

## INFORMATION PAPER

AAHS-PA  
13 September 2012

SUBJECT: Publishing Champion and Publications Control Officer Roles

1. Purpose: Establishing Publishing Champion and Publications Control Officer.
2. Facts:
  - a. Designated Publishing Champions (PCs) and Publications Control Officers (PCOs) for all Principal Officials of the Headquarters, Department of the Army (HQDA) are the primary points of contact between the Army Publishing Directorate (APD) and HQDA Secretariat and Army Staff Principal Officials.
  - b. Functional proponents with responsibility to update Army Regulations, DA Pamphlets, and DA Memos affected by existing Army Directives (ADs), ALARACTs, other electronic messages, or memorandums that may have changed policies or procedures need to review and complete the following actions to comply with the DAS Memorandum and/or improve overall publication currency.
    - c. Figure 1 displays the roles and responsibilities for PCs and PCOs. Figure 2 displays a sample memorandum for appointing a PC. Figure 3 displays a sample memorandum for appointing a PCO.

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**Figure 1: PC and PCO Roles and Responsibilities**

<b>Publishing Champion (PC)</b>	<b>Publications Control Officer (PCO)</b>
Prioritizes all PO's publishing actions for APD, resolving internal priorities and managing currency	Supports the PC in managing the PO's publications
Acts as liaison between proponent POC and APD to update or rescind publications	Manages printing budgets and required funding
Manages the publications library for the PO	Initiates publishing actions in the Army publishing portal

*continued*

<b>Publishing Champion (PC)</b>	<b>Publications Control Officer (PCO)</b>
Represents the PO to APD (from a publishing perspective)	Ensures adherence to the publishing process and standards
Coordinates and obtains PO's final approval of new or revised policy publications	Manages his/her own profiles in the Army publishing portal database
Signs DA Form 260 ( <i>Request for Publishing</i> ) for the PO	Ensures publishing requests are complete, including DD Form 67 ( <i>Form Processing Action Request</i> ) actions
Acts as liaison for functional proponent and PO within their area of responsibility	Makes use of the Army publishing portal, publications reporting, and DA Pam 25-30, <i>Consolidated Index of Army Publications and Blank Forms</i>
Accesses publication reporting to study, manage, and track currency and status of publications	Coordinates between functional proponents and APD to clarify publishing issues and proof reviews
Provides signature authority as formally delegated for designated PO in approving and disapproving publishing actions and determining sufficiency of coordination	Identifies and manages profiles for functional proponents for publications in the Army publishing portal
Makes use of the Army publishing portal	Identifies functional proponent for publications
Maintains situational awareness of PO's publications and PO's intent	May also serve as Forms Management Officer (FMO)
Serves as the PO point of contact for coordination on all Army Administrative Publications.	Updates the PO, PCO/FMO contact database, and functional proponent contact database in the Army publishing portal
	Accesses COGNOS reporting to study, manage, and track currency and status of publications
	Signs DA Form 260 actions

## Figure 2: PC Duty Appointment Sample Memorandum



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR Army Publishing Directorate, ATTN: Mr. Stephen Moran,  
Publishing Division, 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060-5527

SUBJECT: Publishing Champion Duty Appointment

1. Effective [XX Month XXXX], [APPOINTEE], [INSERT APPOINTEE POSITION], [INSERT APPOINTEE ORGANIZATION], [APPOINTEE PHONE], [APPOINTEE EMAIL], is appointed as the [ORGANIZATION] Publishing Champion. I authorize (him/her) to have signature authority for me concerning the approval or disapproval of publishing actions for my organization.
2. Authority: AR 25-30, The Army Publishing Program (currently under revision).
3. Purpose: The Publishing Champion communicates directly with the principal official and coordinates all publishing activities for the principal official's functional area. The Publishing Champion will also prioritize publishing actions within APD and will resolve any production conflicts.
4. Period: Indefinite.
5. Cancellation: I retain the authority to cancel or withdraw this appointment at anytime. The appointment is cancelled upon the resignation, retirement, change of duties, or change of position of the specified individual.

(Signature block of Principal Official)

## Figure 3: PCO Duty Appointment Sample Memorandum



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR Army Publishing Directorate, ATTN: Mr. Stephen Moran,  
Publishing Division, 9301 Chapek Road, Building 1456, Fort Belvoir, VA 22060-5527

SUBJECT: Publications Control Officer (PCO) Appointment Letter

1. References:

- a. AR 25-30, (The Army Publishing Program), under revision.
- b. DA Pam 25-31 (Forms Management, Analysis, and Design), 31 Jul 95.

2. Purpose: Effective [XX Month XXXX], [APPOINTEE], [INSERT APPOINTEE POSITION], [INSERT APPOINTEE ORGANIZATION], [APPOINTEE PHONE], [APPOINTEE EMAIL], is appointed as the [ORGANIZATION] Publications Control Officer.

3. Duties: The PCO performs all duties in accordance with reference 1a and supports the [ORGANIZATION] Publishing Champion (PC) in managing the administrative publications library for the [Principal Official]. The PCO will:

- a. identify and manage profiles for functional proponents for publications in the Army Publishing Portal;
- b. initiate publishing actions in the Army Publishing Portal;
- c. ensure adherence to the publishing process and standards;
- d. serve as the organization's forms Management Officer (FMO) in accordance with reference 1b;
- e. ensure [ORGANIZATION] publishing requests are complete, including the DD Form 67 (Form Processing Action Requests), and sign the DA Form 260 (Request for Publishing); and
- f. coordinate between [ORGANIZATION] functional proponents and Army Publishing Directorate to clarify publishing issues and proof reviews.

4. Period: Indefinite.

## Figure 2 (cont.): PC Duty Appointment Sample Memorandum

5. Cancellation: I retain the authority to cancel or withdraw this appointment at anytime. The appointment is cancelled upon the resignation, retirement, change of duties, or change of position of the specified individual.

(Signature block of Principal Official,  
Deputy, Executive Officer, Agency Head)

CF:  
[Organization] Publishing Champion