Army Publishing Directorate (APD)

Publishing Division

Regulation Policy Writing

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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

<table>
<thead>
<tr>
<th>Policies (ARs)</th>
<th>Procedures (DA Pams)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable across the Army</td>
<td>Applicable across the Army, but can be modified, unless specifically prescribed by the AR</td>
</tr>
<tr>
<td>Non-negotiable/infrequent changes</td>
<td>Non-negotiable/infrequent changes Frequent changes/continuous improvement</td>
</tr>
<tr>
<td>Expressed in broad terms</td>
<td>Have a narrow focus</td>
</tr>
<tr>
<td>Statements of what and/or why</td>
<td>Statements of how and when</td>
</tr>
<tr>
<td>Answers major operational issues</td>
<td>Details the process</td>
</tr>
<tr>
<td>Uses language that is directive</td>
<td>Uses language that is descriptive</td>
</tr>
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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 DA administrative publications publishing actions which 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](https://armypubs.army.mil) to see examples of recently published regulations. No need to reinvent the wheel; AR formatting is the same.

- Refer to 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 the reader can—

- Find what they need
- Understand what they find
- Use what they find to meet their needs

Also—

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

- Staff new policy with all stakeholders concurrently (30 days allowed for staffing) via TMT. At a minimum, 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 DAPams.