

DEPARTMENT OF THE ARMY
Pacific Ocean Division, Corps of Engineers
Fort Shafter, Hawaii 96858-5440

PODR 25-1-1

CEPOD-IM

Regulation
No. 25-1-1

31 August 1990

Information Management
PACIFIC OCEAN DIVISION PUBLICATIONS SYSTEM

1. PURPOSE. To prescribe policies, procedures and responsibilities for the preparation, review and distribution of publications.
2. APPLICABILITY. This regulation applies to all elements of the Pacific Ocean Division (POD).
3. REFERENCES.
 - a. AR 25-30, The Army Integrated Publishing and Printing Program.
 - b. AR 310-10, Military Orders.
4. POLICY.
 - a. POD publications listed in para 5, herein, will be kept to the minimum commensurate with operational requirements.
 - b. Division publications (i.e., regulations, supplements and circulars) will include guidance for all field offices by incorporating special paragraphs to cover particular local needs.
5. AUTHORIZED PUBLICATIONS.
 - a. Permanent Orders are issued for organizational changes (e.g., establishment, discontinuance or reorganization of an organizational entity), and for military awards.
 - b. Orders are issued for travel, promotion, separations and certain personnel actions. Permanent Orders are required for awards and organizational changes.
 - c. Supplements to ARs and ERs are used, whenever feasible, to supplement higher headquarters guidance and clarify procedures in accordance with the actual conditions within the POD area of responsibility.
 - d. POD Regulations (PODR) are used when supplements to ARs and ERs are not practical. They prescribe policies, authorities, responsibilities and procedures unique to the POD area of responsibility.
 - e. POD Circulars (PODC) are of a one-time or transitory nature and contain instructions which require command approval and information of general interest. Each circular will bear an expiration date not later than one year from date of issue. Shorter expiration dates, e.g., last day of a calendar quarter, should be used when feasible.

f. The Pacific Connection is an internal information tool used to disseminate news of Division-wide interest to all personnel. Pacific Update news bulletin may be used to supplement the monthly Pacific Connection when timeliness warrants.

g. A memorandum is used to designate key assignments (e.g., directors, office chiefs, special assistants, Resident and Area Engineers), appoint a board, committee or council, assumption of command and announce a duty appointment or duty assignment. Amendments/rescissions to these assignments are also announced using a memorandum.

h. Pamphlets are permanent instructional or informational publications. A standard pamphlet is organized and printed in the same format as a regulation. An information pamphlet has no set organization or format. Examples are tips/guidance/information on travel actions of a general nature concerning personnel.

i. Manuals are informational and reference material relative to a specific subject.

j. Bulletins include official and unofficial items of an advisory, informative, or directive nature. Normally, items published in a bulletin are temporary or will be published in a more permanent medium at a later date.

6. AUTHORITY AND RESPONSIBILITY.

a. Directors and Office Chiefs. Determine the need for and prepare in correct format and correct verbiage, drafts of new or changes to regulations, circulars and memorandums for assignments, or appointments of their staff members. Ensure the accuracy of references, indicate subject/action, applicable basic regulation number and desired distribution; furnish original copies of any enclosures for publication. Type in final form.

b. Executive Office. Initiate and authenticate memorandums for assumption of command. POD orders and permanent orders will be authenticated by the Deputy Commander/Chief of Staff or the Honolulu Engineer District (HED) Commander.

c. Directorate of Resource Management (Management Analysis Division). Initiate and coordinate POD permanent orders announcing approved changes to organizational structure and titles.

d. Directorate of Personnel (Military Personnel). Initiate POD orders and permanent orders, or memorandums for duty appointments or duty assignments and other military personnel actions for which an order is not required for military personnel. Responsible for the assignment of numbers for orders. Maintain the record set consisting of centralized instruction background files of all permanent orders.

e. Directorate of Information Management (DIM). Authenticate all publications, except those listed in para 6b, herein. Control the numbering of publications. Furnish series number according to classification of subject matter and sub-numbers to distinguish between other directives on the same basic subject. Maintain the record and reference sets of regulations, circulars, pamphlets, and manuals and assumption of command memorandums. All coordination drafts and background paperwork of the above are also maintained with record copies.

f. Directorate of Logistics Management. Authenticate travel orders. The Chief of Staff will authenticate travel orders in the absence of the Director, Logistics Management. The Deputy Commander, HED, will authenticate travel orders in the absence of the Chief of Staff.

g. Directorate of Contracting. Ensure any contractual reproduction service requests for publication are approved by DIM.

