



APD

ARMY PUBLISHING
DIRECTORATE

AMERICA'S ARMY:
SERVICE TO THE NATION
STRENGTH FOR THE FUTURE



DA Administrative Publications Processing Checklist

Publication #: _____

Publishing Action (select one): _____

NEW	MAJOR REVISION	MANDATED REVISION	EXPEDITE REVISION	ADMIN REVISION	CERTIFY CURRENT	RESCIND
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HQDA Tracking # (if applicable): _____

Publication Over 20 Years Old: Yes _____ No _____

CONTACT INFO

Proponent Organization: _____

Publishing Champion: _____

Publications Control Officer: _____

Publication Action Officer: _____

APD Lead (Editor): _____

APD Forms Analyst: _____

APD Illustrator: _____

SUBMISSION PACKET

CHECK BOX (✓)

- DA Form 260 (March 2015 version) w/ required signatures
- DD Form 67(s) (as needed)
- Clean Copy Draft (M. Word) or specific text for insertion*
- Staffing Tracked Changes Draft (M. Word)**
- Figures (either provide or confirm already at APD)

**For mandated, expedite and administrative revisions*

***Staffing tracked changes draft not required for new or extensively rewritten publications*

See AR 25-30 (Army Publishing Program) & DA Pam 25-40 (Army Publishing Program Procedures) for details on publishing processes, revision types, submission instructions, and editorial/format requirements.

PROCESS TRACKING

DATE

1st Submission:

1st Return:

2nd Submission:

2nd Return:

APD/Action Officer Meeting:

Required prior to resubmission

3rd Submission:

3rd Return:

Accept:

Submit to TJAG:

Legal Review Complete:

Legal Adjudication Complete:

ECC Approval Complete:

Final Proof Approved:

POLICY REQUIREMENTS

Failure to complete the following will result in automatic return or delays in sending draft publication to TJAG for legal review.

All required staffing completed? Yes___ No___ N/A___

Publication draft is complete (no missing content)? Yes___ No___

Publication incorporate associated ADs? Yes___ No___ N/A___

Federal registry clearance from RMDA? Yes___ No___ N/A___

Responsibilities written at the highest level? Yes___ No___ N/A___

Responsibilities written in order of hierarchy? Yes___ No___ N/A___

Publication includes an internal controls evaluation? Yes___ No___ N/A___

Publication requires distribution restriction statement? Yes___ No___

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EDITORIAL AND FORMAT REQUIREMENTS

APD will not return submissions for failure to meet the following requirements. However, delays in sending draft publication to TJAG may occur due to extensive editorial and format errors.

Summary of Change Page:

Citations accurate on the summary of change page? Yes___ No___
Summary of change page free of acronyms? Yes___ No___

Title Page:

Title page free of acronyms? Yes___ No___
Boilerplate statements accurate on the Title page? Yes___ No___

Numbering:

Publication follows correct paragraph numbering requirements?
Yes___ No___

Responsibilities:

Responsibilities in para 1-4; chapter 1, section II; or chapter 2?
Yes___ No___ N/A___

Acronyms:

Titles and headings free of acronyms? Yes___ No___
Acronyms defined at first use? Yes___ No___
Acronyms defined in the glossary? Yes___ No___

References:

References current in appendix A? Yes___ No___
Citations accurate in appendix A, section I? Yes___ No___
Web addresses (URLs) provided for publications not listed on the APD Web site?
Yes___ No___ N/A___

Readability:

Publication written in neutral language? Yes___ No___

Tables and Figures:

Tables numbered, titled, and presented in sequential order in the publication?
Yes___ No___ N/A___

Figures numbered, titled, and presented in sequential order in the publication?
Yes___ No___ N/A___

Figures meet departmental publishing standards? Yes___ No___

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