

AMC Regulation 25-74

Information Management:

U.S. Army Materiel Command (AMC) Publishing Program

**U.S. Army Materiel Command
9301 Chapek Road
Fort Belvoir, VA 22060-5527
3 June 2004**

UNCLASSIFIED

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VIRGINIA 22060-5527

AMC REGULATION
NO. 25-74

3 June 2004

Information Management

U.S. ARMY MATERIEL COMMAND (AMC) PUBLISHING PROGRAM

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1. **Purpose.** To prescribe policy and guidance for the operation and management of the AMC Command Publishing Program in accordance with HQDA policy and guidance.
2. **Applicability.** This regulation applies to all AMC organizational elements.
3. **Scope.** The guidance prescribed by this regulation governs the preparation of all official AMC command publications whether prepared by AMC Headquarters, the Major Subordinate Commands (MSC), or Separate Reporting Activities (SRAs).
4. **Responsibilities.** The proponent is that organizational element responsible for initiating, developing, coordinating, approving content, and issuing a publication, and identifying them for recission. Each publication has only one proponent. Proponents will assign a Staff Publications Control Officer (SPCO) to ensure that publications are prepared in accordance with overriding HQDA policy and guidance, and the instructions in this regulation.
 - a. The AMC Chief of Staff will authenticate/sign AMC publications. See Appendix D for exceptions.
 - b. The proponent/SPCO will:

(1) Review the HQDA documents in the references section of this regulation. These HQDA publications provide essential policy and guidance, and are the foundation for the AMC Command Publishing Program.

(2) Ensure their publications are reviewed at least every two years to determine whether the document is still current and valid. Publications that are no longer valid will be superseded or rescinded.

(3) Obtain assistance as required from AMCIO-R regarding publication type, format, and use of forms.

(4) Ensure their publications are properly coordinated before submitting for publication. Submit AMC Form 356-R-E, AMC Control and Routing Slip, Mar 96, (see Appendix A) with their publication package. The AMC Form 356-R-E will be used to control, route, and coordinate all staff actions prior to the draft document being forwarded to AMCIO-R for approval and signature/authentication by the Chief of Staff.

(5) Maintain the archival records reflecting the coordination of their draft document.

(6) Ensure that appropriate permissions have been obtained if the document contains copyrighted or proprietary material.

(7) Retain an archival record copy of each version of a publication issued in accordance with established records retention policies.

(8) Submit their publication electronically to AMCIO-R in MS Word, using Times New Roman font, size 12 pt.

(9) A separate AMC Form 356-R-E will also be used to submit final draft document to AMCIO-R for publication. The AMC Form 356 must state where the document was staffed, that Privacy Act, Reports Control, Copyright, and Forms implications have been considered. If the publication involves a new form, the originating office must include a completed DD Form 67. The AMC Form 356 must also provide the name, office symbol, electronic signature, and telephone number of all approving officials. (See Appendix A-1)

(10) Ensure that local organizational websites that post official publications do so by linking to the AMC Publications and Forms website to ensure the currency of information.

(11) Complete assigned tasks associated with entering and tracking the document in the AMC Publications Management System (APMS).

c. AMCIO-R/Publications Control Officer(PCO) will:

(1) Provide policy and guidance to proponents throughout the publishing process.

- (2) Review final document package before it is sent to SGS for approval.
- (3) Review document package after return from SGS, and make changes as required.
- (4) Post approved publications on the AMC Publications and Forms website.
- (5) Complete tasks associated with managing and tracking the document in the AMC Publications Management System (APMS).
- (6) Assign numbers to draft documents.
- (7) Perform an editorial review of the final document package, verify publication and form numbers, and forward to SGS for Chief of Staff approval and signature.
- (8) Receive approved package from SGS and make any final changes if required. Ensure that final approved publication is indexed, and that the proponent is notified of availability of the official copy of their document on the AMC Publications and Forms website at <http://www.amc.army.mil>.
- (9) Ensure that the document is included in the next revision of AMC PAM 25-1, Index of AMC Administrative Publications and Blank Forms.
- (10) Conduct a biannual review of all AMC publications and blank forms.
- (11) Annually update AMC PAM 25-1 to include any rescissions, revisions, or new documents published since the last update.