7. PROCEDURES.

a. New Publications: Initiator will obtain and enter series number from CEPOD-IM-CA before preparing double-spaced drafts on the computer, identify all enclosures/attachments that are not on computer and forward to concerned staff offices for coordination. Date, print out and furnish hard copy, marked-up draft and diskette for the publication to CEPOD-IM-CA. DIM will authenticate and submit reproduction request. Non-adherence to these procedures may delay publishing dates.

b. Changes or Revisions. Print out regulation in double space, post changes in red so that proposed changes are readily apparent to the reviewer, attaching supplemental sheets as necessary. If changes to the publication are 50% or more, prepare a new double-spaced draft. Forward for coordination and when approved, process as "New" Publication.

c. Form and Style. Use two separate titles in all regulations and circulars (as in this publication). Use 58 lines per page, including PODR number and number page(s) on line 60. Type text on the second line below the PODR number. Identify Appendixes on first page only since page numbering reflects Appendix Letter. Even-numbered pages of basic regulation will have page numbers on the bottom left and odd-numbered pages, on the bottom right, as in this regulation. NOTE: Page numbers are always placed on the same side as the PODR number, e.g., PODR number on the top right will have the page number on the bottom right, and PODR number on the top left will have the page number on the bottom left.

d. Numbering. Numbering for regulations is as shown in reference 3a. Ensure complete series number is entered on drafts of all new publications.

e. Distribution List. Determine on a need-to-know basis and indicate by using the applicable letters of the alphabet and numbers, when appropriate. Appendix A is the current distribution list for FOD publications.

f. Printing of Publications. All publications will be printed head-to-head. Regulations, circulars and pamphlets, prior to distribution, will be punched to fit 3-ring binders.

8. COORDINATION AND APPROVAL.

a. General. Type last name of author and each reviewer in routing order in the right margin of the draft. Reviewers will indicate coordination and concurrence or other comment by dating and initialing above their names. Route draft in the following order to:

(1) All concerned/affected staff directorates/offices for their comments and/or concurrence. When a publication affects the Districts, a copy will be sent for their comments and/or concurrence.

(2) Information for release to the public must be coordinated with the Public Affairs Office.

(3) Directorate of Resource Management (Management Analysis Division) to assure compliance with approved organizational structure and functional alignments.

(4) Directorate of Information Management for (a) management information requirements and reports control, (b) approval for essentiality, compliance with policy and proper coordination and (c) for determining the printing source (in-house or contract) and making the necessary printing and distribution arrangements.

(5) Deputy Commander/Chief of Staff for review and approval.

(6) Proponent office for final typing, date, printout and forwarding of corrected, final publication and diskette on which publication resides.

(7) Directorate of Information Management for authentication before preparation for reproduction, distribution and file.

b. Military Personnel Matters. Include Directorate of Personnel on all drafts of publications or directives pertaining to responsibilities and/or assignment of military personnel.

9. DISTRICT COMMANDERS, FAR EAST AND JAPAN.

a. Issue regulations and/or supplements to PODR's, if necessary, for local guidance on subjects not covered by PODRs. Furnish two copies of each to Commander, US Army Engineer Division, Pacific Ocean, Attn: CEPOD-IM-CA, Ft Shafter, Hawaii 96858-5440, for information. (CEPOD-IM-CA will route one copy to the Director/Office Chief who has primary responsibility for the subject matter of the regulation, and one copy to the POD library reference files.)

b. Issue memorandums for assumption of command, assignments, appointments, boards, councils, etc., for military and civilian personnel.

c. Issue orders for personnel actions (e.g., Administrative Absence, Emergency Leave and Appointment of Acting NCO).

d. Issue amendments to POD reassignment orders pertaining to military personnel.

e. Endorse reassignment orders issued by other headquarters in accordance with reference 3b.

f. If required, make changes to a PODR posted in red and forward to the proponent POD staff office with a request to incorporate the changes into the PODR.

g. Publish internal information newsletters.

