



Admin Publishing 101 Class

Presented by:

Army Publishing Directorate

Updated: 16 May 2016

APD Web site: <https://www.apd.army.mil>

To register for training, visit: usarmy.pentagon.hqda-apd.mbx.publishing-division@mail.mil



Class Agenda

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- 5-Year Priority Publishing Plan
- Stakeholders

SECTION II

- Suggested Timeline
- Types of DA Admin Pubs
- Types of Publishing Actions

SECTION III

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- ALARACT Message Process
- APD Services and Resources
- APD Points of Contact
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Class Purpose:

Provide Publishing Stakeholders, especially action officers updating publications, an overview of the publishing process and key requirements for developing, formatting, and staffing draft documents

SECTION I



Annual Priority Publishing Plan

- HQDA Principal Officials and ACOM commanders will update ARs, DA memos, and DA pams every 5 years to ensure policies and procedures remain relevant and accurate
- FY16 Plan Initiatives:
 - Revise/Rescind half (~75) of over 20 year old publications
 - Reduce number of active Army Directives through incorporation into Army Regulations
 - Publish Principal Official directed priorities

HQDA Principal Official	AAG	AASA	ACSIM	AMC	ANMC	ASA (ALT)	ASA (FM&C)	ASA (IE&E)	ASA (M&RA)	CAR	CCH	CIO/G-6	COE	CSA	DAS	DUSA	G-1	G-2	G-3/5/7	G-4	G-8	GC	NGB	OCLL	OCPA	PMG	TIG	TJAG	TRADOC	TSG	USA	TOTALS
Total # of Pubs (AR, DA Memo, DA Pam)	2	42	50	11	3	35	6	1	16	4	4	10	17	16	19	2	156	34	79	86	5	1	8	3	1	36	2	23	3	47	1	723
Annually Revise/Rescind to Maintain 5-Year Currency	1	9	10	3	1	7	2	1	4	1	1	2	4	4	4	1	32	7	16	18	1	1	2	1	1	8	1	5	1	10	1	160



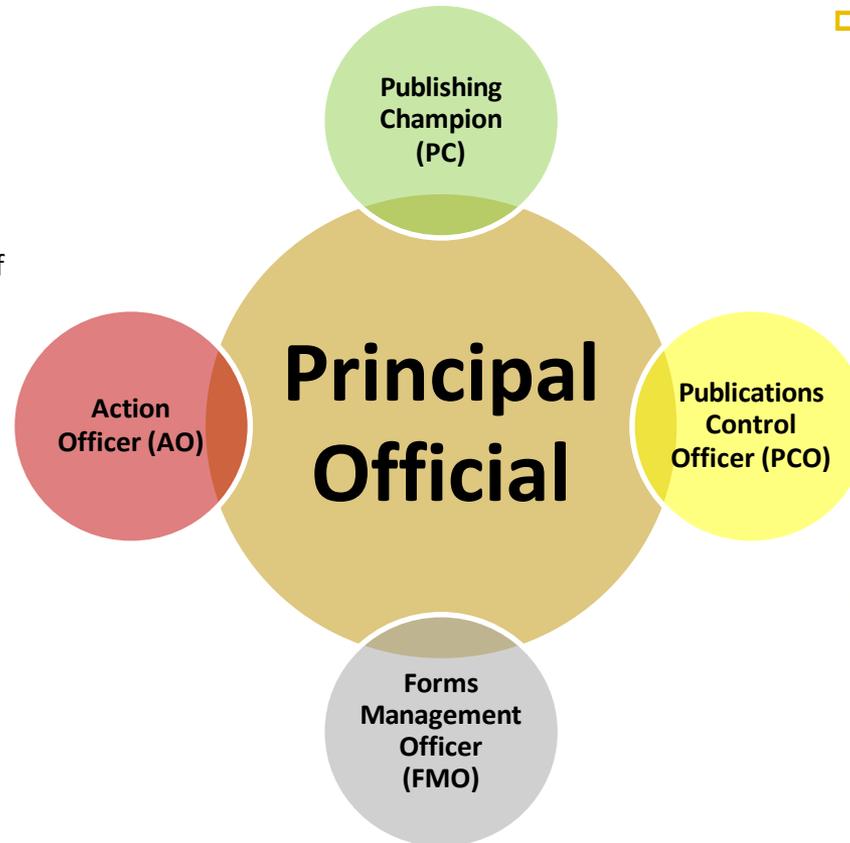
Publishing Stakeholders

□ Publishing Champion

Appointed by Principal Official; Rank/grade of O-6/GS-15 with the authority to set publishing priorities and approve the publishing, transferring, and rescinding of publications.

□ Action Officer

Subject matter expert who manages publication and develops, updates, and maintains assigned policies/procedures.



□ Publications Control Officer

Responsible for the agency or command publications management program and must approve all requests to publish. Ensures that draft publications have been properly prepared and coordinated before submission to APD.

□ Forms Management Officer

Reviews the manuscript and forms prescribed within it.

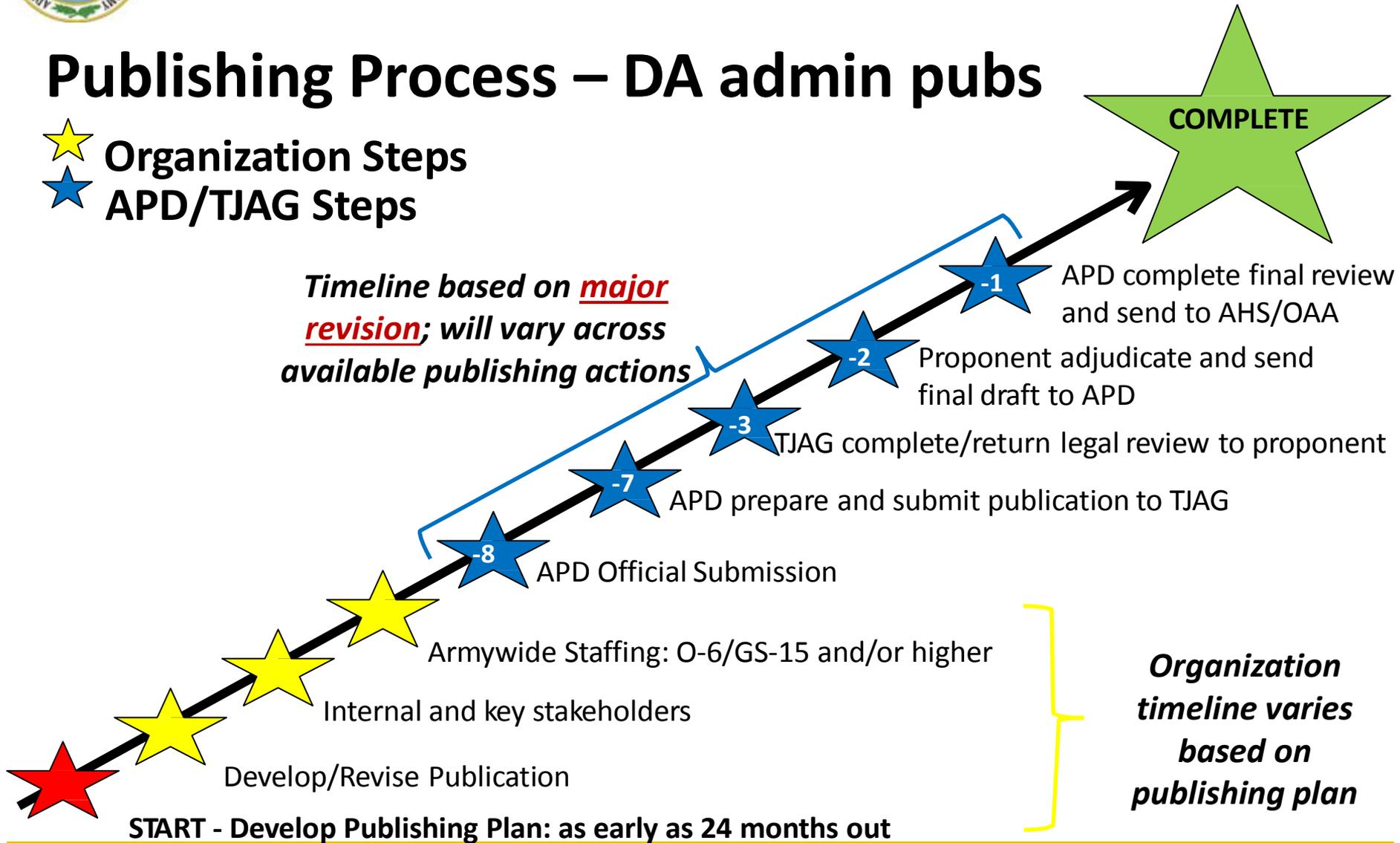


SECTION II



Publishing Process – DA admin pubs

- ★ Organization Steps
- ★ APD/TJAG Steps





Suggested Revision Timeline

□ 24 Months from Completion

- The PC confirms the annual publications production list with the PO as discussed with Army Publishing Directorate (APD).
- PC confirms publications scheduled for revision/development with each assigned publication AO. If needed, publication AO attends an APD Pubs 101 training session.

