

**CORRECTED COPY**

**From:** Waddelow, Lt Col Annette (USAF)  
**Sent:** Tuesday, December 07, 1999 4:29 PM  
**To:** DIRECTORATES; MCOE; MCOV; ES MEPS; WS MEPS  
**Cc:** MIM-Support Services  
**Subject:** I-99-DEC-30(IMC 1 to USMEPCOM Reg 25-33, 8 September 1997, USMEPCOM Publications Program)

UNCLASSIFIED      UNCLASSIFIED      UNCLASSIFIED

**IMC Message:**

**IMC Effective Date:**

From: MIM-SS

Subject: IMC 1 to USMEPCOM Reg 25-33, 8 September 1997, USMEPCOM Publications Program

To: HQ USMEPCOM Directors & Special Staff Officers  
All Sector and MEPS Commanders  
MIM-SS

**1. Purpose.** This interim message change (IMC) officially:

- Establishes USMEPCOM Reg 25-33 as the prescribing directive for IMCs.
- Implements the bullet format for the IMC's purpose paragraph.
- Updates the IMC transmittal message page format and coordination process.
- Establishes the use of the "**imc-ssd**" and "**IMC Coordination**" e-mail address accounts.
- Implements the strikethrough/underscore method for IMC changes to the basic publication.
- Deletes the use of permanent changes.
- Establishes the use of USMEPCOM Form 25-33-2-R-E (Resupply of Form).
- Deletes the use of the Executive Correspondence Sheet.
- Deletes the IMC column in table 4-1.
- Provides an updated sample of an IMC transmittal message.
- Establishes guidance on how to rescind an existing USMEPCOM publication.
- Incorporates the use of Microsoft Word.
- Implements a 72-hour timeframe to upload IMCs to the USMEPCOM Electronic Pubs/Forms Library.
- Establishes the requirement for right margin justification for text.

**2. New and/or changed material.** The new and/or changed material has been annotated by the underscore/strikethrough method. File this IMC transmittal page in front of the publication until it is superseded or rescinded. Remove and/or insert the page(s) from/to USMEPCOM Reg 25-33, 1 September 1997, as follows:

**Remove Page(s)**

i through iv  
3-1 through 3-15  
4-1 through 4-20  
5-1 through 5-9  
7-1  
A-1 and A-2  
Index-1 through Index-3

**Insert Page(s)**

i through v  
3-1 through 3-19  
4-1 through 4-20  
5-1 through 5-10  
7-1 and 7-2  
A-1 and A-2  
Index-1 through Index-3

**3. Implementation.** This IMC is released for implementation on the effective date shown above.

**4. USMEPCOM Electronic Pubs/Forms Library.** The IMC's transmittal message page (**file name: 25-33ri1m.doc**) and the page changes (**file name: 25-33ri1.doc**) will be uploaded to the electronic library within 72 hours after the initial distribution by the Command Message System. To review the files above, use the following paths as applicable:

**HQ USMEPCOM and sector users.** Using Windows Explorer, use the path below.

U:\common\pubs\mepcom\regs

**MEPS users.** Using Citrix WinFrame Client for DOS, select the drive letter that shows “\\MEPS1\MIM” and use the path below.

SSD\pubs\mepcom\regs

**5. Comments/suggested improvements** Users may submit comments and/or suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to the point of contact (POC) in paragraph 6.

**6. POC.** The POC for the contents of this IMC is Ms. Sherri Widermyre (MIM-SS) at DSN 792-3680, ext. 7739; or commercial (847) 688-3680, ext. 7739.

**CORRECTED COPY**

\*USMEPCOM Reg 25-33

Corrects edition date from 8 Sep 97

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
~~2500-2834~~ GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation  
No. 25-33

11 August 1997

**Effective: 2 September 97**

**Information Management: Publishing and Printing  
USMEPCOM PUBLICATIONS PROGRAM**

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FOR THE COMMANDER:

OFFICIAL:

JOEL M. PELIS  
Colonel, USA  
Deputy Commander/Chief of Staff

/SIGNED/

TERRENCE N. TIERNAN  
Director, Information Management

DISTRIBUTION:

A

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**Summary.** This regulation prescribes policies and procedures for writing stand-alone United States Military Entrance Processing Command (USMEPCOM) publications, and standing operating procedures (SOP). Deletes the use of USMEPCOM pamphlets, memorandums, write-in changes, supplements to Army regulations (ARs), and the "Impact on New Manning System" title page paragraph. Revises the format and placement of the authentication block and page headers, coordination requirements, and procedures for nonconcurrences. Establishes a supplement format for sectors, effective dates for USMEPCOM regulations/changes, procedures for electronic coordination of manuscripts, a standard style and font for USMEPCOM publications, instructions on how to obtain USMEPCOM electronic publications and forms, a publications expert additional duty, and a manuscript checklist for writers. Transfers the overall management of policy memorandums to the Command Executive Officer, HQ USMEPCOM. Prescribes USMEPCOM Form 25-33-1-R-E (Review of Publication).

**Applicability.** This regulation applies to writers of USMEPCOM publications and sector supplements.

**Supplementation.** Supplementation to this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MIM-SS, ~~2500-2834~~ Green Bay Road, North Chicago, IL 60064-3094.

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\*This regulation supersedes USMEPCOM Memo 25-4, 27 July 1989.

**Interim message changes (IMCs).** IMCs to this publication are not official unless they are disseminated via the Command Message System from the Command Executive Officer, HQ USMEPCOM.

**Internal Management Control Program Management control process.** This regulation is subject to the requirements of USMEPCOM Reg 11-4 (Internal Controls Management Control). It contains an internal control checklist at appendix D.

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM, Information Management Directorate, Support Services Division. Users will send comments and suggested improvements by memorandum or Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ USMEPCOM, ATTN: MIM-SS, ~~2500-2834~~Green Bay Road, North Chicago, IL 60064-3094.

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## **Chapter 3**

### **Types of Official Publications**

#### **3-1. Official publications**

Official publications will establish policies and/or procedures affecting activities within USMEPCOM. The Commander, USMEPCOM; the Director, Information Management; or an authorized individual, will sign official publications.

#### **3-2. Regulations**

Regulations are permanent directives and are effective until changed, superseded, or rescinded. They will be used to prescribe USMEPCOM policies, procedures, forms, file numbers, reports, automated data systems manuals (ADSMs), handbooks, and posters. See **figure 3-1** for a sample format of a regulation with chapters. See **figure 3-2** for sample format of a regulation with chapters and sections.

#### **3-3. Supplements**

a. A supplement will contain only additional information, explanations, or information specifically needed by the sector. It will not change, supersede, or revise any portion of the USMEPCOM regulation. Supplements will remain effective until superseded or rescinded. A rescinded regulation automatically rescinds its supplement and all its changes.

b. When a regulation prohibits supplementation, and the user considers it necessary, a request for exception will be made in writing. The requester will forward a copy of the proposed supplement and written request to the proponent of the regulation.

c. HQ USMEPCOM, sector, and MEPS proponents will not write supplements to ARs. Sector commanders may supplement a USMEPCOM regulation when authorized by the regulation. MEPS will not supplement USMEPCOM regulations. USMEPCOM regulations and sector supplements will contain one of the supplementation paragraphs at paragraph 4-6c. See **figure 3-3** for sample format of a sector supplement. Proponents will forward one copy of all approved and authenticated supplements to the following HQ USMEPCOM elements:

- (1) Proponent identified in the "supplementation" paragraph of the basic USMEPCOM regulation.
- (2) Inspector General.
- (3) Information Management Directorate, ATTN: MIM-SS.

#### **3-4. Automated data system manuals (ADSMs)**

ADSMs will provide the complete technical documentation for all automated data systems (ADS). USMEPCOM regulations will prescribe the use of ADSMs. ADSMs will not establish policy; however, they may distribute policy already prescribed in a USMEPCOM regulation. ADSMs format requirements are as follows:

a. Text will be typed, right justified, in ~~WordPerfect~~ Microsoft Word Times New Roman style, 11 points, on 8 1/2- by 11-inch plain white bond paper. Courier style will be used only when Times New Roman is not available.

b. Each page will contain 1-inch left and right margins, 1/2-inch top and bottom margins, the publication number, publication date, and a page number.

- c. Required title page paragraphs, see chapter 4, section II.
- d. Authentication page (see **fig. 4-1**)

### **3-5. Handbooks**

Handbooks will explain policies and procedures prescribed by a USMEPCOM regulation. There are two types of handbooks, standard and informational. Neither type of handbook will prescribe policies, procedures, responsibilities, forms, and file numbers. Handbooks are permanent until superseded or rescinded.

#### **a. Standard handbooks.**

**(1) Uses.** Standard handbooks are used to publish information needed to carry out policies and procedures prescribed by USMEPCOM regulations. Such examples are:

- (a) Specific procedures (i.e., military justice training procedures).
- (b) Special guidelines (i.e., posting and filing publications).
- (c) Reference data (i.e., catalogs and indexes).

**(2) Format.** There is no standard format for the body of a handbook, however, it will contain a title page. The title page will include the following elements:

- (a) Name and address of the issuing agency.
- (b) Publication number and date.
- (c) Series and publication titles.
- (d) Required title page and body paragraphs.
- (e) Authentication block.
- (f) Supersession notice, if applicable.

#### **b. Informational handbooks.**

**(1) Uses.** Informational handbooks are used to briefly explain guidance on subjects in support of the USMEPCOM mission. Some examples of informational handbooks are:

- (a) Literature for recruiters, applicants, and family members.
- (b) Traveling tips for applicants and family members.
- (c) Country guides.

**(2) Format.** There is no set organization or format for informational handbooks, however, they will contain a title page and number. Handbooks will be numbered in accordance with the regulation that prescribes its use. For example, USMEPCOM Reg 25-33 will prescribe two handbooks, they will be numbered "USMEPCOM Handbook 25-33-1" and "USMEPCOM Handbook 25-33-2." The title page

will consist of the elements listed below.

- (a) Name and address of the issuing agency.
- (b) Type (i.e., handbook) and number of the publication.
- (c) Date of the publication.
- (d) Series and publication titles.
- (e) Required title page and body paragraphs.
- (f) Authentication block.
- (g) Supersession notice, if applicable.

**c. Art work and color/multicolor printing.** The publications control officer (PCO), MIM-SS, will approve handbooks that contain artwork and requires color/multicolor printing. The PCO will print handbooks requiring color/multicolor printing in hard copy and distribute to users through normal distribution channels. For additional information on color/multicolor printing, see paragraph 5-3. To order hard copy USMEPCOM publications and forms, users will complete a DA Form 17 (Request for Publications and Blank Forms) and forward it to the Correspondence/Distribution Center (MIM-SS-MP). Users may fax the form to MIM-SS-MP or send it through normal distribution channels.

### **3-6. Changes**

~~Changes are official alterations to a publication; they may add new material and/or delete and correct preexisting material. **Only the proponent of the publication may issue changes.** Do not use changes to correct or update typographical errors, references, terminology, and office symbols; make these types of alterations when revising the publication. Changes will maintain the same distribution code of the basic publication. There are two types of changes: permanent (see par. 3-7) and IMC (see par. 3-8). A revision is also an official alteration to a publication, however, it is not considered a change. A revision will be accomplished as prescribed by paragraph 3-9.~~

### **3-7. Permanent changes**

~~Proponents will accomplish alterations by page changes **only**. Alterations will remain in effect until they are superseded or rescinded. Permanent changes may include an expiration date for temporary policy and procedures. The proponent will determine whether to set an expiration date.~~

~~**a. Page changes.** A page change will consist of a transmittal page and page inserts. Proponents will prepare a transmittal page and page inserts as follows:~~

~~**(1) Transmittal page.** The transmittal page will tell the user what pages to remove and/or insert. It will contain a title page and required paragraphs. See **figure 3-4** for a sample transmittal page.~~

~~**(2) Page inserts.** A page insert(s) will accomplish alterations to an existing publication. When alterations exist only on one side of the page, the proponent will print both sides (front and back) of the page. The proponent will ensure the change number appears before the publication number (e.g., C1, USMEPCOM Reg 40-8) on both sides of the altered page. Users will remove and/or insert pages as instructed by the transmittal page. See **figure 3-5** for sample page change.~~

~~**b. Adding new material.** Place an asterisk in front of the new material (e.g., chapter, paragraph~~

number, subparagraph number, etc.). When a new chapter is being added or entirely rewritten, place an asterisk before the chapter title. It will appear in the text as follows:

~~—————~~ \*Chapter 6  
~~—————~~ The Command Message System

Add new material in sequential order when feasible. When adding new material between preexisting material use the point numbers. For example:

- ~~—— (1) When adding a new page between pages 1-1 and 1-2, number it 1-1.1.~~
- ~~—— (2) When adding two new paragraphs between paragraphs 2-1 and 2-2, number them 2-1.1 and 2-1.2.~~
- ~~—— (3) When adding a new subparagraph between subparagraphs a and b, number it a.1.~~
- ~~—— (4) When adding a new table between tables 3-1 and 3-2, number it 3-1.1.~~
- ~~—— (5) When adding three new figures between figures 4-1 and 4-2, number them 4-1.1, 4-1.2, and 4-1.3.~~

~~— c. Rescinding preexisting material. Rescinded material will keep its original number, title, and place in the text. Place an asterisk in front of the rescinded material and type in bold uppercase/ lowercase letters the word “Rescinded” after it in parentheses. For example, paragraph 3-4 was rescinded, the paragraph will appear in the text as follows:~~

