

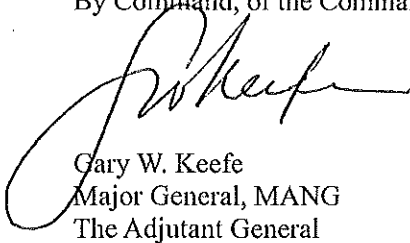
MANG PUBLICATIONS PROGRAM

**Joint Force Headquarters
Departments of the Army and the Air Force
Massachusetts National Guard
Massachusetts Military Division
Hanscom AFB, MA
19 November 2025**

Summary of Change

MANG Reg 25-30 has been rescinded and is replaced by MANG Reg 2025-01. Major revisions have been made to this publications program. A complete review of this regulation is needed.

By Command, of the Commander-in-Chief:



Gary W. Keefe
Major General, MANG
The Adjutant General

History. This regulation is a major revision of MANG Reg 25-30 and TAGMA Pam 25-30 that establishes regulatory guidance over the MANG publications program.

Supersession. This publication supersedes TAGMA Pam 25-30 dated 3 February 2009 and MANG Reg 25-30 dated 15 June 2015.

Summary. Establishes the policies and procedures for the MANG publishing program.

Applicability. All Army, Air, and Military Division elements of the Massachusetts National Guard.

Proponent and exception to policy. Assistant Adjutant General Executive Officer.

Management control process. Management controls are not established in this regulation.

Supplementation. Supplementation is prohibited.

Suggested Improvements. Users of this publication are invited to send comments and suggested improvements via a memorandum direct to Assistant Adjutant General Executive Officer, 2 Randolph Road, Hanscom AFB, MA 01731.

Distribution. MAKO. Massachusetts National Guard Public Facing Website Military Division Documents.

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Chapter 1

Introduction

1-1. Purpose

This publication establishes the policies and procedures for the MANG publishing program.

1-2. References

Required and related publications as well as prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. The Adjutant General (TAG). Responsible for prescribing regulations for the administration of the Massachusetts National Guard and Military Division of the Commonwealth, where Department of Defense, Army, Air Force, National Guard, or Massachusetts Executive Office of Public Safety and Security (EOPSS) regulations are not applicable; or where required by Massachusetts General Laws; or at the directive of the Commander-in-Chief.
- b. State Staff/Directors. Responsible for reviewing regulations as directed by TAG; and for prescribing policies to accomplish the regulatory requirements set forth by DoD, DA, DAF, NGB, Secretariats of the Commonwealth, or TAG.
- c. JAG. Responsible for performing legal review of regulations, pamphlets, circulars and policies.
- d. Military Division (MILDIV) Executive Officer and MANG Administrative Services Branch
 - (1) The central management point for all MANG regulations and forms resides with Military Division (MILDIV) Administrative Office.
 - (2) Assigns control numbers.
 - (3) Reviews all regulations and forms for format.
 - (4) Distributes final, approved regulations and forms and maintains a repository on Massachusetts National Guard Public Facing Website for Military Division Documents. In addition, MANG Administrative Services Branch will maintain repository on MAKO.
 - (5) Provides guidance in formatting and publishing to authors.
 - (6) Maintains formatted templates for ease of use for proponents.
- e. Authors.
 - (1) Coordinates with Military Division Administrative Office prior to initiating a new or revised publication or form.
 - (2) Prepares drafts for review.
 - (3) Responsible for correct formatting.

Chapter 2

Types of Publications within the Massachusetts National Guard

2-1. MANG Regulation (MANG Reg)

A permanent directive with compulsory requirements which are enforceable by Chapter 33 of the Massachusetts General Law or a permanent instructional or informational publication that prescribes the manner by which a regulation or requirement (Federal Law, DA, USAF, DODI, NGB, or MANG) is accomplished.

- a. May prescribe:
 - (1) Requirements.
 - (2) Responsibilities.
 - (3) Delegated authority.
 - (4) Objectives.

b. Outlines:

- (1) Best practices.
- (2) Methods.
- (3) Courses of action.
- (4) Impact to individuals and/or organizations.

2-2. MANG Policy or MANG Directorate Policy

An announcement of policy outlining requirements or allowed actions by The Adjutant General, State Staff, or Directorate which affects MANG or Military Division resources. Enforceable by Commanders, or state employees assigned in managerial or supervisory positions. Examples include TAG's policy on hazing, EEO, human resources, budget requirements, military vehicle uses, etc. Policies by Directorates derive from law or regulation.

2-3. MANG Form

A form used throughout the MANG that is prescribed by a MANG Reg or Pam and does not duplicate any higher echelon form.

2-4. MANG Bulletins

A publication within a specific functional area or within a command that provides instructions, guidance, and other materials.

- a. Bulletins cannot be a substitute for other MANG publications.
- b. Bulletins are not considered to be part of the MANG publications program.
- c. The publishing directorate or command is responsible for staffing and archiving bulletins.

2-5. Command Policies

A publication written by a Commander which outlines policies and/ or practices local to and enforceable by that Commander. Command Policies will be maintained and archived at the local command level.

Chapter 3

Signature Authorities

3-1. Types of Signature Blocks

- a. The "Authenticating Official" is the signature authority that endorses a publication.
- b. The "Official" is the subject matter expert that prepares or approves a draft to be reviewed by the Authenticating Official. This signature block is common but not required.

