

Publishing and Printing Steps		Technical & Equipment Approval/Authentication/Printing/Distribution Process	Turnaround Goal Avg. Calendar Days per Step	Cumulative Avg. Calendar Days
Approval	AMC 1	AMC-LCMC Approval Processing - Reviews submitted pub in depth including review of IETM CD/DVD; Prepares DA Form 260-1 package with supporting documents; Incorporates ABN/IDN/PIN provided by APD; Adds pub date; Embeds fonts to print PDFs; Coordinate copyright releases; etc.	15*	
	AMC 2	AMC-LOGSA Approval Processing - Verifies pub against TM Standards including IETMs; approves submission of DA 260-1 package to APD Prepares ETMs and DA 260-1 package including mailers for publishing request, approves submission of DA 260-1 package to APD, Links PDF files.	9	
Authentication	APD 3	APD Processing - Indexing Division verifies publishing request is IAW Army Publishing Policy; Reviews DA 260-1 package; Updates the Dept of the Army Publishing Index; Authenticates on behalf of the AASA and releases TM for Web posting by notifying LOGSA. If printed products are required will start the procurement case for APD Printing Division.	10	
Web Posting	AMC 4	AMC LOGSA Web Posting - Posts Authenticated manual to LOGSA website at <a href="https://www.logsa.army.mil">https://www.logsa.army.mil</a>	1	
	<b>PUB AVAILABLE</b>	<i>Total estimated average time from initial submission to downloadable PDF.</i>		35
Printing	APD 5a	APD Printing Division Processing	20	
	APD 5b	APD Printing Division Processing - Assign distribution requirements	5	
	APD 5c	Commercial Printer - typically 6-8 weeks for avg. print job, optimized for lowest cost	50	
	APD 5d	Shipping to APD MDD St. Louis- geared to lowest cost and also slowest way	5	
Distribution	APD MDD 6a	APD MDD St. Louis Processing - receives shipment, verifies in system, sends out TMs according to distribution requirements	5	
	APD MDD 6b	Shipping to Customer - lowest cost and slowest way	5	
	<b>Hard Copy Delivered</b>	<i>Total estimated average time from initial submission to receipt of hard copy IF PRINT FUNDING IS MADE AVAILABLE at the time of submission.</i>		125

\* Individual LCMC turnaround averages range from 10-34 days.