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)