

IETM CHECKLIST/SUBMISSION CRITERIA (per AR 25-30) Compliance/Mil-Std Check		Initials, Completion Date, Notes (Waiver Date, if waived)
TM NUMBER	MIL-STD/Version	
GENERAL		
1	Submit contract solicitation documents for equipment publications through EPCO to LOGSA for review prior to issue.	
2	Schedule publication: prepare an AMC Form 1217 or appropriate interface screen (e.g., TULSA, PTS) prior to commencing work on publication, and submit to EPCO. (Enter date approved by LOGSA.) <ul style="list-style-type: none"> Schedule simultaneously all associated publications that will be referenced or published as new or revised (e.g., page-based operator manual, hand receipts manual, warranty TB transport instructions TB.) If any portion of IETM will be duplicated in paper media, select "IETM and Paper" media. 	
3	State which military (mil) standard (std)/specification (spec) this manual complies with, including revision letter and change number, if applicable.	
4	All files in publications package comply with APD's File Naming guidelines. (File naming guidelines are available from EPCO.)	
5	If any portion of IETM will be duplicated in paper media, ensure data is the same in both IETM and Paper (PDF), by using the same XML tagged data; e.g., Publication Date, NSNs, Warning Summary, Security Markings, and other content. <ul style="list-style-type: none"> The date for each media type is the same. 	
MATRIX, PROCEDURAL, AND MIL STD/SPEC COMPLIANCE		
6	All content components are present, according to publication's content selection matrix.	
7	Sequence of WP, WP data and data modules is correct per applicable mil std/spec. <ul style="list-style-type: none"> Required elements include those marked "As required," which are present in specific system/equipment. 	
8	For changed IETMs, change markings are adjacent to changed content and an entry in Revision Summary covers each change.	
9	Content is accurate and complete IAW applicable mil std/spec.	
10	All illustrations are present, are legible, and shall be integrated with (preferably viewable simultaneously with) text they support.	
11	Each illustration is necessary and clearly depicts the necessary material from procedural steps (DA Pam 25-40).	
12	Figure titles are used one time, unless part of a properly designated multisheet illustration.	
13	Grammar, spelling, and punctuation are correct. (Refer to GPO Style Manual, per MIL-STD-40051-1.)	
14	Font sizes comply with applicable mil std/spec.	
15	WPs or data modules, procedural steps, tables, figures, etc., are properly numbered.	
16	Eliminate irregular text wrapping.	
17	TM number displays in title bar.	
18	WP title (if not currently in a work package, the information title) is in subtitle bar in navigation panel and cannot be toggled off.	
19	Publication does not contain trade names, contractor or military logos, insignia (LCMC, company, etc.), slogans, authorship/credit lines, or any text or graphic that may be construed as advertisement for or Army endorsement of a business or product.	

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20	Emergency work package is present in operator portion, if applicable.	
21	Standard tables do not deviate from content specified in applicable mil std.	
22	Ensure frames and tables don't scroll endlessly: these should be broken into smaller frames or tables, if possible.	
23	Check each disc for software files (.exe, .cab, etc.) and ensure all software has a current Certificate of Networthiness (CON) on CON list at CON Web site URL https://west.esps.disa.mil/netcom/sites/nw/CoNApproval/Lists/Networthiness%20Data/NWPublicView.aspx or https://portal.netcom.army.mil/apps/networthiness/SitePages/Home.aspx <ul style="list-style-type: none"> • Provide CON to EPCO. 	
24	IETM complies with "common look and feel" requirements, including required toolbar/buttons, frame layout, etc., from applicable mil std. <ul style="list-style-type: none"> • Mandatory function icons on main menu bar are present, are in order, and function as specified; additional optional icons do not conflict with defined icons in -40051-1 or -3031. • Make sure information bars are present, properly placed, and contain information specified in -40051-1 or -3031. 	
25	All hyperlinks link to proper content and buttons function properly and link to proper content.	
CONTENT - CROSS REFERENCE		
26	Check references and correct any obsolete references according to LIW, DA Pam 25-30 or ePubs. Each time IETM is updated, check References WP, and references in text.	
27	Use LIW and/or DA Pam 25-30 to check currency of all referenced publications.	
28	Check individual cross-references in each WP.	
29	All acronyms and abbreviations used in TM are in acronym/abbreviation reference list.	
30	WP and page numbers in alphabetical index references are correct.	
CONTENT - WARNINGS CAUTIONS AND NOTES		
31	Warning summary, if included, contains information required by applicable mil std/spec/hdbk. <ul style="list-style-type: none"> • Warning summary does not contain every warning in the IETM, does not contain specific warnings (tied to specific steps/procedures), and does not contain cautions. • Alert acknowledgment does not apply within Warning Summary. 	
32	All warnings, cautions and notes are formatted correctly per applicable mil std/spec/hdbk and contain no procedural steps.	
33	Warning, caution and note headers and any paragraph headers comply with applicable mil std and mil hdbk. Warning, caution, and note header "artwork" exactly matches the design in mil std/mil hdbk.	
34	Any nonstandard warning icons are easily understood, clear, and do not duplicate the meaning of standard icons. <ul style="list-style-type: none"> • MIL-STD-40051-1 does not require an icon for every alert. If hazard cannot be clearly and unambiguously represented in an icon, no icon should be used. 	

