

SDDC Regulation 25-30

Information Management:

**Military Surface
Deployment and
Distribution Command
(SDDC) Publishing
Program**

**Headquarters, Military Surface
Deployment and Distribution Command
1 Soldier Way
Scott AFB IL 62225-5006
29 June 2015**

UNCLASSIFIED

SUMMARY of CHANGE

SDDCR 25-30

Military Surface Deployment and Distribution Command (SDDC) Publishing Program

This is a new issuance.

DEPARTMENT OF THE ARMY
 HEADQUARTERS, MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND
 1 SOLDIER WAY, SCOTT AIR FORCE BASE IL 62225-5006

SDDC REGULATION
 NO. 25-30

29 June 2015

Information Management

MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND (SDDC)
 PUBLISHING PROGRAM

	<u>Paragraph</u>	<u>Page</u>
Purpose.....	1.....	1
Applicability.....	2.....	1
Scope.....	3.....	1
Responsibilities.....	4.....	2
Format.....	5.....	3

APPENDIX

A. References.....	6
B. SDDC Form 1, SDDC Control and Routing Slip.....	7
C. SDDC Publications Process Flow.....	9
D. Publication Types and Uses.....	10
E. Sample Format for SDDC Regulations, Front Cover.....	11
F. Sample Format for SDDC Regulations, Summary of Change Page.....	12
G. Sample Format for SDDC Regulations, Front Inside Page.....	13
H. Sample Format for SDDC Pamphlet, Front Inside Page.....	14
I. Sample Format for SDDC Supplement, Front Inside Page.....	15
J. Sample SDDC Policy Letter.....	16
K. Sample SDDC Letter of Instruction (LOI).....	17
L. SDDC Distribution Lists.....	18

Glossary.....	20
----------------------	-----------

1. Purpose. To prescribe policy and guidance for the operation and management of the Military Surface Deployment and Distribution Command (SDDC) command publishing program in accordance with Headquarters, Department of the Army (HQDA) policy and guidance.

2. Applicability. This regulation applies to Headquarters SDDC and subordinate units assigned to SDDC.

3. Scope. The guidance prescribed by this regulation governs the preparation of all official SDDC command publications whether prepared by HQ SDDC or subordinate units.

4. Responsibilities. The proponent is the organizational element responsible for initiating, developing, coordinating, approving content and issuing publications, and identifying them for rescission. Each publication has only one proponent. Proponents will assign a Staff Publications Control Officer (SPCO) to ensure publications are prepared in accordance with overriding HQDA policy and guidance and the instructions in this regulation.

a. The SDDC Commanding General (CG) will approve and sign SDDC publications.

b. The proponent/SPCO will:

(1) Review the documents in the references section (appendix A) of this regulation. These HQDA publications provide essential policy and guidance and are the foundation for the SDDC command publishing program.

(2) Ensure their publications follow the SDDC Publications Process Flow as shown in appendix C. Contact the SDDC Publications Control Officer (PCO) for guidance or assistance.

(3) Prepare and staff/coordinate draft publications with all affected organizations. All publications require coordination with the SDDC Inspector General and the Office of the Staff Judge Advocate.

(4) Submit publications electronically to the SDDC PCO (AMSSD-IMO-B), in Microsoft Word, using Times New Roman font, size 12 point.

(5) Ensure appropriate permissions have been obtained if the publication contains copyrighted material.

(6) Review publications every 18 months to ensure they are current and relevant. Revise publications, as appropriate, at least every 3 years to ensure DOD and Army policies are reflected. Publications no longer valid will be superseded by an updated publication or rescinded. If the publication involves creating a new SDDC form, the originating office must include a completed DD Form 67, Form Processing Action Request.

(7) Retain an archival record copy of each version of a publication issued in accordance with established records retention policies (per AR 25-400-2).

