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.

Current Performance

Administrative Publications As Of Today
Total: 883
- Over 20 YRS 261 30%
- Under 5 YRS 277 31%
- Over 15 YRS 64 7%
- Over 10 YRS 76 9%
- Over 5 YRS 205 23%

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
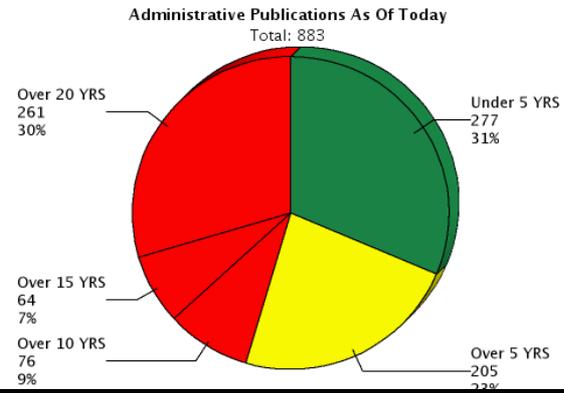
Comments

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 *P*lain *L*anguage *A*ction and *I*nformation *N*etwork.

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