



# **Army Publishing Directorate**

## **Army Directives**

Presented by:  
Debbie Rivenbark (APD) and Chris Bath-Zachery (SAAA-ZAE)

Army Publishing Symposium  
16 March 2021



# Agenda

- ❑ Current Process
- ❑ Templates
- ❑ Army Directive format
- ❑ Army Directive Checklist



# Army Directive Process - Current

Office of the Administrative Assistant to the Secretary of the Army

www.oaa.army.mil

- ❑ AO develops policy and staffs using TMT.
  - Staff with all 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 rollout conditions and excheck.
- ❑ AO submits Army Directive (AD) package to PC/PCO for endorsement.
  - Draft
  - Completed DA Form 260, PC/PCO signatures
  - Staffing can be listed on the DA Form 260 or the Form 5
  - Rollout plan
- ❑ PC/PCO submits package to APD via DA Form 260 mailbox via email. ([usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil](mailto:usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil))
- ❑ APD enters AD into tracker and assigns a tracking number. APD sends package to OAA editor via email for initial edit.
- ❑ OAA editor sends formatted draft back to AO for legal review.
- ❑ AO sends draft AD, DA Form 260 and Form 5 to OTJAG/OGC through TMT.
- ❑ OTJAG/OGC reviews, documents the Form 5 with NLO, sends opinion and marked up draft to AO via email.
- ❑ AO adjudicates legal comments.
- ❑ AO sends draft back to OAA editor via email for final edit.
- ❑ AO sends AD package through Principal Official for approval and then to ECC for final SLAP route and SA signature via TMT.
- ❑ OAA editor will see it in final SLAP and give AD number.



# Publishing Process for Army Directives

Office of the Administrative Assistant to the Secretary of the Army

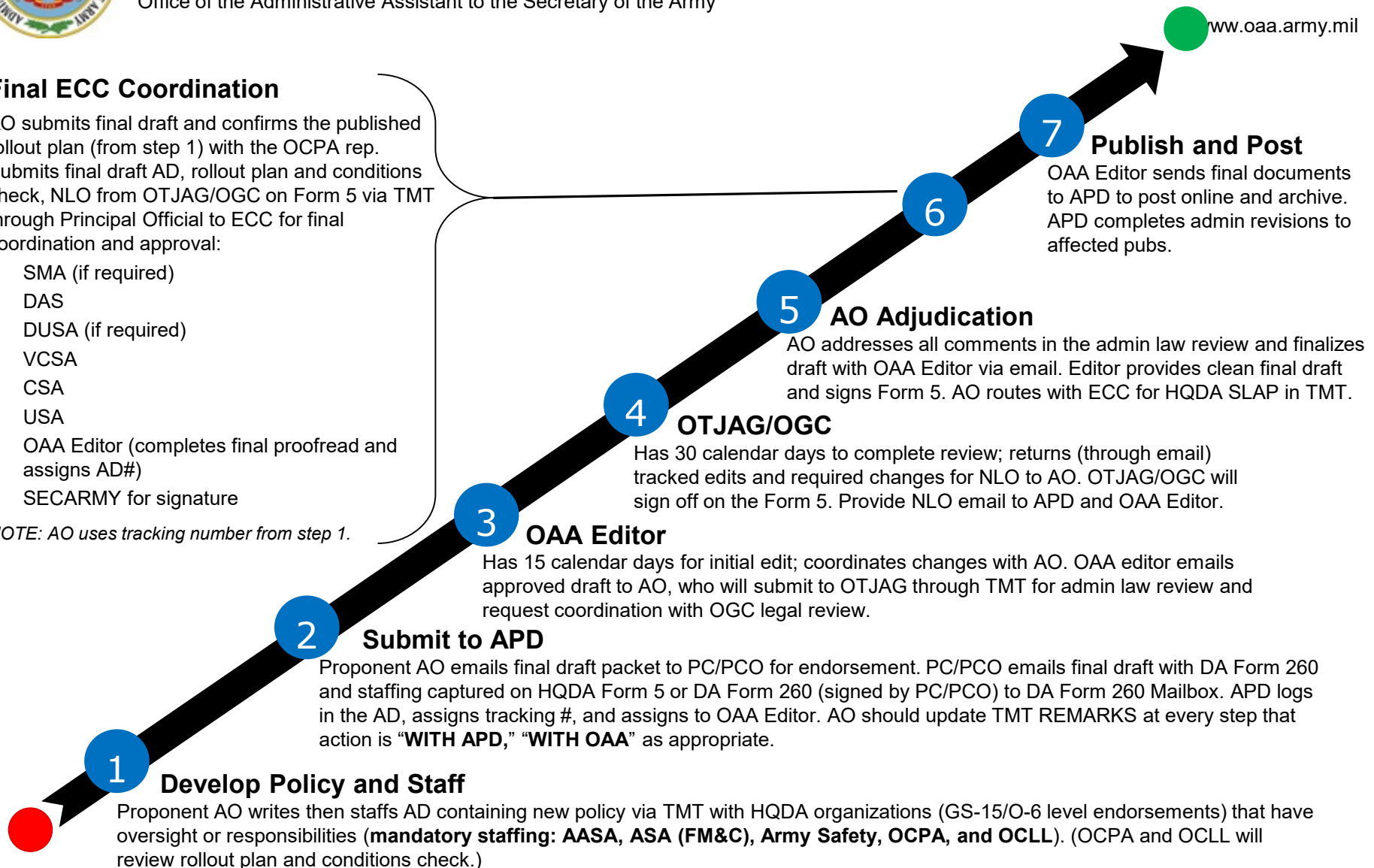
[www.oaa.army.mil](http://www.oaa.army.mil)