(8) Add SDDC Form 1, SDDC Control and Routing Slip, with the publication package. The SDDC Form 1 will be used to control, route, and coordinate all staff actions prior to the draft document being forwarded to G-6 for approval and signature by the CG. The SDDC Form 1 will also be used to submit final draft document to G-6 for publication. The SDDC Form 1 must state with whom the document was staffed, and that Privacy Act, reports control, copyright, and forms implications have been considered.

c. SDDC PCO will:

(1) Provide policy and guidance to proponents throughout the publishing process.

(2) Assign a publication type, series number, and sub-number to new official SDDC publications.

(3) Review all final document packages before they are forwarded to Command Group for approval. This will include an editorial review of the final document, verification of publication and form numbers, and forwarding to the Command Group for CG approval and signature.

(4) Receive approved package from the Command Group and make any final changes, if required.

(5) Maintain the SDDC Publications and Forms library on the portal. Revised publications will be posted on this site. This is the only approved repository of SDDC publications and forms.

(6) Prepare Publication Notification to be publicized as an announcement to all personnel via the SDDC portal.

(7) Initiate a review of all SDDC publications and blank forms every 18 months. SPCOs will be tasked to review publications as appropriate.

5. Format. All SDDC publications will be prepared following the sample formats shown in the appendixes. All SDDC regulations, pamphlets, memorandums, and supplements to Army regulations will include a cover page and a summary of change page. The summary of change page will summarize significant changes or identify new material in the revised publication.

a. Heading. Headings will consist of the elements indicated in subparagraphs 1 through 4 below.

(1) Name and address of issuing headquarters. The address of SDDC will be typed in all caps, and centered at the top of the page, two lines below the publication type and number.

(2) Publication type, series number, title, and sub number. All SDDC administrative publications must be assigned a publication type, series number, title, and sub number by the PCO. This number will be inserted in the header, right-aligned, on the first page of each document. The publication number will be repeated throughout the document, with the number being placed in the upper left side of the header of even-numbered pages, and on the upper right side of odd-numbered pages. On a revised document, an asterisk will be placed to the left of the publication number, indicating a supersession footnote. See appendix G.

b. Supersession Notice (if applicable). Each superseded or rescinded publication will be listed by number and date in a footnote at the bottom of the first page of the document, preceded by an asterisk.

(1) Title. The title of all SDDC publications will consist of the series title and publication title. The series title will coincide with the series to which the publication is associated. The publication title will be a concise description of the subject of the publication. See appendix G.

(2) Table of Contents. A table of contents listing each titled segment (chapter, section, paragraph, appendix or glossary) will be prepared for each publication. The table of contents will include page numbers as well as paragraph numbers. See appendix G.

c. Organizing the text. The organizational outline provided below is appropriate for most publications but may be modified, as required, according to the content of the publication.

(1) Purpose. This paragraph will state the function, scope, and objective for issuing the publication.

(2) Applicability. This paragraph indicates to whom the publication applies.

(3) Scope. This paragraph states the process/activity to which the SDDC publication applies.

(4) Responsibilities. This paragraph will assign responsibilities (e.g., to a titled position such as Chief, Fusion Center Division/G-3, or Deputy Chief of Staff, Resource Management) beginning with the highest echelon of command.

(5) Procedures. This paragraph prescribes the procedures for carrying out the particular action.

(6) Signature Page. This page will follow the last page of the text and will consist of the proponent box and approving official's signature block.

(7) References. References will be listed in appendix A. The appendix will include the following sections: Required Publications, Related Publications, Referenced Forms, and Prescribed Forms. If a section contains no entries, enter the statement "This section contains no entries."

(8) Appendixes. Material that further explains or supplements a subject covered in the body of the publication will be included in an appendix. Appendixes will follow the last paragraph of the text and will precede the glossary. NOTE: A command policy letter will not contain any appendixes.

(9) Glossary. A glossary lists and explains abbreviations, terms, and special abbreviations and terms used in the publication. The glossary is located after the last appendix.

d. General Information.

(1) If the document is "For Official Use Only," it must be so marked at the top and bottom of every page. Use Arial font, size 14 point bold to mark each page.

