
Updates to the *Guide to Publications*

By

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INTRODUCTION

The original *Guide to Publications* was first published by DISAM in 1988 as a stand-alone pamphlet. In 1990 the guide was incorporated for the first time as an appendix to the 10th edition of *The Management of Security Assistance*, the principal DISAM text. Since the basic guide was last updated in the 13th edition in 1992, numerous changes have taken place which affect the requisitioning and pricing of publications used by our FMS customers. The purpose of this article is to let the SAO and customer know the extent of these changes. This article is an update of the guide contained in the 14th edition of the textbook published in May 1994.

There have been significant changes in the basic FMS publications during 1992 and 1993. The NAVSUP 526 was completely revised in April 1993, Change 1 was issued in August 1993, the Army's PAM25-33 is on its way out and AFM 67-1, VOL IX, is being completely revised at this time. In the financial world DoD 7290.3-M was replaced by DoD 7000.14-R, Volume 15, which was distributed in June 1993. Moves are underway at this time to include the MILDEP FMS financial guidance currently in AFM 170-1, AR 37-60/AR 37-1 and NAVCOMPT Extract as appendices in Volume 15. If this was not enough, DLSC decided to publish most of their publications on CD-ROM and did away with microfiche products. The MILDEPs are also beginning to use this computer media. Table 1 has been revised to reflect changes in the basic publication guidance.

TABLE 1

PUBLICATIONS: POLICY AND INDEX GUIDANCE

DoD AGENCY	POLICY AND/OR LOGISTICAL/FINANCIAL	ORDERING INDEX
DoD	DoD 7000.14-R, V15	DoD 5025.1-1
ARMY	AR 12-8/AR 37-60	DA PAM 25-30/DA PAM 25-32
NAVY	NAVSUP 541/526	NAVSUP PUB 2002 F
NPFD (MILSPECS)	DoD 4120.3	DoD INDEX OF SPECIFICATIONS AND STANDARDS (DoDISS)
AIR FORCE	AFR 130-1/170-3 AFM 67-1, VOL IX TO 00-5-19	TO 0-1-01/TO 0-1-02 AFIND 0-20/AFIND 0-22 USAF INDEXES
DLSC	DoD 4130.2	FEDERAL SUPPLY CATALOG INDEX C1, VOL 1

NAVY UNIQUE UPDATES

The Navy Publications and Forms Center (NPFC) was absorbed by ASO and renamed the Navy Publications and Forms Directorate (NPDF). All the previous NPFC responsibilities were retained by NPDF. The Navy is also following the trend toward replacing microfiche with CD-ROMs and customers should plan accordingly.

All requisitions for publications are still forwarded from NAVILCO directly to the Naval Publications and Forms Directorate (NPDF), which screens for these classification requisitions. At NPDF, unclassified publications not subject to publication sponsor approval will generally be released to the customer country automatically. Unclassified publications subject to sponsor release approval will be delayed at NPDF pending sponsor approval, which NPDF will attempt to obtain.

Some publications, such as the Management List-Navy (ML-N) and the Master Cross Reference List (MRCL), are produced and managed by the Defense Logistics Services Center (DLSC). These publications cannot be requisitioned through NAVILCO. Customers must establish a case with DLA for these publications.

Finally, the Defense Printing Service (DPS) took over responsibility for specifications and standards. A new pamphlet "A Guide for Private Industry: How to Obtain Specifications and Standards from the DoD Single Stock Point (DoDSSP) was issued on 1 May 1991. Just ask DPS for Guide 1.