□ 23 Months

- The publication AO revises the publication. Publication AO develops publication development timeline for PC review and informs all stakeholders of deadlines.
 - 1) **22 Months:** Hosts division working group #1 to create publication table of contents/outline. Gain leader approval and advise the PC.
 - 2) **21 Months:** Hosts directorate working group #2 to confirm publication table of contents, and gather draft text from staff sections. Gain leader approval and advise the PC.
 - 3) **19 Months:** Hosts proponent working group #3 to discuss draft text. Gain leader approval and advise the PC.
 - 4) **16 Months:** Writes and assembles first draft. Gain leader approval and advise the PC.
 - 5) **13 Months:** Sends first draft out for O-6/GS-15 level input for Armywide staffing. Gain leader approval of comments and advise the PC.
 - 6) **10 Months:** Sends second draft out for GO/SES level final Armywide staffing. Gain leader approval of comments and advise the PC.
 - 7) **9 Months:** Assembles the final approved draft (clean), draft with track changes, DA 260 packet, and has the PC review and approve.
 - 8) **8 Months:** Submit official publication packet to APD for processing.



Suggested Revision Timeline

- ❑ **8 Months**
 - PC/PCO submits packet to APD no later than **240 calendar days** from proposed completion.
- ❑ **7 Months**
 - APD completes 7-Day Accept/Return Review in accordance with criteria set forth in AR 25-30 and DA Pam 25-40 (see Publishing Processing Checklist for general guidelines).
 - APD sends to TJAG for legal review.
- ❑ **3 Months**
 - TJAG completes legal review; sends to proponent for adjudication.
- ❑ **2 Months**
 - Proponent adjudicates TJAG comments; sends to APD.
- ❑ **1 Month**
 - APD finalizes proof; submits to AHS/OAA for authentication.
- ❑ **Complete**
 - AHS/OAA authenticates document and APD indexes publication.

Note: If the publication does not meet this criteria, the publication will be returned for corrections to the Principal Official's PC and PCO. If upon subsequent submissions the publication still does not meet the criteria for acceptance, all other returns will be elevated up the chain of command.



Types of DA Administrative Publications

DA Administrative Publication	Description	Establishes Policy (Yes or No)
Army directive (AD)	<p>A directive or information memorandum issued by SECARMY to establish or change policy or guidance for distribution and applicability Armywide. Army directives--</p> <ul style="list-style-type: none">•Are permanent and remain in effect until superseded or rescinded by SECARMY;• Are restricted to the use of SECARMY;•Must be staffed to ASA (FM&C), AASA, HQDA principal officials, ACOMs, ASCCs, and DRUs that have been assigned responsibility and/or oversight responsibility within the directive;• Take precedence over existing Army policy; and•Have numbers managed and assigned according to existing policy. <p>When ADs take precedence over Army policy in existing DA administrative publications, proponents of those publications must revise them to ensure compliance with the ADs.</p>	Yes
Army regulation (AR)	<p>Sets forth missions, responsibilities, and policies; delegates authority; sets objectives; and prescribes mandated procedures to ensure uniform compliance with those policies. Mandated procedures in Army regulations are required and authoritative instructions that contain the detail needed to make sure basic policies are carried out uniformly throughout the Army. These mandated procedures also ensure uniform implementation of public law, policy guidance, and instructions from higher headquarters or other Government agencies.</p>	Yes

Note: See AR 25-30, table 2-1.



Types of DA Administrative Publications

DA Administrative Publication	Description	Establishes Policy (Yes or No)
DA General Order	A written directive containing material of general interest (permanent or semi-permanent in duration) that fall within the following categories: 1. Organizational (relating to Army commands, installations, agencies, and activities). a. Assignment or reassignment. b. Establishment or disestablishment. c. Re-designation, inactivation, or discontinuance. d. Closure. 2. General Court Martial Convening Authority. 3. Awards (for Army personnel, units, and so forth, signed by SECARMY or the President of the United States; and for foreign national personnel). 4. Regimental.	Yes
DA memorandum	A permanent directive with limited distribution. It applies only to the HQDA or HQDA and its field operating agencies. DA memorandums are effective until superseded or rescinded.	Yes

Note: See AR 25-30, table 2-1.



Types of DA Administrative Publications

DA Administrative Publication	Description	Establishes Policy (Yes or No)
DA pamphlet (DA pam)	A permanent instructional publication. Unless mandated in an AR, procedures established in a DA pamphlet are for guidance only and to establish optional or helpful methods of performing mission and functions, probable courses of action, and how something is affected. A pamphlet-- <ul style="list-style-type: none">•Is organized and printed in the same format as an AR.•Is used to publish information (such as how-to procedures) needed to carry out policies and mandated procedures prescribed in ARs.	No
DA poster	A decorative or pictorial bill or placard for posting, often in a public place, and intended primarily for advertising.	No

Note: See AR 25-30, table 2-1.



Types of Publishing Actions

Type of Publishing Action	Applies To:	Staffing Required? (Yes or No)	Legal Review Required? (Yes or No)	Issue Date Changed? (Yes or No)
Administrative revision	<ul style="list-style-type: none"> •AD • AR • DA circular •DA memorandum • DA pamphlet • DA poster 	No	No	No
Mandated revision	<ul style="list-style-type: none"> • AR • DA memorandum • DA pamphlet • DA poster 	Yes (limited to AASA)	Yes (only for ARs and DA memorandums)	Yes
Expedite revision	<ul style="list-style-type: none"> • AR • DA memorandum • DA pamphlet • DA poster 	Yes	Yes (only for ARs and DA memorandums)	Yes
Major revision	<ul style="list-style-type: none"> • AR • DA memorandum • DA pamphlet • DA poster 	Yes	Yes (only for ARs and DA memorandums)	Yes

Notes.

¹ DA general orders are not revised; however, new DA general orders may be published to amend existing ones.

² See AR 25-30, table 3-2.



Types of Publishing Actions

Type of Publishing Action	Applies To:	Staffing Required? (Yes or No)	Legal Review Required? (Yes or No)	Issue Date Changed? (Yes or No)
Certify current	<ul style="list-style-type: none"> • AR • DA memorandum • DA pamphlet • DA poster 	No	No	Yes
Rescind	<ul style="list-style-type: none"> •AD • AR • DA circular • DA memorandum • DA pamphlet • DA poster •HQDA letter (numbered) 	Yes	Yes	N/A
Transfer	<ul style="list-style-type: none"> •AD • AR • DA circular • DA memorandum • DA pamphlet • DA poster •HQDA letter (numbered) 	No	No	No

