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Information Management: Publishing and Printing

Preparing Army in Korea Publications

This regulation is the first in the series of AK Regulations

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Summary. This regulation prescribes policy and procedures for preparing Army in Korea (AK) publications, forms, and command-channel correspondence. Section I provides general guidance. Section II prescribes publishing responsibilities. Section III defines the types of AK publications. Section IV provides guidance on preparing command and agency correspondence, and permanent orders. Section V describes the publishing process. Section VI concerns electronic publishing. Section VII explains how to rescind and change proponentcy of AK publications.

Summary of Change. Not applicable.

Applicability. This regulation applies to Headquarters, Eighth United States Army (EUSA) staff offices, EUSA major subordinate and tenant commands (USFK Reg 10-2), and the United States Army Installation Management Agency (IMA), Korea Region Office (KORO).

Supplementation. Commanders will not supplement this regulation without EUSA G1 (EAGA-R) approval.

Forms. AK forms are available through the EUSA Intranet <http://8tharmy.korea.army.mil>.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the EUSA G1 (EAGA-R, DSN 724-8359/6499). Users may suggest improvements to this regulation by sending DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the EUSA G1 (EAGA-R), Unit 15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO).

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SECTION I GENERAL

1. PURPOSE

This regulation prescribes policy and procedures for preparing Army in Korea (AK) publications, AK forms, and command-channel correspondence prepared by HQ EUSA and the United States Army Installation Management Agency, Korea Region Office (KORO). AK publications are the only authorized media for HQ EUSA and KORO to publish policy that applies to EUSA, to KORO, or both.

2. REFERENCES

a. Publications.

- (1) AR 25-1 and AK Supplement 1, Army Information Management.
- (2) AR 25-30, The Army Publishing Program.
- (3) AR 25-50, Preparing and Managing Correspondence.
- (4) AR 25-400-2, The Army Records Information Management System (ARIMS).
- (5) DA Pamphlet 25-40, Army Publishing: Action Officers Guide.
- (6) USFK Regulation 10-2, Installation Management and Base Operations

b. Forms.

- (1) DD Form 67, Form Processing Action Request.
- (2) DA Form 2028, Recommended Changes to Publications and Blank Forms.
- (3) EA Form 108, Staff Summary Sheet (SSS).

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

SECTION II RESPONSIBILITIES

4. HQ EUSA, IMA-KORO, AND PROPONENT RESPONSIBILITIES

a. HQ EUSA. HQ EUSA staff offices are responsible for developing, coordinating, and publishing policy on behalf of the CG, EUSA, to support EUSA's tactical mission in the Korean theater. This policy applies across major Army command and agency lines to both EUSA and IMA-KORO (for example, information management policy, local national civilian personnel policy, vehicle registration policy). If the policy is not unique to the Korean theater, the HQ EUSA proponent of the policy will send it to HQDA for recommended incorporation into a Departmental publication. If the policy applies only to the Korean theater, it will be published in an AK publication.

b. IMA-KORO. The IMA-KORO mission is to manage base operations (BASOPS) for all Army tenants in the Korean theater. The IMA-KORO staff is responsible for developing, coordinating, and publishing BASOPS policy on behalf of the Director, IMA-KORO, and publishing that policy in AK publications. If the policy is not unique to the Korean theater, the Director, IMA-KORO, will send it to Headquarters, United States Army Installation Management Agency, for recommended incorporation into a Departmental publication issued by the Assistant Deputy Chief of Staff for Installation Management, DA. If the policy applies only to the Korean theater, it will be published in an AK publication.

c. Proponents. Responsibility for AK publications will be assigned to specific subject-matter experts on the staff of HQ EUSA and IMA-KORO, depending on which organization is responsible for the regional policy in the publication. These individuals are proponents of AK publications. Proponents will do the following:

(1) Include a publishing objective on their support forms (military or civilian) to document their responsibility for keeping assigned AK publications up-to-date (para 14a). The objective must—

(a) Specify the AK publications for which the proponent is responsible.

