

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 Worth Road
Fort Sam Houston, Texas 78234-6000

MEDCOM Pamphlet
No. 25-30

3 May 1999

Information Management
PREPARATION OF ADMINISTRATIVE PUBLICATIONS

1. **HISTORY.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.
2. **PURPOSE.** This pamphlet provides guidance on the issuance of administrative publications.
3. **REFERENCES.**
 - a. AR 25-30, The Army Integrated Publishing and Printing Program.
 - b. AR 25-50, Preparing and Managing Correspondence.
 - c. AR 25-400-2, The Modern Army Recordkeeping System (MARKS).
 - d. AR 310-50, Authorized Abbreviations, Brevity Codes, and Acronyms.
 - e. DA Pam 25-40, Administrative Publications: Action Officers Guide.
 - f. U.S. Government Printing Office Style Manual.
4. **EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and special terms used in this publication are explained in the glossary.
5. **GENERAL.**
 - a. This pamphlet provides general guidance on the process and proper medium to use for issuing MEDCOM and subordinate activity administrative publications. Address questions to the U.S. Army Medical Command (MEDCOM) Editor, ATTN: MCHS-AS.
 - b. The term "headquarters," as used in this pamphlet, includes the basic organization (e.g., U.S. Army Medical Center (MEDCEN), medical department activity (MEDDAC), dental activity (DENTAC), U.S. Army Dental Command (DENCOM), U.S. Army Veterinary Command (VETCOM), Regional Medical Command (RMC), Regional Dental Command (RDC), Regional Veterinary Command (RVC)) and any of its staff offices located at the same installation. This does not include clinics located off the basic installation, or any separate units or activities dependent on the organization for administrative or logistical support (e.g., DENTAC administratively or logistically supported by a MEDCEN or MEDDAC).

*This pamphlet supersedes MEDCOM Pamphlet 25-30, 5 April 1996.

6. ADMINISTRATIVE PUBLICATIONS. Listed below are types and descriptions of MEDCOM administrative publications.

a. Supplements. Use supplements to issue instructions implementing Army and HSC/MEDCOM regulations. Supplements to new or revised regulations must be approved by the regulation's proponent before they can be issued. They are long-term in duration and provide additional command-unique guidance not covered in the basic Army or HSC/MEDCOM regulation. Supplements may be issued, unless prohibited by the supplementation statement in the regulation. Command supported activities requesting supplements to Army regulations or supplements to HSC/MEDCOM regulations, must receive prior approval from this command before issuing their supplement. The supplement system applies to the immediate headquarters, the entire command, or supported activities.

(1) A supplement will implement only one regulation.

(2) A supplement will not supersede, change, or rescind any portion of a regulation.

(3) A supplement will not reproduce or quote material in a regulation.

(4) A supplement is not issued to correct obvious printing errors, or to emphasize the need to comply with certain provisions of the regulation.

(5) When a regulation is rescinded, all its supplements are canceled automatically. When a regulation is superseded, all its supplements are canceled. Proponents will review existing supplements to determine if the supplements are still needed and, if so, whether they need to be revised.

(6) A supplement is the preferred method of issuing administrative instructions (see figure 1).

(7) Enter one of the following statements, as appropriate, on the first page just below the title of the supplement:

(a) Supplementation of this supplement is prohibited without prior approval from HQ MEDCOM, ATTN: (enter appropriate staff office symbol).

(b) Further supplementation by subordinate commanders is prohibited, unless specifically approved by HQ MEDCOM, ATTN: (enter appropriate staff office symbol).

(c) Command supported activities should use their activity and office symbol for the supplement statement (e.g., Issue of further supplements to this regulation is prohibited, unless specifically approved by (originating activity/organization), ATTN: (enter appropriate staff office symbol).

b. Regulations. Use regulations only when the topic concerned is not covered in an Army regulation, or when it is mandatory to include information covered by two or more regulations into a single directive. Regulations announce policies and responsibilities, and prescribe administrative procedures. They are directive in nature, and long-term in duration. A regulation is applicable to the headquarters, off-post clinics, and subordinate or supported activities. Confine each regulation to a single subject (see figure 2). Enter one of the following statements, as appropriate, on the first page just below the title of the regulation:

(1) Supplementation of this regulation and establishment of forms other than (enter activity) forms are prohibited without prior approval from (enter activity), ATTN: (enter appropriate staff office symbol).

