

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
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*Fort Sill Regulation 25-50

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

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 prepared by HQ, USAG 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 Rd, Ste 128, Fort Sill, OK 73503.

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

*This regulation supersedes USAFACFS Memorandum 25-50, 12 March 2002 and USAFACFS Memorandum 25-52, 25 February 2002.

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 Cover Sheet). 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 noncontrolled 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.

2-8. 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. Nonconcurrences 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 nonconcurrence. Address the nonconcurrence to the originating staff office. Only a director of chief may sign a nonconcurrence.

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 cover sheet.

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 Ariel font.

3-2. Fort Sill Form 51 (Staff Action Cover Sheet). Use FS Form 51 when submitting documents to the decision maker (GC Office) and for providing information to a decision maker (i.e., information paper, fact sheet or trip report) and coordination of routine actions between directorates and activities within the Garrison.

3-3. Fort Sill Form 52 (USAFCOEFS Staff Action Sheet). Use FS Form 52 only when submitting documents to the decision maker (USAFCOEFS Command Group). The Fort Sill Form 52 will be used to request decisions, schedule meetings, and coordinate with external and internal activities on actions that are forwarded to the command group for approval. These forms can be located at:
http://sill-www.army.mil/dhr/Admin_Svcs_Div/FS_Blank_Forms/FS_BLANK_FORMS.htm.

Chapter 4 Processing Correspondence

4-1. Staffing Actions. Agencies will ensure that all actions submitted to the Garrison Commander 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, or GCSM action will have 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 is 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).
- d. Use Fort Sill Form XXX to prepare an Issue Paper.

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 (44 copies required)
All Garrison Activities	Each garrison activity listed in table 2-3 will receive one copy of the correspondence (16 copies required)
All Commanders (05 and above)	Each unit listed in tables 2-3 and 2-4 will receive one copy of the correspondence (USAFAS – 8 copies required, GC Admin Ofc – 1 copy required, 75 th Bde – 5 copies required, 214 th Bde – 5 copies required, 31 st ADA Bde – 2 copies required; MEDDAC, 479 th Bde, and 5045 th – 1 copy required for each
All Tenant Activities	Each tenant listed in table 2-4 will receive one copy of the correspondence - 21 copies required

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

FCOE Cmd Group	DOSS (Previously DOL)	Safety Ofc
FAS/ADA	DFMWR	GSU
IG	DPTMS	S1, 75 th Bde
SJA	DPW	S1, 214 th Bde
GC Group	CPAC	S1, 31 st ADA Bde
RMO	DOC	SMO
PAIO	EEO	MAD Bde
DES	IRACO	G6, USAFCOE
DHR	PAO	
DOM (Previously DOL)	RSO	

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

MEDDAC	DENTAC	479 th FA Bde
2 nd Mob Spt Gp	Ord Tng Det	2 nd Sim
CECOM, FSSE	CECOM, NET	OTC
DRMO	DMPO	Commissary
Red Cross	DAPS	AMC, LSE
902 nd MI Gp	Corps of Engr	90 th MP Det (CID)
TMDE Spt Cen	Equip Con Site 162	Battle Cmd FS Fld Ofc
AAFES	NEC (Previously DOIM)	

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 Cover Sheet

FS Form 52

USAFCOEFS Staff Action Cover Sheet

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

DOC

Directorate of Contracting

DOIM

Directorate of Information Management

DOL

Directorate of Logistics

DOM

Directorate of Material

DOSS

Directorate of Support Services

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

GSU

Garrison Support Unit

IAW

In accordance with

IG

Inspector General

IRACO

Internal Review and Audit Compliance Office

LSE

Logistics Support Element

MAD Bde

Mobilization and Deployment Brigade

MEDDAC

Medical Department Activity

MI

Military Intelligence

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

RSO

Religious Support Office

SMO

Stationing Management Office

SJA

Staff Judge Advocate

TMDE

Test, Measurement, and Diagnostics Equipment

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 USAFCOEFS 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.

IMWE-SIL-HRA



JAMES A. MILLER
Director of Human
Resources

DISTRIBUTION:
Fort Sill Internet

RAYMOND P. LACEY
COL, FA
Garrison Commander