

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
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USMEPCOM Pamphlet
No. 25-31

13 June 1990

Information Management: Publishing and Printing
INITIAL DISTRIBUTION AND RESUPPLY OF PUBLICATIONS AND BLANK FORMS

Summary. This is a complete revision which brings this pamphlet in line with changes appearing in Department of the Army (DA) Pamphlet 25-33, 1 June 1988.

Applicability. This pamphlet applies to Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), sectors, and Military Entrance Processing Stations (MEPS).

Impact on New Manning System. This pamphlet does not contain information that affects the New Manning System.

Interim changes. Interim changes to this pamphlet are not official unless they are authenticated by the Director, Personnel and Administration, HQ USMEPCOM. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency for this regulation is the Directorate of Personnel and Administration, HQ USMEPCOM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MEPCPA-AR, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

Internal control systems. This pamphlet is not subject to the requirements of Army Regulation (AR) 11-2.

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*This pamphlet supersedes USMEPCOM Pam 310-4, 15 October 1987.

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1. Purpose

To assist the MEPS with procedures for maintaining Army, Air Force, Navy, Marine Corps, and United States Military Entrance Processing Command (USMEPCOM) publications and blank forms.

2. References

Required and related references are at appendix A.

3. Explanation of terms

Abbreviations used in this pamphlet are explained in the glossary.

4. Policies

Methods and procedures for obtaining publications and blank forms vary for each Service. Information and guidance for each Service is contained in appendixes B through E. Additional requirements and/or requests for assistance should be directed to the appropriate sector.

5. Procedures

a. Initial distribution and resupply of Army publications and blank forms. Commanders of sectors and MEPS will establish and maintain an account with Baltimore and St. Louis publication centers for required Army publications and forms. Commanders of overseas stations will establish and maintain a publications account with the nearest overseas U.S. Army publication center. Pinpoint distribution is a method for initial distribution, directly to organizations and units, of new and revised publications and changes to publications. Detailed instructions on the pinpoint method are found in AR 25-30 and DA Pam 25-33. When properly maintained, this system provides most of the publications required for normal operation. The resupply system, DA Form 4569 (USAPC Requisition Code Sheet), will be used to obtain publications which have already been distributed. DA Pam 310-10 contains detailed requisitioning instructions. The DA Form 12-99-R (DA Form 12-Series Subscription Change Sheet) will be used for adjustments to subscription requirements already on file with the U.S Army publication centers. It will also be used as the initial manual input document for 12-series electronic forms (E-forms) requirements.

b. Initial publications distribution file. Each MEPS will have on file, under file number 310-2i, a current copy of the DA form 12-Series publications center printout with the latest reviews and/or changes. Publication centers furnish a printout periodically. The Baltimore Publications Center will furnish a computer printout for Baltimore and St. Louis accounts upon request. This printout must be compared with the USMEPCOM prescribed subscription

for MEPS as listed in this pamphlet and used as a reference to conduct periodic reviews. The USMEPCOM prescribed subscription for MEPS is located at appendix B. Subscription includes the following forms:

DA 12-Series E-forms

E-forms are used solely as a point of reference for gathering requirements data for specific publications. They are not actual forms. They are not printed as blank forms, cannot be locally reproduced or requisitioned. DA Pam 25-30 is the prescribing directive.

DA Form 12-04-E (Subscription Numbers, Part I (Miscellaneous Administrative Publications and Posters))

DA Form 12-05-E (Subscription Numbers, Part II (Professional Development Publications))

DA Form 12-09-E (Subscription Numbers, Part IV (ARs, Cirrs, and Pams))

DA Form 12-11-E (Subscription Numbers, Part V (FMs, MQSs, STPs, and TCs))

DA 12-Series Other Forms

DA Form 12-21-R (Subscription for Federal and DA Supply Catalog Identification Lists)

DA Form 12-34-R (Subscription for Department of the Army Supply Bulletins)

DA Form 12-34B-R (Subscription for Department of the Army Non-Equipment Technical Manuals)

DA Form 12-34C-R (Subscription for UNCLASSIFIED Department of the Army Technical Bulletins)

(1) One copy of DA Form 12-R (Request for Establishment of a Publications Account) will be submitted for each MEPS Test Control Material Account and each publications and blank forms account. All DA forms 12-R must show original signatures (not reproduced copies). Copies of the DA Form 12-R will be reproduced at HQ USMEPCOM after block 15a has been signed by the Records Administrator. A copy is retained at HQ USMEPCOM, one copy is returned to sector and MEPS and the original DA Form 12-R is forwarded to Baltimore. Samples for completed DA form 12-R are at USMEPCOM Suppl 1 to AR 310-2.

(2) A corrected printout should include all items (in the exact quantities) prescribed by this pamphlet. The only exception is requirements for Soldier Training Publications (STP). These requirements are determined by MEPS based on the number of Army enlisted personnel assigned/attached. Changes to STP's must be submitted by MEPS as personnel changes dictate. Any

discrepancies between the Baltimore printout and this pamphlet must be reflected on DA Form 12-99-R and resubmitted to Baltimore. Detailed instructions for preparation and submission of changes are contained in AR 25-30 and DA Pam 25-33. It should be noted that submission of changes requires only entries for those items actually changed. No entry is made for items remaining the same.

(3) MEPS requirements may vary, the only level of distribution not authorized is E. MEPS are authorized A, B, C, and D level publications.

(a) "A" publications are applicable to company and similar organizational levels.

(b) "B" publications are applicable to battalion, brigade, regiment, group, and battle group levels.

(c) "C" publications are applicable to installations, activities, and commands down to and including headquarters of divisions and comparable commands.

(d) "D" publications are applicable to Headquarters, Department of the Army (HQDA), major Army commands (MACOMs) and installations and activities subordinate to HQDA and MACOMs.

(e) "E" publications are applicable to HQDA, the Army Staff, and MACOM headquarters.

(4) The listing and class of distribution is found in DA Pam 25-30 which is published quarterly on microfiche. (See DA Pam 25-33, chapter 5, for instructions on how to use DA Pam 25-30.)

(5) A DA Form 12-series initial distribution requirement review for MEPS will be conducted annually by HQ USMEPCOM, MEPCPA.

(6) Authorized publications which are not received on initial distribution must be reordered on DA Form 12-99-R. Publications listed in DA Pam 25-30 must be ordered through the Baltimore Publications Center, this center also edits publications for the St. Louis Publications Center.

(7) USMEPCOM Form 341 (Distribution Record Card) is prescribed for HQ USMEPCOM use only.

c. Resupply of blank forms. Inquiries or tracer actions on blank forms should be directed to the center that makes distribution (Baltimore or St. Louis).

(1) MEPS normally obtaining forms directly from the U.S. Army publication centers should use the automatic digital network (AUTODIN) system, and submit requisitions to the Baltimore Publications Center. Baltimore, through the computer, will ship from either Baltimore or St. Louis, as appropriate. MEPS not having card punch capability should transmit the

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completed DA Form 4569 with a properly completed memorandum as shown in DA Pam 310-10, chapter 4.

(a) MEPS will maintain a 180-day stock level of the following mission essential blank forms:

Department of Defense (DD)

4/1, 4/2, and 4/3	Enlistment/Reenlistment Document
93	Record of Emergency Data
652	Meal Ticket (Accountable)
652N	Meal Ticket "
652MC	Meal Ticket "
1304.12PTANSWRSHTOCT89	
	Armed Services Vocational Aptitude Battery (ASVAB) Answer Sheet
1304.12K	ASVAB Scoring Worksheet

Standard Forms (SF):

88	(USMEPCOM Overprint) Report of Medical Examination
93	(USMEPCOM Overprint) Report of Medical History
1169	Transportation Request (Accountable)

All USMEPCOM Testing forms. (See USMEPCOM Reg 611-1).

(b) MEPS will maintain a 120-day stock level of the following mission essential blank forms:

Department of Defense (DD):

2005	Privacy Act Statement - Health Care Record
------	--

Standard Forms (SF):

507	Clinical Record
513	Medical Record - Consultation Sheet
519B	Radiologic Consultation Request/Report

All USMEPCOM mission essential forms. (See USMEPCOM Pam 25-32).

(c) All MEPS and substation will maintain DA Form 479 (Publication and Blank Form Stock Record Card (Vertical File)) (fig. B-1) to maintain accurate stock records on all mission essential forms, and to establish stock levels. An example of the entries normally used in maintaining accurate stock levels is at figure B-1. Stock records for transportation and testing forms will be kept current and inventoried during the month of July by a disinterested official designated by the MEPS commander. Findings will be recorded on an informal memorandum and retained on file. Stock records for all other mission essential forms other than

transportation and testing will be reviewed annually during the month of July by the Unit Publications Officer. A statement as to findings will be prepared on an informal memorandum and retained on file under file number 310-2j.

(d) Resupply of forms. Sector and MEPS should order monthly to replenish those high usage forms issued during the previous month. The quantity ordered for a particular form should take into consideration the average lead time needed to fill the order by the supply point. Forms that have low volume usage may be ordered quarterly or as needed.

(2) MEPS obtaining forms support from support installations or HQ USMEPCOM must submit requirements on DA Form 17 (Requisition for Publications and Blank Forms) in duplicate or as local requirements indicate.

(3) MEPS will not stock or requisition DA, DD, SF, or Optional Forms which are unique to the recruiting services. These forms are to be requisitioned by the recruiting Service personnel from the appropriate recruiting Service.

d. Resupply of publications. Procedures are the same as in c above. Inquiries or tracer actions on publications should be directed to the publications center that normally makes distribution.

e. When you receive a due out it means:

(1) You correctly ordered the desired item; i.e., your DA Form 4569 was correctly coded and transmitted to the center.

(2) The publication center has no stock left of the desired item and is waiting for delivery of resupply stock.

(3) Your order has been placed on a computer file called the "due out file" and will be filled automatically when more stock of the desired item is received at the center.

(4) After you have received a due out, the following actions are recommended:

(a) Place the due out notice in your suspense file for follow up review. (NOTE: All advice of supply codes are sent out from the center in one of two ways; a punched card transmitted over AUTODIN or a paper document mailed to you from the center.)

(b) Upon receipt of the item you ordered, remove the due out notice from your suspense file and destroy it. An item which has been sent to you to fill a due out order is easy to identify. The letters DR (for due out release) will be printed in the special action block of the mailing label.

(c) In some cases, the center may cancel your due out instead of filling your order. This is called a due out cancellation and is discussed below:

f. Due out cancellations. When you receive a due out cancellation it means:

(1) You previously had a properly established due out for the item.

(2) For one of the following reasons, the center canceled your order:

(a) Two hundred and seventy calendar days passed since you received your due out notice. All due outs which the center has not filled within 270 days are automatically canceled. The 270 days are counted from the day the order was processed by the center's computer.

(b) The proponent (the writer) has taken some action which prevents the center from having the item you have ordered reprinted. This can happen if the proponent initially agreed to reprint the item as it was and afterwards decides to rescind, supersede, or revise the item.

g. Due out cancellation actions. The following actions are recommended for handling due out cancellations:

(1) Remove your original due out notice and attach the due out cancellation to it. Refile both notices as a 30-day suspense item for follow up.

(2) Immediately (not later than 30 days) reorder the item. When making the second order, be sure to fill out DA Form 4569 exactly as the first order appeared. You will receive back one of the following items:

(a) A new due out notice for the item. This means that your first due out was canceled because 270 days had passed. The item you have ordered is still a good item and due out has been reestablished.

(b) A different advice of supply code such as RC (rescinded), SS (superseded), or UR (under revision) will be issued to you. In this case, you will know the original item you ordered is no longer available, and you must now take some other action based on the new advice of supply given you.

h. General. In the majority of cases, if you receive a due out notice, you will eventually receive the item you want. Due out and due out cancellations will not cause you problems if you take the time and effort to understand the publications system, and carefully monitor the status of your orders. An important last word on due outs is you should never reorder an item if you have a valid due out established, and have not received a due out cancellation notice. If you are not careful, the system will establish multiple due outs on the same item, and when your orders are finally filled, you will end up getting more stock than you need.

i. Error message. Occasionally you will receive an error message from the publications center.

(1) The message may take either one of two forms.

(a) Computer printed message.

(b) A computer card

(2) Each error message will show you the information listed in columns 1 through 60 of your requisition (DA Form 4569). In addition it will give you a digit alphanumeric error code, which will tell you why that portion of your requisition was rejected.

(a) Look up the code in DA Pam 310-10, appendix G, make appropriate correction and resubmit.

(b) The most common code is ER (Cannot Identify). To correct this, check your index (DA Pam 25-30). Columns 11 through 38 and columns 50 through 54 must match the index listing exactly, to include dashes, slashes, etc.

j. Initial distribution and resupply of Air Force publications and blank forms.

(1) Each sector and MEPS have a publications and blank forms account established with the supporting Air Force Publications Distribution Office (PDO). Air Force publications recommended for MEPS use are listed at appendix C. Each sector and MEPS is encouraged to establish a customer account with the nearest PDO. Refer to Air Force Regulation (AFR) 10-4 for Air Force addresses. The publications listed at appendix C are a recommended listing, not all inclusive, and additions/deletions should be made as the local situation dictates.

(2) Once the customer account is established with the PDO, it is essential to follow the PDO's guidance to ensure publications and forms support is provided. Do not try to circumvent the system; use it as it was designed.

(3) Any problems encountered by a MEPS in obtaining/maintaining support from the PDO should be elevated through sector to HQ USMEPCOM, ATTN: MEPCPA-AR for resolution.

k. Initial distribution and resupply of Navy publications and blank forms.