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	<p align="center">CONTENT - FRONT and REAR MATTER, MAILER AND DISC LABELS</p>	
35	<p>Front matter and rear matter are correctly formatted and include correct info (date, indexing numbers, Reporting of Errors, etc.)</p>	
36	<p>Front matter follows correct order:</p> <ol style="list-style-type: none"> 1. Disc Contents Frame including all correct publication numbers, titles and date. 2. Revision or Change Summary, if applicable. 3. IETM Identification Info frame ("Cover") complies with applicable military standard and Army "Look and Feel." 4. Title of IETM complies with MIL-STD-40051-1, Appendix A, Publications Type and Title with Associated Content Matrix Table or MIL-STD-3031; and has correct EM number and pub number, pub date, and supersession data (if required). <ol style="list-style-type: none"> a. Proper Distribution Statement and applicable b. Export Control Warning and Destruction Notices on IETM ID Info screen per MIL-STD-40051 series or MIL-STD-3031. c. Correct Reporting of Errors block. 5. Disc contents frame, if applicable. 6. Table of Contents (may be hidden using TOC button). 7. How To Use This IETM. 	
37	<p>TOC is complete (all work packages are listed), TOC and TM WP titles (including figure/table titles, if listed) match exactly, are not in all caps, WPs are not numbered, and is organized in a usable (user-friendly) manner.</p> <ul style="list-style-type: none"> • Cover, Revision/Change Summary if applicable, Warning Summary, Authentication, parts information, and all other required elements are accessible from TOC. Figures and tables may be listed in the TOC. • Paragraphs are not numbered and are not included in TOC. • TOC shall display, except when toggled off (including during display of parts information work packages.) 	
38	<p>Rear matter is present and in correct order:</p> <ul style="list-style-type: none"> • DA Form 2028 • Authentication 	
39	<p>IETM disc label (face) complies with applicable mi std/handbook.</p> <ul style="list-style-type: none"> • Disc label text includes EM, PIN, and IDN numbers (for example, EM 0000, PIN 000000–000, and IDN 000000) with correct number of digits. • Disc label includes text ("artwork") for every disc label, if more than 1 disc is used. 	

