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 and OCLL will review rollout plan and conditions check.)

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 APD," "WITH OAA" as appropriate.

OAA Editor
Has 15 calendar days for initial edit; coordinates changes with AO. OAA editor emails approved draft to AO, who will submit to OTJAG through TMT for admin law review and request coordination with OGC legal review.

OTJAG/OGC
Has 30 calendar days to complete review; returns (through email) tracked edits and required changes for NLO to AO. OTJAG/OGC will sign off on the Form 5. Provide NLO email to APD and OAA Editor.

AO Adjudication
AO addresses all comments in the admin law review and finalizes draft with OAA Editor via email. Editor provides clean final draft and signs Form 5. AO routes with ECC for HQDA SLAP in TMT.

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 and conditions check, NLO from OTJAG/OGC on 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.

Publish and Post
OAA Editor sends final documents to APD to post online and archive.

26 February 2021