(1) Initial distribution. An initial distribution of Navy publications most needed by the MEPS is automatically furnished by Standard Navy Distribution List.

(2) Resupply (publications). Navy publications can be obtained from the Naval Publications and Forms Center, Philadelphia, PA using DD Form 1348 (DOD Single Line Item Requisition System Document (Manual)) and the Department of Defense (DOD) activity address code (DODAAC) listed at appendix D. MEPS should maintain as a minimum the publications listed at appendix D.

(3) Navy forms (listed at appendix D) required for sector and MEPS operations can be requisitioned monthly from this headquarters on a DA Form 17 in duplicate. Care must be taken not to overstock and hoard since forms are obtained by this headquarters on a reimbursable basis and are readily available to MEPS.

1. Initial distribution and resupply of Marine Corps publications and blank forms.

(1) Marine Corps publications are issued on a need-to-act/need-to-know basis. Initial distribution and resupply is made based on quantities authorized in your established Individual Activity Table of Allowance for Publications (TAP). An account has been established with the Commandant of the Marine Corps (HQSP-2) so each activity can requisition Marine Corps orders bulletins/publications directly from the publication stock point. MEPS Individual Activity Codes (IAC) (account numbers) are contained at table E-1.

(2) Instructions for requesting SF 1169 U.S. Government Transportation Requests (GTRs) and DO Form 652MC meal tickets are contained in appendix E.

(3) Only a few blank forms are necessary to support our Marines and can be obtained from your supporting Inspector-Instructor Staff (I&I Staff).

(4) The Marine Corps publications and regulations received are based on what is authorized by an approval TAP. MEPS should review the TAP at least annually and request necessary increases/decreases. If the TAP is over a year old, an update can be obtained by writing the Commandant of the Marine Corps (HQSP-2), Headquarters, U.S. Marine Corps, Washington, DC 20380-0001, or calling (202) 694-1463/2951. Ensure the IAC is included in all requests.

(5) To request a change to the TAP, send a request to the Commandant of the Marines (HQSP-3) for letter-type orders, (HQSP-2) for manuals. Ensure you show your IAC and point of contact. List your desired changes in 3 columns, i.e.,:

<u>CODE</u>	<u>QUANTITY</u>	<u>REMARKS</u>
A	001	(Used for justification only if
H	000	required. Check MCO P5600.31 par
		3202.2a (3))

(The code you want to change) (in 3 digits, the quantity you want)

m. U.S. Coast Guard Transportation Requests/U.S. Government Transportation Requests (GTR) (SF 1169) are unavailable with the U.S. Coast Guard (USCG) payment office preprinted in the "Bill charges to" space on the GTR (see appendix F).

n. Initial distribution and resupply of USMEPCOM publications and blank forms.

(1) Initial distribution.

(a) Publications. HQ USMEPCOM staff elements preparing publications indicate the distribution desired by using the appropriate symbol listed in USMEPCOM Suppl 1 to AR 310-2. Copies of applicable publications are automatically forwarded to the sector/MEPS whenever a publication is revised or a change is issued.

(b) Forms. HQ USMEPCOM staff elements initiating new or revised forms indicate desired distribution of the form(s) on DA form 1167 (Request for Approval of Form).

(c) Indexes to publications and blank forms. USMEPCOM Pam 25-32 and USMEPCOM Pam 25-30 are updated and published at least twice annually.

(2) Resupply.

(a) Sectors and MEPS will submit requisitions for resupply of USMEPCOM publications and blank forms to HQ USMEPCOM, ATTN: MEPCPA-MP on a DA Form 17 in duplicate. Requisitions will be consolidated and forwarded once per month, unless circumstances prevail which require emergency action. In such cases, the special requisition must contain a statement in the justification block of the DA Form 17.

(b) MEPS will provide recruiting services through the Service liaisons in their local area with required USMEPCOM forms.

(c) To acquire an item in a quantity that normally exceeds previous established usage, a justification statement must be entered in block 2 of the DA form 17.

(d) Requests for USMEPCOM publications will be limited to one copy each, unless submitted as special requisition and sufficiently justified. Four copies of each initial publication are issued per MEPS, and this amount has been determined to be adequate. Requests for resupply of USMEPCOM publications should be limited to exceptional circumstances. Recruiting services and any other activities requiring USMEPCOM publications must submit their own requisitions through their publication channels.

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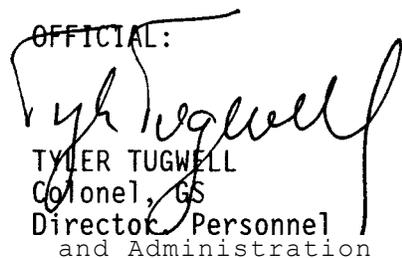
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(3) Publications/Forms Order Information. USMEPCOM Form 310-2 (Publications/Forms Order Information) will be utilized to disseminate guidance to sectors and MEPS as orders are filled at the HQ USMEPCOM publications stockroom. This form will be packed and shipped with the forms and/or publications requested, and will be annotated with helpful guidance to be utilized when receiving activity prepares the next regular order.

(MEPCPA-AR)

FOR THE COMMANDER:

WILLIAM E. KAIL
Colonel, GS
Chief of Staff

OFFICIAL:

TYLER TUGWELL
Colonel, GS
Director, Personnel
and Administration

DISTRIBUTION:

A

**Appendix A
References**

**Section I
Required Publications**

AFR 10-4

Air Force Directory. Cited in paragraph 5j (1).

AR 25-30

The Army Integrated Publishing and Printing Program. Cited in paragraphs 5a and 5b(2).

AR 55-355

Defense Traffic Management Regulation. Cited in paragraph F-3.

DA Pam 25-30

Consolidated Index of Publications and Blank Forms. Cited in paragraphs 5b(4), 5b(6), and 5i(2)(b).

DA Pam 25-33

The Standard Army Publications System (STARPUBS. Revision of the DA 12 Series Forms, Usage and Procedures. Cited in paragraphs 5a, 5b(2), and 5b(4).

DA Pam 310-10

The Standard Army Publications System (STARPUBS): Users Guide. Cited in paragraphs 5a, 5c(1), and 5i(2)(a).

USMEPCOM Reg 611-1

Enlistment Qualification Tests. Cited in paragraph 5c(1)(a).

USMEPCOM Suppl 1 to AR 310-2

The Army Integrated Publishing and Printing Program. Cited in paragraphs 5b(1) and 5n(1)(a).

USMEPCOM Pam 25-30

Index to the United States Military Entrance Processing Command Publications. Cited in paragraph 5n(1)(c).

USMEPCOM Pam 25-32

Index to USMEPCOM Forms and Form Letters and Mission Essential SF and DD Forms. Cited in paragraph 5n(1)(c).

**Section II
Required Forms**

DD Form 1348

DOD Single Line Item Requisition System Document (Manual). Cited in paragraph 5k(2) and D-5b.

DD Form 1348-6

DOD's Single Line Item Requisition System Document (Manual Long-Form). Cited in paragraph F-3.

DA Form 12-R

Request for establishment of a Publications Account. Cited in paragraph 5b(1).

DA Form 12-99-R

DA Form 12-Series Subscription Change Sheet. Cited in paragraphs 5a, 5b(2), and 5b(6).

DA Form 17

Requisition for Publications and Blank Forms. Cited in paragraphs 5c(2) and 5n(2) (a).

DA Form 479

Publications and Blank Form Stock Record Card (Vertical File). Cited in paragraph 5c(1) (c).

DA Form 2028

Recommended Changes to Publications and Blank Forms. Cited in the suggested improvements paragraph.

DA Form 4569

USAPC Requisition Code Sheet. Cited in paragraphs 5a, 5c(1), 5e(1), 5g(2), and 5i(2).

USMEPCOM Form 310-2

Publications/Forms Orders Information. Cited in paragraph 5n(3).

Section III

Related Forms

DOD Form 1304.12PTANSWRSHTOCT89

Armed Services Vocational Aptitude Battery (ASVAB) Answer Sheet

DOD Form 1304.12K

ASVAB Scoring Worksheet

DD Forms 4/1, 4/2, and 4/3

Enlistment/Reenlistment Document

DD Form 93

Record of Emergency Data

DD Form 652

Meal Ticket

DD Form 652N

Meal Ticket

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DD Form 652MC

Meal Ticket

DD Form 2005

Privacy Act Statement-Health Care Record

DA Form 12-04-E

Subscription Numbers, Part I (Miscellaneous Administrative Publications and Posters)

DA Form 12-05-E

Subscription Numbers, Part II (Professional Development Publications)

DA Form 1167

Request for Approval of Form

SF 88 (USMEPCOM Overprint)

Report of Medical Examination

SF 93 (USMEPCOM Overprint)

Report of Medical History

SF 507

Clinical Record

SF 513

Medical Record-Consultation Sheet

SF 519B

Radiologic Consultation Request/Report

SF 1169

U.S. Government Transportation Request

USMEPCOM Form 341

Distribution Record Card

Section IV

Prescribed Records

310-2i

Initial Distribution Requisitions. Cited in paragraph 5b.

310-2j

Publication Stock Record Cards. Cited in paragraph 5c(1)(c).

Appendix B
MEPS Prescribed Subscriptions of Army Publications

UPDATE HANDBOOKS

<u>Publication No.</u>	<u>Title</u>	<u>Quantity</u>
UPDATE 1	Reserve Components Personnel Handbook	2
UPDATE 2	Unit Supply Handbook	2
UPDATE 3	Maintenance Management Handbook	2
UPDATE 4	Morale, Welfare, and Recreation	1
UPDATE 5	All Ranks Personnel Handbook	2
UPDATE 6	Officer Ranks Personnel Handbook	2
UPDATE 7	Enlisted Ranks Personnel Handbook	2
UPDATE 9	Message Address Directory Handbook	1
UPDATE 10	Physical Security Handbook	1
UPDATE 11	Evaluation Handbook	2
UPDATE 12	Military Occupational Classification and Structure	1

ARs

<u>Publication No.</u>	<u>Title</u>	<u>Quantity</u>
AR 1-20	Legislative Liaison	1
AR 1-27	Reduction of Administrative Workload for Unit Commanders Program	1
AR 1-100	Gifts and Donations	1
AR 1-101	Gifts for Distribution	1
AR 1-201	Inspections	1
AR 1-210	Participation in Activities of Private Associations	1
AR 1-211	Attendance of Military and/or Civilian Personnel at Private Organization Meetings	1
AR 5-9	Intraservice Support Installation Area Coordination	1
AR 5-16	Army Supplement to Defense Regional Interservice Support (DRIS) Regulation	1
AR 5-20	Commercial Activities Program	1
AR 10-52	U.S. Military Enlistment Processing Command	1
AR 11-2	Internal Control Systems	1
AR 15-6	Procedures for Investigating Officers and Boards of Officers	1
AR 18-12-1	Catalog of Standard Data Elements and Codes: General Administration	1

<u>Publication No.</u>	<u>Title</u>	<u>Quantity</u>
AR 20-1	Inspector General Activities and Procedures	1
AR 25-1	The Army Information Management Program	1
AR 25-30	The Army Integrated Publishing and Printing Program	2
AR 25-50	Preparing and Managing Correspondence	5
AR 25-400-2	The Modern Army Recordkeeping System (MARKS)	2
AR 27-1	Judge Advocate Legal Service	1
AR 27-3	Legal Assistance	1
AR 27-10	Military Justice	1
AR 27-20	Claims	1
AR 27-40	Litigation	1
AR 28-86	U.S. Army Contemporary Military Reading Program	1
AR 37-1	Army Accounting Guidance	1
AR 37-12	The Interfund Billing System	1
AR 37-100, FY	The Army Management Structure	1
AR 40-1	Composition, Mission and Functions of the Army Medical Department	2
AR 40-3	Medical, Dental and Veterinary Care	2
AR 40-5	Preventive Medicine	2
AR 40-14	Control and Recording Procedures for Exposure to Ionizing Radiation and Radioactive Materials	2
AR 40-26	Tuberculosis Detection and Control Program	1
AR 40-330	Rates Codes, Expense and Performance Reporting Systems Centralized Billing, and Medical Services Accounts	1
AR 40-501	Standards of Medical Fitness	4
AR 55-6	Policies and Procedures for Obtaining Passenger Reservations for DOD International Air Travel	1
AR 55-13	Appointment of Transportation and Acting Transportation Officers	1
AR 55-60	Official Table of Distances (CONUS)	1
AR 55-61	Official Table of Distances: Foreign Travel	1
AR 55-355	Defense Traffic Management Regulation	1

<u>Publication No.</u>	<u>Title</u>	<u>Quantity</u>
AR 55-355, VOL 2	Transportation Facility Guide	1
Ar 55-358	Terminal Facilities Guide: United States Navy, Marine Corps and Coast Guard	1
AR 55-359	Terminal Facilities Guide: U.S. Air Force	1
AR 105-23	Administrative Policies and Procedures for Base Telecommunications Services	1
AR 145-1	Senior ROTC Program Organization, Administration and Training	1
AR 145-2	Junior Reserve Officer Training Program	1
AR 165-20	Duties of Chaplains and Responsibilities of Commanders	1
AR 190-5	Motor Vehicle Traffic Supervision	1
AR 190-40	Serious Incident Report	1
AR 195-5	Evidence Procedures	1
AR 210-11	Installations - Billeting Operations	1
AR 210-50	Family Housing Management	1
AR 310-10	Military Orders	1
AR 310-25	Dictionary of United States Army Terms	1
AR 310-50	Authorized Abbreviations and Brevity Codes	1
AR 340-3	Official Mail Cost Control Program	1
AR 340-5	Correspondence Distribution	1
AR 340-9	Office Symbols	1
AR 340-17	Release of Information and Records for Army Files	1
AR 340-21	The Army Privacy Program	1
AR 350-15	The Army Physical Fitness Program	5
AR 350-37	Individual Training Evaluation Program	1
AR 351-1	Individual Military Education and Training	1
AR 360-5	Army Public Affairs Public Information	1
AR 360-61	Community Relations	1
AR 380-5	Department of the Army Information Security Program	1
AR 380-13	Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations	1
AR 380-67	The Department of the Army Personnel Security Program Regulation	1

