



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL  
AIR DEFENSE ARTILLERY SCHOOL  
730 SCHIMMELPFENNIG ROAD  
FORT SILL, OKLAHOMA 73503

ATSA-C

24 February 2023

MEMORANDUM OF INSTRUCTION

SUBJECT: 2024 Red Book Submissions – *Air Defense Artillery Journal*

1. Purpose: The annual Red Book is the Commanders opportunity to inform the Army and Air Defense community of what your Soldiers have accomplished this past year. This memorandum defines the requirements, responsibilities, and timeliness necessary for the ADA journal staff to effectively prepare, plan, and execute the publication of the 2024 ADA Journal Red Book to meet publication deadlines.
2. General: The Red Book highlights ADA unit activities at the AAMDC, Brigade and Battalion level in Active, National Guard and Reserve units. Submissions should capture significant events such as; deployments, and training from December 2022 to November 2023. Submissions should not include MWR events or unit functions such as the Saint Barbara's Day Ball.
3. Guidance: Writing for the Air Defense Artillery Journal is unlike writing a memo, an OPOD, or a newsletter. This publication requires stories that meet the Department of Defense standards (Army Publications 25-30) for relevance, timeliness, and readability. The following guidance should prove useful in producing articles that Air Defense Artillery professionals will want to read.
  - a. Year in Review articles will be submitted in associated press format, in Microsoft Word, paragraph form, formatted with a size 12, Times New Roman font, and will be double-spaced. Normal submissions are usually between 3,000 and 3,500 words, but no more than 5,000.
  - b. Include pictures or graphics separately to supplement the article, title them 2023 RED BOOK PHOTOS. Submit photo's separately from article. Acceptable files are .jpg, .png, .tiff, .mvi. Photos should be at least 2,000 KB in size. Do not embed into article Word document. Include photo caption information, names and ranks of persons in photos.
  - c. Provide unit nicknames, websites and any social media URLs to include in your article.
  - d. ADA Red Book deadline is 30 October 2023.

ATSA-C

SUBJECT: 2021 Red Book Submissions – *Air Defense Artillery Journal*

4. Point of contact for this memorandum is Mr. Chris Wilson, Fires Bulletin Editor Chris Wilson at 580-442-1090 or by e-mail at [chris.l.wilson48.civ@army.mil](mailto:chris.l.wilson48.civ@army.mil) or ADA Commandant PAO Amber Osei 580-442-1820 or by email [amber.m.osei.civ@army.mil](mailto:amber.m.osei.civ@army.mil) David Johnson, Art Director at 580-442-6806 or by e-mail at [david.k.johnson184.civ@mail.mil](mailto:david.k.johnson184.civ@mail.mil).
5. Submit articles to [usarmy.sill.fcoe.mbx.fires-bulletin-mailbox@mail.mil](mailto:usarmy.sill.fcoe.mbx.fires-bulletin-mailbox@mail.mil).

CURTIS W. KING  
COL, AD  
Commandant