(2) Names of individuals will not be used in any SDDC publication. Instead, use the name of the division/function and approved office symbol.

(3) Abbreviations or acronyms must be defined the first time they are used. Spell out the term and follow it with the abbreviation in parenthesis. Thereafter, use only the acronym.

(4) Font type and size for all publications is Times New Roman 12 point.

(5) Line spacing for paragraphs and subparagraphs is as follows:

1. Main paragraphs are aligned with the left margin. DO NOT justify paragraphs.

a. First-level subparagraphs are indented four spaces. Continuation lines for all subparagraphs are flush with the left margin.

(1) Second-level subparagraphs are indented eight spaces.

(a) Third-level subparagraphs are indented 12 spaces. Last subparagraph allowed.

The proponent of this regulation is the Chief Information Officer/G-6, Military Surface Deployment and Distribution Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ SDDC, Attn: AMSSD-IMO-B, 1 Soldier Way, Scott AFB IL 62225-5006.



SUSAN A. DAVIDSON
Major General, USA
Commanding General

Appendix A
References

Section I
Required Publications

AR 25-30
The Army Publishing Program

DA Pam 25-31
Forms Management, Analysis, and Design

DA Pam 25-40
Army Publishing: Action Officers Guide

Section II
Related Publications

AR 25-400-2
The Army Records Information Management System (ARIMS)