<u>Publication No.</u>	<u>Title</u>	<u>Quantity</u>
AR 380-380	Automation Security	1
AR 385-10	Army Safety Program	1
AR 385-40	Accident Reporting and Records	1
AR 385-55	Prevention of Motor Vehicle Accidents	1
AR 405-16	Homeowner's Assistance Program	1
AR 420-17	Real Property and Resource Management	1
AR 405-20	Federal Legislative Jurisdiction	1
AR 420-22	Preventive Maintenance and Self-Help Program	1
AR 420-81	Custodial Services	1
AR 420-90	Fire Protection	1
AR 525-13	Army Terrorism Counteraction Program	1
AR 600-6	Individual Sick Slip	1
AR 600-8	Military Personnel Operations	1
AR 600-8-1	Army Casualty and Memorial Affairs and Line of Duty	1
NR 600-8-2	Suspension of Favorable Personnel Actions (FLAGS)	1
AR 600-15	Indebtedness of Military Personnel	1
AR 600-20	Army Command Policy	1
AR 600-25	Salutes, Honors, and Visits of Courtesy	1
AR 600-29	Fund Raising within Department of the Army	1
AR 600-37	Unfavorable Information	1
AR 600-50	Standards of Conduct for Department of the Army Personnel	1
AR 600-55	Motor Vehicle Driver and Equipment Operator Selection Training, Testing, and Licensing	1
AR 600-60	Physical Performance Evaluation System	1
AR 600-75	Exceptional Family Member Program	1
AR 600-85	Alcohol and Drug Abuse Prevention and Control Program	1
AR 600-290	Passports and Visa	1
AR 601-210	Regular Army and Army Reserve Enlistment Program	1
AR 601-222	Armed Services (Institutional) Vocational Testing Program	1
AR 601-270	Military Entrance Processing Stations (MEPS)	6
AR 604-10	Military Personnel Security Program	1
AR 608-20	Voting By Personnel of the Armed Forces	1

<u>Publication No.</u>	<u>Title</u>	<u>Quantity</u>
AR 612-2	Preparation of Replacements for Overseas Movement (POR)	1
AR 612-10	Reassignment Processing and Army Sponsorship and Orientation Program	1
AR 612-11	The Army Sponsorship Program	1
AR 614-5	Stabilization of Tours	1
AR 614-6	Permanent Change of Station Policy	1
AR 635-100	Officer Personnel	1
AR 635-120	Officer Resignation and Discharges	1
AR 640-30	Photographs for Military Personnel Files	1
AR 670-1	Wear and Appearance of Army Uniforms and Insignia	1
AR 672-5-2	Illustrations of Awards	1
AR 672-20	Incentive Awards	1
AR 672-74	Army Accident Prevention Awards	1
AR 680-1	Unit Strength Accounting and Reporting Subscription Form	1
AR 680-29	Military Personnel - Organization and Type of Transaction Codes	1
AR 700-23	Supply of Health & Comfort Items	1
AR 700-139	Army Warranty Program Concepts and Policies	1
AR 700-141	Hazardous Material Information System	1
AR 708-1	Catalog and Supply Management Data	1
AR 708-4	Federal Catalog System Item Quality Assurance	1
AR 710-3	Asset Transaction Reporting System	1
AR 725-50	Requisitioning, Receipt, and Issue System	1
AR 735-11-1	Uniform Settlement of Military Freight Loss and Damage Claims	1
AR 735-11-2	Reporting of Item and Packaging Discrepancies	1
AR 735-17	Accounting for Library Materials	1
AR 740-13	Storage of Organization Trophies and Related Objects	1
AR 755-3	Recovery and Utilization of Precious Metals	1
AR 840-1	Department of the Army Seal and Department of the Army Plaque	1
AR 840-10	Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates	1
AR 930-5	Army Emergency Relief	1

<u>Publication No.</u>	<u>Title</u>	<u>Quantity</u>
<u>DA Pamphlets (PAM)</u>		
PAM 25-30	Consolidated Index of Army Publications and Blank Forms	1
PAM 25-400-2	Modern Army Recordkeeping System (MARKS)	4
PAM 37-2	Time and Attendance Reporting for the Standard Army Civilian Payroll System (STARCIPS)	1
PAM 55-15	Tips for Travelers Going Overseas	1
PAM 310-10	The Standard Army Publications System (STARPUBS) User's Guide	1
PAM 310-12	Index and Description of Army Training Devices	1
PAM 310-13	Posting and Filing Publications	1
PAM 310-15	Forms Management and Standardization	1
PAM 310-20	Administrative Publications: Action Officers Guide	1
PAM 350-15	Commander's Handbook on Physical Fitness	1
PAM 350-18	The Individual's Handbook on Physical Fitness	1
PAM 350-21	Family Fitness Handbook	1
PAM 351-4	U.S. Army Formal Schools Catalog	1
PAM 351-20	Army Correspondence Course Program Catalog	1
PAM 360-3	Army Hometown News Program	1
PAM 360-503	Voting Assistance Guide	1
PAM 360-512	Code of the U.S. Fighting Force	1
PAM 360-525	Family Assistance Handbook for Mobilization	1
PAM 360-526	Once a Veteran	1
PAM 380-381	Security for Special Access Programs	1
PAM 385-1	Unit Safety Management	1
PAM 385-16	System Safety Management Guide	1
PAM 420-6	Facilities Engineering Resources Management System	1
PAM 570-4	Manpower Procedures Handbook	1
PAM 570-564	Staffing Guide for Armed Forces Examining and Entrance Stations	1
PAM 600-8	Management and Administrative Procedures	1
PAM 600-8-1	SIDPERS Unit Level Procedures	1
PAM 600-8-2	Standard Installation/Division Personnel System (SIDPERS)	1
PAM 600-25	U.S. Army Noncommissioned Officer Professional Development Guide	1

<u>Publication No.</u>	<u>Title</u>	<u>Quantity</u>
<u>DA Pamphlets (PAM) -continued</u>		
PAM 600-67	Effective Writing for Army Leaders	1
PAM 608-33	Casualty Assistance Handbook	1
PAM 608-39	Exceptional Children: An Army Parent Handbook	1
PAM 611-2	Army Personnel Tests and Measurements	1
PAM 611-16	Handbook of Army Personnel Tests	1
PAM 612-1	The Army Sponsorship Program	1
PAM 623-205	The Noncommissioned Officer Evaluation Reporting System in Brief	1
PAM 672-4	Suggest - Your Ideas are Worth Cash	1
PAM 672-5	A Supervisor's Guide to the Incentive Awards Program	1
PAM 672-27	Army Needs Your Ideas Now	1
PAM 710-4	Management of Excess Materiel and Materiel Returns	1
PAM 710-5	Unit Commander's Supply Handbook	1
PAM 715-15	Service Contract Administration	1
<u>DA Circulars (CIR)</u>		
CIR 11-Series	Internal Control Review Checklists	1
CIR 612-87-1	Personnel Processing - Christmas New Year Holiday Period	1
CIR 715-88-1	Secretary of the Army Award for Significant Contributions to the Small and Disadvantaged Business Utilization Program	1
CIR 750-87-1	Maintenance of Supplies and Equipment, Chief of Staff, Army Award for Maintenance Excellence	1
<u>Periodicals, Posters, U.S. Postal Service Publications (USPS)</u>		
Soldiers	The Official Magazine of the U.S. Army	3
DA Poster 360-99	Armed Forces Awards and Decorations	1
USPS DMM	Domestic Mail Manual	1
<u>Miscellaneous Admin Publications</u>		
DOD 6010.8-R	CHAMPUS	1
MISC PUB 5-1	Consumer's Resource Handbook	1
MISC PUB 9-1	Military Personnel Law Manual	1
MISC PUB 9-2	Manual for Courts - Martial (UCMJ)	1

<u>Publication No.</u>	<u>Title</u>	<u>Quantity</u>
<u>Training Publications Field Manuals (FM)</u>		
FM 8-230	Medical Specialist	1
FM 10-14	Unit Supply Operations (Manual Procedures)	1
FM 10-14-1	Commanders Handbook for Property Accountability at Unit level	1
FM 19-30	Physical Security	1
FM 21-3	Soldier's Manual of Common Tasks	1
FM 21-20	Physical Fitness Training	1
FM 21-26	Map Reading and Land Navigation	1
FM 21-31	Typographic Symbols	1
FM 21-305	Manual for the Wheeled Vehicle Driver	1
FM 22-5	Drill and Ceremonies	1
FM 22-100	Military Leadership	1
FM 22-101	Leadership Counseling	1
FM 22-600-20	The Army Noncommissioned Officer Guide	1
FM 25-1	Training	1
FM 25-2	Unit Training Management	1
FM 27-1	Legal Guide for Commanders	1
FM 27-14	The Legal Guide for the Soldier	1
FM 101-5	Staff Organization and Operations	1
<u>Training Circulars TC</u>		
TC 19-5	Bomb Threats	1
TC 19-13	Be Aware - Guard Against Rape	1
TC 19-16	Countering Terrorism on U.S. Army Installations	1
TC 21-7	Personal Financial Readiness Handbook	2
<u>Common Tables of Allowances CTA</u>		
CTA 8-100	Army Medical Department Expendable/ Durable Items	1
CTA 50-900	Clothing and Individual Equipment	1
CTA 50-909	Field and Garrison Furnishings and Equipment	1
CTA 50-970	Expendable/Durable Items	1

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PUBLICATION	BLOCK	PUBLICATION	BLOCK
C-8900-SL	214)	FSC 3010: Torque Converters and Speed Changers	60)
DOD Medical Catalog	550)	FSC 3020: Gears, Pulleys, Sprockets, Transmission Chains	61)
FSC 1610, 1615, 1620, 1630: Aircraft Props, Rotors, Landing Gear, Wheels	28)	FSC 3030: Belting, Drive Belts, Fan Belts, and Accessories	62)
FSC 1650: Aircraft Hydraulic, Vacuum, and De-icing Components	29)	FSC 3040: Miscellaneous Power Transmission Equipment	63)
FSC 1660: Aircraft Air Conditioning, Heating, Pressurizing Equip	30)	FSC 3110: Bearing, Antifriction Unmounted	64)
FSC 1670: Aerial Pick up, Delivery, Recovery Systems	31)	FSC 3120: Bearings, Plain, Unmounted	65)
FSC 1680: Misc Aircraft Accessories and Components	32)	FSC 3130: Bearings, Mounted	66)
FSC 2805: Gasoline Reciprocating Engines, except Aircraft	42)	FSC 4710: Pipe and Tube	81)
FSC 2810: Aircraft Gasoline Reciprocating Engines	43)	FSC 4720: Flexible Tubing and Hose	262)
FSC 2815: Diesel Engines and Components	44)	FSC 4730: Fittings and Specialties, Hose, Tube, and Pipe	82)
FSC 2820, 2825, 2830: Steam Engines and Turbines; Water Turbines	45)	FSC 4810: Powered Valves	83)
FSC 2835: Gas Turbines and Jet Engines, except Aircraft	46)	FSC 4820: Nonpowered Valves	84)
FSC 2840: Aircraft Gas Turbines and Jet Engines	47)	FSC 4910: Motor Vehicle, Repair Shop Specialized Equipment	85)
FSC 2845, 2850, 2895: Rocket, Gas, and Miscellaneous Engines	48)	FSC 4920: Aircraft Maintenance and Repair Shop Specialized Equipment	86)
FSC 2910: Engine Fuel System Components, NonAircraft	49)	FSC 4921, 4923, 4925, 4927: Torpedo, Depth Charges, Ammo, Rocket Maintenance	87)
FSC 2915: Aircraft Engine Fuel System Components	50)	FSC 4930: Lubrication and Fuel Dispensing Equipment	88)
FSC 2920: Engine Electrical System Components, NonAircraft	51)	FSC 4931, 4933, 4935, 4940, 4960: Fire Control, Weapons, Missile, Space	89)
FSC 2925: Aircraft Engine Electrical System Components	52)	FSC 5110: Hand Tools, Edged, Nonpowered	90)
FSC 2930: Engine Cooling System Components, NonAircraft	53)	FSC 5120: Hand Tools, Nonedged, Nonpowered	91)
FSC 2935: Aircraft Engine Cooling System Components	54)	FSC 5130: Hand Tools, Power Driven	92)
FSC 2940: Air and Oil Filters, Strainers, Cleaners, NonAircraft	55)	FSC 5133: Drill Bits, Counterbores, Countersinks, Hand and Machine	93)
FSC 2945: Aircraft Air and Oil Filters, Strainers, Cleaners	56)	FSC 5136: Taps, Dies, Collets Hand and Machine	94)
FSC 2950: Turbosuperchargers	57)	FSC 5140, 5180: Tool and Hardware Boxes; Sets, Kits and Outfits: Tools	95)
FSC 2990: Miscellaneous Engine Accessories, NonAircraft	58)	FSC 5305: Screws	97)
FSC 2995: Aircraft Miscellaneous Engine Accessories	59)	FSC 5306: Bolts	98)

