

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
8 February 2017

*Fort Sill Regulation 25-30

Information Management
**PREPARING AND PUBLISHING FORT SILL
ADMINISTRATIVE PUBLICATIONS**

Summary. This regulation prescribes policies, responsibilities, and procedures for preparing, publishing, and managing Fort Sill administrative publications in accordance with AR 25-30, The Army Publishing Program and DA Pamphlet 25-40, Army Publishing: Action Officers Guide.

Applicability. This policy and guidance prescribed by this regulation applies to all official Fort Sill administrative publications for use by Fort Sill organizations, regardless of format or delivery medium.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Directorate of Human Resources (DHR), Administrative Services Division (ASD), 4700 Mow Way Road Fort Sill, OK 73503.

Suggested Improvements. The proponent of this regulation is the DHR, ASD. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DHR, ASD.

Distribution. This regulation is distributed solely through the DHR, ASD Homepage at <http://sill-www.army.mil/USAG/publications.html>.

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* This regulation supersedes Fort Sill Regulation 25-30, 16 February 2011.

Chapter 1 Introduction

1-1. Purpose. This regulation prescribes policies, responsibilities, and procedures for preparing, publishing, and managing Fort Sill administrative publications in accordance with AR 25-30 and DA Pam 25-40. This regulation contains specific guidance for preparing Fort Sill administrative publications and forms.

1-2. References. Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

Chapter 2 Responsibilities

2-1. Directorate of Human Resources (DHR). The Director, Human Resources through Administrative Services Division (ASD) will—

- a. Establish policies and procedures for life cycle management of Fort Sill publications.
- b. Manage the publishing process through the DHR, ASD Homepage by converting Fort Sill publications to Portable Document Format (PDF) for on-line viewing and printing.
- c. Provide technical advice on preparing and publishing Fort Sill publications.
- d. Edit Fort Sill publications and ensure they conform to the policies in AR 25-30, processes and procedures in DA Pam 25-40, and meet the requirements for each type of publication.
- e. Manage the numbering of Fort Sill publications to ensure each new or revised publication is in the correct series in accordance with DA Pam 25-40, appendix H.
- f. Date and authenticate publications after ensuring they receive the appropriate level of approval.
- g. Make digital versions of Fort Sill publications available to the greatest audience by publishing on the DHR, ASD Homepage.
- h. Initiate a review of Fort Sill publications every 18 months.
- i. Maintain the official file of Fort Sill publications in accordance with AR 25-400-2.
- j. Manage and electronically generate all Fort Sill forms prescribed by Fort Sill publications.

2-2. Proponents of Fort Sill Administrative Publications. The proponent is the garrison staff element responsible for initiating, developing, coordinating, approving content, and identifying publications for rescission within their functional area. Each publication will have only one proponent who will satisfy the requirements in this regulation. Proponents will—

- a. Ensure their publications are essential and current.
- b. Prepare their publications in accordance with the policies and procedures in this regulation and guidance given in DA Pam 25-40.

c. Submit their publication to DHR, ASD for processing and approval within 15 days of completion of internal staffing.

d. Submit requests for revisions in accordance with policies of this regulation and the procedures in DA Pam 25-40.

e. Determine to what extent Fort Sill subordinates may supplement their Fort Sill regulation(s) (i.e., prohibit, limit, or require) and include the level of supplementation in the statement on the title page of their regulation(s).

f. Properly coordinate and staff their publications before submitting for processing.

g. Determine appropriate audience and level of command for their publications.

h. Ensure their publications do not duplicate or conflict with existing DA or IMCOM publications.

i. Ensure compliance with the following:

(1) AR 335-15 for data collection requirements.

(2) AR 25-30 for forms requirements.

(3) AR 340-21 for Privacy Act requirements.

(4) AR 380-5 for security markings and downgrading instructions if the publication is classified.

(5) AR 25-55 for proper markings and removal instructions if the publication is "FOR OFFICIAL USE ONLY."

j. Develop life cycle management plans for their publications to include—

(1) Reviewing their publications every 18 months as required by AR 25-30, or as DHR, ASD directs, and revising at least every 3 years, as appropriate.

