

**DIRECTORATE OF HUMAN RESOURCES
PUBLICATIONS PROGRAM
STAFF INSPECTION PROGRAM STANDARDS**

POC: Mrs. Barefield, 545-5356, and Mr. Johnson, 545-1466, Admin Services Division, DHR

1. **PURPOSE.** To establish unit inspection criteria for Publications.
2. **APPLICABILITY.** These standards are applicable to all TDA and TOE units assigned or attached to Fort Benning.
3. **GENERAL.** The inspection consists of publications responsibilities and procedures established for requisition, distributing, and maintaining required publications. The enclosed checklist will be used.
4. **RATING CRITERIA.** The overall rating will be **FULLY MET** if:
 - a. The unit conducts Publications Program IAW AR 25-30, PAM 25-33
 - b. A current copy of DA Form 12-R is submitted through Post Publications
5. **EVALUATION CRITERIA:** The following definitions apply to the Post Publications Evaluation Criteria:
 - a. **NOT MET:** Failure to comply with 3 items on enclosed checklist
 - b. **PARTIALLY MET:** Failure to comply with 2 items on enclosed checklist.
6. **REFERENCES:**
 - a. AR 25-30 (Mar 06)
 - b. DA PAM 25-33 (Sep 96)

**DIRECTORATE OF HUMAN RESOURCES
CHECKLIST: PUBLICATIONS PROGRAM**

POC: Administrative Services, DHR, 545-5356

UNIT INSPECTED: _____ **DATE:** _____ **SI I** ___ **SI II** ___

INSPECTOR: _____ **SIGNATURE:** _____

UNIT POC: _____ **SIGNATURE:** _____

| | FM | PM | NM |
|---|-----------|-----------|-----------|
| 1. Unit has inspection results from MSC/BN OIP | _____ | _____ | _____ |
| 2. A current DA Form 12-R is submitted through Post Publications. DA Pam 25-33, Chap 2, Para 2-2(5) Pg 2 | _____ | _____ | _____ |
| 3. An updated copy of the ID requirements printout is on file, or demonstrated ability to view on-line. DA Pam 25-33, Chap 3, Para 3-7, Pg 6 | _____ | _____ | _____ |
| 4. A current working copy of unit TOE/TDA is on hand. DA Pam 25-33, Chap 3, Para 3-1, 3-2 Pgs 4 - 5 | _____ | _____ | _____ |
| 5. Provide proof that annual review of ID requirements has been conducted. DA Pam 25-33, Chap 3, Para 3-1, pg 4 | _____ | _____ | _____ |
| 6. A system has been established to distribute publications received on ID and replenish supply. AR 25-30, Chapter 1-28, pg 14, and DA Pam 25-33, Chap 5-1, pg 12 | _____ | _____ | _____ |

OVERALL EVALUATION: _____

RECOMMENDATIONS OR COMMENTS:

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