ALARACT: 179/2014

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THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY USAITA ON BEHALF OF HQDA//AASA-AHS//

SUBJECT: Update on Army Migration to Adobe Fillable Forms

1. Reference Memorandum, AAHS-ZA, 10 July 2013, subject: Army Migrating to Adobe Fillable Forms.

2. Starting 1 October 2014, IBM Lotus Forms Viewer and Silanis eSign software will no longer be supported by the Army Publishing Directorate (APD). Eliminating these software programs will save the Army $ 2 million annually.

3. The New Army forms solution is Adobe PDF. Army's enterprise licenses for Adobe LifeCycle Forms Designer and Adobe LiveCycle Reader Extension Software provide Armywide designers a new integrated forms and digital signature solution in one software package, enabling them to open, fill, sign, print, and save forms with the Adobe Acrobat Free Reader.

4. APD has begun the conversion of the Department of the Army (DA) forms from existing IBM Lotus (.xfdl) forms to fillable Adobe (.pdf) forms with scheduled completion by the end of FY14.

a. Once the transition is complete, the new fillable PDF forms will replace both the Lotus Forms (.xfdl) format and the non-fillable Adobe (.pdf) forms that are currently available. These forms are identified with "PDF-F" in the format column on the forms database within the APD website (www.apd.army.mil).

b. Starting 1 October 2014, APD will design and publish only PDF fillable DA forms.

c. APD will continue to host existing IBM Lotus (.xfdl) forms, on the APD website until 1 April 2015. Currently, any change required to a DA Form is made in the fillable PDF version only, and the xfdl format version is removed.

d. Full functionality of the DA fillable Adobe (.pdf) forms, requires either Adobe Acrobat 10 or above and/or Adobe Reader 10 or above.

5. This message will expire 30 June 2015.

6. The point of contact for this action is Mr. Steven Johnson, 703-614-3779, steven.j.johnson68.civ@mail.mil