(2) Local limited supplementation of this regulation is permitted. If supplements are issued by commanders immediately subordinate to this command, furnish one copy to (enter activity), ATTN: (enter appropriate staff office symbol).

(3) Issue of further supplements to this regulation by subordinate commanders is prohibited, unless specifically approved by (enter activity), ATTN: (enter appropriate staff office symbol).

c. Pamphlets. Pamphlets contain information, guidance, or reference material of a continuing nature. Pamphlets are not used to prescribe policies, general procedures, or responsibilities. Use pamphlets to explain policies, procedures, responsibilities, or to give mandatory procedures for carrying out policies prescribed in a MEDCOM regulation. Confine each pamphlet to a single subject. Issue the indexes of publications and blank forms as pamphlets (see figure 3).

d. Circulars. Circulars disseminate information of general interest and furnish instructions of a one-time or transitory nature. They are short-term in duration. Each circular will have an expiration date of not more than 2 years from date of issue. Circulars are confined to a single subject. Use a shorter expiration date, as determined by the appropriate staff office, when the circular does not have to remain in effect for 2 years (see figure 4).

e. Memorandums. Memorandums announce policies and responsibilities, and prescribe administrative procedures of a continuing nature applicable only to the headquarters (e.g., MEDCEN, MEDDAC, DENTAC of the issuing activity, RMC, etc.). They do not apply to clinics located off-post or to other organizations, such as DENTAC or Army Dental Laboratory (ADL), if a MEDCEN or MEDDAC is issuing the memorandum. Confine each memorandum to a single subject. Memorandums are particularly suited to internal subjects (e.g., office hours, leave policy, temporary duty procedures, etc.) (see figure 5).

f. Bulletins. Bulletins are publications used to provide official and unofficial information of an advisory, informative, or directive nature. Information published in a bulletin is temporary or will be published in a more permanent medium at a later date. Bulletins are active for 90 days to 1 year. A bulletin is the proper medium to use to disseminate information to the command rather than through separate newsletters. Include a statement indicating that official notices in the bulletin are orders of the command. Notices of an official or unofficial nature may be attached to the bulletin.

g. Functional bulletins. Publish a functional bulletin when no other medium would be appropriate. It must pertain to a specific functional area and there must be a need to publish it on a recurring basis. The contents must be official and related to functional areas where agency heads or commanders are responsible. Limit each bulletin to one specific functional area. There is no specified format, but in the intent of economy the format will be simple.

(1) The contents must be directive, instructional, or administrative in nature.

(2) Limit the use of illustrations to line drawings, charts, graphs, and tables necessary for presenting the directive, instructional, or administrative information.

(3) Bulletins will not be used to disseminate instructions or other information that conflicts with the official policies, procedures, or positions of the Department of the Army (DA) or the publishing headquarters.

(4) Include a statement in each issue of the bulletin, indicating when the information expires. The expiration may be indicated by giving a specific date or by giving a period of time from the publication date.

(5) Bulletins will not be published more often than weekly. Bulletins issued five or more times a year are not to exceed 8 pages an issue. Bulletins issued one to four times a year are not to exceed an average of 16 pages.

(6) Review all functional bulletins annually for essentiality and need to continue publication. Review for type of material, the need to publish it on a recurring basis, and consider the availability of other media, when determining whether a separate bulletin is warranted.

7. RESPONSIBILITIES. Commanders/proponents are responsible for the following:

a. Determining the appropriate medium for issuance of administrative publications as specified in paragraph 6.

b. Ensuring all publications adhere to basic principles of grammar and word usage. AR 25-50 and the U.S. Government Printing Office Style Manual contain rules for capitalization, punctuation, compound word forms, numerals, word divisions, etc.

c. Ensuring usage of proper Army writing style. Write in the active voice. Do not use any personal pronouns (I, we, you, your, etc.). See DA Pam 25-40, chapter 4, for further guidance in preparing well-written publications.

d. Ensuring all cited references are permanent documents and are available to addressees. Check all references to make sure they are still in effect and available to the reader. Letters, messages, and circulars will not be referenced in publications; they are short-term media and may not be readily available.

e. Preparing publications in final form, authenticating publications, and publishing revisions, changes, or rescissions as indicated below:

(1) Format. AR 25-30 prescribes the types of publications, their numbering, and distribution. A publication will be prepared in the most effective and economical manner consistent with equipment capability. (Do not mix formats in a single publication.)