(2) Rescinding Fort Sill publications that are obsolete. When a publication requires rescinding, the proponent will submit a request to DHR, ASD requesting their publication(s) be rescinded. Provide DHR, ASD the publication number, title, and effective date of the rescission.

Chapter 3 Planning Publications

3-1. General.

a. Before starting a publication, proponents should contact the Fort Sill Publications Control Officer (DHR, ASD) to determine the best approach to developing and processing a Fort Sill publication. Fort Sill publications disseminate policy, responsibilities, and procedures to Fort Sill organizations.

b. Multiple-addressee correspondence, ordinary memorandums of instruction, and command policy memorandums will not be used as substitutes for permanent official Fort Sill publications.

c. All organizations may use any of the delivery media listed in Table 3-1.

Table 3-1. Authorized Publication Types.

Medium	Type	Contains	Applies	Effective	Authentication
Supplements	Directive	Policies, responsibilities, and administrative procedures required to implement ARs or higher command regulations.	Throughout the garrison	Remain in effect until superseded or rescinded. Rescinded automatically upon revision of AR.	Garrison Commander
Regulations	Directive	Policies, responsibilities, and administrative procedures related to subjects not contained in ARs – limited to a single subject.	Throughout the garrison	Remain in effect until superseded or rescinded.	Garrison Commander
Circulars	Directive or informational	Transitory material that needs to be publishing only once – limited to a single subject.	Throughout the garrison	For only 2 years or less.	Garrison Commander
Pamphlets	Informational, guidance, or reference	Material of a continuing nature.	Throughout the garrison	Remain in effect until superseded or rescinded.	Garrison Commander
Command Policy	Directive or information	Policies, responsibilities, and administrative procedures related to the Commander's Policy of the Command (i.e., Open Door Policy, EEO/EO – limited to a single subject.	Throughout the garrison	Remain in effect until superseded or rescinded.	Garrison Commander

3-2. Choosing a Publication Delivery Medium.

a. Choosing a delivery medium (type of publication) is a two-step process. The selection of delivery medium dictates how the material will be prepared for publication. The proponent must determine which delivery medium best suits the material being disseminated. The proponent must determine—

- (1) Its intended purpose.
- (2) The intended treatment of the content (directive, informational, or reference).
- (3) The length of time the publication will be in effect (permanent or temporary).
- (4) The target audience (e.g., garrison only or installation-wide).

b. The second step is to decide whether to add the material to an existing publication, or prepare a new publication.

(1) If an AR exists on the same subject matter, the material should be published as a supplement to that AR (see para 3-3 for instructions on supplements).

(2) Check DHR, ASD publication website for any Fort Sill publications assigned the same series title. Review all publications that seem closely related to the material. If the information is added to an existing publication, publish a revision to that publication. Consolidate publications, if necessary. If no publication exists on the subject matter, prepare a new publication.

(3) For new publications, refer to DA Pam 25-40, appendix H, to determine the appropriate series title that describes the subject of the material.

3-3. Types of Publications, their uses, and Instructions. The following types of official Fort Sill administrative publications will assist you in determining the appropriate publication delivery medium.

a. Fort Sill Supplements to ARs. See figure 3-1 for a sample format.

(1) Supplements are issued to provide additional instructions needed to implement an AR. Supplements cannot supersede, change, or rescind any portion of an AR.

(2) Only supplement an AR, if allowed.

(3) Obtain the DA proponent's approval, if required. Provide DHR, ASD a copy of the approval along with the draft supplement.

(4) Limit the contents of the supplement to vital information that is not included in the AR.

(5) Match the paragraphs of the supplement to proper paragraphs within the AR. Add chapters, paragraphs, tables, figures, and appendices, as required.

(6) When an AR is rescinded or superseded, all of its supplements are cancelled automatically (See DA Pam 25-40, para 18-13).

b. Fort Sill Regulations. See figure 3-2 for a sample format.

(1) Fort Sill regulations are permanent directives and are effective until superseded or rescinded.

(2) Confine each Fort Sill regulation to a single subject.

(3) Use Fort Sill regulation to—

(a) Establish policy for the garrison or installation-wide.

(b) Assign mission responsibilities.

