



Doctrine Developers' Guidance, 4-16

This is the 14th edition of the *Doctrine Developers' Guidance*. In addition to the quarterly *Doctrine Update*, the Combined Arms Doctrine Directorate (CADD) publishes periodic guidance to support the doctrine development community with implementation of doctrine. This newsletter contains items critical to the doctrine community's ability to produce consistent, coherent, and integrated doctrine.

The United States Army Combined Arms Center (CAC) is the Army doctrine proponent. The preparing agency for *Doctrine Developers' Guidance* is CADD, Mission Command Center of Excellence (CoE), CAC. Comments and recommendations may be mailed to Commander, U.S. Army Combined Arms Center and Fort Leavenworth, ATTN: ATZL-MCD (*Doctrine Developers' Guidance*, 4-16), 300 McPherson Avenue, Fort Leavenworth, KS 66027-2337, or e-mailed to usarmy.leavenworth.mccoe.mbx.cadd-org-mailbox@mail.mil. Points of contact for this update are Mr. Clinton J. Ancker III at clinton.j.ancker2.civ@mail.mil or LTC Mark Herold at mark.e.herold.mil@mail.mil.

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ADP AND ADRP DEVELOPMENT GUIDANCE

CADD hosted a video teleconference on Friday, 30 September that discussed the development of ADPs and ADRPs. Essentially, proponents will revise, staff, adjudicate, and publish nearly all the ADPs and ADRPs in time for the AUSA October 2017. CADD has created a folder called "Doctrine Developer Guidance" that contains the slide packet for the VTC detailing guidance. It is accessible at the CADD AKO Web site at <https://www.us.army.mil/suite/files/47330928>.

DA FORM 260-1 PUBLICATION PACKAGE REQUIREMENTS

Microsoft Word

When submitting a DA Form 260-1 publishing request packet, proponents no longer send a Microsoft Word file. CADD reviewers, ATSC, and APD no longer require Microsoft Word file; they only require the Adobe Acrobat PDF. The final electronic file (FEF) in PDF format suffices for almost all cases for APD to review and perform the final formatting and steps. APD inserts publication dates, ABN, IDN, PIN, blank pages, and so on directly in the PDF rather than the Microsoft Word file. APD once completely relied upon the original Microsoft Word file to make extensive editorial updates to the publications. Since APD no longer performs this editorial step and now only performs the final formatting steps described above, the PDF file is all APD requires.

Blank Page

When creating the FEF and an intended blank page ends up with a header and footer, do not fuss. Proponents have two options. One, type on the page in large letters "THIS PAGE IS INTENDED TO BE BLANK." If you have extra time after preparing the FEF in the Adobe Acrobat PDF, replace every intended blank page with the TPILB (for this page intentionally left blank) PDF page (attached at the end of this document). This last course of action will assist APD in getting your file published more quickly.

Inside Cover (AKO) Page

When creating the FEF proponents need to update that inside cover information. This is the information for users to find the electronic version of the book from official Army repositories. Currently, APD is using the following information:

This publication is available at the Army Publishing
Directorate site (<http://www.apd.army.mil>),
and the Central Army Registry site
(<https://atiam.train.army.mil/catalog/dashboard>)
To receive publishing updates, please subscribe at
(http://www.apd.army.mil/AdminPubs/new_subscribe.asp)

Proponents need update the inside covers of their publications.

CHANGE PACKETS

File Types

When submitting a DA Form 260-1 publishing request packet for a change to a publication, proponents no longer send Microsoft Word files. Like entire publication publishing, CADD Reviewers, ATSC, and APD require Adobe Acrobat PDFs. Proponents still need to submit two files—one of the entire book (*Change Included* file) that includes the changed pages and one of the change packet (just the changed pages [*Change Only* file]).

