Chapter 3

Printing and Publications

3-1. Printing Responsibilities

a. **Overview.**

(1) There is no organic printing capability at corps and below. If the unit has a large printing requirement, the ISSO validates, prioritizes, and forwards the request through channels to the appropriate organization. All ISSO/S1 officers are responsible for verifying the correct format of material and requests IAW AR 25-30. The ISSO has no involvement in topographic, psychological, or intelligence operations.

(2) The ISSO validates the printing requirements at corps and division. Organic reproduction devices include personal and unit-level computers, tactical deployable duplicators (TDDs), tactical document copiers (TDCs), and subscriber terminals. Reproduction detachments provide printing services to organic and nonorganic units in their area of operation.

b. **ISSO.**

(1) The ISSO serves as the central POC within the command for high- and medium-volume printing support requests. It verifies the format and forwards the requests through channels to the appropriate signal theater reproduction detachment or sustaining base printing facility.

(2) Theater reproduction detachments are assigned to the signal battalion which is organic to the theater Army signal brigade assigned to the Theater Signal Command (Army) TSC(A). This unit provides volume printing services on a 24-hour basis. Printing services include collating, binding, and packaging. TSC(A) reproduction detachments provide volume printing for all theater units not supported by organic volume printing capabilities.

c. **S1.** At brigade and below, the S1 approves and validates all printing requests and forwards them to the ISSO.

d. **Functional Staff/User.**

(1) Staff and users at all levels will forward reproduction requirements beyond their capabilities to the ISSO for disposition. At division and below, the tactical document copier is authorized for small reproduction requirements. The next higher command through the ISSO provides any printing needs beyond the unit's capability.

(2) The fictional staff officer is responsible for installing, operating, and maintaining organic reproduction equipment to support his own low-volume requirements. These requirements include organic reproduction equipment and peripheral printing devices connected to organic computers and battlefield automated systems (BAS).

(3) The signal officer is not responsible for organic reproduction equipment. This includes topographic, psychological, or intelligence operations and public affairs reproduction applications.

e. **Printing.** Table 3-1 lists the printing responsibilities from battalion through theater. Figure 3-1 illustrates the printing process.

Table 3-1. Printing responsibilities.

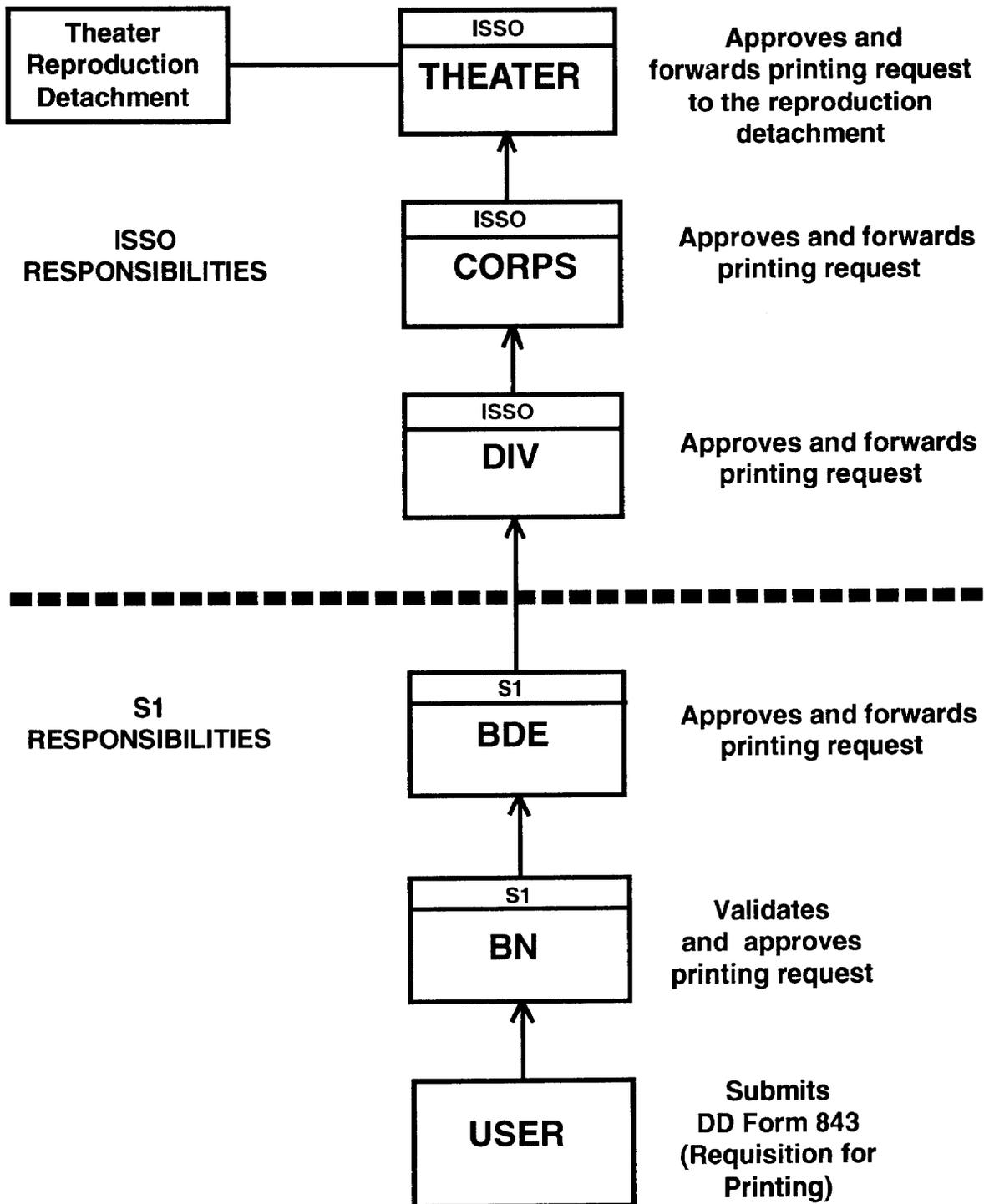| PRINTING				
ISSO refers to Signal Corps responsibilities, **user** refers to user responsibilities, **staff** refers to functional staff responsibilities, and **S1** refers to S1 responsibilities. S1 provides all ISSO services at battalion and brigade.				
RESPONSIBILITIES	**BN**	**BDE**	**DIV/CORPS**	**THEATER**
POC for any request to be forwarded	S1	S1	ISSO	ISSO
There is no printing capability at corps and below. If the need arises, the ISSO/S1 forwards the request through signal channels to the appropriate organization. The ISSO/S1 is responsible for verifying correct formatting of material and requests. The ISSO has no involvement in topographic, psychological, intelligence operations at corps.				

