

INFORMATION PAPER

AAHS-PA
13 September 2012

SUBJECT: Policy Consolidation in Administrative Publications

1. Purpose: Resolving Army Directives, ALARACTs, and other electronic messages affecting administrative publications.
2. Facts:
 - a. The following information provides Publishing Champions (PCs) and Publication Control Officers (PCOs) of Principal Officials of the Headquarters, Department of the Army (HQDA) guidance for revising Army Regulations, DA Pamphlets, and DA Memos affected by existing Army Directives (ADs), ALARACTs, or other electronic messages or memorandums that may have changed policies.
 - b. Locate ADs, ALARACTs, electronic messages, or other memorandums affecting policy and/or procedural publication(s) through the following resources:
 - i. Go to <http://www.apd.army.mil/>
 - ii. Click the 'Publications' tab and select 'Administrative Publications'.
 - iii. Using the available options, review published ADs and identify administrative publications affected by ALARACTs, electronic messages, or other memorandums by using the 'Notes' section.
 - iv. Additional help with identifying ALARACTs is available through EPIC Policy Search Tool, an online tool developed by the U.S. Army Logistics Innovation Agency, and hosted at <http://www.apd.army.mil/>.
 - v. The EPIC Policy Search Tool allows searching of ALARACT messages to find affected administrative publications. It will be available in early October 2012. Direct questions or requests for assistance to Ms. Donna Huggins, donna.m.huggins4.civ@mail.mil, (717) 770-6037.
 - c. Proponent PC or PCO submits update package to the Army Publishing Directorate DA Form 260 email address (usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil). Adhere to the following:
 - i. E-mail subject line will contain the Principal Official abbreviation, ALARACT or AD number, message, or memorandum and the affected publication(s) (for example, ASA (ALT) ALARACT 111111 (AR 700-127)).

- ii. Provide the following documents with the e-mail message.
 - 1. ALARACT, AD, message or memorandum.
 - 2. Completed DA Form 260 signed by the Principal Official (or Deputy Principal Official) and PC or PCO. See Figure 1 for a sample DA Form 260.
 - 3. Proof of coordination (Provided on DA Form 260 is recommended).
 - 4. Legal review provided by the Office of The Judge Advocate General (OTJAG)/the Office of the General Counsel.
 - 5. Line-by-line text changes for the content affected in the administrative publication by the AD, ALARACT, message or memorandum. A PDF document with highlighted changes and comments is also acceptable.
- d. If the publication(s) affected by the AD, ALARACT, message or memorandum is already officially at APD for revision, then APD will incorporate the change into the existing publishing request (Major Revision or Expedite Revision) and proceed with completing and authenticating the publication. Upon authentication the publication's effective date will be updated and the publication will meet currency standards.
- e. If the affected publication(s) is not officially submitted at APD, APD will initiate an Expedite Revision. APD will only change the publication's content affected by the AD or ALARACT. Additionally, APD will update the cover, title page history paragraph, and the summary of change page. This revision will serve as the method to co-locate all existing policy that was previously published in ADs, ALARACTs, messages, or memorandums into the prescribing policy publication(s). All publications updated will be reposted online; however, the effective date will not change.

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Figure 1: Sample Completed DA Form 260 for Policy Consolidation Revisions

REQUEST FOR PUBLISHING For use of this form, see AR 25-30; the proponent agency is OAASA.		1. DATE (YYYYMMDD) 20120921	
PART I - COMPLETED BY ORIGINATING AGENCY			
2. TO: (Include ZIP Code) Army Publishing Directorate 9301 Chapek Road, Building 1456 Fort Belvoir, VA 2060-5527		3. FROM: (Originating Agency) Select organization from drop-down menu	
		5a. TYPE OF PUBLICATION Administrative	
		5b. NOMENCLATURE Insert pub number	
		4a. PERSON TO CONTACT Functional Proponent (Primary POC)	
		4b. TELEPHONE NO. Functional Proponent phone DSN NO.	
4c. FAX NUMBER		5c. TYPE OF ACTION <input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISION <input type="checkbox"/> CHANGE (Enter Change No.): <input type="checkbox"/> CERTIFY CURRENT <input type="checkbox"/> RESCIND	
4d. E-MAIL ADDRESS Functional Proponent e-mail			
5d. IS PUBLICATION CLASSIFIED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Unclassified		5e. IS TITLE OF PUBLICATION CLASSIFIED? <input type="checkbox"/> YES (If yes, enter unclassified title for index) <input type="checkbox"/> NO	
5f. TITLE OF PUBLICATION Insert publication title			
5g. IS THERE ANY PERSONALLY IDENTIFIABLE INFO (PII) IN THIS PUBLICATION OR ON ANY ADDRESS LABELS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
5h. MULTI-SERVICE PUBLICATION <input type="checkbox"/> MARINES <input type="checkbox"/> COAST GUARD <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NAVY <input type="checkbox"/> DLA If Yes, check service and list nomenclature <input type="checkbox"/> AIR FORCE <input type="checkbox"/> OTHER			
5i. PRODUCT DATE (YYYYMMDD)	5j. REQUESTED PUB DATE (YYYYMMDD)	5k. EFFECTIVE DATE (YYYYMMDD)	5l. EXPIRATION DATE (YYYYMMDD)
5m. COMPLETION DATE (YYYYMMDD)	5n. ADVANCE PIN (If Applicable)	5o. ADVANCE AUTHENTICATION (If Applicable)	6a. REQUIRED FOR MOBILIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
6b. IS THIS PUBLICATION INTENDED FOR DISTRIBUTION A: <input type="checkbox"/> YES <input type="checkbox"/> NO DISTRIBUTION B: <input type="checkbox"/> YES <input type="checkbox"/> NO			
7. JUSTIFICATION <small>Indicate why publication is needed, such as statutory requirement, DOD Directive, etc., REQUIRED STATEMENTS/CLEARANCES, INFORMATION, AND SPECIAL REQUESTS. Use Part VII of this form for additional space if necessary.</small> This is an expedite revision request for AR XX-XX affected by Army Directive XX and/or ALARACT XXXX(s).			
8a. MANUSCRIPT INCLUDES: (if applicable) <input type="checkbox"/> APPIP TEMPLATE FORMAT <input type="checkbox"/> APT-D <input type="checkbox"/> TABLES <input type="checkbox"/> WORD <input type="checkbox"/> GRAPHICS <input type="checkbox"/> DD FORM(S) 67 <input type="checkbox"/> DA FORM 2028		8b. DOCUMENT/PRODUCT INCLUDED? (if "NO", explain) <input type="checkbox"/> YES <input type="checkbox"/> NO	
9a. RELATED PUBS:			
9b. SUPERSEDED DA PUBS:			
9c. RESCINDED DA PUBS:			
9d. FORMS AFFECTED: NUMBER OF NEW FORMS: NUMBER OF REVISED FORMS: NUMBER OF RESCINDED FORMS: OF WHICH, HOW MANY COLLECT SSN: OF WHICH, HOW MANY COLLECT SSN:			