(b) Require the proponent to review the publications in (a) above during the rating period (for example, once every 6 months, once a year) and to submit requests to update them, as needed, according to section V. How often a publication needs to be updated depends on how often the policy in the publication changes.

(2) Review proposed subordinate-command supplements to AK regulations for which they have proponenty before the supplements are published. This review is used to determine which lower-level requirements should be published in AK publications instead of in subordinate-level publications. This also prevents potentially conflicting policy at various levels of command.

(3) Coordinate draft AK publications as prescribed in paragraph 22.

(4) Request Chief of Staff (CofS), EUSA, approval to publish when the AK publication prescribes new policy that will affect EUSA.

(5) Request Chief of Staff (CofS), IMA-KORO, approval to publish when the AK publication prescribes new policy that will affect IMA-KORO.

5. PUBLICATIONS AND RECORDS MANAGEMENT (PRM) DIVISION RESPONSIBILITIES

Under the authority of the CG, EUSA, and the Director, IMA-KORO, the Office of the G1, HQ EUSA—

a. Serves as the publisher of command and agency publications for EUSA and IMA-KORO.

b. Validates requests to publish regional policy in AK publications.

c. Edits, copy-prepares, and authenticates AK publications, AK forms, and command-channel correspondence for the CG, EUSA, and the Director, IMA-KORO.

d. Manages the EUSA Intranet at <https://www-eusa-1.korea.army.mil> in support of the AK publishing mission.

e. Maintain historical files for each assigned AK publication and form.

(1) In each file, keep one copy of every published edition of the publication or form. This creates a permanent record that shows which edition was used to establish a particular requirement. Electronic publications are revised regularly, and each revision supersedes the previously published edition. Because of this, the only way to keep track of which edition established a particular requirement is to keep a copy of the current edition and a copy of each subsequent revision. Backup and supporting documentation for each edition are part of the historical file.

(2) When a publication or form becomes obsolete (that is, superseded or rescinded), the historical file for the obsolete document must be marked “inactive” and sent to the Overseas Command Records Holding Area – Korea 1 year later (mailing address: Overseas Command Records Holding Area – Korea (OCRHA-K), Unit #15774, APO AP 96259-5744.

SECTION III AK PUBLICATIONS, AND AK FORMS

6. GENERAL

AK publications—

a. Are the only official administrative directives below HQDA authorized for use by HQ EUSA and IMA-KORO to prescribe policy that applies to EUSA, to IMA-KORO, or both.

b. Are used exclusively by HQ EUSA and IMA-KORO to publish policy that applies only in the Korean theater and is not available in Departmental publications. If policy proposed for issuance in an AK publication is not unique to the Korean theater, the proponent must send the proposed policy to HQDA for recommended incorporation into a Departmental publication.

c. Will not be used to duplicate policy or information available in higher-level publications, nor be used to publish compilations of policy or information available in other sources. The Army in Korea Publications Control Officer (AKPCO) will determine the appropriate type of publication when reviewing the request to publish (sec V).

d. Are numbered according to DA Pamphlet 25-40, table H-1, and authenticated according to proponenty:

(1) AK publications for which HQ EUSA is the proponent are authenticated for the CG, EUSA, and are published with the signature blocks of the CofS, EUSA, and the Regional Chief Information Officer - Korea (fig 1).

(2) AK publications for which IMA-KORO is the proponent are authenticated for the Director, IMA-KORO, and are published with the signature blocks of the CofS, IMA-KORO, and the RCIO (fig 2).

7. AK SUPPLEMENTS

AK supplements provide implementing guidance for executing policy prescribed by Army regulations (ARs) in the Korean theater. If the policy or information to be published is not available in an AR, proponents will prepare an AK regulation rather than a supplement (para 8). Supplements remain in effect until superseded or rescinded, or until the basic AR is superseded or rescinded. Commanders of EUSA major subordinate and tenant commands (USFK Reg 10-2) and area support groups (ASGs) may supplement AK supplements and AK regulations only if approved by the proponent of the AK publication to be supplemented.