	Approves and forwards printing request to the reproduction detachment

Theater Reproduction Detachment — ISSO / THEATER

ISSO RESPONSIBILITIES

ISSO / CORPS — Approves and forwards printing request

ISSO / DIV — Approves and forwards printing request

S1 RESPONSIBILITIES

S1 / BDE — Approves and forwards printing request

S1 / BN — Validates and approves printing request

USER — Submits DD Form 843 (Requisition for Printing)

Figure 3-1. Printing process.

3-2. Publications Responsibilities

a. **Overview.** The ISSO is responsible for staff supervision of publications at division, corps, and theater. It recommends policies, procedures, and conventions for publications IAW AR 25-30. At brigade and below, the S1 is responsible for publications. When units enter the theater, the theater ISSO or the highest echelon ISSO assigns them a battlefield account number (BAN). The United States Army Printing and Publications Command (USAPPC) has set aside a specific block of BANs available for deployed units only. Units authorized the BAN will receive priority for all publications/forms requirements. The BAN allows units to requisition publications expeditiously in a tactical environment. Before deployment, units should ensure they have enough publications to accomplish their wartime mission for 90-120 days.

b. **ISSO.** The ISSO--

* Maintains the unit's publications account.

* Controls and prepares an index of headquarters publications (except combat operations orders).

• Reviews and approves publications requirements and ensures that required publications are correctly reflected on DA 12-series forms.

• Prepares and submits requisitions for administrative, training, doctrinal, and technical publications for headquarters staff and attached elements.

• Establishes both headquarters and command initial distribution of publications and forms to the unit staff, headquarters elements attached to the headquarters, and subordinate units.

• Establishes and maintains a stock of DA publications and blank forms for the headquarters staff and attached elements.

• Maintains a library of administrative publications for the headquarters staff. The publications section maintains technical publications IAW its operational needs.

• Controls the storage and use of classified, accountable, and sensitive publications and forms IAW AR 25-30.

• Reviews the annual initial distribution requirements printout received from the USAPPC.

• Ensures that publications account personnel are properly trained and are familiar with this manual, AR 25-30, and DA Pamphlet 25-33.

c. **S1.**

(1) At brigade and battalion, the S1 is the unit publications account manager and is responsible for consolidating, ordering, and distributing subordinate unit publications requests.

(2) For units at battalion and below, the S1 ensures that publications and forms are properly forwarded to the subordinate units that requested them.

d. **Functional Staff/User.** Staff/Users--

- Identify publications and forms requirements.

