



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 Request the following publication(s) be rescinded for the reasons stated below: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)

SAMPLE REQUEST TO RESCIND