

Department of the Army  
31  
United States Army Intelligence Center  
and Fort Huachuca  
Fort Huachuca, Arizona 85613-6000

\*FH Regulation 25-

15 September 2001

Information Management: Publishing and Printing

WEEKLY BULLETIN

---

**Summary.** This regulation was revised to change procedures for the Weekly Bulletin. The bulletin will only be distributed electronically, and all input must be submitted by electronic mail (E-Mail) or on diskette. The memorandum format is no longer required.

**Applicability.** This regulation applies to all elements of the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) and to all partner organizations of this installation.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval of the proponent.

**Suggested improvement.** The proponent of this regulation is the Directorate of Information Management (DOIM), USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, USAIC&FH, ATTN: ATZS-IMC-SP, Fort Huachuca, AZ 85613-6000.

**Availability.** This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

---

**1. Purpose.**

This regulation provides procedures for publishing the Weekly Bulletin. It is published electronically every week by the DOIM.

---

---

\*This regulation supersedes FH Reg 25-31, 15 July 1998.

**2. References.**

Required and related publications and referenced forms are listed in Appendix A. Prescribed and referenced publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

a. Required publication. Army Regulation (AR) 25-30, The Army Integrated Publishing and Printing Program.

b. Referenced form. DA Form 2028 (Recommended Changes to Publications and Blank Forms).

**3. Explanation of abbreviations.**

- a. DOIM.....Directorate of Information Management
- b. E-Mail.....electronic mail
- c. POC.....point of contact
- d. USAIC&FH...U.S. Army Intelligence Center and Fort Huachuca

**4. Responsibilities.**

a. The Information Support Services Branch, Operations Division, DOIM, publishes the Weekly Bulletin in accordance with (IAW) AR 25-30.

b. All organizations wishing to submit items for the Weekly Bulletin will do so IAW this regulation.

**5. Publication of the Weekly Bulletin.**

The Weekly Bulletin is published by the DOIM every Wednesday. It is distributed only through E-Mail. The Weekly Bulletin is also available in the USAIC&FH Exchange public folder "Weekly Bulletin" and on the Fort Huachuca web site (<http://huachuca-www.army.mil>).

**6. Terms of publication.**

a. Only official items may be published. Official items are the orders of the command. The Weekly Bulletin may be used by all elements of the installation to share official information of

an advisory or directive nature. The following will provide clarification of official versus unofficial meetings and classes. This is not an all-inclusive list but should provide assistance in determining those types of articles that will be included in the Weekly Bulletin as official.

(1) The Equal Employment Opportunity Special Emphasis Program meeting announcements are appropriate for the official section of the bulletin.

(2) Toastmasters, Association of the U.S. Army, and American Society of Military Comptroller meetings are not published, as these are private organizations authorized to operate on post.

(3) Security and safety training; the Command and General Staff Officer Course; nuclear, chemical, and biological training; and Civilian Personnel Office training courses are official classes. Sewing classes, tennis lessons, etc., are not official.

b. Items must be typed. There is no set format, but those submitting items are responsible for obtaining the approval required by their chain of command. Narrative items are limited to 15 typeset (written) lines. All items will be edited for grammar and punctuation, clarity, redundancy, space, and abbreviations.

c. All items must include an office symbol, the name of a point of contact, and telephone extension or number.

d. IAW paragraph 2-23, AR 25-30, commercial and trade names should not be used when products can be described or referenced with standard Army nomenclature or specification whenever possible. The bulletin is published with the following disclaimer to cover items in which the publication of commercial or trade names is deemed essential to the meaning of the article. **NOTICE: The use or mention of any commercial or private organization's name or trademark and the organization's services and/or products by the U.S. Army does**

**not express or imply an endorsement of the sponsor or its products and services by the U.S. Army.**

e. Items must be received by close of business on the Thursday before the date of publication (the deadline is Wednesday on weeks preceding Federal holidays).

f. Items will be published for 2 consecutive weeks.

**7. How to submit items.**

a. Items must be submitted by any of the following methods:

(1) Send by E-Mail to [weeklyb@hua.army.mil](mailto:weeklyb@hua.army.mil).

(2) Items can be faxed when the office does not have E-Mail capability and the item is timely. Call extension 3-2931 for prior approval.

(ATZS-IMO-IP)



OFFICIAL:  
JOHN D. THOMAS, JR.  
Major General, USA  
Commanding

CALVERT T. SINGER  
Major, Military Intelligence  
Director of Information Management

DISTRIBUTION:  
E