

## DA FORM 2028

### Instructions for Reporting Errors and Recommending Improvements

You can use DA Form 2028, Recommended Changes to Equipment Technical Publications, or DA Form 2028-2 to make recommended changes to this electronic technical manual CD-ROM.

This CD-ROM contains DA Form 2028-2 in the menu which is used to make changes to the CD-ROM. DA Form 2028-2's are found in each technical manual and are used to report errors or recommend improvements in the individual technical manual.

### How Do I Make Recommendations to the Technical Manuals on the CD-ROM?

Each technical manual contains instructions for reporting errors and recommending improvements using DA Form 2028. Follow the instructions for each technical manual to report errors or recommend improvements and mail, fax, or e-mail to the technical manual proponent.

### How Do I Make Recommendations to the CD-ROM Operation?

Use the DA Form 2028-2 located in the menu to recommend changes to the CD-ROM. To activate this DA Form 2028-2, click on the DA Form 2028 from the ETM menu. This ETM does not have word processing capability; therefore, print the 2028 and complete it manually.

You may use a DA Form 2028-2 to recommend technical manuals be added or deleted to support a system or commodity, to tell us that a particular technical manual isn't properly linked, or something about the CD-ROM doesn't work. When you send a DA Form 2028-2 for the CD-ROM, be as specific as possible in describing the error or your recommendation.

### Where Do I Send the Completed DA Form 2028 ?

Mail your DA Form 2028-2 to the preprinted LOGSA address if you printed it from the ETM. If you use other DA Form 2028 software such as the US Army Publications and Printing Command PERFORM CD-ROM to generate your comments or if you manually complete a paper copy, mail the DA Form 2028 or 2028-2 to:

Executive Director  
U.S. Army Materiel Command Logistics Support Activity  
ATTN: AMXLS-AP(CD-ROM)  
Redstone Arsenal, AL 35898-7466

### Can I Fax the Completed DA Form 2028?

You may fax the completed DA Form 2028 to DSN 645-9850 or Commercial 205-955-9850.

Can I Send a DA Form 2028 by E-Mail?

You may submit your recommended changes by E-Mail directly to:

cdrom@logsa-emh2.army.mil

A reply will be furnished directly to you. Complete your e-mail recommendations as described in the following example.

From: Your e-mail address  
To: cdrom@logsa-emh2.army.mil  
Subject: ETM DA Form 2028

1. **From:** SFC Joe B. Smith
2. **Unit:** A Company, 3<sup>rd</sup> Battalion, 1<sup>st</sup> Brigade, 4<sup>th</sup> ID(Mech)
3. **City:** Fort Hood
4. **State or APO:** TX
5. **Zip Code:** 12345-1234
6. **DSN Phone:** 111-1234
7. **Commercial Phone:** 111-222-1234
8. **DSN Fax:** 111-1235
9. **Commercial Fax:** 111-222-1235
10. **Date Sent:** 15 May 1996
11. **ETM Version and Edition:** This data is found on the CD-ROM label
12. **ETM Title:** This data is found on the CD-ROM label
13. **ETM Date:** This data is found on the CD-ROM label
14. **Problem:**
15. **Page:**
16. **Paragraph:**
17. **Line:**
18. **NSN:**
19. **Reference:**
20. **Figure:**
21. **Table:**
22. **Item:**
23. **Text:** This is the text for the problem below line 28.

RECOMMENDED CHANGES TO EQUIPMENT TECHNICAL PUBLICATIONS

SOMETHING WRONG

WITH THIS PUBLICATION?



THEN . . . JOT DOWN THE DOPE ABOUT IT ON THIS FORM, FOLD IT, AND DROP IT IN THE MAIL!

FROM: (PRINT YOUR UNIT'S COMPLETE ADDRESS)

DATE SENT

PUBLICATION NUMBER

PUBLICATION DATE

PUBLICATION TITLE

BE EXACT . . . PIN-POINT WHERE IT IS

IN THIS SPACE TELL WHAT IS WRONG AND WHAT SHOULD BE DONE ABOUT IT:

PAGE NO.

PARA-GRAPH

FIGURE NO.

TABLE NO.

PRINTED NAME, GRADE OR TITLE, AND TELEPHONE NUMBER

SIGN HERE

FILL IN YOUR  
UNIT'S ADDRESS



FOLD BACK

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**DEPARTMENT OF THE ARMY**

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Executive Director  
USAMC Logistics Support Activity  
ATTN: AMXLS-AP (CD-ROM)  
Redstone Arsenal, AL 35898-7466