Note. See AR 25-30, table 3-2



SECTION III



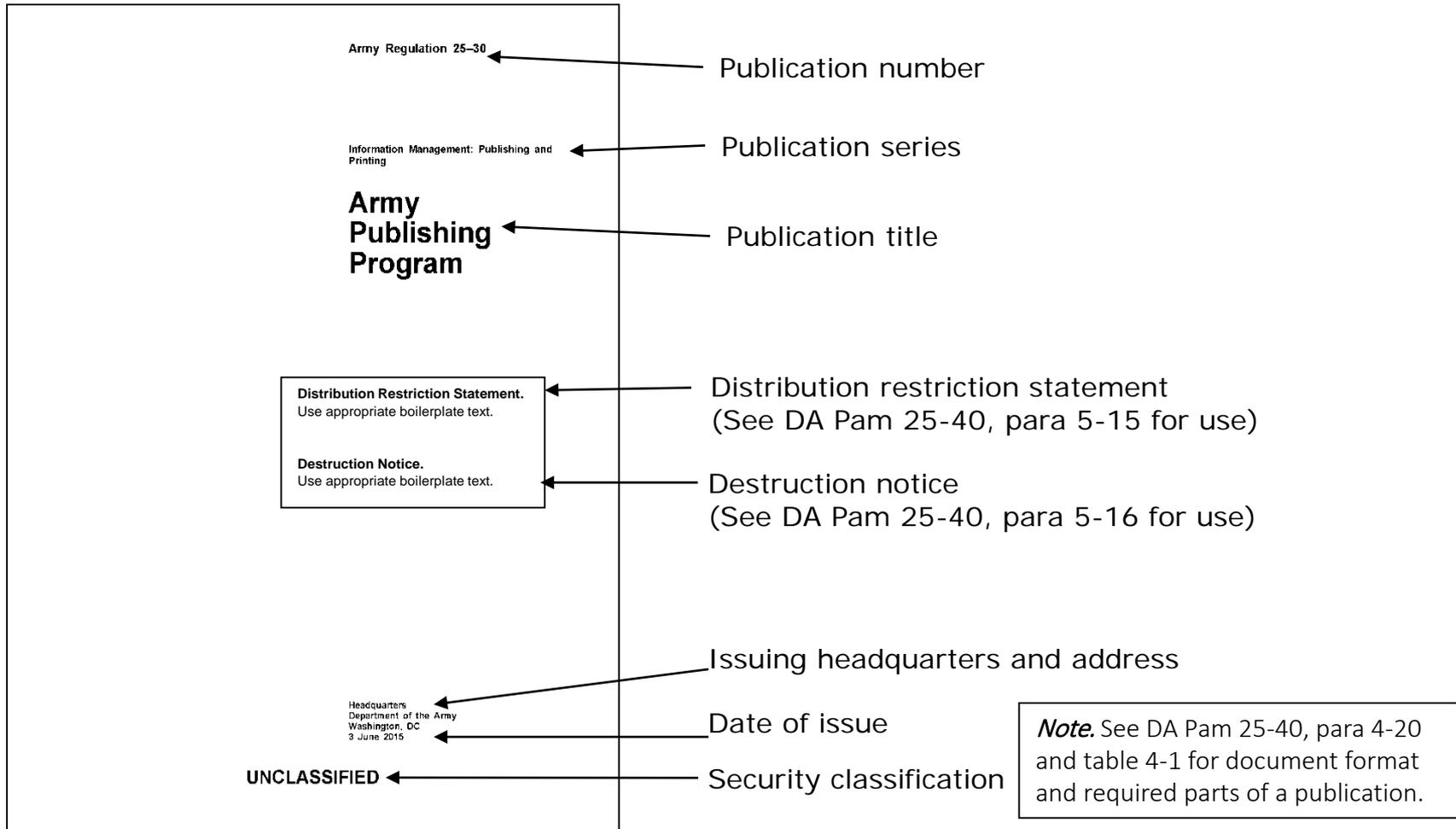
Parts of a Publication

ARs vs. DA Pams (policies vs. procedures)

- Army regulations:
 - Set forth missions, responsibilities, and **policies**; can also implement higher-level guidance (U.S. Code, public law, and DOD issuance)
 - Contain policies that drive the procedures
 - Effective until superseded or rescinded (permanent).
- DA pamphlets:
 - **NOT** policy; establishes **procedures** necessary to carry out policies contained in the accompanying Army regulation.
 - Contain details; how to carry out related policies
 - Effective until superseded or rescinded (permanent).



Cover Page





Summary of Change

SUMMARY of CHANGE

AR 25-30
Army Publishing Program

This major revision, dated 3 June 2015--

- o Sets the Secretary of the Army's policy for all official Department of the Army administrative publications to be no older than 5 years and requires that all official Department of the Army publications meet senior leadership expectations for timeliness. (paras 1-6 and 1-7).
- o Clarifies that except for Army directives and certain Department of the Army general orders, the Administrative Assistant to the Secretary of the Army is delegated authority by the Secretary of the Army to approve and authenticate Department of the Army policy publications (para 1-6b).
- o Changes staffing requirements for Department of the Army policy publications and supporting Department of the Army pamphlets to, at a minimum, colonel or General Schedule-15 level approval (paras 1-7a(5), 3-4b, and 3-4c).
- o Requires that each Headquarters, Department of the Army principal official and commander of an Army command designate a publishing champion (colonel or General Schedule-15 or above) for their functional areas (paras 1-7a(9) and 1-20c).
- o Assigns responsibilities to the Assistant Secretary of the Army (Financial Management and Comptroller) to review Army regulations for key internal controls and provide training for developing internal controls (para 1-9).
- o Delegates certain authentication authority to the Executive Director, U.S. Army Headquarters Services for Department of the Army administrative policy publications (para 1-11b(1)).
- o Further delegates authentication authority to the Director, Army Publishing Directorate for all Department of the Army administrative nonpolicy publications (para 1-11b(2)(1)).
- o Reflects the role of U.S. Army Materiel Command (Logistics Support Activity) as the Interactive Electronic Technical Manual Program Responsible Office (para 1-22).
- o Prescribes the new DA Form 260-1 (Request for Publishing - DA Training, Doctrinal, Technical, and Equipment Publications) (para 2-11).
- o Prescribes the revised DA Form 260 (Request for Publishing - DA Administrative Publications) (para 2-1).

- List major changes incorporated in the revision.
- List changes in the order that they appear in the document.
- Do not pull text verbatim from the document.
- Include paragraph citations for each bullet.
- Include a minimum of two bullets.

Note: If the publication is new, this page will be titled "Summary." The bullets will briefly outline major points in the document.

Note. See DA Pam 25-40, para 4-22 for guidance on the summary of change page.



Title Page

Names publication proponent and authority for approval of exceptions to policy

States if publication is new or type of revision

Provides brief summary

Identifies to whom publication applies (specifies components)

States which publication(s) are being replaced

Headquarters
Department of the Army
Washington, DC
3 June 2015

***Army Regulation 25-30**
Effective 3 June 2015

Information Management: Publishing and Printing

Army Publishing Program

By Order of the Secretary of the Army:
RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:
[Signature]
GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

Proponent and exception authority. The proponent of this regulation is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the higher headquarters to the policy proponent. Refer to this regulation for specific guidance.

Supplementation. Supplementations of this regulation and establishment of command and local forms are prohibited without prior approval from the Administrative Assistant to the Secretary of the Army (AMHS PA), 9301 Chapel Road, Building 1456, Fort Belvoir, VA 22060 5527.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Administrative Assistant to the Secretary of the Army (AMHS PA), 9301 Chapel Road, Building 1456, Fort Belvoir, VA 22060 5527.

Distribution. This regulation is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard, and the U.S. Army Reserve.

Army internal control process. This regulation contains internal control processes in accordance with AR 11-2 and identifies key internal controls that must be evaluated (see appendix B).

History. This publication is a major revision.

Summary. This regulation prescribes Army policy for preparation, review, approval, publishing, distribution, and management of Department of the Army publications, forms, and products. It implements Title 44, United States Code; the Government Printing and Binding Regulations published by the Congressional Joint Committee on Printing; DODD 5205.02F; DODD 5210.03; DAH 5205.24; DAH 5205.26; DAH 5205.33; and DAH 5205.35.

Applicability. This regulation applies to the Active Army, the Army National

Contents: Listed by page(s) and page number(s)

Chapter 1
Introduction, page 1

Section 1
General, page 1
Purpose • 1.1, page 1
References • 1.2, page 1
Explanation of abbreviations and terms • 1.3, page 1
Responsibilities • 1.4, page 1

*This regulation supersedes AR 25-30, dated 27 March 2007, and AR 25-55, dated 21 February 2014, and 1 revision DA Form 2028-E, 1 February 1974. DA Form 4575-10-1, 1 July 1985, and DA Form 3365-10-1, 1 July 1985.

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UNCLASSIFIED

States that supplements are not allowed without approval; identifies approved supplements

Provides contact information for sending comments, or suggested changes

Provides distribution level

Refers to requirement to identify key internal controls (ARs only)

Committee management statement (not shown) must be included when an AR establishes an intra-Army committee.

Note. See DA Pam 25-40, para 4-23 and table 4-3 for title page examples and guidance.



Body of the Publication

States the general purpose, function, scope, and objective of the publication in one brief paragraph.

Refers the user to appropriate section.

Identifies those with responsibilities in the AR or refers user to the appropriate place for that information. Responsibilities may be prepared as para 1-4, section II, or chapter 2.

Chapter 1
Introduction

Section I
General

1-1. Purpose
This regulation contains Army policy for preparation, review, approval, printing, distribution, and management of Department of the Army (DA) publications and forms. DA Pam 25-40 contains required processes and procedures for management of the Army Publishing Program. The policy prescribed by this regulation applies to all DA publications and printing matters, regardless of format or delivery medium, except those defined in AR 115-11 and AR 369-1.

