



Army Publishing Directorate

Army Regulation Policy Writing and Template

February 2019



Content

- Army Regulation (Definition)
- Policy vs. Procedures
- Policy and Procedures Comparison
- Sample Policy/Procedural Statements
- To Write An Army Regulation
- AR Writing Template
- Staffing



Army Regulation (Definition)

Army regulations are the vehicle for most Armywide policy. Army regulation definition excerpt from AR 25-30 (Army Publishing Program):

- Army regulations (ARs) set forth the mission, establish responsibilities and policies, delegate authority, and set objectives to ensure uniform compliance with policies. ARs implement public law, policy guidance and instructions from higher headquarters or other Government agencies, such as DOD, Joint Committee on Printing, or OMB (see AR 25-30, table 2-1).



Policies vs. Procedures

- A **policy describes** an organizational **goal and purpose**. Policies include guiding principles that inform and guide decision making. Policies include mission-oriented rules and requirements. Policies promote consistency and mitigate risk.
- **Procedures detail the process for accomplishing goals**, ensuring consistency. They include step-by-step descriptions of the tasks required to support and carry out organizational policies. **Procedures are subject to change and continuous improvement.**



Policies and Procedures Comparison

Policies (ARs)	Procedures (DA Pams)
Applicable across the Army	Applicable across the Army, but can be modified, unless specifically prescribed by the AR
Non-negotiable/infrequent changes	Frequent changes/continuous improvement
Expressed in broad terms	Have a narrow focus
Statements of what and/or why	Statements of how and when
Answers major operational issues	Details the process
Uses language that is directive	Uses language that is descriptive



Sample Policy Statements

- Publications in any media will be authenticated by the appropriate official. Authentication constitutes clearance of the publication's content; verifies that appropriate coordination has been accomplished, including legal review; and clears the publication for issuance.
- Headquarters, Department of the Army principal officials will sign the DA Form 260 (Request for Publishing–DA Administrative Publications) for publishing actions for DA administrative publications they are the proponent for before authentication by the SECARMY or designee.

Sample Procedural Statements

- When structuring departmental administrative publications—
 - Group the material by subject, identifying the individual topics to be covered.
 - Arrange the material logically. Material may appear in chronological order, by topic, in general-to-specific order, or in order of importance if the reader needs to know something about subject "A" in order to understand subject "B."
 - Divide large amounts of information into smaller pieces, such as chapters, sections, paragraphs, or subparagraphs. When subdividing an element, at least two of the same type must be used, as explained below.
- Before filing a record, examine it to ensure all actions are complete and essential information is attached. If essential information is missing and cannot be located, annotate the record indicating what measures are being taken to obtain the information. Envelopes, routing slips that bear no essential information and extra copies should be removed. Staple hardcopy documents when possible. Prior to stapling, documents should be assembled with the latest action on top. Other fasteners may be used when there are too many papers for stapling or physical characteristics prohibit stapling.



To Write An Army Regulation

- Visit the APD website at <https://armypubs.army.mil> to see examples of recently published regulations. No need to reinvent the wheel; AR formatting is the same (see attached AR template)
- Reference AR 25-30 (Army Publishing Program) and DA Pam 25-40 (Army Publishing Program Procedures) for publishing policy and procedures.
- Contact your organization's Publishing Champion (PC)/Publications Control Officer (PCO) for further approval by the HQDA Principal Official who owns the policy.



Begin Writing

- Use the plain language approach, that is, write so that the reader can—
 - Find what they need
 - Understand what they find
 - Use what they find to meet their needs

