

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5735

USASC&FG Regulation
No. 25-30

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Information Management: Publishing and Printing
MATERIAL FOR PUBLICATION IN THE ARMY COMMUNICATOR

Summary. This regulation prescribes policies and procedures for local submission of material for publication in the Signal Corps (Regiment) professional bulletin, *Army Communicator*.

Applicability. This regulation applies to all United States Army Signal Center and Fort Gordon (USASC&FG) elements tasked for development of articles for possible publication in the *Army Communicator*.

Supplementation. Supplementation of this regulation is prohibited, unless specifically approved by Commander, USASC&FG, ATTN: ATZH-POM, Fort Gordon, Georgia 30905-5735.

Suggested improvements. The proponent of this regulation is the Office Chief of Signal. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USASC&FG, ATTN: ATZH-POM (*Army Communicator* Section), Fort Gordon, Georgia 30905 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the installation AIEP coordinator.

Availability. This regulation is only available on the USASC&FG publications website <http://www.gordon.army.mil/doim/imc/Forms.htm>.

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1. Purpose. This regulation prescribes policies and procedures for local submission of material for publication in the Signal Corps (Regiment) professional bulletin, *Army Communicator*, which is authorized under Army Regulation (AR) 25-30 and supplementarily guided by AR 360-1. Additionally, this regulation covers the material selected for publication and the review process.

*This regulation supersedes USASC&FG Regulation 25-30, 1 May 1997.

2. Responsibilities.

a. Director, Office Chief of Signal, is responsible for publication of the *Army Communicator* and has authority to task USASC&FG agencies for input to the magazine.

b. All USASC&FG staff elements/activities listed below are subject to being tasked for development of articles for possible publication in the *Army Communicator*. NOTE: Some staff elements are identified as having a standing recurring quota. Other USASC&FG staff elements and activities not listed may be tasked on an as-needed basis.

(1) Doctrine Branch, Concepts and Doctrine Division, Directorate of Combat Developments (1 per quarter).

(2) Directorate of Training (1 per quarter).

(3) Office Chief of Signal, Enlisted Division (1 per quarter).

(4) Office Chief of Signal, Officer Division (1 per quarter).

(5) Office Chief of Signal, Command Historian.

(6) TRADOC Systems Manager, Satellite Communications (1 per quarter).

(7) TRADOC Systems Manager, Tactical Radios (1 per quarter).

(8) TRADOC Systems Manager, Warfighter Information Network-Terrestrial (1 per quarter).

(9) Commander, 15th Regimental Signal Brigade.

(10) Leader College for Information Technology.

(11) Battle Command Battle Laboratory, Fort Gordon.

(12) Public Affairs Office.

c. Commanders and directors of organizations tasked to provide articles are responsible for and will establish procedures to:

(1) Ensure that their taskings and suspenses are met.

(2) Ensure that developments, occurrences, or programs that are beneficial to the professional development of the *Army Communicator* readership are selected as the subject of articles written under this regulation.

(3) Suggest subject matter and assign writing requirements, in coordination with the *Army Communicator* Editor, to subordinate personnel to include officers, warrant officers, and enlisted

personnel. Preparation of articles is a military duty, and authors will be permitted to use duty time for this purpose. Civilians should also be encouraged to contribute.

(4) Review draft articles and verify their technical accuracy prior to submission to *Army Communicator*.

(5) Review and provide comments regarding articles referred to your organization as required. The review should focus on the article's technical accuracy and suitability for publication with respect to current and planned policies.

d. Editor, *Army Communicator*, will:

(1) Monitor overall status of submission of material to *Army Communicator*.

(2) Furnish guidance and technical assistance to ensure articles adhere to format and style guidelines, and to avoid duplication of effort and submission of material unacceptable for publication.

(3) Ensure preparation of illustrations and photographs required to support material accepted for publication. (Authors are encouraged to provide illustrations and photographs, and should consult the Editor, *Army Communicator*, for assistance.)

3. Material to be submitted.

a. Contributors may write on any aspect of the Army Signal Corps (Regiment) or its related activities. Topics should provide information of an operational or functional nature concerning Signal training, system development, fielding, maintenance, doctrine concept changes, testing and research of new technology related to Signal, or other related data.

b. Manuscripts must be double-spaced and typed on standard-size bond paper, and submitted in hard copy as well as on a 3 1/2-inch computer disk. Electronic mail (E-mail) submissions are acceptable. Charts or other graphics supporting the article must also be submitted on disc and in hard copy. Art sent via e-mail must be submitted as PowerPoint or Tagged Image File Format (TIFF) images are detached from the text. Each piece of art should be a separate file, not embedded in the text. Preference for word processing software is Microsoft Word, followed by ASCII text.

c. Authors should use a conversational rather than formal tone, keeping sentences in active voice. Individuals should consult the Editor for specific *Army Communicator* writing guidelines. Articles normally range from 2,000 to 3,000 words. A short biographical sketch (two to three sentences) on author(s) should be included with each submission.

d. For staff elements and activities tasked with a standing quota, submissions are updates and should include new information only. They should be short synopses of events (no more than 500 words). For subjects requiring discussion in excess of 500 words, coordinate with the Editor, *Army Communicator*, before submitting the article.

4. Review of material. The Editor, *Army Communicator*, has authority over all matters of editorial usage and appropriateness for publication. Editorial questions and concerns will be coordinated directly back with the author(s). The Editor, *Army Communicator*, may forward material for comment to the USASC&FG organizations or other agency having primary interest in the subject matter.

(ATZH-POM)

FOR THE COMMANDER:

OFFICIAL:

JEFFREY W. FOLEY
Colonel, GS
Chief of Staff

//SIGNED//

LISA E. McCLEAVE
Director, Information Management

DISTRIBUTION:

<http://www.gordon.army.mil/doim/imc/Forms.htm>