(c) Delegate authority.

(d) Prescribe procedures in sufficient details to make sure basic policies are carried out uniformly throughout Fort Sill.

(e) Prescribe Fort Sill forms.

c. Fort Sill Circulars. See figure 3-3 for a sample format.

(1) Fort Sill circulars are temporary publications that are either directive or informational. They usually expire 2 years after their date of issue; however, they may expire earlier.

(2) Use circulars to publish—

(a) Instructions for one-time actions that apply to the garrison or installation, to include forms. (A form becomes obsolete when the circular that prescribes it expires.)

(b) General information or policies and procedures that are designed to be effective for 2 years or less.

(c) New policy until it is included in the appropriate Fort Sill regulation. Once the policy is published in a Fort Sill regulation, the circular is rescinded.

(d) Information on a single subject only.

(3) Do not use circulars to—

(a) Change information in permanent publications, such as Fort Sill regulations or pamphlets.

(b) Publish long-term policies or procedures.

(c) Prescribe forms or reports that are permanent.

d. Fort Sill Pamphlets. See figure 3-4 for a sample format.

(1) Fort Sill pamphlets are permanent instructional publications that apply to the garrison or installation. They are not directives but provide guidance, information, or reference material needed to carry out policies and procedures established by Fort Sill regulations. Pamphlets—

(a) Provide information of a continual nature.

(b) Remain in effect until superseded or rescinded.

(2) A pamphlet can prescribe a form, when the form is for optional use only, not mandated, since pamphlets are not directive.

(3) Do not use a pamphlet to prescribe policies, procedures, or responsibilities. Use a pamphlet to explain the policies, procedures, and responsibilities set by a Fort Sill regulation.

e. Fort Sill Command Policy. Command policies provide guidance concerning special interest areas (e.g., Open Door, Equal Opportunity, prevention of sexual harassment, etc.) and to communicate the highest level of command interest in areas that may or may not be covered in Army publications. Command policies are applicable throughout the garrison and remain in effect until superseded or rescinded. They are prepared in a modified correspondence format rather than normal manuscript format, using garrison letterhead stationery as the first page. See figure 3-5 for a sample format. Garrison activities preparing command policies will use their letterhead unless directed to use the Garrison Commander's letterhead by the DHR, ASD Publications Control Official.

f. Fort Sill Forms.

(1) Any document within a publication that has blank spaces for the insertion of information is considered a form and will be controlled. If in doubt, contact the Fort Sill Forms Management Officer (DHR, ASD).

(2) All Fort Sill forms will be designed by the Forms Manager using an Army-approved forms filter software.

(3) All Fort Sill forms should have a prescribing publication. The prescribing publication will provide the form title and information on how to obtain, complete, and submit the form. If the prescribing publication is rescinded or expires, any forms prescribed by the publication are automatically rescinded.

(4) All Fort Sill forms will be created for electronic generation, completion, and submission.

(5) A form that duplicates a higher headquarters form will not be created or used.

(6) Analysis and design of forms will be in accordance with DA Pam 25-31, Forms Management, Analysis, and Design.

(7) To request the design of a new form, prepare a DD Form 67 (see DA Pam 25-31) and send with a draft copy of the proposed form to DHR, ASD.

(8) If a form requires the user to submit personal identifier information, it must include a Privacy Act statement. Include the DHR, ASD Privacy Act Official in the initial coordination process whenever forms require personal information.

(9) Forms prescribed and/or referenced in an administrative publication are identified in appendix A.

(10) Form numbers are based on the publication number of the prescribing directive. The publication number is derived from DA Pam 25-40, appendix H, based on the subject matter. Forms prescribed by Fort Sill regulations or circulars will carry the same basic number as the prescribing directive and will be assigned by DHR, ASD. For example, if Fort Sill Regulation 25-30 requires a form to be used, the first form would be numbered FS Form 25-30a. The next form in the same regulation would be FS Form 25-30b.

3-4. Assigning a Publication Number.

a. The DHR, ASD assigns the number to all draft publications at the initial review stage. Publications numbers (and dates) serve as a unique identifier and provide a point of reference for determining the currency of the information.

b. Publications will be numbered in accordance with specific guidance provided in DA Pam 25-40 . The publication type will determine the numbering system to be used.