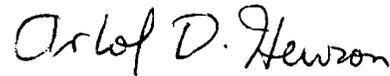
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10. REVIEW OF PUBLICATIONS. All numbered publications will be reviewed for continued need and for currency or updating at least once each 18 months. Directorate of Information Management will monitor this review by using ENG Form 4391.

11. INDEX OF PUBLICATIONS. Appendix B is a current index of numbered publications. The index will be updated semiannually.

FOR THE COMMANDER:



ARLOF D. HEWSON
Director, Information Management

2 Appendixes
App A - Distribution List 90-1
App B - Index of Numbered Publications

DISTRIBUTION: (List 90-1)
B, C and G

Appendix B

INDEX OF POD REGULATIONS

<u>PODR Number</u>	<u>Proponent Office</u>	<u>Title</u>	<u>Date</u>
<u>ADMINISTRATION</u>			
1-1-1	CEPOD-DE	Basic Policies of the Division Engineer	25 Sep 89
1-1-3	CEPOD-RM-M	Delegations of Authorities, C1	1 Sep 88
1-1-5	CEPOD-DE	Commander's Weekly Staff Conference	6 Sep 89
1-1-6	CEPOD-CS	Division Commander Periodic Letters	6 Sep 89
1-1-8	CEPOD-IM	Housekeeping Standards	16 Jan 87
1-1-9	CEPOD-RM-M	Support Agreements	29 Jun 90
1-1-11	CEPOD-RM-M	Command Inspections and Staff Assistance Visits	16 Jan 87
<u>MANAGEMENT</u>			
5-1-2	CEPOD-RM-M	Management Studies & Surveys	27 May 88
<u>ORGANIZATION AND FUNCTIONS</u>			
10-1-1	CEPOD-RM-M	Mission, Organization & Functions	8 Apr 88
<u>ARMY PROGRAMS</u>			
11-1-2	CEPOD-RM-M	Program Review and Analysis (PR&A)	15 Jun 90
11-1-3	CEPOD-VE	Value Engineering Implementation Plan	29 Jun 84
<u>INFORMATION MANAGEMENT</u>			
25-1	CEPOD-IM	Library	24 Oct 87
25-1-1	CEPOD-IM	Pacific Ocean Division Publications System	31 Aug 90
25-1-2	CEPOD-IM	Forms Management Program	10 Jul 90
25-1-3	CEPOD-IM	Reproduction Facilities - Printing, Duplicating & Copying Service	8 Sep 89
<u>FINANCIAL ADMINISTRATION</u>			
37-1-1	CEPOD-RM-P	Disposition of Checks & Savings Bonds	19 Jun 87
37-1-2	CEPOD-RM-B	Operating Budgets & Programs	18 Apr 90
37-1-4	CEPOD-RM-P	Time & Attendance Reporting	3 Mar 78
37-1-6	CEPOD-RM-F	Safeguards for Protecting Public Funds	31 Jan 90
37-1-7	CEPOD-RM-P	Cost Accruals & Distributions	19 Aug 88
37-1-8	CEPOD-RM-P	Administrative Control of Funds, C1	10 Jan 77
37-1-9	CEPOD-RM-F	COEMIS - Labor Costing Instructions	1 Aug 80
37-1-10	CEPOD-RM-B	Authorization and Reporting of Overtime, Compensatory Time and Holiday Pay	8 Apr 87
37-2-1	CEPOD-RM-P	Work Order Cost Accounting Procedures - Civil Projects, C1	2 Feb 73

FINANCIAL ADMINISTRATION (Cont'd)

37-2-2	CEPOD-RM-P	Obligation Controls for Civil Works Continuing Contracts	2 Feb 73
37-3-1	CEPOD-RM-B	Execution, Control & Funding of Military Reimbursable Work	7 Nov 86
37-3-2	CEPOD-RM-B/P	Intra-Government Requests for Services	16 Dec 81

TRANSPORTATION AND TRAVEL

55-1-1	CEPOD-LO	Travel Policies & Procedures	21 Jan 86
55-1-3	CEPOD-LO	Travel of Contractor Employees	12 Jun 84

SURFACE TRANSPORTATION

56-1-1	CEPOD-LO	Motor Vehicle Transportation	16 Sep 82
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AUDIO-VISUAL SERVICES

108-1-1	CEPOD-IM	Visual Information Service & Aids for Briefings and Training	5 May 86
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ARMY RESERVE