1-2. References
See appendix A.

1-3. Explanation of abbreviations and terms
See the glossary.

1-4. Responsibilities
See section II of this chapter.

1-5. Army Publishing Program overview

- a. The Army Publishing Program ensures DA publications and forms comply with publishing and printing laws, regulations, and Department of Defense (DOD) and other Government agency issuances, to include United States Code (50 USC), JCFR (1) 9, Code of Federal Regulations (CFR), and the Federal Acquisition Regulation.
 - A. Primary functions of the Army Publishing Program include:
 - (1) Managing, numbering, and authenticating DA publications and ensuring all are economically and effectively developed and distributed.
 - (2) Managing, numbering, and designing DA forms and ensuring all are prescribed at the highest editions.
 - (3) Providing DA publications and forms to intended users, including the public, unless their distribution is restricted or classified.

Section II
Responsibilities

1-6. The Secretary of the Army
The Secretary of the Army (SECARMY)

- a. Approves and authenticates Departmental policy unless otherwise delegated (see para 2-14).
- b. Delegates authentication authority to the Administrative Assistant to the Secretary of the Army (AASAA) with the exception of Army directives (ADs) and DA general orders that promulgate a SECARMY-delegated authority or responsibility, require audit trails, such as those designating a court-martial convening authority, establishment or reorganization elements of DA, or assign Secretariat duties and responsibilities.
- c. Sets the currency standard for all DA administrative publications at 5 years.
- d. Establishes publishing priorities for all DA publications and forms.
- e. Determines the proponent of a DA publication when the appropriate proponent is unclear.

1-7. Headquarters, Department of the Army principal officials
Headquarters, Department of the Army (HQDA) principal officials will be proponents for publications that pertain to their functional areas. Only HQDA principal officials will be proponents for DA policy publications (see table 2-1). When writing or reviewing a policy publication, HQDA principal officials with proponentcy over a DA publication must coordinate with other HQDA principal officials who have oversight or imposed responsibilities within that DA publication. HQDA principal officials who do not have proponentcy over the publication but have oversight or imposed responsibilities within the DA publication must respond with concurrence or nonconcurrence. During the staffing process, HQDA principal officials may assign responsibility to commanders of Army commands (ACOMs) for nonpolicy administrative publications (see table 2-1). Proponent and exception authority will remain with the HQDA principal officials. See AR 19-37 and the current DA general order assigning functions and responsibilities within HQDA.

- a. HQDA principal officials will:
 - (1) Enforce DA publishing and forms management policies in this regulation and procedures prescribed in DA Pam 25-40 within their agencies and subordinate elements.

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List individuals and their functions according to protocol order. (Note: See AR 25-50, Figure B-2.)

Organizations subordinate to HQDA POs and ACOMs can be assigned responsibilities in subparagraphs.

Note. See DA Pam 25-40, para 4-25 and table 4-4 for guidance



Body of the publication

Titles: Do not include acronyms in chapter, paragraph, or subparagraph titles unless referencing a publication or form (example: AR 25-30).

General formatting rule: If there is a paragraph *a*, there has to be a paragraph *b*. If there is a paragraph *1*, there has to be a paragraph *2*.

Subparagraphs follow the same general rule as paragraphs.

Example:
Not acceptable title:
3-5. DOD forms
Acceptable title:
3-5. Department of Defense forms

officials). The Army proponent submits the DD Form 67 to the Army Forms Manager (AAHS-PAR) for Army approval (see DA Pam 25-40). If approved, the Army Forms Manager elevates the request to the DOD Forms Manager at Washington Headquarters Services, Executive Services Directorate, for final approval and implementation.

Chapter 3
Army Publication Types

Section I
Department of the Army Administrative Publications

3-1. Issue a new Department of the Army administrative publication
New DA administrative publications are those that have never before been published. HQDA principal officials and ACOM commanders will issue new DA administrative publications to implement new policies and procedures that are not already reflected in existing publications. New DA administrative publications must conform to the policy of this regulation and the procedures prescribed by DA Pam 25-40.

3-2. Revise a Department of the Army administrative publication
HQDA principal officials and ACOM commanders will revise DA administrative publications as policies and procedures change. DA administrative publications must be revised or certified current at least every 5 years. Revisions to DA administrative publications must conform to the policy of this regulation and the procedures prescribed by DA Pam 25-40. Revision types are listed in paragraphs 3-2a through 3-2d.

a. Administrative revision. HQDA principal officials and ACOM commanders may request an administrative revision to an existing publication to correct typographical errors and update office symbols, organizational names and addresses, references, or Web addresses. Administrative revisions will not change the publication's policies, responsibilities, or procedures. Staffing and a legal review are not required; however a DA Form 260 will be submitted to document the requested administrative change. An administrative revision will not change the issue date of the publication. The Director, APD will complete an administrative revision within 30 calendar days after submission acceptance.

b. Mandated revision.
(1) HQDA principal officials and ACOM commanders may request a mandated revision to an existing DA administrative publication to issue or revise policies and procedures if it meets at least one or more of the following criteria:
(a) Is directed by an executive order (EO) or DOD.
(b) Involves a matter of urgent national security.
(c) Is required by a change in law, statute, or Government-wide regulation.
(d) Is necessary to prevent imminent danger to the life, health, and safety of DA personnel.
(2) Staffing to the AASA only and a legal review are required for a mandated revision (see paras 3-4e and 3-5). A mandated revision will change the publication issue date. The Director, APD will complete a mandated revision within 60 calendar days after submission acceptance; this timeframe includes:
(a) Fifteen calendar days for APD review and preparation for legal review.
(b) Fifteen calendar days for legal review.
(c) Ten calendar days for proponent adjudication of legal review.
(d) Ten calendar days for APD preparation for authentication.
(e) Ten calendar days for authentication.

Note. A mandated revision can be converted into an expedite revision based on the scope of requested changes. APD will determine the type of revision following initial review.

c. Expedite revision. HQDA principal officials and ACOM commanders may request an expedite revision to revise and update policies and procedures quickly. Expedite revisions will not exceed 10 percent of the publication's current content; to include all figures, tables, and appendices. HQDA principal officials and ACOM commanders may complete a maximum of three expedite revisions to a DA publication. Following the third expedite revision, a major revision will be required. An expedite revision will change the publication issue date. Staffing and a legal review are required (see paras 3-4, 3-5, and table 3-1). The Director, APD will complete an expedite revision within 180 calendar days after submission acceptance; this timeframe includes:
(1) Thirty calendar days for APD review and preparation for legal review.
(2) Sixty calendar days for legal review.
(3) Thirty calendar days for proponent adjudication of legal review.
(4) Thirty calendar days for APD preparation for authentication.

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All references cited in the text should be listed in appendix A. All references cited must be current and available.

Cite only the publication, not the specific paragraph. For example, if referenced in paragraph 2-2 of AR 25-30, cite only AR 25-30.

Abbreviations, brevity codes, and acronyms: Define on first use. Ensure acronym is listed in the glossary.

Note. See DA Pam 25-40, para 4-25 for guidance.



Body of the publication

Tables: The readability of a publication can be improved by using tables to present material visually. Use for statistical data, narratives, or material that is especially lengthy and complex.

Keep tables to one page where possible for ease of readability.

Tables are most easily composed when material appears in no more than six columns.

Avoid complex tables.



If the publication is a/an—	Then it may be used to supersede a/an—
AR	AD, AR, DA pamphlet, DA circular, DA memorandum, or HQDA letter (numbered)
DA pamphlet	DA pamphlet
DA circular	DA circular or HQDA letter (numbered)
DA memorandum	DA memorandum
HQDA letter (numbered)	HQDA letter (numbered)
DA general order	DA general order

b. Doctrinal and training publications. Doctrinal and training publications are not policy DA publications and do not require Office of The Judge Advocate General (OTJAG) and/or Office of the General Counsel (OGC) legal review. See the glossary for a description of each doctrinal and training publication listed below.

- (1) Army doctrine publications (ADPs)
- (2) Army doctrine reference publications (ADRP)
- (3) Army techniques publications (ATPs) (includes multi-Service ATPs)
- (4) Common tables of allowances.
- (5) Field manuals (FMs) (includes multi-Service FMs)
- (6) Joint tables of allowances.
- (7) Professional bulletins (PBs)
- (8) Soldier training publications.
- (9) TMs (nonequipment)
- (10) Training circulars (TCs)

c. Technical and equipment publications. Technical and equipment publications are not policy DA publications and do not require OTJAG and/or OGC legal review. See the glossary for a description of each technical and equipment publication listed below.

