

Department of the Army
Headquarters, United States Army Combined Arms
Support Command and Fort Lee
Fort Lee, Virginia 23801-1809
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*CASCOM&FL Pam 25-31

Information Management: Publishing and Printing

PREPARING AND PUBLISHING FORT LEE COMMAND AND ADMINISTRATIVE PUBLICATIONS

Summary. This pamphlet covers the policies and procedures for preparation, review, approval, distribution, and management of Fort Lee command and administrative publications.

Applicability. This pamphlet applies to the Active Army, the Army National Guard, and the US Army Reserve. Specifically, it applies to proponents of command publications assigned/attached to Fort Lee.

Suggested Improvements. The proponent of this pamphlet is the Director, Information Management (ATZM-IML). Send comments and suggested improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to, Directorate of Information Management, ATTN: ATZM-IML, Fort Lee, VA 23801-1719.

Availability. This publication is available on the Fort Lee Homepage at <http://www.lee.army.mil>.

1. **Purpose.** The purpose of this pamphlet is to establish policies and procedures related to Fort Lee command and administrative publications including the Bulletin.

2. **Responsibilities.**

a. The Director, Information Management (DOIM) will:

Perform staff supervision in establishing command publications, policies, and editorial functions. This editorial function will include, but not limited to appropriate media, format, numbering, elimination of repetition of higher headquarters directives, and authentication.

*This regulation supersedes CASCOM&FL Pamphlet 25-31, 1 April 1993

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b. Proponents of CASCOM&FL Administrative Publications (Originating Activities) will:

(1) Prepare supplements to higher headquarters insuring that only appropriate paragraphs are supplemented and that proper staffing of proposed publications is accomplished to include coordination with all interested activities. Staffing will be accomplished by memorandum.

(2) Conform to the guidance in AR 25-30, chapters 2 and 9, DA Pam 25-40 and this regulation.

(3) Comply with AR 25-30, chap 3, for forms requirements. Coordinate with the DOIM Forms Manager early in the development process for forms restrictions.

(4) Publications which pertain to enlisted service members or enlisted activities will be staffed with the Command Sergeant Major.

3. Processes and Procedures: Proposed publications will be processed as follows:

a. Originating activities will:

(1) Ensure that the proposed publication is staffed to each activity which has an interest in the content.

(2) Prepare the staffing memorandum. Ensuring that the following are tabbed and attached to the staffing memorandum, if applicable:

(a) Tab A – proposed publication.

(b) Tab B – current publication.

(c) Tab C – current Army Regulation, TRADOC Regulation and/or TRADOC supplement with all current changes as appropriate.

(3) Ensure that recommended changes provided by staffing agencies are incorporated into proposed publication, if appropriate. A memorandum for the Chief of Staff or Garrison Commander will be added to the original staffing memorandum to show action taken on all recommendations. This memorandum must be signed by the activity director or equivalent special staff level chief and dated. Comments/recommendations made by staffing agencies must remain as tabbed and forwarded to Information Services Assistance Branch (ISAB), DOIM.

b. Staffing agencies will:

(1) Act on all proposed publications within 3 working days of receipt. Delays in excess of this must be fully explained by the activity chief to which the publication is staffed.

(2) Ensure that comments and recommendations are prepared by memorandum.

(3) Forward the staffing action to the next listed activity, or return action to the originating activity if comments/recommendations are made.

c. The ISAB will:

(1) Record the receipt of proposed publications in a publications log. Publication will be fully edited NLT 10 days after receipt. Delays in excess of this must be fully justified by the Chief, ISAB, to the originating activity.

(2) Review each proposal for comments/recommendations made by staffing agencies. Return proposal to the originating activity to act on comments/recommendations when the originator has not considered these or noted such in a memorandum for the Chief of Staff/Garrison Commander as required by paragraph 3a(3). The proposed publication will not be edited and finalized until the requirements of paragraphs 3a and b have been met.

(3) Edit each proposal on a first-come, first-served basis, unless a priority is obtained from the Commanding General/Chief of Staff/Garrison Commander.

(4) Establish publication date, including effective date, as applicable.

(5) Finalize publication; obtain approval from the Commanding General/Garrison Commander, and obtain authentication from the DOIM.

