Request For Major/Minor Revision Publication Support

FOR USE OF THIS FORM SEE USMEPCOM REGULATION 25-34

SECTION I — Pre-edit

Publication: **Number:** **Title:**

Proponent:

Applicable Forms:

Type of Revision: (check one) ☐ **Major** ☐ **Minor**

Date of Pre-edit meeting: **Editorial staff:** **Editorial staff POC signature:**

SECTION II — Staff Coordination

☐ I certify that coordinators have been allowed the appropriate amount of time to give concurrence or non-concurrence and that all non-concurrences have been resolved and coordinator comments have been reviewed. All relevant information messages and policy memos have been incorporated.

Coordination message date:

☐ I certify that coordinators have been allowed the appropriate amount of time to give concurrence or non-concurrence however there is at least one outstanding non-concurrence that could not be resolved at the directorate level so I am bringing this to the Chief of Staff for resolution. All relevant information messages and policy memos have been incorporated.

Proponent signature Certification:

NOTE - Comments are to be provided separately and attached to form upon completion of coordination.

SECTION III — Labor Relations and Legal Review

Labor Relations has reviewed the issuance and deemed no union coordination needed or union coordination was required and completed.

Date Labor Relations reviewed:

Labor Relations signature Certification:

Notes

Legal Review

Date sent to Legal for review:

Date of response:

Notes

Legal Review signature Certification:

SECTION IV — Editing and publication

Editor use only

Received for editing	Date returned to proponent for initial review:	Date received for clean up:	Date returned to proponent for final concurence:	Date completed by editing team, sent for signature:

Editor signature:

SECTION V — Chief of Staff Approval / Disapproval

Chief of Staff Comments

☐ **Concur with Revisions**
(Coincides with regulation signature)

☐ **Non-Concur with Revisions**

Chief of Staff Signature :

Publication Announcement date: INFO MSG #: Editor signature: