

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT CORPS OF ENGINEERS
CESAS-IM-PR P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 25-1-5

1 October 1998

Military Publications
DISTRICT PUBLICATIONS MEDIA

1. Purpose. To establish policy, responsibility, and guidance for preparing publications.
2. Applicability. This regulation applies to all offices in the Savannah District, including field offices.
3. Reference.
 - a. AR 25-30, 28 Feb 89.
 - b. AR 25-1, 25 Mar 97.
4. District Media. The Commander prescribes media as directed below for publications. Unless otherwise specified, all publications will be authenticated by him or the Deputy Commander.
 - a. District Regulations (DR) prescribe policies, authorities, responsibilities, and procedures for directing and executing the administrative, advisory, and technical activities of the District which are not covered in higher authority regulations. Each publication will be confined to a single subject and is directive in nature and long term in duration.
 - b. District Pamphlets (DP) contain information, guidance, or reference materials of a continuing nature. Pamphlets will not be used when implementing Army regulations at a lower level. When guidance furnished in a DP becomes permanent or directive in nature, it will be furnished as a DR.

This regulation supersedes DR 25-1-5, 29 February 1996

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c. District Circulars (DC) transmit report requirements, information and instructions of a one-time or transitory nature and rescind publications which have become obsolete. Each DC will bear an expiration date which will be the last date of a quarter not to exceed 1 year from the date of issue. When guidance furnished in a DC becomes permanent or directive in nature, it will be published as a DR.

d. Standing Operating Procedures (SOP's) may be issued to implement higher authority regulations and are for internal use only (i.e, within the District and District to field offices).

e. Changes to Publications. Regulations, Supplements and Pamphlets will be updated by numbered changes. Changes will not be issued to District Circulars.

f. Supplements to Regulations. Supplements to higher authority regulations will be issued in lieu of District Regulation whenever possible. Normally regulations will not be supplemented unless they have been supplemented by higher authority.

g. District Specialty Publications.

(1) Manager's Personnel Bulletin (MPB) is issued by the Civilian Personnel Advisory Center to keep managers informed of current policies and procedures on the management of personnel.

(2) Personnel Information Bulletin (PIB) is issued by the Civilian Personnel Advisory Center to keep team members of the Savannah and Charleston Districts informed on personnel administration matters. It is used also to remind team members of statutory requirements, political activities, conduct on and off the job, etc. The Civilian Personnel Advisory Center will authenticate this publication.

(3) Permanent Orders (PO) will be prepared and distributed by the Management Analysis and Manpower Branch, Resource Management Office. Two signed copies of all Permanent Orders will be furnished to CESAS-IM-PR.

5. Responsibilities. Appendix A specifies procedures for preparing and circulating publications.

a. Chiefs of District staff components are responsible for:

(1) Initiating and preparing in a clear, concise manner, free of grammatical errors, new issues, changes, or rescissions pertinent to the activities for which they have staff responsibility. Responsible for accuracy of subject matter and agreement with established policies.

(2) Coordinating publications with each element whose area of responsibility is affected. Additionally, publications will be coordinated as follows:

Reports Requirements	Reports Control Officer, CESAS-IM-PR Publications Control Officer, CESAS-IM-PR
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Delegation of Authority	Civilian Personnel Advisory Center, CESAS-CP
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Assignment of Responsibilities and Duties	Civilian Personnel Advisory Center, CESAS-CP
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b. Information Management Office, Information Management, Requirements, Planning, and Management Branch is responsible for:

(1) Maintaining registers and issuing numbers for publications.

(2) Proofreading publications for format.

(3) Forwarding publications through Civilian Personnel Advisory Center to the Commander for signature.

(4) Preparing reproduction work orders and ensuring distribution.

(5) Maintaining reference and record sets of publications.

(6) Initiating 18 month to 24 month cycle review of respective publications.

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6. Guidance.

a. Numbering. Information Management Office, Information Management Requirements, Planning and Management Branch (x5966), CESAS-IM-PR, will assign the number to publications.

b. Format. See templates in Word software.

7. Distribution.

a. Distribution of publications will be on a need-to-know basis and restricted to those offices and individuals to which they have direct application based on functional responsibilities.

b. Distribution of all publications is made by the Publications Control Officer (PCO), CESAS-IM-PR.

c. The District's distribution formula is:

(1) DISTRIBUTION A - DE, DC, DS, DP, DX, Division/Offices Chief, and Special Assistants.

(2) DISTRIBUTION B - Distribution A plus Branch Chiefs.

(3) DISTRIBUTION C - Distribution A plus Branch and Section Chiefs.

(4) DISTRIBUTION D - All Field Offices (including Floating Plant).

(5) DISTRIBUTION E - District team members.

(6) DISTRIBUTION F - All team members.

(7) DISTRIBUTION H - Timekeepers.

8. Procedures.

a. When changes are necessary, the proponent for the publication notifies the PCO and prepares and coordinates the publication as outlined in Appendix A.