(1) Command policies will be numbered consecutively.

(2) Rescinded numbers will not be reused.

(3) Policy memorandums will be numbered according to the referenced DA publication followed by an additional sub-number which will be consecutively numbered. Policy memorandums without a referencing DA publication will be numbered according to the series number followed by a sub-number.

(4) Regulations and pamphlets will be numbered according to the referenced DA publication. These publications will be numbered according to the series number followed a sub-number if there is not a referencing DA publication.

(5) Circulars will be numbered according to the series number, last two digits of the calendar year, and a sub-number.

(6) Supplements will be numbered according to the DA publication being supplemented.

3-5. Coordination.

a. Proponents are responsible for properly coordinating publications before submitting them to DHR, ASD for final review and authentication. Proponents will make every effort to ensure that each organization affected by the content of a publication is given an opportunity to review, internally staff, and submit comments.

b. Publication proponents must—

(1) Coordinate the draft publication with the appropriate staffs to include tenants if the publication is installation-wide. Proponents will coordinate all publications through the Staff Judge Advocate (SJA). The proponent will include a statement in the coordinating transmittal that the draft publication is for review and comment only and will not be used as an official document. Do not use a decision paper for this action.

(2) Allow at least 30-calendar days from the date of the draft was distributed for reviewers to return comments.

(3) Consider all received comments and integrate those that are relevant in the final publication.

(4) Address each nonconurrence with the reviewer and make every effort to resolve issues.

(5) Retain copies of incoming reviewer comments/nonconcurrences and the outgoing responses as supporting documentation for inclusion in the publications archival record.

(6) Coordinate with DHR, ASD when a form or forms is/are prescribed by the publication.

c. Coordination by Electronic Mail. Include in the e-mail, a request that addressees return an acknowledgement along with the name, title/grade/rank, e-mail address, office name and symbol, street mailing address, and telephone/fax number(s) of the primary and alternate points of contact for the reviewing organization. Attach the draft publication in a Word processing format.

d. Proponents must contact each organization to which the transmittal was addressed after the suspense date has passed, verifying that the organization has no comments to submit. A nonresponse cannot be considered a concurrence.

e. Electronic mail concurrence is encouraged; however, concurrence by telephone is allowed. Proponents must verify that the individual giving the telephone concurrence is authorized to do so. Proponents should also note the caller's name, title/grade/rank, e-mail address, office name and symbol, street mailing address, telephone/fax number(s), and date of concurrence in the suspense log.

3-6. The Publication Process.

a. The following table identifies the publication and delineates proponent and editor responsibilities:

Table 3-2. The Publication Process.

Proponent	<ul style="list-style-type: none"> • Receives publication requirement • Contacts DHR, ASD who will provide guidance on— <ul style="list-style-type: none"> ○ Type of publication ○ Formatting ○ Coordination requirements ○ Publication series, if new • Researches and writes the publication • Prepares staffing package • Coordinates draft publication with all affected activities • Incorporates comments from coordination and prepares a “best effort” publication. This is not a rough draft. • Provides the following to DHR, ASD: <ul style="list-style-type: none"> ○ DD Form 67 (if applicable) ○ Publication prepared in MS Word format • Any background files
DHR, ASD	<ul style="list-style-type: none"> • Edits draft electronically • Verifies references, figures, tables, and paragraphs numbering • Ensures forms, reports, and Privacy Act requirements are identified • Assigns the publication number, if new • Assists with new forms design, if required • Prepares Fort Sill Form 51, Staff Action Memorandum, and forwards final draft to Garrison Commander for approval • Indexes approved publications in Publications Control database • Posts the digital (PDF) file to the DHR, ASD Homepage

b. Before the formal editing process, proponents will ensure their publication—

(1) Is in the correct format and has the following required statements on the title page for the specific type publication:

(a) Summary (required on supplements, regulations, and pamphlets). The summary statement is optional on circulars.

(b) Applicability (required on supplements, regulations, circulars, and pamphlets).

(c) Supplementation (required on regulations only).