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FSC 6115: Electrical Generators and Generator Sets	154)	FSC 6680: Liquid and Gas Flow, Liquid Level, Mechanical Motion	178)
FSC 6116, 6120: Fuel Cell Power Units, Transformers	155)	FSC 6685: Pressure, Temperature, and Humidity Measuring Instruments	179)
FSC 6117: Solar Electric Power Systems	* 3)	FSC 6695: Combination and Miscellaneous Instruments	180)
FSC 6125: Converters, Electrical Rotating	156)	FSC 8405, 8410, 8415: Outerwear, Men & Women; Special Purpose Cloth	197)
FSC 6130: Converters, Electrical Nonrotating	157)	FSC 8420, 8425: Underwear and Nightwear—Men and Women	198)
FSC 6135, 6140: Batteries, Rechargeable and Nonrechargeable	158)	FSC 8430, 8435, 8440, 8445: Men & Women Hosiery and Footwear	199)
FSC 6145: Electrical Wire and Cable	159)	FSC 8450, 8455: Child & Infant Apparel; Badges and Insignia	200)
FSC 6150: Miscellaneous Electric Power and Distribution Equipment	160)	FSC 8460, 8465, 8470, 8475: Luggage; Indiv. Equip.; Pers. Armor	201)
FSC 6210: Indoor and Outdoor Electric Lighting Fixtures	161)	FSG 1000: Weapons	23)
FSC 6220: Electric Vehicular Lights and Fixtures	162)	FSG 1200: Fire Control Equipment	24)
FSC 6230: Electric Portable and Hand Lighting Equipment	163)	FSG 1400: Guided Missiles	26)
FSC 6240: Electric Lamps	164)	FSG 1500: Aircraft and Airframe Structural Components	27)
FSC 6250, 6260: Ballasts, Lampholders, Starters, Nonelectrical	165)	FSG 1700: Aircraft Launching, Landing, & Ground Handling Equip	33)
FSC 6605: Navigational Instruments	167)	FSG 1800: Space Vehicles	34)
FSC 6610: Flight Instruments	168)	FSG 1900: Ships, Small Craft, pontoons, & Floating Docks	35)
FSC 6615: Autopilot Mechanisms and Airborne Gyro Components	169)	FSG 2000: Ship and Marine Equipment	36)
FSC 6620: Engine Instruments	170)	FSG 2200: Railway Equipment	37)
FSC 6625: Electrical Measuring and Testing Instruments	263)	FSG 2300: Ground Effect Vehicles Motor Vehicles, Trailers, Cycles	38)
FSC 6630, 6635, 6636, 6640: Chemical, Physical, Environment, Lab Equipment	171)	FSG 2400: Tractors	39)
FSC 6645: Time Measuring Instruments	172)	FSG 2500: Vehicular Equipment Components	40)
FSC 6650: Optical Instruments	173)	FSG 2600: Tires and Tubes	41)
FSC 6655, 6660: Geophysical, Astronomical, Meteorological	174)	FSG 3200: Woodworking Machinery and Equipment	67)
FSC 6665: Hazard-Detecting Instruments and Apparatus	175)	FSG 3400: Metalworking Machinery	68)
FSC 6670: Scales and Balances	176)	FSG 3500: Service and Trade Equipment	69)

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FSG 3600: Special Industry Equipment		70)	FSG 7600: Books, Maps, and Other Publications	190)
FSG 3700: Agricultural Machinery and Equipment		71)	FSG 7700: Musical Instruments, Phonographs, Home-type Radios	191)
FSG 3800: Construction, Mining, Excavating, Highway Equipment		72)	FSG 7800: Recreational and Athletic Equipment	192)
FSG 3900: Materials Handling Equipment		73)	FSG 7900: Cleaning Equipment and Supplies	193)
FSG 4000: Rope, Cable, Chain, and Fittings		74)	FSG 8000: Brushes, Paints, Sealers, and Adhesives	194)
FSG 4100: Refrigeration, Air Conditioning, Air Circulating		75)	FSG 8100: Containers, Packaging, and Packing Supplies	195)
FSG 4200: Fire Fighting, Rescue, and Safety Equipment		76)	FSG 8300: Textiles, Furs, Flags, Leather, Tents, Apparel	196)
FSG 4300: Pumps and Compressors		77)	FSG 8500: Toiletries	202)
FSG 4400: Furnace, Steam Plant, Drying Equipment; Nuclear Reactors		78)	FSG 8700, 8800: Agricultural Supplies; Live Animals	203)
FSG 4500: Plumbing, Heating, and Sanitation Equipment		79)	FSG 9100: Fuels, Lubricants, Oils, and Waxes	204)
FSG 4600: Water Purification & Sewage Treatment Equipment		80)	FSG 9300, 9400: Nonmetallic Materials	205)
FSG 5200: Measuring Tools		86)	FSG 9500: Metal Bars, Sheets, and Shapes	207)
FSG 5400: Prefabricated Structures and Scaffolding		110)	FSG 9600: Ores, Minerals, and their Products	208)
FSG 5500: Lumber, Millwork, Plywood, and Veneer		111)	FSG 9900: Miscellaneous	208)
FSG 5600: Construction and Building Materials		112)	National Security Agency Catalogs	211)
FSG 6300: Alarm, Signal, and Security Detection Systems		166)	Intro to FSC: Index of Federal Catalog System Publications (C1, Vol 1)	1)
FSG 6700: Photographic Equipment		181)	Intro to FSC: Master Cross Reference List (C1, Vol 4)	4)
FSG 6800: Chemical and Chemical Products		182)	Intro to FSC: Identification List (C1, Vol 5)	5)
FSG 6900: Training Aids and Devices		183)	Intro to FSC: Federal Supply Classification, H2-series (C1, Vol 8)	8)
FSG 7000: Automatic Data Processing Equipment		184)	Intro to FSC: DOD Ammunition Codes, H3-series (C1, Vol 9)	9)
FSG 7100: Furniture		185)	Intro to FSC: Federal Item Name Directory, H8-series (C1, Vol 10)	10)
FSG 7200: Household and Commercial Furnishings and Appliances		186)	Intro to FSC: Comm and Govt Entity Codes, H4/H8-series (C1, Vol 11)	11)
FSG 7300: Food Preparation and Serving Equipment		187)	Intro to FSC: Comm and Govt Entity Parent-Affiliates, H5-series (C1, Vol 12)	12)
FSG 7400: Office Machines, Text Processing, Visible File Equipment		188)	Intro to FSC: Medical Material (C1, Vol 20)	16)
FSG 7500: Office Supplies and Devices		189)	Intro to FSC: Qualified U.S. Contractors List (C1, Vol 21)	206)

13 June 1990

USMEPCOM Pam 25-31

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TITLE	BLOCK	TITLE	BLOCK
SB 3-30-()-series Chemical Serviceability Standards	1)	SB 3-1370-()-series Serviceability Standards	431)
SB 3-32 Chemical Base Lab, Maintenance and Supply Support	402)	SB 3-1380-()-series Serviceability Standards	458)
SB 3-36 Chemical Items, Obsolete	406)	SB 3-1730-()-series Serviceability Standards	461)
SB 3-38 Chemical-Radiological Low Mortality Repair Parts (Cannibalization as a source)	411)	SB 3-3950-()-series Serviceability Standards	463)
SB 3-40 Herbicides, Pest Control Agents and Disinfectants (Requisitioning)	413)	SB 3-4240-()-series Serviceability Standards	467)
SB 3-41 Receipt, Storage, Issue and Disposal of Rocket; M55/60/61	417)	SB 3-6665-()-series Serviceability Standards	470)
SB 3-1040-()-series Aviation Serviceability Standards	3)	SB 5-11 Ribbon Bridge Interior & Ramp Bay to Bow Ponton Latches	473)
SB 3-1310-()-series Storage Serviceability Standards	422)	SB 8-72 Inspection of Parenteral Solutions	474)
SB 3-1325-()-series Serviceability Standards	423)	SB 8-74 Adaptometer, (NSN 6515-00-382-1000)	475)
SB 3-1330-()-series Serviceability Standards	426)	SB 8-75-()-series Army Medical Department Supply Information	18)
SB 3-1340-()-series Serviceability Standards	427)	SB 8-75-MEDCASE Army Medical Department Supply Information	5)
SB 3-1365-()-series Serviceability Standards	428)	SB 8-89 Federal Hospital Subsistence Guide	6)

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TITLE	BLOCK	TITLE	BLOCK
SB 11-639 Addition of New Items to TK-101/G (NSN 5180-00-064-5178)	000)	SB 55-8100 Nonexpedient Special Reusable Shipping & Storage Containers	000)
SB 11-640 Installation, Tiedown Kit & Fab of Dunnage, Shelters, Elec Equip, S-144, S-250 & S318 on M890 Series	001)	SB 700-20 Army Adopted/Other Items Selected for Authorization/List of Reportable Items (48x microfiche only)	18)
SB 11-641 RIW for Radio Receiving Set, AN/ARN-123(V) 1, 3, 4 and R-1963/ARN	002)	SB 700-21 Area Standardization of Army Equipment	2)
SB 11-642 RIW for Altimeter Set, Electronic, AN/APN-209(V)	003)	SB 708-(series) Industrial Plant Equipment Handbooks: Federal Supply Group 32	21)
SB 11-643 ICS Depot Level for Navigation Set, Doppler, AN/ASN-128	004)	SB 708-(series) Industrial Plant Equipment Handbooks: Federal Supply Group 34	27)
SB 11-644 RIW for Radar Set, AN/APN-215(V)1	005)	SB 708-(series) Industrial Plant Equipment Handbooks: Federal Supply Group 35	28)
SB 11-645 RIW for Distance Measuring Set (DMS), AN/ARN-124	006)	SB 708-(series) Industrial Plant Equipment Handbooks: Federal Supply Group 36	29)
SB 11-652 RIW for Processor-Interface Unit, CP-1516/ASQ	007)	SB 708-(series) Industrial Plant Equipment Handbooks: Federal Supply Group 43	30)
SB 11-653 ICS Depot Level for Navigation Set, Doppler AN/ASN-137	008)	SB 708-(series) Industrial Plant Equipment Handbooks: Federal Supply Group 44	40)
SB 11-700 Installation Kits for Communications Security (COMSEC) Equipment	10)	SB 708-(series) Industrial Plant Equipment Handbooks: Federal Supply Group 49	51)
SB 38-26 Nonnuclear Ammunition Supply Rates (U)	02)	SB 708-(series) Industrial Plant Equipment Handbooks: Federal Supply Group 58	54)
SB 38-27 Battery, BB-401 & Battery Cell, BB-403()/U	001)	SB 708-(series) Industrial Plant Equipment Handbooks: Federal Supply Group 66	55)

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TITLE	BLOCK	TITLE	BLOCK
SB 708--(series) Industrial Plant Equipment Handbooks: Federal Supply Group 74 (ADP)	56)	SB 710-1-1 Standard Study Number System and Replacement Factors (48x microfiche only)	57)
SB 708-3 Federal Supply Catalog Handbooks: DOD Ammunition Codes; H3	26)	SB 710-2 Supply Control: Combat Consumption Rates for Ground & Aviation-type Petroleum Products	59)
SB 708-4 DOD Consolidated Ammunition (AMMO) Catalog, Volume 1-3	** 22)	SB 725-10 Equipment and Operating Supplies for Army Commissary Stores	60)
SB 708-5 Corporate Complex Data: H5	400)	SB 725-12 Nonexpendable Reusable Shipping and Storage Containers	61)
SB 708-6 Federal Supply Catalog Handbook; Alphabetic Index to Names; H6-A; B&C	25)	SB 725-28 Issues of Supplies and Equipment: Regulated Aviation Major Items	1027)
SB 708-9 Qualified Contractors List Part I & II	* 89)	SB 725-92-1 MICOM Nonexpendable Reusable Shipping & Storage Containers	1026)
SB 708-10 Overview of the Federal Catalog System Cataloging Handbook (H1)	* 151)	SB 725-1190-1 Authorization for Nuclear Weapon PAL Test & Handling Equipment	1025)
SB 708-21 Supply Catalog Handbook: Groups and Classes; H2-1	23)	SB 740-1 Storage and Supply Activities Covered and Open Storage	1023)
SB 708-22/23 Federal Supply Catalog Handbook: Numeric Index of Classes	24)	SB 740-91--(series) Storage Serviceability Standards: CECOM Materiel	1024)
SB 708-43 Federal Supply Catalog Handbook: (CAGE) Sec A, NATO Manufacturers Name To Code Sec B, NATO Code To Manufacturers Name	31)	SB 740--(series) Storage Serviceability Standards: General	52)
SB 708-48 Federal Supply Catalog Handbook: (CAGE) Sec A, Name to Code, U.S. & Canada Mfgs/Non-Mfgs. Sec B, Code to Name, U.S. & Canada Mfgs/Non-Mfgs.	50)	SB 740--(series) Storage Serviceability Standards: Coordinated Air Defense System AN/GSA-77	401)
SB 708-55-1 Supplement-Cataloging Handbook: Federal Cataloging System Training Program (H55-1A)	* 4)	SB 740--(series) Storage Serviceability Standards: AN/TSQ-73 (MISSILE MINDER)	403)

