



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
CHIEF OF FIELD ARTILLERY AND COMMANDANT U.S. ARMY FIELD ARTILLERY SCHOOL  
U.S. ARMY FIRES CENTER OF EXCELLENCE (FCoE)  
730 SCHIMMELPFENNIG ROAD (SNOW HALL)  
FORT SILL, OKLAHOMA 73503

ATSF-C

1 September 2017

MEMORANDUM OF INSTRUCTION

SUBJECT: 2017 Red Book Submissions -*Fires Bulletin*

1. Purpose. The annual Red Book is the commander's opportunity to inform the Fires community of what our Soldiers and Marines have accomplished during the past year. This memorandum defines the requirements, responsibilities, and timelines necessary for the *Fires Bulletin* staff to effectively prepare, plan, and execute the publication of the 2017 Red Book-*Fires Bulletin* in order to meet publication deadlines. You can view previous editions at <http://sill-www.army.mil/firesbulletin>

2. General.

a. The Red Book highlights 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 2017), 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:

1st Armored Division Artillery, *Iron Steel*  
By 1st AD DIVARTY

Redlegs from the 1st Armored Division Artillery, *Iron Steel*, remained steadfast in providing accurate and responsive Fires to the 1st Armored Division. In June, the *Defenders* of 4th Battalion, 1st Field Artillery deployed to the U.S. Central Command area of responsibility to provide Fires in support of the *Bulldog Brigade*. Soldiers in 4th Battalion, 27th Field Artillery, completed the Advanced Warfighting Assessment and returned to U.S. Army Forces Command to prepare for future deployments. Soldiers in 2nd Battalion, 3rd Field Artillery, completed two combat training center rotations and prepared for their CENTCOM deployment. Also this year, the DIVARTY firmly established the division artillery readiness test (DART) as the capstone training event. All FA batteries in 2-3rd FA, 4-1st FA, and 4-27th FA participated in the DARTs and excelled in the execution of core field artillery gunnery standards.

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3. Deadlines and Submission Instructions. **Suspense: 1 December 2017.**

a. Deadline for unit level submissions is 1 December 2017. Units that don't meet the suspense dates will not be included in the Red Book.


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, 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](mailto:usarmy.sill.fcoe.mbx.fires-bulletin-mailbox@mail.mil). Submissions must be clearly marked as "2017 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](mailto: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 "2017 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.

4. 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](mailto:usarmy.sill.fcoe.mbx.fires-bulletin-mailbox@mail.mil).



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