(d) Suggested improvements (required on all publications).

(e) Distribution restriction (when applicable).

(f) Availability. For publications distributed on the DHR, ASD Homepage, this statement will read: This publication is distributed solely through the DHR, ASD Homepage at <http://sill-www.army.mil/USAG/publications.html>.

(2) Does not duplicate material in existing DA or IMCOM publications.

(3) Meets formatting requirements specific for each type of publication (see chapter 4).

(4) Conforms to the guidance in AR 25-30 (chapter 2 and section VII of chapter 3), DA Pam 25-40, and this regulation.

(5) Complies with AR 335-15 to ensure data collected from garrison or installation activities and the public is properly controlled. Coordinate with the DHR, ASD Information Management Control Officer during the initial coordination if the publication has reporting requirements.

(6) Complies with AR 25-30, chapter 4, for forms requirements. Coordinate with the DHR, ASD Forms Management Official early in the development process when a form(s) is prescribed by the publication.

(7) Complies with AR 340-21 for Privacy Act requirements. Coordinate with the DHR, ASD Privacy Act Official in the initial coordination process whenever forms require the collection of personal information.

(8) Are coordinated with the appropriate level(s).

(9) Complies with/meets the requirements of AR 380-5 for security markings and downgrading instructions if the publication is classified. Coordinate with the DPTMS, Security and Intelligence Division in the initial coordination process whenever the publication is classified.

(10) Complies with AR 25-55 for proper markings of “FOR OFFICIAL USE ONLY” and include a specific date, or event, when removing the markings is allowed in accordance with AR 25-55.

c. When the publication is ready for final processing, submit the revised draft publication, along with accompanying DD Form 67 (if applicable) to DHR, ASD.

3-7. Style Guidelines.

a. Capitalization

(1) Soldier, Family, and Civilian. Capitalize the words “Soldier”, “Family”, and “Civilian” for all Fort Sill publications.

(2) Federal and Government. The words “Federal” and “Government” must be capitalized if it refers to a specific entity.

b. Abbreviations and Acronyms. An abbreviation and acronym must be placed in parenthesis after a term first appears and if it is used more than once. The articles “the”, “a”, and “an” must not be used before abbreviations and acronyms.

c. Additional guidance is available in the Government Printing Office Style Manual and DoD 5110.04-M (Manual for Written Material).

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
Date

Fort Sill Supplement 1 to AR 380-5

Security
Fort Sill Information Security Program

Summary. This supplement provides policy on the use of electronic devices during classified meetings, conferences, and sessions.

Applicability. This supplement is applicable to all Fort Sill organizations.

Suggested Improvements. This proponent of this supplement is the Directorate of Plans, Training, Mobilization, and Security (DPTMS). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DPTMS, Security Division, 7506 McNair Ave, Suite 200, Fort Sill, OK 73503.

Distribution. This supplement is distributed solely through the DHR, ASD Homepage at http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html.

AR 380-5, 29 September 2000, is supplemented as follows:

Paragraph 6-18. Classified meetings and conferences. Add the following at the end of paragraph 6-18b(10):

The use of cellular phones, pagers, and other unauthorized electronic devices is prohibited while attending classified meetings, sessions, and conferences.

IMSI-PLS

OFFICIAL:

JOHN A DOE
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

Figure 3-1. Sample of a Fort Sill Supplement

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
Date

*Fort Sill Regulation 25-30

Information Management
**PREPARING AND PUBLISHING FORT SILL
ADMINISTRATIVE PUBLICATIONS**

Summary. This regulation prescribes policies, responsibilities, and procedures for preparing, publishing, and managing Fort Sill administrative publications in accordance with AR 25-30, The Army Publishing Program and DA Pamphlet 25-40, Army Publishing: Action Officers Guide.

Applicability. This policy and guidance prescribed by this regulation applies to all official Fort Sill administrative publications prepared by HQ, USAG for use by Fort Sill organizations, regardless of format or delivery medium.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Directorate of Human Resources (DHR), Administrative Services Division (ASD), 4700 Mow Way Road, Fort Sill, OK 73503.

Suggested Improvements. The proponent of this regulation is the DHR, ASD. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DHR, ASD.

