publications is current, accurate, presented in the correct publication type, and is using the most recent publication template.

(2) Coordinate required changes to forms and publications through the local ARM.

(3) Maintain the official record set of all publications and forms which they have created per the Army records retention requirements and ER 25-60-1.

(4) Ensure their publications meet accessibility standards (for example, section 508 compliance).

(5) Ensure appropriate Subject Matter Experts (SME) review and coordinate on newly developed and revised publications and forms.

(6) Ensure publications do not unnecessarily duplicate or conflict higher headquarters, Army, or DoD policies or procedures.

(7) Document and assign a status for all publications and forms on an ENG Form O-4040 (Publications and Forms Processing Request) 18 months prior to the fifth-year anniversary month of the publications effective date or last certify current date, whichever is later.

(8) Submit all publications and forms action requests with all required and completed documentation outlined in this ER and EP 25-40-1.

(9) Perform an annual review of all publications and forms that they are the proponent of as required by AR 25-30.

*p. Action Officer.* The action officer (AO) is an individual designated by the proponent office to meet publications and forms responsibilities. The action officer and proponent are often used interchangeably, but the proponent office retains ultimate responsibility and accountability. The action officer will:

(1) Serve as the point of contact for a designated publication/form.

(2) Obtain all required coordination signatures of SMEs and stakeholders (offices with responsibilities within the publication).

(3) Obtain legal review and concurrence from the supporting Office of Counsel for all publications.

(a) Concurrence must occur before the Proponent's Certifying Official signature is obtained.

(b) This review is not required for ENG Forms.

(4) Route the signature ready draft publication to the Proponent's Certifying Official for signature. This is required after Office of Counsel review and before the action is submitted to Records Management for authentication.

*q. Publications and Forms Officer (PFO).* PFO's are points of contact commanders appoint to serve as a liaison to the proponent office and assigned local ARM. PFOs:

(1) Represent their office or section in communicating the program requirements during reviews for official publications and forms.

(2) Coordinate with the appropriate proponent/action officer to complete required taskings and/or changes to publications within their appointed AOR.

*r. Contractors.* Contractors are authorized to fill administrative support roles. Contractors will not participate in inherently governmental functions. Contractors will not:

(1) Make decisions on behalf of USACE by accepting or rejecting comments during the staffing process of publications.

(2) Serve as the certifying or approving official for publications and forms.

(3) Serve as either a Coordinator or a PFO.

## **7. Official U.S. Army Corps of Engineers publications**

Publications are officially produced, published, and distributed documents issued for compliance, implementation, and/or information. Publications:

*a.* Reduce costly, ineffective, and redundant information collection and reporting requirements.

*b.* Provide accessible guidance, information, and forms to all applicable users, including the public, unless specifically designated as restricted or classified.

*c.* Create permanent records for USACE historical preservation, a critical information management component for the agency.

*d.* Create a legal presumption that such documents were duly issued, prescribed, and published.

*e.* Will remain in effect until superseded, revised, rescinded, or expired (in the case of circulars).

f. Will conform to a standardized format, style, basic structure, and be consistent with the PL 111-274, Plain Writing Act of 2010.

g. Will be electronically or digitally signed and secured by a DoD Common Access Card. Exception: When a requirement exists for wet signature by law, regulation, or congressional tasking.

h. Publications are separated into two categories: Directive and Nondirective.

(1) *Directive publications*. Are necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit USACE.

(a) Adherence to directive publications is mandatory for users and deviation is not permitted without a waiver.

(b) Directive publications will not implement less restrictive policy than higher-level directives. Publications may be more restrictive than higher-level guidance.

(c) Directive publications can prescribe forms.

(2) *Nondirective publications*. Are informational and suggest guidance that can be modified to fit circumstances.

(a) Nondirective publications will not implement policy.

(b) Nondirective publications cannot prescribe forms.

## 8. Official publication types

a. USACE has assigned levels to all publications based on applicability. Table 1 contains a list of all publication levels.

b. Policy and guidance will only be issued in one of the following publication types:

(1) *USACE Sponsored Army Publications ( this includes Army Regulations (ARs, DA Pamphlets, etc.)- Level 1*. 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 subject matter expert for a functional area and is identified as the proponent. AASA maintains the authentication authority for all USACE sponsored Army publications.