8. AK REGULATIONS

Regulations establish long-term policy for the Army in Korea that is not available in ARs. Proponents will write AK regulations in enough detail to prevent subordinate commands from having to publish their own supplements. Regulations remain in effect until superseded or rescinded.

For the CG, EUSA:

WILLIAM D. IVEY
Colonel, GS
Chief of Staff

Official:



F.W. MORRIS
Chief, Publications and Records
Management

Figure 1. AK Publication Authentication Block (HQ EUSA Proponent)

For the Director, IMA-KORO:

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Chief, Publications and Records
Management

Figure 2. AK Publication Authentication Block (IMA-KORO Proponent)

9. AK CIRCULARS

Circulars establish short-term and recurring policy that applies to the Army in Korea. Circulars may be based on long-term publications that establish policy and procedures. The format for circulars is the same as that of regulations. Circulars expire 2 years or less after they are published and remain in effect until they expire, unless superseded or rescinded before they expire.

10. AK PAMPHLETS

Pamphlets provide guidance on how to complete tasks prescribed by supplements, regulations, and circulars. Pamphlets may include illustrations and may be used to provide lists of information such as indexes. Pamphlets remain in effect until superseded or rescinded.

11. AK POSTERS

Posters provide guidance through words, pictures, or both to achieve a specific objective. Posters are numbered publications and remain in effect until superseded or rescinded.

12. CHANGES TO AK PUBLICATIONS

a. General. Proponents are responsible for keeping the policy in their publications up-to-date. The only way to do this is by changing publications as soon as changes in policy or procedures occur. Allowing changes to accumulate until a publication is entirely out-of-date deprives Army in Korea personnel of current regional policy. Allowing changes to accumulate also causes delays in publishing the new policy, since complete revisions take longer to publish than incremental changes to publications, which are submitted and published as soon as changes in policy occur. Proponents will follow the instructions in section V to request changes to publications.

b. Changing Printed Publications. Printed changes to AK publications will not be published unless the publication being changed is available only in hard copy. For printed publications, printed changes are more cost-effective than reprinting the entire publication merely to incorporate the change. When a change is submitted with a request to be printed, the AKPCO will validate the request for printing. If the proponent cannot justify the need for printed copies, the change will not be printed; instead, it will be incorporated into the electronic version of the publication, which will then be published as a revision. The revision will supersede the previously published printed version.

c. Revising Electronic Publications. Requests to change electronic AK publications will result in the publication's being revised to incorporate the change. A summary-of-change statement will be added to summarize the new or changed policy or procedures in the revision. A supersession statement will also be added to show that the revision supersedes the previous edition.

13. AK FORMS

AK forms are used to gather standardized information. When approved, AK forms are designated by number and title. The number is alphanumeric and based on the publication number of the prescribing directive (for example, AK Form 1-10A and AK Form 1-10B, with "1-10" representing the publication number of the prescribing directive (AK Reg 1-10) and "A" and "B" designating the two forms it prescribes).

SECTION IV

ARMY IN KOREA CORRESPONDENCE, AND EUSA PERMANENT ORDERS

14. EUSA COMMAND MEMORANDUMS AND IMA-KORO AGENCY MEMORANDUMS

a. General. Military correspondence can be issued through staff or command channels. The following provides regional policy for EUSA and IMA-KORO on how to use these different channels:

(1) **Staff Channel.** The staff channel is used to correspond with individuals or organizations within the originator's command or agency (for example, from the EUSA G3 to the CG, 175TFC; from the Director, IMA-KORO, to ASG commanders). Staff-channel correspondence is prepared according to AR 25-50. The staff channel cannot be used to establish or change Army in Korea or higher-level policy. The G1 (EAGA-R) does not edit or publish staff-channel correspondence.

