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GENERAL

FormFlow Software Announcement [1 Oct 03]

On 24 July 2003, Adobe announced their discontinuation (scheduled for 30 September 2003) of several legacy electronic form software products, and cessation of their product support on 30 September 2004. One product of specific concern to the Army is the Adobe Accelio Classic FormFlow Filler 2.23 (latest edition FormFlow 2.24).

Many of our customers are asking, "What does this mean to Army users?" The answer: "Nothing at

this time." For now, the Army Publishing Directorate (APD) will continue to design and publish our departmental forms in the FormFlow 2.22 (also known as FormFlow Classic) format for at least another 18-24 months. We will also continue the conversion effort of FormFlow 99 (now known as Advanced 5.0). This consists of converting the FormFlow 2.22 form files to the XML file format of Advanced 5.0. As soon as the entire inventory has been completed we will be able to transition to that software completely.

APD has been planning this transition for quite some time. We currently have over 1109 forms available in this format and are working to complete the inventory prior to 30 September 2004 and with the completion of our entire inventory, this will allow for an easier transition for our customers.

We hope that we have assured you that APD will continue to provide its Army customers with adequate form solutions.

It has always been our goal to provide you with outstanding service. We hope that we have succeeded in meeting that goal. If you should have additional questions or if the Army Publishing Directorate may be of further assistance to you in the future, please don't hesitate to contact us. We look forward to serving you.

Army Publishes New Travel Policy [21 Apr 03]

Policy for Travel by Department of the Army Officials (26 March 2003). The Secretary of the Army has issued a revised travel policy document effective immediately. This policy revises and clarifies previous guidance issued on November 5, 2001 with the same title. Among the changes are clarified policy on uses of non-tactical vehicles and the procedures for properly placing contractors onboard military aircraft. For web site and indexing purposes, this policy document has been numbered Army Directive 2003-01 and it is hosted on this Army Publishing Directorate web site, the Army Knowledge Online portal, and the Army home page. [Click here](#) to go directly to the policy document.

Army Regulation 530-1 OPERATIONS SECURITY (OPSEC) Now Available in Electronic Media [07 Mar 03]

AR 530-1, which was only available in printed media (because it is distribution restricted) is now available electronically. Because of current Operations Security requirements referencing this regulation, it is now available via the AKO portal. Click [here](#) to access the regulation. You will be taken directly to the regulation after AKO log-in.

The Army Electronic Library On CD-ROM EM0001 To Be Discontinued After The July 2003 Edition [4 Feb 03]

Because all parts of the AEL are now available on the Web, the Army Electronic Library (AEL) on CD-ROM will be issued to Army publications accounts in restricted quantities in April and July 2003. The July 2003 edition will be the last version distributed to individual unit account holders. Thereafter, the AEL CD-ROM will be distributed primarily to system and network users.

The AEL is available on the Web at [Army Knowledge Online \(AKO\)](#), the [Army Home Page](#), and the [Army Publishing Directorate](#). DA PAM 25-30 (Index of Army Publications and Forms) is currently only available on the Army Publishing Directorate website.

If you cannot access the AEL on the Web or through your local area network and will continue to need a CD-ROM copy, please respond to the following address PAM2530users@usapa.army.mil, indicating the quantity needed and a justification for your request. If you are a system or local network administrator, please identify yourself and your publications account so we can update our records.

Improved Order Tracking [17 Oct 02]

Tracking the status of your resupply orders is now even easier. The Resupply Report (CRAM) will show an actual ship date for processed orders plus a hyperlink to additional information on the shipping method. Unprocessed orders will continue to show a status code. Click [here](#) to find the definitions of all status codes.

APD Announces Its New and Improved Web Site [28 Jun 02]

Welcome to APDs new and improved Web site with easier access to information. Information has been grouped by subject area and search capabilities have been improved. A dynamic drop down menu system will reduce the number of clicks required to get to the content. If your organization had bookmarks pointing to our old Web site, they may not work and your administrative staff will need to update them. [TOP](#)

NOW AVAILABLE: Department of the Army Letterhead [28 May 02]

The Secretary of The Army has endorsed the use of Department of the Army computer generated letterhead stationery. This change in policy is reflected in the new release of the revised [AR 25-30](#). The electronic letterhead template is being made available for use with Microsoft Word and can be modified for your specific installation and address.

