

## Submitting an Article

Submit your article along with this packet by email to [usarmy.gregg-adams.tradoc.mbx.army-sustainment-magazine@army.mil](mailto:usarmy.gregg-adams.tradoc.mbx.army-sustainment-magazine@army.mil).

Submit the article as a simple Microsoft document — not in Word layout format. We will determine the layout for publication.

Send photos as .jpg or .tif files at the highest resolution possible. Photos embedded in Word or PowerPoint cannot be used. Include a description of each photo in your Word document. Send photos and charts as separate documents.

For the articles intended for Operations department, obtain an official clearance for public release, unlimited distribution, from your public affairs and operational security offices before submitting your article.

If about you have questions these requirements, please contact us at [usarmy.gregg-adams.tradoc.mbx.army-sustainment-magazine@army.mil](mailto:usarmy.gregg-adams.tradoc.mbx.army-sustainment-magazine@army.mil) or (804) 765-4761 or DSN 539-4761.

### Article Deadlines

Issue Date: Deadline

Winter (Jan-Mar): 15 Oct  
Spring (April-Jun): 15 Jan  
Summer (Jul-Sept): 15 April  
Fall (Oct-Dec): 15 July

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# Author Guidelines

- Ensure your article is appropriate to the magazine's subjects, which include Army logistics, human resources, and financial management.
- Ensure that the article's information is technically accurate.
- Do not assume that those reading your article are Soldiers or that they have background knowledge of your subject; *Army Sustainment's* readership is broad.
- Write your article specifically for *Army Sustainment*. If you have submitted your article to other publications, please let us know at the time of submission.
- Keep your writing simple and straightforward.
- Attribute all quotes to their correct sources.
- Identify all acronyms, technical terms, and publications (for example, Field Manual (FM) 4-0, Sustainment).
- Maximum article length is 2,500 words. A more ideal length is in the 1,200 to 1,500 range.
- Review a past issue of the magazine; it will be your best guide as you develop your article.

### EDITORIAL POLICY

The primary intent of ASPB is to support the professional development of US Army personnel in the sustainment warfighting function by providing a professional information forum for a wide variety of professional development information focused on the sustainment warfighting function.

The content of ASPB directly supports the mission of CASCOM as the Sustainment Center of Excellence with proponentcy for all sustainment branches, as established in AR 5-22.

Typical content for ASPB includes, but is not limited to, the following:

- Technological developments in sustainment.
- Sustainment strategy, tactics, techniques, and procedures.
- Sustainment focused "How-to" pieces.
- Practical exercises.
- Training methods for sustainment.
- Historical perspectives.
- Monographs and summaries of sustainment-focused research papers.
- Views and opinions concerning sustainment.
- Letters to the editor when the letters' contents relate to sustainment.
- Short biographies of authors to demonstrate professional credentials.
- Short bulletin-type items summarizing official Army actions that directly relate to sustainment.

Items that **are not** appropriate for publication in ASPB (and that will not be published) are:

- General personnel information not specifically related to sustainment. This information is usually available through command information and official channels.
- Routine personnel items, such as listing graduates of courses, promotions, and awards.
- General military-related news articles that do not have significant professional development value for the sustainment community. Letters to the editor commenting on the quality of the bulletin or other matters that do not contribute to the mission of CASCOM. "Personality-type" articles, except for those that have historical significance.
- Articles, photographs, or other materials that promote self-aggrandizement of an Army or non-Army individual, group, or institution.

ASPB publishes between 15 and 20 articles per quarter in the print and pdf edition of ASPB, and also publishes additional online only content.

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In the space below, please provide a brief biography including your current duty title, higher education completed, and significant training courses completed.

Current title (Example: Maj. Gen. John Smith serves as the commanding general of the Combined Arms Support Command at Fort Gregg-Adams, Virginia.)

Notable previous titles (Example: He previously served as the commander of the 19th Expeditionary Support Command.)

Notable assignments (Example: He previously served as the commander of the 19th Expeditionary Support Command.)