AR 335-15
Management Information Control Program

AR 340-21
The Army Privacy Program

JP 1-02
Department of Defense Dictionary of Military and Associated Terms

Section III
Prescribed Forms

SDDC Form 1
SDDC Control and Routing Slip

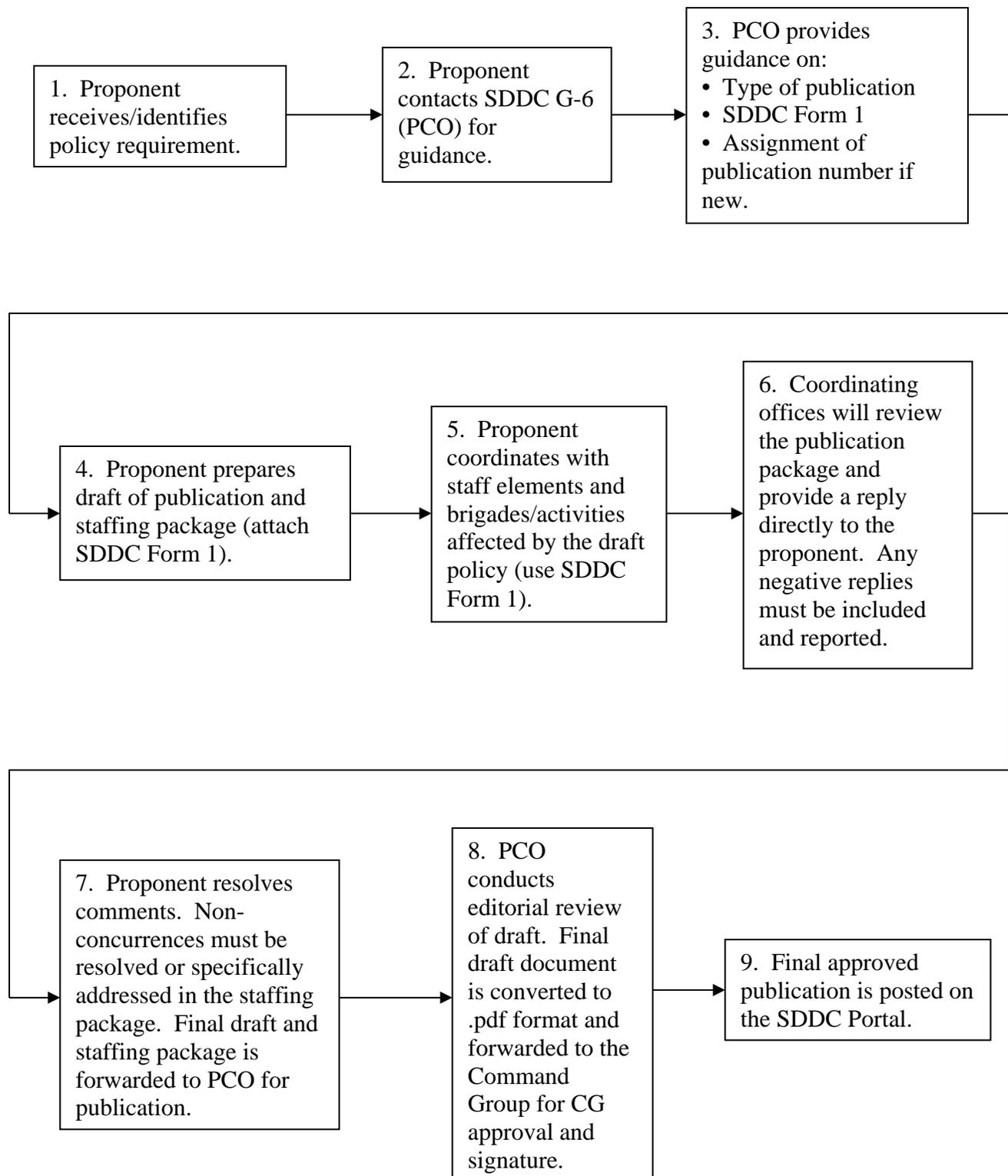
Section IV
Referenced Forms

DD Form 67
Forms Processing Action Request

Appendix B
SDDC Form 1, SDDC Control and Routing Slip

SDDC CONTROL AND ROUTING SLIP (SDDCR 25-30)						DATE:		
ACTION OFFICER NAME/PHONE:					OFF SYM:			
SUBJECT:					TASKER NO:		S:	
ACTION REQUIRED: <input type="checkbox"/> SIGNATURE <input type="checkbox"/> APPROVAL <input type="checkbox"/> READ AHEAD <input type="checkbox"/> INFO ONLY								
BACKGROUND/DISCUSSION/TABS:								
RECOMMENDATION:								
ADMIN REVIEW (INITIALS):				(FOR COMMAND GROUP USE ONLY) <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED				
STAFF	ACTION	INITIALS	DATE	REMARKS	CMD GRP	INITIALS	DATE	REMARKS
					CIO			
					CSM			
					DC SEC			
					DC			
					DTC EA			
					DTC			
					CG EA			
					CG			

APPENDIX C
SDDC Publications Process Flow



APPENDIX D
Publication Types and Uses

Medium	Type	Contains	Applies	Effective
Regulation	Directive	Policies, responsibilities, and administrative procedures related to subjects not contained in ARs, limited to a single subject.	Throughout the command	Remain in effect until superseded or rescinded.
Pamphlets	Information, guidance, or reference	Material of a continuing nature. Procedures versus policy.	Throughout the command	Remain in effect until superseded or rescinded.
Supplements	Directive	Policies, responsibilities, and administrative procedures required to implement ARs.	Throughout the command	Remain in effect until superseded or rescinded. Automatically rescinded upon revision of AR.
Policy Letters	Directive or informational	Policies, responsibilities, and administrative procedures related to subjects not contained in ARs, limited to a single subject as a temporary means to issue policy, no longer than one page, with no attachments.	Throughout the command	Remain in effect until superseded or rescinded.
Letter of Instruction (LOI)	Directive or informational	Policies, responsibilities, and administrative procedures related to subjects not contained in ARs, limited to a single subject, used a means to implement policy.	Throughout the command	Remain in effect until superseded or rescinded.

