Distribution of Department Publications

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

JFTX Reg 6-03
Distribution of Department Publications

This revision, dated 1 May 2014 -

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

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

- Changes distribution guide to Table 2-1.

- Makes administrative changes (throughout).
Information Management: Publishing and Printing

DISTRIBUTION OF DEPARTMENT PUBLICATIONS

By Order of the Adjutant General:

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Major General, TXANG
Adjutant General

Official:
CAROLYN SMALLWOOD
CW4, GS, TXARG
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.
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<td>MSCs</td>
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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.