Publishing Process for Army Directives

Develop Policy and Staff
Proponent AO writes then staffs AD containing new policy via TMT with HQDA organizations (GS-15/O-6 level endorsements) that have oversight or responsibilities (mandatory staffing: AASA, ASA (FM&C), Army Safety, OCPA and OCLL). OCPA must provide a rollout plan.

Submit to APD
Proponent AO emails final draft packet to PC/PCO for endorsement. PC/PCO emails final draft with DA Form 260 and staffing captured on HQDA Form 5 or DA Form 260 (signed by PC/PCO) to DA Form 260 Mailbox. APD logs in the AD, assigns tracking #, and assigns to OAA Editor. AO should update TMT REMARKS at every step that action is “WITH OAA”, “WITH OTJAG/OGC” or “WITH PROPONENT” as appropriate.

AO Adjudication
AO addresses all comments in the admin law review and finalizes draft with OAA Editor via email. Editor clears draft for HQDA SLAP, by ECC in TMT.

OTJAG/OGC
Has 30 calendar days to complete review (outside TMT); returns written opinion and tracked edits to APD, OAA Editor, and AO.

OAA Editor
Has 15 calendar days for initial edit; coordinates changes with AO. Emails approved draft to APD to submit to OTJAG for admin law review.

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Final ECC Coordination
AO submits final draft and confirms the published rollout plan (from step 1) with the OCPA rep. Submits final draft AD, rollout plan, NLO memo and Form 5 via TMT through Principal Official to ECC for final coordination and approval:
- SMA (if required)
- DAS
- DUSA (if required)
- VCSA
- CSA
- USA
- OAA Editor (completes final proofread and assigns AD#)
- SECARMY for signature

NOTE: AO uses tracking number from step 1.

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Publish and Post
OAA Editor sends final documents to APD to post online and archive. APD completes admin revisions to affected pubs.

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7 August 2019