Download [Department of the Army Letterhead](#) template or the [Department of the Army Memo Pad](#) template (Supports MS Word 97 and later versions). [TOP](#)

If you need further assistance, call 703-325-6267, DSN 221-6267, or email: td@usapa.army.mil. In subject line of the email, enter the words, "Electronic Letterhead."

Secretary of the Army's "Less Paper " Policy in [PDF](#) version

Publications and forms required for Mobilization and critical forms are no longer automatically exempt from this Less Paper Policy. [Click here for details.](#) [TOP](#)

DA PAM 25-30 Description for GILS

The DA PAM 25-30 [Description](#) [TOP](#)

Links to Virus Hoax Information

Information about computer [Virus Hoaxes](#) [TOP](#)

PUBLICATIONS

FORMS

Latest Release of Adobe Accelio (FormFlow) Software Now Available

APD has included the latest release of Adobe Accelio Capture software filler products on the Army's quarterly CD-ROM release (EM 0001, the Army Electronic Library). The products are FormFlow Classic 2.24 and Advanced 4.0 (formerly renamed FormFlow 99). These products are also available for download from the U.S. Army Small Computer Program Office's web site at <http://pmscp.monmouth.army.mil/jetform>.

Note: Browser requirements are as follows:

- 1) MacIntosh users: Only use Netscape™ 6.2.3 for your web browser.
- 2) Windows users: Use either Microsoft™ Internet Explorer 5.0 (or higher) or Netscape™ 4.7 (or higher). [TOP](#)

Adobe Acquisition of Accelio Corporation

On 15 April 2002, Adobe completed its acquisition of Accelio Corporation. This merger should not affect the Army's investment and use of Accelio's electronic form products. Adobe has informed its customers they will continue the Accelio Capture product line, which includes FormFlow Classic 2.x, FormFlow 99, and ReachForm. For additional information about the acquisition, please feel free to review Adobe's web site at www.adobe.com. [TOP](#)

Army-wide Enterprise Forms Software Site License

On 29 September 2000, the United States Army Publishing Agency (APD) finalized an order for an Army-Wide Enterprise Forms Software Site License. This license allowed APD to include the software on their quarterly released Army Electronic Library (AEL) CD-ROM and it also allowed only Army users (Active Army, Army Reserve, Army National Guard, and Army Civilians) to download the software from the United States Army Small Computer Program Office's web site at <http://pmscp.monmouth.army.mil/jetform>.

On 28 September 2001, the site license was renewed with Accelio Corporation (now Adobe) and Comark Federal Systems. The license does not include the Designer/Starter kits. They can be obtained and/or renewed through the ET1 Contract. The license includes FormFlow Classic 2.23.2 and/or FormFlow 99 software. Users are not authorized to install both products and use simultaneously without obtaining a Companion License. For information on how to obtain the Companion License, Army users should contact Mr. Steve Miller at U. S. Army Small Computer Program Office at (732) 427-6786 or at Comark Federal Systems at (703) 227-2900. He can also be reached via e-mail at steven.miller@mail.monmouth.army.mil.

Note: FormFlow Classic (2.x) will remain APD's baseline for designing forms. There is no reason to change your software to FormFlow 99 at this time. Currently there are 630 forms available in that format and by changing to FormFlow 99 you could experience frustrations when the form you need is not available in that format.