The contact points for Navy publications as of 1 January 1994 are:

- NAVILCO Country Program Manager (Code 20).
- For automatic distribution: ASO Warehouse Operations Directorate, Code 10363 5801 Tabor Avenue, Philadelphia, PA 19120. Telephone numbers are DSN 442-3217, Commercial (215) 697-3217.
- Other: Naval Publications and Forms Directorate, Code 1013, 5801 Tabor Avenue, Philadelphia, PA 19120. Telephone numbers are DSN 442-5632, Commercial (215) 697-5632

ARMY UNIQUE UPDATES

Requisitioning for Army publications is accomplished under a combination of MILSTRIP and non-MILSTRIP requisition processes because U. S. Army Publications and Printing Command (USAPAC) does not have an automated internal supply system capable of accepting MILSTRIP requisition actions. However, USASAC records all publication orders in the Centralized Integrated System. International Logistics (CISIL) so that the customer always has visibility of the requests

The Army recently revised their requisitioning procedures and the forms that are used. The resupply method, which includes both defined and blanket order (BOE) FMS cases, are requisitioned using the DA Form 4569-1-R, "Security Assistance DA Publication Requisition Code Sheet." The instructions and a copy of this form are contained in DA Pamphlet 25-32, and the form can be locally reproduced. On the other hand, the customer uses the DA Form 12-99-R, "Subscription Change Sheet" to obtain publications using the initial distribution method (sometimes called pinpoint distribution). This reproducible form is also in DA Pamphlet 25-32 but the instructions to complete the form are in DA Pamphlet 25-33. NOTE: DA Pamphlet 25-33 is in the process of being rescinded and merged with DA Pamphlet 25-32.

The resupply method is used to order specific publications on a one time basis, to replace lost or damaged publications, or to update basic publications. No automatic distribution is authorized under this method. Finally, requisitions for classified publications and sensitive accountable blank forms, orders for restricted publications and requests for unclassified publications and forms must each be submitted on a separate DA Form 4569-1-R. The customer should insure that the proper spacing, dashes, and slashes are used in the publication number. If omitted, the request will be rejected for corrections, which delays processing. The DA Form 12-99-R, is used for submission of technical publications applicable to specific major items. The U. S. Army Publications and Printing Command has assigned a block and series number to all publications; therefore, the DA 12-Series forms are no longer used. All requirements should be annotated on DA form 12-99-R.

Effective 1 January 1994 all FMS customers requiring advice and assistance on publications problems should contact: Commander, US Army Security Affairs Command, ATTN: AMSAC- (appropriate central case management branch) 3rd Street and "M" Avenue, New Cumberland Army Depot, New Cumberland, PA 17070-5096. For general information, customers may contact USASAC/AMSAC-OL-S at DSN 977-6980, Commercial (717) 770-6980.

AIR FORCE UNIQUE UPDATES

The Air Force has just undergone a major realignment. In July 1992, the AFLC and the AFSC were merged into the new Air Force Material Command (AFMC). As a result, there were lots of office changes and a whole set of new office symbols. The International Logistics Center (AFLC/ILC) was renamed the Air Force Security Assistance Center (AFSAC). The publication of the revised AFM 67-1, Volume IX, Chapter H, Publications, is scheduled for later this year.

Contact point as of 1 January 1994 for standard publications is HQ AFSAC/XMPP, 1822 Van Patton Drive, Wright-Patterson AFB, OH 45433-5337. Telephone DSN 787-8120/8118. Commercial (513) 257-8120/8118. All inquires concerning Technical Orders should be directed to OC-ALC/TILUF, 7851 2nd Street Suite 213, Tinker AFB, OK 73145-9147. Telephone numbers are DSN 336-7684, Commercial (405) 736-7684.

FEDERAL SUPPLY CATALOGS

This area of the guide has been completely revised and expanded from a couple of paragraphs and a point of contact to reflect the importance the services provided by the Defense Logistics Services Center (DLSC) and the movement into the area of CD-ROM technology.