~~\*3-4. Permanent changes (Rescinded)~~

~~**Note:** In any future change, keep the number, the title, and “(Rescinded),” but **remove** the asterisk (see sample at **fig. 3-5**). The number and title will only be changed when the publication is revised.~~

~~When deleting an entire part of a publication that starts a new page and has more than one page, (i.e., chapters, appendixes, glossary, index, tables, and figures) annotate the first page. For example, chapter 4 in its entirety is rescinded. Chapter 4 has 10 pages, maintain the first page and delete the other pages. Place the asterisk in front of the chapter as shown below:~~

~~\*Chapter 4  
      Printing Management (Rescinded)~~

~~Include on the transmittal page the following:~~

~~—— Remove pages ————— Insert pages  
—— 4-1 through 4-10 ————— 4-1~~

~~— d. Table of contents, appendix A, glossary, and index. Proponents will ensure these parts of the publication are updated when adding new material or rescinding preexisting material. For example:~~

- ~~—— (1) Update the table of contents when adding a new master paragraph, chapter, section, glossary, and/or index. Listing figures and tables in the table of contents are optional; however, if they are listed, apply the same rule.~~

~~—(2) Update the appendix A (reference appendix) when new or rescinded material affects the paragraph numbers cited in appendix A.~~

~~—(3) Update the glossary when adding or deleting an abbreviation and/or term.~~

~~—(4) Update the index when new or rescinded material affects the paragraph numbers cited in the index.~~

### **3-8. Interim message changes (IMCs)**

~~Proponents may issue an IMC to an official USMEPCOM publication when the information is of an immediate nature, and a permanent change will not reach the users soon enough. The Command Executive Officer, HQ USMEPCOM, has the overall responsibility for IMCs. The Command Executive Officer will distribute IMCs via the Command Message System. Proponents establishing changes by IMCs will incorporate them in a permanent media (revision or permanent change) and submit them to MIM SS 14 days from the distribution date. MIM SS will give priority processing to manuscripts incorporating IMC changes in a permanent publication. For originator responsibilities and IMC format, see USMEPCOM Reg 25-32, paragraphs 4-2 and 4-3.~~

**a. Purpose.** An IMC is used to implement new policies and procedures to an existing USMEPCOM publication. **Only the proponent of the publication may issue the IMC change.** Proponents will not initiate IMCs to correct typographical and/or format errors unless they change the meaning/purpose intended. Proponents will accomplish alterations to publications by page changes **only**. Alterations will remain in effect until superseded or rescinded. A page change will consist of a transmittal page and the page inserts.

**b. Transmittal page.** Proponents will prepare the transmittal page according to the instructions in subparagraphs (1) through (12) below. See **figure 3-6** for a sample of a completed IMC transmittal page.

**(1) Message header.** The message header will only appear after the Command Executive Officer (MXO) releases the IMC. The message text will be typed in Times New Roman style and 11-pitch size. The message header will contain the following information:

**(a) From.** Contains the name of the MXO or authorized individual.

**(b) Sent.** Shows the day, date, and time the IMC was sent.

**(c) To.** Shows who the IMC was sent to.

**(d) Subject.** Shows the IMC message and publication numbers (e.g., IMC Message 1-99-JAN-01 (IMC 10, USMEPCOM Reg 601-23)).

**(2) Format.** Before typing the IMC message, set top and bottom margins to ½ inch and right and left margins to 1 inch. Type the text in Times New Roman style, 11-pitch size, and right justify.

**(3) UNCLASSIFIED.** IMCs will contain an "UNCLASSIFIED" security identifier. At the left margin, the proponent will type the word "UNCLASSIFIED," in uppercase letters, three times and insert 10 spaces after the first and second "UNCLASSIFIED."

**(4) IMC Message.** The MXO will type in the IMC message number. The message number will contain the letter "I"(for IMC), date (e.g., 99), month (e.g., MAR), and the number

indicating the number of IMCs released in 1999 (e.g., 06). For example, the sixth IMC sent on March 24, 1999 will be numbered "I-99-MAR-06."

(5) **Note.** The note will tell the users which operating system and word processing software was used for the page inserts. See the example below.

**Note:** This document was created in Windows 95, Microsoft Word.

(6) **IMC Effective Date.** The effective date will be 30 calendar days from the release date. The Commander, USMEPCOM, approve dates less than 30 calendar days. The MXO, or authorized individual, will type in the effective date.

(8) **From.** Contains the proponent's office symbol.

(9) **Subject.** Contains the IMC number, publication number, date, and title.

(10) **To.** Distribute to the mandatory recipients (i.e., DISTRIB, ES MEPS, WS MEPS). Sectors are included in "DISTRIB." **Note:** Except for the "D" distribution, proponents will accomplish "Plus" and "Spec" (special) distribution, as applicable, to external users. External users are users outside of USMEPCOM (e.g., DOD, DA, OPM, etc.). The distribution code/type is shown on the authentication page of the basic publication.

(12) **Required body paragraphs.** These are the paragraphs the IMC must have, see subparagraphs (a) through (g) below.

(a) **Paragraph 1 (Purpose).** States the purpose of the IMC. Proponent will clearly state the major changes in a bullet format. Indent three spaces from left margin and begin bullet(s). Insert a space between each bullet.

(b) **Paragraph 2 (New and/or changed material).** Tells the user which pages to remove and/or insert and where to file the transmittal page. See subparagraphs d through f below for removing and/or inserting pages, adding new material, and rescinding preexisting material.

(c) **Paragraph 3 (Implementation).** Tells the user when to implement the policies/procedures established by the IMC.

(d) **USMEPCOM Electronic Pubs/Forms Library.** Identifies the file names of IMC transmittal message, page changes, and forms (if any) uploaded to the electronic library.

(e) **Comments/suggested improvements.** Users may submit comments and/or suggested improvements on a Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to the point of contact (POC) in paragraph 6.

(f) **POC.** Identifies the name and telephone numbers of the POC. **The POC line is the last line of the IMC message.**

**c. Identifying changes.** Proponents will use the strikethrough/underscore method to show the changes in USMEPCOM publications. When possible, proponents will **NOT** strike through or underscore text when writing manuscripts for publication. Striking through and underscoring text may cause confusion as to what was actually changed. Rescission of an entire part (i.e., master paragraphs, chapters, sections,

appendixes, figures, tables, glossary, and index) of a publication will not appear in the next updated printing. Rescinded master paragraphs and parts will keep its original title and place in the publication until the publication is revised. Rescinded material will be deleted and the word "Rescinded" will follow the part's title in the next printing, no strikethrough/underscore method will be used. For example, IMC 1 rescinded paragraph 3-8, IMC 2 updated paragraph 3-9 which appears on the same page as paragraph 3-8, paragraph 3-8 will appear in IMC 2 as:

### **3-8. Interim message changes (IMCs) (Rescinded)**

Update the table of contents to show the title and add the word rescinded in parentheses, do not strikethrough the title. Proponents will update other changes (i.e., words, sentences, and subparagraphs) accordingly in each update. For example, IMC 1 shows an address change by striking through the old address and underscoring the new one. When updating the page again by IMC 2, the old address will be deleted and the new one will remain. Proponents will use the copy method to ensure changes are annotated correctly without adjusting manually. For further guidance on the copying method contact MIM-SS. Except to show new material, underscoring will not be used in the publication unless it is absolutely necessary. Text changes will appear as follows:

(1) **Screen monitor.** Strikethrough/underscore text will appear in red. The black line(s) that appears in the left margin shows where the change(s) is.

(2) **Color printer/copier.** Strikethrough/underscore text will appear in red. The black line(s) that appears in the right margin shows where the change(s) is.

(3) **Black and white printer/copier.** Strikethrough/underscore text will appear in light gray. To make the light gray text darker, set the copier's/duplicator's image quality to the darkest setting/mode. The black line(s) that appears in the right margin shows where the change(s) is.

**d. Coordination.** All IMCs will be sent to the "**IMC Coordination**" e-mail address for coordination. The IMC will remain in the IMC Coordination e-mail address for 10 working days. The reviewing elements will review the IMC and notify the proponent of issues, if any. No response from a reviewing element constitutes a concurrence. Proponents will maintain all IMC coordination documentation until the publication is revised or rescinded.

#### **e. IMC responsibilities.**

(1) **Reviewing elements.** Review IMCs by the suspense date.

(2) **Proponent.** When coordination has been accomplished, the proponent will e-mail the IMC to the HQ USMEPCOM, Internal Review and Audit Compliance (MIR), ATTN: Management Control Administrator (MCA) for management control requirements.

(3) **MCA.** After receiving the IMC, the MCA will review it for management control requirements. Once the review has been accomplished, the MCA will forward the IMC to the "**imc-ssd**" and MIG e-mail addresses for IMC format and inspection item reviews.

(4) **Command Publications Editor/Command Publications Assistant Editor (MIM-SS).** The editors have access to "**imc-ssd**" e-mail address. The editors will review IMCs for format requirements only. When the format is correct, the editor will e-mail the IMC to the MXO for the MDC/MCS' approval and Command Message System (CMS) distribution.

(5) **MIG.** The IG will review the IMC for guidance that may affect current inspection items. If this occurs, the IG will update the inspection items after the IMC has been distributed by the CMS.

(6) **MXO.** Before obtaining the MDC/MCS approval to release the IMC, the MXO will type the IMC message number after the colon and release and effective dates in the header.

(7) **MDC/MCS.** The MDC/MCS will approve all IMC releases.

**f. Adding new material between preexisting material.** Use point numbers to add new material, in sequential order, between preexisting. For example:

(1) When adding a new page between pages 1-1 and 1-2, number it 1-1.1.

(2) When adding two new paragraphs between paragraphs 2-1 and 2-2, number them 2-1.1 and 2-1.2.

(3) When adding a new subparagraph between subparagraphs a and b, number it a.1.

(4) When adding a new table between tables 3-1 and 3-2, number it 3-1.1.

(5) When adding three new figures between figures 4-1 and 4-2, number them 4-1.1, 4-1.2, and 4-1.3.

**g. Rescinding preexisting material.** Use the strikethrough method to rescind preexisting material (i.e., master paragraphs, subparagraphs, chapters, tables, figures, appendixes, glossary, and the index). Preexisting material will keep their original number, title, and place in the text (see sample at **fig. 3-5.**) Identifying changes in tables and figures can become very complex and possibly adjust the format for the purpose intended, therefore, show the change method (strikethrough/underscore) in the table /figure title only.

**h. Table of contents, appendix A, glossary, index, and textual references.** Proponents will ensure these parts of the publication are updated when adding new material or rescinding preexisting material. For example:

(1) Update the table of contents when adding a new master paragraph, chapter, section, glossary, and/or index. Listing figures and tables in the table of contents are optional; however, if they are listed, apply the same rule.

(2) Update the appendix A (reference appendix) when new or rescinded material affects the paragraph numbers cited in appendix A.

(3) Update the glossary when adding or deleting an abbreviation and/or term.

(4) Update the index when new or rescinded material affects the paragraph numbers cited in the index.

(5) Update textual paragraphs containing references that were rescinded/changed by the change.

**i. Uploading IMCs to the USMEPCOM Pubs/Forms Electronic library.** Upon receipt of the IMC from the MXO, recipients will maintain a copy of the IMC until it has been uploaded to the library. The MIM-SS Records Management NCO will upload the IMC to the library within 72 hours from the IMC

distribution date. After the IMC has been uploaded, the Records Management NCO will send a message notifying the recipients that the IMC is available.

### **3-9. Revisions**

A revision to a publication will be accomplished as dictated by the Commander, Publications Revision Process schedule, or proponent. The cutoff date for interim message changes (IMCs) will be the date the proponent submits the revised publication for editorial review.

#### **3-9.1 Rescinding an existing publication**

Proponents wanting to rescind an existing publication will forward the request, in writing, to the MDC/COS for approval. If the MDC/COS approves the request, the proponent will provide a copy of the approval to the Command Publications Editor (MIM-SS).

**Note:** If the rescinded publication is a regulation, all forms and/or handbooks it prescribes are automatically rescinded.

### **3-10. Posters**

**a. Use.** USMEPCOM posters created for commandwide use will require a prescribing directive. The prescribing directive will contain the purpose for issuing the poster and how to obtain it.

**b. Format.** There is no set format for posters, however, they will contain a number and date. The editor (MIM-SS) will assign the poster a number and date. The poster will display the same date as its prescribing regulation. For example: USMEPCOM Poster 25-90, 15 Jul 97.

**c. Review and approval.** Before creating a poster, contact the editor to ensure there is no poster of a similar type. If there is no poster of a similar type the proponent may create the poster in draft. Manuscripts prescribing posters will be coordinated with the Public Affairs Officer and PCO. The Public Affairs Officer will review the posters for propriety, impact on military personnel and the public, and effectiveness. The PCO will review all completed draft posters for printing specifications.

Page margins = 1/2 inch on the top and bottom and 1 inch on the sides

1 July 1997

USMEPCOM Reg 25-49

**Chapter 1.....(Always start chapters on a new page)**

**Chapter Title**

**1-1. Paragraph title**

Bold paragraph number and title; do not put a period after the title. Uppercase proper titles only. Start text directly under the title.

