



Army Publishing Directorate Publishing Champion & Publication Control Officer Fall Working Group

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Purpose

Enhance communications between the Army Publishing Directorate and Publishing Champions / Publications Control Officers in order to provide relevant and timely departmental-level administrative publications to the leaders, Soldiers, and Civilian workforce across the Army.



Agenda

- Army Publishing Directorate Update
- Enhanced Communication
- Publications Control Officer & Publishing Champion Roles
- Plain Language Writing
- AR 25-30 Revision
- DAS Memo "Review Army Admin Publications" (Currency)
- Discussion
- Closing
- PC/PCO & APD Team Lead Sessions (1100-1200)



Army Publishing Directorate

- Introduction
- APD Background
- APD Update



Army Publishing Directorate

❑ Key Tasks:

- Manage the publishing process
- Prepare and authenticate publications and forms
- Manage distribution (printed & electronic)
- Provide graphic design

❑ Partnership:

Together APD and PCs/PCOs publish Army documents and process the 2 Aug DAS Memo to review administrative publications.



AASA Line of Effort for APD “Effectively Manage Army Enterprise Publishing Services”

- ❑ To ensure that Army policy is the most current and relevant and to ensure that policy can be developed or revised quickly within current resource levels and allocated lifecycle processes.
- ❑ **GOALS:** All OAA and departmental-level administrative publications comply with the 5-year currency standard; ensure that each publication is produced within the 18-month timeline.



Subtask LOE [2] Task [Task 2].[Subtask 2]: Ensure administrative pubs promulgated by departmental-level are current per 5-year standard

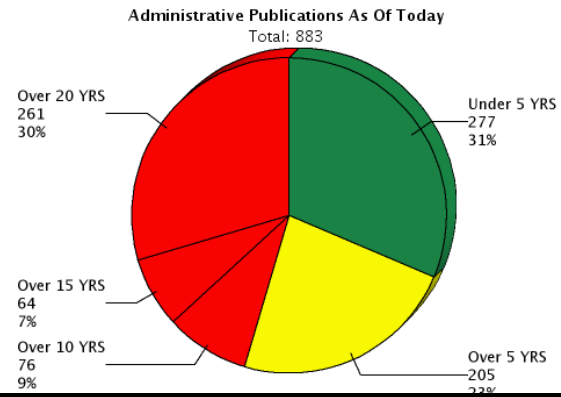
Description

Total number of publications under 5-year currency divided by total number of departmental-level publications.

Assessment or Analysis

- 1) Currently 272 pubs are under revision
- 2) Sept 21 Fall Workgroup for Publications Control Officers and Publishing Champions
- 3) Established 5 Policy Publishing Teams to increase efficiency

Current Performance



Comments

- 1) Implement the 2 Aug 2012 Memorandum from Director Army Staff to gain status
- 2) Engage the Publication Control Officers and Publishing Champions to manage priority of effort for principal HQDA officials
- 3) Two-pronged approach
 - a. Seek to rescind the oldest pubs
 - b. Seek a major revision of pubs under 15 years old



APD Initial Transformation Actions

- Established 5 Policy Publishing Teams
- Increased communications with PCs & PCOs
- Rewriting AR 25-30 and Publications SOP
- Updated APD Webpage "News" link
- Aligned E-Business Transformation (IT Operations)
- Established Knowledge Management



Army Publishing Directorate Way Ahead

- Finalize Transformation:
 - Policy- AR 25-30, SOPs
 - Processes- Expedite Revision
 - Personnel- Manning and training

- Increase Communications

- Update APD Webpage

- Plan Spring 2013 PC & PCO Working Group



“The Army Publishing Directorate exists to develop and deliver the policy that moves, leads and guides our Army!”

- APD Teammate



Enhanced Communication

- ❑ Monthly publishing update from Director, APD
- ❑ Weekly publication status update from APD Publishing Team
- ❑ Dedicated page on APD website on publishing resources:
 - ❑ Publishing process procedures, draft improvements guide, and links to style manuals
 - ❑ Procedures for incorporating ALARACTs and Army Directives into Army policy (see DAS memo on the “Review Army Administrative Publications” dated 2 August 2012)
 - ❑ Sample PCO/PC appointment memos
 - ❑ Prepublication video (2013)
- ❑ Spring PCO/PC Working Group (March 2013)



Roles of PC and PCO

On behalf of the Principal Official:

- ❑ Publishing Champion (PC) establishes priority of publications
- ❑ Publications Control Officer (PCO) manages publishing process
- ❑ Established PCs: DCS, G-2; DCS, G-4; ASA (ALT); and AASA



Plain Language

- Federal Government Plain Language Initiative
- Army Writing Policy
- Information resources



Plain Language

- ❑ Plain Writing Act of 2010 (Public Law 111-274, 13 Oct 10):
 - ❑ requires Federal agencies to write “clear Government communication that the public can understand and use.”
 - ❑ defines “plain writing” to mean writing that is “clear, concise, well-organized, and follows other best practices appropriate to the subject or field and intended audience.”
- ❑ Covered documents include letters, publications, forms, notices, and instructions—in both paper and electronic format.



Plain Language

- ❑ DoD is committed to writing new documents in plain language. It has:
 - ❑ developed a Web site dedicated to plain language that offers information about:
 - ❑ computer-based and video training
 - ❑ writing guides and resources
 - ❑ Department efforts to implement the Plain Writing Act
 - ❑ committed to following the Federal Plain Language Guidelines, developed by the **Plain Language Action and Information Network**.



Plain Language

- ❑ What *is* plain language? Plain language is defined by the results—it's easy to read, understand, and use.
- ❑ Your meaning is clear the first time your audience reads or hears it.
- ❑ But remember: language that is plain to one set of readers may not be plain to others.



Plain Language

- ❑ DA Pam 600-67 (Effective Writing for Army Leaders):
 - ❑ The standard for Army writing is writing you can understand in a single rapid reading that is generally free of errors in grammar, mechanics, and usage.
 - ❑ *Good* Army writing is clear, concise, organized, and right to the point.



Plain Language

❑ Information Resources:

- ❑ PlainLanguage.gov <http://www.plainlanguage.gov/index.cfm>
- ❑ Plain Language (the official DoD Web Site)
<http://www.dtic.mil/whs/directives/plainlanguage.html>
- ❑ The Center for Plain Language
<http://centerforplainlanguage.org/topic/blog/laws/>
- ❑ Government Printing Office Style Manual
<http://www.gpo.gov/fdsys/search/pagedetails.action?granuleId=&packageId=GPO-STYLEMANUAL-2008&fromBrowse=true>
- ❑ Chicago Manual of Style, 16th Edition
<http://www.chicagomanualofstyle.org/16/contents.html?para=>



Revised AR 25-30

- ❑ Summary of Key Changes
- ❑ Draft will be emailed to PC/PCOs for review NLT 30 Sep 2012
- ❑ Estimated Authentication NLT March 2013



DAS Memorandum

- ❑ Process for incorporating ALARACT/ADs into Army Policy (See Information Paper Handout)
- ❑ EPIC Search Tool <http://oaa.expr.net/search/> (will be available at the end of September)
- ❑ Logistics Innovation Agency will address any questions



Discussion

- Note Cards
- FAQs (Handout)



Closing

- Complete Survey
- PCs/PCOs meet with APD Team Leads