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b. Requisitions for publications should be submitted on DA Form 17, in duplicate, or by e-mail to CESAS-IM-PR.

Appendix
Appendix A - Procedures

/s/
JOSEPH K. SCHMITT
COL, EN
Commanding

DISTRIBUTION C & D plus
CESAS-IM-PR (200)
CESAS-IM-PL (1)

APPENDIX A

PROCEDURES FOR PREPARING AND CIRCULATING PUBLICATIONS

ACTION OFFICE

PROCEDURES

1. Proponent
 - a. If new publication, obtain publication number from CESAS-IM-PR, x5966.
 - b. If revision to publications, notify CESAS-IM-PR, X 5966, publication is being revised.
 - c. Prepares DRAFT and routes publication to all components affected for comments, suggestions, or concurrence, including CESAS-IM-PR.
 - d. If retyping of the publication is required, the process is repeated until full concurrence is accomplished.
 - e. Types the publication in final form, providing original and publication on floppy disk to CESAS-IM-PR.
 - f. Provides CESAS-IM-PR a PR&C number for printing once publication has been finalized.
2. CESAS-IM-PR
 - a. Reviews the FINAL publication for format. If changes are required, CESAS-IM-PR returns the publication to the proponent for correction and/or resolution of comments.
 - b. After coordination is complete, forwards the document through Civilian Personnel Advisory Center and appropriate Deputy Commander to the Commander for signature.

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3. Publications will be prepared on 8-1/2" x 11" white bond paper.

4. Margins will be 1" at the top, bottom, and sides. The heading, publication number, originating office symbol, date, and title will be placed as shown on samples in Appendix B. Succeeding pages will contain the publication number and date. The date is spelled out on the first page of the publication; i.e., 30 September 1992, but is abbreviated on succeeding pages; i.e., 30 Sep 92. Due to head to head printing, the number and date on succeeded pages will be shown on upper right side of odd numbered pages and the upper left side of even numbered pages. When typing an appendix to a publication, insert the appropriate appendix number; i.e., App A , between the publication number line and the date line. Each appendix will begin on a new page and above procedures will apply for succeeding pages.

5. All paragraphs will be titled and numbered. Subparagraphs may have titles, but they are not required. However, if a subparagraph is titled, all subparagraphs within the paragraph must also have titles.

a. The first paragraph, Purpose, is required. This paragraph will contain a brief statement of the objective of the publication.

b. The second paragraph, Applicability, is required. This paragraph lists whom the publication is applicable to.

c. The third paragraph, References, is an if applicable paragraph. It will be used when necessary. The listing in this paragraph will be limited to those publications having a direct application to the specific text and which contain instructions necessary to complete actions. The paragraph will be kept brief and will not serve as a bibliography.

d. The fourth paragraph, Background or Policy, is optional. This paragraph may be used to explain the reasons for the publication.

e. The fifth paragraph, Responsibilities, is an if applicable paragraph. This paragraph will assign actions to specific offices, activities, or team members.

f. The sixth paragraph, Administrative Details and Procedures, is required. Self explanatory.

6. A publication may be further divided into parts, chapters, and sections, if required. Sections should not be used in place of chapters. Use sections only when it is necessary to subdivide a chapter. Use parts or chapters only when necessary to subdivide a publication. When a publication is subdivided, there must be at least two subdivisions. Parts, chapters, and sections will each have a title.

7. Subdivisions of directive will be numbered as follows:

a. Parts. Number consequently, with the part number spelled out; i.e., PART ONE.

b. Chapters. Number consecutively, using arabic numerals; i.e., CHAPTER 1.

c. Sections. Number consecutively within each chapter. Use capital roman numerals; i.e., Section V.

d. Paragraphs. Number consecutively using arabic numerals; i.e., 1,2,3, etc. If chapters are used, use two-part arabic numerals; the first part represents the chapter and the second part represents the numerical sequence within the chapter; i.e., 1-1, 1-2, 2-1, 2-2, etc.

e. Subparagraphs. Subparagraphs will be limited to three subdivisions. First subdivision--lower case letters; i.e., a.,b.,c., etc. Second subdivision--arabic numbers in parentheses; i.e., (1), (2), (3), etc. Third subdivision--lower case letters in parentheses; i.e., (a), (b), (c), etc. However, the third subdivision cannot be further indented, it should be lined up with the 2nd subdivision.

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f. Appendixes are used to furnish additional or supplemental material which is not a part of the main body of the publication; for example, a sample contract, report instructions, formats, and other related material. Appendixes will bear the same directive number and date as the basic directive. They will be lettered as appropriate; i.e., APPENDIX A. Paragraphs and subparagraphs in each appendix will be numbered in the same manner as the basic directive. Pages will be numbered within each appendix using a two-part designation. The first part is the appendix letter; the second part the number of each page; i.e., A-1, A-2, B-1, B-2, etc.

6. Supersessions, if required, will appear at the bottom of the first page.

7. Changes. Changes will be prepared on 8-1/2" x 11" white bond paper with 1" margins at the top, bottom, and sides.