



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
UNITED STATES ARMY COMBAT SUPPORT TRAINING CENTER
790 5TH STREET
DUBLIN, CA 94568-5201

IMWE-CST-PA

May 6, 2008

MEMORANDUM FOR CSTC Directors, Special Staff, Tenant and External Organizations

SUBJECT: Guideline for Submissions to the CSTC Newspaper

1. REFERENCES.

- a. Army Regulation 360-8, Army Public Affairs Program, dated 15 Sep 2000.
- b. Army Regulation 380-5, Army Information Security Program, dated 29 Sep 2000.

2. PURPOSE. To provide guidance on submissions to the installation newspaper, "The Golden Guidon".

3. APPLICABILITY. These procedures are applicable to all internal and external organizations and individuals interested in submitting information to be considered for publishing in the CSTC newspaper.

4. BACKGROUND. The CSTC newspaper consists of the following sections:

- a) Headliners - This section consists of major events that impacts/has great relevance to readership such as major training exercises at CSTC sites.
- b) News - This section consists of news that impacts/has great relevance to readership such Army policy changes.
- c) Features - This section consists of features stories on events occurring at CSTC sites, such as ceremonies, MWR activities and other human interest stories.
- d) Morale, Welfare and Recreation (MWR) - This section consists of MWR events at CSTC sites and information that impacts/has great relevance to readership such as change in facility hours.
- e) Training - This section consists of training events at CSTC sites.

5. PROCEDURES.

a) Story ideas, comments or suggestions must be sent to the Public Affairs Office (PAO) in electronic format: pao.parks@usar.army.mil. The Editor determines whether information/materials submitted is suitable for newspaper audience and will edit as necessary. Submission of information does not mean it will be published.

b) Photos and graphics – Photos should be in “jpg” format and sent separately from text document (as opposed to being imbedded in the Word document); a photo depicting action is preferred over a posed photo; photo submission must be accompanied by the photographer’s name, military rank, organization, and a brief description. If you are submitting a photo without a story, please submit an “extended outline” which answers the Who, What, Where, When, Why, and How questions. Photos with 3 or less people must identify all of them with rank, full name and unit. Photos with more than 3 people should identify units/organizations being represented. Unit logos would be greatly appreciated. Graphics must have a transparent background.

c) Format - Stories and photos must be in electronic format; Times New Roman, 12 point font, single-lined. Do not use fancy formatting or text as it will not be used. The lead (first paragraph) should briefly summarize what the story is about and catch the reader’s attention. Following paragraphs should answer the Who, What, Where, When, Why, and How questions. Submissions should not be more than 400 words in length. At least one photo should be submitted along with story.

d) Copyrights - Please do not submit copyrighted material. Material submitted to the newspaper will be considered public domain unless otherwise stated by person submitting material.

e) Operation Security – Please have your unit OPSEC officer review information prior to submission to the CSTC PAO. Keep in mind that published information will be placed on the internet and therefore accessible to friend and foe.

6. **PROPONENT.** The Public Affairs Office is the proponent for this policy. The Editor retains the right to edit as necessary. POC is the Director of Public Affairs at (925) 875-4298.

Amy Phillips
Director of Public Affairs