

INFORMATION PAPER

AAHS-PA
13 September 2012

SUBJECT: Administrative Publication Currency

1. Purpose: Improving Publication Currency

2. Facts:

- a. All administrative publications revised in the last 5 years that do not have a related AD, ALARACT, or other electronic message or memorandum affecting policy/procedures are considered current and no further action is required.
 - i. NOTE: The publication's effective date for all administrative publications authenticated under a rapid action revision (RAR) from 2007/2008 timeframe to present did not change. Therefore, PCs, PCOs, and functional proponents should be aware that although an RAR was completed within the last 5 years, the publication's currency is still out of date. This dated guidance was in direct contrast to current published policy (see AR 25-30, paragraph 3-5b(2)(c)) and is no longer valid. APD recommends all publications that received a RAR during this time period undergo a major revision at a future point in time.
 - ii. Current guidance on RARs is included below.

- b. All administrative publications more than 5 years old must be revised or rescinded.
 - i. Two types of revisions are available: Major Revision or Expedite Revision. Current policy (see AR 25-30 and DA Pamphlet 25-40) states both revision types (Major Revision and Expedite Revision) will update the publication's effective date and supersession notice. APD will determine whether the requested revision is a Major Revision or Expedite Revision.
 - ii. To rescind a publication, the proponent PC or PCO will submit a memorandum, signed by the Principal Official or Deputy Principal Official, to the APD DA Form 260 email address (usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil). The memorandum must specify whether or not the publication prescribes any forms. Publications that prescribe forms still needed cannot be rescinded until the forms are transferred (via DD Form 67) to another prescribing publication.
 - iii. A sample rescind memorandum is displayed at Figure 1. One memorandum may serve to rescind multiple publications. Follow this guidance for rescinding a publication, until DA Pamphlet 25-40 is revised.

- c. The proponency of administrative publications may be transferred among Principal Officials. To transfer the proponency, the gaining organization's PC or PCO will submit a memorandum, signed by the Principal Official or Deputy Principal Official, to the APD DA Form 260 email address (usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil). A sample transfer of proponency memorandum is displayed at Figure 2.

Mr. Stephen Moran / (703) 693-1407

Figure 1: Sample Rescind Memorandum



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

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

SUBJECT: Request to Rescind (Publication #, title, and date)

1. Request the following publication(s) be rescinded for the reasons stated below:
 - a. (Publication #, title, and date) (Reason: the policy for this program has been incorporated into (pub #, title, and date).
 - b. (Pub #, title, and date) (Reason: This program/policy is no longer in existence.)
2. The (name of organization) is the official proponent for (publication #, title, and date) and no longer requires this publication.
3. Coordination was made with each Principal Official assigned responsibilities in (pub #, title, and date). This publication does not prescribe any forms.
4. My Point of contact for this action is (proponent's publishing champion/publication control officer, phone, and email).

(Signature block of Principal Official, Deputy
Principal Official, or designee)

Figure 2: Sample Transfer of Proponency Memorandum



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM THRU (complete address of Principal Official of organization gaining responsibility)

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. Coordination was made with Principal Official gaining proponency for (pub #, title, and date).
4. My 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, Deputy Principal Official, or designee)