

S/S by AR 25-50, 9/ Nov 1988

Army Regulation 600-70

Copy 2

Personnel General

# The Army Writing Program

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Headquarters  
Department of the Army  
Washington, DC  
5 April 1985

## What is this?

You have just opened a new type of UPDATE publication.

In the future all administrative regulations and some DA pamphlets will be converted from the standard, two-column format to the three-column UPDATE format.

Some UPDATE publications will be published separately like this one, while others will be organized as functional handbooks -- like the Unit Supply UPDATE handbook already in use in supply rooms throughout the Army. In all instances, users will not be required to post changes. They will always receive a fresh, up-to-date "posted" copy to make their jobs easier. Use of modern, computerized typography in UPDATE publishing gives the Army the ability to do this along with the potential for tremendous cost savings by freeing units from the time-consuming task of maintaining looseleaf publications.

In addition to a new format, UPDATE publications include some unique features as follows:

- o Summary of Change. Every UPDATE issue contains a Summary of Change. In the first printing of a book, the summary outlines the major topics covered by the publication. In subsequent printings, the summary outlines the major changes that have been made to the publication. Look for this summary in the front of every issue. It should help you "zero in" on areas that need your immediate attention.

- o Subscription Card. Look for the subscription card -- it is extremely important. You should use it to let your publications clerk know exactly how many copies of this UPDATE publication your unit needs. It is a two-part card -- you must complete part one and route it to your publications clerk. The publications clerk must then complete part two by consolidating your unit's total requirements. If you return your subscription card right away, you will receive the quantity you request of the next updated issue.

The Editors

# SUMMARY of CHANGE

AR 600-70

The Army Writing Program

This regulation establishes the Army Writing Program. It defines writing standards, establishes goals, and assigns responsibilities to the DA Staff agencies for the program's implementation, conduct, and support.

## UPDATE Change Highlighting

The two techniques shown below are used to help readers identify new changes in administrative publications.

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### UPDATE Cancel and Underscore Technique

1.

Text as it appeared in the last UPDATE issue:

The quick brown fox jumped over the lazy dog.

2.

Change text as it appears in this UPDATE issue:

The quick ~~brown~~ gray fox jumped ~~over~~ on the lazy dog.

3.

Fresh text as it will appear in the next UPDATE issue:

The quick gray fox jumped on the lazy dog.

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### UPDATE Tint Technique

1.

Text as it appeared in the last UPDATE issue:

2.

Restructured change text as it appears in this UPDATE issue:

3.

Fresh text as it will appear in the next UPDATE issue:

#### Chapter 4 Hours of Duty

##### Section I General

###### 4-1. Authority

Managers of activities employing NAFI personnel are authorized to establish and change the tours of duty of such employees in accordance with this regulation.

###### 4-2. Explanation of terms

a. *Administrative Workweek.* A period of 7 consecutive calendar days designated in advance by the appropriate official.

b. *Basic workweek.* The days and hours within the administrative workweek for a full-time or for a part-time employee during which an employee is expected to be on duty. These hours may be scheduled as regular, irregular, or rotating tours of duty.

c. *Full-time tour of duty.* A basic weekly tour consisting of 40 hours of duty each week.

#### Chapter 4 Alcoholic Beverages

##### Section I Introduction

###### 4-1. General

This chapter prescribes policies and procedures for the use, control, and sale of alcoholic beverages Army-wide.

###### 4-2. Authority

Policies and procedures in this chapter are developed under the following authority:

a. Section 6, 1951 Amendments to the Universal Military and Training Service Act (65 Stat. 88, 50 USC, App. 473) and DOD Directive 1015.3-R concerning the use, control, and sale of alcoholic beverages on Army installations within the United States (which includes the District of Columbia) and Puerto Rico.

b. International treaties and agreements as they pertain to alcoholic beverages overseas.

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b. International treaties and agreements as they pertain to alcoholic beverages overseas.

**Distribution:** Distribution of this issue has been made in accordance with DA Form 12-9A requirements for 600-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Block 385 of the subscriber's DA Form 12-9A. AR 600-70 distribution is D for Active Army, D for ARNG, and D for USAR.

**Subscription Information:** Valid account holders must use the enclosed subscription card to either increase or decrease the present quantity received of this publication. Complete the subscription card as shown in the instructions. Mail it as soon as possible to ensure that you receive the correct number of copies you need when this publication is reprinted.

**Resupply:** Limited copies of this UPDATE publication are available from the Baltimore Publications Center. To obtain copies, submit a completed DA Form 4569 (USAAGPC Requisition Code Sheet).

**Editorial Comments:** This UPDATE publication contains editorial comments that are not in the original standard version. These comments were inserted when there was a need to clarify the placement of an element of text (for example, the location of a table). These comments are set in bold italic type and enclosed in parentheses.

**Placement of Tables, Figures, Appendixes, and "R" Forms:**

• Full-page tables, figures, and appendixes (in that order) in UPDATE publications are located after the last chapter of the publication. Less

than full-page tables and figures will be placed nearest the first cited reference in the publication.