ApproveIT Electronic Signatures [Dec 01]

APD is now embedding electronic signature capability (using the Silanis ApproveIT software) in each signature field of new and revise forms. As time permits, this functionality will also be added to all existing electronic forms with signature fields. Completion of this process may take some time, as APD will need to coordinate with proponents to obtain information about how their forms will be used and final approval must be obtained for each form with this capability. This functionality will enable users to electronically sign forms and automate their administrative process. All data entered on a form is secured by the electronic signature. This means, that if changes are made to any field(s) on a form with an electronic signature, after the form has been electronically signed, the signature will disappear. The electronic signature needs to be the last item that is completed when signing a form electronically with ApproveIT. If there is a chance the data on the form will change, we recommend saving a data file before electronically signing the form. This allows changes to be made to the form without losing the signature.

To identify signature ready forms, an ES will immediately precede the version number located on the bottom right corner of the form. [TOP](#)

OGE Form 450 (Executive Branch Confidential Disclosure Report) - Now Available in FormFlow Format

The OGE Form 450 (Executive Branch Confidential Financial Disclosure Report) is now in FormFlow 2.23 (*.fro) and PDF (unfillable) formats. This form is a safeguard for you as well as the Government. It provides a mechanism for determining actual or potential conflicts between your public responsibilities and your private interests and activities. This allows you and your agency to fashion appropriate protections against such conflicts. Agencies are required to designate positions in which the nature of duties may involve a potential conflict of interest. See form for more information and instructions. [TOP](#)

NCO Evaluation Report Form (DA 2166-7) and NCO Counseling Checklist/Record (DA 2166-7-1) [01 Jan 03]

DA 2166-7 and DA 2166-7-1 have been superseded by DA 2166-8 and DA 2166-8-1. Both DA 2166-

8 and DA 2166-8-1 are available in FormFlow and PDF format on the APD web site. [TOP](#)

SGLV 8286 (Revised Servicemembers' Group Life Insurance Election and Certificate Form) [01 Jan 03]

SGLV 8286 (Jun 01) is available in FormFlow 2.22 and PDF formats on the APD web site. A PDF version of SGLV 8286 can also be found at <http://www.insurance.va.gov/forms/8286.pdf>. [TOP](#)

APD [Announces](#) Important DA Form 12-R Information. [29 Aug 01] [TOP](#)

SF 71 Replaced by OPM 71 - Now Available in FormFlow Format [20 Aug 01]

The SF 71 is replaced by OPM Form 71 (Request for Leave or Approved Absence), June 2001. SF 71 is not authorized for further use. The OPM Form 71 (Request for Leave or Approved Absence) is posted on the APD web site in FormFlow 2.22 (*.fro) and PDF (unfillable) format, and is included on the Army Electronic Library (AEL) CD-ROM. This form has been designed to implement electronic signature using ApproveIT software. The version number at the bottom of the form includes "ES" to identify that it is an electronic signature ready form (APD V3.00ES). In addition to the APD website, the OPM 71 is available in PDF-fillable format on the OPM web site at <http://www.opm.gov/forms/index.htm>. [TOP](#)

Where to find DOD Forms. [22 Jan 01]

Department of Defense (DD) Forms have been removed from this site. If you are looking for DD forms, they are located on the DOD web site at the following address:
<http://web1.whs.osd.mil/ICDHOME/formsrpt/ddall.HTM>.

NOTE: DD forms in FormFlow 2.2 and FormFlow 99 formats are forms APD provides to DOD and are the same forms distributed on the Army Electronic Library (AEL) CD-ROM. These forms are available at: <http://web1.whs.osd.mil/ICDHOME/formsrpt/ddall.HTM>. [TOP](#)

ORDERS / SUBSCRIPTIONS / REPORTS

Important Changes to Supply Catalogs as of 1 April 2002 [20 Mar 02]

The Army Supply Catalogs of Sets, Kits, Outfits, and Tools managed by the Army Material Command (AMC) are all under one SC number now. The previous SCs are referred to as 'component lists' within SC 9999-01-SKO. This pamphlet will indicate that all AMC SCs have been superseded by EM 0074 (SC 9999-01-SKO,) April 2002. The body of these superseded SCs are placed under its component number within the single SC. The information will continue to be published on CD-ROM with publication number EM 0074 and on USAMC LOGSA web site. [TOP](#)