5. Format. Each AMC publication will be prepared following the sample formats shown in Appendix C. A front and back cover page will be used only on regulations and pamphlets. See Appendix C-1. Following the front cover a Summary of Change page(s) will summarize the significant changes or new material in the revision of the publication. See Appendix C-2

a. **Heading:** Headings will consist of the elements indicated in subparagraphs 1 through 4 below.

(1) Name and address of issuing headquarters. The AMC address will be typed in all caps, and centered at the top of the page, two lines below the publication type and number. See Appendix C-3.

(2) Publication type, series number, title, and subnumber. All AMC administrative publications must be assigned a publication type, series number, title, and subnumber. This number will be inserted in the header, right-aligned, on the first page of each document. This number will be repeated throughout the document, with the number being placed in the upper left side of the header of even-numbered pages, and on the upper right side of odd-numbered pages.

An asterisk will be placed before the publication number on the first page when there is a supersession or rescission notice. See Appendix C-3.

(3) Title. The title of all AMC publications will consist of the series title, and the publication title. The series title will coincide with the series to which the publication is associated. The publication title will be a concise description of the subject of the publication. See Appendix C-3.

(4) Table of Contents. A table of contents listing each titled segment (chapter, section, paragraph, appendix or glossary) will be prepared for each publication. The table of contents will include the page numbers as well as paragraph numbers. See Appendix C-3.

b. Supersession Notice (if applicable): Each superseded or rescinded publication will be listed by number and date in a footnote at the bottom of the first page of the document, preceded by an asterisk. On the first page of the new publication, the publication number will be preceded by an asterisk. See Appendix C-3.

c. Organizing the text. The organizational outline provided below is appropriate for most publications but should be modified, as required, according to the content of the publication.

(1) Purpose. This paragraph will state the function, scope, and objective for issuing the publication.

(2) Applicability. This paragraph indicates to whom the publication applies.

(3) Explanation of terms and abbreviations. This paragraph will be omitted if a glossary is used. Standard Army terms will be used in accordance with AR 310-25.

(4) Policies. This paragraph will state general broad policies. Its purpose is to explain the reasons for the publication.

(5) Responsibilities. This paragraph will assign responsibilities (e.g., to a titled position such as Chief, Transformation Integration Division/G-3, or Deputy Chief of Staff, Resource Management) beginning with the highest echelon of command.

(6) Procedures. This paragraph prescribes the procedures for carrying out the particular action.

(7) References. This paragraph will be the last paragraph in the publication. If there are more than 10 references, list them in Appendix A, and list the pages where the reference is cited. Depending upon the complexity of the publication, sub-sections (e.g., Required Publications, Related Publications, Referenced Forms, and Prescribed Forms) may be included.

(8) Authentication/Signature Page. This page will follow the last page of the text and will consist of the proponent box and the Chief of Staff's signature block. See Appendix C-7.

(9) Appendices. Material that further explains or supplements a subject covered in the body of the publication will be included in an appendix. Appendices will follow the last paragraph of the text and will precede the glossary.

(10) Glossary. A glossary lists and explains abbreviations, terms, and special abbreviations and terms used in the publication. The glossary is located after the last appendix and before the index.

6. References.

These documents are available at <http://www.apd.army.mil>.

- a. AR 25-30, The Army Publishing Program.
- b. AR 25-400-2, The Army Records Information Management System (ARIMS).
- c. AR 310-25, Dictionary of United States Army Terms
- d. AR 335-15, Management Information Control Program.
- e. AR 340-21, The Army Privacy Program.
- f. DA Pam 25-31, Forms Management, Analysis, and Design
- g. DA Pam 25-40, Army Publishing: Action Officers Guide

These documents are available at www.amc.army.mil

- h. AMC-R 25-50, Central Repository for HQ AMC Command Policy Letters.
These documents are available at <http://www.amc.army.mil>.
- i. AMC-P 25-74, AMC Publications Management System.

