

Army Regulation 25-30

Information Management: Publishing and  
Printing

The Army  
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Program

# **ARMY POLICY PUBLICATIONS**

**Publication types, their purpose,  
leadership and proponent responsibilities,  
and authentication.**

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**[www.apd.army.mil](http://www.apd.army.mil)**



# Army Policy Publications

## ARMY DIRECTIVE (AD)

### PURPOSE/USES:

**ADs** are Armywide directives or information memorandums issued by the Secretary of the Army for distribution and applicable Armywide. Their purpose is to provide a “quick response” medium for the Secretary of the Army to communicate time-sensitive policy Armywide.

### EFFECTIVE:

Permanent and effective until superseded or rescinded by the Secretary of the Army.

### AUTHENTICATION:

Secretary of the Army

### COORDINATION:

Executive Communications and Control, Office of the General Counsel, and the Administrative Assistant

### PROPONENCY:

Secretary of the Army or a Principal Official of HQDA.

## DEPARTMENT OF THE ARMY GENERAL ORDER (DA GO)

### PURPOSE/USES:

**DA GOs** publish material of general interest Armywide on establishment, re-designation, inactivation, or discontinuance of Army commands, installations, agencies, and activities; announcements of awards, decorations, and unit citations; and similar subjects.

### EFFECTIVE:

Permanent until superseded or rescinded.

### AUTHENTICATION:

Secretary of the Army or the Administrative Assistant<sup>1</sup>

### COORDINATION:

Armywide (Minimum: ASA (FM&C), RMDA, Administrative Assistant, OTJAG/OGC, appropriate Secretariat organizations with oversight responsibilities, plus “interested or affected”<sup>2</sup> organizations.)

### PROPONENCY:

Secretary of the Army or a Principal Official of HQDA.

## DA CIRCULAR

### PURPOSE/USES:

**DA CIRCULARs** are one-time actions or information of a temporary nature having both Armywide and/or HQDA impact. Circulars were particularly popular when Personnel Handbooks were published on a quarterly schedule, with a new circular each quarter and a complete revision of the regulation once a year.

### EFFECTIVE:

They are effective for 2 years or less.

### AUTHENTICATION:

The Administrative Assistant<sup>4</sup>

### COORDINATION:

Armywide (Minimum: ASA (FM&C), RMDA, Administrative Assistant, OTJAG/OGC, appropriate Secretariat organizations with oversight responsibilities, plus “interested or affected”<sup>2</sup> organizations.)

## DA MEMO

### PURPOSE/USES:

**DA MEMOs** apply only to HQDA (that is, both the Secretariat and the Army Staff) and sometimes to the U.S. Army Military District of Washington (MDW). They implement United States Code/ public law, policy guidance from higher headquarters (i.e., DoD and other U.S. Government agencies, the Joint Committee on Printing and OMB, or the Secretary of the Army). DA Memos may prescribe a report or use of an HQDA form.

### EFFECTIVE:

Permanent until superseded or rescinded.

### AUTHENTICATION:

The Administrative Assistant<sup>5</sup>

### COORDINATION:

Armywide (Minimum: ASA (FM&C), RMDA, Administrative Assistant, OTJAG/OGC, appropriate Secretariat organizations with oversight responsibilities, plus “interested or affected”<sup>2</sup> organizations.)

# Army Policy Publications

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## ARMY REGULATION (AR)

### PURPOSE/USES:

**ARs** set forth missions, responsibilities, and policies; delegate authority; or set objectives to ensure uniform compliance of policies. ARs can also implement U.S. Code/public law, policy guidance from higher headquarters (i.e., DoD and other U.S. Government agencies, the Joint Committee on Printing and OMB, or the Secretary of the Army.) They may prescribe a report or use of a form.

### EFFECTIVE:

Permanent until superseded or rescinded.

### AUTHENTICATION:

Secretary of the Army<sup>3</sup>, or the Administrative Assistant<sup>4</sup>, or Executive Director, US Army HQ Services.

### COORDINATION:

Armywide (Minimum: ASA (FM&C), RMDA, Administrative Assistant, OTJAG/OGC, appropriate Secretariat organizations with oversight responsibilities, plus "interested or affected"<sup>2</sup> organizations.)