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PUBLICATION		BLOCK	PUBLICATION	BLOCK
TM 5-744: Structural Steelwork		699)	TM 5-805-14: Roofing Design	725)
TM 5-745: Heating, Ventilating, Air Conditioning & Sheetmetal Work		700)	TM 5-807-7: Color for Buildings	726)
TM 5-760: Interior Wiring		701)	TM 5-807-10: Signage	727)
TM 5-785: Engineering Weather Data		703)	TM 5-809-1: Load Assumption for Buildings	728)
TM 5-800-3: Project Development Brochure		704)	TM 5-809-2: Concrete Structural Design for Buildings	729)
TM 5-801-1: Historic Preservation-Administrative Procedures		705)	TM 5-809-3: Masonry Structural Design for Buildings	730)
TM 5-803-1: Installations Master Planning-Principles-Procedures		706)	TM 5-809-4: Steel/Aluminum Structural Design for Buildings	731)
TM 5-803-2: Environmental Protection-Planning in Noise Environment		707)	TM 5-809-5: Wood Structural Design for Buildings	732)
TM 5-803-4: Planning of Army Aviation Facilities		708)	TM 5-809-6: Structural Design: Structures other than Buildings	733)
TM 5-803-5: Installation Design		709)	TM 5-809-8: Metal Roofing and Siding	734)
TM 5-803-6: Installations-Site Planning of Community Centers		710)	TM 5-809-9: Structural Design for Thin-Shell Roof Construction	735)
TM 5-803-7: Civil Engineering Program-Airfield-Heliports		711)	TM 5-809-10: Seismic Design for Buildings	736)
TM 5-803-10: Planning/Design of Outdoor Sports Facilities		712)	TM 5-809-11: Design Criteria for Buildings-Typhoon/Hurricane Areas	737)
TM 5-803-11: Children's Play Areas and Equipment		713)	TM 5-809-12: Concrete Floor Slabs on Grade Subjected to Heavy Loads	738)
TM 5-803-12: Outdoor Recreation Facilities		714)	TM 5-810-1: Mechanical Design-Heating, Ventilating, Air Conditioning	739)
TM 5-804-2: Solar Energy Systems		715)	TM 5-810-2: High Temperature Water Heating Systems	740)
TM 5-805-1: Standard Practice for Concrete Military Structures		716)	TM 5-810-3: Mechanical, Refrigeration, Ventilation-Cold Storage	741)
TM 5-805-3: Roof Decking Systems		717)	TM 5-810-4: Compressed Air	742)
TM 5-805-4: Noise and Vibration Control for Mechanical Equipment		718)	TM 5-810-5: Plumbing	743)
TM 5-805-6: Caulking & Sealing		719)	TM 5-810-6: Non-Industrial Gas Piping Systems	744)
TM 5-805-7: Welding-Design, Procedures and Inspection		720)	TM 5-810-7: High-Pressure Gas and Cryogenic Systems	745)
TM 5-805-8: Builder's Hardware		721)	TM 5-811-1: Electric Power Supply and Distribution	746)
TM 5-805-9: Power Plant Acoustics		722)	TM 5-811-2: Electrical Design-Interior Electrical System	747)
TM 5-805-12: X-Ray Shielding		723)	TM 5-811-3: Lightning & Static Electricity Protection	748)
TM 5-805-13: Raised Floor System		724)	TM 5-811-5: Army Aviation Lighting	749)

SUBSCRIPTION FOR DEPARTMENT OF THE ARMY NON-EQUIPMENT TECHNICAL MANUALS			
1. ACCOUNT NUMBER		2. DATE	
4. FROM: (Include 3-Digit ZIP Code)		5. THRU: (Include 3-Digit ZIP Code)	
		3. TYPE OF SUBMISSION a. <input type="checkbox"/> INITIAL b. <input type="checkbox"/> CHANGE	
		6. TO: Commander USA Publications Distribution Center 8800 Eastern Blvd Baltimore, MD 21220-2886	
PUBLICATION		BLOCK	
TM 5-811-6: Electric Power Plant Supply	780)	TM 5-849-1: Pile-Driving Equipment	776)
TM 5-812-1: Fire Prevention Manual	781)	TM 5-850-1: Engineering & Design of Military Ports	778)
TM 5-813-1: Water Supply-General Considerations	782)	TM 5-850-2: Railroad Design & Construction-Army/Air Force Ins	777)
TM 5-813-3: Water Supply-Water Treatment	783)	TM 5-852-series: Arctic and Sub arctic Construction	778)
TM 5-813-5: Water Supply-Distribution Systems	784)	TM 5-853-series: Security Designing	778)
TM 5-813-7: Water Supply-Special Projects	785)	TM 5-855-series: Protective Design-CBR/Nuclear	780)
TM 5-814-series: Sanitary & Industrial Wastewater Collection	786)	TM 5-857-series: Engineering & Design-Underground Installations	781)
TM 5-814-3: Domestic Wastewater Treatment	787)	TM 5-858-series: Protective Design-Nuclear Weapons Effects	782)
TM 5-814-5: Sanitary Landfill	788)	TM 8-215: Nuclear Handbook for Medical Service Personnel	783)
TM 5-815: Energy Monitoring and Control Systems (EMCS)	789)	TM 8-227-1: Clinical Laboratory Procedures-Serology	784) 2
TM 5-818-series: Soils and Geology Procedures	790)	TM 8-227-2: Clinical Laboratory Procedures-Parasitology	785) 1
TM 5-820-series: Drainage and Erosion Control Structures	791)	TM 8-227-3: The Technical Manual of American Association Blood Banks	786) 1
TM 5-822-series: Provisions & Designs-Roads, Streets & Walks	792)	TM 8-227-4: Clinical Laboratory Procedures-Hematology	787) 1
TM 5-823-series: Army Airfield Pavements	793)	TM 8-227-6: Laboratory Procedures in Clinical Chemistry and Urinalysis	817) 1
TM 5-824-series: Army Airfields and Heliports	794)	TM 8-227-7: Laboratory Procedures in Virology	818) 1
TM 5-825-2: Flexible Pavements for Army Airfields	795)	TM 8-227-8: Laboratory Procedures in Clinical Mycology	788) 1
TM 5-826-series: Army Airfield Pavement Engineering & Design	796)	TM 8-227-9: Manual of Histologic Staining Methods-AFIP	789) 1
TM 5-827-series: Army Airfield Pavement Evaluation	797)	TM 8-227-11: Blood Donor Ctrs, Whole Blood Labs, Blood Trans Ctrs	790) 1
TM 5-838-2: Army Health Facility Design	798)	TM 8-231: Orthopedic Specialist	88)
TM 5-840-2: Storage Facilities-Storage Depots	799)	TM 8-240: Psychiatry in Military Law	100)
TM 5-842-2: Laundries and Dry-Cleaning Plants	770)	TM 8-280: Radiologic Technology	783)
TM 5-844-1: Courier Station Design	771)	TM 8-285: Treatment of Chemical Agent Casualties	794)
TM 5-848-1: Gas Distribution	772)	TM 8-300: Autopsy Manual	104)
TM 5-848-2: Handling of Aircraft and Automotive Fuels	773)	TM 8-340: Storage and Shipment of Pathologic Specimens	795)
TM 5-848-3: Ground Storage of Coal	774)	TM 8-450: Animal Specialist	796)

SUBSCRIPTIONS FOR DEPARTMENT OF THE ARMY NON-EQUIPMENT TECHNICAL MANUALS			
1. ACCOUNT NUMBER		3. TYPE OF SUBMISSION a. <input type="checkbox"/> INITIAL b. <input type="checkbox"/> CHANGE	
4. FROM: (Include 9-Digit ZIP Code)		6. TO: Commander USA Publications Distribution Center 2800 Eastern Blvd Baltimore, MD 21220-2898	
5. THRU: (Include 9-Digit ZIP Code)			
PUBLICATION	BLOCK	PUBLICATION	BLOCK
TM 38-260: Prep of Industrial Plan Equip for Shipment	837	TM 43-0001-36: Army Ammo Data Sheets for Land Mines (FSC 1345)	853
TM 38-275: Packaging Cost Estimating	838	TM 43-0001-36-1: Army Ammunition Data Sheets for Land Mines (FSC 1345)	852
TM 38-460: Storage, Inspection & Preservation—POL Pipeline Equip	839	TM 43-0001-37: Army Ammo Data Sheets—Military Pyrotechnics	854
TM 38-600: Management of Administrative Use Motor Vehicles	147	TM 43-0001-38: Army Ammo Data Sheets—Demolition Materiel	855
TM 38-703: Integrated Logistic Support (ILS) Management Guide	840	TM 43-0001-39: Army Ammo Data Sheets—Cart, Cart Act Dev/Prop (FSC 1377)	853
TM 38-703-1: Integrated Logistic Support (ILS) Support Integration	841	TM 43-0001-48: Army Tools and Equipment Data Sheets	856
PTM 38-703-2: Integrated Logistic Support (ILS) Procedural Guide	842	TM 43-0001-47: Army Equip Data Sheets—Ammo Peculiar Equipment	857
TM 38-703-4: Integrated Logistic Support (ILS) Contractual Techniques	843	TM 43-0002-1: Procedures for Destruction—Air Delivery Equipment	858
TM 43-0001-13: Night Vision Equipment Data Sheets	844	TM 43-0002-31: Destruction of Chemical Weapons/Defense Equipment	859
TM 43-0001-26-1: Army Equip Data Sheets—Chemical Defense Equipment	845	TM 43-0002-33: Destruction of ICM to Prevent Enemy Use	860
TM 43-0001-26-2: Army Equip Data Sheets—Chemical Weapons/Munitions	846	TM 43-0003-27: Demil Procedures for FSCs 1040, 1055, 1730, 4310, 4730	861
TM 43-0001-27: Army Ammunition Data Sheets—Small Caliber Ammo	847	TM 43-0003-28: Demil Procedures for FSCs 4230, 4410, 6610 & 6650	862
TM 43-0001-28: Army Ammunition Data Sheets—Artillery Ammo	848	TM 43-0003-29: Demil Procedures for Safety and Rescue Equipment	863
TM 43-0001-28-1: Army Ammo Data Sheets Guns/How/Mor RCLR/GL & F/P Chrg	823	TM 43-0003-30: Demil Procedures for FSCs 5180, 6665, and 6910	864
TM 43-0001-28-3: Interoperable Ammo Data Sheets—Artillery, Guns	850	TM 43-0105: Corrosion Control for Army Aircraft	866
TM 43-0001-28-4: Arty Ammo: Auth Proj, F/P Chrg Comb, 8-In: M110A2 w/C, M201A1	824	TM 43-0106: Aerospace Metals—General Data and Usage Factors	867
TM 43-0001-28-5: Arty Ammo: Auth Proj, F/P Chrg Comb, f/175-mm, M107 w/C, M113/A1	825	TM 43-0139: Painting Instructions for Field Use	868
TM 43-0001-28-6: Arty Ammo: Auth Proj, F/P Chrg Comb, f/155-mm, M109A1/A2/A3 w/C, M185	826	TM 43-0143: Equip Improvement Report & Maint Summary—TACOM	869
TM 43-0001-28-7: Arty Ammo: Auth Proj, F/P Chrg Comb, f/155-mm, M198 w/C M199	827	TM 43-0156: Depot Instructions for Non-Tactical Generator Sets	870
TM 43-0001-28-8: Arty Ammo, F/P Chrg C/I 155-mm, M114A2/M1A2/M109 w/C, M126A1	828	TM 55-200: Railway Operating and Safety Rules	148
TM 43-0001-28-9: Arty Ammo: Auth Proj, F/P Chrg Comb for, 155-mm, M114A1, w/C, M1A1	829	TM 55-208: Railway Equipment—Characteristics & Data	873
TM 43-0001-28-10: Arty Ammo: Auth Proj, F/P Chrg Comb for, 105-mm, M101/A1 & M102	830	TM 55-315: Transportability Guidance—Radioactive Materiel	155
TM 43-0001-29: Army Ammunition Data Sheets—Grenades	831	TM 55-407: Fundamentals of Electricity—Army Aircraft	874
TM 43-0001-30: Army Ammo Data Sheets—Rockets, Rocket Components	851	TM 55-412: Fundamentals of Aircraft Instruments	150
TM 43-0001-31: Equipment Data Sheets for TACOM Equipment	852	TM 55-500: Marine Equipment Characteristics and Data	152