APPENDIX E
Sample Format for SDDC Regulation, Front Cover

SDDC Regulation 37-4

Financial Administration:

**Civilian Personnel
Overtime**

**Headquarters, Military Surface
Deployment and Distribution Command
1 Soldier Way
Scott AFB IL 62225-5006
Date**

UNCLASSIFIED

APPENDIX F

Sample Format for SDDC Regulation, Summary of Change Page

SUMMARY of CHANGE

SDDCR 37-1

Civilian Personnel Overtime

This administrative revision, dated 1 October 2008 –

- Supersedes SDDCR 37-1, Civilian Personnel Overtime, 12 Apr 93
- Revises format of command administrative publication
- Prescribes SDDC Form 179, Request for Approval of Overtime
- Outlines supervisor responsibilities for approving overtime

APPENDIX G
Sample Format for SDDC Regulation, Front Inside Page

Publication type, series number, subnumber. } *SDDCR 25-55
 DEPARTMENT OF THE ARMY
 HEADQUARTERS, MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND }
 1 SOLDIER WAY, SCOTT AIR FORCE BASE IL 62225-5006 } Name and address of issuing headquarters

SDDC REGULATION NO. 25-55 } Publication type, series number, subnumber
10 August 2006

Information Management } Title
 FREEDOM OF INFORMATION ACT (FOIA) PROGRAM

	<u>Paragraph</u>	<u>Page</u>
Purpose.....	1.....	1
Applicability.....	2.....	2
Policy.....	3.....	2
Responsibilities.....	4.....	2
Prompt Action on Requests.....	5.....	4
Initial Denial Authorities (IDA).....	6.....	4
Appeals.....	7.....	5
APPENDIXES		
A. References.....		6
B. DD Form 2086 (Sample).....		7
C. Sample “No Records” Certificate.....		8
D. FOIA Exemptions.....		9
Glossary		11

Table of contents

1. PURPOSE:

a. This regulation outlines responsibilities and procedures for receiving, analyzing, and processing Freedom of Information Act (FOIA) requests. It establishes policies, procedures, and responsibilities for implementing the Military Surface Deployment and Distribution Command (SDDC) FOIA program.

*This regulation supersedes SDDCR 25-55, 10 Aug 06 } Supersession Notice

APPENDIX H
Sample Format for SDDC Pamphlet, Front Inside Page

*SDDC Pam 25-59

DEPARTMENT OF THE ARMY
HEADQUARTERS, MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND
1 SOLDIER WAY, SCOTT AIR FORCE BASE IL 62225-5006

SDDC PAMPHLET
NO. 25-59

1 October 2005

Information Management

OFFICE SYMBOLS

	<u>Paragraph</u>	<u>Page</u>
Purpose.....	1.....	1
Applicability.....	2.....	1
References.....	3.....	2
Responsibilities.....	4.....	2
Construction of Office Symbols.....	5.....	2

APPENDIX

A. Military Surface Deployment and Distribution Command.....	4
B. SDDC Subordinate Commands.....	8

TABLE LIST

Table 1: Example of construction of SDDC office symbols.....	3
--	---

1. Purpose. To prescribe policy and guidance for the use and construction of office symbols throughout the Military Surface Deployment and Distribution Command (SDDC) in accordance with HQDA policy and guidance.

2. Applicability. This pamphlet applies to Headquarters SDDC and subordinate organizations. The guidance prescribed by this pamphlet governs the preparation and maintenance of SDDC office symbols.

*This pamphlet supersedes SDDC Pam 25-59, 10 Aug 06

APPENDIX I
Sample Format for SDDC Supplement, Front Inside Page

*SDDC Suppl to AR 525-13

DEPARTMENT OF THE ARMY
HEADQUARTERS, MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND
1 SOLDIER WAY, SCOTT AIR FORCE BASE IL 62225-5006

SDDC Supplement 1
to AR 525-13

15 September 2006

Military Operations

Military Surface Deployment and Distribution Command (SDDC) Antiterrorism Program

AR 525-13, 4 Jan 02, is supplemented as follows:

Page 7, paragraph 2-25, Installation Commanders. Add subparagraph e.

e. Submit Force Protection (FP) updates on a monthly basis. Updates are due NLT 2300Z on the 10th day of the month following the reporting month. Ensure all lines of update are marked with the proper classification marking IAW AR 380-5, Chapter 4.

