

10 STEPS TO PUBLISHING ★ (ADMINISTRATIVE PUBLICATIONS) ★

1. Initiate your publishing action (DA Form 260, blocks 1 through 5) **through** the Army Publishing Directorate (APD) publishing portal (<http://www.apd.army.mil/>). Start by selecting the “TOOLS,” drop-down menu and then select “Begin an Administrative Publishing Action.” This can be accomplished by a publications control officer (PCO) or an authorized Army proponent. Acceptable publishing actions include: major revision, rapid action revision, and administrative revision of an Army regulation, pamphlet, or HQDA memo. **For publication rescind actions and the publication of DA general orders and Army directives, continue to send the DA Form 260, signed by your principal official, to usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil.**
2. Have your principal official approve the initiation of your publishing action. Principal officials no longer have to sign DA Form 260 if using the publishing portal.
3. Upon notification by APD, attend a pre-publication briefing with APD to cover the 18-month publishing process.
4. Work with the APD team lead and APD subject matter experts—Editorial, Policy, Forms, and Graphics—assigned to your organization through the developmental and coordination stages (internal and external) of your publication.*
5. After Armywide coordination, submit your publication, through the publishing portal, to the Office of The Judge Advocate General (OTJAG) for a legal review. **OTJAG will coordinate your publication with the Office of the General Counsel, if necessary.**
6. Complete the portal-generated DA Form 260 and have your principal official authorize the draft for the authentication phase. Principal officials no longer have to sign DA Form 260 if using the publishing portal.
7. Have your PCO sign off on your approved publication in the publishing portal.
8. Your PCO will submit your publication to APD in the publishing portal to start the 30-day authentication phase.
9. APD will submit your publication to Army Headquarters Services/Office of the Administrative Assistant to the Secretary of the Army for authentication.
10. APD will post your publication on <http://www.apd.army.mil>.

*Proponents are required to work with APD during every stage of the publishing process.

For questions contact
usarmy.pentagon.hqda-apd.mbx.administrative-publication@mail.mil



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