### PROPONENCY:

The proponent is a Principal Official of HQDA.

## CHANGES TO ARs

*There are three types of revisions to Army Regulations:*

### MAJOR REVISION

#### PURPOSE/USES:

Significant revision or update to the content of an AR.

### EXPEDITE REVISION

#### PURPOSE/USES:

Relatively small changes to the content of an AR.

#### AUTHENTICATION:

Administrative Assistant<sup>4</sup>, or Executive Director, US Army HQ Services.

#### COORDINATION:

Armywide (Minimum: ASA (FM&C), RMDA, Administrative Assistant, OTJAG/OGC, appropriate Secretariat organizations with oversight responsibilities, plus "interested or affected"<sup>2</sup> organizations.)

### ADMINISTRATIVE REVISION

#### PURPOSE/USES:

Quick changes such as addresses, Web sites, and phone numbers.

**COORDINATION:** Not required.

## HQDA LETTER

### PURPOSE/USES:

**HQDA LETTERS** convey short-term policy guidance or information in a correspondence format to HQDA elements/agencies or Army commands.

### EFFECTIVE:

Temporary nature and are effective for 2 years or less.

### AUTHENTICATION:

The Administrative Assistant<sup>4</sup>

### COORDINATION:

Armywide (Minimum: ASA (FM&C), RMDA, Administrative Assistant, OTJAG/OGC, appropriate Secretariat organizations with oversight responsibilities, plus "interested or affected"<sup>2</sup> organizations.)

## FOOTNOTES

- <sup>1</sup> The Secretary of the Army authenticates DA GOs that promulgate a Secretary of the Army-delegated authority or responsibility, that require audit trails such as those designating a court-martial convening authority, that establish or reorganize elements of the DA, or that assign Secretariat duties and responsibilities.
- <sup>2</sup> AR 25-30, Tables 3-2 and 3-3 ([http://www.apd.army.mil/jw2/xmldemo/r25\\_30/main.asp#tab3\\_2](http://www.apd.army.mil/jw2/xmldemo/r25_30/main.asp#tab3_2)). "Interested or affected" usually means an entity tasked with a responsibility in the directive publication (see Table 3-3). ASA (M&RA) should be added if policy impacts manpower.
- <sup>3</sup> The Secretary of the Army may authenticate ARs of personal interest.
- <sup>4</sup> The Administrative Assistant may authenticate ARs of personal interest on behalf of Secretary of the Army; Executive Director, AHS, authenticates all other policy documents in name of the Administrative Assistant on behalf of Secretary of the Army.
- <sup>5</sup> By APD, on behalf of Executive Director, AHS, for the Administrative Assistant on behalf of Secretary of the Army.

# Non-Policy Publication and Messages

## DA PAMPHLET

### PURPOSE/USES:

**DA PAMPHLETS** are NOT policy documents. They are Armywide instructional or informational publications. A pamphlet usually accompanies an AR and is used to publish information needed to carry out policies and mandated procedures prescribed in the AR. They are used for guidance on subjects in support of Army missions. Some legacy pamphlets exist without an AR “parent.”

### EFFECTIVE:

Permanent until superseded or rescinded.

### AUTHENTICATION:

The Administrative Assistant<sup>5</sup>

### COORDINATION:

Armywide (Minimum: ASA (FM&C), RMDA, Administrative Assistant, OTJAG/OGC, appropriate Secretariat organizations with oversight responsibilities, plus “interested or affected”<sup>2</sup> organizations.)

## ALARACT

### PURPOSE/USES:

**ALARACTs** are electronic messages used to provide a “quick response” medium to communicate time-sensitive information Armywide. ALARACTs may be used to announce impending publication of policy changes; ALARACTs are NOT to be used to issue or change policy.

### AUTHENTICATION:

NOT authenticated and NOT managed or indexed by APD.

### COORDINATION:

Not coordinated Armywide, but those referring to impending policy changes in ARs should be coordinated with the Administrative Assistant.

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**Army Publishing Directorate**  
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