

FREQUENTLY ASKED QUESTIONS

QUESTION: Will APD provide any training on using the publishing portal for publications control officers (PCOs)?

RESPONSE: Yes, APD will schedule publishing portal training over the next several months. PCOs should contact their APD team if interested in taking future publishing portal training.

QUESTION: Does the effective date of a publication change with an expedite revision?

RESPONSE: Current guidance from the AASA states that an expedite revision does not change the effective date. APD recommends completing a major revision on dated publications to not only improve the publication's total quality but also bring the publication's currency within five years.

QUESTION: Can a PCO also serve as the Forms Control Officer (FMO)?

RESPONSE: Yes, APD encourages PCOs to also serve as the FMO.

QUESTION: Does every Principal Official need a PCO and PC?

RESPONSE: No, for POs with a small number of policy publications the PCO and PC can be the same point of contact.

QUESTION: What is the difference between a Publishing Champion (PC) and a PCO?

RESPONSE: Please see the enclosed handout in your folder. The revised AR 25-30 will include details on each position's responsibilities.

QUESTION: Is there any guidance on how to rescind a publication?

RESPONSE: See the enclosed sample memo in your folder. Please refer to APD Web site's resource page.

QUESTION: How does one change proponency of a publication?

RESPONSE: See the enclosed sample memo in your folder. Please refer to APD Web site's resource page.

QUESTION: How are publications prioritized?

RESPONSE: The principal official, working with the publishing champion and publishing control officer, develops a priority listing of all submitted publishing actions. This list is provided to APD and updated only per guidance from the principal official.

QUESTION: How can I check the status of my publications?

RESPONSE: You can check the status of your publication by viewing your inbox in APD's portal or, if the case is not in your inbox, by contacting the lead of your APD publishing team.

QUESTION: How do I project a timeline for my publication?

RESPONSE: APD's publication process consists of 18 months allocated to various phases in the process. This 18-month process is published on APD's Web site at www.apd.army.mil. If you have additional questions about your unique publication, contact the lead of your APD publishing team.