(2) **Command Channel.** The command channel is used to issue Army in Korea policy or information of regional interest to the Army in Korea. Command-channel correspondence applies to commanders and staff officers directly subordinate to the originator's headquarters (for example, policy developed by the EUSA G3 that applies to all EUSA commands; policy developed by the Director, IMA-KORO, that applies to ASGs). The G1 (EAGA-R) does not edit or publish staff-channel correspondence.

b. EUSA Command Memorandums. These memorandums—

(1) Must be edited and published by the PRM Division, Office of the G1 (para 5).

(2) May be used to announce short-term or permanent EUSA policy, pending the policy's incorporation into a numbered AK publication. Command memorandums cannot, however, supersede or change policy in AK publications. Memorandums that will be used to announce new EUSA policy must be submitted to the G1 PRM Division for editing with an SSS requesting EUSA Command Group approval and signature.

(3) May be used to announce information of interest to the Army in Korea (for example, force-protection issues, safety guidance).

(4) Are prepared on EUSA letterhead stationery and include an authority line "FOR THE COMMANDER" unless the CG, EUSA, signs. Only the CofS, EUSA and authorities delegated by the CG, EUSA, are authorized to sign EUSA command memorandums "for" the commander.

NOTE: Computer-generated letterhead stationery is available in the EUSA Intranet.

(1) Expire after 1 year.

(2) Do not require "Reply To Attention Of" in the letterhead.

(3) May be used to announce information.

(4) Are prepared with one space between sentences (after the period) and with one space after other punctuation that separates elements of sentences (for example, colons, commas, semicolons).

(5) Are prepared with two spaces after each numeric or alphabetic paragraph designation.

(6) Are posted in the EUSA Intranet and issued by EMO.

c. IMA-KORO Memorandums. IMA-KORO agency memorandums intended for command-channel distribution—

(1) Must be edited and published by the PRM Division, Office of the G1 (para 5).

(2) May be used to announce short-term or permanent IMA-KORO policy, pending the policy's incorporation into a numbered AK publication. Agency memorandums cannot, however, supersede or change policy in AK publications. Memorandums that will be used to announce new IMA-KORO policy must be submitted to the G1 PRM Division for editing with an SSS requesting the signature of the CofS, IMA-KORO, or the Director, IMA-KORO, as applicable.

(3) May be used to announce information of interest to all of IMA-KORO (for example, new administrative operating procedures that apply only to elements of IMA-KORO) or to all Army organizations in the Korean theater (for example, new morale, welfare, and recreation guidance).

(4) Are prepared on IMA-KORO letterhead stationery and include an authority line "FOR THE DIRECTOR" unless the Director, IMA-Korea, signs. If the memorandum is prepared for Director, IMA-KORO, signature, the authority line is not used. The CofS, IMA-KORO, may sign agency memorandums "for" the Director, IMA-Korea. The Director, IMA-KORO, and the CofS, IMA-KORO, may further delegate this signature authority in writing.

(5) Expire after 1 year.

(6) Do not require "Reply To Attention Of" in the letterhead.

(7) Are prepared with one space between sentences (after periods) and with one space after other punctuation that separates elements of sentences (for example, colons, commas, semicolons).

(8) Are prepared with two spaces after each numeric or alphabetic paragraph designation.

(9) Are posted in the EUSA Intranet and available in EMO.

15. ARMY IN KOREA COMMAND POLICY LETTERS

On behalf of the Commander, EUSA exercises authority over all Army personnel in the Korean theater (for example, Title 10 authority, Uniform Code of Military Justice authority). To exercise this authority, the CG, EUSA, issues AK command policy letters. These letters—