(2) Authentication. This portion of the publication contains the authority line, signature blocks, and "OFFICIAL" section. Use the authority line "FOR THE COMMANDER" when the commander's title is "Commanding General" or "Commanding Officer." The signature block of the individual responsible for headquarters administration (Chief of Staff, Deputy Chief for Administration (DCA), or Executive Officer) will appear under an authority line in the center

position when the commander does not sign. Place the signature block of the Information Management Officer (IMO), the Assistant Chief of Staff for Information Management (ACSIM), or the Administrative Officer below the word "OFFICIAL" at the left margin when he/she authenticates the publication or if an official seal is used.

(3) Revisions. Revise a publication when it is extensively rewritten or reorganized, and a change would detract from its usefulness.

(4) Changes. Changes will not alter the numbering scheme used for the various parts of a publication. DA Pam 25-40, paragraph 1-12, prescribes information on publishing permanent changes. A change will remain in effect until the publication is superseded or rescinded or until the change itself is superseded (see figure 6).

(5) Rescissions. Rescind a publication when it becomes obsolete or is no longer required. When a publication is being rescinded or superseded by a new publication, the supersession or rescission notice will appear as a footnote at the bottom of the first page of the new publication. If it is not being superseded or rescinded by a new publication, and the publication is no longer required, submit a rescission notice to the Command Editor to rescind the publication in a circular. Rescinded publication numbers cannot be reused.

f. Assigning the basic series number and title in accordance with AR 25-30, table 2-4. If a new publication, the Command Editor will assign a number to the series.

g. Maintaining the official files containing the reference sets in accordance with AR 25-400-2.

h. Conducting periodic reviews (at least every 18 months or when a reprint action is initiated, whichever is sooner) of all administrative publications. In conducting review, ensure that:

(1) Present editions are adequate.

(2) Redundancies, conflicts, and required changes are identified.

i. Keeping reading grade level (RGL) at or below the 12th grade. RGL measures the reading difficulty of written material. Usually, the lower the RGL the easier material is understood. For example, if a publication has an RGL of 6, a person with a 6th grade education should be able to understand it. Research shows that material with an RGL in the range of 10 to 12 is the most readable for adults. Use the Kincaid Readability Formula to measure the RGL of administrative publications. This formula measures two important factors in readability: sentence and word length (syllables per word). AR 25-30 explains how to use this formula. The readability of a publication does not depend solely on its RGL. A publication may have a low RGL but be difficult to read. To make a publication easy to understand, apply all of the principles of good writing, some of which are outlined in DA Pam 25-40.

8. POLICY MEMORANDUMS, STANDING OPERATING PROCEDURES, AND MEMORANDUMS OF INSTRUCTION.

a. Policy memorandums (formerly policy letters) are NOT administrative publications. Policy memorandums--

(1) May be issued to state the commander's policy on such subjects as "open door policy" and "support of equal employment opportunity," etc.

(2) Are unnumbered military format memorandums on the subject concerned.

(3) Are temporary with limited distribution. They are usually effective for 2 years after date of issue; however, they may be given an earlier expiration date.

(4) Are not used to publish long-term policies or procedures, including forms and long-term reports. Staff offices should put this information in agency or command publications.

(5) Are not used to direct continuing practices or actions.

(6) Are not used to change administrative publications.

(7) Are not used to forward draft copies of another publication with instructions to use it until the printed publication is received.

(8) Are not used to send information to other Defense Staff Offices as action addressees.

b. Standing operating procedures (SOPs) are NOT administrative publications. An SOP is signed by a branch, division, or office chief, and is applicable only to that office. SOPs are inappropriate for issuing instructions to an entire organization (e.g., MEDCEN, MEDDAC, DENTAC, etc.). Dissemination of information of that nature should be issued in a supplement, regulation, or pamphlet. There is no prescribed format for an SOP.

c. Memorandums of instruction (MOIs) (formerly letters of instruction) are NOT administrative publications. Issue an MOI for a specific task; it is not numbered.

9. INSTRUCTIONS OF A PERMANENT NATURE. Staff office chiefs should establish procedures to ensure that instructions of a permanent nature or long duration, originally issued in a temporary medium (e.g., message or memorandum), are republished in a more permanent directive within 90 days.