140-1-1	CEPOD-EM	Individual Mobilization Augmentation (IMA) Program	1 Sep 84
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MILITARY POLICE

190-1-1	CEPOD-FM	Provost Marshal Activities	3 Sep 82
190-1-2	CEPOD-FM	Physical Security of Installations & Activities	3 Sep 82
190-1-4	CEPOD-FM	Personal Security	3 Sep 82
190-1-5	CEPOD-FM	Physical Security at Fort Shafter	1 May 81

OFFICE MANAGEMENT

340-1-2	CEPOD-IM	Mail Management	13 Apr 90
340-1-4	CEPOD-OC	Freedom of Information Act	30 Sep 82

MILITARY SECURITY

380-1-2	CEPOD-FM	Emergency Evacuation and/or Destruction of Classified Material	1 Sep 82
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MILITARY INTELLIGENCE

381-1-1	CEPOD-FM	Subversion & Espionage Directed Against U.S. Army (SAEDA)	1 Sep 82
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SAFETY

385-1-1	CEPOD-SO	POD Safety & Occupational Health Program	26 Feb 88
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CONSTRUCTION

415-1-1	CEPOD-CO	Construction Progress Report, RCS CEPOD-CO-12	19 Aug 82
415-1-2	CEPOD-ED	Construction Bid Opening/Low Bid CWE Report (RCS CEPOD-ED-2(R3))	7 Aug 85
415-1-3	CEPOD-CO	Status of Pending Contract Modifications (RCS CEPOD-CO-4)	1 Oct 88
415-1-4	CEPOD-CO	Identification of Corps of Engineers Construction Projects, C1	27 Jun 83
415-1-6	CEPOD-RM/CO	Construction Utilizing Nonappropriated Funds	18 Apr 84
415-1-8	CEPOD-ED	Construction Contract Award Report (RCS CEPOD-ED-4(R3), C1)	7 Aug 85
415-1-13	CEPOD-CO	Construction Photographs	12 Feb 88
415-1-14	CEPOD-CO-A	Contract Claims, C1	19 Mar 76
415-1-16	CEPOD-CO	Biddability, Constructibility and Operability, C1, C2, C3	12 Dec 84
415-345-1	CEPOD-CO	Jobsite Briefings	6 Mar 80
415-345-2	CEPOD-CO	Transfer and Warranties	27 Feb 89
415-345-3	CEPOD-CO	Cost and Fund Control Procedures	13 Apr 78

FACILITIES ENGINEERING

420-1-1	CEPOD-LO	Fire Protection	9 Jul 90
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EMERGENCY EMPLOYMENT OF ARMY AND OTHER RESOURCES

500-1-1	CEPOD-EM	Natural Disaster Activities Under PL 84-99 and PL 93-288	15 Mar 89
500-1-2	CEPOD-EM	Crisis Management, C1	28 Jan 86

PERSONNEL UTILIZATION

570-1-1	CEPOD-RM-U	Manpower Control	1 Apr 89
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PERSONNEL - GENERAL

600-1-2	CEPOD-FM	Required Reading	24 Jan 83
600-1-3	CEPOD-EP	POD Sponsorship Program	24 Sep 84
600-1-4	CEPOD-EP	POD Orientation Program	13 May 85

DECORATIONS, AWARDS AND HONORS

672-1-2	CEPOD-LO	Award of POD Plaque	30 Jan 87
672-1-3	CEPOD-EP	POD Soldier of the Year Award Program	10 Apr 87

CIVILIAN PERSONNEL

690-1-1	CEPOD-EP/RM	Control of TDY Personnel, C1	30 Mar 73
690-1-17	CEPOD-EP	Competitive Areas - Reduction in Force	22 Nov 89
690-1-19	CEPOD-EP	Training & Development, C1-2	17 Oct 75
690-1-20	CEPOD-EP	Hours of Duty, "Flexitime"	1 Jan 84
690-1-21	CEPOD-EP	Intern Program	13 Mar 87

PROCUREMENT

715-1-1	CEPOD-LO/CT	Repair of Office Machines & Air Conditioners	29 Jul 88
715-1-4	CEPOD-CT	Follow-up Action on Procurement Instruments	10 Jun 87
715-1-5	CEPOD-CT	Requesting, Receiving, and Tracking Contract Audit Reports	23 Mar 90
715-345-1	CEPOD-CT	Authority for & Operation of the Defense Priorities and Allocations Systems (DPAS)	22 Jan 90

