

Department of the Army  
Headquarters, U.S. Army Garrison  
462 Hamilton Road, Suite 120  
Fort Sill, Oklahoma 73503  
18 December 2015

\*Fort Sill Regulation 25-50

Information Management: Records Management  
**PREPARING, PROCESSING, AND ADDRESSING FORT SILL CORRESPONDENCE**

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**Summary.** This publication prescribes policy, responsibilities, and procedures for preparing, processing, and addressing Fort Sill correspondence IAW AR 25-50, Preparing and Managing Correspondence.

**Applicability.** The policy and guidance prescribed by this publication applies to all official Fort Sill correspondence for use by Fort Sill organizations, regardless of format or delivery medium.

**Suggested Improvements.** The proponent of this regulation 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, Suite G06, Fort Sill, OK 73503.

**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 25-50, Preparing, Processing, and Addressing Fort Sill Correspondence, 8 November 2012.

## **Chapter 1**

### **Introduction**

**1-1. Purpose.** This regulation prescribes policies and procedures for preparing and assembling correspondence, staff actions, and addressing of distribution. This is to ensure administrative procedures are of similar quality and consistency.

**1-2. References.** Required and related publications 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.

## **Chapter 2 Responsibilities**

### **2-1. Garrison Commander (GC).** The GC is responsible for—

- a. Policy, plans, decisions, orders, and instructions issued by the United States Army Garrison (USAG Fort Sill, OK).
- b. Approving requests for delegation of authority to sign “FOR THE COMMANDER” correspondence.
- c. Outlines how support for the Installation and affected unit and tenant organizations will be provided.

### **2-2. Deputy Garrison Commander (DGC).** Has oversight, execution and approval authority for all administrative staff actions within Garrison.

### **2-3. DHR.** The DHR will establish procedures for preparing, processing, controlling, and routing correspondence.

### **2-4. Directorates and Installation Support Offices.** Directors and Chiefs will--

- a. Assure that correspondence conforms to established procedures, that proper communication channels are followed, and that it is properly staffed and documented prior to release for signature and dispatch. The releasing officials will make sure actions are complete and, if required, proper routing for coordination as required.
- b. Submit requests to the GC to obtain signature authority to sign “FOR THE COMMANDER.” Prepare FS Form 51 (Fort Sill Staff Action Memorandum). Include in block 9 a brief summary of purpose for which signature authority is requested. Signature authority is valid until the individual is reassigned, authority is revoked, or departure of the garrison commander.

### **2-5. Correspondence Requiring GC/DGC Signature.**

- a. Matters affecting policy changes for the USAG.
- b. Correspondence addressed to commanders of Fort Sill organizations/units.
- c. Correspondence that commits resources of the USAG.
- d. Disapproval of recommendations or requests signed personally by the commander of a Fort Sill organization/unit.
- e. Inquiries from general officers (active duty or retired).

- f. Matters in which the GC or DGC have expressed personal interest.

**2-6. Suspenses.** Organizations will meet external and internal suspense dates. If you believe the suspense date is too soon, you can request an extension from the originator.

- a. Answer all taskers/notes from the GC within 5 working days or as directed. If you cannot provide a final answer within this time limit, furnish an interim response within 5 working days.

- b. For other correspondence, if the suspense is too soon, the activity will request an extension from the originating activity. If an extension is not possible, you will meet the initial date.

- d. Garrison activities will adhere to the following schedules for replying to non-controlled correspondence:

- (1) Communications from off-post commands, activities, and individuals: 5 working days after receipt.

- (2) Communications from separate headquarters and activities on-post: 7 working days after receipt.

- (3) Communications from elements of this headquarters: 10 working days after receipt.

**2-7. Coordination.**

- a. Activities will reply to staffing actions. Activities will not include “We will consider a no reply as a concurrence” in their staffing actions.

- b. Activities will not use “concur with comment” in their staffing actions. This is really a “non-action.” It places no obligation on the originating agency or decision maker to consider the comment.

- c. Activities will coordinate any action that establishes or changes policy with those who will execute policy. Generally, 10 working days is sufficient. For complex issues, more time may be appropriate.

- d. Non-concurrences signify a major disagreement in policy, procedures, or philosophy and are not to be taken lightly. Therefore, action officers and directors must make every effort to resolve differences prior to submission to the decision maker.

- e. When resolution is not possible, nonconcurring official will prepare a statement of non-concurrence. Address the non-concurrence to the originating staff office. Only a director or chief may sign a non-concurrence.

f. Include rank (i.e., LTC, Mr., Ms.), position and name of the individual concurring or nonconcurring along with the date on the staff action memorandum.