- (1) Firing tables (FTs) and trajectory charts.
- (2) Lubrication orders.
- (3) Modification work orders (MWOs)
- (4) Supply bulletins
- (5) Supply catalogs.
- (6) Technical bulletins (TBs) (including medical TBs)
- (7) TMs (including ETMs and IETMs)

2-2. Other publications

a. Agency, command, and installation administrative publications (not authenticated by the Department of the Army). See paragraph 3-36 for a description of agency, command, and installation administrative publications.

- (1) Regulations (will not be used to issue policies across agencies or commands)
- (2) Circulars.
- (3) Pamphlets.
- (4) Memoranda (for example, Principal Officials Guidance; will not be used to issue policy across agencies or commands)
- (5) Orders.
- (6) Supplements to ARs.
- (7) Bulletins.
- (8) Posters.
- (9) Standard operating procedures (SOPs) as defined by JP 1-02 (SOPs will not be used to establish or change policy or issue procedures across agencies or commands)

b. Agency, command, and installation training, doctrinal, training support, and organizational publications (not authenticated by the Department of the Army). See the glossary for a description of each training, doctrinal, training support, and organizational publication listed below.

- (1) GTAs.

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Create tables in Microsoft Word.

Do not use graphic elements in tables.

Place tables as close as possible to the text referencing the table.

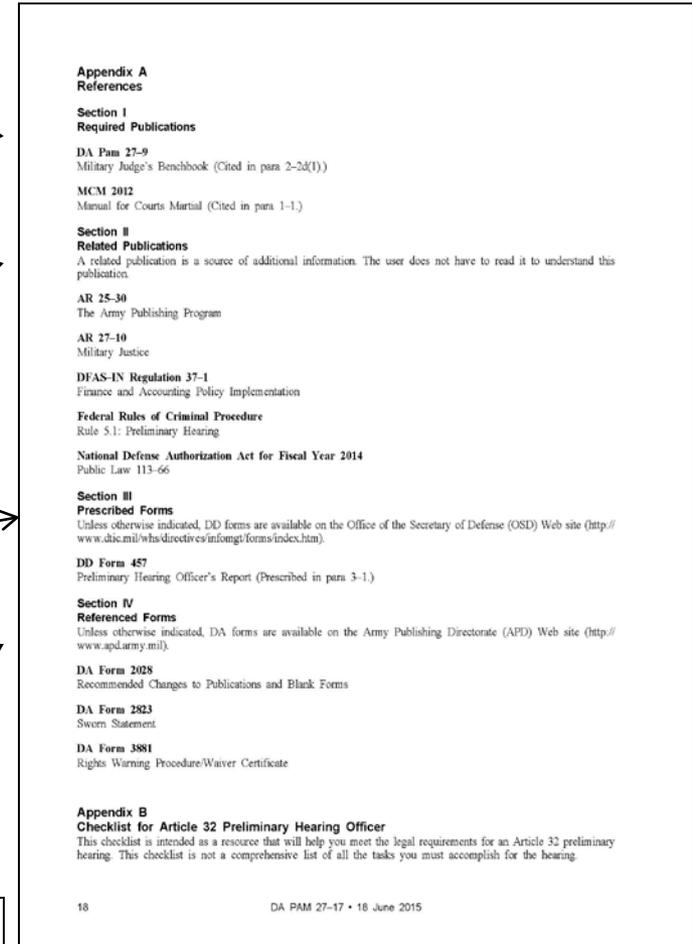
Note. Web addresses (URLs): Must be current and available. Whenever possible, cite Government homepage URLs where the information is hosted.

Note. See DA Pam 25-40, paras 3-25 to 3-29.



Appendix A

- Section I – Required Publications.
 - Cite a publication or Web site as a “required” reference only if the user needs to read it in order to understand or comply with the publication being written.
 - Provide Web addresses for all non-DA publications.
 - Provide citations of where the reference was mentioned within the document (first time only).
- Section II – Related Publications.
 - Cite a publication or Web site as a “related” reference to inform the reader of the source or authority for information being included in a publication.
 - Provide Web addresses for all non-DA publications.
- Section III – Prescribed Forms.
 - Prescribed forms are mandated by the publication; that is, the publication directs the use of form.
 - Cite forms correctly within your publication (prescribing paragraph only).
- Section IV – Referenced Forms.
 - Referenced forms are prescribed by another publication, not the publication mentioning the forms.



Note. See DA Pam 25-40, paras 4-30 and 4-31 for guidance.



Glossary

□ Glossary

- Section I – Abbreviations.
 - Only acronyms verified from the APD Web site (<http://www.apd.army.mil/abca>) will be listed under this section. Acronyms will be listed in alpha-numeric order.

- Section II – Terms.
 - The terms section provides an explanation of terms in alphabetical order. The term itself is placed on one line and the explanation begins on the next line. The first sentence in the explanation is never a complete sentence. Omit the subject and verb as in dictionary definitions. Do not include directive material in a term; that is, do not prescribe policies, procedures, or responsibilities in a term.

Note. See DA Pam 25-40, para 4-32, for guidance.

Glossary
Section I
Abbreviations
AR
Army regulation
DA
Department of the Army
DA Pam
Department of the Army Pamphlet
GCM
general courts-martial
MCM
Manual for Courts-Martial
MRE
Military Rules of Evidence (found in the MCM)
RCM
Rules for Courts-Martial
UCMJ
Uniform Code of Military Justice
Section II
Terms
Active duty
Full-time duty in the active military service of the United States including full time training duty, annual training duty, and attendance, while in the active military Service, at a school designated as a Service school by law or by the Secretary of the Army.
Counsel
Judge advocates or civilian attorneys certified under Article 27(b) of the UCMJ.
Deposition
A legal proceeding in which a witnesses' testimony is recorded verbatim and both Government counsel and defense counsel are provided the opportunity to question and cross-examine the witness.
Elements
The specific actions necessary to complete an offense under the UCMJ. All elements of a charged offense must be supported by evidence.
Evidence
Anything (item, document, or testimony) that tends to prove or disprove a fact in issue.
Military judge
A judge advocate officer who has been certified by The Judge Advocate General as qualified to preside over GCM and/or special courts-martial (SPCM).
Mitigation
Any evidence that supports a lower level of punishment for an offense.
Probable cause
A reasonable belief that an offense was committed and the accused committed it.

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Forms

- ❑ Check www.apd.army.mil to ensure that forms cited, referenced, and/or prescribed in your publication are:
 - Current and available to your readers (include URL if forms are not on APD's Web site).
 - Official departmental forms (DA, DD, SF, or OF). Do not cite local or command forms.
 - Review all forms in the prescribed forms section. Update all forms that include a –R.
 - Cite forms correctly within your publication.
 - At first citation – use the form number and full title; for example, “DA Form 31 (Request and Authority for Leave).”
 - Thereafter – reference by form number only; for example, “DA Form 31.”

- ❑ To create, revise, transfer, or rescind DA forms and other Armywide forms, complete a DD Form 67 (Form Processing Action Request) for each form affected.

Note. See DA Pam 25-40, chapter 12.



□ Prescribed Forms and Form Actions

- Proponents must identify all prescribed forms, which are forms controlled or “owned” by their publication. Make a list.
- Indicate whether the publication will supersede or rescind another publication. If it does, all forms prescribed in the superseded publication must be canceled or moved to the new publication.
- Review each prescribed form carefully to determine:
 - Is each form still required? If not, start a form cancellation action with the revision of your publication.
 - Is each form still accurate and up to date? Check for acronyms, agency names, addresses, telephone numbers, and references to other pubs or forms. If updates are required, start a form revision action.
 - Do you have a requirement for a new form? If so, start a new form action.
Note: Only official departmental forms can be cited or illustrated in your publication. If you have a local, command, or unofficial form, you must submit a new form action to turn it into a DA form.
 - Are all forms available electronically? If a form is available in paper only, is there a reason? If not, start a form revision action to make it electronic.



□ DD Form 67 (Form Processing Action Request)

- A completed and staffed DD Form 67 is required to process any form action.
- You must prepare a separate DD Form 67 for each form action.
- Your PCO/FMO will assist in completing, staffing, and signing the form.
- A draft of the proposed changes is required with the DD Form 67.
- Required staffing for DA forms (block 15):
 - Privacy Act
 - Postal
 - Reports
- In addition, external staffing is required for DD Forms (block 15) with the counterparts at the other Services using the form.
- Submit all form actions to APD with your publishing request.



