



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 MCNAIR AVENUE, SUITE 100
FORT SILL, OKLAHOMA 73503

ATZR-T

14 September 2016

MEMORANDUM OF INSTRUCTION

SUBJECT: 2016 Red Book Submissions -*Fires Bulletin*

1. The annual Red Book is the Fires commander's opportunity to inform the Fires community of what our Soldiers and Marines have accomplished during the past year. You can view previous editions at <http://sill-www.army.mil/firesbulletin>.

2. Purpose. This memorandum defines the requirements, responsibilities, and timelines necessary for the *Fires Bulletin* staff to effectively prepare, plan, and execute the publication of the 2016 Red Book-*Fires Bulletin* in order to meet publication deadlines.

3. General.

a. The 2016 Red Book will highlight FA, ADA and USMC unit activities at the brigade level and lower (as applicable), in active duty, National Guard and Reserve units. Submissions should capture significant events, such as deployments, training, etc., for the past year (January-December 2016), and SHOULD NOT include MWR events or unit functions such as St. Barbara's Day Balls.

b. An example of an appropriate submission is below :

5th Battalion, 5th Air Defense Artillery, *Dragon Slayers*, Joint Base Lewis-McChord, Washington

"Soldiers from the 5th Battalion, 5th Air Defense Artillery, Dragon Slayers, redeployed to Joint Base Lewis-McChord, Wash., following their mission in support of Operation Iraqi Freedom, and Operation New Dawn, where they were responsible for counter-rocket, artillery and mortar (C-RAM) operations across operating bases in Iraq.

In March of 2016, the battalion reorganized into an Avenger battalion to align with its original mission. In July of 2016, the battalion, again, reorganized into a C-RAM unit. The battalion is currently focused on individual and platoon level training with their new equipment and mission. Additionally, the battalion is moving into new facilities on Joint Base Lewis-McChord and building a C-RAM training laboratory designed to facilitate crew training.

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While the battalion is refocusing its mission, members are continuing to build relationships with the local community by partnering with Beachwood Elementary School on Joint Base Lewis-McChord. The battalion is currently in the training phase of Army Force Generation and continues to prepare for future operations. "

4. Deadlines and Submission Instructions. **Suspense: 1 December 2016.**

a. **Deadline for unit level submissions is 1 December 2016. Units that don't meet the suspense dates are not considered due to publishing constraints.**

b. The highest level unit is responsible for facilitating their organization's submission as a whole; however, to ensure as many Fires units as possible are represented in the Red Book, we will accept input from all levels of command. Again, we request you provide a copy of your input to your higher headquarters for accountability purposes.

c. Provide unit write-up in a Microsoft Word document ONLY, in paragraph format. PowerPoint and/or bullet-type submissions are not acceptable.

d. Provide unit nicknames, unit websites and/or a Facebook page URLs to include in the article. All submissions should be emailed to the *Fires Bulletin* at usarmy.sill.fcoe.mbx.fires-bulletin-mailbox@mail.mil. Submissions must be clearly marked as "2016 RED BOOK -Add Your Unit Designator/Name Here."

e. Photo and video submissions. DO NOT embed photos or videos within the Word document. The original photo and video files must be attached SEPARATELY as .jpg, .png, .tiff, .mvi etc. in an e-mail to usarmy.sill.fcoe.mbx.fires-bulletin-mailbox@mail.mil. You may also use the ARMDEC SAFE site to upload photos at <https://safe.amrdec.army.mil/>. Photo submissions must be clearly marked as "2016 RED BOOK PHOTOS -Add Your Unit Designator/Name Here." Include all photo caption information: who (names of people in the photo), what (type of equipment, name of exercise supported, etc.) when and where the action in the photo took place. Include who took the photo (the photographer's first and last name, rank and unit) to ensure appropriate photo credit.

f. Unit Maps: All unit location maps must be updated with current information. They are currently listed online as "Active Army and USMC FA and Army ADA in CONUS," "ARNO and USMCR FA and ARNG ADA in CONUS," and "Active Army and USMC FA, Active Army and ARNO-ADA in OCONUS." If your unit information is listed incorrectly, please send an email to usarmy.sill.fcoe.mbx.fires-bulletin-mailbox@mail.mil with updated information (full unit name, active or ARNO and location) clearly marked "2016 RED BOOK MAP -Add Your Unit Designator/Name Here."

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5. Point of contact for this memorandum is Marie Berberea, editor, 580-442-1090; Monica Wood, assistant editor, 580-442-5121; Rick Paape, art director, 580-442-6806, (DSN 639) or at usarmy.sill.fcoe.mbx.fires-bulletin-mailbox@mail.mil.

//ORIGINAL SIGNED//

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