

Summary Report for Individual Task  
113-25P-2001  
Manage a Publications Library  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD6** - This product/publication has been reviewed by the product developers in coordination with the installation/activity name foreign disclosure authority. This product is releasable to students from foreign countries on a case-by-case basis.

**Condition:** In an operational environment, given AR 25-11, AR 25-400-2, DISA Notice 210-0-1, DA Pam 25-30, DA Pam 25-33, DA Pam 25-40, local and higher headquarters publications indexes and publications procedures, DA Form 12-R, DA Forms 17 and 17-1, DA Form 4569, and DD Form 173 (appropriate series). This task should not be trained in MOPP 4.

**Standard:** Managed a publications library in the maintenance area with required publications on hand or on order.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

**Task Statements**

**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Determine publications required by the shop or section.
2. Ensure technical publications on hand or on order are current. (Refer to DA Pam 25-30.)
3. Ensure doctrinal, training, and organizational publications on hand or on order are current. (Refer to DA Pam 25-30.)
4. Ensure administrative publications on hand or on order are current. (Refer to DA Pam 25-30.)
5. Ensure local and higher headquarters' publications are current. (Refer to local and higher headquarters' publications indexes.)
6. Prepare DA Form 4569. (Refer to DA Pam 310-10.)
7. Prepare the required transmittal form. (Refer to DA Pam 310-10.)
8. Prepare DA Form 17 and DA Form 17-1 to request local and higher headquarters' publications. (Refer to DA Pam 310-10 and local/higher headquarters' publications requisitioning procedures.)
9. Ensure published changes are posted to appropriate publications. (Refer to DA Pam 310-13 and publication change instructions.)
10. Remove obsolete/rescinded/superseded publications from library. (Refer to DA Pam 310-13 and publication change instructions.)
11. Arrange publications in proper order and in a suitable location. (Refer to DA Pam 310-13.)
12. Label binders used for storing library publications. (Refer to AR 25-400-2 and DA Pam 310-13.)
13. Notify personnel to return loaned publications to the library in a timely manner. (Refer to AR 25-400-2.)
14. Update USAPC, local, and higher headquarters' publications accounts as required. (Refer to DA Pam 310-10 and local/higher headquarters' publications account instructions.)

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all PMs are passed. Score the Soldier a NO-GO if any PM is failed. If the Soldier fails any PM, show what was done wrong and how to do it correctly. Have the Soldier perform the PMs until they are done correctly.

**Evaluation Preparation:**

Provide the Soldier with all material and equipment listed in the condition statement.

<b>PERFORMANCE MEASURES</b>	<b>GO</b>	<b>NO-GO</b>	<b>N/A</b>
1. Determined publications required by the shop or section.			
2. Ensured technical publications on hand or on order were current. (Refer to DA Pam 25-30.)			
3. Ensured doctrinal, training, and organizational publications on hand or on order were current. (Refer to DA Pam 25-30.)			
4. Ensured administrative publications on hand or on order were current. (Refer to DA Pam 25-30.)			
5. Ensured local and higher headquarters' publications were current. (Refer to local and higher headquarters' publications indexes.)			
6. Prepared DA Form 4569. (Refer to DA Pam 310-10.)			
7. Prepared the required transmittal form. (Refer to DA Pam 310-10.)			
8. Prepared DA Form 17 and DA Form 17-1 to request local and higher headquarters' publications. (Refer to DA Pam 310-10 and local/higher headquarters' publication requisitioning procedures.)			
9. Ensured published changes were posted to appropriate publications. (Refer to DA Pam 310-13 and publication change instructions.)			
10. Removed obsolete/rescinded/superseded publications from library. (Refer to DA Pam 310-13 and publication change instructions.)			
11. Arranged publications in proper order and in a suitable location. (Refer to DA Pam 310-13.)			
12. Labeled binders used for storing library publications. (Refer to AR 25-400-2 and DA Pam 310-13.)			
13. Notified personnel to return loaned publications to the library in a timely manner. (Refer to AR 25-400-2.)			
14. Updated USAPC, local and higher headquarters' publications accounts as required. (Refer to DA Pam 310-10 and local/higher headquarters' publications account instructions.)			

**Supporting Reference(s):**

<b>Step Number</b>	<b>Reference ID</b>	<b>Reference Name</b>	<b>Required</b>	<b>Primary</b>
	AR 25-1	INFORMATION MANAGEMENT ARMY INFORMATION TECHNOLOGY	Yes	No
	AR 25-400-2	THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)	Yes	No
	DA FORM 12-R	REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT (LRA)	Yes	No
	DA FORM 17	REQUISITION FOR PUBLICATIONS AND BLANK FORMS (THIS FORM IS FOR LOCAL USE ONLY. DO NOT USE FOR REQUISITIONS TO US ARMY PUBLICATIONS)	Yes	No
	DA FORM 17-1	REQUISITION FOR PUBLICATIONS AND BLANK FORMS (CONTINUATION SHEET) (THIS FORM IS FOR LOCAL USE ONLY. DO NOT USE FOR REQUISITIONS TO US ARMY AG PUBLICATIONS CENTERS)	Yes	No
	DA FORM 4569	Requisition Code Sheet. (Only available in electronic media.)	Yes	No
	PAM 25-30	Consolidated Index of Army Publications and Blank Forms	Yes	No
	PAM 25-33	User's Guide for Army Publications and Forms	Yes	No
	PAM 25-40	ARMY PUBLISHING: ACTION OFFICERS GUIDE	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Soldiers will be reminded of the Army Safety Program and its relationship to their conduct and performance at all times. All aspects of safety will be considered, to include equipment, electrical shock, lifting and carrying equipment, horseplay or anything else which could result in death or injury. High voltage is used in this equipment. Be careful when working around the equipment. Observe warning notes in the technical manuals and warning decals on the equipment. Death on contact may result, if safety precautions are not observed.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None