



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)