- a. Apply to EUSA major subordinate and tenant commands and to IMA-KORO.
- b. Do not take the place of ARs or regional publications (AK supplements, AK regulations, and AK circulars). They are used to provide one or more of the following:
 - (1) Policy that has not yet been published in an AK publication. Once the policy has been published in a publication, the letter will be rescinded.
 - (2) The highest level of command emphasis in areas that may or may not be covered in AK publications.
 - (3) Statements of policy concerning special-interest areas, such as equal opportunity, when required by HQDA.
- c. Are signed only by the CG, EUSA.
- d. Are published in a consecutively numbered series, starting with 1. When letters in a published series are rescinded, the numbers of other letters in the series remain unchanged.
- e. Are prepared on EUSA letterhead stationery with the proponent's office symbol below the DOD seal.
- f. Do not expire. Policy letters remain in effect for the tenure of the CG, EUSA, who signs them. Only the CG, EUSA, may approve recommendations to supersede or rescind policy letters. Approved rescissions are announced in the AK Pamphlet 25-30n. During the transition period leading up to a EUSA change of command, the CofS, EUSA, may issue a command memorandum stating that the policy in letters signed by the outgoing CG, EUSA, will continue in effect after the change of command until the incoming CG, EUSA, has had time to review the letters and determine which ones to retain, which ones to revise, and which ones to rescind.
- g. Are prepared and published according to paragraphs 16b(6) through (10).

16. PERMANENT ORDERS

HQ EUSA publishes EUSA permanent orders to formalize EUSA unit activations, inactivations, redesignations, and other unit changes. The Force Management Division, Office of the RM, is the proponent of EUSA permanent orders. The G1 PRM Division publishes them for the CG, EUSA, maintains the record copy and the RM is responsible for other distribution. Permanent orders are not publications and do not require a concept approval. AR 600-8-105 provides guidance on preparing permanent orders. Specific questions about preparing orders may be referred to the G1 PRM Division at DSN 724-6499.

SECTION V

THE PUBLISHING PROCESS

17. CONCEPT APPROVAL

a. General. The first step is to identify the need to write policy that applies to the Army in Korea. This need constitutes a requirement to publish an AK publication. Action officers who are required to establish or revise policy must contact the AKPCO at the Office of the G1 to request a concept approval. Contacting the AKPCO will ensure that the action officer receives guidance and assistance as soon as the requirement to publish is known. This applies regardless of whether or not publishing is an objective on the action officer's support form (para 4c).

b. Concept Approval. During the concept approval, the AKPCO will—

- (1) Provide advice and guidance on the publishing process.
- (2) Select the appropriate type of publication needed and determine the appropriate publishing medium (electronic, printed, or both).

(3) Provide an electronic copy of the existing publication if a revision is required.

(4) Provide samples to help authors prepare drafts.

c. How to Contact the AKPCO. The AKPCO may be reached at the following:

(1) Telephone: DSN 724-8359/6499.

(2) FAX 724-8415.

18. PREPARING DRAFT AK PUBLICATIONS

Using guidance and samples provided by the AKPCO, the proponent will write or revise the publication in preparation for coordination. If the draft will be a revision of an existing publication, the proponent will use a Microsoft Word copy of the existing publication to prepare the revision and highlight the changes. (If needed and available, the AKPCO will provide a copy of the existing publication during the concept approval (para 17).) During the draft-preparation phase of the publishing process, proponents may also request guidance on writing and organizing text by contacting the G1 editors at DSN 724-8359/7095.

19. COORDINATION

After preparing the draft, the proponent will coordinate internally (within the office of primary responsibility (OPR)) before coordinating with other organizations. Drafts do not need to be formatted as final draft publications or final draft memorandums on letterhead stationery before being coordinated. The policy (not the format) is what requires coordination.

a. Once the proponent's OPR agrees on what the policy should say, the OPR executive officer (or administrative equivalent) will release the draft for external coordination by sending it (usually by e-mail) to the following, as applicable, in the order shown:

(1) The appropriate HQ EUSA staff offices and EUSA major subordinate and tenant commands when the policy relates to EUSA missions or resources.

(2) The CofS, IMA-KORO, when the policy relates to IMA-KORO missions or resources. If the publication will apply to ASGs, proponents will send the request for coordination through the CofS, IMA-KORO, to the applicable ASG for coordination.

