



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

- 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.

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