3-06/180.15 - Printing Request (SH-AD-1)

A Printing Request (SH-AD-1) shall be completed for all new material to be printed, as well as any reprints. The Printing Request shall be prepared in duplicate and approved by the unit commander. The original shall be attached to the "print ready" copy of the material to be printed and forwarded to the Printing Management Unit.

All material submitted for printing shall be typed in black.