(2) *Engineer Regulation (ER) - Level 2*. ERs are directives that prescribe policies and responsibilities for a USACE Mission. ERs will not duplicate or conflict higher-level directives such as ARs. To reduce the average ER length and aid users in rapidly identifying policies, ERs will prescribe procedures in an associated pamphlet. ERs are directive.

(3) *Engineer Pamphlet (EP) - Level 2.* EPs are instructional publications that guide users on how to carry out policies listed in the pamphlet's prescribing ER. Pamphlets inform and guide personnel in action steps to complete an objective or task. EPs may be directive or nondirective.

(4) *Engineer Manuals (EM) - Level 2.* EMs are instructional publications which provide technical guidance primarily for engineering and design projects. EMs may be directive or nondirective.

(5) *Engineer Circular (EC) - Level 2.* ECs are temporary publications that may remain active for a maximum of two years. These publications contain information on a policy or guidance change that may impose a risk to life, safety, property, or mission if not distributed rapidly.

(6) *HQUSACE Policy Notice (PN) - Level 2.* HQUSACE policy notices are permanent directives with limited distribution. HQUSACE Policy Notices only apply to HQUSACE or HQUSACE and a specified field operating agency.

(7) *Division/ Center Publications - Level 3.* Division or Center publications are issued in the form of a regulation, pamphlet, or circular. Each is designated with either a "D" (for Division), "C" (Center), etc.

(8) *District Publications - Level 4.* District publications are issued in the form of a regulation, pamphlet, or circular. Each is designated with a "D" (for District).

## **9. Publication source of supply.**

a. All publications have one official source of the supply:

(1) DoD directives are available from: <https://www.esd.whs.mil/DD/>.

(2) Army publications are available from: <https://armypubs.army.mil/>.

(3) USACE publications are available from: <https://usace.dps.mil/sites/pubs>.

b. When referencing a publication, the official source of supply should be used.

c. USACE Websites, SharePoint sites, and applications have the authority to link to an official publication.

d. Having a publication electronically stored outside the official source of supply requires approval from the PPM. Linking back to the official source of supply helps to ensure version control is maintained.

## **10. Official forms**

Forms are an officially produced standardized tool used to collect, manage, store, and display data. Forms must satisfy a valid need for information collection to accomplish a

mission requirement that is necessary for the efficient and economical operation of USACE. They are separated into two categories: Prescribed and Adopted.

a. Prescribed forms are created by the issuance of a DoD, Army, or USACE directive.

(1) Adherence to prescribed forms is mandatory for users to whom the subject matter applies.

(a) Changes to a prescribed form must be approved by the proponent.

(b) Changes include the data elements, tabbing order, and issued format. For example, a form prescribed as a portable document format (PDF) cannot be changed to another format without approval from the proponent.

(c) The prescribing publication must address the prescribing forms by type, number, and title. Table 2 lists the form hierarchy. Federal Law, DoD Instructions, and Army Regulations cannot prescribe a ENG form.

(2) Forms that require OMB approval, collect information from the public, or solicit information covered in the PL 96-511, Privacy Act or Paperwork Reduction Act of 1995 will be maintained as prescribed forms.

(3) USACE will only create a new prescribed form when a DoD Form (DD Forms), DA Form (DA Forms), or other government agency form (such as an OPM form) does not already exist to carry out mission requirements.

(4) Forms will not collect social security numbers unless a wavier is granted in accordance with DoDI 1000.30.

b. Adopted forms are those adopted for use by two or more Military Services or DoD agencies. The use of adopted forms is prescribed by a publication issued by each adopting component.

(1) USACE Publications can direct the use of an official form that is prescribed from an applicable higher-level DoD, DA, USACE, or other government directive.

(2) Adopted forms must be used as intended by the prescribing directive.