**a. Subparagraph title (bold).** This is the first subdivision of a paragraph, **indent three spaces from the left margin.** If a subparagraph is titled/untitled at one subdivision, titled/untitled all subparagraphs at that subdivision within that paragraph. If "a" is titled/untitled, "b," and "c," will be titled/untitled. In order to have a subparagraph "a" there must be a subparagraph "b." If you title a subparagraph, end the title with a period, leave two spaces, and begin typing the text on the same line. For untitled subparagraphs, start typing the text two spaces after the number. Bring all succeeding lines flush left.

**(1) Subparagraph title (bold).** This is the second subdivision of a paragraph, **indent six spaces from the left margin.** It may be titled or untitled. In order to have a subparagraph "(1)" there must be a subparagraph "(2)." When you title a subparagraph, end the title with a period, leave two spaces, and begin typing the text on the same line. Bring all succeeding lines flush left.

**(a)** This is the **third and final** subdivision of a paragraph, **indent nine spaces from the left margin.** It may be titled or untitled. In order to have a subparagraph "(a)" there must be a subparagraph "(b)." Bring all succeeding lines flush left. Start with subparagraph "(a)" and so on (e.g., (b), (c), (d), etc.).

**(b)** Text.

**(2) Subparagraph title (bold).** Text.

**b. Subparagraph title (bold).** Text.

**1-2. Paragraph title**

Some paragraphs do not have subdivisions, or may begin with introductory text before subdividing. In either case, Begin typing the text under the paragraph title. Do not insert a space before typing the text.

**1-3. Paragraph title**

When breaking up a paragraph, carry over at least two lines of text to the next page.

**Figure 3-1. Sample regulation with chapters**

Page margins = 1/2 inch on the top and bottom and 1 inch on the sides

1 July 1997

USMEPCOM Reg 25-49

**Chapter 1.....(Always start chapters on a new page)**

**Chapter Title**

***Section 1 .....*(Italicize and bold title. In order to have a section 1 there  
General must be a section 2)**

**1-1. Paragraph title**

Bold paragraph number and title; do not put a period after the title. Uppercase proper titles only. Start text directly under the title.

**a. Subparagraph title (bold).** This is the first subdivision of a paragraph, **indent three spaces from the left margin.** In order to have a subparagraph "a" there must be a -subparagraph " b." If a subparagraph is titled/untitled at one subdivision, titled/untitled all subparagraphs at that subdivision within that paragraph. If "a" is titled/untitled, "b," and "c," will be titled/untitled. If you title a subparagraph, end the title with a period, leave two spaces, and begin typing the text on the same line. For untitled subparagraphs, start typing the text two spaces after the number. Bring all succeeding lines flush left.

**(1) Subparagraph title (bold).** This is the second subdivision of a paragraph, **indent six spaces from the left margin.** In order to have a subparagraph "(1)" there must be a subparagraph "(2)." When you title a subparagraph, end the title with a period, leave two spaces, and begin typing the text on the same line. Bring all succeeding lines flush left.

**(a)** This is the **third and final** subdivision of a paragraph, **indent nine spaces from the left margin.** In order to have a -subparagraph "(a)" there must be a subparagraph "(b)." It may be titled or untitled. Bring all succeeding lines flush left. Start with subparagraph "(a)" and so on (e.g., (b), (c), (d), etc.).

**(b)** Text.

**(2) Subparagraph title (bold).** Text.

**b. Subparagraph title (bold).** Text.

**1-2. Paragraph title**

Some paragraphs do not have subdivisions, or may begin with introductory text before subdividing. In either case, bring the first and following lines flush left. Try to end each page with a complete paragraph.

**Figure 3-2. Sample regulation with chapters and sections**

Page margins = ½ inch on the top and bottom and 1 inch on the sides

1 July 1997 USMEPCOM Reg 25-49

**Section 2** .....(Double space and type the section title. Do not start  
*Title* sections on a new page.)

**1-3. Paragraph title**  
Continue to number paragraphs in sequential order throughout the chapter.

**1-4. Paragraph title**  
Text.

**1-5. Paragraph title**  
Text.

**1-6 Paragraph title**  
Text.

**Section 3**  
*Title*

**1-7. Paragraph title**  
Text.

a. Text.

b. Text.

**Section 4**  
*Title*

**1-8. Paragraph title**  
Text.

1-2

**Figure 3-2. Sample regulation with chapters and sections - continued**

Page margins = 1/2 inch on the top and bottom and 1 inch on the sides

(HEADER) ESEC Suppl 1 to USMEPCOM 25-89

1 DEPARTMENT OF DEFENSE  
2 HEADQUARTERS, EASTERN SECTOR  
3 UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
4 2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

5  
6 ESEC Supplement 1 to 1 July 1997  
7 USMEPCOM Reg 25-89

8  
9 **Series Title...** (Center, use uppercase/lowercase bold letters, & same title of the basic regulation)  
10 **PUBLICATION TITLE....** (Center, use uppercase bold letters, & title same as the basic regulation)

11 \_\_\_\_\_  
12

13  
14 FOR THE COMMANDER:

15  
16  
17 OFFICIAL: SHERRI A. DOE  
18 Colonel, USA  
19 Commander  
20

21 **James A. Doe**  
22 JAMES A. DOE  
23 Colonel, USA  
24 Title.....(Administrative officer's signature block, or authorized individual)

25  
26 DISTRIBUTION:  
27  
28 1 - MCO-E  
29 1 - ea sector element  
30 1 - ea MEPS  
31 1 - HQ USMEPCOM, MIM-CD....(Proponent of the basic regulation.)  
32 1 - HQ USMEPCOM, MIM-SS  
33 1 - HQ USMEPCOM, MIG

34 \_\_\_\_\_  
35

36 **Supplementation.** Further supplementation to this regulation is prohibited.

37  
38 **Suggested improvements.** The proponent agency of this supplement is Headquarters, Eastern Sector. Users will send comments and suggested improvements, by  
39 memorandum or Department of the Army (DA) Form 2028 (Recommended  
40 Changes to Publications and Blank Forms), to Headquarters, Eastern Sector,  
41 ATTN: MCO-E, 2834 Green Bay Road, North Chicago, IL 60064-3094.

42  
43  
44 **USMEPCOM Reg 25-89, 9 January 1997, is supplemented as follows:**

45  
46 **Page 5, paragraph 10, Reporting instructions.** Add subparagraph d after  
47 subparagraph c as follows:

**Figure 3-3. Sample sector supplement**

Page margins = 1/2 inch on the top and bottom and 1 inch on the sides

1 July 1997 (HEADER) SEC Suppl 1 to USMEPCOM Reg 25-89

1 d. Reports from MEPS will contain an explanation of deficiencies reported. This  
2 information will be used for planning purposes by Eastern Sector.

3

4 **Page 6, paragraph 11, Submission of reports.** Add the following:

5

6 Reports from MEPS will be submitted to Commander, Eastern Sector, by 5 Sept 99.

7

8 **Page 7.** Add paragraph 14.1 after paragraph 14 as follows:

9

10 **14.1 Copier controls**

11 MEPS will post required copier controls by all copiers. XXXXXXXXX

12 XXX

13 XXX

14 XXX.

**Figure 3-3. Sample sector supplement - continued**

Page margins = 1/2 inch on the top and bottom and 1 inch on the sides

(HEADER) C1, USMEPCOM Reg 40-8

1 DEPARTMENT OF DEFENSE  
2 HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
3 2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094  
4  
5 Change 1 July 1997  
6 No. 1  
7 **Effective: 4 August 1997** (At least 30 days,  
8 see par. 4-5d.)  
9  
10 **Series Title** (Series and publication titles are  
11 **PUBLICATION TITLE** the same as the regulation.)  
12  
13 \_\_\_\_\_  
14  
15 FOR THE COMMANDER:  
16  
17  
18  
19  
20 OFFICIAL: CHESTER A. DOE  
21 Colonel, USA  
22 Deputy Commander/Chief of Staff  
23 **DELORES A. DOE**  
24 DELORES A. DOE  
25 Director, Information Management  
26  
27 DISTRIBUTION:  
28 A (Same distribution as the regulation.)  
29  
30 \_\_\_\_\_  
31  
32 **Summary.** This is a change to USMEPCOM Reg 40-8, 1 October 1995. (Sum-  
33 marize the change(s) here.)  
34  
35 **Suggested improvements.** The proponent agency of this regulation is Headquar-  
36 ters, United States Military Entrance Processing Command (HQ USMEPCOM),  
37 Medical Directorate, Professional Division. Users will send comments and  
38 suggested improvements by memorandum, or DA Form 2028 (Recommended  
39 Changes to Publications and Blank Forms), to HQ USMEPCOM, ATTN: MMD-  
40 PD, 2500 Green Bay Road, North Chicago, IL 60064-3094.

**Figure 3-4. Sample transmittal page**



Page margins = ½ inch on the top and bottom and 1 inch on the sides

1 July 1997

(HEADER)

C2, USMEPCOM Reg 40-8

b. Suspend individual results for 3 working days, then fax results requests for assistance. When results return by fax, MEPS will enter results into MIRS using "BODO" transaction.

#### **4-16. Drug test results**

Testing laboratory will forward drug test results to HQ USMEPCOM each night through electronic interface. Results received from the testing laboratory will post to the host data base and transmit to the MEPS during nightly communication. Honolulu MEPS will receive copies of USCDs from TAMC with results annotated and manually enter results into MIRS.

##### **4-16.1. Unable to test at laboratory**

Occasionally, the laboratory will be unable to test specimens and the MEPS will receive a two-position numeric cancellation code instead of alpha results codes for marijuana and cocaine. The first number will appear in the marijuana block and the second in the cocaine block. Chapter 6 has a complete list of codes and definitions. Applicants receiving cancellation codes must provide additional specimens before processing continues.

#### **4-17. USMEPCOM Form 40-8-5-R (Urine Specimen Custody Document Statement of Correction)**

This form is referred to as a "statement of correction." Administrative errors on the USCD can often be corrected by submitting a statement of correction to the laboratory. See figure 4-5 for a completed sample. The laboratory will notify MMD-PD when a statement of correction is required; MMD-PD will notify MEPS of the specific error. MEPS commander will complete the statement of correction and identify each person involved in making the error. Commander or acting commander will sign the statement of correction. Each person identified as having part in the error will sign the statement of correction. Commanders will not delegate responsibility for signing this document to any other person. Signing "for" the commander or any person involved in making the error is specifically prohibited. If the person who made the error is absent because of sickness, temporary duty, etc., annotate the statement of correction accordingly. If the commander is absent from the station because of leave, temporary duty, etc., the commander will sign the statement of correction. FAX statements of correction to MMD-PD within 24 hours of notification that correction is required. Specimens will not be canceled if statements of correction are received within this timeframe; specimens will be canceled if statements of correction are late or incorrect. Statements of correction will be used to correct missing or erroneous dates, collection sites, return results blocks laboratory name and address, or means of shipment. They will not be used to correct missing signature on USCDs or errors on acting bottle labels.

#### **4-18. Recording initial drug test results**

Copy initial test results from the PCN 7.HM002 to the SF 88 of each applicant. Honolulu MEPS will transcribe results from the USCD, provided by TAMC, to the SF 88 and enter results into MIRS.

a. Initial negative results.

4-12

**Figure 3-5. Sample page change**

Page margins = 1/2 inch on the top and bottom and 1 inch on the sides

1 July 1997

(HEADER)

C2, USMEPCOM Reg 40-8

(1) Record negative results as "NEG" under "First Test" of item 50.

(2) Enter "~~M~~" "~~N~~" in the "code" block under "First Test."

~~(3) No additional annotations are required in item 50.~~

b. Initial positive results.

(1) Record positive results as "POS" under "First Test" of item 50.

(2) Make an entry in the "Code" block under "First Test." Enter "M" if positive THC. Enter "C" if positive cocaine. Enter "MC" if positive THC and cocaine.

(3) Change profile entry in item 76 (under "S" in PULHES) to "3T."

~~—(4) Enter the appropriate disqualifying code in item 78. If positive THC, enter "4M." If positive cocaine, enter "4C." If positive for both THC and cocaine, enter "4M/4C."~~

~~—(5) If CMO interviews applicants and determines cocaine dependency, enter "4D" in item 78. There is no DOD code for marijuana dependency.~~

4-12.1

**Figure 3-5. Sample page change - continued**

**From:** Somebody, Lt Col Annette (USAF)  
**Sent:** Thursday, 3 May 1999 2:19 PM  
**To:** DISTRIB, ES MEPS, WS MEPS, MIM-SS  
**Subject:** I-99-JAN-01 (IMC 1, USMEPCOM Reg 25-33 (USMEPCOM Publications Program))

UNCLASSIFIED UNCLASSIFIED UNCLASSIFIED

**IMC Message:** I-99-May-01

**IMC Effective Date:** 3 June 1999

**From:** MIM-SS

**Subject:** IMC 1, USMEPCOM Reg 25-33 (USMEPCOM Publications Program)

**To:** HQ USMEPCOM Directors & Special Staff Officers  
Sector and MEPS Commanders  
MIM-SS

**1. Purpose.** This interim message change (IMC) officially:

- Implements the bullet format to show the major changes to the basic publication.
- Implements the strikethrough/underscore method to show changes to the basic publication.
- Revises nonconcurrency procedures in chapter 5.
- Implements standing operating procedures in chapter 6.

