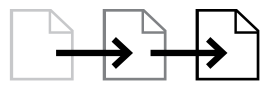


# ARMY PUBLISHING PROCESS (Administrative Publications)

← PROPONENT DEVELOPMENT

Pre-submission MONTH 1 MONTH 2 MONTH 3 MONTH 4 MONTH 5 MONTH 6 MONTH 7 MONTH 8 MONTH 9 MONTH 10 MONTH 11 MONTH 12 MONTH 13 MONTH 14 MONTH 15 MONTH 16 MONTH 17 MONTH 18



Development period may consist of:

- Functional Proponent (FP) identifies administrative publication (AR, DA Pam, DA Memo) requiring revision or development.
- FP alerts Publishing Champion (PC) and Publications Control Officer (PCO) of requirement.
- PC/PCO contacts APD for decision on appropriate revision method (new, major, expedite, or administrative revision).
- PC/PCO may request source file (Word document) for existing publications or templates for a new AR, DA Pam, or DA Memo.
- FP develops or revises publication.
- FP completes internal organization coordination.
- PC/PCO may submit a memo at any time to rescind or transfer proponenty to a different Principal Official.

## 18 - MONTH OFFICIAL PROCESS

**START**  
1 **NEW or MAJOR Revisions**

- PC/PCO initiates publishing action and uploads submission package through the Army Publishing Portal.
- APD verifies submission package that includes:
  - Final draft
  - Staffed DD Form 67 to support forms action(s) (rescind, new, revise, or obsolete)

**120 Days**

**COLLABORATION**  
OFFICIAL START TO THE 18 - MONTH PROCESS

- APD reviews for editorial and format standards.
- APD ensures all forms actions and graphic design requests are complete.
- APD policy analyst advises FP on all agencies requiring coordination.

**80 Days**

**COORDINATION (STAFFING)**

- FP coordinates publication Armywide.
- FP obtains a GS 15/O-6 approval from all coordinating agencies.

**90 Days**

**QUALITY REVIEW**  
FUNCTIONAL PROPONENT PROVIDES APD FINAL DRAFT (as a Word document with highlighted changes from coordination)

- APD policy analyst verifies Armywide coordination requirement.
- APD completes a detailed quality review of the draft.
- APD releases AR or DA Memo draft to FP for submission to OTJAG.
- DA Pams move directly to authentication.

**155 Days**

**LEGAL REVIEW**

- OTJAG coordinates with OGC, as necessary.
- OTJAG returns a legal review memorandum and tracked changes Word document to the FP for adjudication.

**65 Days**

**FINAL REVIEW**

- FP provides APD final draft, legal review memorandum (no legal objection), and OTJAG tracked changes Word document.
- APD completes final review of draft and prepares authentication package.

**30 Days**

**SA/AA/AHS AUTHENTICATION**

- APD submits authentication package for review and signature.
- Following authentication, APD updates the publication's effective date and posts to APD's Web site.

**30 Days**

**END**  
Agencies are required to maintain publication currency of 5 years.

## EXPEDITE AND ADMINISTRATIVE REVISIONS BELOW ARE NOT ON THE ABOVE 18 - MONTH PUBLISHING TIMETABLE

**2 START EXPEDITE Revisions**

- PC/PCO submits expedite revision packet to APD through the DA 260 mailbox ([usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil](mailto:usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil)).
- APD verifies that package includes:
  - Completed DA Form 260 showing coordination at the GS-15/O-6 level.
  - Completed legal review (no legal objection memorandum) (no legal review required for DA Pams)
  - Line-by-line changes for affected content provided in a Word document.

- APD strikes out obsolete content and inserts new content.
- APD updates summary of change and title pages.

- APD bands cover page with an expedite revision banner.
- APD revises appendix A and glossary, as needed, based upon submitted changes.

**SA/AA/AHS Authentication**

- APD submits authentication package for review and signature.
- Following authentication, APD posts publication to Web site.

**30 Days**

**END**  
An expedite revision does not change the publication's effective date.

**3 START ADMINISTRATIVE Revisions**  
(Examples of administrative revisions include addresses, Web sites, or phone numbers)

- PC/PCO submits administrative revision packet to APD through the DA 260 mailbox ([usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil](mailto:usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil)).
- APD verifies that package includes:
  - Completed DA Form 260 showing coordination at the GS-15/O-6 level.
  - Line-by-line changes for affected content provided in a Word document.

- APD strikes out obsolete content and inserts new content.
- APD updates summary of change and title pages.
- APD posts publication to the APD Web site.

**END**  
An administrative revision does not change the publication's effective date.

**APD SUBMISSION REVIEW:**

**30 Days** APD reviews submission package. APD approves revision request, recommends a different revision method, or return submission. PC/PCO will be provided justification for all returned actions.