- Identify correct quantity of publications.

- Manage their own publications accounts IAW AR 25-30.

- Notify the ISSO when moving throughout the battlefield so APOs can be adjusted.

e. **Publications.** Table 3-2 lists the publications responsibilities from battalion through theater. Figure 3-2A illustrates publications and forms distribution using the BAN. Figure 3-2B illustrates the interim procedure until the BAN is established.

Table 3-2. Publications responsibilities.

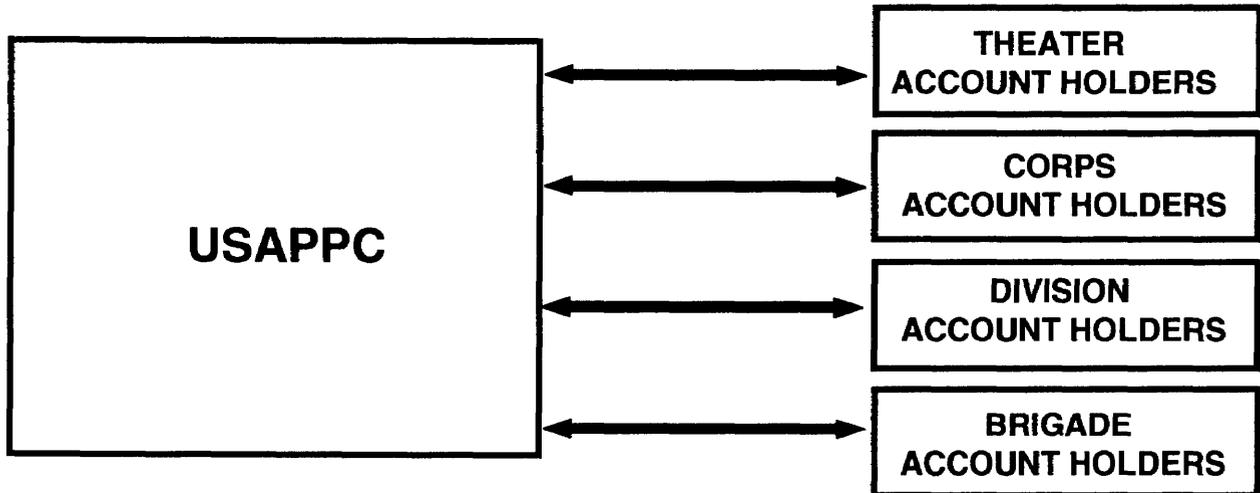| PUBLICATIONS				
SigO and ISSO refer to Signal Corps responsibilities, user refers to user responsibilities, staff refers to functional staff responsibilities, and S1 refers to S1 responsibilities. S1 provides all ISSO services at battalion and brigade.				
RESPONSIBILITIES	**BN**	**BDE**	**DIV/CORPS**	**THEATER**
Staff supervision of publications recommending policies, procedures, and conventions	SigO	SigO	ISSO	ISSO
Publications account management consolidating, ordering, and distributing subordinate unit requests through the pinpoint distribution system. This function occurs only at the echelon owning the pinpoint account. (see note)	S1	S1	ISSO	ISSO
Identify publications requirement	User	User	User	User
Publications library • not a mandatory requirement • when applicable, geared towards user's function (for example, S2 and maintenance)	User	User	User	User
NOTE: When the user has a separate pinpoint account, the account will be the user's responsibility.				

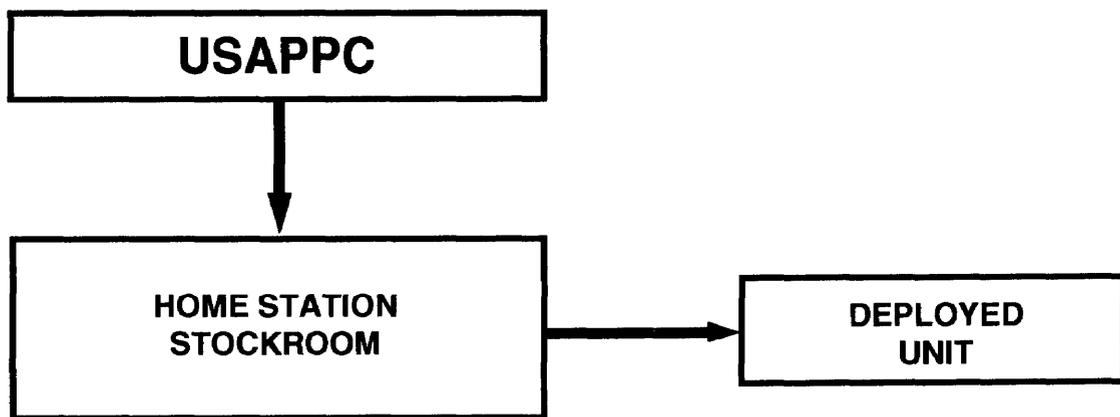*Figure 3-2A. Publications and forms distribution via mail using the BAN.*

Figure 3-2B. Publications and forms distribution via mail before the BAN is established.