The proponent of this regulation is the Chief Information Officer/G-6, U.S. Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCIO-R, 9301 Chapek Road, Fort Belvoir, VA 22060-5527

FOR THE COMMANDER:

//Signed//
RICHARD A. HACK
Lieutenant General, USA
Deputy Commanding General

APPENDIX A

AMC CONTROL AND ROUTING SLIP

(AMC-M 1-2)

BASIC DATE		TASKING DATE	SGS CONTROL DATA
FILE NO.		CASE	SGS CASE NO.
SUBJECT		SUSPENSE DATE	
		SACO	
		TASKING OFFICIAL	
ACTION:	ASSIST:	INFORMATION	
SPECIAL INSTRUCTIONS			

MEMORANDUM FOR RECORD

1. Purpose .
2. Background/Discussion.
3. Coordination/Staffing.
4. Consideration of Privacy Act, reports control, copyright/proprietary information, and form(s) implications.
5. Approving official(s) signature, office symbol, and telephone number

SAMPLE

(Use reverse side if necessary)

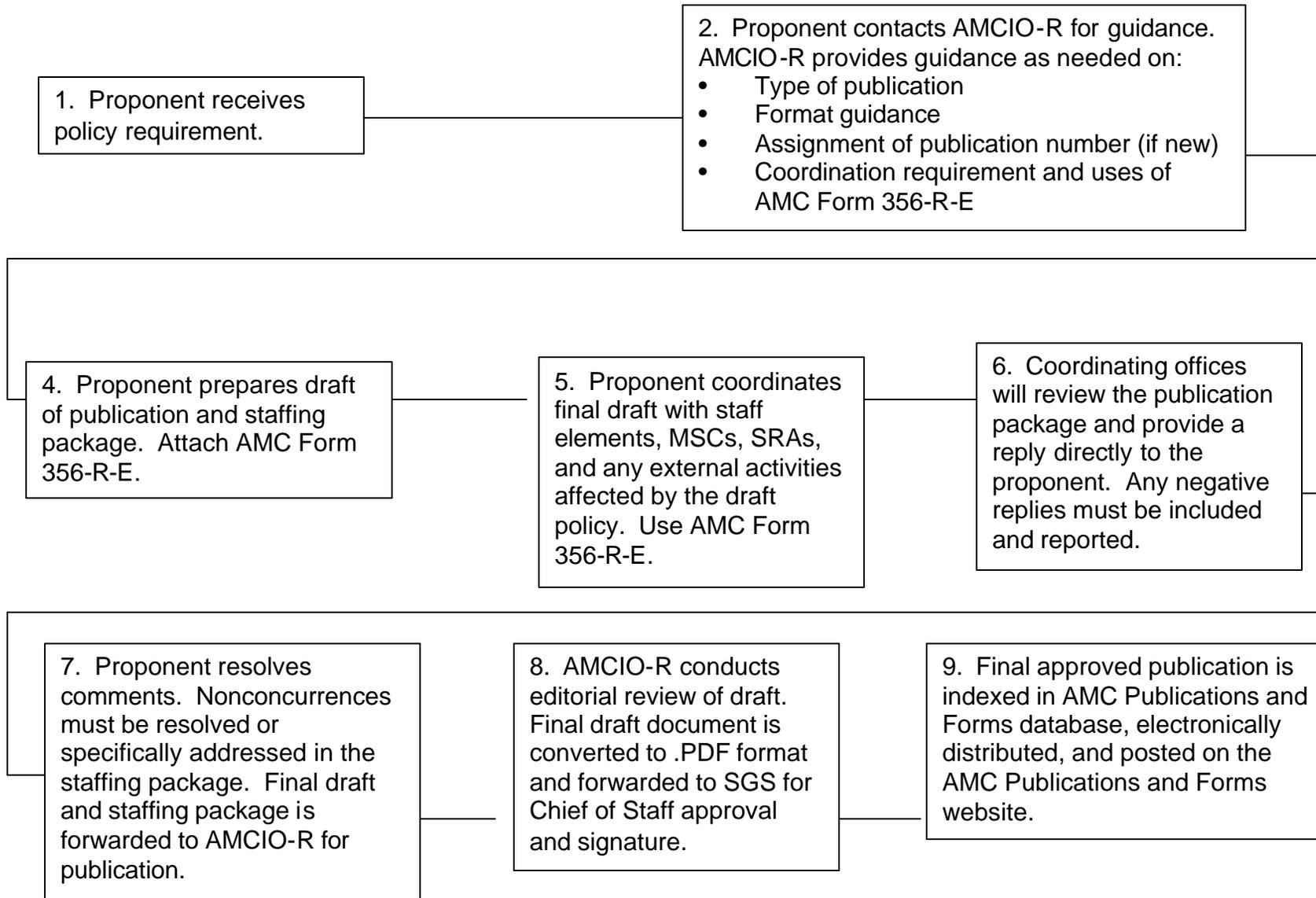
COORDINATION (Print or Type)						ROUTING SEQUENCE	APPROVAL			
DATE	OFFICE	NAME/RANK	INITIALS	CC/NC	EXTENSION		OFFICE	NAME	INITIALS	DATE
						1	DIVISION			
						2	DCS-XO			
						3	ADCS			
						4	DCS			
						5	SGS			
						6	CSM			
						7	DCS			
						8	CS			
						9	EDCG			
						10	DCG			
						11	CG XO			
ACTION OFFICER (Name and Signature)			TELEPHONE NUMBER			12	CG			
						13	SACO			