Illustration of Forms

- Do not illustrate forms within administrative publications (to allow for form revision outside of 5-year currency requirement for publications).
- There are exceptions; for example, if you have a particularly complex form in which an illustration will be valuable to your reader. APD recommends illustrating forms within a DA pamphlet, not a regulation.
- The illustrated form(s) must be—
 - Departmental.
 - Latest edition with correct version number.
 - Fully populated with sample data – no blank fields; no real data (avoid PII implications).
 - Stamped with the word “SAMPLE.”

TECHNICAL REPORT OF U.S. ARMY AIRCRAFT ACCIDENT
PART VII - IN-FLIGHT OR TERRAIN IMPACT AND CRASH DAMAGE DATA
For use of this form, see DA Pamphlet 385-40; the proponent agency is OCSA.

1. AIRCRAFT COLLISION KINEMATICS AT INSTANT OF IMPACT

a. Airspeed at Impact (knots) 50

b. Vertical Speed (feet per minute)
Up Down 30

c. Flight Path Angle (degrees)
Up Down 5

d. In-Flight Attitude At Impact
(1) Pitch Angle Degrees 5 Up Down
(2) Roll Angle Degrees 0 Left Right

e. Obstacle Identity And Collision Height
Obstacle Collision Height Above Ground (feet)
(1) Birds
(2) Aircraft
(3) Wires/Cables
(4) Vehicles
(5) Tree
(6) Other

f. Terrain Collision Kinematics At Instant of Major Impact
a. Ground Speed at Impact 50 (knots)
b. Vertical Speed Up Down 100 (ft/min)
c. Flight Path Angle Up Down 70 (degrees)
f. Altitude at Major Impact (1) Pitch Degrees 5 Up Down
(2) Roll Degrees 90 Left Right
(3) Yaw Degrees 10 Left Right

g. Obstacle Compositely (Write aircraft designee here per 2.10, see also 2.11 or its successor as applicable)
(1) Completely (2) Partially (3) Not Obscured

h. Wire or Cable Description
Type Dia In Inches No. Struck
(1) Power Transmission 0.5
(2) Telephone or TV
(3) Stranding (polypropyl)
(4) Other (Specify)
i. WSPS (1) Installed Yes No
(2) Cut Wire Yes No
j. Obstacle Struck Other Than Wire (diameter in inches)

3. ROTATION AFTER MAJOR IMPACT (If yes, complete items b, c, and d)
a. Did Aircraft Rotate About Any Axis After The Above Major Impact (If yes, complete items b, c, and d)
Yes No Unknown

b. Roll Degrees Left Right Degrees 90
c. Yaw Degrees Left Right Degrees 0
d. Pitch Degrees Up Down Degrees 0

4. IMPACT FORCES RELATIVE TO AIRCRAFT AXES (G)
a. Vertical (G) Up Down 80
b. Longitudinal (G) Fore Aft G's 20
c. Lateral (G) Left Right G's 5

5. CASE NO. a. Date (YYYYMMDD) 20070626 b. Title 2121 c. Autl Serial No. 0010051
DA FORM 2397-6, FEB 2009 PREVIOUS EDITION IS OBSOLETE. k. OTHER ACFT SERIAL NO.

Figure 3-8. Example of a completed DA Form 2397-6, Part VII, In-flight or Terrain Impact and Crash Damage Data

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□ Social Security Number Reduction Plan

- If your form collects social security numbers, consider removing the SSN field (use other unique identifiers instead).
- To continue collecting SSN data, the reason for the continuance must fall under one of the acceptable use cases specified in DODI 1000.30.
- A justification memo signed by a General Officer or Senior Executive Service Civilian requesting the continued use of SSN must be submitted with each DD Form 67.
- DODI 1000.30 contains a sample justification memo and sample elimination plan and lists the allowable use cases:
<http://www.dtic.mil/whs/directives/corres/pdf/100020p.pdf>.



System Generated Forms

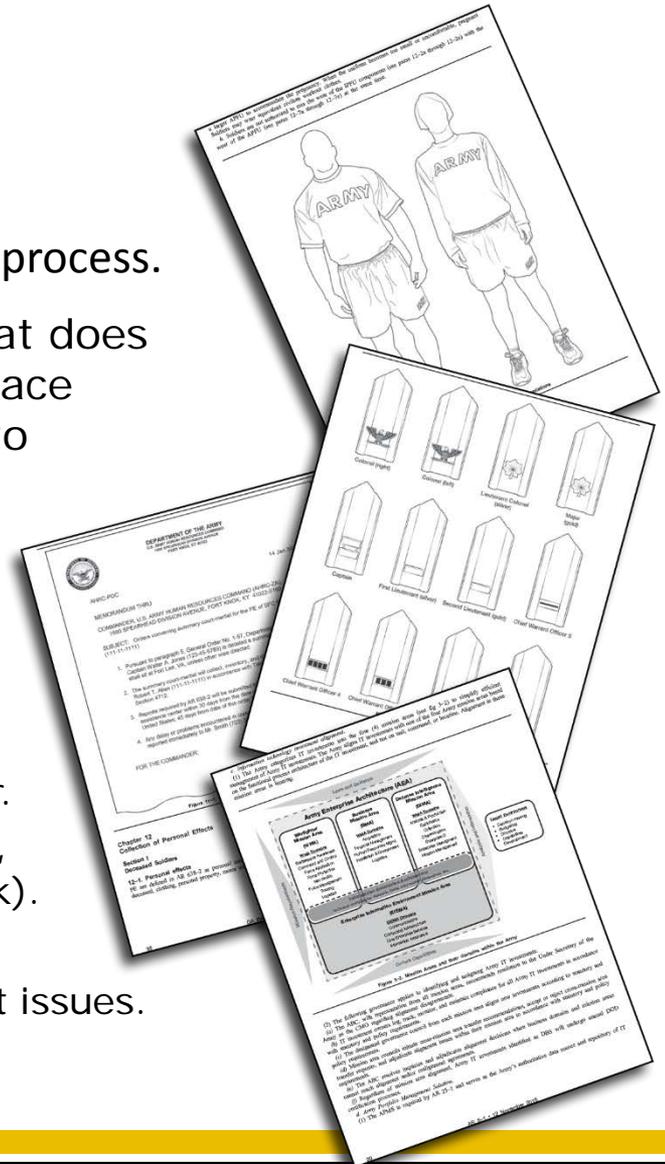
- System generated forms:
 - Must be approved by APD and indexed in the Army Index (DA Pam 25-30).
 - Are subject to the same controls and policy as any other Army form.
 - Are subject to the same process and requirements listed on the previous slide (prescribed in an Army publication, completed DD67 and staffed for Privacy, Reports, SSN implications).
- The system must clearly display:
 - The form number followed by "SG" (for example "DA Form 1234-SG") and complete form title.
 - The prescribing directive and Army proponent of the form (For use..line).
 - All statements/disclosures required by law or policy (for example, Privacy)
 - Act statements or reporting statements.
 - The form edition date and version.

Note: In lieu of a proof/copy of the form, screen shots or a list of the fields collecting data must be submitted with the DD Form 67.



Illustrations

- ❑ APD reviews all publications to ensure all figures meet publishing standards as part of the Armywide staffing process.
- ❑ Assists with creating or re-developing artwork that does not meet the standards. This work should take place during the publication development stage (prior to submission to APD).
- ❑ **Best Practices**
 - Proponent ensures figures:
 - Are needed.
 - Are modern and relevant to the subject matter.
 - Do not contain embellishments (drop shadows, unauthorized use of color, unnecessary artwork).
 - Meet editorial standards.
 - Do not contain corporate branding or copyright issues.





SECTION IV



Plain Language

- Plain Writing Act of 2010 (Public Law 111-274, 13 October 2010):
 - Requires Federal agencies to write “clear Government communication that the public can understand and use.”
 - Defines “plain writing” to mean writing that is “clear, concise, well-organized, and follows other best practices appropriate to the subject or field and intended audience.”
- Covered documents include letters, publications, forms, notices, and instructions – in both paper and electronic format.



Using Plain Language Principles in Your Word Choices

Four ways to apply plain language principles when choosing your words:

- ❑ A. Use active voice
- ❑ B. Avoid hidden verbs
- ❑ C. Avoid “shall”
- ❑ D. Use common, everyday words.

Note: See <http://www.plainlanguage.gov/index.cfm>



Use Active, Not Passive Voice

- ❑ Active voice is more clear, concise, and direct. Active voice makes it clear who does what – in that order.
- ❑ Passive voice can disguise who does what.