- Also—

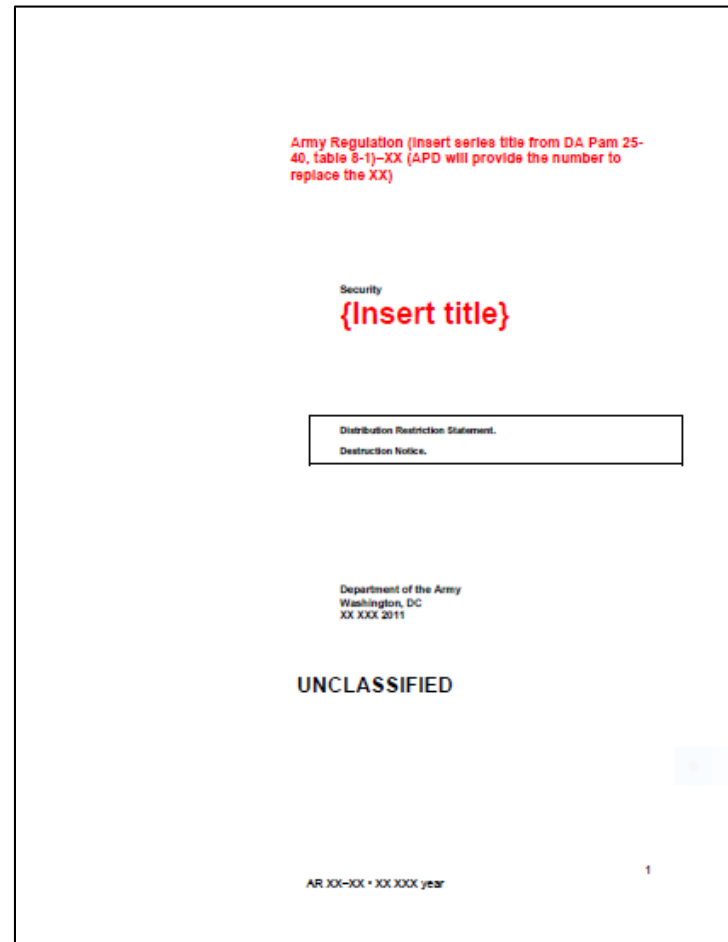
○ Be concise, factual	○ Use directive language (for example, the HQDA Principal Official will or must)
○ Use short sentences	○ Limit publication size, include policy only; not procedures
○ Avoid office jargon	○ Follow basic grammar rules for punctuation/capitalization
○ Avoid excessive acronyms	○ Visit the DOD Plain Language website (https://dod.defense.gov/Resources) for writing style and word suggestions
○ Write in active voice	



AR Writing Template

Note: Following is a screen shot of the MS Word template for an AR. Use the AR template as a guide for developing content.

Formatting is a function of APD and will be done by an APD editor once submitted to APD.





AR Writing Template

Summary

AR XXX-XX

Title XXXX

This new Department of the Army regulation, dated XXXX—

- XXXXXX
- XXXXXX

1. Must have at least two entries on this page describing the most important reasons for creating a new AR.
2. Do not use acronyms before chapter 1. A few exceptions might be DOD, HQDA, DODD, DODI. An APD editor will help to apply this rule as needed.

History. This is a new Department of the Army regulation.

Summary. (This is the title page summary paragraph. It should summarize the entire content of the document. See DA Pam 25-40, paragraph 4-23d and table 4-3 for further explanation/clarification as well as which boilerplate statement to use here.)

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and Exception Authority Statement. The proponent of this regulation is (insert the name of the HQDA Principal Official). 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 commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11-2 and identifies key internal controls that must be evaluated (see appendix XXX). (DA Pam 25-40 requires you place the internal controls evaluation as the last appendix in the document.)

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the (insert the name of the HQDA Principal Official).

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 (insert Headquarters, Department of the Army (office symbol of the HQDA Principal Official with subordinate's office symbol) intact. For example, Headquarters, Department of the Army (AAHS-PAP), 9301 Chapel Road, Fort Belvoir, VA 22060-5567.)

Committee Continuance Approval. AR 15-1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Department of the Army Committee Management Office (AASFP-ZA), 9301 Chapel Road, Building 1458, Fort Belvoir, VA 22060-5527. Further, if it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee, as found in AR 15-1, then the proponent will follow all AR 15-1 requirements for establishing and continuing the group as a committee. (The Army's committee management office may modify this statement during staffing.)

Distribution. This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.



AR Writing Template (continued)

Table of Contents
 List of Tables
 List of Figures
 (The table of contents, list of tables, and list of figures are generated by the APD editor using computer-based publishing software.)

