

**Information Management: Publishing and Printing**  
**HEADQUARTERS, FORSCOM BULLETIN**

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**1. History**

This edition supersedes FORSCOM/Fort McPherson Memorandum 25-31, dated 15 June 1990.

**2. Purpose**

This memorandum prescribes policies and procedures for the Headquarters, U.S. Army Forces Command (FORSCOM) Bulletin.

**3. References**

AR 25-30, The Army Integrated Publishing and Printing Program

**4. Responsibilities**

The FORSCOM G6, Directorate of Command, Control, Communications and Computers has oversight responsibility for the "Headquarters, FORSCOM Bulletin"; FORSCOM, G6, Directorate of Command, Control, Communications and Computers, Records, Printing and Publications Branch (AFIS-RPP) provides the functional support.

**5. Policy**

a. Section I will contain official items that are advisory, informative, or directive. All official items must be approved at no lower than division level. Official notices appearing in the FORSCOM Bulletin are orders of the Command.

b. Section II will contain unofficial items. Items in this section will be informative, such as business luncheons and meetings. Personal items (such as lost or found articles and items for sale/rent) may be included on a space-available basis.

c. Only active duty military and their dependents, retired military and their dependents, DoD civilians and AAFES employees are eligible to advertise items for sale/rent. Duty phone numbers will not be used.

d. Advertisements will observe the highest business ethics in describing goods, services, and commodities and the terms of the sale. Material that is undignified or will discredit the Army or any other government agency will not be published.

e. Private individuals, firms, or corporations are not eligible to publish items in the bulletin.

f. Items will not state or imply DA or FORSCOM sponsorship of private organizations or their activities. However, articles may inform or encourage personnel, without coercion, regarding the benefits and worthiness of such organizations.

g. All articles are subject to editorial rewrite for clarity.

h. Questionable items will be forwarded to the Staff Judge Advocate for determination.

i. The bulletin is published in electronic media through the FORSCOM FAME bulletin board on the first and third Tuesdays each month.

j. Unofficial items may be run twice within a 30-day period if space permits. New items have priority over repeats. Items that have been published for two editions must be resubmitted in writing. Items which duplicate those on the FORSCOM Fame Bulletin Board or post paper will not be run.

k. The bulletin will not exceed eight pages. If necessary, unofficial items will be cut to stay within the limitations. Priority for listing unofficial items:

- (1) Active military.
- (2) Reserve/DoD civilian employees.
- (3) Retired military.

l. Military pay grades will not be used as a form of address or title in place of the proper title or grade of rank.

m. Revenue-producing articles, such as personal businesses, are not authorized. Sale of personal services is not authorized because it is considered a business, e.g., baby-sitting, washing cars, cutting grass.

**6. Procedures**

a. Items submitted for publication will be on 8 1/2 x 11 paper, typewritten, dated, and signed by the requestor; unofficial articles may be submitted via FAME to user PORTERV (except items c and d, below). Items that are over 10 lines will be submitted on a diskette (MICROSOFT Word). Items for publication will be submitted to FORSCOM, G6, Records, Printing and Publications Branch, AFIS-RPP, ATTN: Bulletin, Marshall Hall. The cutoff date for submitting articles is 1100 on Friday for publication the following Tuesday. Articles received after 1100 on Friday will be published in the next bulletin.

b. Items submitted for sale/rent must be personally owned by the individual requesting publications.

c. Items that advertise houses and/or apartments for sale/lease/rent are limited to four lines and published in two issues only. Property for sale/lease/rent articles must be stamped by the Housing Referral Office, ATTN: AFZK-PWH-6 (Housing Referral Officer), 752-3165/4150, Building T-22, before publication. Items for sale/rent/lease

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will not include the telephone number of the realtor company. Telephone numbers for the owning individual will be used.

d. Items that advertise educational services must be coordinated with the Fort McPherson Education Center, ATTN: AFZK-PAE-D (Education Services Officer), 752-2702, before publication.

e. Yard, garage, estate, and moving sales are limited to date, location, and point of contact.

f. "For Sale" articles are limited to six items.

g. Requests for equipment vendors notice of display must originate from the staff agency hosting the demonstration or show.

h. Articles advertising automobiles, vans, and/or motorcycles are limited to year, make, model, price, and home telephone number.

i. Personal announcements such as farewell parties, individual retirements, etc., will not be published.

FOR THE COMMANDER:

OFFICIAL:                   GEORGE A. FISHER, JR.  
Lieutenant General, USA  
Chief of Staff



GARY P. CLUKEY  
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**DISTRIBUTION:** To be distributed in accordance with FORSCOM Form 12-R for HQ FORSCOM level E and HQ Fort McPherson level C.

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