**2. New and/or changed material.** The new and/or changed material has been annotated by the underscore/strikethrough method. File this IMC transmittal page in front of the publication until it is superseded or rescinded. Remove and/or insert the page(s) from/to USMEPCOM Reg 25-33, 1 September 1997, as follows:

<u>Remove Page(s)</u>	<u>Insert Page(s)</u>
<u>2-1 through 2-5</u>	<u>2-1 through 2-7</u>
<u>5-5 and 5-6</u>	<u>5-5 and 5-6</u>
	<u>6-1 through 6-5</u>

**3. Implementation.** This IMC is released for implementation on the effective date shown above.

**4. USMEPCOM Electronic Pubs/Forms Library.** The IMC's transmittal message page (**file name 25-33ri1m.doc**) and its page changes (**file name 25-33ri1.doc**) will be uploaded to the electronic library within 72 hours after the initial distribution via the Command Message System. To review the files from the electronic library, use the paths below as applicable.

**HQ USMEPCOM and sector users.** Using Windows Explorer, use the path below.

U:\common\pubs\mepcom\regs

**MEPS users.** Using Citrix WinFrame Client for DOS, select the drive letter that shows "\\MEPS1\MIM" and then use the path below.

SSD\pubs\mepcom\regs

**5. Comments/suggested improvements.** Users may submit comments and/or suggested improvements on a Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to the point of contact (POC) in paragraph 6.

**6. POC.** The POC for the contents of this IMC is Sherri A. Doe (MIM-SS) at DSN 792-3680, ext. 0001; or commercial (847) 688-3680, ext. 0001.

**Figure 3-6. Sample IMC transmittal message**

## **Chapter 4**

### **Preparing a Publication**

#### *Section I*

##### *General*

#### **4-1. Manuscript format**

Proponents will create the manuscript (a draft publication) in ~~WordPerfect~~ Microsoft Word software, **Times New Roman** style, and 11-point font size. Courier style is permissible only when Times New Roman is not available. Margins will be set to ½ inch on the top and bottom and 1 inch on the sides. All parts of the manuscript will be contained in one file, not separate ones. For example, if a manuscript has chapters, appendixes, a glossary, etc., do not create a separate file name for each part. Before forwarding the manuscript for editorial review, the publications expert-liasion will ensure the manuscript is in the correct format as prescribed in this regulation.

#### **4-2. Parts of a publication**

USMEPCOM publications will contain required and/or optional parts (see **table 4-1**).

#### **4-3. Division numbering and titling**

a. The divisions of a publication (i.e., paragraphs, subparagraphs, sections, chapters, appendixes, glossary, and index) and certain parts (i.e., figures and tables) will be numbered to help make referencing easy.

b. All divisions (except subparagraphs), figures, and tables will have numbers and titles. Subparagraphs may or may not have titles (see instructions in **figs. 3-1 and 3-2**).

#### **4-4. Publication and form titles**

Titles of publications and forms will be identified after its number in parentheses the first time they are mentioned in the text, after that, only the number will be used.

#### *Section II*

##### *The Title Page*

#### **4-5. The title page**

The title page is the first page of a publication. It is required for all USMEPCOM publications and will contain the following information:

**a. Publication number.** The publication number will identify the agency (e.g., USMEPCOM), type of publication (e.g., Reg) series number (e.g., 25), and subseries number (e.g., 32). For example, the publication number will read “USMEPCOM Reg 25-32.” Proponents will use **appendix B** to assign series numbers to new manuscripts. Appendix B lists the series numbers, titles, and descriptions. The editor, MIM-SS, will assign subnumbers to all USMEPCOM manuscripts.

**b. Heading.** The heading will contain the DOD title on line one, the proponent agency's name on line two, and the proponent agency's address (city, State, and nine-digit ZIP Code) on line three. It will be centered at the top of page 1 **only** and typed in bold uppercase letters. The heading will be limited to three lines except when:

- (1) A street address or physical location requires an extra line.

(2) A title is too long for one line. In such cases, shorter designations or authorized abbreviations will be considered without sacrificing clarity of meaning.

**c. Publication date.** The date on the publication is the date the signature authority signed the manuscript. The editor, or responsible individual, will date each page of the manuscript.

**d. Effective date.** MIM-SS will assign effective dates to all USMEPCOM regulations ~~and permanent changes.~~ An effective date will not be less than 14 working days from the publication's date, unless otherwise directed by the proponent or the Commander (see **fig. 4-1**). ~~A permanent change/revision incorporating only those changes established by an IMC will be effective upon receipt.~~ MIM-SS will consider the following factors when assigning effective dates:

(1) When applicable, the time allowed for printing and shipping hard copy versions of USMEPCOM publications and ~~or~~ forms.

(2) The size of the publication.

**e. Publication title.** The proponent will give the publication its title (avoid long titles).

**f. Authentication block.** USMEPCOM publications will contain an authentication block. At HQ USMEPCOM the approval authority is the MDC/MCS and the signature authority is the Director, Information Management. At sectors the approval authority is the commander and the signature authority is the administrative officer or authorized individual. See **figure 4-1** for sample of an authentication block (does not apply to posters).

#### **4-6. Required title page paragraphs**

These are paragraphs a publication must have. Not every type of publication requires the same title page paragraphs (see **table 4-1**). See **figure 4-2** for sample format of required title page paragraphs.

**a. Summary paragraph.** The summary paragraph describes the contents of a publication. The summary should be brief, but complete. Write summaries for new, revised, consolidated, and changed publications as follows:

(1) **Summary for a new publication.** It will not explain contents in detail, but will fully identify all of its contents.

(2) **Summary for a revision.** This summary will describe both the main topics and the major changes made by the revision.

(3) **Summary for a consolidation.** This summary will state the publication is a consolidation. It will not mention the publications or parts of publications being combined. (The supersession notice will do this.) After saying that the publication is a consolidation, write the rest of the summary as for a new publication.

~~(4) **Summary for a change.** This summary will describe all major changes being made.~~

**b. Applicability paragraph.** The applicability statement will identify who the publication applies to, its users. Summarize who the users are, do not list every person and organization it applies to. Examples of applicability statements follow:

**Applicability.** This regulation applies to all elements of USMEPCOM.

**Applicability.** This regulation applies to proponents of USMEPCOM publications.

**c. Supplementation paragraph.** This is a required title page paragraph for USMEPCOM regulations and sector supplements.

**(1) USMEPCOM regulations.** USMEPCOM regulations will contain one of the following supplementation paragraphs:

**Supplementation.** Supplementation to this regulation is prohibited without prior approval from (enter HQ USMEPCOM proponent's office symbol and complete address).

**Supplementation.** Supplementation to this regulation is prohibited.

**(2) Sector supplements.** Sector supplements will contain the following supplementation paragraph:

**Supplementation.** Further supplementation to this regulation is prohibited.

**d. Suggested improvements paragraph.** This paragraph tells users what agency wrote the publication and where they can send comments, suggestions, and/or corrections. This is a required paragraph for regulations and ADSMs. Copy the following verbatim as it applies:

**Suggested improvements.** The proponent agency of this (insert type of publication and omit the parentheses) is (enter agency). Users are invited to send comments and suggested improvements, by memorandum or Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), to (enter agency's name and address).

**e. Distribution restriction paragraph.** This is a required title page paragraph when the publication contains technical and/or operational information that is for official use only. Information in this publication may be harmful to the United States interests if released to foreign governments. Publications that contain such information will contain this paragraph. The paragraph will contain the following verbatim as applies:

**Distribution restriction.** This publication contains technical and/or operational information that is for official Government use only. Distribution is limited to U.S. Government agencies. Request release of this publication, from agencies outside the U.S. Government, under the Freedom of Information Act or the Foreign Military Sales Program. Send request to HQ USMEPCOM, ATTN: (proponent's office symbol), ~~2500-2834~~ Green Bay Road, North Chicago, IL 60064-3094.

**f. ~~Internal Management Control Program~~ Management control process** paragraph. This is a required title page paragraph for USMEPCOM regulations. The Chief, Internal Review (MIR) Office, HQ USMEPCOM, will review manuscripts for internal management control requirements. MIR will assign the appropriate statement for this paragraph during the coordination process.

**Note: A management control evaluation checklist is not required for all regulations, the requirement is based upon the MCA's (MIR) review.**

#### **4-7. Supersession notice**

a. The supersession notice states what publication or part of an administrative publication is replaced by another. The following rules apply:

(1) A regulation can supersede itself, another regulation(s), IMCs, ADSMs, forms, handbooks, and posters.

(2) A supplement can supersede itself.

(3) An ADSM can supersede itself.

(4) A handbook can supersede itself.

b. The supersession notice will always be at the bottom of the first page of a publication. Guidelines for writing supersession notices are as follows:

(1) Cite the number and title of each superseded publication. If a publication supersedes only parts of another publication, cite the parts.

(2) Do not cite changes to a superseded publication. Changes are part of a publication and are automatically superseded with the publication.

(3) Cite the number and date of each rescinded form and poster. Do not cite superseded forms and posters.

(4) Cite the number of each rescinded requirement control symbol (RCS).

(5) Start the supersession line at the left margin and extend it to the right margin. Place an asterisk (\*) before the notice and before the publication number at the top of page 1. See the sample supersession notice below.

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\*This regulation supersedes USMEPCOM Reg 25-40, 1 March 1995; USMEPCOM Reg 25-34, 1 May 1990, chapter 7, sections III and IV. Rescinds USMEPCOM Reg 25-80, 6 Jun 93; USMEPCOM Form 25-28-1-R-E, 9 January 1991; and RCS MIM-6.

### ***Section III***

#### ***Table of Contents***

#### **4-8. Table of contents**

The table of contents lists the divisions of a publication. Guidelines for preparing a table of contents are as follows:

a. All publications will contain a table of contents.

b. Do not prepare a separate table of contents for each chapter or section. A table of contents serves the entire publication.

c. Do not list subparagraphs.

d. Tables and figures are not usually listed in the table of contents. Figures and/or tables listed in the

table of contents must all be essential, if one is listed they all must be listed. Use figures and tables to explain a topic, not merely to clarify it. List them in numeric order before the appendixes; list tables first then figures.

- e. See **figure 4-3** for a sample table of contents.

#### ***Section IV***

#### ***The Body***

#### **4-9. The body**

The body is the main content of a publication; it is the part between the table of contents and the first appendix. It may contain divisions such as chapters, sections, and paragraphs. USMEPCOM regulations are required to have chapters. See **table 4-1** for required body paragraphs for each type of publication.

#### **4-10. Purpose paragraph**

This is the first required paragraph in the body. It should summarize the purpose of the publication, not discuss it in detail. **Write only one purpose paragraph for each publication.**

#### **4-11. Reference paragraph**

This is the second required paragraph in the body of a regulation, or standing operating procedures (SOP), when references are listed. The proponent may list required and/or related publications, required and/or prescribed forms, and/or prescribed posters and/or file numbers at appendix A. The type of references are explained below. For a sample appendix format, see **figure 4-4**. The proponent will write the reference paragraph directing the user to appendix A as follows:

##### **1-2. References**

References are listed in appendix A.

**a. Required publications.** Required publications are publications (internal and/or external) the user **must** read in order to comply with the prescribing directive. They must be cited in the body of the prescribing directive. Proponents will not cite temporary publications as required ones in a permanent publication (e.g., DOD instructions, DA circulars, interim message changes, etc.), because once they expire they are unavailable to the user. Proponents will ensure required publications are current and available to the user. At appendix A, proponents will identify the required publications that are available electronically (e.g., e-mail, compact diskette, world wide web, etc.). Proponents will maintain one copy of **ALL** required internal and external publications.

**(1) Internal publications.** Internal publications are USMEPCOM publications. Proponents will ensure required internal publications are cited in the body and listed in alphanumeric order in appendix A.

**(2) External publications.** External publications are publications other than USMEPCOM publications (e.g., DA, DOD, etc.). Proponents will ensure required external publications are cited in the body and listed in alphanumeric order in appendix A.

**b. Related publications.** Related publications are merely a source of additional information, the user does not have to use them to understand the publication. List related publications in appendix A. Related publications are not required to be addressed in the body of the publication. Proponents will ensure related publications are current and available to the user. Proponents will also identify in appendix A the publications that are electronically generated (e.g., obtained from cd-rom, Internet, etc.).

**c. Prescribed posters.** USMEPCOM regulations will prescribe the use of USMEPCOM posters. Cite the paragraph that first introduces the use of the poster in appendix A.

**d. Required forms.** Required forms are prescribed by a regulation other than the one in which they are referenced. The paragraph on forms referenced in a publication must not conflict with the instructions in their prescribing directive. Cite the paragraph that first requires the use of the form in appendix A. At appendix A, proponents will identify forms that are available electronically by a footnote.

**e. Prescribed forms.** These are USMEPCOM forms prescribed by a USMEPCOM regulation. List the prescribed form(s) in appendix A. In appendix A, cite the paragraph that first states the use of the form(s). At appendix A, proponents will identify publications that are available electronically by a footnote. For additional information on prescribed forms see paragraph 4-16c.

**f. Prescribed file numbers.** These are file numbers normally prescribed for MEPS users. MEPS users will use these file numbers to file records the regulation requires them to maintain (e.g., forms, reports, etc.). Proponents will use AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)) to assign file numbers and disposition instructions. Proponents will include the file number and its disposition instructions in the body.

**g. Citing references.**

**(1) Within the body.** Vague references such as "current directives," or "existing regulations," and "pertinent publications" will not be used. Cite where the needed information can be found (e.g., "For instructions on how to requisition office supplies, see USMEPCOM Reg 700-3, chapter 2."). Cite an entire publication only if the user must read all of it, or if there are too many specific parts to list. Cite the paragraph that first requires the use of a required publication in appendix A.

