

Preface

Purpose and Scope

This manual establishes procedures and techniques for the Information Mission Area (IMA) disciplines of printing, publications, and records management. These disciplines include the following battlefield information services (BIS):

- Printing.
- Publications.
- Forms management.
- Reproduction.
- Classified document control.
- Distribution/official mail.
- Correspondence.
- Files management.
- Freedom of Information Act (FOIA)/Privacy Act (PA).

This manual provides doctrinal guidance for applying BIS in the tactical environment.

FM 24-1, *Signal Support in the AirLand Battle*, provides the doctrinal base for the IMA disciplines: communications, automation, visual information, printing, publications, and records management. The IMA disciplines of printing, publications, and records management do not stand alone, but integrate into the other IMA disciplines. Commanders should use this manual with FM 24-1 to ensure this integration takes place.

The intent of this publication is to provide guidance to Information Services Support Offices (ISSOs), commanders, and staff officers across the operational continuum.

User Information

The proponent of this publication is HQ TRADOC. Send comments and recommendations on DA Form 2028 directly to Commander, United States Army Signal Center and Fort Gordon, ATTN: ATZH-DTL, Fort Gordon, Georgia 30905-5075. Key comments and recommendations to pages and lines of text to which they apply. If DA Form 2028 is not available, a letter is acceptable. Provide reasons for your comments to ensure complete understanding and proper evaluation.