4. **Distribution of Command Publications:** Proponent **must** furnish DOIM a copy of the publication on diskette or an E-mail attachment for distribution on the Fort Lee Homepage. All command publications will include the following distribution:

FLOFMAIL
FLOTMAIL

5. **Types of Publication, Their Uses, and Instructions**

a. **Supplements.** A supplement is the only medium authorized to provide commanders additional instructions needed to implement an AR. Supplements cannot supersede, change, or rescind any portion of any Army regulation.

b. **Regulations.** Regulations are permanent directives, effective until superseded or rescinded. Do not publish a regulation if an AR already exists on the subject, use a supplement instead.

c. **Circulars.** 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.

d. **Pamphlets.** Pamphlets are permanent instructional or informational publications that apply Fort Lee-wide. They are effective until superseded or rescinded.

Section II Official Bulletin

6. Responsibilities

The Director, Information Management, is the responsible staff officer for publication of the Bulletin. This responsibility includes the review and edit of submitted material for conformance with policies and procedures contained herein, grammar, and punctuation.

7. Publication dates

The Bulletin is published electronically in FT Lee Public folder on Tuesday & Thursday. It is not published when a holiday occurs on these days. The first edition of the Bulletin is published on the first Tuesday of the calendar year. The last Bulletin of the calendar year will be published on the Thursday prior to Christmas Exodus.

8. Policies, Procedures, and Requirements

a. The bulletin expires 28 days after publication date. Originators of articles must ensure that policies or procedures published in a bulletin notice are subsequently published in a more permanent media, e.g., supplement to a higher headquarters regulation or command regulation.

b. Official articles are limited to once in a 30-day period unless specifically required by public law or Department of the Army regulation to exceed this limit. Exceptions must be fully justified in writing to the DOIM for consideration. Requests which contain repetitive dates for publication that have not been justified in writing for the DOIM's consideration will not be honored for the subsequent dates.

c. Unofficial articles (other than community news type) are published once in a 30-day period. Community news type notices (club meetings, school/college class offerings, regularly scheduled religious services and activities, calendar of events, sports events, etc.) are submitted to the Public Affairs Office for publication in The Traveller.

d. Requests must also meet the following criteria to be published:

(1) Requests must be submitted by via e-mail address at bulletin@lee.army.mil.

(2) Requests must bear the originators office symbol and telephone number.

(3) Requests must reach the ISAB, DOIM NLT COB on Monday or Wednesday to appear in the subsequent Tuesday or Thursday bulletin.

e. Personal for sale, wanted, and lost/found notices are published in the unofficial section of Thursday's bulletin. The government will not be held liable for these notices. Personnel who are authorized to submit requests are active duty military personnel assigned/attached to Fort Lee, retired military personnel, military dependents, and government employees of the Armed Forces at Fort Lee. The actual selling price of all items must be determined by the seller and prospective buyer. The following policies, procedures and requirements apply:

(1) Requests must be submitted on FT LEE 721. This form can be found on MS Outlook. Click on public folders and then official bulletin.

(2) All of the information requested on the FT Lee 721 must be supplied. Only the originator's home telephone number will be published in the bulletin.

(3) Notices which appear in the bulletin are restricted to one line, regardless of selling price.

(4) Notices may be submitted a maximum of three times at the same selling price. Requesters are responsible for resubmitting for the second and third printing. A maximum of five items per person per week may be submitted.

(5) Only one item per request should be listed.

(6) All items must have a dollar value of \$10 or more. Items quoting a price less than \$10 and those which cite only best offer or negotiable will be rejected without notification to the requester.

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(7) Requests advertising apartments, houses, or mobile homes for sale or rent must be taken to the Housing Division prior to submitting to the ISAB.

(8) Requests will be submitted by authorized personnel solely as a convenience and not as part of a personal or established business enterprise.

(9) The following items are not permitted for publication: yard sales, lumber, fire wood, plants, trees, shrubs, 23-channel CB radios, bricks, mulch, knitted/crocheted items, craft supplies (e.g., paint, yarn, scrap wood), airline or other transportation coupons/tickets, amusement park or other recreation tickets/coupons, and food or other sundry coupons.

(10) Animals other than those classified as common pets in CASCOM&FL Suppl 1 to AR 40-905 will not be advertised. Additionally, chickens, rabbits, turtles, and other animals classified as livestock will not be permitted.

FOR THE COMMANDER:

OFFICIAL:

JOHN R. ANGEVINE
Colonel, QM
Garrison Commander

//signed//
ALFREDA B. McMURREN
Director
Information Management

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FLOFMAIL
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