**(2) Within appendix A.**

**4-12. Abbreviations and/or terms paragraph**

This is a required body paragraph when defining abbreviations and/or terms. Introduce it as the third paragraph when a reference paragraph exists. When a reference paragraph does not exist, introduce it as the second paragraph. A regulation may create abbreviations and terms only if they do not exist or when giving them a new meaning; it will not contradict abbreviations and terms that already exist. List abbreviations and/or terms in the glossary. When defining abbreviations and terms, abbreviations only, and terms only, this paragraph and its contents will vary as shown below.

**1-3. Abbreviations and terms**

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

**1-3. Abbreviations**

Abbreviations used in this publication are explained in the glossary.

**1-3. Terms**

Terms used in this publication are explained in the glossary.

**a. Abbreviations.** Standard abbreviations, acronyms, brevity codes will be categorized as abbreviations. Use abbreviations only for terms that appear repeatedly. Do not use abbreviations that are shortened forms of words (such as "abn" for airborne) in the text of the publication. Explain them in a note or legend directly beneath the table or figure.

**b. Terms.** Terms are the words used in text that the proponent chooses to explain. Terms defined in the glossary must be mentioned in the text.

#### **4-13. Responsibilities paragraph**

The responsibilities paragraph will identify the people who carry out the policies and procedures. It will not explain in detail what the functions are or how to do them. Identify individuals by duty titles or positions, not organizations or proper names. When assigning responsibilities to an entire organization, name the head of the organization. If you use the term "commander," specify the level of command.

#### **4-14. Policies and procedures**

Policies and procedures are the main contents of the body.

**a. Contents.** Most of the chapters, sections, and paragraphs of a publication explain policies and procedures. A policy is a general course of action to take. Procedures are an orderly series of specific actions to take to carry out the policy. **More simply, policies are statements of what to do; procedures are statements of how to do it.** For example, **policy** on requisitioning publications may include an explanation of what requisitioning is, the units that may do it, when they may do it, the items they may order, where they order them from, and what order form to use. **Procedures** may include step-by-step instructions on how to fill and submit the order form.

**b. Organization.** There is no unique organization, wording, or format for policies and procedures.

(1) Policies and procedures are not a specific division of a publication. Chapters, sections, and paragraphs **will not** be titled "Policies" or "Procedures."

(2) Policies and procedures will be addressed separately. Generally, a policy will be fully explained before expanding on its implementing procedures.

(3) Procedures should be clear and concise. Long and detailed instructions do not fit well in the narrative of the body (lengthy details may disrupt the logical flow of ideas). In such cases, procedures will be placed at a table, figure, or an appendix.

(4) Instructions for preparing a report or a form may be placed in the body near where the form or report is prescribed, or at an appendix. When the instructions exceed more than two pages, consider putting them in an appendix.

#### **4-15. Figures and tables**

**a. Figure.** A figure is an illustration; any map, drawing, photograph, graphic aid, or other pictorial device put into a publication. Use a figure to explain or clarify material, or to replace complex narrative with a simpler explanation.

**b. Table.** A table is a systematic listing of information in columns or rows. Use tables to explain or clarify material, or to replace complex narrative with a simpler explanation.

**c. Rules.** Figure and table rules are as follows:

(1) Figures and tables must be functional. Do not use them to merely improve the appearance of a publication, or to repeat material fully and clearly explained in the text.

(2) Figures and tables must have a simple design. ~~WordPerfect~~ Microsoft Word software will be

used to create graphics contained in the publication. Graphics may also be scanned into the publication.

(3) Number figures and tables the same as the division. For example, chapter 1 prescribe two figures and one table. Number the first figure "1-1," the second figure "1-2," and the first table "1-1." The actual figure and table will show the number and title, see samples below.

(4) In text, cite the figure and table numbers only, not their titles.

(5) Place figures and tables near the paragraphs they relate to, or at the end of the chapter in which they belong. When placing figures and tables at the end of the chapter, place tables first then figures (i.e., place table 1-1 first, table 1-2 second, figure 1-1 third, and figure 1-2 fourth).

#### **4-16. Forms**

**a. Type of forms.** A form may contain blank spaces for recording information. Some labels, tags, file covers, and stickers used to record information are considered forms if they meet the design standards.

**b. Software.** The forms management officer (FMO), HQ USMEPCOM (MIM-SS) will design USMEPCOM forms in ~~FormFlow- Delrina JetForm~~ FormFlow software. The respective sector and MEPS FMO, or designated individual, will design local forms for their unit.

**c. Prescribing directive.**

(1) A form is not official unless it has a prescribing directive. There will be only one prescribing directive for each form. Another publication may direct the use of the form, but it is not the prescribing directive.

(2) The prescribing directive will state the form number, title, purpose (who uses it and why), and how to obtain it. The FMO will assign form numbers and dates.

**Note:** The form will not be printed/distributed until its prescribing directive is printed/distributed; conversely, distribution of the prescribing directive will not be made until the form is ready for printing/distribution.

**d. Reproducible form (R).** The letter "R" following a USMEPCOM form number means the form is locally reproducible. Reproduce form on 8 ½- by 11-inch plain white bond paper. R-forms have a monthly usage of 25 or less.

**e. Electronically generated form (E).** The letter "E" after a form number shows an electronically generated form. Electronic generation of a form is generating both the form image and fill-in data simultaneously. A 5-day supply of MIRS-generated forms and E-forms should remain in stock in case of a power failure.

**f. Reproducible and electronic generated form (R-E).** The letters "R-E" after a form number shows the form may be locally reproduced or electronically generated.

**g. Blank forms.** Do not include a sample of a blank form as a figure in the manuscript. Stamping the word "**Sample**" across a blank form is not acceptable. However, a sample of a completed form may be included. Include a sample of the form only if it is so complicated that the user needs more than the instructions to fill it out.

**h. Approval and coordination.** Proponents will contact the FMO when creating or revising a form.

A completed Department of Defense (DD) Form 67 (Form Processing Action Request) will be submitted to the FMO along with a draft of the form and a draft of its prescribing regulation. Proponents will coordinate DD Form 67 with the following officials, as applicable:

(1) **Privacy Act coordinators.** Privacy Act coordinators will review forms and manuscripts for Privacy Act considerations.

(2) **Official mail managers.** Official mail managers will review the form to see if it requires penalty indicia.

(3) **The Requirements Control Officer (RCO)** (applies only at HQ USMEPCOM). The RCO will review USMEPCOM forms and manuscripts for reporting requirements.

#### 4-17. Reports

**a. Prescribing a report.** Proponents of publications that establish a reporting requirement will consult the RCO. The RCO will assign a requirement control symbol (RCS), if applicable. A report is a required collection and submission of information on a periodic or one-time basis. **There is a relationship between forms and reports; reports may be prepared and submitted on forms.** If a form will be used as a report, it may need an RCS. The RCO will assign an RCS if the form requires one.

**b. Preparing a prescribing directive.** Reports will be prescribed in official publications. Prescribing directives will contain all the instructions the user needs to prepare and submit the report. It will fully describe the information needed in the report, the people who prepare the report, the frequency and method of submission, and the proper routing of the report. **When a users manual is used to complete the report, identify its number and title in the prescribing directive.**

#### 4-18. File numbers

Regulations and sector supplements may prescribe file numbers. Proponents requiring assistance with file numbers will contact the files manager at his or her level. The files manager will review manuscripts for accuracy of file numbers and disposition instructions. Prescribed file numbers will be listed at appendix A of the USMEPCOM regulation (see sample format at **fig. 4-4**).

#### 4-19. Textual notes and footnotes

**a. Textual notes.** A textual note is an explanatory comment inserted in the text. Use textual notes sparingly and keep them brief. Insert a textual note at the end of the paragraph that it applies to. Put it immediately below the last line, introducing it with “**Note;**” type flush left and bold. Guidelines for using them are given below.

(1) Use a textual note only to add vital information or to explain a subject more clearly. Do not use one just to set apart or emphasize a particular point.

(2) When the material cannot be inserted smoothly into the paragraph.

(3) When material cannot be inserted as a parenthetical comment.

**b. Footnotes.** A footnote is a reference or an explanatory comment placed at the bottom of the page, or at the end of a figure or table. In the text, footnotes will only be used when necessary, and numbered consecutively within each chapter. In figures and tables, number footnotes consecutively from left to

right across and then down the page.

**(1) Textual footnotes.** Textual footnotes will be brief and placed at the bottom of a page of narrative. Guidelines for using them are given below.

(a) In the text, type a footnote number at the end of the sentence as a superscript number.

(b) In each chapter (or section, if no chapters), number the first footnote “1,” and number the rest consecutively throughout the chapter. When using only one footnote, use an asterisk instead of a number.

(c) At the bottom of each page, put only the footnote cited on that page. Separate the footnotes from the rest of the page by typing a solid horizontal line 20 typed-spaces long. Double space and type flush left the word “**Notes:**” in bold uppercase/lowercase letters. Double space after the word “**Notes:**” and type (flush left) the footnote number. When listing more than one footnote, double space between footnotes and list them under each other in numeric order. Double space after the footnote and type the explanation, continue paragraph lines directly under the first letter of the explanation. To allow footnotes to fit on one page, single spacing is permissible.

**(2) Footnotes in tables and figures.** Follow the rules below when using footnotes in tables and figures.

(a) If a table or figure is narrative material, use Arabic numerals for footnote numbers. If the table or figure consist of numbers use lowercase letters to mark footnotes. When numerals are being used, begin with “**1**” and number consecutively left to right across, and then down the table or figure. When letters are being used, begin with “**a**” and assign letters in alphabetical order.

(b) In standard tables (data arranged in columns) and figures, footnote numbers/letters may be typed superscript after the table and figure entries, or may be cited as described in (c) below.

(c) In decision logic tables and specified actions tables always use Arabic numerals as footnote numbers and do not type them superscript. Put the footnote number in parentheses after the entry as follows: “(See note 1.)” or (Note 1).” Put the footnotes immediately below the table, and introduce them as “**Notes:**” typed flush left in bold uppercase/lowercase letters. List the notes in numerical order.

(d) At the bottom of a table or figure, double space and type a solid horizontal line 20 typed-spaces long. After the typed line, double space and type and the word “**Notes:**” in bold uppercase/lowercase letters. Under the word “**Notes:**” left justify and type the footnote number/letter. Double space after the footnote number/letter and begin typing the explanation. Double space between footnotes. To allow footnotes to fit on one page, single spacing is permissible, **see table 4-1.**

#### **4-20. Office symbols**

An office symbol will not be used alone in the text until its agency and office have been identified first. After the office symbol has been identified, it will be used alone thereafter. For example, the agency and office symbol for Headquarters, United States Military Entrance Processing Command, Information Management Directorate, Support Services Division is “HQ USMEPCOM (MIM-SS).”

### ***Section V***

#### ***Appendix, Glossary, and Index***

#### **4-21. Appendix**

a. An appendix further explains or supplements a subject covered in the body. An appendix may

include checklists, lists, sample materials, extracts from other publications, and instructions to carry out a procedure prescribed in the body. Proponents will not renumber extracted material.

b. Appendixes will not be included in a publication without being referred to in the body. They will be cited in alphabetical order within the body (i.e., do not cite app. C before citing apps. A and B). Place appendixes after the body and before the glossary. A sample appendix, in paragraph format, is at **figure 4-5**.

#### **4-22. Glossary**

The glossary is an extended explanation of abbreviations and/or terms. It will list and explain abbreviations, terms, and/or office symbols used in the publication. The glossary will be placed after the last appendix, if any, and before the index. Refer the user to the glossary using the appropriate paragraph at paragraph 4-12. See a sample glossary at **figure 4-6**.

#### **4-23. Index**

An index is a list of the most important subjects covered in a publication. The index will identify all major topics and tell the user where they can be found. It is not merely a repetition of the table of contents, nor a list of paragraph titles. An index is **mandatory** for USMEPCOM regulations with 50 or more paragraphs. However, proponents are authorized to include an index in regulations, ADSMs, and handbooks with less than 50 paragraphs. Place the index at the end of a publication. See **figure 4-7** for sample of an index. For instructions on how to prepare an index, see **appendix C**

**Table 4-1**  
**USMEPCOM publications - required and optional parts**

<b>PARTS</b>	<b>Reg</b>	<b>Suppl</b>	<b>ADSM</b>	<b>Handbook</b>
Title Page: Heading	R	R	R	R
Summary paragraph	R	NA	R	NA
Applicability paragraph	R	NA	R	NA
Interim message change paragraph	R	R	R	R
Supplementation paragraph	R	R	NA	NA
Distribution restriction paragraph <sup>1</sup>	R	NA	R	R
Management control process paragraph	R	NA	NA	NA
Suggested improvements paragraph	R	R	R	NA
Supersession notice <sup>2</sup>	R	R	R	R
Table of contents	R	R	R	O
<b>Body:</b> Purpose paragraph	R	R	R	NA
Reference paragraph <sup>3</sup>	R	R	NA	NA
Abbreviations and/or terms paragraph	O	O	O	O
Responsibilities paragraph	R	R	O	O
Policies and procedures	R	R	O <sup>4</sup>	O <sup>4</sup>
Figures and tables	O	O	O	O
Forms	O	O	O	O
Reports	O	O	NA	NA
<b>Appendixes<sup>5</sup></b>	O	O	O	O
<b>Glossary<sup>6</sup></b>	NA	NA	R	O
<b>Index<sup>7</sup></b>	NA	NA	NA	NA

**Legend: R-required; O-optional; NA- not applicable**

**Notes:**

1. If the publication contains unclassified but valuable technical or operational information.
2. If publication supersedes itself, another publication, and/or parts of a publication.
3. Needed if the publication requires or recommends the user to read a publication, and/or use a form, poster, or file number.
4. May explain policies and procedures rather than prescribe them.
5. An appendix A is required when the publication list references.
6. Create when the publication uses an abbreviation (i.e., acronyms and brevity codes) more than one time through out the publication.
7. Mandatory for a publication with 50 or more paragraphs (see par. 4-23.)