3-3. Forms Management Responsibilities

a. **Overview.** The ISSO is responsible for staff supervision of forms management for the headquarters IAW AR 25-30. At brigade and below, the S1 is responsible for forms management. When units enter the theater, the theater ISSO or the highest echelon ISSO assigns them a BAN. The BAN allows units to requisition and distribute forms in a tactical environment. Before deployment, units should ensure they have enough forms to accomplish their wartime mission for 90-120 days.

b. **ISSO.** The ISSO--

* Recommends and forwards requests for new forms.

* Resupplies forms for the headquarters staff.

c. **S1.** The Sl--

* Compiles, orders, and distributes forms. (This function occurs only at elements owning the forms account.)

• Approves forms requests.

d. **Functional Staff/User.** Staff/Users--

• Request resupply of forms through the USAPPC or the ISSO.

• Adhere to forms usage policies. (This includes use management and requesting resupply.)

e. **Forms.** Table 3-3 lists the forms management responsibilities from battalion through theater.

Table 3-3. Forms management responsibilities.

FORMS MANAGEMENT				
SigO and ISSO refer to Signal Corps responsibilities, user refers to user responsibilities, staff refers to functional staff responsibilities, and S1 refers to S1 responsibilities. S1 provides all ISSO services at battalion and brigade.				
RESPONSIBILITIES	**BN**	**BDE**	**DIV/CORPS**	**THEATER**
Staff supervision of forms management • recommending policies, procedures, and conventions	SigO	SigO	ISSO	ISSO
• compiling, ordering, and distributing forms (This function occurs only at the elements owning the pinpoint account.)	S1	S1	ISSO	ISSO
Request for new forms • recommending	User	User	User	User
• approving	Staff/S1	Staff/S1	ISSO	ISSO
Adhere to forms usage policy • includes use management	Staff/User	Staff/User	Staff/User	Staff/User
• requesting resupply	User	User	User	User

3-4. Reproduction Responsibilities

a. **ISSO.**

(1) The ISSO has staff supervision of reproduction services. It recommends policies, procedures, and conventions IAW AR 25-30. Reproduction services include duplicating, collating, binding, and packaging. To provide reproduction services, the ISSO is authorized high-volume reproduction equipment. If reproduction requests exceed the volume limits, the requests are forwarded to the reproduction detachment.

(2) The ISSO--

• Manages printing, reproduction, and self-service copying operations for the headquarters staff.

• Approves, validates, and provides reproduction support to meet operational requirements.

• Provides limited emergency and special purpose reproduction for the headquarters staff and subordinate units when necessary.

• Ensures that proponents request the most economical materials, construction, processes, and number of copies that will achieve the intended purpose of the request.

(3) The ISSO has technical review responsibility for self-service copiers. Self-service copying is automatic and end-user operated. Self-service copy processing produces copies by electrostatic, thermal, or other processes. Self-service copiers should not be consistently used to reproduce more than 25 copies per original.

(4) Self-service copiers will only be moved from one activity to another with notification of the ISSO.

(5) The TDD is for medium- to high-volume duplicating in a tactical environment. Its use in garrison is prohibited. The DOIM through the General Printing Service (GPS) provides duplicating requirements while in garrison. The TSC(A), corps signal brigades, headquarters and headquarters companies, and division signal battalions have authorization for TDDs with speeds of more than 70 copies per minute (CPM). In these TOE/MTOE organizations, the ISSO will operate and maintain the TDD. AR 71-13 and CTA 50-909 (Table 75) authorize acquisitions for TDDs with speeds of up to 130 CPM. The ISSO will forward printing requirements that exceed the definition of duplicating to the first available printing organization.

b. **S1/Functional Staff.** The functional staff is responsible for--

• Validating, approving, assisting, and advising user requirements for copying.

• Assisting users in procuring organic reproduction/copying equipment.

• Reviewing user requests and providing information and advice on the different classes and technical specifications of reproduction devices IAW AR 25-30.

• Providing information on sources through which the reproduction devices may be procured.

c. **User.**

(1) Users are responsible for determining their own reproduction requirements. Once the user identifies his reproduction requirements, the functional staff validates the requirements.

(2) Users are responsible for copier operations and maintenance.