### **Chapter 3 Formats**

**3-1. General.** Formats for memorandums, informal memorandums, and letters will be IAW AR 25-50. When creating official correspondence, use type fonts that make correspondence easy to read and understand. Use the following guidelines:

- a. Whenever possible use a 12 font size.
- b. Whenever possible use Arial font.

**3-2. Fort Sill Form 51 (Staff Action Memorandum).** Use FS Form 51 when submitting documents to the decision maker for approval (Garrison and USAFCOEFS Command Groups) and for providing information to a decision maker (i.e., information paper, fact sheet or trip report etc.) and coordination of routine actions between directorates and activities throughout Fort Sill. This form can be located at: <http://sill-www.army.mil/USAG/forms.html>.

### **Chapter 4 Processing Correspondence**

**4-1. Staffing Actions.** Agencies and organizations will ensure that all actions submitted to the command group are complete. Follow guidelines shown in AR 25-50, chapter 4 when assembling correspondence. Use a formal or informal memorandum to conduct staffing actions. Upon receipt of replies, insert appropriate information into FS Form 51 and submit action to the decision maker. All paperwork requiring GC, DGC, GCSM, CG, DCG, SGS, or CSM action will be accompanied with a FS Form 51.

- a. Use FS Form 51 in lieu of a decision paper, information paper, or trip report.
- b. Use a Fact Sheet to transmit factual information to the reader for quick access. Use for on-post only (see figure 1).
- c. Use an Executive Summary to provide a brief, general overall of an attached document (see figure 2).

#### **4-2. Addressing Fort Sill Correspondence (Distribution Center).**

a. Directors/chiefs will use the distribution formula (table 2-2) to send correspondence through the Fort Sill Distribution Center. Tables 2-3 and 2-4 contain a listing of Fort Sill organizations.

b. Appendix B contains a distribution formula for items other than official correspondence being sent through the Fort Sill Distribution Center. This listing includes the number of copies needed by the Distribution Center.

**Table 2-2. Distribution Formula (paper) for Correspondence.**

All Organizations	Each organization listed in tables 2-3 and 2-4 will receive one copy of the correspondence (50 copies required)
All Garrison Activities	Each garrison activity listed in table 2-3 will receive one copy of the correspondence (28 copies required)
All Commanders (05 and above)	Each unit listed in tables 2-3 and 2-4 will receive one copy of the correspondence (USAFCOEFS – 8 copies required, GC Admin Ofc – 1 copy required, 75th Bde – 5 copies required, 30th ADA Bde – 5 copies required, 31st ADA Bde – 2 copies required; MEDDAC, 1 copy required for each)
All Tenant Activities	Each tenant listed in table 2-4 will receive one copy of the correspondence - 22 copies required

**Table 2-3. Listing of Fort Sill Organizations (SEE DISTRIBUTION).**

FCOE Cmd Group	ADA School	Safety Ofc
FAS/ADA	DFMWR	PCF
IG	DPTMS	S1, 75th Bde
SJA	DPW	77th Army Band
GC Group	CPAC	S1, 31st ADA Bde
RMO	EEO	MICC
PAIO	IRACO	G6, USAFCOE
DES	PAO	95th Training Div
DHR	RSO	30th ADA Bde
LRC		

**Table 2-4. Listing of Fort Sill Tenants (Copy Furnished).**

MEDDAC	DENTAC	2nd Sim
2nd Mob Spt Gp	Ord Tng Det	OTC
CECOM, FSSE	CECOM, NET	Commissary
DRMO	DMPO	AMC, LSE
Red Cross	DAPS	90th MP Det (CID)
902nd MI Gp	Corps of Engr	Battle Cmd FS Fld Ofc
TMDE Spt Cen	Equip Con Site 162	
AAFES	NEC	

## **FACT SHEET**

Agency/Office Symbol  
Action Officer/Phone Number  
Date

SUBJECT: Preparing a Fact Sheet

PURPOSE: To set a standard format for Fact Sheets at Fort Sill

### FACTS:

1. General. This sample prescribes the format for Fact Sheets at Fort Sill since AR 25-50 does not discuss Fact Sheets.
2. Uses. Use the Fact Sheet to transmit factual information to the reader for quick access.
3. Guidelines.
  - a. Type single space on plain bond paper.
  - b. Center the term "FACT SHEET" 1 inch from the top of the page. Make left, right, top, and bottom margins 1 inch.
  - c. Add a heading that lists the name of the preparing agency, its office symbol, name of the action officer, telephone number, and date.
  - d. Keep the Fact Sheet to one page.
4. Enclosures. Limit enclosures to tabular or illustrations. Indicate enclosures per AR 25-50 and as shown below.