AMC FORM 356-R-E
MAR 96

Previous editions of this form are obsolete.

APPENDIX B

AMC Publications Process Flow



AMC Regulation 50-1

Chemical and Biological Surety Materiel:

**AMC Surety Management
Reviews and Emergency
Response Exercise
Evaluations**

SAMPLE

**U.S. Army Materiel Command
9301 Chapek Road
Fort Belvoir, VA 22060-5527
DATE**

UNCLASSIFIED

SUMMARY of CHANGE

**AMC-R 25-22
Information Assurance**

This regulation --

SAMPLE

- **Is a new issuance.**
- **Supersedes:**
 - **AMC Regulation No.25-1, Electronic Mail, 12 May 1998.**
 - **AMC Supplement 1, 380-19 (Information Assurance)**
 - **AMCIO-A (380-19a) Policy Memorandum #01-10, Loading of Unauthorized Software on Government Owned Computers, 21 December 2001.**
 - **AMCIO-A (380-19a) Memorandum, Army Materiel Command (AMC) Information Assurance (IA) Training Guidance, 26 February 2002.**
 - **AMCIO-F (380-19a) Policy Memorandum #98-04, U.S. Army Materiel Command (AMC) Policy on Command and Control Protect (C2P) Tools Kit.**
 - **AMCIO-A (380-19a) Memorandum, Accountability for the Army Materiel Command (AMC) Information Assurance Program (IAP), 9 October 2001.**
 - **AMCIP-P Memorandum, Foreign National Access to AMC Automated Information systems (AIS), 13 May 2003.**
 - **AMCIO-P Memorandum, Army Web Sites Hosted on Commercial Internet Service Providers (ISP), 30 June 2003.**
 - **AMC Memorandum 380-22, US Army Materiel Command (AMC) Policy on Computer Security Incident Reporting**
 - **AMC Memorandum 380-12, US Army Materiel Command (AMC) Policy on Firewalls and Firewall Configuration, 15 August 2002.**
 - **AMCIO e-mail 12/15/99, ICQ (I SEEK YOU).**
- **Provides detailed guidance regarding general information assurance (IA), IA funding, IA training, public key infrastructure and biometrics.**
- **Provides information on Army approved IA tools, firewalls and other hardware, as well as firmware and software mechanisms and devices.**
- **Provides guidance regarding foreign national access to AMC information systems.**
- **Provides guidance regarding contract performance on IA initiatives and for enforcing compliance with government policy.**

Publication type,
series number,
subnumber,

*AMC-R 50-1

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

Name and
address of
issuing
headquarters

AMC REGULATION
No.50-1

Publication type, series
number, subnumber

9 January 2004

Chemical and Biological Surety Materiel
AMC SURETY MANAGEMENT REVIEWS
AND
EMERGENCY RESPONSE EXERCISE EVALUATIONS

Title

Supplementation of this regulation is prohibited unless prior approval is obtained from the proponent.

SAMPLE

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2. **Applicability.** This regulation applies to all AMC organizations and activities with surety program management responsibilities.

3. **Policy.**
a. Command policy.

(1) The SMR program is an integral part of the HQ AMC surety program mandated by the Department of Army. The SMR program serves to monitor chemical and biological surety mission functions and simultaneously provide assistance to unit commanders/directors. This program encompasses all aspects of chemical and biological surety operations, as well as their supporting activities. The program is conducted by systematic review of units' processes to accomplish assigned surety missions in a safe, secure manner with reliable personnel,

*This regulation supersedes AMC-R 50-1, 1 June 1992.