4

AR XX • XX XXXX year

Chapter 1
Introduction

1-1. Purpose
 (The purpose paragraph is the first paragraph in the body of the regulation. It is a single paragraph (no sub-paragraphs) which introduces the entire regulation. It should state the general purpose, function, scope, and objective of the regulation. See DA Pam 25-40, paragraph 4-25a for detailed instructions on how to prepare this paragraph.)

1-2. Reference and forms
 See appendix A.

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

1-4. Responsibilities
 Responsibilities must be written at the highest level, that is, they must be written for the HQDA Principal Official. When there is a need to identify anyone with a responsibility other than the HQDA Principal Official that responsibility must be tucked under the HQDA Principal Official. For example, the responsibility for the Army Publishing Program belongs to/owned by the AASA. However, the AASA has delegated certain authentication authority directly to the AAHS/APD. Thus, the responsibility is written as follows (excerpt from AR 25-30):

1-18. Administrative Assistant to the Secretary of the Army

a. The AASA will—
 (1) Oversee the Army Publishing Program.

 b. The AASA assigns—

 (3) Certain authentication authority to the Executive Director, AHS...
 (4) Program management of the Army Publishing Program to the Executive Director, AHS. The Executive Director, AHS—

 (i) Delegates authentication authority to the Director, APD for all nonpolicy DA publications.
 (j) Assigns execution of the Army Publishing Program and administration of publication storage to the Director, APD. The Director, APD—
 1. Implements all aspects of the Army Publishing Program and manages the life cycle of DA administrative publications and forms, regardless of media.

 3. Authenticates all nonpolicy publications, which include training, doctrinal, technical, and equipment DA publications (see para 2-1).

(See how the above looks in context in AR 25-30, paragraph 1-13.)

1-6. Records management requirements
 The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see DA Pam 25-403 for guidance.

AR XX-XX • XX XXXX year

5



AR Writing Template (continued)

Chapter 2
(Insert chapter title)

2-1. (Insert paragraph title)
(Layout the policy you want to address in the additional chapters, if needed. See DA Pam 25-40, chapter 3.)

2-2. (Insert paragraph title)
(Layout the policy you want to address in the additional chapters, if needed. See DA Pam 25-40, chapter 3.)

6 AR XX-XX-XX XXXX year

Appendix A
References

Section I
Required Publications
List all references required for reading to understand the policy in the regulation (see DA Pam 25-40, paragraph 4-31).

Section II
Related Publications
A related publication is a source of additional information. The user does not have to read it to understand this publication.
List all related references in this section. If there are not any, enter the following:
This section contains no entries.

Section III
Prescribed Forms
List all prescribed forms in this section (see DA Pam 25-40, paragraph 4-31 and chapter 12).

Section IV
Referenced Forms
List all other forms here
For example:
DA 11-2
Internal Control Evaluation Certification
DA Form 2028
Recommended changes to publications and blank forms

AR XX-XX-XX XXXX year 7



AR Writing Template (continued)

Sample internal controls evaluation/format (see AR 11-2)

Appendix B
Internal Control Evaluation

- B-1. Function
XXX
- B-2. Purpose
XXX
- B-3. Instructions
XXX
- B-4. Test questions
XXX
- B-6. Supersession
XXX
- B-8. Comments
XXX

8 AR XX • XX XXX year

Glossary

Section I
Abbreviations
For example:
AR
Army Regulation

Section II
Terms
Acceptable product
One that may be used in place of another for extended periods of use. A fuel that permits full design performance.

AR XX-XX • XX XXX year 9



Staffing

- Staff new policy with all stakeholders concurrently (30 days allowed for staffing) via TMT. At a minimal, staff with—
 - ASA (FM&C)
 - AASA
 - Army Safety Office
 - Principal Officials with responsibilities in the regulation
- Adjudicate field comments (30 days allowed to adjudicate comments)
- Submit to APD via the organization's PC/PCO

Note: Army policy documents (ARs, ADs, and HQDA policy notices) require staffing, internally and Armywide, as well as a legal review by OTJAG. To streamline policy documents, the Army separates procedures out of policy documents into DA Pams.