

Joint Force Texas Regulation 6-03

**Information Management: Publishing and
Printing**

Distribution of Department Publications

**Office of the Adjutant General,
Texas Military Forces,
Joint Force Headquarters,
Austin, Texas 78763-5218
1 May 2014**

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SUMMARY of CHANGE

JFTX Reg 6-03

Distribution of Department Publications

This revision, dated 1 May 2014- -

- o Changes publication name/number from Adjutant General of Texas (AGTX) Regulation 25-32 to Joint Force Texas (JFTX) Regulation 6-03.

- o Changes Adjutant General's Department (AGD) to Office of the Adjutant General (OAG).

- o Changes distribution guide to Table 2-1.

- o Makes administrative changes (throughout).

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Joint Force Headquarters
Post Office Box 5218
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1 May 2014

*Joint Force Texas
(JFTX) Regulation 6-03

Information Management: Publishing and Printing
DISTRIBUTION OF DEPARTMENT PUBLICATIONS

By Order of the Adjutant General:

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SIG - Policy



Summary. This regulation updates the distribution instruction and distribution lists for department publications of the Office of the Adjutant General of Texas (AGTX).

Applicability. This regulation applies to all elements of AGTX.

Proponent and exception authority. The proponent of this publication distribution regulation is the Directorate of Information Management. Within the publication on the following pages, the proponent, means the drafter of the publication to be distributed.

Management control process. This publication distribution regulation does not contain management control provisions.

Supplementation. Supplementation of this publication and establishment of command and local forms is prohibited without prior approval from the Directorate of Information Management, ATTN: NGTX-IMA, P.O. Box 5218, Austin, TX 78763-5218.

Suggested improvements. Users are invited to send comments and suggested improvements on this regulation on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Strategic Initiatives Group, ATTN: NGTX-JSI, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

******This regulation supersedes AGTX Regulation 25-32, dated 27 September 1993*

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Glossary

Chapter 1

Introduction

1-1. Purpose

This regulation provides distribution instructions and distribution lists for department publications of the Office of the Adjutant General, Texas Military Forces and Texas Military Department.

1-2. References

Required and related references are listed in Appendix A. Prescribed and referenced forms are also listed in Appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

The Director of Information Management is the functional proponent and manager of the program.

Chapter 2

Procedural Information

2-1. General Policy

a. Administrative publications.

(1) Unclassified administrative publications are distributed electronically to the extent practicable.

(2) Classified publications, and any publications approved for printing on paper, will be distributed using the levels of command in Table 2-1 or as prescribed by other law or regulation. Command levels are not cumulative and must be specified for each level.

b. Method

(1) The system is designed to distribute material by the most economical, effective, and timely methods consistent with available resources.

(2) It supports Department of Defense's less paper policy by promoting increased use of local area network, intranet, and internet technology as a primary means for accessing electronic publications.

(3) It consists of letter and numerical codes, respectively representing publication recipient identity. Distribution formulas are evolved by a letter, or a combination of letter and numeral, augmented as necessary by specifically designated recipients to achieve exact distributions.

(4) The components' respective policy manager will upon receipt post approved publications on their respective publication website including, but not limited to, the following publications, (to include changes):

- (a) Regulations
- (b) Supplements
- (c) Circulars
- (d) Formal Publications
- (e) Pamphlets
- (f) Standard Operating Procedures (SOPs)

(5) The components' respective policy manager - Texas Military Forces (TXMF), Texas Army National Guard (TXARNG), Texas Air National Guard (TXANG), Texas State Guard (TXSG), Domestic Operations (DOMOPS), and Texas Military Department (TMD) - will ensure publication notification is furnished to the appropriate levels of command and distribute material by the most economical, effective, and timely methods consistent with available resources.

2-2. Distribution Guide. Table 2-1 arranges and displays the distribution level letter codes in table format. The letter codes are the basic formula components, applicable to various levels or groups. The components may distribute more broadly or narrowly than defined in the distribution lists.