Passive voice example:

The memo was written yesterday.

Active voice improvement:

The Director wrote the memo yesterday.

Note: See <http://www.plainlanguage.gov/index.cfm>



Avoid Hidden Verbs

Hidden verbs are verbs disguised as noun phrases. They are generally longer than their true verb forms. Uncover hidden verbs for more effective sentences.

Examples:

- ❑ Replace “conduct an analysis” with “analyze.”
- ❑ Replace “present a report” with “report.”
- ❑ Replace “do an assessment” with “assess.”
- ❑ Replace “provide assistance” with “help” or “assist.”
- ❑ Replace “come to the conclusion that” with “conclude.”

Note: See <http://www.plainlanguage.gov/index.cfm>



Avoid “Shall” and “Shall Not”

“Shall” and “shall not” are ambiguous and not part of everyday speech. Use a clearer alternative.

<i>To Express:</i>	<i>Use:</i>
Is required to – obligation	Must
Is required not to / is not allowed to – prohibition	Must not
Is permitted to – discretionary action	May
Is not permitted to	May not
Ought to – recommendation	Should
Future	Will

From Richard Wydick, *Plain English for Lawyers*, 5th edition (2005).



Plain Language Checklist

- Is written for the average reader.
- Uses active voice.
- Avoids "hidden verbs."
- Uses "must" to express requirements; avoids the ambiguous word "shall."
- Uses common words.
- Omits excess words.
- Is organized to serve the reader's needs.
- Has useful headings.
- Uses short sections and sentences.
- Uses lists and tables to simplify complex material.
- Uses no more than two or three subordinate levels.

Note: See <http://www.plainlanguage.gov/index.cfm>



SECTION V



Staffing - Publishing Policies

- ❑ Required coordination for all DA administrative publications
 - Required coordination (see AR 25-30, para 3-4 and table 3-1): ASA (FM&C), AASA (including RMDA), and HQDA principal officials and ACOMs, ASCCs, and DRUs for which your publication imposes responsibilities or who have oversight responsibility.
 - ❑ Staffing POCs will route draft to appropriate personnel.
 - ❑ No response will be considered a concurrence (except for AASA and ASA (FM&C)).
 - All ARs must contain an internal control evaluation in accordance with AR 11-2 (Managers' Internal Control Program). POC: ASA (FM&C)
 - If publication affects the safety of Army personnel and/or the handling of equipment, you must obtain an Army Safety Office review.
 - If the publication affects a non-Army organization, please inform the organization.



Staffing - Required AASA (OAA) Coordination

Staff all draft publications to OAA through the HQDA Tracker System for required coordination with the following organizations:

Agency/Program	POC	Phone	Email
Records Management and Declassification Agency (AHS-RMDA)			
Federal Register			
Records Management (RMDA) Information Collections (Reports)			
Privacy Act/FOIA			
Official Mail (DA forms actions only)			
Special Programs Office (RPA-SPO)			
DA Committee Management Office			
Civil Liberties			
Conference Management Directorate (ACMD)			
Army Publishing Directorate (AHS-APD)			
Forms Management Division			
Editorial Review			
U.S. Army Center of Military History (AAMH)			
Military History Review			



Staffing - Federal Register Implications

- ❑ Guidance: AR 25-58 (Publishing in the Federal Register)
 - The Administrative Procedure Act, as amended by the Freedom of Information Act, requires that certain DA policy and procedural publications be published in the Federal Register for the guidance of the public (programs, policies, and so forth that affect the public).
 - The Army cannot require the general public to comply with, or be adversely affected by, a policy or requirement until it is published in the Federal Register (see paras 2-2 and 2-7).
 - Affects approximately 30 publications (ACSIM, G-1, G-4, PMG, NGB, CAR).
 - Review process initiated at staffing.



Official APD Submission Criteria (7-Day Review)

- DA Form 260
 - Use the new DA Form 260, dated March 2015. Obsolete DA Form 260s not accepted by APD
 - Ensure form is complete (including all signatures)
 - Include all required and completed coordination
- Word files
 - A complete Word file, which includes all required parts of a publication and no track changes, comments, and/or highlights
 - A track changes file composed of all proposed changes for submission to TJAG
- Figures
 - Include final staffed figures
- Forms
 - Ensure the draft of a new form or revision includes—
 - DD Form 67
 - SSN justification (if applicable)
 - Privacy Act statement

Your PC/PCO will make all official APD submissions



Submission Returns

- ❑ APD editors, forms analysts and illustrators will review submissions for 7 days and provide an accept or return message.
- ❑ Returned publishing actions will include a detailed list of issues.
- ❑ Examples of common issues: missing staffing, incomplete draft document (i.e., missing chapters) and associated files such as the DD Form 67, or major noncompliance with AR 25-30 and DA Pam 25-40.

Your PC/PCO will resubmit all returned publishing actions



TJAG Legal Review

- ❑ **What APD submits to TJAG (with copies to proponent and proponent's PC and PCO):**
 - Draft in Word
 - DA 260 showing coordination.

- ❑ **What TJAG returns to proponent (with copies to PC, PCO, and APD):**
 - No legal objection (NLO) memo.
 - Track changes file showing their recommendations. *Note: APD must have this documentation to move forward with authentication.*

- ❑ **Action officer works back and forth with assigned attorney throughout legal review**

TJAG may return publishing actions back to APD for return to proponent for major policy issues



Common Issues Found During Legal Review

- ❑ **Outdated reference list:** Problems with the listed references (usually appendix A of an AR). The list of required and related publications often contain rescinded publications or reference US Code provisions or Public Laws that have been revised or rescinded. Additionally, appendix A is often not in the format required by DA Pam 25-40 in that it does not provide specific URLs to the location of references.
- ❑ **Referencing documents not generally available:** A publication should not include a reference to a document or publication that is not readily available to the reader.
- ❑ **Outdated reference URLs:** Referenced URLs are not updated to reflect a change in the URL address for the referenced document. Referenced URLs should take the user directly to the home page, whenever possible.
- ❑ **Outdated glossary:** During AR revisions (especially expedites, formerly RARs), proponents often add new terminology and abbreviations to the revised text, but then fail to update the glossary or abbreviations appendixes. If a new term is used in a publication and that term is taken from another AR or DOD or Joint publication, then the glossary should reference the other publication from which that term is taken.
- ❑ **Definitions inconsistent with DOD policy:** If a term is defined in DOD policy, then (except in very rare circumstances) the Army must define that term exactly as DOD has defined it. TJAG often sees Army definitions that paraphrase the DOD definitions and that can cause considerable problems with interpretation and implementation.



Common Issues Found During Legal Review

- ❑ **Improper use of acronyms:** Use of an acronym that is not properly spelled out the first time is a frequent problem. All acronyms should be included in the glossary.
- ❑ **Cutting and pasting errors:** The final draft should be spell checked before submission to APD for a legal review, as TJAG often finds numerous errors as well as sentence fragments that appear to result from cutting and pasting errors during the writing process.
- ❑ **General inconsistency:** For example, in the same AR, the U.S. Army Resource and Logistics Command may be abbreviated as USARLC, ARLC, and RLC. Choose one.
- ❑ **Improper capitalization:** Not every word or term used in connection with the Army needs to be capitalized. TJAG frequently needs to correct "Commander" to "commander(s)," and words preceded by the word "Army" (for example, an "Army program to support Soldiers" is not an "Army Program").
- ❑ **Continued Use of MACOM:** AR 10-87, which was published in 2007, eliminated the term "Major Command" from the Army's lexicon and instead uses the terms "Army commands, Army service component commands, and direct reporting units." TJAG continues to see MACOM used in revisions of older ARs (especially RARs that do not revise the entire publication). Using "Find/Replace" will not automatically correct this problem, because it is not true that all ACOMs/ASCCs/DRUs were the equivalent of a MACOM and so proponents will have to review the policy to determine exactly to which commands a specific policy should apply.



