

**DEPARTMENT OF THE ARMY
US ARMY GARRISON, HAWAII
SCHOFIELD BARRACKS, HI 96857-6000**

DEC 15 2015

USAG-HI Pamphlet
No. 25-30

**Information Management: Publishing and Printing
MANAGING US ARMY GARRISON, HAWAII
ADMINISTRATIVE PUBLICATIONS AND INDEX OF COMMAND PUBLICATIONS**

1. **PURPOSE.** This pamphlet provides guidance on the preparation and approval processes for US Army Garrison, Hawaii (USAG-HI) Administrative Publications and lists all current USAG-HI Regulations, Memorandums, Pamphlets, Circulars and Supplements as well as a list of rescinded or deleted publications (see Appendices A through F).

2. **REFERENCES.**

a. **Required Publications.**

(1) AR 25-30, Army Publishing Program, 3 Jun 15.

(2) DA Pam 25-40, Army Publishing Program Procedures, 3 Jun 15.

b. **Related Publication.** AR 25-50, Preparing and Managing Correspondence, 17 May 13.

3. **GENERAL.**

a. **Classified Material.** Currently, no USAG-HI administrative publications are classified.

b. **New Material.** An asterisk in the attached appendices indicates new or revised publications (*).

c. **Obtaining Publications.** This document includes a complete index of publications authorized for use by all USAG-HI units and activities. Copies of Administrative Publications are posted on the USAG-HI Public Affairs Office (PAO) and Directorate of Human Resources (DHR) websites.

d. **The Directorate of Human Resources (DHR) Administrative Services Division (ASD) Forms Center, Bldg. 6042, East Range, no longer stocks or distributes hard copies of command publications. Command publications are normally distributed as electronic media. Any hard copy distribution requirements, including duplication or printing, are the responsibility of the**

***This Pamphlet supersedes USAG-HI Pam 25-30 dated 13 Dec 12.**

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proponent or using office.

4. RESPONSIBILITIES.

a. USAG-HI Forms and Publications Control Officer (FPCO), DHR, ASD.

(1) Establishes policies and procedures for the life cycle and efficient management of the USAG-HI administrative publications program.

(2) Provides technical assistance on all administrative publication-related matters.

(3) Conducts reviews of the administrative publications program at least every 18 months.

(4) Reviews and authenticates administrative publications after ensuring they are prepared in compliance with all applicable regulations.

(5) Coordinates the clearance of administrative publications and command correspondence for approval and publication, including ensuring Staff Judge Advocate (SJA) review prior to the Garrison Commander's concurrence in publishing. (Note: The SJA does not review documents in draft except under approved circumstances in coordination with the proponent office. SJA review will normally be of the completed publication as submitted to DHR, ASD.)

(6) Coordinates signature process for documents jointly prepared with 25th ID/USARHAW through the 25th ID SGS office. Coordination of the signature process for documents prepared by other Major Command elements is the responsibility of the proponent office.

(7) Maintains the record copy file of all USAG-HI administrative publications and command correspondence. Maintains the USAG-HI Index of Command Publications, issuing updates every 18 months via a revised USAG-HI PAM 25-30.

b. Proponent Offices.

(1) The proponent is the agency/office responsible for initiating, developing, coordinating and approving the content of administrative publications. Each administrative publication will have only one proponent. If funding issues are related to the publication of a document the proponent office is responsible for all funding issues.

(2) Proponents will determine the appropriate document type (Regulation, PAM, etc.) of their administrative publications. Administrative Publications will be numbered in accordance with Department of the Army PAM 25-40, Army Publishing Program Procedures, Table 8-1, pp.

69 – 79.

(3) Proponents will determine the appropriate format and content of the document, striving for clear, concise, consistent and well-edited administrative publications that meet Army standards as defined in the appropriate regulations (see references above). (Note that due to current staffing constraints, the USAG-HI FPCO can no longer provide detailed editorial services on large publications. FPCO review will normally only consist of ensuring correct formatting and general grammatical consistency.)

