



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
AIR DEFENSE ARTILLERY SCHOOL
730 SCHIMMELPFENNIG ROAD, SUITE 152
FORT SILL, OKLAHOMA 73503

S: 1 December 2018

ATSA-C

20 September 2018

MEMORANDUM OF INSTRUCTION

SUBJECT: 2018 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 2018 Red Book-Fires Bulletin to meet publication deadlines. You can view previous editions at <http://sill-www.army.mil/firesbulletin>.

2. General.

a. The Red Book highlights ADA, FA, and USMC unit activities at the brigade level and below in Active, National Guard and Reserve units. Submissions should capture significant events, such as deployments, training, etc., for the past year (January- December 2018), 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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3. Deadlines and Submission Instructions.

a. Deadline for unit level submissions is **1 December 2018**. Units that do not meet the suspense dates will not be included in the Red Book.

b. For accountability purposes, please let your higher command know you are submitting an article for the Red Book. This helps avoid unnecessary duplication of unit submissions and miscommunication. However, to ensure as many Fires units as possible are represented in the Red Book, the Fires Bulletin staff will accept input from any level of command.

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. Submissions must be clearly marked as '2018 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 "2018 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. The 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.



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