Common Issues Found During Legal Review

- ❑ **Confusion over “senior commander” and “senior mission commander”:** The 2008 revision to AR 600-20, eliminated the terms Installation Commander and Senior Mission Commander and created the term “senior commander.” The term senior commander means a general officer assigned certain installation responsibilities. The general officer is typically also a mission commander but, in their “senior commander” role, they report directly to HQDA and not through their normal command channels. ARs often assign a mission or operational type responsibilities to a “senior commander” and then require them to report or process through their ACOM, ASCC, or DRU.
- ❑ **Too much “doctrine” or “process” in policy publications:** Occurs often in new publications. Frequently, TJAG and OGC identify that the author has lifted language from a “strategy” paper or briefing and put it directly into an AR. ARs assign duties and responsibilities for programs and list mandatory requirements. ARs should not contain large sections describing doctrine, theory, or administrative processes – better in DA pam or Army doctrinal publication. Appropriate to include short statements about the goals and purpose of a program.
- ❑ **Improper “responsibilities”:** Many ARs state that the proponent of the regulation has the assigned responsibility to “establish” or “provide” or “publish” policy related to the specific topic addressed in the AR. In accordance with DA General Order 2012-01, almost all policy “making” authority is reserved to the SECARMY alone. If the proponent of the AR is a principal ARSTAF official (example: DCS, G-1 or DCS, G-3/5/7), TJAG typically advises that the proponent has a responsibility to “develop” policy and that is how it should be phrased in an AR.
- ❑ **Internal Inconsistencies:** This problem is especially common in RARs when only a few paragraphs of a regulation are revised. TJAG has to check the rest of the AR (that is not being changed) to ensure that there is nothing inconsistent with the new revised language. Sometimes there are internal cross-references to other paragraphs that become invalid because the revision adds a new paragraph.

Bottom Line: Common issues increase time of legal review



Proponent Adjudication of Legal Review

- ❑ Adjudicate efficiently and quickly and mitigate leadership desire to make changes at this stage in the process (30 days)

- ❑ Publishing actions tend to stall in this phase; Action officer drives the success

- ❑ ***Supplemental Legal Review***
 - ❑ Sometimes the adjudication process or changes to the draft results in a need for second legal review
 - ❑ Coordinate with APD to request additional legal reviews

Address all TJAG concerns; include justification for changes not accepted



Final Review and Authentication

- ❑ Provide your PC, PCO and APD the updated and adjudicated final file
- ❑ APD editors will complete final editing and formatting and provide a PDF proof for proponent review and approval (30-day process)
- ❑ Obtain principal official (deputy) approval on DA Form 260 and return to APD
- ❑ APD prepares authentication package for AASA signature (can take up to 30 days; following approval publication is posted to APD Web site within hours)



SECTION VI



All Army Activities (ALARACT) Process

□ ALARACT Message Requirements:

- ALARACT messages contain no policy or procedures, (*AR 25-30 para 2-3b*)
- Expiration date no later than 12 months from the date of dissemination, (*AR 25-30 para 2-3b(2)*)

□ Submission Package Requirements:

- HQDA Form 5: The HQDA Form 5 signed by the organization's Principal Official or Deputy Principal Official (*DA Pam 25-40, para 7-14a*)
- Draft ALARACT: A Microsoft Word document (.docx) containing the ALARACT draft as intended to be released

□ Submission Process: (*DA Pam 25-40, para 7-14*)

- HQDA principal official will submit a complete and properly staffed ALARACT message package, including documentation of a legal review if required, to APD by email at:
 - usarmy.pentagon.hqda-apd.mbx.apd-pogs-and-alaracts@mail.mil
 - usarmy.pentagon.hqda-apd.mbx.apd-pogs-and-alaracts@mail.smil.mil

□ ALARACT Template Resource:

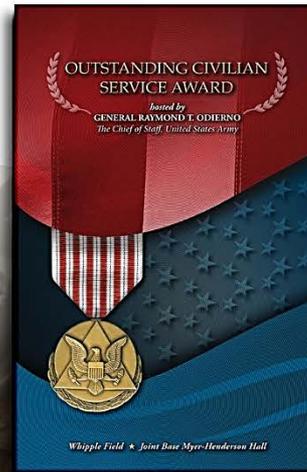
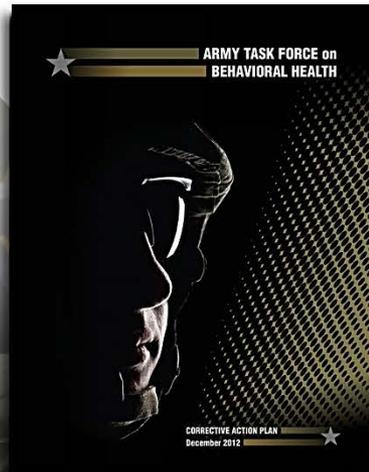
- http://www.apd.army.mil/Tools/PDF/ALARACT_Template.pdf



Printing Services

The Army Publishing Directorate oversees the procurement of departmental printing for the Army. APD prints and distributes all departmental training, doctrine, technical, equipment and administrative publications. APD procures all HQDA printed products, such as award ceremony programs and supporting materials for events. Additionally, APD provides local printing services in the DC metro area and can assist with local printing across CONUS.

Our experienced print specialists assist from initial request through final delivery. All printing requests must include a DA Form 260, DA Form 260-1, or DD Form 282.



On Time – Low Cost – Expertise

Questions? usarmy.pentagon.hqda.mbx.apd-printing-management-branch@mail.mil



APD Web Site – Official Departmental Index

- ❑ Maintain accurate record of the Army's departmental publications and forms (USC Title 44 requirement), to include all administrative, technical, equipment, training and doctrine publications.
 - DA Pam 25-30 (Consolidated Index of Army Publications and Blank Forms) (under Search in the website top navigation)

- ❑ Maintain historical files of electronic departmental publications and forms and provide to customers upon request.
 - Army Electronic Library of Departmental Publications and Forms (under Publications and Forms in the website top navigation)
 - Army abbreviations, brevity codes, and acronym (ABCA) database (under Tools)
 - Additional publishing resources and samples (under Tools)



Web Site Demonstration

Acronyms, Brevity Codes and Abbreviations (ABCA) Tool

The screenshot shows the APD (Army Publishing Directorate) website interface for the ABCA tool. At the top left is the APD logo and the text 'APD | ARMY PUBLISHING DIRECTORATE'. To the right is the 'AMERICA'S ARMY' logo with the tagline 'SERVICE TO THE NATION STRENGTH FOR THE FUTURE'. Below the header is a navigation bar with 'HOME', 'HELP', and 'USER MANUAL'. The main content area is titled 'Abbreviations, Brevity Codes, and Acronyms'. It contains a search instruction: 'Please select a search option from the drop down list in Section A. Enter your search criteria in Section B and then click on the 'Search' button. Click on 'Restart Search' button to start over with a new search.' Section A, 'Search Option Selection', features a dropdown menu with the text 'Select an Option' and the options 'exact Abbreviation, Brevity Code, or Acronym'. Section B, 'Search Criteria', features a text input field with the placeholder 'Enter Search Criteria'. At the bottom of the search area are two buttons: 'Search' and 'Restart Search'.

Notes: Visit the APD Web Site to view DA Pam 25-30, use the ABCA database, locate publications/forms, for example. Viewers are also able to order publications, and view the publications resources pages.



Publishing Tools and Resources

- ❑ AR 25-30 — Army Publishing Program
- ❑ DA Pam 25-40 — Army Publishing: Program Procedures
- ❑ Department of Defense Issuances — <http://www.dtic.mil/whs/directives>
- ❑ APD Web site — <http://www.apd.army.mil>
- ❑ The Government Printing Office Style Manual — <http://www.gpo.gov/fdsys/>
- ❑ Listings for United States Codes, Codes of Federal Regulations, and Public Laws — <http://www.gpo.gov/fdsys/browse/collectiontab.action>
- ❑ DOD Dictionary of Military Terms (JP 1-02) — <http://www.dtic.mil/doctrine/>



Publishing Tools and Resources

□ Web Resources:

- Official DOD plain language site – <http://www.dtic.mil/whs/directives/plainlanguage.html>
- PlainLanguage.gov – <http://www.plainlanguage.gov/index.cfm>
 - Federal Plain Language Guidelines (March 2011)
 - PLAIN'S Principles of Plain Language (PowerPoint)

□ Publications:

- DODI 5025.13 – DOD Plain Language Program (11 April 2013)
- Lauchman, Richard (2009) – Plain Language: A Handbook for Writers in the U.S. Federal Government (Available at <http://www.lauchmangroup.com/PDFfiles/PLHandbook.pdf>)
- Gillespie Myers, Judith (2008) – Plain Language in Government Writing: A Step-by-Step Guide (Available through Books 24x7 <http://skillport.books24x7.com/bookshelf.asp>)



APD Points of Contact

For APD customer assistance, please contact
usarmy.pentagon.hqda-apd.mbx.customer-service@mail.mil or
(703) 614-3727

www.apd.army.mil



Questions and Survey