(3) HQDA if requesting approval to supplement an AR. When requesting HQDA approval to supplement, the proponent must send HQDA a copy of the draft AK supplement with the request.

(4) The Office of the Judge Advocate (OJA), HQ EUSA, for a legal review if the policy has legal implications. This coordination must be done after all other coordination (except editing ((6) below)) is complete. The copy of the draft that OJA sees must be final (that is, it must incorporate any other changes collected through coordination and approved by the OPR for incorporation into the draft).

(5) The G1 PRM Division for editing, copy-preparation, and publishing. If another element of the G1 needs to review and comment on the content of the draft (for example, to review policy relating to human resources), the proponent will coordinate the draft with the G1 twice: first, to request coordination comments from the G1 Executive Officer, and again to request editing from the after the coordination in (1) through (4) above has been completed.

b. If the proponent needs to revise or create an AK form, the proponent must contact the Army in Korea Forms Management Officer (AKFMO) at DSN 724-8359. This may be done at any point during external coordination (a(1) through (5) above); but the sooner the proponent notifies the AKFMO, the sooner work can begin on the form. Proponents must also inform the AKFMO when the quantity of a printed and stocked form will be affected by a change to the form's prescribing directive, a change in mission, or a newly developed automated system.

20. PUBLISHING

After coordinating the draft, the proponent will send it to the G1 PRM Division with a request to publish.

a. What to Submit. Proponents will send the following to the AKPCO by e-mail unless the document is classified or includes back-up or supporting documents (for example, SSS tabs) that are not available electronically:

(1) One copy of the draft prepared in Microsoft Word, unless (b) below applies:

(a) If the draft is a complete revision of an existing publication, changes must be highlighted throughout the draft. This accelerates the publishing process.

(b) If changes are few, the requested changes may be sent to the AKPCO in an e-mail message without attaching a copy of the publication that requires revision.

(2) Documentation to show that the draft has been coordinated, as applicable (para 22). If the publication includes an SSS ((3) below) or ((4) below), the coordination block must be completed.

(3) An SSS (AK Form 108A) if the publication or correspondence requires EUSA Command Group approval or signature and the proponent is assigned to HQ EUSA.

(4) An SSS (AK Form 108B) if the publication or correspondence requires Director, IMA-KORO approval or signature and the proponent is assigned to IMA-KORO.

(5) A required completion date if the publication or correspondence must be edited by a certain date (for example, effective date of a new AR that generates the need for a new supplement by the same date; expiration of policy that was previously published in a command-channel memorandum or circular that is about to expire; EUSA Command Group tasker requiring that a memorandum be prepared for CG, EUSA, signature by a certain date).

(6) Distribution requirements if the publication is new. (Distribution requirements for existing publications are established and do not change when the publications are revised, unless the proponent requests a different distribution.)

(7) A request for one of the following publishing media:

(a) **Electronic.** These publications are published only in electronic format and are not printed.

(b) **Electronic and Printed.** These publications are published in both electronic and printed formats. The electronic versions are posted in the EUSA Intranet. The printed versions are distributed in limited quantities, depending on the specific requirement. Requests for both electronic and printed copies must be submitted with written justification that explains why printed copies are needed (for example, only part of the publication's intended audience has access to the Internet, pocket-size copies are needed for deployment). The proponent is responsible for paying DAPS for printing.

(c) **Printed.** These publications are only printed (for example, Secret publications, publications marked For Official Use Only). Requests for printed copies require written justification ((b) above). The proponent is responsible for paying DAPS for printing.

b. How to Submit Requests to Publish. The draft may be sent to the AKPCO in either of the following ways:

(1) By e-mail. This is the preferred method for submitting requests to publish.

(2) On diskette (building 1416, Yongsan Main Post).

c. Editing. Once the AKPCO has received, reviewed, and accepted the draft, the publication or correspondence is assigned to an editor. The editor will then work closely with the proponent.