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*This regulation supersedes USAFACFS Memo 25-30, 18 August 1995.

Figure 3-2. Sample of a Fort Sill Regulation

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Chapter 1 Introduction

1-1. Purpose. This regulation prescribes policies, responsibilities, and procedures for preparing, publishing, and managing Fort Sill administrative publications in accordance with AR 25-30 and DA Pam 25-40. This regulation contains specific guidance for preparing Fort Sill administrative publications and forms.

1-2. References. Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

Chapter 2 Responsibilities

Figure 3-2. Sample of a Fort Sill Regulation (cont)

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
Date

Fort Sill Circular 385-07-01

Expires: 27 July 2012
Office Management
Privacy Act

Summary. This circular establishes policies, procedures, and responsibilities concerning the placement of Privacy Act data or Health Insurance Portability and Accountability Act (HIPAA) data on any “shared” computer drives/folders.

Applicability. This circular is applicable to all Fort Sill organizations and tenants.

Suggested Improvements. The proponent of this circular is the Directorate of Human Resources (DHR). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DHR, Administrative Services Division (ASD), 4700 Mow Way Road, Fort Sill, OK 73503.

Distribution. This circular is distributed solely through the DHR, ASD Homepage at <http://sill-www.army.mil/USAG/publications.html>.

1. Purpose. To establish guidance on sharing Privacy Act data via computer “shared” drives/folders.

2. References. Required and related publications; and, prescribed and referenced forms, are listed in appendix A

3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

4. Responsibilities. Commander, directors, and heads of activities are responsible for protecting the Privacy Act/HIPAA data of their soldiers, employees.

Figure 3-3. Sample of Fort Sill Circular

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503-9004
Date

Fort Sill Pamphlet 27-1

Legal Services
VICTIM AND WITNESS ASSISTANCE PROGRAM

Summary. This pamphlet provides local procedures for the administration of the Department of Defense's Victim and Witness Assistance Program (VWAP).

Applicability. This pamphlet applies to those Fort Sill activities engaged in the detection, investigation, or prosecution of crimes under the Uniform Code of Military Justice (UCMJ) or Federal statutes, and in the detention and incarceration of military accused. It also applies to all victims and witnesses in UCMJ or federal court proceedings or investigations.

Suggested Improvements. The proponent of this pamphlet is the Staff Judge Advocate (SJA). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to SJA, 909 Hamilton Road, Suite 200, Fort Sill, OK 73503.

Distribution. This pamphlet is distributed solely through the DHR, ASD Homepage at <http://sill-www.army.mil/USAG/publications.html>.

1. Purpose. This pamphlet provides local procedures for the administration of the Department of Defense's Victim and Witness Assistance Program (VWAP).

2. References. Required and related publications and prescribed and referenced forms are listed in appendix A.

Figure 3-4. Sample of a Fort Sill Pamphlet



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
OFFICE OF THE GARRISON COMMANDER
462 HAMILTON ROAD, SUITE 120
FORT SILL, OKLAHOMA 73503

IMSI-GC

13 January 2014

MEMORANDUM FOR ALL GARRISON COMMAND PERSONNEL

SUBJECT: Garrison Commander Policy # 11-21 - Open Door Policy

1. Reference. AR 600-20, Army Command Policy, 7 June 2006.
2. Policy. The intent of my open door policy is to follow the procedures listed in the referenced Army regulation, and to enable members of my command to present facts, concerns, problems of a personal or professional nature, or other issues they have been unable to resolve within their chain-of-command. Soldiers are responsible for ensuring that commanders are made aware of problems that affect discipline, morale, and mission effectiveness. Further, commanders at every level will establish an open door policy within their commands in accordance with referenced Army regulation.
3. Procedures.
 - a. Military and civilian employees will make full use of the chain of command and installation support agencies to resolve problems before requesting to see me. The Staff Judge Advocate, Inspector General, Equal Employment Opportunity advisor, and Civilian Personnel Labor-Management Employee Relations Specialists are available to assist. If the chain of command or other agencies cannot resolve the issue, I will see the Soldier or civilian employee by appointment. You can schedule appointments through my secretary. Enlisted Soldiers will meet with the Garrison Command Sergeant Major prior to meeting with me.
 - b. Issues that are the subject of an ongoing action covered under statutory, regulatory, or negotiated procedures, may limit what I can discuss or influence.