## 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.





# Army Directive Process Changes

- Legal review changes recently made:
  - No formal legal opinion required as part of legal review
  - AO submission to OTJAG/OGC via TMT tasker
  - Legal opinion through email and documented on Form 5
  
- Currently the AD process is handled in and outside of TMT, which can be confusing and cumbersome.
  
- OAA/APD researching a dedicated AD route in TMT allowing AD to stay in TMT from start to finish.
  
- APD working on developing email mailbox solely for AD submissions through TMT.



# Army Directive Templates

← → × armypubs.army.mil

Apps APD Website APD ePubs 2 My BIZ-DCPDS Portal MTTTS OAA Employee site myPay Web Site Electronic Official P... CHRTAS: Login OAA Telework Tool Other bookmar

HOME FORMS ▾ PUBLICATIONS ▾ PRINTING ORDER PUBS/FORMS ▾ **TOOLS ▾** LINKS SEARCH

Top 50 Web Views  
**Publishing Resources**  
 Abbreviations, Brevity Codes, and Acronyms (ABCA)

## MISSION

The Army Publishing Directorate (APD) is the Army's centralized departmental publisher that sustains, procures printing, distributes publications, forms, and digital media.

APD manages, authenticates, indexes,

**APD Army Publishing Reform Symposium Information:** Please click [here](#) for the details.



# Army Directive Templates

[HOME](#) [FORMS](#) [PUBLICATIONS](#) [PRINTING](#) [ORDER PUBS/FORMS](#) [TOOLS](#) [LINKS](#) [SEARCH](#)

## Publishing Guidelines

The Army Publishing Directorate (APD) uses the following references and style manuals. Please refer to these resources w/

- ◆ [AR 25-30 - Army Publishing Program](#)
- ◆ [DA Pam 25-40 - Army Publishing Program Procedures](#)
- ◆ [U.S. Government Publishing Office Style Manual.](#)
- ◆ [Chicago Manual of Style - 16th Edition](#)

## APD Training and Publication Processing

- ◆ [Roll Out Plan Template](#) ←
- ◆ [AR Template](#)
- ◆ [Army Policy Writing Brief](#)
- ◆ [Army Directive Template](#) ←
- ◆ [Army Directive Process](#) ←
- ◆ [Army Publication Forms Guidance](#)
- ◆ [Technical & Equipment Pubs Approval/Printing Process](#)
- ◆ [Publications 101 Course Slides](#)
- ◆ [Publications 101 Course Sessions](#)



SECRETARY OF THE ARMY  
WASHINGTON

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 20XX-XX (Title)