Certain DLSC products are available ONLY to NATO and Non-NATO Sponsored countries because they may contain proprietary data, characteristics data of countries other than the U.S. and/or transaction histories. These publications include:

FED LOG: This four disk CD-ROM product is produced on a monthly basis. It replaces the following microfiche products: Management List (ML-C, ML-N), Master Cross Reference List (MCRL-1, MCRL-2, MCRL-3); Commercial and Government Entity Codes/NATO Supply Codes for Manufacturer (H4/H8); Federal Item Logistics Data Record (FILDR); Commercial and Government Entity Codes/NATO Supply Codes for Manufacturer (H4-1, H4-2, H4-3); and National Stock Number Demilitarization Code (DEMIL).

FILDR: This will likely be a multi disk product, containing characteristics data and transaction history information. A sanitized version, which will be stripped of proprietary data and will be available to non-NATO non-sponsored countries, will be developed after the regular FILDR is in production.

AMMO DATA: This will be a one disk product and will be replaced yearly.

The following CD-ROM products will be available to ALL customers:

DEMIL CATALOG: Contains demilitarization data. This will be a one disk product and will be replaced every two months.

MEDICAL CATALOG: This will be a one disk product, and will be replaced monthly.

The following products will be available to all countries, but they are meant to take the place of FED LOG which is unavailable to all countries. These products are expected to be ready for distribution some time in 1994:

MCRD: This product will contain reference number and reference number coding data cross referenced to NSN data. It will likely be a two disk product. The MCRL will be issued four times per year.

MD & I&S: This product will contain management data to assist requisitioners in acquiring and accounting for items of supply, cross referenced to NSNs. Includes data like Acquisition Advice Code (AAC), Source of Supply (SOS), Unit of Issue, Price, Reparability Coding, along with Interchangeability and Standardization data (I&S). It will likely be a two disk product, and will be issued four times per year.

H-SERIES and H4/H8: This product will incorporate the former H2-1 & H2-2 (Federal Supply Class and Item Name information), H3 (ammunition code data), H5 (corporate parent and affiliate information), and H6 (Item Name dictionary) and will contain corporate name and address information referenced to CAGEs/NSCMs (H4/H8). This will be a one disk product, and will be replaced monthly.

NEW MAGNETIC TAPE PRODUCTS/HARD COPY PUBLICATIONS

The customer also has the option of obtaining copies of the tapes that will be used to make these CD-ROM products. The tapes will contain all the data that is on the CD products. Federal Item Name Directory (H6), Federal Supply Class (H2-1), H2/H6 Advance Change Notices and Ammunition Catalog. All of these except the H2-1 and Ammunition Catalog will be issued yearly. The H2/H6 will be issued monthly. FMS customers can obtain these information products through FMS cases negotiated with DLSC or through cases with the MILDEPs. Requests for information about DLSC publications or placing order should be directed to: Commander, Defense Logistics Services Center, ATTN: DLSC-SD, 74 N. Washington Street, Battle Creek, MI 49017-3084. Telephone number is (616) 961-4310/4328 or use FAX: (616) 961-4760

NATO SOURCES

A new player in the publications area is the NATO Maintenance and Supply Agency (NAMSA). NAMSA is the focal point for the NATO MCRL on CD-ROM (NMCRL). This product will contain all of the NSNs, reference numbers, CAGEs/NSCMs, Item Names, and manufacturers data (name and address) of all the NATO countries, including the U.S. It will be a multi-disk CD-ROM product. The product is available to all countries. The NMCRL will be issued six times per year, with each issue updated to include any changes since the last issue. The NATO MCRL will operate in the same hardware/software environment as DLSC's CD products.

The NMCRL will be produced and distributed by NATO. For further information on the actual release date and pricing data, contact NAMSA at: NATO Maintenance and Supply Agency (NAMSA), Codification Division, 11 Rue de la Gare, L-8301 Capellen, Grand Duchy of Luxembourg. NAMSA can be reached at (352) 308585310/809 or via Felefax: (352) 30858572. DLSC-SD also has information about the NATO MCRL program .

