

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ALASKA  
Fort Richardson, Alaska 99505-5000

United States Army Alaska Pamphlet 25-4

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Information Management

Ordering Blank Forms and Local Command Publications

**Summary.** This pamphlet contains procedures for ordering blank forms, United States Army Alaska (USARAK) publications, and United States Army Pacific (USARPAC) publications from the Directorate of Information Management (DOIM) Publications and Blank Forms Stockroom at Fort Richardson.

**Applicability.** This pamphlet applies to USARAK units and activities and all other activities, organizations, and agencies located at or in the geographical areas of Forts Richardson, Wainwright, and Greely.

**Interim changes.** Interim changes to this pamphlet are not official unless the Director of Information Management (DOIM) authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** This pamphlet's proponent agency is the DOIM, Administrative Services Division, Publications Branch. The Publications Branch invites users to send comments and suggested improvements on a Department of the Army Form (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the USARAK Publications and Blanks Forms Stockroom, Attention: APVR-RIM-ASD-PB.

**1. Purpose**

This pamphlet establishes the procedures for ordering blank forms and USARAK and USARPAC publications from the Fort Richardson stockroom. The pamphlet does not cover any procedures for ordering DA publications from the United States Army Publications Agency (USAPA) in Saint Louis, Missouri. Information about ordering DA publications can be obtained from DA Pamphlet 25-30, DA Pamphlet 25-33, and from the USAPA home page ([www.usapa.army.mil](http://www.usapa.army.mil)).

**2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

**3. Explanation of abbreviations**

Abbreviations used in this pamphlet are explained in the glossary.

**4. Responsibilities**

a. The DOIM is responsible for establishing a program to make blank forms and command publications available to supported units that are unavailable on the World Wide Web or compact disk.

b. The USARAK Publications Control Officer is responsible for operating the Publications and Blank Forms Stockroom, and assisting units and activities in filling their blank forms and publications needs.

c. Personnel ordering forms and publications will ensure that requisitions are completed and submitted properly, according to the instructions in this pamphlet.

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\*This pamphlet supersedes United States Army Alaska Pamphlet 25-4, dated 31 March 2001.

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### 5. General

a. The DOIM operates the Publications and Blank Forms Stockroom on Fort Richardson in Building 800, Room 20. The telephone number is 384-2900. There is no stockroom at Fort Wainwright. The stockroom at Fort Richardson supplies blank forms listed in DA Pamphlet 25-30 that are unavailable on the World Wide Web or internet/intranet.

b. The DOIM Publications and Blank Forms Stockroom no longer prints or stocks USARAK, USARPAC, and higher echelon publications, forms, certificates, folders, letterhead, and posters. Current stock will be issued until exhausted. If hard copies of these publications or forms are needed, it is the unit's or organization's financial responsibility to have these printed at the Document Automation and Production Service. The majority of these products are available on the World Wide Web at the addresses listed below. The Publications and Blank Forms Stockroom will continue to stock DA, Defense Department (DD), Standard Form (SF), and Optional Form (OF) forms that are available through supply channels at not cost to USARAK.

(1) USARAK: [http://www.usarak.army.mil/usarak\\_pubs/](http://www.usarak.army.mil/usarak_pubs/).

(2) USARPAC: <https://dcsim/usarpac.army.mil/elibrary/index.htm>.

(3) DA, SF, OF, Servicemembers Group Life-Insurance/Veterans Administration (SGLV) forms: [http://www.usapa.army.mil/USAPA\\_PUB\\_formrange\\_f.asp](http://www.usapa.army.mil/USAPA_PUB_formrange_f.asp).

(4) DD forms: <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM>.

c. The Publications and Blank Forms Stockroom **does not stock** Army regulations (ARs), field manuals (FMs), technical manuals (TMs), Army training and evaluation reports (ARTEPs), DA posters, UPDATE handbooks, soldier training publications (STPs), or any other **publication** listed in DA Pamphlet 25-30. Forms that are designated for specific use by a unit (such as Medical Department Activity (MEDDAC) forms, Morale, Welfare, and Recreation (MWR) forms, Directorate of Community Activities (DCA) forms, unit letterhead, etc.) are not stocked.