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40	<p>IETM mailer label complies with applicable mil std/handbook.</p> <ul style="list-style-type: none"> • Mailer includes front, back, spine, left inside, right inside, and, if there are additional panels for multiple discs, text for additional panels. • Mailer label includes complete, accurate, and usable instructions to install and uninstall all software and content on disc(s) without error messages. • Includes operation of IETM with and without Internet connectivity, operation from disc, operation from hard drive, operation for multiple users from LAN, and uninstall instructions. • If more than one operating system is available to target audience, includes instructions for all applicable operating systems. • Instructions must work for any MSD or device authorized for the target audience. • If any portion of instructions on mailer cannot be understood and followed exactly as written, correct it. 	
41	<p>IETM authentication page is formatted correctly, is accessible by link, and has correct Chief of Staff of the Army and Administrative Assistant to the Secretary of the Army (AASA) signature blocks, based on publication date, and contains correct authentication block number.</p> <ul style="list-style-type: none"> • Signature page is correctly formatted, and 7 digit ABN follows AASA signature block. • Each IETM requires just one authentication number for the “data set.” • Additional publication(s) on disc, if any, should already include assigned control numbers: each individual DA publication on disc contains an ABN and PIN. 	
GENERAL INFORMATION, OPERATOR, TROUBLESHOOTING, PMCS, AND MAINTENANCE INSTRUCTIONS		
42	Description and Use of Controls and Indicators are complete and compliant with applicable mil std.	
43	<p>Preparation for Storage or Shipment includes packaging instructions and packaging references are up-to-date, if applicable.</p> <ul style="list-style-type: none"> • Coordinate with local Packaging Specialist, if available. 	
44	<p>Operator and maintenance procedures are complete and correct, including –</p> <ul style="list-style-type: none"> • Warnings (death of or injury to personnel) and cautions (damage to equipment) • Initial setup information (e.g., required tools, number of personnel, etc.) • Necessary level of detail for novice to perform, including illustrations • Procedures for each MAC function • Two-level maintenance, unless that requirement was waived by DA G-4 	
45	Operator tasks and PMCS are presented in the order in which they are performed.	

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46	PMCS is complete and formatted per applicable mil std, with all required columns present and organized to minimize time and motion. <ul style="list-style-type: none"> • Lubrication instructions are either included in PMCS or in a stand-alone Lubrication Order per applicable mil std. • Mandatory Replacement Parts List (MRPL) is included in PMCS and/or in a stand-alone table in supporting information. • Stand-alone MRPL, If present, complies with standard information requirements in mil std. 	
47	Troubleshooting procedures are complete and compliant with applicable mil std, and are arranged in logical order.	
48	Maintenance work packages are arranged to coincide with FGC or top-down breakdown sequence followed in MAC and RPSTL.	
49	When called out in procedure (text and graphics), parts data is linked to parts information.	
50	If software routines are included to facilitate performing PMCS tasks and parts ordering, they must function properly; i.e., if each PMCS entry requires user to select "pass or fail" and there is a "submit results" button, each PMCS interval (e.g., Before, During, After, Weekly) must be in a separate table to enable that software routine to function.	
CONTENT - REPAIR PARTS AND SPECIAL TOOLS LIST (RPSTL)		
51	RPSTL introduction wording is verbatim per applicable mil std.	
52	RPSTL tables and columns/headers are set up and formatted in compliance with applicable mil std.	
53	SMR Codes, NSNs, CAGECs, P/Ns, Descriptions, Quantities, and NSN and P/N indexes are complete and correct.	
54	For figure/item numbers, NSNs in NSN index match those in RPSTL listing.	
55	NSN index entries are arranged in ascending numeric sequence by NIIN.	
56	For figure/item numbers, P/Ns in P/N index match those in RPSTL listing.	
57	P/N index entries are arranged in ascending alphanumeric sequence by P/N.	
58	P/N index entries match RPSTL figures; NSNs and part numbers match in each location.	
CONTENT - MAINTENANCE ALLOCATION CHART (MAC)		
59	MAC reflects two level maintenance, unless waived by DA G-4 and copy of waiver provided to EPCO.	
60	MAC introduction wording is verbatim per applicable mil std (unless two level maintenance was waived by DA G-4).	
61	Each MAC item has work package to match, and TOC entry matches MAC.	
62	MAC nomenclature and RPSTL nomenclature and group numbers match.	
63	Tools and test equipment table is organized in alphabetical order by nomenclature.	
64	Tools and test equipment table is complete and reference codes are correct.	
CONTENT - COMPONENTS OF END ITEM (COEI) AND BASIC ISSUE ITEMS (BII) LISTS		
65	COEI and BII introduction is verbatim per applicable mil std.	
66	COEI and BII tables and columns/headers are set up and formatted in compliance with applicable mil std, and entries are correct.	