1. **References.** (List references. If references run more than half a page, they become the first enclosure. Include all controlling authority (law, Federal regulations, Department of Defense issuances, Army regulations (ARs), Army directives (ADs)) as well as all Department of the Army (DA) administrative publications affected by the AD.) Arrange references in order from the top: U.S. law; outside agency references; DoD directives, instructions, manuals, and other documents; Army directives, regulations, general orders, pamphlets, and other documents.
2. **Purpose.** Example: The purpose of this directive is to announce a change in policy for (the program or procedures that change what is in existing Army policy).
3. **Applicability.** The provisions of this directive apply to the Regular Army, Army National Guard/Army National Guard of the United States, and U.S. Army Reserve. (This is the standard applicability statement, but it may not apply in all situations. Use the applicability statement published in the AR affected by the AD's provisions and confirm with legal advisors.)
4. **Policy.**
  - a. Policy is defined as guidance or a guiding principle that outlines mission-oriented rules and requirements. An AD is either new policy or a change to existing policy. The policy is applicable across the Army, answers operational issue(s), and uses language that is directive ("will" vs. "may" and "shall").
  - b. NOTE: Procedures must be prescribed in Army policy. (For example, "The DA Form 31 will be used for requesting leave.") However, the instructions on how to execute the prescribed procedures (for instance, how to fill out DA Form 31) do not belong in an AD. Those details should be provided via Principal Official Guidance memorandum, ALARACT, or EXORD, just as pamphlets are used to provide details of procedures more generally and succinctly prescribed in regulations.
  - c. Additional notes to consider:
    - (1) If you are changing an Army policy at the direction of the Secretary of the Army, and the policy change is urgent, use an AD. If the policy change is not critical, or publication is not urgent, consider updating the existing AR.





SUBJECT: Army Directive 20XX-XX (Title)

(2) If updating existing policy, identify WHERE that policy is currently prescribed (AR or AD) and use that document's language as the basis for the modification. For example, "The DA Form 31 will be used for requesting leave" is taken verbatim from AR 600-8-10. Use that sentence as the basis for the revision: "Soldiers are no longer required to use DA Form 31 for requesting leave. Leave will be requested using a web-based application." In the proponent statement (paragraph 5), direct the proponent of AR 600-8-10 to revise that AR accordingly.

(3) If you are changing instructions on how to execute prescribed procedures, but the policy remains unchanged, you do NOT need an AD. Make the change to your existing DA pamphlet or create a new DA pamphlet.

d. Formatting. ADs are prepared in standard memorandum format, using the blue SECARMY letterhead stationery for the first page.

(1) Standard margins are 1 inch all around with the header set at 0.5 and the footer set at 1.0.

(2) The rules for paragraphing, references, and use of plain language apply to ADs the same as they do to DA correspondence. Refer to AR 25-50 and DA Memo 25-52 (soon to be HQDA Policy Notice 25-52) for specific guidance.

(3) The use of acronyms should be minimized and Army jargon avoided. Refer to DA Pam 25-40 for specific guidance.

5. Proponent. The policy may be under the oversight of a Secretariat principal official; for example: The Assistant Secretary of the Army for (insert title) has oversight responsibility for this policy. The Deputy Chief of Staff, G-X (insert the principal official who is the proponent of the administrative publications being modified by the AD or in whose functional area the new Army policy falls) is the proponent for this policy, responsible for incorporating the provisions of this directive into (list applicable administrative publications) within 2 years of the date of this directive.

6. Duration. This directive is rescinded on publication of the revised regulations.

Encl (as applicable)

John E. Whitley  
Acting

DISTRIBUTION: (see next page)



SUBJECT: Army Directive 20XX-XX (Title)

DISTRIBUTION:

Principal Officials of Headquarters, Department of the Army

Commander

U.S. Army Forces Command

U.S. Army Training and Doctrine Command

U.S. Army Materiel Command

U.S. Army Futures Command

U.S. Army Pacific

U.S. Army Europe and Africa

U.S. Army Central

U.S. Army North

U.S. Army South

U.S. Army Special Operations Command

Military Surface Deployment and Distribution Command

U.S. Army Space and Missile Defense Command/Army Strategic Command

U.S. Army Cyber Command

U.S. Army Medical Command

U.S. Army Intelligence and Security Command

U.S. Army Criminal Investigation Command

U.S. Army Corp of Engineers

U.S. Army Military District of Washington

U.S. Army Test and Evaluation Command

U.S. Army Human Resources Command

Superintendent, U.S. Military Academy

Director, U.S. Army Acquisition Support Center

Superintendent, Arlington National Cemetery

Commandant, U.S. Army War College

Director, U.S. Army Civilian Human Resources Agency

CF: (This is the standard CF list. You may expand it as necessary for the subject.)

Director of Business Transformation

Commander, Eighth Army



# DIRECTIVE CHECKLIST

- ❑ Check for latest references/include only relevant cites.
- ❑ What regulations will be updated with this policy?
- ❑ Who is the proponent of those regulations?
- ❑ Restrict scope to new or changed policy.
- ❑ Do not hold programmatic details up to the Secretary's level unless absolutely necessary. (Any changes to policy/procedures in the directive will require another directive.)
- ❑ Is there sufficient wording in the Proponent statement to trigger rescission?