DoD PUBLICATIONS PRICING POLICY

This updated guide contains the latest in DoD publication prices. However, these are subject to change without prior notice. The table numbers refer to the tables as they appear in the new guide. In the Navy, each of the major commands determines the price of each publication based on actual acquisition costs, using the above formulas found in DoD 7000.14-R, Volume 15. According to NATSFINST 4920.1C (20 June 1993), when exact costs cannot be determined a rate of \$1.12 per page will be charged for newly acquired changes, revisions or basic manuals that are added to the inventory after 30 June 1993. Manuals already in the inventory will be priced at \$1.00 per page. Once determined, the prices are forwarded to NPDF. NPDF uses these publication prices to charge the FMS customer. USASAC-Alexandria has updated the data used by USASAC-New Cumberland to price many of their Army publications. Each publication provided through the USAPPA ID System is now billed separately under a unique document number. (Prior to 1 November 1988, such publications had been billed as a roll up of several publications under one document number.) Air Force activities use Table 716-3 in DOD 7000.14-R as the starting point for pricing Air Force standard publications, Technical Orders and related documents. Since they have gone out of the microfiche business, DLSC has developed a completely revised pricing package. The prices in Table 6 which follows, summarize the prices and availability their CD-ROM based, magnetic tape and hardcopy information products.

ORDERING SPECIALIZED PUBLICATIONS FROM OTHER DoD SOURCES

Publications are normally ordered through FMS cases with the three MILDEPS; however, some publications can be ordered directly from the agency which acts as the single manager for a particular series. Requisitioning from these sources directly can speed up the delivery. In some cases, the agency is the only source of the publications.

DoD SPECIFICATIONS AND STANDARDS

The original list of specifications and standards has been expanded. The single DoD manager and stock point for obtaining specifications and standards is now the Defense Printing Service (DPS).

As the single stock point, DPS stores and distributes the following types of documents: Military Specifications and Standards, Federal Specifications and Standards, Qualified Products Lists, Industry Documents [DoD Adopted (issued to DoD only)], Military Handbooks, Air Force-Navy Aeronautical Standards, Air Force-Navy Aeronautical Design Standards, U.S. Air Force Specifications, Air Force-Navy Aeronautical Bulletins, U.S. Air Force Specification Bulletins, Other Departmental Documents, and Data Item Descriptions.

Foreign governments as well as commercial firms, both national and foreign, can obtain these documents by submitting their requests directly to DPS. [Note: classified specifications are still handled by NPDF and should be ordered through NPDF channels]. This is outside of the normal FMS processing rules, and an FMS case is not needed to obtain these publications. Requests for the basic specifications and standards should be mailed to: Military Specifications and Standards, Bldg. 4/D, 700 Robbins Avenue, Philadelphia, PA 19111-5094.