(4) Proponents will maintain their administrative publications through reviews at least every 18 months to determine if the publications are essential and current, need revision and re-issue, or can be rescinded. Proponents rescind administrative publications through documenting and reporting the action to the USAG-HI FPCO for inclusion in the current issue of this PAM.

5. PROCEDURES.

a. The proponent will staff administrative publications (new, or changes to an existing publication) internally and with all agencies/commands and offices affected by the content of the administrative publication. Internal and coordinated reviews will be documented on the appropriate staffing or correspondence control sheets, which will accompany the final document being submitted for review and approval by the chain of command.

b. The proponent will allow all reviewing offices adequate time to conduct their internal staffing, review and comment on administrative publications (normally a 30 day minimum). Administrative publications submitted for review will be clearly marked as drafts, and the coordinating staffing document should clearly indicate that the submitted publication is a draft for review and comment only and will not be used as an official document. Supporting documentation can summarize the important changes or purposes of the document to aid reviewers in focusing in on important issues or concerns.

c. The proponent is responsible for coordinating the review of all comments received on a document, resolving any issues comments may present directly with the commenters, and revising the document accordingly. Comments from reviewers will normally use the "track changes" and "comment" features of Microsoft Word but may also submit comments separately as deemed appropriate. A "no comment" or lack of response from an affected command/office by the due date will be considered as a "concur" response agreeing with the document in total. Non-concurrence responses must be resolved by the proponent office prior to submitting any administrative publications for approval. Proponent offices will prepare and maintain the record of review, indicating that all comments have been adequately responded to as part of the official document file.

d. Upon completion of reviews and revisions, the proponent office will submit the

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administrative publication and the appropriate staffing sheets to the USAG-HI FPCO for processing through SJA and the Garrison Operations Staff for concurrence and approval to publish by the Garrison Commander. Once a document is approved for publication by the Garrison Commander, the Garrison Director of Human Resources is delegated the authority to sign the publication for the Commander IAW AR 25-30 and the Delegation of Authority Memorandum for DHR. Proponent offices are responsible for tracking their administrative publications throughout the review and approval process, ensuring documents are properly routed and accounted for.

e. Completed publications will be normally be distributed electronically by the proponent office, who will determine the proper distribution list for the publication. If hard-copy distribution is required, this is also a proponent responsibility. Original hard-copy signed documents are maintained on file with the FPCO. Publications that are to be available to the general public should be forwarded by the proponent office to the USAG-HI PAO office for posting on their website. (Some documents or portions of documents may be of a nature excluding them from public availability, such as classified or FOUO documents.)

f. Should hard-copy distribution require that copies of documents be duplicated or printed, the proponent office will handle this through the Defense Logistics Agency's Document Production Service (DPS) if the total production quantity exceeds the capabilities of internal duplicating equipment. DPS printing is normally paid for via the Government Purchase Card or in the case of continuous printing requirements via MIPR; funding and payment is a proponent responsibility. (For DPS issues, call the Schofield DPS office at 655-1400.)

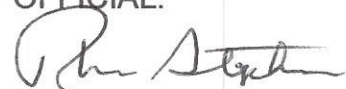
6. The POC for this pamphlet is the USAG-HI Forms and Publications Control Officer, DHR, Administrative Services Division at 656-0334.

(IMHW-HRA)

FOR THE COMMANDER:

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Commanding

OFFICIAL:



ROBERT M. STEPHENS, PhD
Garrison Director of Human Resources

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- A. Regulations
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DISTRIBUTION
Electronic Media

