Army Publishing Directorate
Army Directives

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Army Publishing Symposium
16 March 2021
Agenda

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

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.
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.)

Submit to APD
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. APD completes admin revisions to affected pubs.

16 March 2021 APD Army Publishing Reform Symposium
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

MISSION

The Army Publishing Directorate (APD) is the Army’s centralized departmental publishing organization. It sustains, procures, and distributes publications, forms, and digital media.

APD Army Publishing Reform Symposium Information: Please click here for the details.
Army Directive Templates

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

- AR 25-30 - Army Publishing Program
- DA Pam 25-40 - Army Publishing Program Procedures
- 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
- Schedule of Publications 101 Course sessions
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
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U.S. Army South
U.S. Army Special Operations Command
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U.S. Army Space and Missile Defense Command/Army Strategic Command
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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?