10. PREPARATION OF COPY FOR PUBLICATION. Prepare the body of publications using the following guidelines:

a. Number. Use the subject numbering system described in AR 25-30, table 2-4. Enter the base number and corresponding subject. The Command Editor will assign subnumbers. When revising an existing publication, use the same number.

b. Table of contents (TOC). When the length of the publication warrants, a TOC may be included. The TOC lists parts, chapters, sections, paragraphs, appendixes, and glossary, respectively. List the main divisions of the publication by number and title, exactly as they appear in the text (see figure 7).

c. Rescission or supersession notice.

(1) The rescission or supersession notice, if used, will appear at the bottom of the first page of the text, preceded by an asterisk. Place a

horizontal line 20 type-spaces long above the supersession notice. This line goes between the text and the notice (see figure 2). Place an asterisk also before the identification number of the publication in the upper right corner of the first page (see figure 2). Statements directing rescission or supersession will identify the document affected. A general statement that "previous instructions or existing publications in conflict with the new directive are rescinded or superseded" will not be used.

(2) If a change to a publication is considered necessary, incorporate any preceding changes affecting the particular page in the changed page, and the preceding change(s) will be superseded.

d. Proponent identification. For the convenience of the user, the staff office responsible for the publication will be identified. A statement of proponency is shown in the form of a centered item following the end of the text, on the last page before the authentication portion, as follows:

The proponent of this publication is the Office of the (enter office designation). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Medical Command, ATTN: (enter appropriate staff office symbol), 2050 Worth Road, Fort Sam Houston, TX 78234-6000.

e. Security classification and protective markings. Clearly mark or stamp classification of a classified publication at the top and bottom of the front cover (if any), and on the first and last pages. Mark or stamp each page of the publication, on top and bottom, with the highest classified information appearing on that page. Include the designation "UNCLASSIFIED" when appropriate.

f. Authentication. The authentication is the part of the publication containing the authority line, signature blocks, and "OFFICIAL" section (see figure 1).

(1 space)
DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 Worth Road
Fort Sam Houston, Texas 78234-6000
(1 space)

MEDCOM Supplement 1
to AR 25-30

1 May 1999

(1 space)
Series Title
SUPPLEMENT SUBJECT (same as AR)
(1 space)

Issue of further supplements to this regulation by subordinate commanders is prohibited, unless specifically approved by HQ MEDCOM, ATTN: (proponent office symbol).

AR 25-30, 28 February 1989, is supplemented as follows:

Page 1, paragraph 1, HISTORY. Add the following:

This is the first printing of this publication.

Page 1, paragraph 1a, General. Add the following:

Add a sentence to a paragraph or a subparagraph in the Army regulation as shown in this example.

Page 2-3, paragraph 2-5, Reporting instructions. Add subparagraphs f and g after subparagraph e.

f. Subparagraphs are indented in a supplement. Indent the letter of the subparagraph three spaces and type on the fourth space.

g. If more than one subparagraph or subsequent division, indent six spaces and type on the seventh space.

(1) Indentations for subparagraphs as shown in figure 1 are applicable for supplements.

(2) Supplements are used to implement Army regulations.

NOTE: Place the proponent block and authentication portion on a separate page with no page number at the end of the publication.

The proponent of this publication is the Office of the Assistant Chief of Staff for Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Medical Command, ATTN: MCHS-AS, 2050 Worth Road, Fort Sam Houston, TX 78234-6013.

FOR THE COMMANDER:

OFFICIAL:

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Major General, DC
Chief of Staff

CARL E. HENDRICKS
Colonel, MS
Assistant Chief of Staff for
Information Management

DISTRIBUTION:
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MCHS-AS (Library) (1 cy)
MCHS-AS (Editor) (2 cy)

Use **New Courier, 10 points**, on all MEDCOM administrative publications.

Figure 1. FORMAT FOR A MEDCOM SUPPLEMENT TO AN ARMY REGULATION

(1 space)
 DEPARTMENT OF THE ARMY
 HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
 2050 Worth Road
 Fort Sam Houston, Texas 78234-6000
 (1 space)

MEDCOM Regulation
 No. 25-30

1 May 1999

(1 space)
 Series Title
REGULATION SUBJECT
 (1 space)

Supplementation of this regulation and establishment of forms other than MEDCOM forms are prohibited without prior approval from HQ MEDCOM, ATTN: MCHS-AS.