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CONTENT - ADDITIONAL AUTHORIZATION LIST (AAL)		
67	AAL introduction is verbatim according to applicable mil std.	
68	AAL tables and columns/headers are set up and formatted in compliance with applicable mil std, and entries are correct.	
CONTENT - EXPENDABLE AND DURABLE ITEMS LIST (EDIL)		
69	EDIL introduction is verbatim according to applicable mil std.	
70	EDIL tables and columns/headers are set up and formatted in compliance with applicable mil std, and entries are correct. If system has no expendable and durable items, "not applicable" is stated.	
CONTENT - TOOL IDENTIFICATION LIST		
71	Tool identification list is complete and correct, per applicable mil std.	
72	Tool Identification List tables and columns/headers are set up and formatted in compliance with applicable mil std, and entries are in alphabetical order by item name.	
LEGAL, SECURITY, COPYRIGHTS, LICENSING AGREEMENTS, ETC.		
73	Verify that Government has unlimited use and replication/printing rights for publication. If unsure, check with local legal counsel.	
74	<p>If contract specifies limited data rights or if publication contains any copyright restricted data, a copyright release letter from copyright holder, per DA Pam 25-40 and AMC-R 25-76, must be reviewed by local legal counsel.</p> <ul style="list-style-type: none"> • Usually, if an IETM is copyrighted, a company courtesy line is on cover screen or in General Information, along with a copyright symbol or statement to the effect that "this material is copyrighted." • Submit copyright release letter and memo from local legal counsel to EPCO as part of publication package. • Provide any data rights limitations to EPCO to ensure DA Form 260-1 reflects maximum number of copies that may be replicated. 	
75	<p>Determine if IETM contains Classified, FOUO, or Controlled Unclassified information. Disc label is marked with proper classification markings. For individual PDFs on disc, the highest classification is marked on covers/disc label, and content is correctly marked.</p> <ul style="list-style-type: none"> • If classified, mark per DoDM 5200.01, Volumes 1 through 4. ("Classified" is not the same as "classification." Security classification markings are grouped into classified, controlled unclassified, and unclassified.) • If TM contains FOUO information, mark per appropriate volume of DoDM 5200.01, Vols. 1-4. • If TM controls Controlled Unclassified information, mark per DoDM 5200.01. • If the disc is unclassified, no marking is used. 	
76	Publication complies with all applicable requirements for Legal, Safety, Security, Hazmat, and Environmental and concurrences obtained from those stakeholders.	

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77	If equipment is on United States Munitions List or Commerce Control List, publication has an Export Control Warning. <ul style="list-style-type: none"> If so, the associated Security Classification Guide identifies it. 	
78	If prompted to accept a licensing agreement during disc installation, make sure Army has been given unlimited rights to replicate software. Ensure licensing agreement is reviewed and approved by Legal Office and submitted to EPCO in publication package. (This is usually in the form of freeware/shareware such as Adobe Reader. Legal Office concurrence memo will be included in publication package submitted for approval to LOGSA/APD.)	
79	Determine if IETM uses free run-time or government-owned software, as opposed to proprietary/licensed display software, per AR 25-30 and DA Pam 25-40. If IETM software is not Government owned or free run-time, verify that a waiver has been approved IAW AR 25-30.	
REVIEWS, VERIFICATIONS, AND CONCURRENCES		
80	Submit draft IETM (PTM) to EPCO for preliminary review prior to verification per AR 25-30. (EPCO will provide it to LOGSA.) (Final approval/disapproval is not given at the time of preliminary review.)	
81	Submit draft verification plan for review to EPCO and official TRADOC user representative(s). See AMC-P 25-31. (EPCO will send it to LOGSA.) <ul style="list-style-type: none"> Invite TRADOC and LOGSA representatives to verification. Obtain verification plan approval by email from LOGSA via EPCO and TRADOC. 	
82	Conduct verification of publication for accuracy, adequacy, and usability, per DA Pam 25-40. <ul style="list-style-type: none"> All required reviewers have concurred and signed Publications Concurrence Sheet/Memo. When an end item or system has IETM/IETP, portable document format (PDF) file, and paper technical publications, verify usability of media types concurrently to ensure usability, completeness and consistency among them. 	
MULTI-SERVICE/OTHER COMMAND		
83	Determine whether publication is a multi-Service publication and whether Army is lead service. <ul style="list-style-type: none"> If so, include all using Services' publication numbers, per applicable mil std/spec. If so, include all using Services' authentication blocks/signatures. (See AR 25-36.) If so, provide to EPCO other Services' replication requirements and address to which copies are to be sent. (See AR 25-36.) (EPCO will use the other Services' special distribution quantity and address to complete DA Form 260-1.) 	
84	Determine if IETM includes manuals from other Army commands. <ul style="list-style-type: none"> If yes, provide EPCO an authorization letter or electronic message from other organizations that are proponents of included publications. When another proponent's DA Form 260-1 is included in this final publishing package, it must serve as authorization since EPCO signature is required. 	
IETM PACKAGE PREPARATION FOR SUBMITTAL TO EPCO OFFICE		
85	Remove the words "DRAFT" and "TBD" from disc and throughout the publication(s).	