The *Change Included* file is the entire publication with the changes in place. Creating this file first enables proponents to ensure that the change packet pages fit in the publication correctly, the page numbers are correct, and each inserted section of new material starts on an even page and ends on an odd page. The *Change Included* file enables the preparer of the file to ensure the flip side of a page that has a change is included in the *Change Only* file especially for printed publications. Appendix G of TRADOC Reg 25-36 addresses change packets.

Repositories

Change packets are hung on the Army's official repositories. APD Web site (<http://www.apd.army.mil/default.aspx>) hangs only the change-included file (change incorporated into the original publication). The new publishing system still requires some work before it can hang the change-only packets. Change-only packets (for printing page in/page out replacements) are accessible for users at the CAR Web site (<https://atiam.train.army.mil/catalog/dashboard>). Users can find the change-only packets by searching for a publication and then looking at the "Info & Alt Formats" button. For example, if looking a recently published change packet for ATP 3-18.11 on the CAR, users will see both change-only packets located under the heading *Information* as *Alternate Formats*.

GUIDANCE FOR REFERENCES

Department of Defense Forms

There is a new Web site for Department of Defense forms. Proponents can access DD Forms at <http://www.dtic.mil/whs/directives/forms/index.htm>. If citing any Department of Defense forms, be sure to include this link on your References page.

Web Sites and URLs

DA Pam 25-40 requires that publications provide accurate references. When citing a URL instead of providing bibliographic information, proponents need to ensure that the Web site or URL annotated actually contains the form cited. To borrow a phrase from Drivers Ed, just click it. Make sure the inserted link actually takes you to the source cited.

MAKING AN EPUB

In May 2016, CADD sent out guidance concerning the creation of ePUBs (then called E2BOOKs). To help proponents prepare their guidance for creating ePUBs, CADD has a small folder called “ePUB Information” on its Web page accessible at <https://www.us.army.mil/suite/files/47331282>. Please access the files for guidance and direction.

ADJUDICATED COMMENT MATRIXES

Proponents adjudicate comment matrixes after each staffing of a publication. However, not all reviewers are receiving the completed adjudicated comment matrixes. According to para 4-5c(7) of TR Reg 25-36, “the proponent should provide reviewers a consolidated comment matrix, within 30 days after suspense, indicating the adjudication of all but administrative and substantive comments. The matrix should contain the reason(s) for rejecting or modifying comments to allow reviewers to respond with additional justification.” Although not required by TR Reg 25-36, it is helpful when proponents include a copy of the adjudicated publication showing the incorporated changes.

USE OF COLOR IN SYMBOLS

Proponents can incorporate symbols in publications. However, symbols used in doctrinal publications do not have colors associated with branches and organizations. MILSTD 2525 governs the use of colors. Fill color is a redundant indication of the symbol’s standard identity. Proponents can see the exact specifications at http://www.dtic.mil/doctrine//doctrine/other/ms_2525c.pdf in paragraph 5.3 and table XIII.

DOCTRINE SMART BOOK

The first attempt at the Army Doctrine Smart Book has been deemed a success. This CAC command publication currently contains three parts: the doctrine hierarchy, one-page summaries of each ADP/ADRP set and each FM in the current inventory, and additional references. For the revision of the Smart Book, CADD is asking for any additional suggestions and ideas from the field. If you are the proponent for a publication or have ideas from personnel in the field, please take the time to provide the input and send it to LTC Mark Herold at mark.e.herold.mil@mail.mil.

NEW MICROSOFT WORD 2013 TEMPLATE AND GUIDE

CADD plans to distribute a new Microsoft Word 2013 template in November 2016. Proponents will receive the template as well as an updated guide. The template will look a lot like the current template. However, it does not have macros or an Add-Ins tab. More to come in a couple months!

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This publication is available at the Army Publishing Directorate site (<https://armypubs.army.mil>), and the Central Army Registry site (<https://atiam.train.army.mil/catalog/dashboard>)

To receive publishing updates, please subscribe at (http://www.apd.army.mil/AdminPubs/new_subscribe.asp)