

Summary of Changes

USMEPCOM Pamphlet 25-30, 28 January 2003
Information Management: Records Management
Index of the United States Military Entrance Processing Command Publications

This revision replaces the quarterly updated tables of current, superseded, and rescinded publications with a real-time update available on the USMEPCOM Intranet (MEPNET) (<https://mepnet.mepcom.army.mil>) under PUBLICATIONS, Index of Publications, and on the USMEPCOM Web site (<http://www.usmepcom.army.mil>) under Publications & Forms, Index of Publications.

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Pamphlet
No. 25-30

28 January 2003

Information Management: Publishing and Printing
INDEX OF THE UNITED STATES MILITARY ENTRANCE PROCESSING
COMMAND PUBLICATIONS

FOR THE COMMANDER:

OFFICIAL:

Maurice Buchanan
Deputy Commander/Chief of Staff

/SIGNED/
ROBERT C. URMETZ
Major, USAF
Command Executive Officer

DISTRIBUTION:

A and D (Electronic only publication)

Summary. This pamphlet provides publications information about distribution codes, an explanation of code letters and abbreviations, identifying publications proponents, and the official publications site for United States Military Entrance Processing Command (USMEPCOM) publications. The pamphlet also refers to the electronic Index of Publications for current, superseded, rescinded, and expired USMEPCOM publications.

Applicability. This pamphlet applies to the Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), sectors, and military entrance processing stations (MEPSs).

Suggested improvements. The proponent agency of this pamphlet is HQ USMEPCOM, Command Executive Administrative Support, Support Services (MCEA-SS). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or memorandum, directly to HQ USMEPCOM, ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This pamphlet does not contain management control provisions.

Contents

| | Paragraph | Page |
|---|------------------|-------------|
| Purpose | 1 | 2 |
| Abbreviations and terms | 2 | 2 |
| USMEPCOM publications | 3 | 2 |
| Distribution of USMEPCOM publications | 4 | 2 |
| Distribution codes | 5 | 3 |
| Explanation of code letters and abbreviations | 6 | 3 |
| Office symbols | 7 | 3 |
| Electronic publishing | 8 | 4 |

Glossary**1. Purpose**

This pamphlet refers to the electronic Index of Publications for current, superseded, rescinded, and expired United States Military Entrance Processing Command (USMEPCOM) publications. The pamphlet also provides publications information about distribution codes, an explanation of code letters and abbreviations, headquarters office symbols, and the official publications site for USMEPCOM publications.

2. Abbreviations and terms

Abbreviations and terms used in this pamphlet are explained in the glossary.

3. USMEPCOM publications

The types of USMEPCOM publications listed in this pamphlet are supplements, regulations, changes, pamphlets, handbooks, circulars, interim message changes (IMCs), memorandums, and automatic data systems manuals (ADSMs). Current, superseded, rescinded, and expired publications are listed in the electronic index available on the USMEPCOM Intranet (MEPNET) (<https://mepnet.mepcom.army.mil>) under PUBS/FORMS, Index of Publications, and on the USMEPCOM Web site (<http://www.usmepcom.army.mil>) under Publications & Forms, Index of Publications. This index lists superseded, rescinded, and expired publications for the past 10-year period.

4. Distribution of USMEPCOM publications

a. In compliance with Department of Defense and Department of the Army requirements, USMEPCOM publishes and distributes numbered administrative publications electronically. The USMEPCOM official publications site is the MEPNET. USMEPCOM also provides electronic publications on the Internet.

Note: Publications dated 9 February 1993 or earlier were initially distributed in hard copy only. For an electronic copy of these publications, contact the USMEPCOM Publications Officer at pubs@mepcom.army.mil.

b. HQ USMEPCOM (MCEA-SS) announces the publication and distribution of USMEPCOM publications by e-mail message. The message provides the publication title, number, publication and effective dates, and instructions on how to find the publication on the MEPNET.

5. Distribution codes

Although distribution is electronic only, the following distribution codes identify the intended recipients of USMEPCOM publications:

- a. **A** = HQ USMEPCOM, sectors, and MEPSs.
- b. **B** = HQ USMEPCOM and sectors.
- c. **C** = HQ USMEPCOM.
- d. **D** = Recruiting Services.
- e. **Plus** = Additional distribution.

Note: The proponent of the publication establishes the “plus” distribution and makes the distribution. The number of “plus” distribution copies is shown in parentheses after the plus symbol (+) (for example, A+D+(5)) on the publication.

- f. **Special** = Special distribution.

Note: The proponent establishes the special distribution and makes the distribution. Special distribution is for other-than-normal distribution codes A, B, C, and D above.

6. Explanation of code letters and abbreviations

With the exception of ADSMs, a code letter or abbreviation will follow the publication number in the Index of Publications to show the type of publication. For example, USMEPCOM Reg 1-1 will appear as 1-1R. The code letters and abbreviations used in the Index of Publications are as follows:

ADSM - automated data systems manual
 C – change
 Cir – circular (no longer used)
 H - handbook
 IMC - interim message change (no longer used)
 M - memorandum
 P - pamphlet
 PO - poster
 R - regulation
 S - supplement

7. Office symbols

The “Proponent” column in the Index of Publications shows the HQ USMEPCOM office symbol identifying the proponent for the publication. HQ USMEPCOM office symbols are identified as follows:

PROPONENT

Commander
 Deputy Commander/Chief of Staff
 Inspector General
 Staff Judge Advocate
 Senior Enlisted Advisor
 Civilian Personnel Office
 Equal Employment Opportunity

OFFICE SYMBOL

MCDR
 MDC/MCS
 MIG
 MJA
 MSEA
 MCP
 MEEO/EO

PROPONENT**OFFICE SYMBOL**

| | |
|---|---------|
| Public Affairs Office | MPA |
| Internal Review & Audit Compliance | MIR |
| Command Executive Administrative Support | MCEA |
| Support Services | MCEA-SS |
| Human Resources Directorate | MHR |
| Operations Directorate | MOP |
| Program Analysis and Evaluation Directorate | MAE |
| Medical, Plans and Policy Directorate | MMD |
| Resource Management Directorate | MRM |
| Information Technology Directorate | MIT |
| Facilities Directorate | MFA |

8. Electronic publishing

a. USMEPCOM publishes electronically according to Department of Defense and Department of the Army requirements. The MEPNET (<https://mepnet.mepcom.army.mil>) library of publications and forms is the only official publication site for USMEPCOM electronic administrative publications and forms. Users may print publications and forms, if needed; however, the only official version is the electronic version on the MEPNET.

(1) Users may view publications on the MEPNET in the hypertext markup language (html) format for quick reference or may choose "SOURCE DOCUMENT" on the index page for a Microsoft Word version of the publication to download for printing.

(2) For publications not on the MEPNET, users should contact the USMEPCOM Publications Officer (pubs@mepcom.army.mil).

b. Publications are also available on the Internet (<http://www.usmepcom.army.mil>) as portable document file (.pdf) files.

Glossary

Section I ***Abbreviations***

AR
Army regulation

DA
Department of the Army

e-mail
electronic mail

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

html
hypertext markup language

IMC
interim message change

MEPNET
United States Military Entrance Processing Command Intranet

MEPS
military entrance processing station

pdf
portable document file

USMEPCOM
United States Military Entrance Processing Command

Section II ***Terms***

hard copy
Printed paper copy of a document.