TABLE 3
U.S. ARMY PUBLICATION PRICING GUIDE

GENERAL CATEGORY	PUBLICATIONS	PRICING (see notes)	
Administrative	Army Regulations (AR)	\$17.00 each/\$6.00 fiche	
	DA Circulars (CIR)	\$17.00 each/\$6.00 fiche	
	DA General Orders (DAGO)	\$17.00 each/\$6.00 fiche	
	DA Pamphlets (PAM)	\$17.00 each/\$6.00 fiche	
	DA Posters	\$ 6.00 each/\$6.00 fiche	
	Department of Defense Publications (DoD)	\$17.00 each/\$6.00 fiche	
Supply	Joint Chiefs of Staff Publications (JCS PUB)	\$17.00 each/\$6.00 fiche	
	Federal Supply Catalogs,	\$17.00 each/\$6.00 fiche	
	DoD sections (C)	\$17.00 each/\$6.00 fiche	
	Publications Units (PUB UNIT)	\$17.00 each/\$6.00 fiche	
	Supply Bulletins (SB)	\$17.00 each/\$6.00 fiche	
	Supply Catalogs (SC)	\$17.00 each/\$6.00 fiche	
	Supply Manuals (SM)	\$17.00 each/\$6.00 fiche	
	Army Subject Schedules (ASUBJSCD)	\$32.00 each/\$6.00 fiche	
Doctrinal Training	Army Training and Evaluation Program (AETEP)	\$32.00 each/\$6.00 fiche	
	Army Training Program (ATP)	\$32.00 each/\$6.00 fiche	
Organizational	Army Training Tests (ATT)	\$32.00 each/\$6.00 fiche	
	Common Table of Allowances (CTA)	\$32.00 each/\$6.00 fiche	
	Field Manuals (FM)	\$32.00 each/\$6.00 fiche	
	Firing Tables (FT)	\$32.00 each/\$6.00 fiche	
	Firing Table Regulations (FTR)	\$32.00 each/\$6.00 fiche	
	Trajectory Charts (TJC)	\$32.00 each/\$6.00 fiche	
	Joint Table of Allowances (JTA)	\$32.00 each/\$6.00 fiche	
	Tables of Distribution and Equipment (TDA)	\$32.00 each/\$6.00 fiche	
	Tables of Organization and Equipment (TOE)	\$32.00 each/\$6.00 fiche	
	Training Circulars (TC)	\$32.00 each/\$6.00 fiche	
	TRADOC Bulletins (TRADOC BUL)	\$32.00 each/\$6.00 fiche	
	Technical	Lubrication Orders (LO)	\$55.00 each/\$6.00 fiche
		Technical Bulletins (TB)	\$55.00 each/\$6.00 fiche
		Technical Manuals (TM)	\$55.00 each/\$6.00 fiche
		Modification Work Orders (MWO)	\$20.00 each/\$6.00 fiche
Changes	If ordered without the basic publication	\$6.00 each	
Blank Forms	All	\$.08 copy	
		(Minimum order is \$4.40)	

Notes: Add additional 20% for classified publications. All prices are rounded up to nearest whole dollar. All logistic support charges (LSC); packing, crating, and handling (PCH); and inland CONUS transportation charges are included in the prices.

**TABLE 6
DEFENSE LOGISTICS SERVICE CENTER (DLSC) PRICING GUIDE**

<u>CD-ROD PRODUCTS</u>	<u>ISSUES</u>	<u>ECD</u>	<u>PRICE *</u>	<u>NOTE</u>
FED LOG	12	Available	\$196.00	**
FILDR Data	4	TBD	\$241.00	**
H-Series & H4/H8	12	Available	\$177.00	
AMMO Data	1	TBD	\$42.00	
MED CAT	12	Available	\$357.00	
DEMIL Data	6	TBD	\$244.00	
MCRD	4	TBD	\$100.00	#
MD and I&S	4	TBD	\$129.00	#

HARD COPY PRODUCTS

Federal Item Name Directory (H6)	1	TBD	\$48.00	
Federal Supply Class (H2-1)	1	TBD	\$8.00	
H2/H6 Advance Change Notices	12	TBD	\$145.00	
Ammunition Catalog	1	TBD	\$126.00	

TAPES

H6/H3	12	TBD	Variable	@
FED LOG	4	Available	Variable	@
H2/H6 Advance Changes	12	TBD	Variable	@
KFF AD HOC Extracts	As Needed	TBD	Variable	@

* All prices in this table are subject to change. Contact DLSC for latest pricing information.

** Products authorized for distribution only to NATO countries and to countries that are sponsored members of the NATO Codification System (NCS).

Products will be authorized for distribution only to non-NATO, non-sponsored countries.

@ Billed at \$104.00 per hour of machine time plus small charge for operator time and administration.

SUMMARY

This article has presented an overview of the major changes in the requisitioning and pricing systems used by the MILDEPs and other DoD agencies. Ordering publications is not a simple process but it is an important one. Out-of-date publications can complicate the supply and maintenance processes. The importance of monitoring publications cannot be stressed enough. If you encounter any problems, contact your representative in the appropriate International Logistics Control Office (ILCO) or DLSC.

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