(1) Editing supports the Army Readability Program (AR 25-30) by ensuring that publications—

(a) Will meet the author's intended objectives.

(b) Are not based on obsolete or temporary references.

(c) Do not conflict with or duplicate higher-level or other AK publications.

(d) Are prepared according to the Government Printing Office and Department of the Army format and style.

(e) Are written at the reading-grade level appropriate to the intended audience (AR 25-30).

(2) After editing the publication or correspondence, the editor sends the edited draft to the proponent for review and approval to publish.

d. Distribution. Approved publications and signed correspondence are posted on the EUSA Intranet, Publications and Forms section (para 26). Account holders then forward the email and its attachment to those in their area of responsibility who need it.

21. PREPARING DRAFT AK FORMS

a. AK forms prescribed by a publication that has been revised and submitted for editing may not need to be revised. If a form needs to be revised together with its prescribing directive, the proponent will submit a completed DD Form 67 for each form that needs to be revised when submitting the form's prescribing publication to the G1 PRM Division for editing.

b. When an AK form needs to be revised without having to revise its prescribing directive, the proponent will send a draft copy of the revised AK form, a completed copy of DD Form 67, and a copy of the form's prescribing directive to the AKFMO. These items may also be delivered to the AKFMO (Bldg 1190 Camp Coiner).

c. Creating a new AK form requires publishing a new AK publication or revising an existing AK publication to prescribe the new form. If a new AK form is needed, the requester must contact the AKFMO to request a concept approval.

d. Proponents of new or revised AK forms that will be published in electronic format must test each form before the AKFMO publishes it.

e. Electronic versions of existing AK forms will not be created without AKFMO approval.

SECTION VI ELECTRONIC PUBLISHING

22. GENERAL

AK publications, AK forms, and command-channel correspondence are published in electronic format only, unless the originator provides written justification for printed copies (para 23a(7)). The AKPCO is the approval authority for requests to print AK publications or correspondence. The AKFMO is the approval authority for requests to print forms. The proponent is responsible for paying DAPS for printing.

SECTION VII CHANGING PROPONENCY AND RESCINDING PUBLICATIONS

23. CHANGING PROPONENCY

a. Transferring proponency for an AK publication from one staff office to another is required when responsibility for the policy in the publication transfers from one office to another. If the transfer of responsibility for a particular policy or program is part of an Army or regionally directed reorganization, proponency for related publications transfers at the same time and therefore does not require CofS, EUSA, or CofS, IMA-KORO, approval. If, however, a staff office wishes to a transfer responsibility for a particular policy or program without the transfer being part of a reorganization, subparagraphs b and c below apply.

b. If the proponent of a policy or program believes that proponency should be transferred to another office along with the prescribing publication, or if a representative of a different office believes that his or her office should become the proponent of a policy or program and its prescribing publication, an SSS must be prepared to recommend approval to transfer the policy and the related publication. Either office may initiate the action. The SSS must include a copy of the subject publication and be coordinated with the following:

(1) The AKPCO (DSN 724-8359).

(2) The proposed new proponent if the current proponent is recommending the transfer.

(3) The current proponent if another office is recommending the transfer.

c. Originators of requests from HQ EUSA will send the coordinated SSS to the CofS, EUSA, for approval if the request involves transferring proponency from—

(1) One HQ EUSA staff office to another HQ EUSA staff office.

(2) A HQ EUSA staff office to IMA-KORO. These requests must be coordinated with the CofS, IMA-KORO, before being sent to the CofS, EUSA, for requested approval.

(3) IMA-KORO to a HQ EUSA staff office. These requests must be coordinated with the CofS, IMA-KORO, before being sent to the CofS, EUSA, for requested approval.

d. Originators of requests from IMA-KORO will send the coordinated SSS to—

(1) The CofS, IMA-KORO, for approval if the request involves transferring proponency from one division of IMA-KORO to another division of IMA-KORO.