## **11. Official form types**

All forms must be prescribed by a USACE publication and be available in a digital format to the greatest extent practical in according with the 21st Century Integrated Digital Experience Act, PL 115-336. All USACE electronic forms will be consistent with providing accessibility for people with disabilities in accordance with 36 CFR Part 1194, DoDM 8400.01 and DoDI 7750.07. Form types include:

a. *Electronic Forms.* Electronic Forms include a prescribed set of data residing in an electronic medium that is used to produce a mirror-like image of a hard copy form.

b. *Web-based Forms.* Intranet Websites such as SharePoint used to collect standardized predetermined data fields that can be integrated, managed, processed, and/or transmitted through a processing system are considered a type of electronic form.

c. *System Generated Forms.* System Generated Forms are forms that are electronic that reside in automated systems. System generated forms may differ in appearance but are still subject to the same requirements as all other official USACE Forms.

d. *Specialty Forms.* Specialty forms are certain printed items that may not have fill-in spaces, such as tags, labels, and file covers. Certificates may be considered forms for the purpose of control, printing, stocking, and distribution. Refer to DA Pam 25-38 for printing and distribution procedures.

e. *Reporting Forms.* Reporting forms include internal, interagency, and public information collection. Reporting Forms require additional approval. Refer to DA Pam 25-40 for more information on reporting forms.

## **12. Changes to official forms.**

a. *Form Exceptions.* Exceptions are changes made to a higher authority form. Exceptions require approval through the chain of command from the PPM. Examples of changes that require approval are:

(1) Changes in format.

(a) Paper to PDF.

(b) PDF to electronic application.

(2) Adding/deleting data collection fields.

(3) Adding/deleting field captions and/or static text.

b. *Form Overprints.* Form overprints are forms that add text to existing data fields. Overprints require a command form number. An overprint cannot change any of the data elements.

c. When the higher authority form is rescinded, the form exception or overprint will need to be formally rescinded.

d. When the higher authority form is revised, the form exception or overprint will also need to be revised.

### **13. Form source of supply.**

a. All forms have one official source of the supply:

(1) Standard and Optional forms are available from: <https://www.gsa.gov/forms>.

(2) DD Forms are available from: <https://www.esd.whs.mil/Directives/forms/>.

(3) DA Forms are available from:  
<https://armypubs.army.mil/ProductMaps/PubForm/DAForm.aspx>.

(4) USACE Forms are available from: <https://usace.dps.mil/sites/pubs>.

b. When referencing a form in a publication, the official source of supply should be used.

c. USACE Websites, SharePoint sites, and applications have the authority to link to an official form.

d. Having a form electronically stored outside the official source of supply requires approval from the PPM. Linking back to the official source of supply helps to ensure version control is maintained.

### **14. Test forms**

a. A test form can be used while the prescribing publication is being finalized or to pilot the data capture. DoDM 7750.08 has additional guidance related to test forms.

b. A test form requires a completed ENG Form O-4040.

c. The test suffix can be removed when the prescribing publication is signed. A new ENG Form O-4040 is not required to remove the test suffix.

d. If it is determined the test form is no longer needed, an ENG Form O-4040 should be completed to rescind the form.

### **15. Lifecycle requirements**

AR 25-30 mandates all publications will be certified as current, revised, or rescinded at least every five years.

a. All publications will be rendered outdated five years from the publishing date unless explicitly stated otherwise in the description listed in paragraph 8 (for example, ECs will expire after 2 years).

b. Proponents are responsible for maintaining their publications and forms per the lifecycle requirements. Proponents will provide their local ARM an ENG Form O-4040 to document the publications and forms currency status.

c. Prescribed Forms are generally controlled by their prescribing publication's lifecycle.

*Note.* If the issuing directive for a prescribed form is rescinded the prescribed form must be transferred to a new prescribing publication or it is automatically rescinded/made obsolete.

## **16. Review requirements**

Continuous monitoring allows proponents to initiate appropriate revision actions to ensure compliance with publication lifecycle requirements. Since publications and forms are not all published at the same time, reviews are meant to be conducted continually to ensure accurate and compliant publications and forms. Reviews should be conducted with consolidation and removal in mind.

a. Official publications must be reviewed annually to determine whether continued publication is necessary.

b. Proponents will document the review currency status result on an ENG Form O-4040 and provide a copy to their local ARM.

c. Forms will be reviewed annually with their prescribing publication.

d. Specialty and controlled forms will be reviewed annually to verify inventory and validate currency before initiating a reprint action.

