

APD Rolls Out Phase 1 of the Wizardized DA Form 260 – January 2011

As part of its effort to expedite the Army Publishing Process, APD is launching the first phase of the wizardized and standardized DA Form 260 (*Request for Publishing*) in January 2011. This initial release of the DA Form 260 wizard is optimized for Administrative publications. However, proponents of Doctrinal, Training, Technical, and Equipment publications are encouraged to try out the application.

The new DA Form 260 wizard:

- Guides users through only the fields and data inputs for their specific publication type(s).
- Incorporates functionality, including internal logic, which allows users to complete the DA Form 260 more quickly and easily, filling in the actual form in response to information entered by users.
- Provides the ability to use electronic approvals (digital signatures) of all principal players within the DA Form 260.
- Ensures users have completed all required fields and attached all required material before submitting the DA Form 260 to APD.

Users can always bypass the DA Form 260 wizard and go directly to the DA Form 260; however, they will lose the advantages of the wizard's logic and error checking.

The DA Form 260 wizard can be accessed from and must be submitted via the "Forms" tab on the Army Knowledge Online (AKO) portal through the Enterprise Content Management Services (ECMS) portal.

To assist users in navigating the DA Form 260 wizard, a user guide and frequently asked questions (FAQs) are available at the following locations via the AKO/ECMS portals:

- DA Form 260 Wizard (Phase 1) User Guide — <https://www.us.army.mil/suite/files/20922470>
- DA Form 260 Wizard FAQs — <https://www.us.army.mil/suite/files/6591914>

Future releases of the DA Form 260 wizard will add interaction with the new DA Pamphlet 25-30 database, which will pre-populate data for many of the fields, eliminate transcriptional errors, and even further speed the publishing process.

APD encourages users to suggest ways we can improve the DA Form 260 wizard application. Please e-mail recommended changes to epubs@conus.army.mil.