### 6. Ordering procedures

AR 25-30 authorizes commanders to maintain a 60-day maximum supply of blank forms on hand within the organization. Stockpiling forms is not authorized. Anyone needing forms or publications may submit a request to the Publications and Blanks Forms Stockroom at any time.

a. Forms and publications are available on a walk-in basis at Fort Richardson. A completed USARAK Form 30(E) (Order for Blank Forms or USARAK/USARPAC Publications) will be presented at the customer desk. All attempts will be made to complete the order while the customer waits. There is a drop box on the Publications and Blank Forms Stockroom door for leaving orders brought after customer hours or when the Publications and Blanks Forms Stockroom is closed.

b. A 24-hour telephone line is available to all customers (384-0932) to order a limited number of items. Telephone orders should be limited to five items or less. Stockroom personnel, using the information obtained from the telephone message, will complete the USARAK Form 30(E). You must state your name and correct mailing address when you leave a message for the completed order to be mailed to you. DO NOT follow up telephone orders by submitting a USARAK Form 30(E). This will duplicate your order. All attempts will be made to send the order out in the next day's distribution.

c. Orders can be submitted by facsimile machine. The number is 384-7124. Orders can be submitted at any time, the machine is operational 24 hours each day.

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d. Orders can be submitted through Mail and Distribution, in Building 602, on Richardson Drive, using the address below:

PUBLICATIONS AND BLANK FORMS STOCKROOM  
600 RICHARDSON DRIVE # 7100  
FORT RICHARDSON, ALASKA 99505-7100

e. Orders can be also taken or delivered to Building 800, Room 20, on Fort Richardson.

### 7. Using United States Army Alaska Form 30(E)

Order forms and publications from the Publications and Blank Forms Stockroom using USARAK Form 30(E). This form is available at the stockroom and is also available on USARAK web site ([http://www.usarak.army.mil/USARAK\\_Pubs/USARAK\\_Forms/](http://www.usarak.army.mil/USARAK_Pubs/USARAK_Forms/)). Complete Block 1-4b using figure 1 as a guide. The requisition does not have to be typed, but please print legibly. Do not write anything in Blocks 5 through 10. These are for use by stockroom personnel.

a. A copy of the USARAK Form 30(E) will be returned with your order showing the quantities mailed, the quantities on order if the form is not in stock, and any specific reason why the item you requested could not be supplied to you. Keep this copy in your files for reference.

b. List blank forms and publications by category and in ascending numeric order. (Example: DA Form 1, DA Form 31, DA Form 2166-7, DD Form 2A, DD Form 314, SF 71, SF 600, USARAK Form 2, USARAK Form 6, USARAK Regulation 190-1, etc.).

c. In Block 4b, indicate the total number of forms you require for each form you are ordering. Do not be concerned with how many forms come in a "pack." That has no bearing on how many forms you will need. You are not ordering packs or packages of forms; you are ordering individual forms. Do not assume there are 100 forms in a pack or package and write "1" in Block 4b. If you write "1," you will be sent one form. If you want 100 forms, write "100" in Block 4b. If you want 50 forms, write "50" in Block 4b, etc.

d. When ordering USARAK or USARPAC publications, put on your order whether the item is a regulation, supplement to a regulation, pamphlet, circular, or poster. A regulation might have the same number as a pamphlet and you may not receive the correct item. Use USARAK Pamphlet 25-1 and USARPAC Pamphlet 25-30 to research publications before ordering.

### 8. Completed orders

Completed orders will be sent through Mail and Distribution using the address you indicate in Block 3 on the USARAK Form 30(E). This takes 1 to 2 days. If you have not received your forms/publications within 2 weeks from the date you submitted the order, contact the stockroom personnel at 384-2900. Customers at Fort Richardson who want to pick up their order can do so. Indicate "Will Pick Up" in Block 3.

a. Accountable forms are sent by certified or registered mail to customers not located on Fort Richardson. A DA Form 410 (Receipt for Accountable Form) will be included with the order. The DA Form 410 must be signed by the individual who ordered the forms and returned to the Fort Richardson stockroom no later than 10 days after receipt of the forms. Failure to return the DA Form 410 will result in the shipment having to be investigated for possible fraud or loss. Fort Richardson customers must complete the DA Form 410 at the stockroom before receiving the forms.

b. When the order is received, review the enclosed USARAK Form 30(E). The form may have comments or changes to your order. The abbreviations or notations below are used when an order has been changed or an item cannot be supplied. These might aid in determining what was wrong with the order.