SUBSCRIPTIONS FOR DEPARTMENT OF THE ARMY NON-EQUIPMENT TECHNICAL MANUALS			
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4. FROM: (Include 3-Digit ZIP Code)		5. THRU: (Include 3-Digit ZIP Code)	
3. TYPE OF SUBMISSION a. <input type="checkbox"/> INITIAL b. <input type="checkbox"/> CHANGE			
6. TO: Commander USA Publications Distribution Center 2800 Eastern Blvd Baltimore, MD 21220-2806			
PUBLICATION		BLOCK	
PUBLICATION		BLOCK	
TM 55-503: Marine Salvage and Hull Repair	875	TM 55-1425-485-15-1: Trans Guidance Lance, Sling Load by CH-47/54	87
TM 55-600: Transportation Services at CONUS Installations	878	TM 55-1425-585-15-1: Trans Guidance Chaparral System	88
TM 55-601: Railcar Loading Procedures	879	TM 55-1425-646-14: Trans Guidance XM270 MLRS, Veh MTD	89
TM 55-602: Movement of Special Freight	880	TM 55-1430-588-15-1: Trans Guidance FAAR, AN/MPQ-49, AN/MAN-57	91
TM 55-603: Movement of Military Impediments—Commercial Carriers	881	TM 55-1520-400-14: Trans Guidance Marine Transport—Army Helicopters	154
TM 55-606: Military Ocean Terminals, CONUS	882	TM 55-1930-206-20-1: Trans Guidance LARC-XV, 15-T, Design 8004	82
TM 55-607: Loading/Stowage of Military Ammo—Merchant Ships	883	TM 55-1930-218-14: Trans Guidance LACV-30, 30-Ton	84
TM 55-625: Transportability Guidance—Multilevel Cars—CONUS	884	TM 55-2000-200-L: LOAP for Watercraft & Amphibians	885
TM 55-1000-205-20-1: Air Trans Proc-M38AIC /M151AIC in CH-47	87	TM 55-2200-001-12: Trans Guidance Blocking, Bracing, Tiedown Equip	886
TM 55-1015-221-10-2: Air Trans Guidance-106MM on M151A1C by UH-1B	89	TM 55-2200-002-12: Trans Guidance Rail, Gen Rules/Suggested Proc	85
TM 55-1015-244-12-1: Air Trans Guidance-Arty Firing Platform, M-6	89	TM 55-2220-058-14: Trans Guidance, Trans of Cargo on Rail Car, Flat, 140-T Cap	844
TM 55-1025-211-14: Trans Guidance HOW. 155MM, M198	70	TM 55-2300-201-10/1: Air Trans Guidance-M37/M107 in CH-47	88
TM 55-1040-218-20-1: Trans Guidance Serv Unit, Flamethrower, M4/A2	71	TM 55-2300-216-14: Trans Guidance Gun, M163A1/M167A1	89
TM 55-1055-205-10-1: Trans Guidance Launcher, 7.62MM-MTD M386	72	TM 55-2300-216-15-1: Trans Guidance Gun, FA, M107/M110/E2	101
TM 55-1055-208-12-1: Air Trans Supply/Equip by C-130	73	TM 55-2320-206-10-1: Trans Guidance Trk, Cgo, 10-T, M125	105
TM 55-1095-205-14: Trans Guidance Dispr Mine, M128	74	TM 55-2320-206-20-1: Trans Guidance Trk, 10-T, M123/C/D/AIC	108
TM 55-1100-800-12: Nuclear Cgo Loading Manual CH-47	75	TM 55-2320-209-15-1: Trans Guid Trk, M48/49/34/35/36/50/59/60/106/109/275/292	108
TM 55-1400-378-15-1: Trans Guidance Parshing IA FA Sys	76	TM 55-2320-209-20-2: Trans Guidance Trk Cgo, M34, 2½ Ton	110
TM 55-1400-425-15-1: Trans Guidance Redeye Sys/Equip Shelter	77	TM 55-2320-210-2: Trans Guidance Trk Dump, M125, 2½ Ton	111
TM 55-1400-500-10-4: Trans Guidance XM501 Series	78	TM 55-2320-210-4: Trans Guidance Trk Cgo, M211, 2½ Ton	116
TM 55-1400-500-10-13: Trans Guidance Hawk, Shop/Field Maint	81	TM 55-2320-211-15-1: Trans Guidance Trk, 5-Ton, M39 Series	117
TM 55-1400-500-15-1: Trans Guidance Self-Pro, Hawk/Improved	83	TM 55-2320-218-10-2: Air Trans Guidance Trk M151/TRL M100	118
TM 55-1425-289-14: Trans Guidance Roland/Equip Shelter	84	TM 55-2320-218-10-3: Air Trans Guidance 2 M151 & 1 TRL in CH-47	118
TM 55-1425-429-14: Trans Guidance Stinger System	85	TM 55-2320-218-14: Trans Guidance Trk M151 Series	120
TM 55-1425-470-15-1 Trans Guidance TOW Sys, BGM-71A/M220	86	TM 55-2320-219-20-1: Trans Guidance Trk Tank, M217/C, Fuel	121

SUBSCRIPTION FOR UNCLASSIFIED DEPARTMENT OF THE ARMY TECHNICAL BULLETINS			
For use of this form, see DA Pam 25-33; the proponent agency is ODISC4			
1. BAGPC ACCOUNT NUMBER	2. DATE	3. TYPE OF SUBMISSION a. <input type="checkbox"/> INITIAL b. <input type="checkbox"/> CHANGE	
4. FROM: (Include 9-Digit ZIP Code)	5. THRU: (Include 9-Digit ZIP Code)	6. TO: Commander USA Publications Distribution Center 2800 Eastern Blvd Baltimore, MD 21220-2896	
PUBLICATION	BLOCK	PUBLICATION	BLOCK
TB CML-()-series	576)	TB 38-()-series: Logistics Management	607)
TB ENG-()-series	347)	TB 43-PS: The Preventive Maintenance Monthly	* 312)
TB MED-()-series: Professional Medical Material	303)	TB 43-177: US Army Volt Program for Calibration Activities	608)
TB MED-()-series: Communicable/ Infectious Disease	389)	TB 43-180: Calibration/Repair for Maintenance of Army Materiel	320)
TB MED-()-series: Aerospace Medicine	390)	TB 43-181: TOE and Sets, Kits, & Outfits (48x microfiche)	609)
TB MED-()-series: Veterinary Service	391)	TB 43-182: Calibration Workload Requirements in UICs	610)
TB MED-()-series: Laboratory Management	392)	TB 43-0001-1-series: EIR & Maint Digest—Fixed Wing Aircraft	397)
TB MED-()-series: Dental Service	393)	TB 43-0001-2-series: EIR & Maint Digest—Rotary Wing Aircraft	578)
TB MED-()-series: Radiology	394)	TB 43-0001-06-series: EIR & Maint Digest—CSLA COMSEC	611)
TB 9-1300-385-()-series: Munitions Suspended or Restricted	304)	TB 43-0001-9-series: EIR & Maint Digest—CECOM Equipment	314)
TB 9-2300-402-()-series: Air Pollution Control Procedures	305)	TB 43-0001-11-series: EIR & Maint Digest—TROSCOM Equipment	398)
TB 10-()-series: Quartermaster General Information	601)	TB 43-0001-16-series: EIR & Maint Digest—NIKE HERCULES	612)
TB 11-6140-()-series: Lead Acid Aircraft Battery Maintenance	602)	TB 43-0001-17-series: EIR & Maint Digest—CHAPARRAL	613)
TB SIG 222: Solder and Soldering	1028)	TB 43-0001-18-series: EIR & Maint Digest—HAWK	614)
TB SIG 322-()-series: Coded Facilities	337)	TB 43-0001-20-series: EIR & Maint Digest—REDEYE	615)
TB SIG 355-()-series: Depot Inspection Standards	600)	TB 43-0001-22-series: EIR & Maint Digest—LCSS	616)
TB IG 1: Inspection Guide	300)	TB 43-0001-23-series: EIR & Maint Digest—PERSHING 1A	617)
TB IG 4: Investigation and Action Request Guide	301)	TB 43-0001-26-series: EIR & Maint Digest—TOW	619)
TB IG 6: Reporting Procedures for the IG Management Info Sys	1029)	TB 43-0001-27-series: EIR & Maint Digest—LANCE	620)
TB 18-13: DPI Site Selection and Preparation	603)	TB 43-0001-28-series: EIR & Maint Digest—FAAR	621)
TB 18-100: Army Automation Life Cycle Management	604)	TB 43-0001-30-series: EIR & Maint Digest—DRAGON	622)
TB 18-110: Army Automation Configuration Management	605)	TB 43-0001-33-series: EIR & Maint Digest—TOW (Airborne System)	623)
TB 18-115-()-series: Army Information Processing Standards	606)	TB 43-0001-34-series: EIR & Maint Digest—AN/TSQ-73	624)
TB 18-series: Management Information Systems	306)	TB 43-0001-35-series: EIR & Maint Digest—Nuclear Weapons Materiel	835)
TB 34-()-series: Standardization of International Equipment	307)	TB 43-0001-36-series: EIR & Maint Digest—AMCCOM Equipment	313)

SUBSCRIPTION FOR UNCLASSIFIED DEPARTMENT OF THE ARMY TECHNICAL BULLETINS			
1. BAGPC ACCOUNT NUMBER		2. DATE	
4. FROM: (Include 3-Digit ZIP Code)		5. THRU: (Include 3-Digit ZIP Code)	
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		6. TO: Commander USA Publications Distribution Center 2800 Eastern Blvd Baltimore, MD 21220-2996	
PUBLICATION		BLOCK	
TB 43-0210: Nonaeronautical Equipment AOAP	332)	TB 385-9: Motor Grader Operating and Maintenance Safety	538)
TB 43-0211: AOAP Users Guide for Nonaeronautical Equipment	333)	TB 385-10: Scraper Operating and Maintenance Safety	540)
TB 43-0212: Purging, Cleaning of Ferrous/Terme Vehicle Fuel Tanks	529)	TB 385-101: Cranes/Shovels/Draglines near powerlines—Safe usage	542)
TB 43-0213: Rustproofing Procedures for various Wheeled Vehicles	530)	TB 420-()-series: Real Property Maintenance Activities	548)
TB 43-0214: Standards for Marking Containers, Shelters, and Vans	531)	TB 420-()-series: Public Works Maintenance	580)
TB 43-0216: Safety/Hazard Warnings for TACOM Equipment	549)	TB 600-()-series: Selection, Training, Testing of Operators	581)
TB 43-0217: Request for Waiver/Disposition of Construction/MHE	532)	TB 700-()-series: Logistics Information Handbooks	582)
TB 43-0239: Maintenance in the Desert	533)	TB 703-()-series: Petroleum Management	583)
TB 55-23: Transportability Guidance, TRK, Dump, 2½ Ton 6x6, M47	547)	TB 740-10: Quality Control, Depot Serviceability Standards	542)
TB 55-45: Certification of Military Equipment for Transportation in MAC/Aircraft	334)	TB 740-10, Appendix C: Construction Supplies	543)
TB 55-46-1: Standard Characteristics Military Vehicles & Outsize Equipment (LIN Sequence)	535)	TB 740-10, Appendix D: Industrial Plant Equipment	544)
TB 55-46-2: Standard Characteristics Military Equipment (NSN Sequence)	338)	TB 740-10, Appendix E: Electronic Supplies	545)
TB 55-55: Transportability Clearance Army Mobility Equipment (Profile Drawings)	343)	TB 740-10, Appendix G: General Supplies	546)
TB 55-100: Transportability Criteria Shock and Vibration	531)	TB 740-10, Appendix I: Industrial Supplies	547)
TB 95-1: US Army Air Traffic Control/NAVID Facility Standards	532)	TB 740-10, Appendix M: Medical Supplies	548)
TB 108-()-series: Audio/Visual Services	533)	TB 740-10, Appendix S: Subsistence	549)
TB 380-6-1-7: SIGSEC Advisors Package—Unit Self-help Program	540)	TB 740-10, Appendix T: Clothing and Textile	550)
TB 385-1: Carbon Monoxide Poisoning—Safety	538)	TB 740-97-E: Preservation of USAMECOM Mechanical Equipment	585)
TB 385-2: Nuclear Weapon Fire Fighting Procedures—Safety	340)	TB 740-97-4: Preservation of Vessels for Storage	586)
TB 385-3: Fire Prevention and Protection—Military Gas Cans	341)	TB 740-97-5: Preservation of Railroad Equipment for Storage	587)
TB 385-4: Electrical/Electronic Equipment Maintenance Safety	534)	TB 740-97-6: Locomotive Servicing Testing—DE 23-131 Ton Inclusive	588)
TB 385-5: Crawler Tractor/Loader Safety Procedures	535)	TB 740-358: Storage Handling & Shipment of Truck Mounted Cranes	589)
TB 385-6: Cranes and Excavators Safety	536)	TB 742-()-series: Surveillance Inspection Procedures for Nuclear Weapons	534)
TB 385-7: Off-highway Truck Maintenance Safety	537)	TB 748-1: Electrostatic Painting for General Office Steel Furniture	590)
TB 385-8: Wheel-type Loader/Dozer Maintenance Safety	538)	TB 748-95-1: Color, Marking, & Painting of AMCCOM armament	592)

THE RECORD OF EMERGENCY DATA												NOV 75		DEC 75	
EMERGENCY INFORMATION												NOV 75		DEC 75	
AVERAGE MONTHLY USAGE X 6 = 180 DAY STOCK LEVEL: 6000. (BASED ON PEAK PROCESSING MONTH (*) USAGE.)												NOV 75		DEC 75	
MONTH ESTABLISHED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	BALANCE ON HAND	DAYS OUT	
REQUISITION NUMBER OR ORGANIZATION	QUANTITY	QUANTITY	ISSUED	BALANCE ON HAND	DAYS OUT	DATE	REQUISITION NUMBER OR ORGANIZATION	REQUISITION NUMBER OR ORGANIZATION	QUANTITY	QUANTITY	ISSUED	BALANCE ON HAND	DAYS OUT		
DATE	REQ FR	REQ FR	REQ FR	BALANCE ON HAND	DAYS OUT	DATE	REQ FR	BALANCE ON HAND	REQ FR	REQ FR	REQ FR	BALANCE ON HAND	DAYS OUT		
4Jan	Req fr PubGen	2500		3500											
4Jan	Inventory			3500											
6Jan	Operations		800	2700											
16Jan	Req d fr PubGen (FF Dec87 Req)	700		3400											
17Jan	Inventory			3400											
29Jan	Req fr PubGen	800		3400											
6Feb	Operations		850	2550											
15Feb	Req d fr PubGen (FF Nov87 Req)	750		3300											
16Feb	Inventory			3300											
26Feb	Req fr PubGen	850		3300											
5Mar	Operations		900	2400											
14Mar	Req d fr PubGen (FF Dec87 Req)	650		3050											
15Mar	Inventory			3050											
30Mar	Req fr PubGen	900		3050											

DUE IN PLUS BALANCE-ON-HAND = 180-DAY STOCK LEVEL.
AVERAGE PEAK PROCESSING MONTHS (*) USAGE X 6 = 180-DAY STOCK LEVEL (6000).
"PEAK PROCESSING MONTHS" FIGURES WILL BE USED TO ESTABLISH THE 180-DAY STOCK LEVEL.
*IN THE ABOVE EXAMPLE (12-MONTH PERIOD), THE "PEAK PROCESSING MONTHS" WERE FEB, MAR, APR, MAY, AUG, SEP;
THE AVERAGE "PEAK PROCESSING" MONTHS USAGE = 1000; THE 180-DAY STOCK LEVEL IS 6000.

