

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503

USAFACFS Memorandum
No. 25-51

10 November 1999

Information Management: Records Management
HEADQUARTERS, USAFACFS POLICY MEMORANDUMS

- 1. PURPOSE.** This memorandum provides instructions for preparation and issuance of Headquarters, USAFACFS Policy Memorandums.
- 2. REFERENCES.** AR 25-50, Preparing and Managing Correspondence.
- 3. EFFECTIVE TIME PERIOD.** Commanding General Policy Memorandums remain current until rescinded by proponent, USAFACFS Command Group, or superseded by another CG Policy Memorandum.
- 4. RESPONSIBILITIES.**
 - a. DOIM is responsible for—
 - (1) Editing, assigning numbers, dating, indexing, and sending policy memorandums to USAFACFS Command Group for approval. DOIM will issue rescinding orders when directed by the proponent or Command Group.
 - (2) Ensuring the policy memorandums signed by the CG include a red border and a 2 star insignia. These memorandums will be reproduced in color and distributed to each activity.
 - b. Commanders/directors/chiefs are responsible for—
 - (1) Creating, coordinating, and obtaining approval of their policy memorandums. Since policy memorandums do not have an expiration date, commanders, directors, and chiefs will continually review those policy memorandums for which they are the proponent and update or rescind as appropriate.
 - (2) Posting the color version of CG signed Policy Memorandums to their bulletin boards.

*This memorandum supersedes USAFACFS Memo 25-51, 30 July 1997.

5. CREATING POLICY MEMORANDUMS.

a. Do not use policy memorandums to establish a directive or provide instructions. Directives are issued via supplements, regulations, or circulars. Pamphlets are used to provide instructions.

b. Use policy memorandum to emphasize commander's views and to provide personal instructions to his/her staff concerning a current directive issued by his/her command or a higher command. An example is the Fort Sill Commander's Policy Memorandum on Prevention of Sexual Harassment. There is a current directive concerning this subject; however, the CG wanted to emphasize his views and issue personal instructions to his staff on how he wanted sexual harassment issues handled at Fort Sill during his tenure.

6. POLICY MEMORANDUM FORMAT.

a. Format will be as prescribed in AR 25-50, figures 2-1 or 2-7 (omit the authority line and suspense date). Use office symbols of the preparing office (e.g., ATZR-U) along with the appropriate Modern Army Recordkeeping System (MARKS) number.

b. Use CG signature block unless directed to use Chief of Staff (CofS) signature block by Command Group. When CofS signature block is used, insert the authority line "FOR THE COMMANDER."

c. Subject of the policy memorandum will be the subject of the policy (do not include any reference to the number). Each policy memorandum will cover one subject only and normally consist of one page. It will contain no enclosures, suspense tasking, or reporting requirements for subordinate commands.

7. PROCESSING, EDITING, AND APPROVAL.

a. Processing.

(1) Use a decision paper to forward policy memorandums through DOIM IASB to Command Group for signature. Place decision papers on paper and include a copy on a floppy diskette under MS Word or DOS ASCII.

(2) Policy Memorandums. Place policy memorandums on paper and floppy diskette under MS Word or DOS ASCII. Send to DOIM IASB along with decision paper.

(3) Electronic Mail. In lieu of above procedures (paragraphs 5(a)(1) and (2), activities can submit both decision paper and policy memorandum to DOIM IASB via e-mail (Crutched@doimex1.sill.army.mil). Make both documents attachments to the e-mail message to DOIM. Place the word /signed/ over the signature block on decision paper.

b. Editing. The editing of policy memorandums will be similar to current procedures used when editing Fort Sill publications. If any changes are necessary, DOIM will notify the action office of the changes prior to forwarding to Command Group. For those policy memorandums signed by the CG, DOIM will add a red border and 2 star insignia.

c. Approval. After completion of the edit, DOIM IASB will assign the policy memorandum number and send it to the USAFACFS Command Group for signature.

8. DISTRIBUTION.

a. DOIM IASB will maintain the record copy (signed copy) of policy memorandums.

b. DOIM will post policy memorandums signed by CofS to the Fort Sill Internet. DOIM will not issue a copy of these policy memorandums via paper. DOIM will issue those signed by the CG via paper and will post them to the Fort Sill Internet.

c. DOIM will announce the approval of a CG Policy Memorandum via electronic mail. This announcement will include the web site address to either view or download a copy.

d. Any office or person having access to the Internet can review and/or print each policy memorandum at their personal computer terminal. Activities without electronic access can contact DOIM IASB to obtain a paper copy.

(ATZR-UA)

FOR THE COMMANDER:

OFFICIAL:

DAVID C. RALSTON
COL, FA
Chief of Staff

/signed/
PHYLLIS R. BACON
Director of Information
Management

DISTRIBUTION:
Fort Sill Internet