Page margins = 1/2 inch on the top and bottom and 1 inch on the sides  
(HEADER) \*USMEPCOM Reg 40-1

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation No. 40-1 1 July 1997

Effective: 1 August 1997

**Medical Services  
MEDICAL PROCESSING AND EXAMINATIONS**

FOR THE COMMANDER:

OFFICIAL: BETTY A. DOE  
Colonel, USA  
Deputy Commander/Chief of Staff

**Delores A. Doe**  
DELORES A. DOE  
Director, Information Management

DISTRIBUTION:  
A plus (15).....(The proponent will distribute the 15 plus copies to the elements listed below.)  
4-HQDA, ATTN: DAPE-MPA, WASH DC 20310-2300  
4-HQDA, ATTN: SGPS-CP-B, Falls Church, VA 22041-3258  
5-Cdr, HSC, ATTN: HSPA-C, Fort Sam Houston, TX 67234-6000  
2-Cdr, HQ TRADOC, ATTN: ATMD/Surgeon, Fort Monroe, VA 23651-5000

(Note: If more space is needed, continue to list the distribution and carry the authentication block line to the next page. When applicable, ALWAYS leave the supersession notice on this page.)

**Summary.** Start required title page paragraphs here. XXXXXXXXXXXXXXXXXXXX  
XX  
XX  
XX

\*This regulation supersedes USMEPCOM Reg 40-1, 1 August 1994.

**Figure 4-1. Sample authentication block**

**Summary.** This regulation prescribes policies and procedures for writing stand-alone United States Military Entrance Processing Command (USMEPCOM) publications.

**Applicability.** This publication applies to writers of USMEPCOM publications.

**Supplementation.** Supplementation to this regulation is prohibited without prior approval from HQ USMEPCOM, ATTN: MIM-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Interim message changes.** Interim message changes to this publication are not official unless they are disseminated by the Command Executive Officer, HQ USMEPCOM.

**Distribution restriction.** This paragraph is normally omitted from most publications. Enter the statement at paragraph 4-6e for publications requiring a distribution restriction statement.

**Management control process.** This regulation contains management control provisions and provides a management control evaluation checklist, in appendix B, for use in conducting management controls.

**Suggested improvements.** The proponent agency of this regulation is the Information Management Directorate. Users will send comments and suggested improvements on Department of the Army Form (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MIM-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

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**Note:** Not all title page paragraphs apply to all types of publications, see table 4-1. Usage of acronyms in these paragraphs will be used according to the acronym rules.

**Figure 4-2. Sample of required title page paragraphs**

Page margins = ½ inch on the top and bottom and 1 inch on the sides

(HEADER) USMEPCOM Reg 25-XX

**Contents**

	<b>Paragraph<sup>1</sup></b>	<b>Page<sup>1</sup></b>
<b>Chapter 1</b>		
<b>Title</b>		
Paragraph title	1-1	1-1
Paragraph title	1-2	1-1
Paragraph title	1-3	1-1
Paragraph title	1-4	1-2
 <i>Section I</i>		
<b>Title</b>		
Paragraph title	1-5	1-2
Paragraph title	1-6	1-3
 <i>Section II</i>		
<b>Title</b>		
Paragraph title	1-7	1-4
Paragraph title	1-8	1-5
Paragraph title	1-9	1-7
 <i>Section III</i>		
<b>Title</b>		
Paragraph title	1-10	1-7
 <b>Chapter 2</b>		
<b>Title</b>		
Paragraph title	2-1	2-1
Paragraph title		
 <b>Tables<sup>2</sup></b>		
<b>2-1.</b> Table title		2-3
<b>2-2.</b> Table title		2-4
<hr style="width: 25%; margin-left: 0;"/>		
<b>Notes:</b>		
1. Line up the paragraph and page numbers under the “P” in the “paragraph” and “page” columns. Leave at least six spaces between the headings. Do not type titles under the paragraph and page columns.		
2. Listing tables and figures in the table of contents are optional.		

**Note:** If space permits, start the table of contents immediately after the last title page paragraph.

**Figure 4-3. Sample table of contents**

Page margins = 1/2 inch on the top and bottom and 1 inch on the sides

(HEADER) USMEPCOM Reg 25-XX

	<b>Paragraph<sup>1</sup></b>	<b>Page<sup>1</sup></b>
<b>Figures<sup>2</sup></b>		
<b>2-1.</b> Figure title		2-5
<b>2-2.</b> Figure title		2-6
<b>3-1.</b> Figure title		3-7
<b>3-2.</b> Figure title		3-10
<b>3-3.</b> Figure title		3-12

- Appendixes**
- A. Appendix Title
  - B. Appendix Title
  - C. Appendix Title

**Glossary**

**Index**

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**Notes:**

1. Line up the paragraph and page numbers under the "P" in the "paragraph" and "page" columns. Leave at least six spaces between the headings. Do not type titles under the paragraph and page columns.
2. Listing tables and figures in the table of contents are optional.

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(When a manuscript contains chapters, use Roman numerals to number pages preceding chapter 1. When a manuscript does not contain chapters, use Arabic numbers to number pages preceding the first appendix, glossary, or index. Do not number the first page of the manuscript.)

**Figure 4-3. Sample table of contents - continued**

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**Appendix A**  
**References**

**Section I** \*(The publication(s) needed to comply with this publication)  
**Required Publication(s)**

**AR 25-30**

The Army Integrated Publishing and Printing Program. Cited in paragraph 1-3.

**USMEPCOM Reg 25-33<sup>1</sup>**

USMEPCOM Publishing and Printing Program. Cited in paragraph 3-3.

**Section II** \*(The publication(s) is merely a source of additional information. Users may  
**Related Publication(s)** read it/them to better understand the subject, but does not have to read it/them  
to comply with this publication.)

**DA Pam 310-20**

Administrative Publications: Action Officers Guide

**Section III** \*(The poster(s) prescribed by this regulation.)  
**Prescribed Poster(s)**

**USMEPCOM Poster 25-33**

Publications Poster. Cited in paragraph 4-5.

**Section IV** \*(The form(s) needed to comply with this publication.)  
**Required Form(s)**

**USMEPCOM Form 25-32-1-R-E<sup>1</sup>**

Staff Summary Sheet. Cited in paragraph 5-1a.

**Section V** \*(The form(s) prescribed by this regulation. Users must use the form(s)  
**Prescribed Form(s)** to comply with this regulation.)

**USMEPCOM Form 25-33-1-R-E<sup>1</sup>**

Review of Publication. Cited in paragraph 7-1.

**Section VI** \*(The file number(s) this regulation prescribes the user to file specific  
**Prescribed File Number(s)** documents under.)

**25-30i**

Centralized instruction background file. Cited in paragraph 5-5.

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**Notes:**

1. Available electronically in the USMEPCOM Electronic Pubs/Forms Library.
2. Available electronically in the DA Pam 25-30 (cd-rom)

**Note:** References without a footnote is available in hard copy only, order through normal distribution channels.

A-1

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\*When applicable, include this statement verbatim in the reference appendix (app. A)

**Figure 4-4. Sample reference appendix (app. A)**

**Appendix B**  
**Appendix Title**

**B-1. Paragraph title**

Organize appendix paragraphs as if they were paragraphs of the manuscript body, or use a list format with each line starting flush at the left margin. If there are no sections in the appendix, begin the first paragraph one double space down from the appendix title. Appendixes will be lettered alphabetically beginning with appendix A. Paragraph numbers will include the respective appendix number. For example, the first paragraph in appendix B will be numbered B-1, the second B-2, etc.

**B-2. Paragraph title**

- a. Subparagraph.
- b. Subparagraph.

**B-3. Paragraph title**

- a. Subparagraph.
- b. Subparagraph.

**B-4. Paragraph title**  
Text.

**B-5. Paragraph title**  
Text.

B-1

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**Figure 4-5. Sample appendix in paragraph format**

**Glossary**

***Section I***

***Abbreviation(s)***

**\*ABC**

Insert the first meaning of the ABC abbreviation here; insert the second meaning of the ABC abbreviation here.

**DEF**

Insert the meaning of DEF here.

**GHI**

Insert the meaning of GHI here.

***Section II***

***Term(s)***

**alpha term**

Enter alpha explanation here.

**bravo term**

Enter bravo explanation here.

- a. Subparagraph. Second and succeeding lines of subparagraphs begin flush left.
- b. Subparagraph. If the explanation of a term requires subparagraphs, indent the first line of each subparagraph three spaces.

**charlie term**

Enter charlie explanation here.

---

\*When an abbreviation has more than one meaning, place a semicolon behind each meaning.

**Glossary-1**

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**Figure 4-6. Sample glossary**

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**Index**

This index is organized alphabetically by topic and by subtopic within a topic. Topics and subtopics are identified by paragraph number.

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**Note:** Indent subtopic titles two spaces from the left margin. Bold the words "**See**" and "**See also**" when referring the reader to another topic. **ONLY one subtopic is allowed.**

**Index-1**

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**Figure 4-7. Sample index**

## Chapter 5 Processing a Publication

### 5-1. Coordination

Proper coordination is critical to the approval of a manuscript. Proponents will use USMEPCOM Form 25-32-1-R-E ([Staff Summary Sheet](#)) to coordinate manuscripts and will ensure imposed suspenses are met.

### 5-2. Coordination within USMEPCOM

Proponents will coordinate manuscripts with mandatory elements and with those who have mutual or related responsibilities. Coordination with MEPS will be at the sector commander's discretion. However, if sector commanders choose to coordinate with their MEPS, they will coordinate, at minimum, with seven. **A suspense date of 30 working days minimum will be established** (including MEPS coordination), unless statutory or command requirements dictate an earlier suspense date. A sector concurrence indicates the sector and the selected MEPS have concurred. Except the MEPS office symbols, proponents will type the office symbol of each reviewing element on USMEPCOM Form 25-32-1-R-E. When coordination with sectors is not required, see paragraph a(6) below. The types of coordination requirements are explained below. [For IMC coordination see paragraph](#)

**a. Mandatory coordination.** All USMEPCOM proponents are required to coordinate manuscripts with the following elements:

(1) **Judge Advocate.** The Judge Advocate will review the legality of the manuscript.

(2) **Inspector General.** The Inspector General will review manuscript to ensure inspection checklists are updated.

(3) **Chief, Internal Review.** The Chief, Internal Review will review manuscripts for internal control requirements. He or she will assign the appropriate statement for the "Internal Management Control Program" paragraph.

(4) **Director, Human Resources.** The Director, Human Resources, will review manuscripts for security requirements.

(5) **Director, Information Management.** The Director, Information Management will review manuscripts for reporting, forms, and files requirements. Proponents will forward manuscripts to the following elements within MIM. Each element will review the manuscript as it applies to their area of responsibility as stated below.

**Note: The ~~editor~~ [Publications Command Editor](#) is in MIM-SS, do not send the manuscript to the editor at this point. The editor will review the manuscript after all coordination has been completed and nonconcurrences, if any, have been resolved.)**

(a) **Requirements Control Officer (RCO).** The RCO will review manuscripts for reporting requirements and assign requirement control symbols (RCS) as applicable.

(b) **Forms Management Officer (FMO).** The FMO will review manuscripts for USMEPCOM forms and Privacy Act requirements.

(c) **Files Manager (FM).** The FM will review manuscripts for filing requirements. The FM will assign file numbers and disposition requirements in accordance with the Modern Army Recordkeeping System (MARKS).

**(6) Sector commanders.** Sector commanders are required to review all USMEPCOM manuscripts and coordinate, at a minimum, with seven of their MEPS.

**Note:** When the proponent decides coordination with sectors is not feasible, he or she will address it in the background paragraph of USMEPCOM Form 25-32-1-R-E (see **figs. 5-1 and 5-2**).

**b. HQ USMEPCOM and sector coordination.** Proponent requires HQ USMEPCOM directors, special staff officers, and sector commanders to review the manuscript. Sector commanders will coordinate, at a minimum, with seven of their MEPS.

**c. HQ USMEPCOM coordination.** Proponent requires the manuscript is to be coordinated with all HQ USMEPCOM directors and special staff officers.

### **5-3. Forwarding the manuscript for coordination**

Coordination by electronic mail (e-mail) is the preferred method, however hard copy coordination is permissible.

**a. Electronic coordination.** Prior to sending the manuscript for coordination by e-mail, proponents will:

- (1) Type the word **“DRAFT”** at the top of each page.
- (2) Ensure the signature authority has signed the USMEPCOM Form 25-32-1-R-E.
- (3) File the signed USMEPCOM Form 25-32-1-R-E under file number 25-30i and maintain it until the publication is superseded or rescinded.

(4) On USMEPCOM Form 25-32-1-R-E, type an **“/S”** in the signature authority’s signature block. The **“/S”** shows that the signature authority has approved the manuscript for coordination.