## **17. Currency status**

All publications must be assigned a currency status during their review window. See EP 25-40-1 for specific criteria on designating a publication currency status.

a. **Certified Current.** Publications are marked as certified current when the proponent certifies that all information in the publication is still valid and current with any program changes or policies. Publications and forms may only be certified as current if they are within the five-year lifecycle requirement and have been authenticated.

b. **Administrative Revision.** Publications are marked for an administrative correction when only administrative errors such as grammar, spelling, page numbering, etc. are found for correction.

c. **Revision.** Publications are marked for revision when the organization still has a valid need for the publication but has identified that certain aspects of the content require updates or changes to keep information current.

d. **Transfer Responsibility.** The transferring of responsibility occurs when the current approving authority believes their office no longer has the responsibility for the policy or guidance contained in the publication and a different office has been identified

as the new proponent office. The transferring of responsibility will require a publication revision to reflect new proponent office.

e. **Obsolete.** A publications become obsolete when another publication supersedes it, the proponent office rescinds it, or when it is removed from the publishing repository because it expired (in the case of ECs).

(1) **Supersede.** Superseding a publication or form replaces the previous version with a new edition. Supersession statements are added to every revised publication to alert the user of the current version.

(2) **Rescission.** Publications are marked for rescission when requirements are incorporated into another regulation, the requirement no longer exists, or requirements are duplicated in another publication.

(3) Publications can be either superseded or rescinded, not both.

## **18. Conflicting and unauthorized publications and forms**

Publications and forms not processed in accordance with this ER and EP 25-40-1 create confusion and conflicting policies and procedures. This jeopardizes mission accomplishment and safety. Policy and guidance created outside of the official channels or at the wrong hierarchy level create additional legal consequences for the proponents, coordinators, approving authorities, and command or agency.

a. **Conflicting publications** refer to when information is found in a publication that is already identified in another guidance or contradicts guidance previously published. See EP 25-40-1 for deconflicting publications.

*Note.* Publications can be more restrictive than higher-level guidance. This is not a contradiction; it is a restriction.

b. **Contesting publications.** An office may contest language in a publication after it has been published (see EP 25-40-1 for how to contest publications). Publications may be contested when:

(1) A publication is issued by an office outside of their functional AOR.

(2) A publication is issued without proper SME coordination and requires a correction to the content due to safety, security, or Public Law, Federal statute, DoD, or Army Policy violation concerns.

c. **Unauthorized elements.** Publications will not contain:

(1) Proper names. Names of individuals and products.

(2) Recognition and special acknowledgments of agencies or individuals.

- (3) Advertisements, trade names, trademarks, and unapproved copyright material.
- (4) Graphics and figures. Excessive graphics and color merely for decorative effect.
- (5) Collaboration sites. Links to collaborative workspaces (Microsoft Teams, Zoom, Cisco WebEx, etc; channels, instant messages, and other video conferencing platforms used for specific projects).

## **19. Exception to policy**

When a policy or procedure contained in a USACE publication cannot be met, proponents must request an exception to policy, also known as a waiver. The publications and forms program is a heavily regulated program governed by Public Law, Federal Statute, DoD, and Army policies. Deviations from program requirements necessitate the issuance of an approved waiver. Waivers are granted by the PPM.

### *a.* Publication waivers:

- (1) Are limited to one-year increments; indefinite waivers are not authorized.
- (2) Will be issued for a specific item pertaining to a policy; blanket waivers are not authorized.
- (3) Will not violate Public Law, Federal statute, DoD, or Army Policy.
- (4) Must be submitted in the publication package.
- (5) Must be maintained as a part of the publications/forms record set.
- (6) When a waiver is approved, it communicates that both the authority issuing the waiver and the requesting commander/director accept the risk(s) created by non-compliance.

### *b.* Form Waivers are required:

- (1) When the data capture is integrated into a Web site or application. These forms are not exempt from this Regulation.
- (2) When an alternative to the official form's format is required.
- (3) When a higher authority form cannot be used within USACE.