Figure B-1. Sample Publication and Blank Form Stock Record Card

Appendix C
Listing of Air Force Publications

C-1. Air Force Recruiting Periodicals (AFRP):

<u>Number</u>	<u>Title</u>
4-1	Administrator
11-1	TIG Brief
30-15	Airman Magazine
30-16	Afterburner-USAF News for Retired Personnel
35-1	Career Advisory News
36-1	Officers' Career Newsletter
50-2	Air University Review
190-1	Air Force Policy Letter for Commanders
700-1	Information Systems Newsletter

C-2. Air Force Visual Aids (AFVA):

<u>Number</u>	<u>Title</u>
18-5	Energy Conservation: Don't Speed - Drive at 55 MPH!
18-6	Energy Conservation Poster - Turn Down Your Thermometer
18-9	Energy Conservation Poster
30-35	Building People is Our Business
30-38	Deglamorization
35-1	Code of the U.S. Fighting Force Poster
35-2	Armed Forces Insignia
35-3	Project Warrior - Be Fit
35-19	Problem or Complaint Poster
161-1	Air Force Visual Aid-Wind Chill Chart
190-3	U.S. Air Force Composite
190-13	Weigh the Facts - Drinking and Driving Roster Card
205-1	Safeguard All Classified Material
900-2	Wear your Ribbons Proudly and Properly

C-3. Air Force Standard Publications (Short Titles: R (Air Force Regulation), M (Air Force Manual), and P (Air Force Pamphlet))

<u>Number</u>	<u>Title</u>
AFPB	Air Force Publications Bulletin
RO-2	Numerical Index of Standard and Recruiting Air Force Publications
RO-9	Numerical Index of Departmental Forms
R5-31	Publications Libraries and Sets
R7-2	Procedural Guide for Customers of the Publishing Distribution Officer
R10-4	Air Force Directory
R10-6	Air Force Standard Functional Address System
R11-2	Air Force Abbreviations
R30-1	Air Force Standards
R30-2	Social Actions Program
R30-15	Off-Base Housing Referral Services
R30-25	Casualty Services
R30-30	Standards of Conduct
M30-130, Vol II	Personnel Data System (POS) Unit/GSU Support
M31-11	Correction of Officer and Airman Evaluation Reports
R33-3	Enlistment in the United States Air Force
R33-6	Armed Services (Institutional) Vocational Testing Program
R33-7	Military Entrance Processing Stations (MEPS)
R35-1	Military Personnel Classification (Officers, Warrant Officers, Airmen)
R35-4	Physical Evaluation for Retention, Retirement and Separation
R35-8	Air Force Military Personnel Testing System
R35-9	Leave and Administrative Absence Policy
R35-10	Dress and Personnel Appearance of Air Force Personnel
R35-11	Air Force Physical Fitness and Weight Control Program
R35-16, Vol I	The USAF Reenlistment, Retention, and NCO Status Programs
R35-18	Financial Responsibility
R35-32	Financial Responsibility Unfavorable Information Files, Control Rosters Administrative Reprimands and Admonitions

<u>Number</u>	<u>Title</u>
R35-35	Individualized Newcomer Treatment and Orientation (INTRO) Program
R35-38	DD Form 93 (Record of Emergency Data)
R35-54	Rank, Precedence, and Command
R35-59	Dependent Care Responsibilities
R35-73	Desertion and Unauthorized Absence
R36-1	Officer Classification
P36-1	Officer Career Newsletter
P36-6	USAF Officer's Guide to the Officer Evaluation System
R36-10	Officer Evaluations
R36-23	Officer Career Development
P36-32	You and Your Promotions - The Air Force Officer Promotion System
R36-93	Official Photographs
R39-1	Airman Classifications
R39-6	The Enlisted Force Organization
R39-6M	The Enlisted Force Organization (X: 1 cy to each NCO)
P39-7	Airman Career Information (X: 1 cy for each 5 Airmen)
P39-8	Weighted Airman promotion System (WAPS) Study Reference List (X: S&I, USAF Occ Meas Cen, Randolph AFB, TX 78150)
R39-10	Administrative Separation of Airmen
R39-29	Promotion of Airmen
R39-30	Administrative Demotion of Airmen
R39-62	Noncommissioned Officer and Airmen Performance Reports
R50-5	USAF Formal Schools
R50-23	On-the-Job Training
R50-44	The Military Training Standards System
P50-34, Vol I	Promotion Fitness Examination (PFE) Study Guide
P50-34, Vol II	USAF Supervisory Examination (USAFSE) Study Guide
R53-8	USAF Officer Professional Military Education System
R75-33	Do It Yourself Moving and Monetary Incentive Payment Program
R110-2	Political Activities by Members of the Air Force
R111-9	Nonjudicial Punishment Under Article 15, Uniform Code of Military Justice
M160-20	Medical Support in Joint Operations
R160-23	Drug Abuse Testing Program
R160-30	Radiology Technology

Number**Title**

R160-43	Medical Examination and Medical Standards
M177-373, Vol I	Joint Uniform Pay System - JUMPS AFO Procedures
M177-373, Vol II	Joint Uniform Pay System Unit Procedures
R205-32	USAF Personnel Security Program (PA) (Supplements DOD 5200.2-R)
P211-12	Preretirement Counseling Guide
P900-1	Guide to Air Force Protocol Decorations, Service & Achievement Awards, Unit Awards, Special Badges, and Devices
R900-48	USAF Extension Course Institute Catalog

C-4. Air Force Special Publications (AFSP):**Number****Title**

127-1	Road and Recreation
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Appendix D
Listing of Navy Publications

D-1. Navy publications:

BUPERSINST 1430.16C, Manual for Advancement

COMNAVCRUITCOM Inst 1130.8A, Navy Recruiting Manual (Enlisted)
All MEPS automatically receive distribution of this publication from
COMNAVCRUITCOM.

NAVEDTRA 10500, Catalog of Navy Courses

NAVEDTRA 10052, AJ Bibliography for Advancement Study

NAVEDTRA 10061, AQ List of Training Manuals, Correspondence Courses and
Personnel Qualification Standards

NAVMED P-117, Manual of the Medical Department, U.S. Navy (Chapter 15)

NAVPERS 15255Q, Navy Leader Planning Guide

NAVPERS 15560, Naval Military Personnel Manual (MILPERSMAN)

NAVPERS 15563, Health and Physical Readiness, Command Fitness Coordinator
Reference and Training Manual

NAVPERS 15665G, Uniform Regulations

NAVPERS 15909C, Navy Enlisted Transfer Manual (ENLTRANSMAN)

NAVSUPINST 4600.70 Transportation and Travel, Military Traffic Management
Regulations

NMPCINST 1301.2, Format and Procedures for Validation of Officer Distribution
Control Report, NAVPERS 1301/S

NMPCINST 1080.1C, Format and Procedures for Validation of Enlisted
Distribution and Verification Report (EDVR)

NMPCINST 1611.1, Report on Fitness of Officers

NMPCINST 1616.1A, The Navy Enlisted Performance Evaluation System

NMPCINST 7040.1, Financial Management Guide for Permanent Change of Station
(PCS) Travel

NPFC-P-4400/11, Naval Publications and Forms Center Customer Services
Information Manual

OPNAVINST 1000.23 series, Pay/Personnel Administrative Support System (PASS) Management Manual (PASSMAN)

OPNAVINST 6110.1C, Physical Readiness Instructions

U.S. Navy Regulations, 1973

D-2. DODAAC Listing For Requisitioning Navy Publications

HQ Eastern Sector W23HFB

HQ Central Sector W52BKT

HQ Western Sector W62HFC

Eastern Sector MEPS

Albany, NY	W16BER
Atlanta, GA	W33NY6
Baltimore, MD	W23BDB
Beckley, WV	W27HBT
Boston, MA	W13G9C
Buffalo, NY	W16BEV
Charlotte, NC	W36HFJ
Fort Jackson	W37HFK
Harrisburg, PA	W25HAG
Jacksonville, FL	W32Q9P
Manchester, NH	W14GRJ
Miami, FL	W32DMH
Newark, NJ	W15BA4
New Haven, CT	W11GRK
New York, NY	W16JGZ
Philadelphia, PA	W25DK1
Pittsburgh, PA	W25AVB
Portland, ME	W12GRL
Raleigh, NC	W36QYU
Richmond, VA	W26AEX
San Juan, PR	WF3CSX
Springfield, MA	W13JLG
Syracuse, NY	W16BEZ
Tampa, FL	W80PR9
Wilkes Barre, PA	W25DLP

Central Sector MEPS

Chicago, IL	W52CC2
Cincinnati, OH	W24PMS
Cleveland, OH	W24G98
Columbus, OH	W24PML
Des Moines, IA	W54C67
Detroit, MI	W56C5S
Fargo, ND	W5AHR3
Indianapolis, IN	W53C4D
Jackson, MS	W35PYQ
Kansas City, MO	W58C69
Knoxville, TN	W38GNV
Lansing, MI	W81EC2
Little Rock, AR	W41CX2
Louisville, KY	W22PMQ
Memphis, TN	W38GNW
Milwaukee, WI	W5CPNJ
Minneapolis, MN	W57EMA
Montgomery, AL	W80Y43
Nashville, TN	W38GNX
New Orleans, LA	W42NIP
Omaha, NE	W59CV6
Shreveport, LA	W42NTQ
Sioux Falls, SD	W58HSG
St. Louis, MO	W58CFO

Western Sector MEPS

Albuquerque, NM	W80Y35
Anchorage, AK	W80PPN
Amarillo, TX	W45DVD
Boise, ID	W63HV3
Butte, ID	W64QQR
Dallas, TX	W45CP2
Denver, CO	W51HS8
El Paso, TX	W45AH6
Fresno, CA	W62KP3
Honolulu, HI	WX3JM2
Guam	
Houston, TX	W45NFT
Los Angeles, CA	W62C7X
Oakland, CA	W62PXX
Oklahoma City, OK	W44DVE
Phoenix, AZ	W61DEP
Portland, OR	W66EWB
Salt Lake City, UT	W67HW8
San Antonio, TX	W45CAT
San Diego, CA	W62MDJ
Seattle, WA	W68EV9
Spokane, WA	W68EV8

D-3. Locations for MEPS to obtain Navy GTR's:**MEPS**

Albany, NY
 Ft. Hamilton (Brooklyn, NY)
 Manchester, NH
 New Haven, CT
 Portland, ME
 Syracuse, NY

Boise, ID
 Butte, MT
 Portland, OR
 Seattle, WA
 Spokane, WA
 Anchorage, AK
 Salt Lake City, UT

Chicago, IL
 Denver, CO
 Des Moines, IA
 Fargo, ND
 Indianapolis, IN
 Kansas City, MO
 Louisville, KY
 Milwaukee, WI
 Minneapolis, MD
 Omaha, NE
 Sioux Falls, SD
 St. Louis, MO

Atlanta, GA
 Charlotte, NC
 Ft. Jackson, SC
 Knoxville, TN
 Raleigh, NC

Beckley, WV
 Richmond, WV
 San Juan, PR

GTR Subcustody Support

Navy Passenger Transportation Office
 Personnel Support Activity, New London
 Box 88, Naval Submarine Base
 Groton, CT 06349-5088
 TRAFFIC MANAGER
 A/C 203 449-4630/39, AUTOVON 241-4630/39

Navy Passenger Transportation Office
 Personnel Support Activity, Bangor
 Code M4
 Bremerton, WA 98315-5710

TRAFFIC MANAGER
 A/C 206-396-6237, AUTOVON 744-6237

Navy Passenger Transportation Office
 Personnel Support Activity Detachment, NTC
 Great Lakes, IL 60088-5715

TRAFFIC MANAGER
 A/C 312 688-3424/3425, AUTOVON 792-3425

Navy Passenger Transportation Office
 Personnel Support Activity
 Code 30
 Charleston, SC 29408-5600
 TRAFFIC MANAGER
 A/C 803 743-5183/2879, AUTOVON 794-5183/2879

Navy Passenger Transportation Office
 Personnel Support Activity Detachment
 Norfolk, Bldg. A48, Naval Station
 Norfolk, VA 23511-5115
 TRAFFIC MANAGER
 A/C 804 444-2500, AUTOVON 564-2500

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MEPS

GTR Subcustody Support

Montgomery, AL

Navy Passenger Transportation Office
Personnel Support Activity
Bldg. 680, Naval Air Station
Pensacola, FL 32508-6600

TRAFFIC MANAGER
A/C 904 452-2742/2481, AUTOVON 922-2742/2481

New Orleans, LA
Shreveport, LA

Navy Passenger Transportation Office
Personnel Support Activity Detachment
Bldg. 731, West Bank
New Orleans, LA 70142-5450

TRAFFIC MANAGER
A/C 504 361-5203, AUTOVON 485-5203

San Diego, CA
Phoenix, AZ

Navy Passenger Transportation Office
Personnel Support Activity
P.O. Box 204, Naval Station
San Diego, CA 92136-5204

