



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF STAFF
WASHINGTON DC 20310-0200

DACS-ZDV-ESG

AUG 2 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Review of Army Administrative Publications

1. During the recent period of persistent conflict, the Department of the Army has used ALARACT's, electronic messages, and Army Directives to expedite implementation of changes to policies and procedures contained in Army Regulations, DA Pamphlets, and DA Memos. The Army's senior leaders are aware that some of these changes may not have been incorporated and institutionalized in the base documents. It is the responsibility of all proponents to ensure that users have access to current, approved policy and doctrine. Consequently, a complete review of publications is necessary to evaluate the magnitude of this challenge and to update our publications to reflect current policies and procedures.
2. The attached spreadsheet lists Army Regulations, DA Pamphlets, and DA Memos organized by proponent. Please review the publications which you are the proponent for with your publications control officer (PCO) and use this spreadsheet to report required action to bring the publications up to date.
 - a. If a publication is current and has been updated/revised in the last 5 years, report action needed as none.
 - b. If a publication is up to date but was published more than 5 years ago, indicate that it must be certified as up to date. This will require re-staffing the publication and a legal review.
 - c. If a publication can be rescinded because it is no longer applicable, indicate this and immediately begin the process to rescind it.
 - d. If policy or procedural changes have occurred that are not reflected in the publication, indicate that an update is required along with the reason for the update (indicate the specific Army Directive, electronic message, or other document or reason for the needed change).
 - e. Provide a priority, from your standpoint, for publications requiring certification of currency or an update. Publications that have been changed by one or more electronic messages, without an Army Directive to back up the policy change, will be considered high priority.

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3. The last column of the spreadsheet indicates if the Army Publishing Directorate (APD) has received DA Form 260 from you to initiate the process to update the publication. Please verify that you are tracking the same status on each publication and contact the Army Publishing Directorate if there are any discrepancies.
4. You will need to review all Army Directives, ALARACTs, and any other electronic messages within your area of responsibility that may have changed policies or procedures covered in Army Regulations, DA Pamphlets, and DA Memos. The APD website, at www.apd.army.mil, will be very useful in this review process. Army Directives and some ALARACTs and electronic messages have been annotated in the Administration Publications notes section on the APD website with the document they affect. In addition, APD has a tool that can assist in searching ALARACTs. The APD point of contact is Mr. Stephen Moran, commercial: (703) 693-1407, email: stephen.a.moran.civ@mail.mil.
5. Once we have compiled and analyzed your input, we will develop a suspense timeline for you to initiate action to revise the publications you have identified. The overall objective of this publications review is to incorporate all current policy and procedural changes into the appropriate publications.
6. I remind the staff to review the provisions of AR 25-30 (The Army Publishing Program), paragraph 2-3a which prohibits the use of electronic messages (to include ALARACTs) to disseminate new or revised policy and enforce this standard within your organization.
7. Please forward your completed spreadsheet by email to the Executive Strategy Group, email: usarmy.pentagon.hqda-vdas.mbx.executive-strategy-group@mail.mil NLT 31 August 2012. My point of contact for this action is Mr. Paul Brady who can be reached at commercial: (703) 692-5063 or by email: paul.m.brady.civ@mail.mil.
8. Thank you for your support and assistance in this important effort.

FOR THE SECRETARY OF THE ARMY:

Encl


WILLIAM J. TROY
Lieutenant General, U.S. Army
Director of the Army Staff

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Principal Officials of the Headquarters, Department of the Army
(CONT)

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