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86	IETM disc/disc set does not contain non-departmental (command) publications. <ul style="list-style-type: none"> • If IETM contains both departmental and command pubs, remove command pubs. Command pubs may not be combined with departmental pubs on a DA authenticated disc/disc set. 	
87	Disc has/discs have been scanned and found free of viruses, per DA Pam 25-40.	
88	Check each disc for PDF files. (Search for *.*pdf or *.pdf, including hidden files, on each disc.) <ul style="list-style-type: none"> • Check DA Pam 25-30 to verify that publications included on disc set are active and DA authenticated. Delete all unauthenticated and unauthorized PDFs. 	
89	The media can be duplicated.	
90	Assemble publications package, including the following: <ul style="list-style-type: none"> • Three FRC disc sets • Disc label(s) • Mailer text • Completed Paper/PDF Checklist/ETM Submission Criteria (excluding the shaded EPCO Review section) • A single, continuous Publications Concurrence Sheet/Memo with all required concurrence signatures • Copyright release letter, if applicable • Approved waivers, if applicable • A waiver from LOGSA if any software is used which is not Government owned or free run-time • List of publications, if more than 1 manual resides on disc • E-mail or memorandum of coordination (if IETM CD/DVD contains departmental manual(s) from another LCMC) • Information for completing DA Form 260-1, including Special Distribution addresses and quantities and AMC Form 1217 sequence number • CON (if applicable) 	
91	Review publication package for completeness, accuracy, and consistency of media types, and submit completed publications package IAW AR 25-30 to EPCO. <ul style="list-style-type: none"> • If any discrepancy or omission is identified by EPCO, package is returned to Technical Publications Manager for correction and is not designated an FRC until corrected. • If disc label, mailer, or DA Form 260-1 requires correction but no correction of disc is required, EPCO office reviewer may allow resubmission of only the corrected file, without resubmission of the 2 discs/disc sets. 	
EPCO REVIEW OF PUBLICATIONS PACKAGE (EPCO INITIAL AND DATE)		
92	Submit contract solicitation documents to LOGSA for review and comment.	
93	Submit EPCO-approved Schedule (AMC Form 1217) to LOGSA: correct per LOGSA feedback.	
94	Submit Verification Plan to LOGSA for review.	