Supersession notice

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

AMC PAMPHLET
NO. 25-36

DATE

Information Management

OBTAINING A HEADQUARTERS ARMY MATERIEL COMMAND
LOCAL AREA NETWORK ACCOUNT AND WORKSTATION

SAMPLE

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1. Purpose. This Pamphlet will provide written guidance, define responsibilities, and document the steps required to facilitate obtaining a Headquarters, Army Materiel Command (HQ AMC) Workstation and Local Area Network (LAN) Account.

2. Scope. This pamphlet has been developed to support U.S. HQ AMC personnel, to include Department of the Army Federal Employees, United States Military Personnel, HQ AMC Interns, HQ AMC Contractors and Foreign Representatives, working at the Army Materiel Command Headquarters facility located on Fort Belvoir, Virginia. At the time of publication, the DOIM personnel (DOIM COTR, DOIM IAM) are occupying the positions as identified

APPENDIX C

*AMC Suppl 1 to AR 71-32

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VIRGINIA 22060-5527

AMC Supplement 1
To AR 71-32

SAMPLE

24 March 2000

Military Publications

Force Development and Documentation – Consolidated Policies

The Commander, USAMC Installations and Services Activity (AMC I&SA), ATTN: AMXEN, Rock Island, IL 61299-7190, prohibits local supplementation of this regulation without prior approval.

AR 71-32, 3 Mar 97, the supplement is as follows:

Page 1, paragraph 1-1, Purpose. Add subparagraph c.

c. This supplement assigns responsibilities and prescribes policies and procedures for installations and activities within HQ AMC

Page 11, paragraph 2-38, Common table of allowance (CTA) functional proponents. Add subparagraph e.

e. The Commander, AMC & ISA, is responsible for the review of all Common Tables of Allowances (CTA) areas of interest for AMC activities.

Page 22, paragraph 6-18, Installation TDA. Add subparagraph c.

c. Document all equipment, controlled and noncontrolled in SB 700-20, in section III, TDA and request controlled equipment DA Form 4610-R, IAW paragraph E-3, basic regulation. This includes all Major Army Command (MACOM) approved (MAPP) and Base-Level Commercial Equipment (BCE) items.

*This supplement supersedes AMC Supplement 1, 10 Mar 92, to AR 71-13, 3 Jun 88.

SAMPLE

AMC Policy Memo 380-24
Expires: 30 January 2006

AMCIO-P

30 January 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Common Access Card (CAC)/Public Key Infrastructure (PKI) Guidance for the Use of Digital Signature and Encryption

1. References:

a. Draft Department of Defense Instruction (DoDI) 8520.aa, ASD (NII), Jul 03, subject: PKI and Public Key (PK)-Enabling.

b. Memorandum, NETCOM, NETC-EST-A, 2 Sep 03, subject: Army PKI Usage Guidance for Encryption and Digital Signing of E-mail Messages.

c. Memorandum, NETCOM, NETC-EST-A, 3 Jul 03, subject: CAC/PKI Implementation.

2. In anticipation of the release of DoDI 8520.aa (1a, above), the Department of the Army has eliminated the mandate requiring digital signature for all e-mail exchanged within the DoD and has issued revised PKI Usage Guidance (1b, above). The revised policy supersedes the Joint CAC/PKI Memorandum (1c, above), as well as all previous DoD policy mandating the wholesale use of digital signatures. In accordance with 1a and 1b, above, this memorandum provides AMC guidance on the use of CAC to digitally sign and/or encrypt e-mail messages.

3. A digital signature provides signer authentication, message integrity and non-repudiation. E-mail encryption insures confidentiality of information while it is in transit. Per 1b, above, digital signatures should be used whenever e-mail is considered official business and/or Sensitive Information. In accordance with 1b, above, e-mail also should be encrypted when it is necessary to ensure the confidentiality of information that is sensitive but unclassified; protected by the Privacy Act, or protected under the Health Insurance Portability and Accountability Act (HIPAA). General Officers and Senior Executive Service personnel are not specifically addressed in the new PKI Usage Guidance. Their requirements remain unchanged. Additional instruction for sending, receiving, and retaining digitally signed and/or encrypted e-mail is provided in 1b, above and is found at the Secure Electronic Transactions – Devices CAC/PKI website (<https://setdweb.setd.army.mil>)