**Note:** This form must be completed in ~~Delrina~~ FormFlow 2.15 and save as a ~~WordPerfect~~ Microsoft Word file order to transmit it by e-mail.

(5) Type in the e-mail’s subject line: Coordination of USMEPCOM (enter the manuscript type, number, and title (e.g., USMEPCOM Reg 25-33 (USMEPCOM Publications Program)).

(6) Include the following, verbatim, in the e-mail message:

1. The attached USMEPCOM Form 25-32-1-R-E (Staff Summary Sheet) and (manuscript number only) is forwarded for your review. Printing the files from e-mail normally does not format/print correctly, therefore, save (using the same file names) the attached files in ~~WordPerfect~~ Microsoft Word. Review the form file first for coordination information/instructions (e.g., purpose, background, suspense date, etc.), and then the manuscript file.

2. Electronic coordination is the preferred method of distribution. Although discouraged, the form may be completed manually by the signature officer indicated on USMEPCOM Form 25-32-1-R-E. To complete the form electronically, see USMEPCOM ~~Form~~ Reg 25-33, **appendix D**.

(7) Attach a copy of USMEPCOM Form 25-32-1-R-E and the manuscript to the e-mail message and send to each reviewing element.

**b. Hard copy coordination.** Hard copy coordination is not encouraged, but when necessary, proponents will: (1) Type or stamp the word **“DRAFT”** at the top of each manuscript page.

- (2) Ensure the signature authority has signed the USMEPCOM Form 25-32-1-R-E.

#### 5-4. Concurrences and nonconcurrences

##### a. Concur.

(1) Manuscripts. A “concur” indicates an agreement with the facts and recommendations of the manuscript. No response by a reviewing element will also constitute a “**concurrence.**” Proponents will prepare a reminder notice, by e-mail, to the element(s) that did not respond. The **reminder notice will contain a new suspense date of 5 working days.** When a reviewing element fails to respond by the new suspense date, the proponent will annotate a “**No Response**” on USMEPCOM Form 25-32-1-R-E. To support the “No Response,” proponents will print the “Properties” page from the their e-mail’s “Sent” folder. This page contains the “Status Tracking” line that shows when the e-mail message was delivered and opened. Print and attach this page to the reminder and place under tab A. Address nonreponses in the background paragraph of USMEPCOM Form 25-32-1-R-E (see **fig. 5-1**). The proponent will complete the appropriate column(s) on USMEPCOM Form 25-32-1-R-E for those elements that did not respond (see **fig. 5-2**).

**Note:** The MIG does not make policy; therefore, the MIG will only indicate a response of “Noted,” or “Noted/w comments.” Proponents will ensure the response is properly reflected on USMEPCOM Form 25-32-1-R-E.

(2) IMCs. Reviewing elements of IMCs may concur in writing or by e-mail. Nonconcurrences will be accomplished in accordance with c below.

##### **b. Concur w/comments.**

(1) Manuscripts. A concur w/comments **will not** be used to express a nonconcurrency with any part of the manuscript. For nonconcurrency rules see c below. Reviewing elements may respond in writing by e-mail or complete a DA Form 2028. The proponent may incorporate or reject some or all the comments; proponent will address all comments and respond to the reviewing element(s) by e-mail. Reviewing elements will follow the rules below when preparing comments.

(a) Arrange comments in sequence by the manuscript page and paragraph number and number the comments consecutively.

(b) Describe exactly how the manuscript should be changed and give a brief reason for the recommended change.

(c) State how something should be reworded when a change in the wording is recommended; strike through material to be deleted and underscore material to be added. Other clear methods showing the recommended rewording are acceptable.

(d) Comments that slightly improve the text, ask a question instead of an answer, are based on minor differences of opinion or wording, or to correct misspelled words, may be submitted to the proponent. Comments **will not** be considered a nonconcurrency.

(2) IMCs. Reviewing elements and proponents of IMCs will submit and address comments in accordance with the guidance in b(1) above.

**c. Nonconcur.** When a reviewing element disagrees with any part of the manuscript and intends to nonconcur, before nonconcurring, he or she will:

(1) Contact the proponent, in person or in writing, to attempt to resolve the reason(s) for the

nonconcurrency. If the nonconcurrency is resolved, the reviewing element will concur and complete USMEPCOM Form 25-32-1-R-E and forward it to the proponent.

(2) When a nonconcurrency is **not resolved**, the nonconcurring reviewing element will prepare a “Statement of Nonconcurrency” for resolution by the MDC/MCS, see d below.

**d. Statement of Nonconcurrency.** A Statement of Nonconcurrency will be accomplished when the proponent and a nonconcurring reviewing element cannot reach an agreement. A Statement of Nonconcurrency will be accomplished as follows:

(1) **Format.** The reviewing element will prepare a Statement of Nonconcurrency in an informal memorandum format. For a sample of an informal memorandum, see USMEPCOM Reg 25-32 (Correspondence Procedures), appendix G. In the memorandum’s subject line, type “Statement of Nonconcurrency” and the manuscript’s number after it in parentheses (e.g., Subject: Statement of Nonconcurrency (USMEPCOM Reg 25-33)). The memorandum will include the reason(s) and justification(s) for the nonconcurrency. The director’s, special staff officer, or commander’s signature is required.

(2) **MDC/MCS review.** The nonconcurring reviewing element will forward the Statement of Nonconcurrency package to the MDC/MCS for resolution. Before forwarding the package for resolution, it must be signed by the nonconcurring element’s commander, director, special staff officer, or authorized individual. The MDC/MCS’ package will include the memorandum, USMEPCOM Form 25-32-1-R-E (used for coordination), one hard copy of the manuscript, and any supporting documents.

(3) **Proponent notification.** The reviewing element will also provide an informational copy of the memorandum to the proponent’s director or special staff officer. The MDC/MCS will resolve the matter at his or her discretion. Proponents **WILL NOT** forward a manuscript package for editorial review with a “Noncur” response.

### **5-5. Coordination outside USMEPCOM**

Coordination with outside agencies will be accomplished when required. The manuscript will be sent with a cover memorandum containing a suspense date and signature of the director, special staff officer, or authorized individual.

### **5-6. Editorial service**

Editorial review is mandatory for all USMEPCOM manuscripts.

**a. Submission of the manuscript package.** The items in the manuscript package will consist of the USMEPCOM Form 25-32-1-R-E addressing the MDC/MCS, the manuscript, coordination responses, and any other supporting documents. A diskette is not required at this time. Proponents submitting an electronic response will print the completed USMEPCOM Form 25-32-1-R-E and the ~~information~~ contents from the e-mail’s information page. ~~To print the information page contents, proponents will open the GroupWise icon, select the “i” button, and select the print command.~~ Staple the form and the information page together and include them in tab A. The proponent will forward the manuscript package to the editor (the editor is in MIM-SS). Sector and MEPS commanders will determine editorial service within their units. The manuscript package will not be forwarded to the editor until:

- (1) All coordination has been completed.
- (2) The USMEPCOM Form 25-32-1-R-E has been properly completed, see the sample at **figure 5-2**.

**Note:** The proponent of the manuscript is responsible for listing the editor's and approval authority's office symbol on the form.

(3) The manuscript package has been properly assembled. See the sample at **figure 5-3**.

(4) The Manuscript Helpful Hints Checklist has been completed, see **appendix E**. For a quick reference of format rules, see **appendix F**.

**b. Editorial review.** The editor will review the manuscript (hard copy) for format and grammar. If the manuscript needs corrections, the editor will forward it to the proponent for corrections. The proponent will make the corrections and return the corrected manuscript, along with the edited/proofed version marked in red, to the editor. It is the responsibility of the proponent to maintain the diskette containing the correct version until the editor requests it. The editor will request the correct version when it is ready for the MDC/MCS' or authorized individual's approval.

**c. Approved manuscript.** At HQ USMEPCOM, the MDC/MCS will **ONLY** complete his or her blocks as shown on USMEPCOM Form 25-32-1-R-E and OF 41 (Routing and Transmittal Sheet). He or she will not sign the manuscript at tab X. Upon completion, the approval authority will forward the manuscript package to MIM for authentication, dating, printing, and distribution.

## 5-7. Printing

**a. Approval.** The Chief, Support Services Division, HQ USMEPCOM, has approval authority for the printing all official USMEPCOM publications. Approval authority for printing sector publications (i.e., authorized supplementation to USMEPCOM regulations) will be established by the sector commander.

**b. Color/multicolor printing.** Color/multicolor printing increases cost. USMEPCOM publications will be printed in black and white colors; however, color/multicolor printing will be considered for USMEPCOM handbooks only. Proponents of handbooks will request and justify, in writing, why color/multicolor printing will make a valuable contribution to the publication. Color/multicolor printing does not meet the valuable contribution requirement if:

(1) Additional color is used mainly for decorative effect. The inclusion of multicolored insignia, emblems, log types, unit crest seals, or similar devices in a design or illustration does not in itself justify color/multicolor use.

(2) Additional color is used instead of effective layout and design.

(3) Additional colors are used to excess; that is, four colors when two or three will fill the need; three colors when two will do, and two colors when one is adequate.

(4) Use of color/multicolor printing does not show careful competent planning that recognizes the contribution of color, and how it should be used to achieve a publication's purpose.

(5) A request, by memorandum, for approval for color/multicolor printing and with full justification, will be sent to the PCO. This request will be sent before creating the artwork. Preliminary sketches and visuals will also be sent to avoid wasting time and money to complete artwork that may not be approved for printing.

## 5-8. Distribution

### a. Codes.

(1) **Publications.** A distribution code is required for all USMEPCOM publications. Its purpose is to

identify the recipients of the publication. Publications will contain a distribution code of **A, B, and/or D** (see table 5-1). The only two distribution codes that may be combined together are A and D (listed as “A and D”). When the publication needs to be distributed to users not included in a distribution code, type the word “**plus**” one space after the distribution code(s) (e.g., A plus, A and D plus). Include in parentheses the total number of copies needed (e.g., A plus (67)). Proponents will distribute the plus copies. Include the following information in the plus distribution:

- (a) Number of copies to be distributed.
- (b) Agency head, if applicable.
- (c) Agency name, office symbol (if applicable), city, State, and nine-digit ZIP Code.

**(2) Forms.** USMEPCOM forms will not contain a distribution code on the form itself. At HQ USMEPCOM, MIM-SS-MP personnel will use the same distribution code as the prescribing regulation to distribute USMEPCOM forms.

**b. Method.** E-mail is the preferred method of distributing official USMEPCOM publications and forms. Various factors can change the method of distribution, therefore, a publication may be distributed by e-mail (electronic) or through normal distribution channels (hard copy).

**c. Ordering hard copy publications and forms.** To order hard copy (paper version) publications and forms, users may fax a completed DA Form 17 to (847) 688-3443 or send it through normal distribution channels.

**Note:** Printing and distribution of sector and MEPS publications and forms will be determined by sector and MEPS commanders.

**d. Restriction.** Users will adhere to the distribution restriction policy addressed in paragraph 4-6e.

**e. USMEPCOM Electronic Pubs/Forms Library.** All USMEPCOM publications and forms distributed electronically are found in the USMEPCOM Electronic Pubs/Forms Library. ~~As of the date of this publication, the library is available only to MEPS users.~~ To access the library, see the instructions at **appendix G.** ~~HQ USMEPCOM and sector users may obtain electronic USMEPCOM publications and forms from the PCO, MIM-SS.~~

**Table 5-1**  
**Distribution codes for USMEPCOM Publications**

<p><b>Code A</b></p> <p>1 ea HQ USMEPCOM element  1 ea sector  1 ea MEPS</p>
<p><b>Code B</b></p> <p>1 ea HQ USMEPCOM element  1 ea sector</p>
<p><b>Code D</b></p> <p>1 ea Recruiting Service headquarters</p>
<p><b>Plus ( )*</b></p> <p>Additional copies</p>

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\*The proponent will insert the number of additional copies inside the parentheses. Additional copies will be printed in hard copy by the PCO. The PCO will forward the hard copies to the proponent for distribution. See **figure 4-1**.



