



DEPARTMENT OF THE ARMY
FIRES BULLETIN
BUILDING 652 SHERIDAN HALL
FORT SILL, OK 73503-5000

REPLY TO
ATTENTION OF

AFVI-EP

11 April 2018

MEMORANDUM FOR RECORD

SUBJECT: Fires Bulletin Guidance on Article Submissions

1. The following guidance should prove useful in producing articles field artillery and air defense artillery professionals will want to read.
2. Writing for the Fires Bulletin is unlike writing a memo, OPORDER, newsletter, or anything else meant for internal distribution. Writing for this publication requires stories meet exact Department of Defense standards for relevance, timeliness, and readability.
 - a. General Guidance
 - (1) OPSEC must be observed at all times. Only unclassified information can be published in the Fires Bulletin.
 - (2) If it has elements pertaining to the theme it is being submitted under, then it has a better chance of being used in that issue.
 - (3) Meet the deadline. Don't expect to get an article into a particular issue if it isn't submitted by the designated deadline. This allows the staff to cull, organize, copyedit, lay out articles and get them back out to the force in a timely manner.
 - (4) Ask yourself how the topic is going to help the artillery community. An org day, Saint Barbaras Day Ball, or PT test is something every unit has or does and therefore is not going to further the conversation on how to improve the Fires force.
 - (5) The military uses an abundance of acronyms and they may differ between organizations, and units. That means no acronyms until you have already spelled out what it stands for. An acronym is acceptable on second reference.
 - (6) Strive to educate not impress. A message is most clear when it is written in simple language. An abundance of adjectives, adverbs and words the reader will have to look-up detracts from the message.
 - (7) If possible, include pictures or graphics to supplement the article. Do not place them in the Word document. Send them as separate files, jpps, pngs etc.
 - (8) The Army's style for journalism is Associated Press style. This is what is taught in all of the journalism courses under the Army and across the Department of Defense. This is in line with the civilian industry standard for civilian journalism as well. For military personnel, this means adjusting how you write. The biggest ideological hurdle you are bound to encounter is with names and ranks.

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Enlisted Ranks

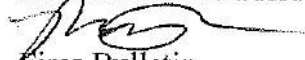
PVT – Pvt.
PV2 – Pvt.
PFC – Pfc.
SPC – Spc.
CPL – Cpl.
SGT – Sgt.
SSG – Staff Sgt.
SFC – Sgt. 1st Class
MSG – Master Sgt.
1SG – 1st Sgt.
SGM – Sgt. Maj.
CSM – Command Sgt. Maj.
SMA – Sgt. Maj. of the Army

Commissioned Ranks

2LT – 2nd Lt.
1LT – 1st Lt.
CPT – Capt.
MAJ – Maj.
LTC – Lt. Col.
COL – Col.
BG – Brig. Gen.
MG – Maj. Gen.
LTG – Lt. Gen.
GEN – Gen.

- b. Always give a person's rank and full name on first reference. Afterward, it is last name only.
- c. Unit names should be used as follows:
- | First Reference | Afterward |
|---|-------------------|
| ● 1st Battalion, 14th Field Artillery Regiment | ● 1-14th FAR |
| ● Headquarters and Headquarters Battery, 1st Battalion, 14th Field Artillery Regiment | ● HHB, 1-14th FAR |
| ● A Battery, 1st Battalion, 14th Field Artillery Regiment | ● A/1-14th FAR |
- d. The Fires Bulletin is a bimonthly product. Due to the timelines of the publication, news stories are less frequently shared, although they may still appear in a lesser form, i.e. a picture with extended outline.
- e. The readers of this publication are not necessarily interested in the fact a unit did a type of training, but what did they learn from that training? How could the training be better? How does this translate to the rest of the force? Keep this in mind when submitting articles.
3. The Fires Bulletin staff reserves the right to edit an article and put it in the magazine's style and format.
4. A short biography, including the author's current title and any other experience pertaining to the article's topic is required. Also include a good mailing addresses and phone number.
5. **Send the article to:** usarmy.sill.fcoe.mbx.fires-bulletin-mailbox@mail.mil;
6. For more information call 580-442-1090/6806/5121.

MARIE BERBEREA



Fires Bulletin
Editor