**Table 2-1
DISTRIBUTION GUIDE**

CODE	COMPONENT	LEVELS
A	TXMF/TMD	ALL
A1	TXMF/TMD	Component Levels, Directorate Levels, Department Levels
A2	TXMF	Texas Army National Guard (TXARNG), Texas Air National Guard (TXANG), Domestic Operations (DOMOPS), Texas State Guard (TXSG)
B	TXARNG	Headquarters, Major Subordinate Commands (MSC), Brigades/Battalions/Squadrons, Units/Troops/Battery
B1	TXARNG	MSCs
B2	TXARNG	Brigades, Battalions/Squadrons, Units/Troops/Battery
B3	TXARNG	Brigades
B4	TXARNG	Battalions/Squadrons, Units/Troops/Battery
B5	TXARNG	Battalion/Squadron
B6	TXARNG	Units/Troops/Battery
C	TXANG	Headquarters, Wings, Groups, Squadrons, Flights
C1	TXANG	Wings
C2	TXANG	Groups, Squadrons, Flights
C3	TXANG	Groups
C4	TXANG	Squadrons, Flights
C5	TXANG	Squadrons
C6	TXANG	Flights

Appendix A

References

Section I

Required Publications

This section contains no entries.

Section II

Related Publications

AR 25-50

Preparing and Managing Army Correspondence

AR 25-30

The Army Publishing and Printing Program

AFMAN 33-26

Preparing Official Communications

AFI 33-360

Publications Management Program

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

Glossary

AFI

Air Force Instruction

AFMAN

Air Force Manual

AGD

Adjutant General's Department

AGTX

Adjutant General of Texas

AR

Army Regulation

ARNG

Army National Guard

DOMOPS

Domestic Operations

JFTX

Joint Force Texas

MSC

Major Subordinate Command

OAG

Office of the Adjutant General

SOP

Standard Operating Procedures

TAG

The Adjutant General

TXANG

Texas Air National Guard

TXARNG

Texas Army National Guard

Glossary (continued)

TMD

Texas Military Department

TXMF

Texas Military Forces

TXSG

Texas State Guard

Section VI

Terms

Administrative Publications

Items of information that are printed or reproduced, whether mechanically or electronically, for distribution or dissemination usually to a predetermined audience. Generally, they are policies, directives, pamphlets, and SOPs.

Regulations

Regulations are directives that set forth missions, responsibilities, and policies, delegate's authority, set objectives, and prescribe mandated procedures to ensure uniform compliance with those policies. Mandated procedures in Joint Force Headquarters Regulation are required and authoritative instructions that contain the detail needed to make sure basic policies are carried out in uniformly throughout the Texas Military.

Supplements

Supplements contain policies, responsibilities, and administrative procedures required to implement Joint Force Headquarters Regulations or higher command regulations. Subordinate echelons will use supplements, when and as permitted, to implement higher command or agency regulations that cover subjects not contained in other regulations.

Circulars

Circulars contain material that is directive or informational, is transitory, or needs to be published only once. They apply throughout the agency or command. Each circular will have an expiration date that is not later than 2 years from the date of issue. A shorter expiration date will be used when the circular does not have to remain in effect for 2 years. Each circular will be limited to a single subject.

Formal Publications

A publication that is published and authenticated either by the order of the Adjutant General in the name of the Chief of Staff, TAG, and authenticated by the Administrative Assistant to the Adjutant General for nonpolicy publications or authenticated by the Adjutant General for publications that prescribe policy. In both cases the authentication represents the acts, orders, and directions of the Adjutant General.

Glossary (continued)

Pamphlets

Pamphlets are informational in nature and contain guidance or reference material of a continual nature. Pamphlets will not be used to establish policy.

Standard Operating Procedures (SOPs)

Standard Operating Procedure, or SOP, is “a clearly written set of instructions for methods detailing the procedures for carrying out a routine or recurring task within the issuing activity. An SOP will not be used as substitute for issuing, changing, or revising Texas Military-wide policy and procedures.

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