Figure 3-5. Sample of Garrison Command Policy

IMWE-SIL-GC

SUBJECT: Command Policy # 11-21 - Open Door Policy

4. Point of contact is the GC Office, 442-3106, Building 462.

JOHN A DOE
COL, FA
Garrison Commander

Figure 3-5. Sample of Garrison Command Policy (cont)

**Chapter 4
Formatting Publications**

4-1. Required Elements.

a. Publications will be prepared following the samples shown in this regulation. The format will be MS-Word, Arial font, size 12 pt.

b. With the exception of a Command Policy, all publications will contain three major components – front, body, and rear. Each component contains required and optional elements as explained below.

4-2. Front of Publication. The title page contains the elements that identify the publication’s proponent, authenticating authority, and other information pertinent to the publication. The title page may have other elements but must include the following:

- a. Publication number and title.
- b. Issuing headquarters and address.
- c. Issue date, also effective date and expiration date (when applicable).
- d. Distribution statement.
- e. Distribution restriction statement (when applicable).
- f. Security classification (when applicable).
- g. Supersession notice (when applicable).

Table 4-1. Required Elements or Statements

Medium	Summary	Applicability	Supplementation	Suggested Improvements	Distribution	Expiration Date	Supersession Notice
Circulars	X	X		X	X	X	X
Regulations	X	X	X	X	X		X
Supplements	X	X	X	X	X		X
Pamphlets	X	X		X	X		X

4-3. Body of Publications. The body of a publication contains all the policy and procedures pertinent to the subject matter. It may contain policy, procedures, or instructions for the use of forms or prescribe the use of reports, tactics, techniques, technical data, or maintenance information. The body of a publication must have at least two paragraphs. If sections are used, each section must contain at least two paragraphs. The first four paragraphs in the body of a Fort Sill regulation and a Fort Sill circular are—

a. **Purpose Paragraph.** The purpose paragraph describes the entire publication. Write only one purpose paragraph for the publication, not one for each chapter. In a purpose paragraph, state the function of the publication. The following paragraph is an example of a purpose paragraph:

1-1. Purpose. This regulation sets policies and procedures for preparing and managing medical records. It applies to the principal patient treatment records used at Army medical treatment facilities. This regulation reforms current recordkeeping practices by setting a standard for preparing and managing records.

b. **References Paragraph.** The reference paragraph refers the reader to appendix A, which lists the publication's references. The references paragraph refers to required publications, related publications, prescribed forms, and referenced forms cited in the publication. The following paragraph is an example of a references paragraph:

1-2. References. Required and related publications and prescribed and referenced forms are listed in appendix A.

c. **Explanation of Abbreviations and Terms Paragraph.** The abbreviations and terms paragraph always refers the reader to sections I and II of the glossary. If there are no special abbreviations and terms, section III would contain only the following: "This section contains no entries." The following paragraph is an example of an abbreviations and terms paragraph:

1-3. Explanation of Abbreviations and Terms. Abbreviations and special terms used in this publication are explained in the glossary.

d. **Responsibilities Paragraph.** In the responsibilities paragraph, identify the individuals who must carry out the policies and procedures prescribed by the publication and specify the functions each person must perform. When writing a responsibilities paragraph, keep the following in mind:

(1) Identify the individual and list their specific primary functions. Avoid explaining in detail what the functions are or how to do them. These details should be explained elsewhere in the publication. If the user is to take special note of the details, refer to where the details are explained.

(2) Identify individuals (duty titles or positions), not organizations. If responsibilities are to be assigned to an entire organization rather than to specific people within it, name the head of the organization. It is understood that he or she is ultimately responsible for the performance of the functions but will not perform them personally. If the term *commander* is used, specify the level of command (for example, Garrison Commander).

(3) State the person's specific duties. Avoid using vague language.