(1) *Not Shown in the Catalog.* Stockroom personnel have looked for the item in the indexes of forms/publications and cannot find it. Check the ordering source to see if the item number or name is

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correct. Is it a DD form instead of a DA form? Were the numbers reversed? Was it perhaps a circular instead of a regulation?

(2) *OBS*. This indicates the item is obsolete or has been rescinded. If the catalog indicates a replacement, the new item will be issued and noted on the order. Order the new form or publication in the future. Do not continue to order the obsolete item.

(3) *On Order*. Presently no stock is available, but the item is on order. When the item is received from the printing source/supplier, your order will be completed and a copy of your original USARAK Form 30(E) will be sent with the item. Do not continue to order the item. When you received the shipment, you will know the item is back in stock.

(4) *Not Stocked (EMO)*. The form/publication is no longer supplied by the stockroom and is available in electronic media only. Units/activities are responsible for funding printing costs at the Document Automation and Production Service to have the item reproduced and stocked, or the item may be downloaded for use. These web sites can be used to locate and download a copy of the form/ publication for printing:

- (a) USARAK forms and publications: [http://www.usarak.army.mil/USARAK\\_Pubs/](http://www.usarak.army.mil/USARAK_Pubs/).
- (b) USARPAC forms and publications: <https://dcsim.usarpac.army.mil/elibrary/index.htm>.
- (c) DA/SF/OF/SGLV forms: [http://www.usapa.army.mil/USAPA\\_PUB\\_formrange\\_f.asp](http://www.usapa.army.mil/USAPA_PUB_formrange_f.asp).
- (d) DD forms: <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM>.

(5) *Not Stocked (NS) Local Reproduction Authorized (LRA)*. This indicates the form is not stocked or handled at the Fort Richardson stockroom. If the form is an LRA form or what is referred to as “-R (dash R) form (such as DA Form 5800-R), the item can be printed at the Document Automation Production Service. You must obtain a suitable, original copy of the form. Forms can be obtained from the prescribing directive shown in DA Pamphlet 25-30 for that form (in this instance, AR 37-104-10 is the prescribing directive for DA Form 5800-R). The form might also be available on the disk of electronic forms furnished with DA Pamphlet 25-30 or available at the USAPA web site. The unit will be responsible for printing cost funding at the Document Automation Production Service to obtain a supply of these forms.

(6) *S&I see DA Pam 25-30*. This indicates the item is stocked and issued (S&I) by a specific organization. The address for ordering the form is shown in DA Pamphlet 25-30 on the full-record view of the catalog item you are looking for. Submit the request to that organization.

## 9. Administrative files

All documents pertaining to your unit's account must be filed properly according to AR 25-400-2 procedures. The file numbers below are recommended, but not limited to, files to be used for your account administration.

- a. 1jj. Reference publications.
- b. 25-30n. Accountable form receipts and issues. Use this file for any DA Forms 410 you receive.
- c. 25-30hh. Publication and form requisition. Use for filing completed USARAK Forms 30(E).
- d. 25-30jj. Publication stock record cards. Use this file for tracking quantities of forms and publications received and issued.
- e. 25-30qq. Publication history and stock usage files. Use this file as an aid in determining which section requires specific forms and publications.

Order For Blank Forms or USARAK/USARPAC Publications				
<p>Do not use this form to order Department of the Army regulations, pamphlets or circulars, technical manuals, training circulars, field manuals or any other DA level publication.                      To order these items see the instructions published by the U.S. Army Publishing Agency at <a href="http://www.usapa.army.mil">www.usapa.army.mil</a>.</p>				
<p><b>INSTRUCTIONS:</b></p> <p>Block 1: Enter the Date                      Block 2: Print or type and sign your name                      Block 3: Print your Mailing Address. This will be used as a mailing label.</p> <p style="text-align: right;">Block 4a. List Forms or publications needed                      Block 4b. Print the total quantity of each form/publication ordered  <b>Blocks 5. through 10. For Stockroom use only.</b></p>				
<p>1. Date of Request</p> <p style="text-align: center;"><b>JANUARY 3, 2003</b></p>	<p>3. Mail To:</p> <p style="text-align: center;"><b>283 TM DETACHMENT                      APVR-WAG-TM ( SGT JONA TECH)                      1060 GAFFNEY ROAD #9899                      FT WAINWRIGHT AK 99703-9899</b></p>			
<p>2. Name of Individual submitting order:</p> <p style="text-align: center;"><b>SGT JONA TECH</b></p> <p>Phone Number:</p>				
4a. Form or Publication Number	4b. Quantity	5. Quantity Mailed or on Order/Notes to Customer (Stockroom use)		
DA 31	600			
DD 689	400			
SF 13	200			
USARAK 234	600			
USARAK REG 190-1	5			
USARPAC PAM 25-30	3			
<b>FOR STOCKROOM USE ONLY:</b>				
6. Date Received	7. Date Completed	8. Date Mailed	9. No. of Containers	10. Mail Receipt Number