1. **HISTORY.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.
2. **PURPOSE.** This publication establishes the correct format for the preparation of regulations.
3. **REFERENCES.**
 - a. AR 25-30, The Army Integrated Publishing and Printing Program.
 - b. AR 25-50, Preparing and Managing Correspondence.
4. **EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and special terms used in this publication are explained in the glossary.
5. **PROCEDURES.**
 - a. An explanatory paragraph may follow stating the background of the regulation and policy involved in its issuance.
 - b. The third paragraph lists references to other publications, if applicable. If listing references in an appendix, it will always be appendix A.
 - c. A supersession notice will appear at the bottom of the first page, if applicable.

NOTE: Place the proponent block and signature blocks on a separate page with no page number at the end of the publication.

The proponent of this publication is the Office of the Assistant Chief of Staff for Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Medical Command, ATTN: MCHS-AS, 2050 Worth Road, Fort Sam Houston, TX 78234-6013.

FOR THE COMMANDER:

OFFICIAL:

NAME
 Major General, DC
 Chief of Staff

CARL E. HENDRICKS
 Colonel, MS
 Assistant Chief of Staff for
 Information Management

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 MCHS-AS (Editor) (2 cy)

(Line is 20-typed spaces)

*This regulation supersedes MEDCOM Regulation 25-30, 5 April 1996.

Figure 2. FORMAT FOR A MEDCOM REGULATION

(1 space)
DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 Worth Road
Fort Sam Houston, Texas 78234-6000
(1 space)

MEDCOM Pamphlet
No. 15-20

1 May 1999

(1 space)
Series Title
PAMPHLET SUBJECT
(1 space)

1. **HISTORY.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.
2. **PURPOSE.** This pamphlet provides guidance on the issuance of administrative publications.
3. **REFERENCES.**
 - a. AR 25-30, The Army Integrated Publishing and Printing Program.
 - b. AR 25-50, Preparing and Managing Correspondence.
 - c. DA Pam 25-40, Administrative Publications: Action Officers Guide.
4. **EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and special terms used in this publication are explained in the glossary.
5. **GENERAL.** This paragraph and subsequent paragraphs will give guidance or information on the above subject.

NOTE: Place the proponent block and signature blocks on a separate page with no page number at the end of the publication.

The proponent of this publication is the Office of the Assistant Chief of Staff for Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Medical Command, ATTN: MCHS-AS, 2050 Worth Road, Fort Sam Houston, TX 78234-6013.

FOR THE COMMANDER:

OFFICIAL:

NAME
Major General, DC
Chief of Staff

CARL E. HENDRICKS
Colonel, MS
Assistant Chief of Staff for
Information Management

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(Line is 20-typed spaces)

*This pamphlet supersedes MEDCOM Pamphlet 15-20, 7 September 1996.

Figure 3. FORMAT FOR A MEDCOM PAMPHLET

(1 space)
DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 Worth Road
Fort Sam Houston, Texas 78234-6000
(1 space)

MEDCOM Circular
No. 27-XX

1 May 1999

(1 space)
Expires 1 May 2001
Series Title
CIRCULAR SUBJECT

(1 space)

1. **HISTORY.** This is the first printing of this publication.
2. **PURPOSE.** This publication establishes a correct format for preparation of a MEDCOM circular.
3. **REFERENCES.**
 - a. AR 25-30, The Army Integrated Publishing and Printing Program.
 - b. DA Pam 25-40, Administrative Publications: Action Officers Guide.
4. **EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and special terms used in this publication are explained in the glossary.
5. **PROCEDURES.** References and procedures for circulars will be as outlined in DA Pam 25-40.

NOTE: Place proponent office symbol and signature blocks on a separate page with no page number at the end of the publication.

(Proponent Office Symbol)

FOR THE COMMANDER:

OFFICIAL:

NAME
Major General, DC
Chief of Staff

CARL E. HENDRICKS
Colonel, MS
Assistant Chief of Staff for
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Figure 4. FORMAT FOR A MEDCOM CIRCULAR

(1 space)
DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 Worth Road
Fort Sam Houston, Texas 78234-6000
(1 space)

MEDCOM Memorandum
No. 105-XX

1 May 1999

(1 space)
Series Title
MEMORANDUM SUBJECT
(1 space)

1. **HISTORY.** This is the first printing of this publication.
2. **PURPOSE.** This memorandum establishes policy and outlines responsibilities and procedures for this headquarters.
3. **REFERENCES.**
 - a. AR 25-30, The Army Integrated Publishing and Printing Program.
 - b. DA Pam 25-40, Administrative Publications: Action Officers Guide.
4. **EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and special terms used in this publication are explained in the glossary.
5. **APPLICABILITY.** Identifies to whom the publication applies.
6. **RESPONSIBILITIES.** Identifies the individual(s) who must carry out the policies and procedures prescribed by the publication and specifies the functions each person must perform.