Page 11, paragraph 4-2, AT Task 1. Establish an AT program. Add subparagraph i.

i. SDDC units will develop and maintain an AT plan by using the Joint Antiterrorism (JAT) Guide in its entirety to satisfy all minimum planning elements prescribed in this document.

Page 11, paragraph 4-2, AT Task 1. Establish an AT program. Add subparagraph j.

j. In the event an SDDC unit has an HRB assigned or an HRP visiting an installation, the following guidance will apply.

(1) Develop AT measures for those occupying HRB and for other personnel designated as distinguished visitors.

(2) Annually, identify to the responsible military department, those personnel designated as HRP and HRB.

*This supplement supersedes SDDC Suppl 1, AR 525-13, 31 Aug 04

APPENDIX J
Sample SDDC Policy Letter



DEPARTMENT OF THE ARMY
MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND
1 SOLDIER WAY
SCOTT AFB, IL 62225-5006

AMSSD-IM

POLICY STATEMENT ON RECORDS MANAGEMENT

1. Applicability. This policy applies to all SDDC and contractor personnel.
2. Proponent: SDDC G-6, (618) 220-6570/DSN 770.
3. References:
 - a. The Federal Records Act of 1950, as amended (44 United States Code [USC] 3101-3107).
 - b. AR 25-1, Army Information Technology, 25 Jun 13.
 - c. AR 25-400-2, The Army Records Information Management System (ARIMS), 2 Oct 07.
 - d. DA Pamphlet 25-403, Guide to Recordkeeping in the Army, 11 Aug 08.
4. The enclosed guidance implements policy and procedure regarding Records Management, in accordance with Army and Federal Directives referenced above. Records Management is the planning, controlling, directing, organizing, training, promoting, and other managerial activities involving the lifecycle of information (creation, use, storage and retrieval). It is the responsibility of all SDDC employees to protect the records in their custody. This memorandum establishes local policy and responsibilities for managing records created or received in SDDC for records managers, records coordinators, action officers, and supporting personnel in accordance with Federal mandates and Army regulations.

SUSAN A. DAVIDSON
Major General, USA
Commanding

APPENDIX K
Sample SDDC Letter of Instruction (LOI)



DEPARTMENT OF THE ARMY
MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND
1 SOLDIER WAY
SCOTT AFB, IL 62225-5006

AMSSD-PLL

MEMORANDUM FOR SDDC STAFF, COMMANDERS, AND ALL ASSIGNED PERSONNEL

SUBJECT: Letter of Instruction (LOI) – Commander’s Coin Awards Program

1. **Applicability:** This policy applies to all Military Surface Deployment and Distribution Command (SDDC) employees.
2. **Proponent:** SDDC, G-1/4, (618) 220-5498/DSN 770.
3. **References:**
 - a. AR 672-20, Incentive Awards, dated 1 Apr 14.
 - b. AR 600-8-22, Military Awards, dated 11 Dec 06.
 - c. DA Pamphlet 672-20, Incentive Awards Handbook, dated 1 Jul 93.
 - d. DA Memo 600-70, Procurement and Presentation of Coins by Headquarters Department of the Army Principle Official, dated 11 Feb 04.
4. This LOI supersedes memorandum dated 16 Feb 11, Subject: SDDC Commander’s Coin Awards Program Policy. It updates the enclosed guidelines to facilitate the proper use of military coins as part of an integrated command awards program. The Commander’s Coin Awards policy is used to recognize our great soldiers and civilians, and prescribe procedures for the purchase and award of military coins within SDDC.
5. HQ SDDC and all subordinate units will use the enclosed procedures when issuing military coins as part of an on-the-spot award recognition of accomplishment.
6. All requests for exception to this policy should be submitted through the Deputy Chief of Staff for G-1/4, to the Commanding General (CG). The CG is the approval authority for all such requests.