(4) List the individuals and their functions according to the chain of command; identify the person at the highest level first and then proceed down through the chain. If several individuals are at the same level, list them according to the size or importance of their responsibilities, naming the one with the most responsibility first. Individuals at the same organizational level are listed in protocol order.

e. Records management paragraph. The records management paragraph must contain the following statement:

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

f. Policies and Procedures Paragraphs. Policies and procedures are the main contents of the body of a publication. Most of the paragraphs, sections, and chapters of a publication explain policies and procedures. Policies are general courses of action to be taken. Procedures are an orderly series of specific actions taken to carry out the policy. Regulations establish policies; only those procedures necessary to provide clarity to the statement of policy should be included in a regulation. The more detailed step-by-step instructions on how to achieve what is prescribed by the regulation should be published in a pamphlet. More simply, policies are statements of what to do; procedures are statements of how to do it.

4-4. Rear of Publications. The rear of a publication contains additional information pertinent to the publication. If an appendix and glossary are used, they are placed in the rear in accordance with guidance below:

a. Appendix A. The reference paragraph in the body (always inserted as "References") refers the reader to appendix A. Appendix A is divided into four sections – one for required publications, one for related publications, one for prescribed forms, and one for referenced forms. If there are no entries in a section, insert the section heading and the following text – "This section contains no entries."

(1) A required publication is a source the user must refer to. Without reading that publication, the user cannot understand or comply with your publication.

(2) A related publication is a source of additional information that will provide a user a better understanding of the subject matter of the publication.

(3) Prescribed forms are mandated by the publication; that is, the publication directs the use of the form.

(4) Referenced forms are prescribed by another publication, not the publication mentioning the forms.

b. Glossary. The glossary lists and explains the abbreviations, terms, and special abbreviations and terms used in a publication. It is located after the last appendix.

(1) Contents of the Glossary. The glossary consists of the following three required sections:

(2) Section I – Abbreviations. The abbreviations section consists of abbreviations used within the publication. Abbreviations are to be in alphabetical order, in a list format.

(3) Section II – Terms. The terms section provides an explanation of terms in alphabetical order. The term itself is placed on one line and the explanation begins on the next line. The first sentence in the explanation is never a complete sentence. Omit the subject and verb as in dictionary definitions. Do not include directive material in a term; that is, do not prescribe policies, procedures, or responsibilities in a term.

(4) Section III – Special Abbreviations and Terms. Special abbreviations and terms consist of those abbreviations and terms that are unique to the publication.

(5) Section without entries. If there are no special abbreviations and terms unique³ to that publication, use only sections I and II. In this instance, section III and any section with no entries, insert the following sentence: “This section contains no entries.”

(6) Placement of the Glossary. The glossary is located after the last appendix.

c. Authentication Page. The last page of the publication will contain the authentication information (i.e., proponent’s office symbol, OFFICIAL:, Garrison Commander’s signature block, and Director of Human Resource’s signature block.

Appendix A References

Section I Required Publications

AR 25-30

The Army Publishing Program

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 25-55

The Department of the Army Freedom of Information Act Program

AR 335-15

Management Information Control System

AR 340-21

The Army Privacy Act Program

DA Pam 25-31

Forms Management, Analysis, and Design

DA Pam 25-40

Army Publishing: Action Officers Guide

Section II Related Publications

AR 25-1

Army Knowledge Management and Information Technology

AR 25-50

Preparing and Managing Correspondence

AR 25-52

Authorized Abbreviations, Brevity Codes, and Acronyms

DA Pam 25-30

Consolidated Index of Army Publications and Blank Forms

Section III Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

DD Form 67
Form Processing Action Request

DA Form 2028
Recommended Changes to Publications and Blank Forms

Glossary

Section I Abbreviations

ASD

Administrative Services Division

AR

Army Regulation

ARIMS

Army Records Information Management System

DHR

Directorate of Human Resources

DPTMS

Directorate of Plans, Training, Mobilization, and Security

GC

Garrison Commander

HQ

Headquarters

IMCOM

Installation Management Command

SJA

Staff Judge Advocate

UCMJ

Uniform Code of Military Justice

USAG

United States Army Garrison

Section II Terms

This section contains no entries.

Section III Special Abbreviations and Terms

This section contains no entries.

IMSI-HRA



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