NOTE: Place proponent office symbol and signature blocks on a separate page with no page number at the end of the publication.

(Proponent Office Symbol)

FOR THE COMMANDER:

OFFICIAL:

NAME
Major General, DC
Chief of Staff

CARL E. HENDRICKS
Colonel, MS
Assistant Chief of Staff for
Information Management

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Aa

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MCHS-AS (Editor) (2 cy)

Figure 5. FORMAT FOR A MEDCOM MEMORANDUM

(1 space)
DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 Worth Road
Fort Sam Houston, Texas 78234-6000
(1 space)

MEDCOM Regulation No. 25-7
Change 1

1 May 1999

(1 space)
Series Title
REGULATION SUBJECT
(1 space)

MEDCOM Regulation 25-7, 2 October 1993, is changed as follows:

1. **HISTORY.** This publication was originally printed on 2 October 1993. This printing publishes Change 1.
2. Material which has been added or modified is indicated by an asterisk.
3. Page 1. Paragraph 2, REFERENCES. Add subparagraphs *i, j, and k after subparagraph h.
 - i. AR 25-30, The Army Integrated Publishing and Printing Program.
 - j. AR 25-50, Preparing and Managing Correspondence.
 - k. DA Pam 25-40, Administrative Publications: Action Officers Guide.
4. Page 2. Paragraph 4b, Definitions. Change the words "60 days" to the words "45 days."
5. Remove old pages and insert new pages indicated below:

<u>Remove pages</u>	<u>Insert pages</u>
7 and 8	7, 8, and 9
6. File this change in front of the publication for reference purposes.

NOTE: Place the proponent block and the signature blocks on the same page with change instruction.

The proponent of this publication is the Office of the Assistant Chief of Staff for Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Medical Command, ATTN: MCHS-AS, 2050 Worth Road, Fort Sam Houston, TX 78234-6013.

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MCHS-AS (Editor) (2 cy)

Figure 6. FORMAT FOR A CHANGE TO A MEDCOM PUBLICATION

(1 space)
DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 Worth Road
Fort Sam Houston, Texas 78234-6000
(1 space)

MEDCOM Pamphlet
No. 40-27

24 October 1994

(1 space)
Series Title
PAMPHLET SUBJECT
(2 spaces)

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(1 space)

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CHAPTER 1

GENERAL

1-1. **HISTORY.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

NOTE: The text of the publication should continue to follow the previous guidance. Number paragraphs without chapters consecutively.

{Line is 20-typed spaces}

*This pamphlet supersedes HSC Pamphlet 40-27, 25 September 1989.

Figure 7. FORMAT FOR A MEDCOM PUBLICATION WITH A TABLE OF CONTENTS

**APPENDIX A
DETERMINING THE APPROPRIATE MEDIUM FOR
ISSUING COMMAND ADMINISTRATIVE PUBLICATIONS**

Guidelines for disseminating information of a **PERMANENT** nature.

R U L E	A	B	C
	if	and	then
1	subject addressed in a regulation from a higher headquarters	is applicable to the headquarters and any off-post clinics or is applicable to the headquarters or supported activities	issue a SUPPLEMENT .
2	subject is NOT addressed in a regulation from a higher headquarters	is applicable to the headquarters and any off-post clinics (may include supported activities)	issue a REGULATION .
3	information announces policies, responsibilities, or prescribes administrative procedures	is applicable ONLY to the headquarters	issue a MEMORANDUM .
4	information is for guidance or reference; not directive but explains procedures for carrying out policies contained in a MEDCOM Regulation	is applicable to the headquarters and any off-post clinics (may include supported activities)	issue a PAMPHLET .
5	information announces policies, responsibilities, or prescribes administrative procedures	is applicable ONLY within the office or department	prepare an SOP or OFFICE MEMORANDUM .

