OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
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NGOR-IMS 1 October 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #214 (Army) - Distribution and Publications

1. This policy supersedes Command Policy Memorandum #214 dated 1 March 2012.

2. All electronically available publications will no longer be reproduced in hard copy for distribution. All official publications and doctrine will be published and stored on the library via the OKO Publications Library website. This change is in accordance with the Less Paper Policy, dtd 1 Dec 2000, HQDA Ltr 25-00-1. Soldiers should not print entire publications at their respective units unless absolutely necessary to establish the governing regulation.

3. All print requests must be processed using the FootPrints helpdesk system on Oregon Knowledge Online (OKO). For users unable to access the helpdesk system, the Print shop will assist in the creation of the ticket. Printed material should originate from an electronic document. Photocopies require justification to be duplicated. Final approval for all print jobs is retained by the Administrative Services Branch, NGOR-IMS-ISB.

4. Approval of new forms and publications or major revisions to existing publications must be staffed via AGO Form 399 with an unlocked, electronic copy using MS word to the Print shop for publishing IAW AR 25-30. It will be reviewed and returned for final changes or re-staffing if required. Once completed, a final submission of the item may be submitted for authentication to the COS and TAG. Once authenticated the document will be locked and placed on the library as an official copy with the required state seal and authenticating signatures. Please refer to AR 25-30 and DA Pam 25-33, for additional correspondence and publishing information.

5. All questions concerning this policy should be directed to NGOR-IMS-ISB.

DANIEL R. HOKANSON
Major General
The Adjutant General

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