REQUISITION AND ISSUE OF SUPPLIES AND PROPERTY

725-1-1	CEPOD-LO/CT	Equipment, Supplies, Property & Services	15 Jun 89
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PROPERTY ACCOUNTABILITY

735-1-3	CEPOD-LO	Control of Government Property in Possession of Construction Contractors, C1	11 Oct 85
735-345-1	CEPOD-LO	Property for Troop Construction Projects	26 Aug 83

HISTORICAL ACTIVITIES

870-1-1	CEPOD-HO	POD and District Historical Programs	1 Mar 90
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ENGINEERING AND DESIGN

1110-1-2	CEPOD-ED-T	Field Inspections by Design Personnel	2 Oct 89
1110-1-3	CEPOD-ED	Half-Size Drawings & Microfilm	8 May 84
1110-1-4	CEPOD-ED-T/ CEPOD-CO-A	Architect-Engineer (A-E) Liability Management	26 Nov 86
1110-1-5	CEPOD-ED-T/M	Quality Control (QC) & Quality Assurance (QA) for Architect-Engineer (AE) Designs	27 Apr 89
1110-1-6	CEPOD-ED-G	Quality Assurance of Laboratory Testing Procedures	13 Aug 90
1110-345-1	CEPOD-ED	Standing Operating Procedures - Engineering Division	30 May 79
1110-345-2	CEPOD-ED	Military Construction Design Progress Report (RCS CEPOD-ED-1)	13 Mar 73

PLANT

1125-2-1	CEPOD-CO-O/ CEPOD-CT	Plant Replacement & Improvement Program - Revolving Fund	28 Jun 82
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CONTRACTS

1180-1-4	CEPOD-CT	Construction Contract Procurement Procedures	31 Jan 90
1180-1-8	CEPOD-CT	Individual Contracting Action Report (DD Form 350) - RCS DR&E(M) 1014	25 Jan 90
1180-1-9	CEPOD-CT	Contracting with Small Business Administration Under Section 8(a) of the Small Business Act	26 Dec 85

INDEX OF POD SUPPLEMENTS

Suppl 1 to:

AR 25-50	CEPOD-IM	Preparing and Managing Correspondence	25 May 90
AR 25-400-2	CEPOD-IM	Modern Army Recordkeeping System (MARKS)	14 Nov 88
AR 105-31	CEPOD-IM	Record Communications	3 May 90
AR 335-15	CEPOD-IM	Management Information Control System	11 Dec 87
AR 340-9	CEPOD-IM	Office Symbols	18 May 90
AR 340-21	CEPOD-IM	The Army Privacy Act	29 Jan 88
AR 600-50	CEPOD-EP	Standards of Conduct for Department of the Army Personnel	14 Oct 81
ER 1-1-24	CEPOD-PA	Information Program for the Engineer Family	24 May 89
ER 15-1-1	CEPOD-RM-M	Committee Management	15 Sep 86
ER 415-1-10	CEPOD-CO	Contractor Submittal Procedures, C1	11 Oct 89

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25-1-1	CEPOD-IM-CA	Information Guide	1 Nov 88
37-1-1	CEPOD-RM-P	Resource Management Handbook	10 Feb 89
55-1-1	CEPOD-RM	Tips for TDY Travelers	1 Nov 89
360-1-1	CEPOD-PA	Water Resources Development in Hawaii & Other Pacific Basin Areas	1987
360-1-2	CEPOD-PA	Water Resources Development in Hawaii & Other Pacific Basin Areas	1989
360-1-3	CEPOD-PA	POD Orientation Pamphlet	1988
415-1-1	CEPOD-ED-H	Medical Facilities Program Engineering/Design Support	Jun 90
415-1-2	CEPOD-ED-H	Family Housing Program Engineering/Design Support	Jun 90
415-1-3	CEPOD-ED-R	Pacific Ocean Division Program Civil Works, Military and Work for Others Projects	Jun 90
1145-1-1	CEPOD-CO-O	US Army Corps of Engineers Regulatory Permit Program	Aug 77

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25-1-1	CEPOH-HR	Customer Care Action Plan	May 90
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