



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR DIRECTOR, Army Publishing Directorate, 9301 Chapek Road,  
Fort Belvoir, VA 22060-5527

SUBJECT: Notification of Transfer of Proponency of (publication #, title, and date)

1. The (name of organization losing proponency) is no longer the official Army proponent for (pub #, title, and date).
2. Effective (date), (pub #, title, and date) is officially transferred to the (name of organization gaining proponency). All questions concerning (pub #) should be referred to the (name of organization gaining responsibility).
3. (Pub #) prescribes the following forms (if applicable):
4. Coordination was made between the Principal Official losing proponency and the Principal Official gaining proponency for (pub #, title, and date).
5. The point of contact for this action is (name of gaining organization's publishing champion/publications control officer, phone, and email).

(Signature block of Principal Official  
or Deputy from losing organization)

(Signature block of Principal Official  
or Deputy from gaining organization)