3-2. Authority to Sign as the Authenticating Official

- a. MANG Regulations. In addition to the Governor of the Commonwealth of Massachusetts, TAG, or if delegated by the Governor in writing the Assistant Adjutant General/Executive Officer, is the only other authorized individual to sign as the Authenticating Official. TAG will sign "By Command of The Commander-in-Chief."
- b. MANG Policy. TAG or Directorate position having direct control of and over the subject being outlined, if not signed by TAG; directorates will sign "For the Adjutant General".
- c. Command Policy. The Commander with the applicable Command authority.
- d. Military Division Policy. The State Staff Assistant Adjutant General/Executive Officer.

3-3. Authority to Sign as the Official

With the exception of Regulations, either the subject matter expert author or the highest Director/Commander under the Authenticating Official may sign as the Official.

Chapter 4

Format

4-1. Publications Format

The standardized format for MANG Regulations, policy, form and bulletins, will follow Military Division Administrative Office standard format as defined by the Military Division Administrative Officer. The Military Division Administrative Office will coordinate with G6 Admin Services Section for consistent formatting.

4-2. Form Format

A standardized MANG Form format has been established and provided by the G6, Admin Services Section.

4-3. Templates

Templates for each publication and form are maintained by the Admin Services Branch and are available for download in the publications and forms section of the [G6 – Admin Services MAKO page](#). These templates should be referenced whenever a publication or form is being prepared. A Microsoft Word version is also available for download so that authors can begin with the proper format and replace the existing verbiage with theirs.

4-4. Numbering

Publication and form numbers will be assigned by Military Division Admin Office.

- a. MANG Regs will be numbered by the calendar year initially published, and by sequential numbering of publications for that calendar year.
- b. MANG Policies will be numbered by the Directorate then year in sequential order (Example, HRO CY25-01 is the first HRO policy in Calendar Year 2025).

Chapter 5

Publishing Process

5-1. Workflow

a. The Assistant Adjutant General/Executive Officer in concert with the Military Division Administrative Office as well as The Assistant Chief of Staff (Army), Air National Guard Headquarters Executive Officer (Air), coordinate the staffing of publications, and maintain a working group to validate the need for a publication exists, and to coordinate and track the drafting of a publication. Drafting of a publication generally follows the following process:

- (1) A proponent proposes a need for a publication to the working group.
- (2) The working group confirms the need and assigns authorship responsibilities.
- (3) The draft publication receives legal and IG review.
- (4) The draft is presented to Military Division Administrative for format review and numbering.
- (5) The draft is reviewed by the working group for final edit.
- (6) The draft is processed for signature including a final legal and IG review.

b. The Military Division Administrative Office and the G-6, MANG Admin Services has the responsibility to manage the distribution, publication, and archival of all MANG publications authorized by this regulation. Additionally, the Military Division Administrative Office shall provide templates for

all publication types and assist along with the G6 Office of Admin Distribution Services creation and formatting of new forms.

5-2. MANG Form 5353-E

MANG Form 5353-E will be used to document the review process for new, revised, and rescinded MANG publications.

5-3. Distribution

a. Publication of MANG publications and forms consists of approved documents being posted in the repository on the G6 MAKO page for Admin Services as well as the MANG Public Facing Website for Military Division Documents. Secondary distribution will be made via the Admin Services Distribution email account. The e-mail distribution levels only consist of active Enterprise users. Units retain the responsibility to forward any publications and forms to their members if the material is pertinent to them. Distribution levels are as follows:

- (1) Level A, all MANG Army, Air, and Military Division personnel.
- (2) Level B, all MA ARNG personnel.
- (3) Level C, all MA ANG personnel.
- (4) Level D, all Military Division State Employees

b. The publication working group will review documents stored in this repository on an established cycle and advise the Military Division Administrative office and Admin Services chief when publications are obsolete.

5-4. Review Period

All current MANG publications and forms will be reviewed using 24 month increments. The publications work group will coordinate periodic reviews. The purpose of the review will be to:

- a. Validate that the content meets current requirements and processes.
- b. Ensure that content is still legally compliant.
- c. Eliminate redundancies and conflicts.
- d. Identify required changes.
- e. Identify publications and forms that are obsolete and may be rescinded.

5-5. Rescinding Publications and Forms

Rescissions will be documented on MANG Form 5353-E. Publications that prescribe a form which is still required cannot be rescinded

Chapter 6

Forms Requirements

6-1. Privacy Statement

All forms that collect any extent of personally identifiable information (PII) must provide a privacy statement.

6-2. Prescription

All forms must be prescribed by a current publication.

6-3. Duplication

MANG forms cannot be prescribed if they duplicate a higher-level .

Appendix A

References

Section I

Required Publications

AR 25-30

The Army Publishing Program. 14 June 2021

DA Pam 25-40

Army Publishing: Action Officers Guide. 01 February 2021

M.G.L. 33

Section II

Related Publications

This section contains no entries

Section III

Prescribed Forms

Except where otherwise indicated below, the following forms are available on MAKO

MANG Form 5353-E

MANG Publications and Forms Routing Slip

Section IV

Referenced Forms

Except where otherwise indicated below, the following forms are available on the AKO, AHP, and APD web sites.

Section V

Special Abbreviations and Terms

This section contains no entries.

Glossary

Section I

Abbreviations

AAG

Assistant Adjutant General

DA

Department of the Army

EOPSS

Executive Office of Public Safety and Security

IG

Inspector General

JAG

Judge Advocate General

MAKO

Massachusetts Knowledge Online

MANG

Massachusetts National Guard

Mil Div

Military Division of the Commonwealth of Massachusetts

TAG

The Adjutant General

TAGMA

The Adjutant General – Massachusetts