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95	Request advance PIN, IDN, and ABN.	
96	<p>Prepare a DA Form 260-1: EPCO signs form. (Until they are published in DA Pam 25-40 or AMC-R 25-76, obtain draft detailed instructions on preparing DA Form 260-1 from LOGSA.)</p> <ul style="list-style-type: none"> • If another LCMC/EPCO is proponent and the publications will not be printed in paper, that particular proponent must provide DA Forms 260-1 to proponent of disc or disc set. • If publications have not been indexed previously and are not being printed in paper, DA Forms 260-1 must be part of disc set's final publishing package. • DA Form 260-1 will include, as applicable, special distribution requirements, a list of all individual authenticated publications (List of Included Publications, correct according to ePubs or DA Pam 25-30) on disc set, and proof of coordination by email or memorandum, if disc set contains departmental manuals for which another Life Cycle Management Command (LCMC), Center, or Activity is proponent. • For each disc, specify media; i.e., CD, DVD, etc. • DA Form 260-1 nomenclature (Block 5b) and title (Block 5g) match number and title on identification information screen of publication. • Block 5c of DA Form 260-1 indicates whether IETM is new, revised or a change. (The publication is not a new publication if you find a previous version listed in ePubs or DA Pam 25-30.) • If applicable, copyright is noted on DA Form 260-1, block 10a, with name and address of company that holds copyright in 10b. • Attach copyright release letter to the DA Form 260-1 that specifies whether Army has unlimited copyright release or limited copyright release, and if limited, how many copies are allowed. 	
97	Publications package includes applicable elements listed in item 91 above.	
98	Confirm that IETM disc(s), as well as mailer text and disc label, complies with applicable mil std and handbook.	
99	<p>Ensure content of each publication on disc(s), mailer label, and disc label have correct, consistent EM and publication numbers, dates, supersession data, distribution statements, destruction notices, and export control warnings, as applicable.</p> <ul style="list-style-type: none"> • Date the pub within 30 days of the date the FRC discs are sent to LOGSA. 	
100	<p>Mailer includes PIN and IDN from ePubs for the "collection" but authentication block of disc set will not include an individual authentication number. Each individual authenticated publication on disc set will include an authentication block number (ABN).</p> <ul style="list-style-type: none"> • Individuals' names and contractors' information shall not be included on mailer instructions or within disc set. (Privacy Act prohibits names and contact information, and AR 25-30 prohibits endorsement, in addition to the practical fact that same contractor may not have that contract for the life of the publication and the individual may not hold that position indefinitely.) 	

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101	<p>Disc label(s) comply with MIL-HDBK-1222 text, and each one includes PIN and IDN from ePubs for the “collection.”</p> <ul style="list-style-type: none"> • If more than one disc, ensure disc labels are consistent. • Specify whether each disc is a CD or DVD. • Specify disc number of the discs in the set. If there is only one disc in the set, include "Disc 1 of 1" on label. 	
102	<p>For multiservice discs or disc sets, ensure the other service's number, in addition to proponent's, is on cover (identification information) screen, disc mailer and disc label, and is noted on DA Form 260-1. Ensure the other service's signature block is on authentication block page.</p> <ul style="list-style-type: none"> • For Marine Corps, ensure US Marine Corps (USMC) Publication Control Number (PCN) is included on IETM cover (identification information) screen, disc mailer, disc label, and authentication page. 	
103	<p>Provides LOGSA two FRC disc sets, disc label(s), mailer text, and DA Form 260-1, including all copyright release letters and regulatory waivers, a list of Publications (if more than 1 manual resides on disc), an e-mail or memorandum of coordination (if IETM CD/DVD contains departmental manual(s) from another LCMC), a Publications Concurrence Sheet, and a completed IETM Checklist/ Submission Criteria. If any software is used which is not Government owned or free run-time, a waiver from LOGSA must be included in DA Form 260-1 package.</p> <ul style="list-style-type: none"> • Notify LOGSA by email that label and 260-1 package has been uploaded to ePubs (previously AKO Working - Prep for Review folder.) If LOGSA approves package, they send one disc or disc set to APD and they send an approval email to APD and EPCO. • If correction of anything on disc/disc set, mailer, disc label, or 260-1 is required, LOGSA notifies EPCO that disc cannot be approved until specified corrections are made. Once corrected, EPCO provides two copies of corrected disc/disc set to LOGSA for final review to ensure corrections have been made. If disc label, mailer, or DA Form 260-1 requires correction but no correction of disc is required, LOGSA and APD may allow resubmission of only the corrected file, without resubmission of 2 discs/disc sets. 	

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Compliance/Mil Std Check

		Date Complete and Initials (Waiver Date, if waived)	
	Technical Writer/Person to contact and Telephone Number:	Signature of Technical Manual Writer/Manager:	Date:
	Equipment Publication Control Officer (EPCO) Staff Reviewer and Telephone Number	Signature of EPCO Staff Reviewer	Date:
REMARKS (Enter Line Number and Remarks)			