USARAK FORM 30 (E)  
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Figure 1. United States Army Alaska Form 30(E)

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### 10. Internal distribution

To determine how many forms are required for a 60-day supply and to eliminate stockpiling forms that are seldom used, an internal control/distribution system should be established. Stock cards or 3-inch-by-5-inch cards can be used for each form. Record the date and quantity received, date and quantity issued, and to whom they were issued. After a few months you will be able to determine how many copies of a specific form are really required and whether you need to increase or decrease the quantities ordered for each form.

### 11. Field or training exercises

Units that have exercises or go to field training missions may want to set aside files or boxes that contain forms used while training. These forms should be completely separate from the normal 60-day supply. Have enough forms on hand to last the entire exercise. If alerted, the forms will be readily available and there will be no need to hastily prepare USARAK Forms 30(E) and gather required supplies of forms. After the training mission, immediately replace the forms that were used.

FOR THE COMMANDER

OFFICIAL:

*for [Signature]*  
JAMES B. RISELEY  
LTC, SC  
Director of Information Management

DAVID A. WOOD  
COL, GS  
Chief of Staff

**Appendix A  
References**

**Section I  
Required Publications**

- DA Pamphlet 25-30.....(Consolidated Index of Army Publications and Blank Forms) is cited in paragraphs 1, 5, and 8b. (This pamphlet is only available on compact disc read-only memory (CDROM).)
- USARAK Pamphlet 25-1 .....(Unites States Army Alaska Administrative Publication Index) is cited in paragraph 7d.
- USARPAC Pamphlet 25-30 .....(Index of USARPAC Administrative Publications) is cited in paragraphs 7c5 and 8c.

**Section II  
Related Publications**

(Related publications are sources of additional information. It is recommended the user have these on hand to effectively manage the unit forms and publications account with the Fort Richardson stockroom.)

- AR 25-30 .....(The Army Integrated Publishing and Printing Program).
- AR 25-400-2.....(The Modern Army Recordkeeping System (MARKS)).
- DA Pamphlet 25-33.....(Users Guide for Army Publications and Forms).

**Section III  
Prescribed Form**

- USARAK Form 30(E) .....(Order for Blank Forms or USARAK/USARPAC Publications) is cited in paragraphs 6, 7, 8, and 9b, figure 1, and paragraph 11.

**Section IV  
Referenced Forms**

- DA Form 410.....(Receipt for Accountable Form) is cited in paragraph 8a and 9e.
- DA Form 2028.....(Recommended Changes to Publications and Blank Forms) is cited in the suggested improvements statement.



**Glossary**

AR .....	Army Regulation
ARTEP .....	Army training and evaluation report
CDROM.....	compact disc, read-only memory
DA .....	Department of the Army
DCA.....	Directorate of Community Activities
DD .....	Defense Department
DOIM .....	Directorate/Director of Information Management
EMO .....	electronic media only
FM .....	field manual
LRA .....	local reproduction authorized
MARKS.....	Modern Army Recordkeeping System
MEDDAC.....	Medical Department Activity
MWR .....	Morale, Welfare, and Recreation
NS .....	not stocked
OBS.....	obsolete
OF .....	optional form
S&I.....	stocked and issued
SF.....	standard form
SGLV .....	Servicemembers Group Life-Insurance/Veterans Administration
STP .....	soldier training publication
TM.....	technical manual
USAPA .....	United States Army Publishing Agency
USARAK.....	United States Army Alaska
USARPAC.....	United States Army Pacific