

# Publications Flow Checklist

USAREC CIO/G6 Publications Mailbox: [usarmy.knox.usarec.mbx.hq-g6-publications@army.mil](mailto:usarmy.knox.usarec.mbx.hq-g6-publications@army.mil)

## Staff Proponent

- Receive Flagging Action or requirement mandating a new publication, revision of an existing publication, form, or rescission.
- Appoint Action Officer.
- Initiate coordination with USAREC CIO/G6 Publications Office for initial assessment.

## Staff Proponent Action Officer

- Initiate Publications review
- Make decision to rescind or revise, or if the publication requires no changes.

### If rescinding publication:

- Forward approved email to USAREC CIO/G6 Publications Mailbox for action.

### If no change to publication:

- Forward approved email to USAREC CIO/G6 Publications Mailbox.

### If revising publication:

- Conduct review and prepare first draft.
- Send first draft to G6 Publications Team for initial edits.
- Receive draft from G6 Publications and make recommended changes (if required).
- Submit for staffing to Command Leadership.
- Receive approved email from Leadership.
- Make changes annotated by Leadership.
- Forward approved email and Final publication to G6 Publications for final edits and publishing

## G6 Publications Team

- Take final action (final edits)for publication.
- Publish the document on the official Command Pubs site
- File documentation IAW ARIMS.

END OF PROCESS