*c.* Requests to revise a Department of Army, DoD, Standard Form, or Optional Form must come through the chain of command to the PPM. The PPM will forward approved requests to Department of Army for approval.

## 20. Hierarchy and approving authorities

Publications and forms must be certified, approved, signed, and issued at the appropriate hierarchy level to be validated as an authenticated publication. See Table 1 for assistance in determining hierarchy and approving authorities for publications. See Table 2 for the forms hierarchy.

a. Certification. The certifying authority is a leadership official who is at least one level higher than the authoring proponent office. The Certifying Official's office symbol must be at least one tier above the proponent's office symbol. Office symbols are formalized in ER 25-59-1. The certifying official certifies the need for the publication, the currency of information, applicability to USACE personnel, and propriety of the content for the approval authority.

b. Approval. The approval authority is a senior leader at the issuing level responsible for the policies, guidance, and procedures pertaining to their functional area, specialty series, or assigned command. Approvals are captured on ENG Form O-4040. Table 3 provides information on required ENG Form O-4040 signatures based on publication level. Additional details on the approval process are available in EP 25-40-1.

**Table 1**  
**Publication 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 Level 1 publication	USACE Sponsored: Army Regulation (AR) Army Pamphlet (DA Pam) Army Manual (TM)	Administrative Assistant to the Secretary of the Army (AASA)
Personnel USACE wide Level 2 publication	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) Level 2 Policy Notices	Policy Notice	CoS, DCG, CG
Only personnel within a division Level 3 publication	Division Regulation (XXXR) Division Pamphlet (XXXP) Division Manual (XXXM) Division Circular (XXXC)	Division Commander/Director
Only personnel within a district Level 4 publication	District Regulation (XXXR) District Pamphlet (XXXP) District Manual (XXXM)	District 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>
	District Circular (XXXX)	
Only personnel within a center Level 4 publication	Center Regulation (XXXR) Center Pamphlet (XXXP) Center Manual (XXXM) Center Circular (XXXX)	Center Commander/Director
Only personnel within a field operating agency Level 4 publication	FOA Regulation (XXXR) FOA Pamphlet (XXXP) FOA Manual (XXXM) FOA Circular (XXXX)	FOA Commander/Director

**Table 2  
Form Hierarchy Table**

<b>If it is applicable to-</b>	<b>Then it is published as a/an-</b>	<b>Prescribing Document</b>
Government Wide	Standard and Optional Form	44 U.S. Code
DoD	DD Form	DoD Publication
Army	AR Form	Army Publication
USACE	ENG Form	USACE Publication
Division	Division Form	Division Publication
Division/ District / Center wide	District Form	District Publication

**Table 3  
ENG Form O-4040 Signature Requirements - Publications**

<b>Level / Type / Applicability:</b>	<b>Section III:</b>	<b>Section IV:</b>	<b>Section V part A:</b>	<b>Section V part B:</b>	<b>Section V part C:</b>
<i>Level 1 Publication</i>  Personnel Army wide	<ul style="list-style-type: none"> <li>• Every office with roles and/or responsibilities.</li> <li>• The Action Officer</li> <li>• Every SME who reviews the content.</li> </ul>	<ul style="list-style-type: none"> <li>• Office of Counsel</li> <li>• Certifying Official (see para 20a.)</li> </ul>	NA	<ul style="list-style-type: none"> <li>• HQ ARM</li> <li>• Publications Specialist</li> <li>• Privacy Officer</li> <li>• Records Officer</li> <li>• Publications Program Manager</li> </ul>	USACE Chief of Staff
<i>Level 2 Publication</i>  Personnel USACE wide	<ul style="list-style-type: none"> <li>• Every office with roles and/or responsibilities.</li> <li>• The Action Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Office of Counsel</li> <li>• Certifying Official (see para 20a.)</li> </ul>	NA	<ul style="list-style-type: none"> <li>• HQ ARM</li> <li>• Publications Specialist</li> <li>• Privacy Officer</li> <li>• Records Officer</li> </ul>	USACE Chief of Staff

Level / Type / Applicability:	Section III:	Section IV:	Section V part A:	Section V part B:	Section V part C:
	<ul style="list-style-type: none"> <li>• Every SME who reviews the content.</li> </ul>			<ul style="list-style-type: none"> <li>• Publications Program Manager</li> </ul>	
<i>Level 2 Policy Notice</i>  USACE Headquarters Personnel only Or Headquarters Personnel and its Field Operating Agencies	<ul style="list-style-type: none"> <li>• Every office with roles and/or responsibilities.</li> <li>• The Action Officer</li> <li>• Every SME who reviews the content.</li> </ul>	<ul style="list-style-type: none"> <li>• Office of Counsel</li> <li>• Certifying Official (see para 20a.)</li> </ul>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• HQ ARM</li> <li>• Publications Specialist</li> <li>• Privacy Officer</li> <li>• Records Officer</li> <li>• Publications Program Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Chief of Staff</li> <li>• Deputy Commanding General</li> <li>• Commanding General</li> </ul>
<i>Levels 3 Publication</i>  Division / Center wide	<ul style="list-style-type: none"> <li>• Every office with roles and/or responsibilities.</li> <li>• The Action Officer</li> <li>• Every SME who reviews the content.</li> </ul>	<ul style="list-style-type: none"> <li>• Office of Counsel</li> <li>• Certifying Official (see para 20a.)</li> </ul>	<ul style="list-style-type: none"> <li>• Local ARM</li> <li>• Details are in EP 25-40-1.</li> </ul>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• Applicable Commander or Director</li> </ul>
<i>Levels 4 Publication</i>  District	<ul style="list-style-type: none"> <li>• Every office with roles and/or responsibilities.</li> <li>• The Action Officer</li> <li>• Every SME who reviews the content.</li> </ul>	<ul style="list-style-type: none"> <li>• Office of Counsel</li> <li>• Certifying Official (see para 20a.)</li> </ul>	<ul style="list-style-type: none"> <li>• Local ARM</li> <li>• Details are in EP 25-40-1.</li> </ul>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• Applicable Commander or Director</li> </ul>

*Notes:*

*Exception:* When the Certifying Official and the signature authority are the same individual, the Certifying Official may be the Deputy or similar position of authority.

## 21. Processing official publications and forms

All publications posted on the official publication repository must go through the authenticating process. Specific steps on how to create and process official publications and forms are outlined in EP 25-40-1.

## 22. Official publications and forms repositories

(1) The Official USACE Publication website <https://usace.dps.mil/sites/pubs> is the only official repository for Official HQUSACE publications and forms. Local publications and forms are available on the internal-facing Official Publications and

Forms SharePoint page. All USACE Publications will be published in accordance with Administrative Procedures Act.

*b.* The official repository serves as an index for all active publications and forms issued at the HQUSACE Level. Publications and forms will be accessible to the public in accordance with the Administrative Procedures Act unless specifically designated as restricted.

*c.* Publications issued below the HQ level are found on the official publication pages located on the local intranet SharePoint. These publications are accessible to anyone in the network unless specifically listed as restricted.

*d.* Repositories will exclusively contain publication and form types specified in paragraphs 8 and 11.

*e.* Publications or forms not listed in the official repositories are considered obsolete or invalid and should not be used.

*f.* Offices outside the publications and forms program may link to the publications and forms in the official repository; however, uploading copies of publications and forms is not authorized.

*g.* Once publications are superseded, rescinded, or rendered obsolete, the documents must be removed from the official repository and out of circulation.

*h.* Official Repositories may retain an index of superseded, rescinded, and obsolete publications and forms names, status, and number. However, access to the outdated publication and/or form itself must be removed from public access.

*i.* The number of a rescinded or superseded USACE Publication must not be reused. Reuse of a cancelled form number is prohibited.

*j.* ARM are the only officials authorized to maintain, post, and remove documents on the official repositories.

## **Appendix A References**

### **Section I**

#### **Required Publications**

Unless otherwise indicated, all U.S. Army Corps of Engineers publications are available on the USACE website at <https://www.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 Executive Services Directorate website at <https://www.esd.whs.mil>. Code of Federal Regulations (CFR) and Public Law (PL) references are available at <https://www.govinfo.gov>.