(3) A self-service copier may no longer be required or may become unserviceable. In these cases, the user coordinates with the ISSO/S1 to determine proper disposition and to return the copier to the vendor.

(4) Users will normally obtain self-service copier maintenance support while in garrison through the DOIM. Such equipment, whether owned or leased, will become station property. An exception is the acquisition and use of TDCs for MTOE units, activities, or major elements. (See CTA 50-909, Chapter 14, Appendix C, for acquisition authority for these copiers.)

d. **Reproduction.** Table 3-4 lists the reproduction responsibilities from battalion through theater. Figure 3-3 illustrates the reproduction process,

Table 3-4. Reproduction responsibilities.

REPRODUCTION				
SigO and **ISSO** refer to Signal Corps responsibilities, **user** refers to user responsibilities, **staff** refers to functional staff responsibilities, and **S1** refers to S1 responsibilities. S1 provides all ISSO services at battalion and brigade.				
RESPONSIBILITIES	**BN**	**BDE**	**DIV/CORPS**	**THEATER**
Staff supervision of reproduction recommending policies, procedures, and conventions	SigO	SigO	ISSO	ISSO
Tactical deployable duplicator (TDD) operations	*	*	ISSO	ISSO
Copier management • determining need for requirement • validating requirement • assisting/advising in satisfying the requirement	 User S1/Staff S1/Staff	 User S1/Staff S1/Staff	 User ISSO ISSO	 User ISSO ISSO
Copier operation and user maintenance	User	User	User	User
* TDDs are not authorized below division.				

ISSO
RESPONSIBILITIES

ISSO
DIV

**Handles request for medium-
to high-volume copies**

S1
RESPONSIBILITIES

S1
BDE

**Validates and approves
copying request**

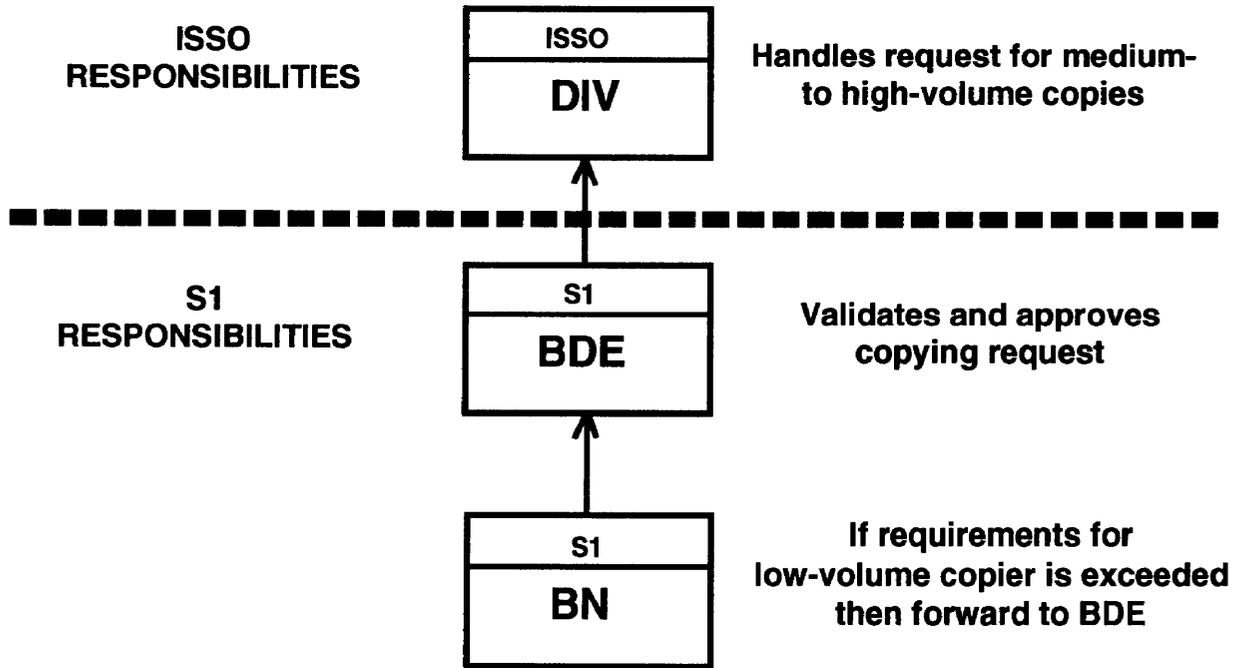| S1 |
| --- |
| **BN** |

**If requirements for
low-volume copier is exceeded
then forward to BDE**

Figure 3-3. Reproduction process.