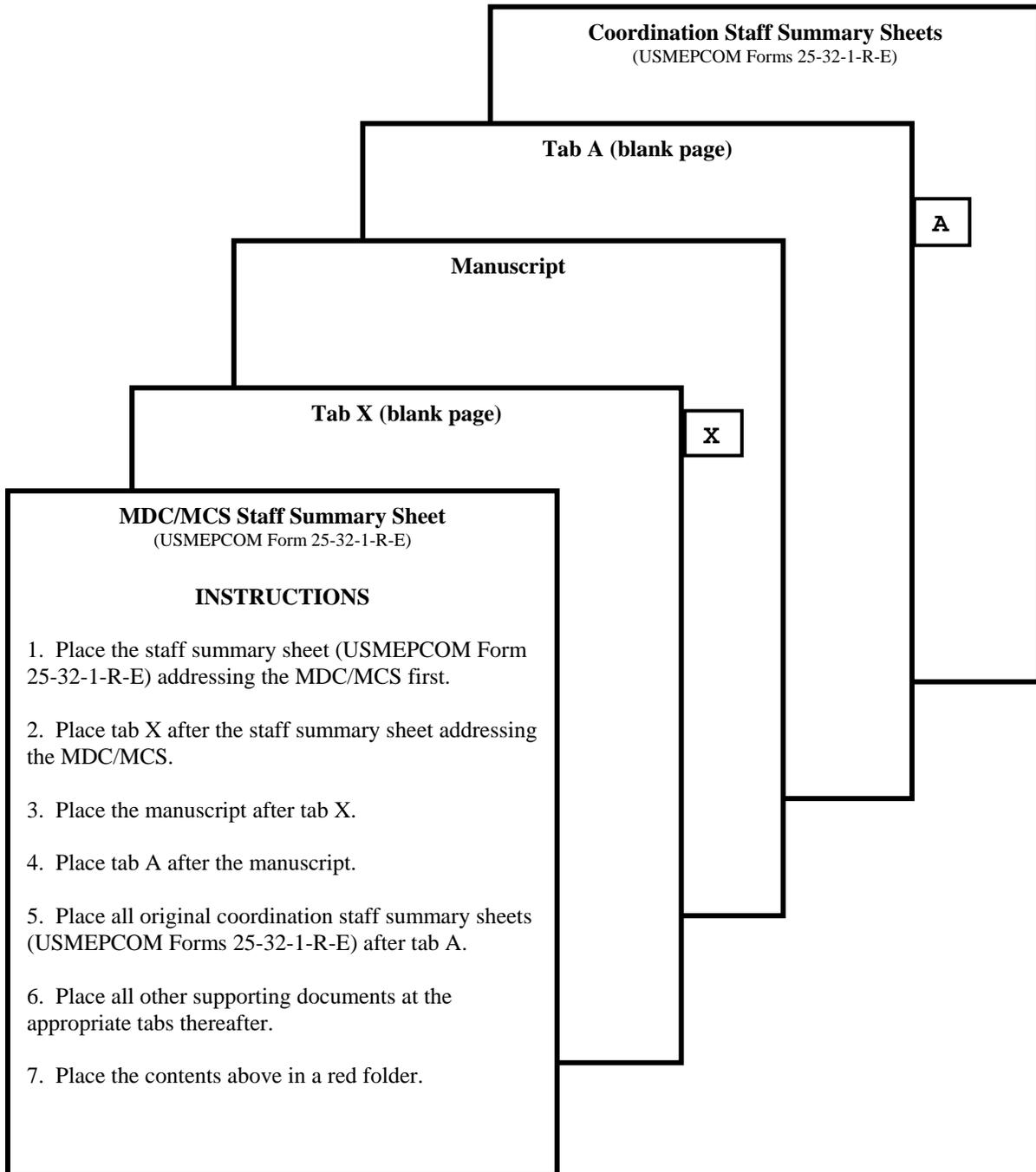
<b>STAFF SUMMARY SHEET</b>					
For use of this form, see USMEPCOM Reg 25-32					
TO	CONCUR/NONCONCUR	SIGNATURE/GRADE/DATE	TO	CONCUR/NONCONCUR	SIGNATURE/GRADE/DATE
MJA	Concur	NAME, GRADE, DATE			
MIG	Noted	NAME, GRADE, DATE			
MIR	Concur	NAME, GRADE, DATE			
MHR	No Response				
MIM-DD	(reports review) Concur	NAME, GRADE, DATE			
MIM-SS	(files review) Concur	NAME, GRADE, DATE			
MIM-SS	(forms review) Concur	NAME, GRADE, DATE			
MCO-E	Concur	NAME, GRADE, DATE			
MCO-W	Concur	NAME, GRADE, DATE			
MIM-SS	(Editor)				
MDC/MCS					
ACTION OFFICER/OFFICE SYMBOL/EXTENSION Sherri A. Doe, MIM-SS, 7739				DATE 1 Oct 99	
SUBJECT: USMEPCOM Reg 25-33 (USMEPCOM Publications Program)				SUSPENSE DATE	
<p><b>1. PURPOSE.</b> To update policies and procedures in USMEPCOM Reg 25-33.</p> <p><b>2. BACKGROUND.</b></p> <p style="padding-left: 20px;">a. Original concurrence documentation is at tab A.</p> <p style="padding-left: 20px;">b. A reminder, with an extended 5-day suspense, was sent the reviewing element(s) who did not respond. See tab B for supporting documentation.</p> <p><b>3. RECOMMENDATION.</b> Request the Deputy Commander/Chief of Staff approve the manuscript at tab X.</p> <p><b>NOTE</b> If approval is granted, please complete the "MDC/MCS" block above and forward the manuscript package to the Director, Information Management for signature.</p> <p> </p> <p>/SIGNED/ TERRY N. DOE Director, Information Management</p>					

USMEPCOM Form 25-32-1-R-E, 1 Nov 97

Replaces USMEPCOM Form 25-32-1-R-E, 1 Jan 96, which is obsolete

**Note:** The editor will complete his or her block before forwarding the form to the MDC/MCS approval. The MDC/MCS will complete his or her block before forwarding the form to the Director, Information Management for signature/authentication.

**Figure 5-2. Sample of a completed USMEPCOM 25-32-1-R-E (MDC/MCS approval)**



**Figure 5-3. Instructions for assembling the manuscript package (hard copy)**

**Chapter 7****Review and Maintenance of Administrative Publications and Forms****7-1. Type of reviews**

~~The HQ USMEPCOM editor and sector PCO will initiate a USMEPCOM Form 25-33-1-R-E (Review of Publication) to accomplish annual and special reviews of a publication. Annual reviews will be accomplished during the publication's anniversary month. For example, the anniversary month for a publication dated 1 July 1997, is July; include a suspense date for the annual review of not less than 1 week. A special review will be accomplished upon receipt of a reprint request and/or for informational purposes. Electronic distribution (e-mail) is the preferred method, however, completion of the form in hard copy is permissible. The form may be reproduced or electronically generated on 8 1/2 - by 11-inch plain white bond paper.~~

~~—a. **Annual review (part A).** The proponent will complete this part by checking the appropriate box (i.e., current and essential, revision, change, or rescind), signing and dating the form, and returning it to the originator.~~

~~—b. **Special review (part B).** The HQ USMEPCOM editor or sector PCO will complete this part by checking the appropriate box(es). Box "a" will request the proponent to review the publication to ensure it is current and essential for reprint. If box "a" is checked, the proponent will complete part A, sign and date the form, and return it to the originator. Box "b" will provide information about the publication, see examples below.~~

**Example 1:**

~~An IMC 1 to USMEPCOM Reg 601-23 was published on 1 Jul 97. Please incorporate the changes in a permanent publication and submit it for editorial review by 15 Jul 97.~~

**Example 2:**

~~A response to the attach request was not received by your office. Please complete attach request and return to MIM-SS.~~

**a. Publications.**

(1) HQ USMEPCOM. HQ USMEPCOM proponents will review and revise their publications according to the Publications Revision Processing Schedule. The schedule is available to users in the USMEPCOM Electronic Pubs/Forms (see "Revsched" under the "Pubs" subfolder).

(2) Sector. Only sectors are authorized to supplement USMEPCOM regulations only when authorized by the basic USMEPCOM regulation. If any, the sector unit publications officer will establish a method to review supplements to USMEPCOM publications.

(3) MEPS. MEPS are not authorized to publish administrative publications.

**b. Forms.** Forms management officers, at all levels, will review command/local forms during the anniversary month of the form. Forms may be reviewed all at once or during the anniversary month of the form. Users will use USMEPCOM Form 25-33-2-R-E (Review of Form) to accomplish the review. To form is available in the USMEPCOM Electronic Pubs/Forms Library. Users will reproduce the form on 8 1/2 - by 11-inch plain white bond paper. When the form is completed, file it under file number 25-30b and maintain for 1 year after supersession or obsolescence.

**7-2. Maintenance**

~~Users of the form will devise a control system for tracking all reviews. After the review has been~~

~~completed, print a copy of the e-mail response and attach it to USMEPCOM Form 25-33-1 R-E. File responses under file number 25-30i until publication is superseded or rescinded.~~  
To avoid interruption of command operations due to an electronic failure, PCOs will maintain USMEPCOM publications and forms as indicated below

**a. Publications.**

(1) Sector and MEPS. Publications control officers (PCOs) will ensure one hard copy of all USMEPCOM publications, IMCs, and sector supplements are on file at all times. Hard copies will be filed under file number 25-30ee (Publication reference sets) in binders, or in file folders in a file cabinet, until the publication is superseded or rescinded. When a sector supplement exist, file it in front of the basic USMEPCOM regulation. A supplement automatically becomes obsolete when the basic regulation is superseded by another USMEPCOM regulation or when the basic regulation is rescinded. For a listing of current USMEPCOM publications, see USMEPCOM Pam 25-30 (Index of the United States Military Entrance Processing Command Publications) and all HQ USMEPCOM messages addressing USMEPCOM publications.

(2) HQ USMEPCOM PCO. The HQ USMEPCOM PCO will stock five hard copies of each USMEPCOM publication until the publication is superseded or rescinded. For a listing of current, superseded, and rescinded USMEPCOM publications, see USMEPCOM Pam 25-30 and all HQ USMEPCOM messages addressing USMEPCOM publications.

**b. Forms.**

(1) Sector and MEPS. PCOs will stock a 3-day supply of all USMEPCOM forms until they are replaced or obsolete. This stock will be used only when there is a power failure. To ensure current forms are on hand, see USMEPCOM Pam 25-32 (Index of USMEPCOM Forms and Mission Essential SF and DD/DOD Forms) and all HQ USMEPCOM messages addressing USMEPCOM forms.

(2) HQ USMEPCOM PCO. The HQ USMEPCOM PCO will stock hard copies of all USMEPCOM certificates and mission essential forms. Required amounts to have on hand will be determined by the proponent and/or records management noncommissioned officer (MIM-SS). To ensure current forms are on hand, see USMEPCOM Pam 25-32 and all HQ USMEPCOM messages addressing USMEPCOM forms.

**Appendix A**  
**References**

**Section I**

(The publication(s) needed to comply with this publication.)

**Required Publication(s)**

**AR 25-400-2<sup>2</sup>**

The Army Modern Recordkeeping System (MARKS). Cited in paragraph 4-11f.

**USMEPCOM Pam 25-30<sup>1</sup>**

Index of the United States Military Entrance Processing Command Publications. Cited in paragraph 7-2a(1).

**USMEPCOM Pam 25-32<sup>1</sup>**

Index of USMEPCOM Forms and Mission Essential SF and DD/DOD Forms. Cited in paragraph 7-2b(1).

**USMEPCOM Reg 25-32<sup>1</sup>**

Correspondence Procedures. Cited in paragraph 3-8.

**GPO Publication 845.25**

Word Division. Cited in paragraph 2-1.

**Misc Pub 25-5**

United States Government Printing Office Style Manual. Cited in paragraph 2-1.

**Section II**

**Related Publication(s)**

(The publication(s) are merely a source of additional information. Users may read them to better understand the subject, but does not have to read them to comply with this publication.)

**AR 310-50**

Authorized Abbreviations, Brevity Codes, and Acronyms

**USMEPCOM Pam 25-30<sup>1</sup>**

Index of the United States Military Entrance Processing Command Publications

**USMEPCOM Pam 25-32<sup>1</sup>**

Index of USMEPCOM Forms and Mission Essential SF and DD/DOD Forms

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**Notes:**

1. ~~Distributed by e-mail. (The file is available, for MEPS users only, in the USMEPCOM Electronic Pubs/Forms Library; the file will be available to HQ USMEPCOM and sector users later).~~ Available electronically in the USMEPCOM Electronic Pubs/Forms Library.

2. Available ~~on electronically in~~ DA Pam 25-30 (cd-rom) and the World Wide Web (<http://www.usapa.army.mil/>).

**Section III** (The form(s) needed to comply with this publication.)  
**Required Form(s)**

**DA Form 17<sup>2</sup>**  
Request for Publications and Blank Forms. Cited in paragraph 3-5c.

**DA Form 2028<sup>2</sup>**  
Recommended Changes to Publications and Blank Forms. Cited in the “suggested improvements” paragraph.

**DD Form 67<sup>2</sup>**  
~~Request for Approval of Form~~ Form Processing Action Request. Cited in paragraph 4-16h.

**OF 41<sup>2</sup>**  
Routing and Transmittal Slip. Cited in paragraph ~~6-4~~ 5-6c.

**USMEPCOM Form 25-32-1-R-E<sup>1</sup>**  
Staff Summary Sheet. Cited in paragraph 5-1e.

**Section V** (The form(s) prescribed by this regulation. Users must use the form to comply with this regulation.)  
**Prescribed Form(s)**

~~**USMEPCOM Form 25-33-1-R-E<sup>3</sup>**~~  
~~Review of Publication. Cited in paragraph 7-1.~~

**USMEPCOM Form 25-33-2-R-E<sup>1</sup>**  
Review of Form. Cited in paragraph 4-16i.

**Section VI** (The file number(s) this regulation prescribes the user to file specific documents under.)  
**Prescribed File Number(s)**

**25-30i**  
Centralized instruction background file. Cited in paragraph 7-2.

**100**  
Policies and precedents. Cited in paragraph 6-5.

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**Notes:**

- ~~1. Distributed by e-mail. (The file is available, for MEPS users only, in the USMEPCOM Electronic Pubs/Forms Library; the file will be available to HQ USMEPCOM and sector users later). Available electronically in the USMEPCOM Electronic Pubs/Forms Library.~~
2. Available ~~on~~ electronically in DA Pam 25-30 (cd-rom) and the World Wide Web (<http://www.usapa.army.mil/>).

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