#### **AR 25-22**

Army Privacy and Civil Liberties Program

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

Army Publishing Program

#### **AR 25-38**

Army Printing and Distribution Program

#### **AR 25-50**

Preparing and Managing Correspondence

#### **AR 25-400-2**

Army Records Management Program

#### **DA Pam 25-38**

Army Printing and Distribution Procedures

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

Army Publishing Program Procedures

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

Army Guide to Recordkeeping

#### **DoDI 1000.30**

Reduction of Social Security Number (SSN) Use Within DoD

#### **DoDI 5400.11**

DoD Privacy and Civil Liberties Program

#### **DoDI 7750.07**

DoD Forms Management Program

**DoDM 7750.08**

DoD Forms Management Program Procedures

**DoDM 8400.01**

Accessibility of Information and Communications Technology (ICT)

**ER 25-59-1**

Office Symbols

**ER 25-60-1**

Records and Information Management Program

**ER 360-1-1**

Public Affairs

**EP 25-40-1**

Publishing Program Procedures

**PL 96-511**

Paperwork Reduction Act (Available at [www.congress.gov](http://www.congress.gov).)

**PL 111-274**

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

**PL 115-336**

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

**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 12**

Request for Establishment of a Publications Account

**ENG Form O-4040**

Publications and Forms Processing Request

**ENG Form 6072**

Appointment of Publications/Forms Review Officer

## Glossary of Terms

<b><u>Term</u></b>	<b><u>Definition</u></b>
AO	Action Officer
AOR	Area of Responsibilities
AR	Army Regulations
ARM	Appointed Records Manager
DoD	Department of Defense
EC	Engineer Circular
ER	Engineer Regulation
ERM	Enterprise Records Management
EM	Engineer Manuals
ENG	Engineering
EP	Engineer Pamphlet
fKPI	Functional Key Performance Indicators
FMO	Forms Management Officer
HQUSACE	Headquarters USACE
OMB	Office of Management and Budget
PN	Policy Notice
PDF	Portable Document Format
PC	Publishing Champion
PCO	Publishing Control Officer
PFO	Publications and Forms Officer
PPM	Publications Program Manager
PM	Policy Memorandum
SMS	Strategic Management System
SME	Subject Matter Expert
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers

### **Approving Authority**

A senior leadership official who is responsible for the policies, guidance, and procedures pertaining to their functional area, specialty series, or assigned command.

### **Area of Responsibility**

A pre-defined area or geographical location in which a commander is responsible for conducting operations.

### **Directive Publication**

Publications to which adherence is mandatory. These publications implement mandatory guidance for publication users.

### **Expired Publications or Form**

A publication or form that is no longer effective, has been removed from circulation, is obsolete, or whose expiration date has elapsed.

**Form**

A fixed arrangement of captioned spaces designed for entering, extracting, and managing prescribed information. A tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive purpose or objective.

**Non-Directive Publication**

Publications that are informational but to which adherence is not mandatory. These publications suggest guidance for the user, which can be modified to fit circumstances.

**Permanent Records**

The designation applied to records worthy of permanent retention by the United States and accessioned into the National Archives.

**Proponent**

The office responsible for initiating, developing, coordinating, and maintaining a publication or form. The proponent's office symbol must be at least one tier below the Certifying Official's office symbol. Office symbols are formalized in ER 25-59-1.

**Certifying Official**

The individual is responsible to certify the need, currency, and applicability for the publication or form content. They have a leadership position that is at least one level higher than the proponent of a publication or form. The Certifying Official's office symbol must be at least one tier above the proponent's office symbol. Office symbols are formalized in ER 25-59-1.

**Record Set**

Collection of official records related to an individual publication or form. The record set includes but is not limited to ENG Form O-4040, comment resolution matrix, approved waivers, and approved publications.

**Repository**

The centralized located in which the aggregation of USACE Publications and Forms are indexed and maintained.

**Restricted Publication**

Publications containing classified information or controlled unclassified information.

**Rescind**

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

**Revision**

Publications or Forms that supersede or change a previous edition in related publications or forms.