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APPENDIX A: REGULATIONS

REGULATION NO.	TITLE	PROPONENT	DATE/REVIEW DATES
USAG-HI REG. 200-4	INSTALLATION HAZARDOUS WASTE MANAGEMENT PROGRAM	DPW	<u>21 OCT 2010</u> REV. APRIL 2011: OK REV. OCT 2012: OK REV. APR 2014: OK REV. OCT 2015: UNDER REVIEW BY PROPONENT
USAG-HI REG. 210- 14	ASSIGNMENT OF REAL PROPERTY FACILITIES	DPW	<u>24 JUN 2013</u> REV. DEC 2014: OK
USAG-HI REG. 210- 15	DISPOSITION OF TEMPORARY WW II WOODEN BUILDINGS	DPW	<u>25 JUN 2009</u> REV. DEC 2010: OK REV. JUL 2012: OK REV. JAN 2013: OK REV. JUL 1015: OK
USAG-PTA REG. 420-1	COMMUNITY FIRE REGULATIONS	USAG-PTA	NOW USAG-PTA RESPONSIBILITY
USAG-HI REG. 420-2	TEMPORARY WATER SERVICES	DPW	<u>20 JAN 2012</u> REV. JULY 2014: OK REV. NOV 2015: OK

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APPENDIX B: MEMORANDUMS

MEMORANDUM NO.	TITLE	PROONENT	DATE/REVIEW DATES
	<i>[NO NEW MEMORANDUMS]</i>		

(NOTE: All USAG-HI Policy Memoranda and related Command Correspondence are listed separately on the USAG-HI PAO website and the USAG-HI Command Correspondence Index.

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APPENDIX C: PAMPHLETS

PAMPHLET NO.	TITLE	PROONENT	DATE/REVIEW DATES
*USAG-HI PAM 25-30	MANAGING COMMAND PUBLICATIONS AND INDEX OF CMD. PUBS.	DHR	<u>12 DEC 2015</u>
*USAG-HI PAM 25-31	MANAGING USAG-HI COMMAND AND LOCAL FORMS AND INDEX OF CMD. FORMS	DHR	<u>12 DEC 2015</u>
USAG-HI PAM 25-55	STOP NUMBERS	DHR	<u>4 SEP 2012</u> REV. MAR 2014: OK REV. OCT 2015: OK
USAG-HI PAM 25-59	OFFICE SYMBOLS	DHR	<u>28 MAY 2013</u> REV. OCT 2014: OK REV. OCT 2015: OK
USAG-HI PAM 420-2	TEMPORARY WATER SERVICES ADMIN. SUPPORT SUPPLEMENT	DPW	<u>27 JAN 2012</u>

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APPENDIX D: CIRCULARS

CIRCULAR NO.	TITLE	PROONENT	DATE/REVIEW DATES
	[NO NEW CIRCULARS]		

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APPENDIX E: SUPPLEMENTS

SUPPLEMENT NO.	TITLE	PROPONENT	DATE/REVIEW DATES
	[NO CURRENT SUPPLEMENTS]		

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APP. F: STANDING OPERATING PROCEDURES (SOPs)

SOP NO.	TITLE	PROPONENT	DATE/REVIEW DATES
IMPC-HAW-HRA-25-1	SOP FOR USE OF THE CITY AND COUNTY OF HONOLULU NON-RESIDENCY FORM	DHR, ASD	SEP 2011 REV. MAR 2013: OK REV. SEP 2014:OK NOV 2014 UNDER REVISION BY DHR
IMPC-HAW-HRW-690-1	USAG-HI EMPLOYEE RECOGNITION PROGRAM	DHR, WFD	15 JAN 2015 DUE FOR REVIEW JUL 16
IMPC-HAW-HRW-690-2	USAG-HI FELLOWS PROGRAM	DHR, WFD	9 APR 2012 REV. SEP 13: OK REV. MAR 15: OK
IMHW-SO-1	DRIVER AND EQUIPMENT LICENSING PROGRAM	SAFEY OFFICE	14 AUG 2014 DUE FOR REVIEW JAN 2016: NEEDS NEW NUMBER (IMHW-SO-385-2)
MEMORANDUM	SOP FOR THE DOMESTIC VIOLENCE AND CHILD ABUSE FATALITY COMMITTEE	DFMWR	22 JUL 2013 REV. JAN 2015: OK

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APPENDIX G: RESCINDED COMMAND PUBLICATIONS

No publications rescinded this reporting period. (USAG-HI Supplement 1 to IMCOM Reg. 5-13, 12 Jan 10, prepared by DOL, has been deleted from the USAG-HI Command Publications Index as DOL is now LRC and no longer under USAG-HI.)