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

SAMPLE

AMCCC (600-50a)

04-01-AMCCC
5 March 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Statement on Ethics

1. I began my 16 November 2001 Statement on Ethics by quoting the first of the 14 Standards of Ethical Conduct: "Public service is a public trust...place loyalty to the Constitution, the laws, and ethical principles above private gain." The private sector scandals over the last few years – Enron, mutual fund management, insider trading – illustrate clearly how an organizational culture that places personal gain before one's fiduciary duties can shake our confidence in an entire sector. Proudly, I can say that AMC's steadfast adherence to the highest ethical standards has made it an example that other organizations follow.
2. To prevent the scandals that have plagued others we must know the rules. The conflict of interest laws such as the *Standards of Ethical Conduct for Employees of the Executive Branch* and the *DOD Joint Ethics Regulations* set the minimum requirements. All of us must have a working knowledge of these basics. That is why Annual Ethics Training is so important. This year, DA Office of General Counsel has mandated that all Army employees receive in-person ethics training. While interactive online programs and reviewing written materials are informative, those media are no substitute for personal interaction with the Ethics Counselor that in-person training provides. I expect my commanders, directors, and supervisors to ensure that everyone, including themselves, attend in-person ethics training sessions. Ethics is not for some – it's for everyone.
3. Attending ethics training, however, is not the ultimate goal. Rather, it is a vehicle for attaining ethical decision-making, so that AMC can maintain the high level of respect it has earned by strict adherence to ethical principles.
4. Finally, besides using Annual Ethics Training to "do the right thing," remember what you don't know. The standards of ethical conduct are detailed, subtle, and complex. Don't pretend to know all the rules. Confer with your Ethics Counselor before you act. Your Ethics Counselor is there to answer your questions and assist you in resolving ethics issues.

//Signed//
PAUL J. KERN
General, USA
Commanding

C-7. SAMPLE – Command Policy Letter

APPENDIX C

The proponent of this regulation is the G Staff, U.S. Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, U.S. Army Armament Research, Development and Engineering Center, ATTN: AMSTA-AR-FSE-T, Aberdeen Proving Ground, MD 21005-5001.

SAMPLE

FOR THE COMMANDER:

//Signed//

RICHARD A. HACK
Lieutenant General, USA
Deputy Commanding General

APPENDIX D

Publication Types and their Uses

Medium	Type	Contains	Applies	Effective	Authentication
Regulations	Directive	Policies, responsibilities, and administrative procedures related to subjects not contained in ARs' limited to a single subject	Throughout the command	Remain in effect until superseded or rescinded	Chief of Staff
Circulars	Directive or informational	Transitory material that needs to be published only once; limited to a single subject	Throughout the command	For only 2 years or fewer	Chief of Staff
Pamphlets	Information, guidance, or reference	Material of a continuing nature	Throughout the command	Remain in effect until superseded or rescinded	Chief of Staff
Memorandums	Directive or informational	Directive - Policies, responsibilities, and mandatory procedures of a continuing nature; limited to a single subject as a temporary means to issue policy. Informational - Large number of announcements of personnel assignments	Directive - Command-wide or only to the headquarters organizations of the issuing element. Informational - When no change of action is involved	Remain in effect until superseded or rescinded	Chief of Staff
Supplements	Directive	Policies, responsibilities, and administrative procedures required to implement ARs or higher command regulations	Throughout the command	Remain in effect until superseded or rescinded. Rescinded automatically upon revision of AR.	Chief of Staff
Command Policy Letters	Directive or Informational	Directive - Policies, responsibilities, and mandatory procedures of a continuing nature; limited to a single subject as a temporary means to issue policy.	Throughout the command	Remain in effect until superseded or rescinded.	Commanding General, Deputy Commanding General, Chief of Staff, or Command Sergeant Major
AMC Policy Memorandums	Directive or informational	Policies, responsibilities, and administrative procedures related to subjects not contained in ARs' limited to a single subject	Throughout the command	Issued (1) for a period not to exceed two years, (2) until such time an in-depth regulation is established, (3) or, until the policy memorandum is included in a supplement to an Army regulation or an existing AMC regulation.	G-Staff Deputy Chief of Staff, Chiefs other AMC Organizational Elements

Figure D-1. Publication Types and Their Uses