



# Steps to Publishing

- ❑ **Step 1.** PC/PCO sends publishing request to APD at [usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil](mailto:usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil). Publishing request package includes draft Microsoft Word document, completed DA Form 260 (including all required coordination), figure files, and completed DD Forms 67 and SSN justifications as needed.
- ❑ **Step 2.** APD accepts or returns the publishing request to the proponent within 7 business days of submission, based on the publishing submission criteria. APD reviews document and verifies all staffing requirements have been satisfied.
- ❑ **Step 3.** APD submits final Word document to OTJAG with copy to proponent, PC, and PCO. *(Note: Forms actions can go to OTJAG in draft format.)*
- ❑ **Step 4.** OTJAG completes review and provides a no legal objection (NLO) memo along with a track change Word file showing their recommendations to proponent with copy to APD, PC, and PCO. (If proponent concurs with all legal changes, proceed to step 6.)
- ❑ **Step 5.** If proponent does not concur with legal recommendations, then the proponent must provide justification and a letter of acknowledgement signed by the proponent's principal official (this documentation will be included in authentication packet).
- ❑ **Step 6.** APD provides final PDF file to functional proponent, who will staff PDF and DA Form 260 to PO/Dep PO/PC (if designated in writing) for approval and signature in block 20. Return signed DA Form 260 to APD.
- ❑ **Step 7.** APD prepares authentication packet.
- ❑ **Step 8.** APD submits the authentication packet to senior leadership for signature.
- ❑ **Step 9.** Publication is uploaded to APD's Web site.