Encl

Figure 1. Fact Sheet

**EXECUTIVE SUMMARY  
(EXSUM)**

Agency/Office Symbol  
Action Officer/Phone Number  
Date

SUBJECT: (Same as the document attached.)

SYNOPSIS:

1. Provide a brief, general overview of the attached document.
2. Keep the Executive Summary to a single page.
3. Use bond paper and make margins 1 inch (left, right, top, and bottom). Center "Executive Summary" at the top of the page.

Figure 2. Executive Summary



## **Appendix A References**

### **Section I Required Publications**

**AR 25-50**  
Preparing and Managing Correspondence

**AR 25-51**  
Official Mail and Distribution Management

**AR 25-52**  
Authorized Abbreviations, Brevity Codes, and Acronyms

**AR 310-25**  
Dictionary of United States Army Terms

### **Section II Related Publications**

**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 340-21**  
The Army Privacy Act Program

### **Section III Prescribed Forms**

**FS Form 51**  
Fort Sill Staff Action Memorandum

### **Section IV Referenced Forms**

**DA Form 260**  
Army Publishing Request

## **Glossary**

### **Section I Abbreviations**

**ACS**

Army Community Services

**AMC**

Army Material Command

**AR**

Army Regulation

**ARIMS**

Army Records Information Management System

**ASD**

Administrative Services Division

**Bldg**

Building

**CECOM**

Communications-Electronics Command

**CID**

Criminal Investigation Division

**CPAC**

Civilian Personnel Action Center

**DAPS**

Defense Automated Printing Services

**DES**

Directorate of Emergency Services

**DENTAC**

Dental Activity

**DFMWR**

Directorate of Family, Morale, Welfare, and Recreation

**DGC**

Deputy Garrison Commander

**DHR**

Directorate of Human Resources

**DMPO**

Defense Military Pay Office

**DPTMS**

Directorate of Plans, Training, Mobilization, and Security

**DPW**

Directorate of Public Works

**DRMO**

Defense Reutilization and Marketing Office

**EEO**

Equal Employment Opportunity

**FSSE**

Fire Support Software Engineering

**GC**

Garrison Commander

**GCSM**

Garrison Commander Sergeant Major

**IAW**

In accordance with

**IG**

Inspector General

**IRACO**

Internal Review and Audit Compliance Office

**LRC**

Logistics Readiness Center

**MEDDAC**

Medical Department Activity

**MI**

Military Intelligence

**MICC**

Mission & Installation Contracting Command

**MPD**

Military Personnel Division

**NEC**

Network Enterprise Center

**NET**

New Equipment Training

**OP**

Optional

**OTC**

Operation Test Command

**PAIO**

Plans Analysis & Integration Office

**Pam**

Pamphlet

**PAO**

Public Affairs Office

**PCF**

Personnel Confinement Facility

**RSO**

Religious Support Office

**SJA**

Staff Judge Advocate

**TMDE**

Test, Measurement, and Diagnostics Equipment

**USAADAS**

United States Army Air Defense Artillery School

**USAFAS**

United States Army Field Artillery School

**USAFCOE**

United States Army Fires Center of Excellence

**USAFCOEFS**

United States Army Fires Center of Excellence and Fort Sill

**USAG**

United States Army Garrison

**Section II**

**Terms**

**Command Correspondence**

Command correspondence is military correspondence between echelons of command and nonmilitary on matters affecting the responsibilities of the garrison commander. Do not confuse command correspondence with command group correspondence which is formal correspondence prepared for signature of the garrison command group: Garrison Commander or the Deputy Garrison Commander or USAFEOEFS Command Group: Commanding General or Chief of Staff.

**Technical Correspondence**

Technical correspondence is routine information that deals with technical matters (i.e., reports, instructions, or requests) that do not involve command matters. Normally, this is the exchange of routine information between personnel of staff offices and their counterparts in higher, lateral, or lower headquarters. Technical correspondence expresses the personal viewpoint of the writer. Do not use this type of correspondence to commit resources or to reflect the view of the GC or DGC.

**Section III**

**Special Abbreviations and Terms**

This section contains no entries.

IMSI-HRA



GLENN A. WATERS  
COL, FA  
Garrison Commander

JAMES A. MILLER  
Director of Human  
Resources

DISTRIBUTION:  
Fort Sill Internet  
30th ADA Bde  
31st ADA Bde  
75th FA Bde  
428th FA Bde  
434th FA Bde  
MEDDAC