Encl

SUSAN A. DAVIDSON
Major General, USA
Commanding

APPENDIX L
SDDC Distribution Lists

"A" – HQ, SDDC STAFF PRINCIPALS (1 ea)

Commander	AMSSD-CG
Command Sergeant Major	AMSSD-CSM
Command Senior Career Counselor	AMSSD-CSM-CC
Equal Opportunity Office	AMSSD-CSM-EO
Deputy to the Commander	AMSSD-DTC
Internal Audit Office	AMSSD-DTC-IA
Deputy Commanding General	AMSSD-DCG
Deputy Commander for Mobilization	AMSSD-DCM
Chief of Staff	AMSSD-COS
Command Historian	AMSSD-COS-H
Headquarters and Headquarters Det	AMSSD-COS-HHD
Chaplain	AMSSD-COS-CH
Staff Judge Advocate	AMSSD-JA
Office of the Inspector General	AMSSD-IG
Equal Employment Opportunity	AMSSD-EEO
Command Affairs	AMSSD-CA
Command Safety	AMSSD-SA
SDDC Reserve Affairs	AMSSD-RA
POLAD	AMSSD-POL
Passenger and Personal Property Division	AMSSD-PP
DCS, G-1/4 (Personnel & Logistics)	AMSSD-PL
DCS, G-2 (Intelligence)	AMSSD-IN
DCS, G-3 (Operations)	AMSSD-OP
DCS, G-5 (Strategy, Plans, Policy & Programs)	AMSSD-SP
DCS, G-6 (Information Management/CIO)	AMSSD-IM
DCS, G-8 (Resource Management)	AMSSD-RM
DCS, G-9 (Strategic Business)	AMSSD-SB

"B" - SUBORDINATE COMMANDS (1 ea)

Transportation Engineering Agency	SDTE
595th Transportation Brigade	SDKU
596th Transportation Brigade	SDAT
597th Transportation Brigade	SDFE
598th Transportation Brigade	SDES
599th Transportation Brigade	SDPC
Deployment Support Command	ARRC-SLA-DS

"C" - SDDC ACTIVITIES (1 ea)

831st Transportation Battalion	SDKU-MBH
Afganistan Det	SDKU-MBH-A
Kuwait Det	SDKU-MBH-K
Qatar Det	SDKU-MBH-Q
832d Transportation Battalion	SDAT-JFL
Cape Canaveral Det	SDAT-CCF
Jacksonville Det	SDAT-JAX
Puerto Rico Det	SDAT-PRC
833d Transportation Battalion	SDFE-FEV
688th Rapid Port Opening Element	SDFE-FEV-RA
689th Rapid Port Opening Element	SDFE-FEV-RB
690th Rapid Port Opening Element	SDFE-FEV-RC
834th Transportation Battalion	SDAT-CCA
835th Transportation Battalion	SDPC-OJN
Singapore Det	SDPC-OJN-ST
836th Transportation Battalion	SDPC-YJN
Guam Det	SDPC-YJN-GD
837th Transportation Battalion	SDPC-BKO
838th Transportation Battalion	SDES-KGE
950th Transportation Co	SDES-BGE
UK Det	SDES-MUK
Rhine River Det	SDES-MGE
Azores Det	SDES-LPO
Benelux Det	SDES-BNL
839th Transportation Battalion	SDES-LIT
Italy Det	SDES-PIT
Greece Det	SDES-PGR
Turkey Det	SDES-ITU
840th Transportation Battalion	SDKU-SPH
841st Transportation Battalion	SDFE-CSC
842d Transportation Battalion	SDFE-BTX
Alaska Det	SDFE-BTX-AKD
Pacific Northwest Det	SDFE-BTX-PNA

Glossary

Section I Abbreviations

ARIMS

Army Records Information Management System

CG

Commanding General

HQ

headquarters

HQDA

Headquarters, Department of the Army

PCO

Publications Control Officer

SDDC

Military Surface Distribution and Deployment Command

SPCO

Staff Publications Control Officer

Section II

Terms

This section contains no entries.

Section III

Special Terms and Abbreviations

This section contains no entries.