TRAFFIC MANAGER
A/C 619 696-6058, AUTOVON 958-6058

Memphis, TN
Nashville, TN
Jackson, MS
Little Rock, AR

Navy Passenger Transportation Office
Personnel Support Detachment
Naval Air Station, - Memphis
Millington, TN 38054-5099

TRAFFIC MANAGER
A/C 901 872-5512, AUTOVON 966-5512

Buffalo, NY
Cincinnati, OH
Columbus, OH
Cleveland, OH
Detroit, MI
Pittsburgh, PA
Lansing, MI

Navy Passenger Transportation
Personnel Support Detachment
AJC Federal Building
Cleveland, OH 44199-2073

TRAFFIC MANAGER
A/C 216 522-5585/5608, AUTOVON 580-5585/5608

Albuquerque, NM
Amarillo, TX
Dallas, TX
El Paso, TX
Houston, TX
Oklahoma City, OK
San Antonio, TX

Navy Passenger Transportation Office
Personnel Support Detachment (Bldg. 129)
Naval Air Station
Corpus Christi, TX 78419-5208

TRAFFIC MANAGER
A/C 512 939-2128, AUTOVON 861-2128

MEPS

Boston, MA
Springfield, MA

Baltimore, MD

Tampa, FL
Jacksonville, FL
Miami, FL

Fresno, CA
Oakland, CA

Harrisburg, PA
Newark, NJ
Philadelphia, PA
Wilkes-Barre, PA

Los Angeles, CA

GTR Subcustody Support

Navy Passenger Transportation Office
Personnel Support Activity Detachment
Bldg. K-61
Naval Education & Training Center
Newport, RI 02841-5062

TRAFFIC MANAGER
A/C 401 841-2667, AUTOVON 948-2667

Navy Passenger Transportation Office
Personnel Support Activity Detachment
Crystal City, Room 100, CM3
Washington, DC 20371-5000

TRAFFIC MANAGER
A/C 202 695-0696, AUTOVON 225-0696

Navy Passenger Transportation Office
Personnel Support Activity
P.O. Box 56, Bldg. 13, Naval Air Station
Jacksonville, FL 32212-0056

TRAFFIC MANAGER
A/C 904 772-3555/5493, AUTOVON 942-3555/5493

Navy Passenger Transportation Office
Personnel Support Activity Detachment
Bldg. 450, 3rd Floor
Treasure Island
San Francisco, CA 94130-5006

TRAFFIC MANAGER
A/C 415 765-6905, AUTOVON 869-6905

Navy Passenger Transportation Office
Personnel Transportation Office
Code 5
Philadelphia, PA 19112-5097

TRAFFIC MANAGER
A/C 215 897-8806, AUTOVON 443-8806

Navy Passenger Transportation Office
Personnel Support Activity
Naval Station, Bldg. 112, Code N4
Long Beach, CA 90822-5098

TRAFFIC MANAGER
A/C 213 547-8251, AUTOVON 360-8251

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MEPS

GTR Subcustody Support

Guam

Navy Passenger Transportation Office
U.S. Navy PSD-Guam
P.O. Box 161
FPO San Francisco, CA 96630-1729

TRAFFIC MANAGER
A/C 671 339-3188/89, AUTOVON 339-3188/89

Honolulu, HI

Navy Passenger Transportation Office
Personnel Support Detachment
Pearl Harbor, P.O. Box 304, Code 50
Pearl Harbor, HI 96860-6700

TRAFFIC MANAGER
A/C 808 471-3247/0549, AUTOVON 471-3247/0549

D-4. Navy forms (required at HQ, sector, and MEPS):

- a. NAVCOMPT Form 3065, Leave Request/Authorization
- b. NAVPERS 1070/613, Administrative Remarks
- c. NAVPERS 1306/7, Enlisted Personnel Action Request
- d. NAVPERS 1306/63, Enlisted Duty Preferences
- e. NAVPERS 1611/1, Report on the Fitness of Officers
- f. NAVPERS 1611/1W, Appraisal Worksheet
- g. NAVPERS 1616/21, Enlisted Performance Evaluation Report-Individual
- h. NAVPERS 1616/24, Enlisted Performance Evaluation Report
- i. NAVPERS 1616/24, Enlisted Performance Evaluation Report-Work Sheet
- j. NEDTRA 1560/5, Tuition Assistance (TA) Application Authorization

D-5. Ordering from Naval Publications and Forms Center, Philadelphia, PA (NPFC)

a. The three major categories of material available at NPFC are COG I Material (stock numbered Publications and Forms), Directives, and Specifications and Standards. The directives are further divided into DOD Directives, Navy Directives, and Naval Air Command (NAVAIR) Technical Directives. The following indicates where the material is cataloged and what form should be utilized for ordering:

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<u>Type of Material</u>	<u>Cataloged In</u>	<u>Correct Ordering Form</u>
Cog I Material	NAVSUP Pub 2002 (S/N 0535-LP-004-0100)	Milstrip/DD Form 1348 (S/N 0102-LF-013-1002)
DOD Directives	DOD Directives System Quarterly Index (DOD 5025-1-1)	NAVSUP Form 1205 (S/N 0108-LF-503-1002)
Navy Directives	Consolidated Subject Index (NAVPUBNOTE 5215)	NAVSUP Form 1205
NAVAIR Technical Directives	NAVSUP Pub 2002 (Last Fiche)	NAVSUP Form 1205
Specification and Standards	DOD Index of Specifications and Standards (DODISS)	DD Form 1425 (S/N 0102-LF-001-4251)

b. Request received on the wrong form must be returned for resubmission on the proper form. For example, a chargeable form cannot be provided in response to a DD Form 1425 nor a Naval Supply (NAVSUP) Form 1205, since billing must be accomplished through the Military Standard Requisition and Issue Procedure (MILSTRIP) system which requires a funded DD Form 1348. Different categories of material should not be requested on the same form. For example, if a customer requires a Navy Directive and a NAVAIR technical directive, they should submit a separate NAVSUP Form 1205 for each type item. Finally, NPFC cannot provide DOD directives to DOD activities. Navy activities must request the Navy directives which implement DOD directives and publications. Other DOD components can request DOD directives through their regular publication channels.

c. When using the DD Form 1425 and NAVSUP Form 1205, please complete the self-addressed label at the top with your complete mailing address. Many orders are delayed or cannot be processed because of incomplete or erroneous mailing information. Considerable delays are encountered when NPFC must prepare new labels from the incoming envelope. In addition, the incoming envelope is often discarded prior to realizing the address on the DD 1425 or NAVSUP Form 1205 is missing or incorrect. These requisitions cannot be filled.

Appendix E**Listing of Marine Corps Publications and Blank Forms**

E-1. Most administrative support for Marines is provided by the supporting I & I staff, therefore; MEPS should only maintain the Marine Corps Orders (MCOs), bulletins, and blank forms necessary.

E-2. Publications

The following list is considered to be the minimum required at the MEPS. Only current additions should be maintained (alphabetical characters at the end of a MCO number indicates a revision (i.e., MCO P1000.6E indicates the 5th revision of MCO P1000.6.)

Distribution

Code	Order Number/Subject/Contents
A	Various orders and bulletin numbers. This code is necessary to provide regulatory instructions and information on physical fitness, weight control, uniforms, promotions, training, etc. (Although this code may be repeated below, only one copy is required on your TAP.)
DL	MCO P1020.34 - Marine Corps Uniform Regulations. Contains policies on wearing Marine Corps clothing.
A	MCOs & bulletins in 1020 series. Current information on uniform regulations.
A	MCOs & bulletins in the 1400-1430 series. Current information on promotion.
A48	MCO P 1610.7 - Performance Evaluation System
A	MCO 1610.11 - Performance Evaluation Appeals
LIL	MCO 1610.12 - USMC Counseling Program
ZB4	MCO P5215.1 - The USMC Directives System. Includes instructions on how to file and make changes to MCOs.
DD	MCO P5300.12 - The USMC Substance Abuse Program
A	MCO 5370.3 - Standards of Conduct and Government Ethics
A	MCO 5390.2 - Leadership Training
A	MCO 6100.3 - Physical Fitness. Covers Physical Fitness testing and scores.

Distribution

Code	Order Number/Subject/Contents
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FX	MCO P10120.28 - Individual Clothing Regulations. Covers proper fit and alterations authorized for various uniforms.
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E-3. Requests for SF 1169 and/or Uniformed DD Form 652 (Meal Ticket):

a. Request for SF 1169 and/or DD Forms 652 with the Marine Corps paying office address preprinted on the forms may be secured by submitting a memorandum or a message from the responsible officer (Unit Publications Official) of the requesting activity to:

Commanding General
Marine Corps Logistics Base
Albany, Georgia 31704-5000

(1) Request by memorandum: The memorandum must state the number of SF 1169 and/or DD Forms 652 requested; show the address of the requesting activity; and the name of the responsible officer.

(2) Request by message: The message must state the number of SF 1169 and/or DD Forms 652 requested; show the address of the requesting activity; and the name of the responsible officer.

b. SF 1169 and/or DD Forms 652 are sent to the requesting activity by certified mail with return acknowledgment documents enclosed. The requesting activity must complete the return acknowledgment documents (receipt and letter), and return both documents to:

Commanding General (472) Marine Corps Logistics Base Albany, Georgia 31704-5000	Phone: Commercial (912) 439-5674 (912) 439-5676 AUTOVON 567-5674
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E-4. For IACs see Table E-1.

Table E-1
Marine Corps Individual Activity Codes

Eastern Sector MEPS Central Sector MEPS Western Sector MEPS
90030809003093

Albany, NY	9003001	Chicago, IL	9003048	Albuquerque, NM	9003038
Atlanta, GA	9003026	Cincinnati, OH	9003008	Anchorage, AK	
Baltimore, MD	9003074	Cleveland, OH	9003009	Amarillo, TX	9003039
Beckley, WV	9003005	Columbus, OH	9003010	Boise, ID	9003063
Boston, MA	9003006	Des Moines, IA	9003050	Butte, ID	9003064
Buffalo, NY	9003007	Detroit, MI	9003051	Dallas, TX	9003040
Charlotte, NC	9003027	Fargo, ND	9003052	Denver, CO	9003049
Fort Jackson, SC	9003078	Indianapolis, IN	9003053	El Paso, TX	9003041
Harrisburg, PA	9003012	Jackson, MS	9003030	Fresno, CA	9003066
Jacksonville, FL	9003031	Kansas City, MO	9003054	Honolulu, HI	9003082
Manchester, NH	9003014	Knoxville, TN	9003032	Guam (Honolulu support)	
Miami, FL	9003028	Lansing, MI		Houston, TX	9003082
New York, NY	9003017	Little Rock, AR	9003043	Los Angeles, CA	9003076
Newark, NJ	9003015	Louisville, KY	9003013	Oakland, CA	9003068
New Haven, CT	9003016	Memphis, TN	9003033	Oklahoma City, OK	9003045
Philadelphia, PA	9003018	Milwaukee, WI	9003055	Phoenix, AZ	9003069
Pittsburgh, PA	9003019	Minneapolis, MN	9003050	Portland, OR	9003070
Portland, ME	9003075	Montgomery, AL	9003034	Salt Lake City, UT	9003077
Raleigh, NC	9003036	Nashville, TN	9003035	San Antonio, TX	9003046
Richmond, VA	9003023	New Orleans, LA	9003044	San Diego, CA	9003003
San Juan, PR	9003073	Omaha, NE	9003057	Seattle, WA	9003071
Springfield, MA	9003023	Shreveport, LA	9003047	Spokane, WA	9003072
Syracuse, NY	9003024	Sioux Falls, SD	9003058		
Tampa, FL		St. Louis, MO	9003059		
Wilkes Barre, PA	9003080P				

Appendix F

U.S. Coast Guard Transportation Requests

F-1. GTR without preprinted payment office data may be purchased from:

General Services Administration
Furniture Commodity Center
ATTN: FCNI
Washington, DC 20406

Using DD Form 1348-6 (DODs Single Line Item Requisition System Document (Manual Long Form)) annotated with appropriate fiscal data. Additional information:

- a. National stock number: 7540-00-985-7038.
- b. Unit of issue: HD.
- c. Forms are available in multiples of 100 only. Cost \$7.90 per 100.
- d. Point of contact at General Services Administration: (703) 557-5926

F-2. The USCG payment office should be entered in the "Bill charges to" space on the GTR:

CG, HQ U.S. Coast Guard
ATTN: GAC-5
2100 2d Street, SW
Washington, DC 20593-0001

F-3. GTR with a different payment office preprinted on the form may be used by completely lining out the preprinted information and entering the appropriate payment office in the "Fiscal data" space or the "Continuation of services required" space, in compliance with AR 55-355, table 53-1.

F-4. MEPS using the Diners Club Government Travel System will be assigned appropriate account numbers. Payment under this system is also made at the address indicated in F-2 above.

Glossary

AUTODIN

automatic digital network

AR

Army Regulation

DA

Department of the Army

DD/DOD

Department of Defense

DODAAC

DOD Activity Address Code

E-Forms

Electronic forms

GTR

Government Transportation Request

HQDA

Headquarters Department of the Army

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

IAC

Individual Activity Code

I&I

Instructor & Information

MACOM

major Army command

MCO

Marine Corps Order

MEPS

Military Entrance Processing Station

NAVAIR

Naval Air Command

NPFC

Naval Publications and Forms Center

PDO

Publications Distribution Office

SF

Standard Form

STP

Soldier Training Publications

TAP

Table of Allowance for Publications

USCG

U.S. Coast Guard