Administrative Publications Submission Criteria

1. DA Form 260
   - Ensure form is complete (to include all signatures).
   - Include all required coordination.

2. Draft
   - Ensure the submitted Microsoft Word document includes—
     - Title page
     - Summary of change (with a minimum of two bullets)
     - Responsibilities (para 1-4, chap 1, section II, OR chap 2)
     - Body
     - Appendix A
     - Internal control appendix (last appendix—ARs only)
     - Glossary
       - Abbreviations
       - Acronyms
       - Terms
   - Ensure content is submitted in the appropriate vehicle.
     - Army policy submitted in an Army regulation
     - Procedural information included in the associated DA pamphlet

3. Figure files
   - Include final staffed figures.

4. Forms
   - Ensure the draft of a new form or revision includes—
     - DD Form 67
     - SSN justification (if applicable)
     - Privacy Act notice

- Use the GPO Style Manual. If you need additional information on grammar, punctuation, etc., refer to the Chicago Manual of Style.
- Verify references, addresses, and Web sites.