• All reproducible forms (R forms) included in UPDATE publications are located at the back of these publications and are in numerical sequence, beginning with DA Forms.

**A Special Note About Forms and Local Reproduction:** Forms are one of the Army's basic work tools. As the successful use of forms is closely related to the effective and efficient handling of personnel actions, the following general information about locally reproducible forms may be helpful to you:

• DA locally reproducible forms are designated with the suffix "R" as in DA Form XXXX-R.

• The authority for local reproduction of DD Forms and their use is given in the directive.

• Sources for forms not authorized for local reproduction i.e., stocked forms, are the AG publications centers or as stated in the authorizing directive. Since these forms may NOT be reproduced locally, they must be requisitioned.

• The copies of "R" forms at the back of publications printed in UPDATE are for your use in making local reproduction. Have them printed through your Forms Management Officer (FMO). In accordance with AR 310-1, paragraphs 4-26 and 4-28, the FMO may authorize the reproduction of a form in a modified format more convenient to local users. Those provisions permit back-to-back printing,

carbon sets, and continuous construction for word processing use.

• AR 310-1, paragraph 4-28, also authorizes overprinting of locally fixed processing information. The idea behind this authorization to overprint is to reduce the amount of time a typist has to spend repeating local standardized requirements.

• The rules for procuring printing differs from place to place; therefore, your FMO may not be able to approve the printing. In such a case the decision to overprint, or not to overprint, locally required information would be made at the lowest level where printing decisions are made.

The forms and local reproduction program offers you an opportunity to reduce your administrative burden and to save precious manhours for your unit.



This is the signature of an Army UPDATE publication

The relationship of pen and book in this mark depicts printed communications—ideas disseminated rapidly and accurately in an economically and aesthetically beneficial manner to serve and to be conveniently used by a large audience

Personnel—General

The Army Writing Program

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This UPDATE printing publishes a new Army regulation which is effective 5 April 1985

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.  
*General, United States Army*  
*Chief of Staff*

Official:

DONALD J. DELANDRO  
*Brigadier General, United States Army*  
*The Adjutant General*

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**Summary.** This regulation on policy for effective writing defines a common standard, establishes goals, and assigns responsibility for the Army Writing Program.

**Applicability.** This regulation applies to the Active Army, Army National Guard, and U.S. Army Reserve.

**Impact on New Manning System.** This regulation does not contain information that affects the New Manning System.

**Supplementation.** Supplementation of this regulation is prohibited unless prior approval is obtained from HQDA(DAPE-MPM), WASH DC 20310-0300.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Change to Publications and Blank Forms) directly to HQDA(DAPE-MPM), WASH DC 20310-0300.

**Distribution.** Active Army, ARNG, and USAR: D.

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**RESERVED**

## **1. Purpose**

This regulation establishes the Army Writing Program, announces its goals, and assigns responsibility for its implementation, conduct, and support.

## **2. Responsibilities**

a. The Deputy Chief of Staff for Personnel is the proponent of the program.

b. The Deputy Chief of Staff for Operations and Plans will enforce the common standard by incorporating the Army Writing Program into training policy and will fund any special requirements.

c. The Commanding General, U.S. Army Training and Doctrine Command will establish an Army Writing Office, coordinate implementation of the program in the Army's school system and in the field, arrange consultation when it is needed, and oversee the program.

d. The Superintendent, United States Military Academy will provide the Army Writing Program consultation in the form of curricular development and faculty training and summer seminars in effective staff writing.

e. Commanders at all levels will support the program by upholding the common standard, working actively to eliminate poor writing in their commands, and providing poor writers opportunities to improve.

## **3. Policy**

The Army Writing Program sets this common standard for effective writing: effective writing is writing that can be understood in a single rapid reading and is generally free of errors in grammar, mechanics, and usage. Maintenance of this common standard dictates broad diagnostic testing, a writing core in the curricula of Army schools, and sensible options for remedial work.

## **4. Goals**

The goals of the Army Writing Program are as follows:

a. Elimination of poor writing within the total Army.

b. Establishment of a common standard for effective writing.

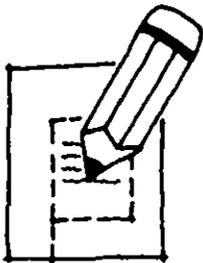
c. Effective training, testing, monitoring, and consulting.

d. Centralized coordination of training and consultation.

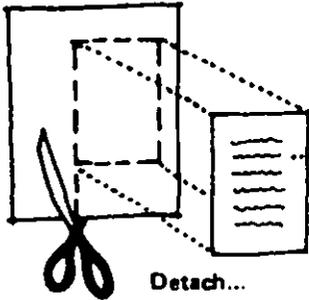
e. Sustained command emphasis on the program.

f. Cost effectiveness.

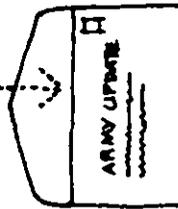
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AR 600-70

Army UPDATE Publications Subscription Card

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