APPENDIX A (CONT)
 DETERMINING THE APPROPRIATE MEDIUM FOR
 ISSUING COMMAND ADMINISTRATIVE PUBLICATIONS

Guidelines for disseminating information of a **TEMPORARY** nature.

R U L E	A	B	C
	If	and	then
1	information is of an advisory, informative, or directive nature	is applicable to the headquarters (may include supported activities)	issue a BULLETIN .
2	information is of general interest, furnishes instructions of a one-time nature	is applicable to the headquarters and any off-post clinics (may include supported activities)	issue a CIRCULAR .

APPENDIX B

WRITING STYLES FOR COMMAND ADMINISTRATIVE PUBLICATIONS

1. Proponents of MEDCOM publications will ensure that the style of a publication is appropriate for the user and for the purpose intended. Styles of writing depend on whether the information presented is directive or informational. The differences are discussed below:

a. Mood, tense, and voice:

(1) The imperative mood "do," the future tense "will," and the word "must" are the language of command. Since they indicate no choice of action, use them in publications that are directive in nature and those that prescribe procedures (i.e., MEDCOM Regulations, MEDCOM Circulars, MEDCOM Memorandums, and MEDCOM Supplements to ARs).

(2) Use "can" and "may" to permit a choice and express a guideline.

(3) "Should" is advisory and indicates a desirable procedure.

(4) The present tense "does" and "is" is descriptive rather than directive. Use it to explain standard practice.

(5) Use the active voice when possible.

b. Personal pronouns. Do not use first and second person pronouns ("I," "we," and "you") in directive publications. However, they may be used in doctrinal and training publications. The use of third person singular pronouns ("he" or "she") must meet neutral language requirements. Use the third person singular pronouns in informational publications only (i.e., MEDCOM Pamphlets).

c. Comply with the equal opportunity policy and prevent sex discrimination by avoiding sexually specific language, particularly in personnel manuals and personnel directives. For example use "spouse" instead of "husband" or "wife" and "he" or "she" instead of "he."

d. Do not use the term "service member" or "additional duty" in MEDCOM publications. Use the term "soldier" when referring to all uniformed personnel in the Army.

2. For detailed information on the preparation of command administrative publications, contact the MEDCOM Command Editor.

GLOSSARY

Section I
Abbreviations

ACSIM.....Assistant Chief of Staff for Information Management
ADL.....Army Dental Lab
DA.....Department of the Army
DCA.....Deputy Commander for Administration
DCSIM.....Deputy Chief of Staff for Information Management
DENCOM.....U. S. Army Dental Command
DENTAC.....dental activity
HSC.....U. S. Army Health Services Command
IMO.....Information Management Officer
MARKS.....The Modern Army Recordkeeping System
MEDCEN.....U. S. Army Medical Center
MEDCOM.....U. S. Army Medical Command
MEDDAC.....medical department activity
MOI.....Memorandum of Instruction
RDC.....Regional Dental Command
RGL.....reading grade level
RMC.....Regional Medical Command
RVC.....Regional Veterinary Command
SOP.....standing operating procedure
TOC.....table of contents
VETCOM.....U. S. Army Veterinary Command

Section II
Terms

Amend. To change or to correct. Any change is an amendment.

Basic. An original publication, without changes, such as a MEDCOM regulation, field manual, or a technical manual.

Change. An alteration of policy or procedure issued by the proponent that adds to, revises, corrects serious errors in, or cancels or rescinds policies or procedures contained in a publication.

GLOSSARY (cont)

Directive. A publication, such as a regulation, that is written in formal style. Formal writing follows the accepted rules of grammar and avoids slang usage (such as contractions).

Informational. A publication, such as a pamphlet, that is written in informal style. Informal writing employs a more casual style.

Policy. A general course of action to be taken; a statement of what to do.

Procedures. An orderly series of specific actions taken to carry out policy; a statement of how to do it.

Proponent. The agency, command, or office responsible for writing and issuing a publication.

Rescind. To do away with. A publication, or a portion thereof, is rescinded when it has served the purpose for which it was issued or when the material becomes obsolete.

Revision. A rewritten version of an existing publication. It supersedes the previous edition in its entirety, including changes.

Supersede. To make a substitution, that is, to replace an entire publication, chapter, paragraph, figure, or appendix with something new.

The proponent of this publication is the Office of the Assistant Chief of Staff for Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Medical Command, ATTN: MCHS-AS, 2050 Worth Road, Fort Sam Houston, TX 78234-6013.



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