



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMHL-PA

March 9, 2015

MEMORANDUM FOR RECORD

SUBJECT: Guidance for Submissions to the Fort Hunter Liggett Command News Magazine, "Golden Guidon"

I. REFERENCE.

- a. AR 360-1, The Army Public Affairs Program.
- b. AR 15-3, The Army Publishing Program.

2. PURPOSE. To provide guidelines for submissions to the "Golden Guidon."

3. APPLICABILITY. These procedures apply to all individuals interested in submitting information for publication consideration.

4. POLICY. It is the command's policy to provide accurate and relevant information to the Fort Hunter Liggett community on garrison activities and other information of interest to the community. To accomplish this, suggestions and submissions from FHL military and Civilian personnel are highly encouraged. FHL publishes the "Golden Guidon" on a quarterly schedule (March, June, September, and December).

5. PROCEDURES.

a. The FHL Public Affairs Officer (PAO) is the editor of the "Golden Guidon" and is the sole point of contact and release authority for information on all matters of common interest to the installation work force, tenants and residents.

b. All submissions must include author's full name, title, organization, and contact information. All submissions will be in a Word document with 12 point Ariel font. At a minimum, submission must address who, what, where, why, and when. Photographs must include the photographer's name/title and a short caption describing what is depicted. Submit information to: amy.phillips.civ@mail.mil. Submission deadlines for this year: May 18, Aug. 17 and Nov. 16.

6. PROPONENT. The USAG FHL Public Affairs Officer is the proponent for this memo, and can be reached at (831) 386-2690.

AMY PHILLIPS
Public Affairs Officer