

V. AVIATION MAINTENANCE

10. Publications

a. Standing Operating Procedures (SOP)

Are Standing Operating Procedures established and maintained for current operations? (*DA Pam 25-33, para 5-1*) **P / F / NA**

b. The Army Records Information Management System (ARIMS)

(1) Are the record managers and coordinators registered at the appropriate level on the ARIMS website (<https://www.arims.army.mil>)? (*AE 25-400-2, para 5g*) **P / F / NA**

(2) Are Office Record Lists (ORL) being created, approved, and maintained on the ARIMS website? (*AE 25-400-2, para 5h*) **P / F / NA**

(3) Are the ORLs being reviewed for approval by the supporting MSC or ASG records manager? (*AE 25-400-2, para 4b(5)b*) **P / F / NA**

(4) Are units deployed or involved in CONOPS managing their records according to Appendix A? (*AE 25-400-2, Appendix A*) **P / F / NA**

(5) Do the filing labels contain the correct information according to AE 25-400-2? (*AE 25-400-2, para 5a,b,c & d*) **P / F / NA**

(6) Are all record information being identified and properly marked and stored? (*AE 25-400-2, para 5a-d*) **P / F / NA**

(a) Paper, floppy disks, or similar media, labels may be handwritten or printed off of the ARIMS website.

(b) Digital record information on shared network drives, hard drives, or other similar storage devices will include the information in para 5d (1) a-e.

(c) All folders and containers used to store official record information, including personal email folders and shared folders on servers, will be labeled.

(7) Is the checklist in Appendix C used to evaluate the records management program and? (*AE 25-400-2, para 5i*) **P / F / NA**

c. Publications Maintenance / Shop Library

(1) Does each shop maintain a complete, up-to-date set of technical publications for all supported aircraft? (*FM 3-04.500, para 8-16*) **P / F / NA**

(2) Are publications filed correctly? (*FM 3-04.500, para 8-113; DA Pam 25-40, Appendix E, para E12-E20*) **P / F / NA**

(3) Are changes to publications posted correctly? (*DA Pam 25-40, para E8-E11*) **P / F / NA**

d. Account Establishment

- (1) Is a current copy of the account's DA Form 12R on hand? *(DA Pam 25-33, para 5-1(d))*
P / F / NA
- (2) Is the DA Form 12R filled out and signed by the AEPCO? *(AE Reg 25-30, Appendix c)*
P / F / NA

e. Account Review

- (1) Has the unit's account, DA Form 12R, been reviewed and updated at least twice a year? *(DA PAM 25-33, para 5-3)*
P / F / NA
- (2) Has the unit reviewed its ID requirement within the last six months? *(DA Pam 25-33, para 5-1g)*
P / F / NA

f. Sensitive Form / Publication Tracking

- (1) Is DA Form 410 utilized for tracking accountable/sensitive forms? *(DA Pam 25-33, para 5-11c(1))*
P / F / NA

g. Account Information Tracking

- (1) Does the publications manager have access to the Internet through a military local area network (LAN) for ordering and tracking publications? *(AE Reg 25-30, section 3, para 7c (4) (b))* **P / F / NA**
- (2) Has the unit set up an e-mail account that allows the publication clerk to communicate with AEUPUBS for account status information? *(AE Reg 25-30, section 3, para 6a)* **P / F / NA**

h. Requisition Status

- Does the unit maintain tracking information for publication and form requisitions? *(DA Pam 25-33, para 5-1)*
P / F / NA

i. Account Management Program

- (1) Does the publications manager have an internal distribution plan to identify separate sub-accounts and their subscriptions? *(DA PAM 25-33, para 3-11b)*
P / F / NA
- (2) Does the unit determine publication quantities to ensure unreasonable amounts are not ordered? *(DA PAM 25-33, para 3-2)*
P / F / NA

j. Publications Training

(1) Has the commander ensured the publications manager has received training? (*AR 25-30, para 1-28d and AE Reg 25-30, section 3, para 7(c)2*). **P / F / NA**

(2) Does the publications manager know how or where to obtain information or additional training? (*AE Reg 25-30, section 3 para 7b(g)*) **P / F / NA**

REFERENCES:

AE Regulation 25-400-2	31 Dec 2003
DA Pam 25-33	15 Sep 1996
AE Regulation 25-30	19 Dec 2003