(2) The applicable HQ EUSA and the CofS, EUSA, before sending the SSS to the CofS, IMA-KORO, for approval if requesting a transfer of proponency from IMA-KORO to a HQ EUSA staff office or from HQ EUSA to IMA-KORO.

e. On receipt of approval from the CofS, EUSA, or the CofS, IMA-KORO, as applicable, to assume proponency for a particular publication, the new proponent will follow the procedures in section V.

24. RESCINDING AK PUBLICATIONS AND FORMS

a. Rescinding AK Publications. If the policy prescribed by an AK publication becomes obsolete, the proponent of the prescribing publication will send the AKPCO a request to rescind it.

(1) Before requesting a rescission, proponents must ensure that all of the policy in the publication is no longer needed. If some of the policy needs to remain in effect, the AKPCO will help determine how best to publish that policy in another publication. Parts of publications cannot be rescinded. They can, however, be deleted by revising the publication.

(2) When a publication is rescinded, all forms and reporting requirements prescribed by the publication are also rescinded. If a form or reporting requirement in a rescinded publication is still needed, the AKPCO will advise the proponent to publish a new prescribing directive or to revise a publication to incorporate the requirement for the form or report.

(3) To rescind a publication, the proponent will send a request for rescission by e-mail to the AKPCO. The subject line of the message should include the words "Request to Rescind." The message must explain why the rescission is necessary. Approved rescissions will be announced in the AK Pamphlet 25-30.

b. Rescinding AK Forms. To rescind an AK form, the proponent of the form will submit a request to revise the form's prescribing directive (para 23).

(1) Before requesting that a form be rescinded, the proponent must ensure that the recurring action that required use of the form is no longer necessary, or that another form or automated system is being used in place of the form. This information must be included in the request to rescind the form. The explanation must refer to the form (by number) or the automated system (by name) that is being used in place of the form.

(2) If the AKFMO approves the request to rescind the form, the rescission will be announced in the AK Pamphlet 25-30.

GLOSSARY

SECTION I ABBREVIATIONS

AK	Army in Korea
AKPCO	Army in Korea Publications Control Officer
AKPUBS	Army in Korea Publishing System
app	appendix
AR	Army regulation
ASG	area support group
BASOPS	base operations
BSB	base support battalion
CofS	chief of staff
DA	Department of the Army
DD	Department of Defense
DOD	Department of Defense
DSN	Defense Switched Network
HQDA	Headquarters, Department of the Army
HTML	HyperText Markup Language
IMA	United States Army Installation Management Agency
OCPA	Office of the Chief, Public Affairs
OJA	Office of the Judge Advocate
OPR	office of primary responsibility
OSGS	Office of the Secretary of the General Staff
Para	paragraph
POC	point of contact
RCIO	Regional Chief Information Officer
SAC	staff action coversheet (AK Form 1-10B)
SAS	staff action summary (AK Form 1-10A)
sec	section

SECTION II TERMS

Army in Korea publication

An administrative regional publication that applies to the Army in Korea. Army in Korea publications are the only authorized media below HQDA for publishing regional tactical and base operations policy that applies across command and agency lines to both EUSA and the United States Army Installation Management Agency, Korea Region Office.

distribution symbol

A letter-code that indicates the level to which an Army in Korea publication is distributed. All AK publications will be installed on the Eighth Army intranet at” <https://www-eusa-1.korea.army.mil>

NOTE: To ensure receipt of regional, command, and agency policy, Army in Korea personnel are encouraged to use the Personal Subscription Notification (PSN) feature in the Army in Korea Publishing System (AKPUBS) to subscribe to publications, forms, command correspondence, and other directives.

numbered publication

Administrative publications that are numbered according to DA Pamphlet 25-40, table H-1 (supplements, regulations, circulars, pamphlets, and posters).

proponent

The HQ EUSA staff office; division of the United States Army Installation Management Agency, Korea Region Office (IMA-KORO); or the individual action officer assigned to EUSA or to IMA-KORO who is responsible for writing and maintaining the currency of an Army in Korea (AK) publication or AK form.