Notable training (Example: He was commissioned as a lieutenant of Air Defense Artillery.)

Academic degrees (Example: He has a Bachelor of Arts Degree as a Distinguished Military Graduate from the University of Richmond and a Master of Science in national resource strategy from the National Defense University.)

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Please list any professional and unit social media sites you wish to be linked to the article when posted.

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**Other:** \_\_\_\_\_  
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All Boxes outlined in RED are required to be filled in/signed.

Required for Articles from Afghanistan

OPSEC REVIEW CERTIFICATION  
(AR 530-1, Operations Security)

STATEMENT BY REVIEWING ORGANIZATIONS

"I am aware that there is foreign intelligence interest in publicly available information. I have sufficient technical expertise in the subject matter to certify that it is appropriate to release this information to the public, because there are no operational, legal or security reasons for withholding its release. Information given a previous OPSEC review may require a second review in case operational circumstances or the original information has changed."

DESCRIPTION OF INFORMATION TO RECEIVE OPSEC REVIEW:

Title of article to be released:

(Step 1) Author/Originator (Full Name):

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Forum where this information is to appear: **ARMY SUSTAINMENT (PB-700)**

Purpose of release: Professional development information

Anticipated date of release: Unknown

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Grade: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Step 3) Cdr/Supvr: (Print full name)

Grade:  Position:  Phone:

Signature: \_\_\_\_\_ Date:

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Grade: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

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(Step 5) Legal Office Reviewer (if applicable): \_\_\_\_\_

Grade: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Grade:  Position:  Phone:

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(Step 7) Public Affairs Reviewer:  Position:

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**OPSEC REVIEW CERTIFICATION  
(AR 530-1, Operations Security)  
Continuation**

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a. Concur for Public Release							
b. Concur for Public Release w/comment							
c. Nonconcur							

**Initial and date in the appropriate box**

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**ARMY SUSTAINMENT OPSEC Review Process**

1. An operational security (OPSEC) review is intended to evaluate government information (document, videotape, voice tape, briefings, articles or equipment) to determine if it can be designated for unclassified and unlimited (public domain) distribution. The purpose of an OPSEC review is to ensure the continued protection of government information, which for operational, legal or security reasons is considered sensitive or critical information that should not be released to the public.
2. Before a government employee or contractor can release U.S. government information to the public, it must have an OPSEC and Public Affairs review.
3. OPSEC review Steps:
  - Step 1 - Author prepares information for public release.
  - Step 2 - A technical expert reviews the prepared product for accuracy IAW the federal Quality of Information Act (can be the author).
  - Step 3 - Government commander/supervisor reviews and approves product for release (cannot be the author).
  - Step 4 - Government contracting officer reviews **only if contractor or proprietary information** is involved.
  - Step 5 - Legal office reviews **only if contractor or proprietary information is involved**.
  - Step 6 - OPSEC (G-2/G-3) reviews for operational security, security classification and foreign disclosure. (OPSEC will provide release approval on STA Form 7114 and return product to originator for release.)
  - Step 7 - Public Affairs Office reviews for context and if product is consistent with Army mission.
  - Step 8 - A copy of the STA Form 7114 and a hard copy of the product will be retained by the originator, and a copy will be forwarded to **ARMY SUSTAINMENT** for publication. (Article without the STA Form 7114 and this form will not be accepted.)
4. Examples of potentially inappropriate information for public release.
  - a. Equipment capabilities, limitations, vulnerabilities.
  - b. Detailed mission statement.
  - c. Operation schedules.
  - d. Readiness and vulnerability assessments.
  - e. Test locations and dates.
  - f. Inventory charts and reports.
  - g. Detailed budget data.
  - h. Internal installation maps and photographs.
  - i. Standard operating procedures (SOPs) and tactics, techniques and procedures (TTPs).
  - j. Detailed personal biographies.
  - k. Detailed organization charts (with phone and email listings).
  - l. Sensitive unclassified reports for internal Army use.
  - m. Technical and scientific proprietary data developed by a contractor.
  - n. Unclassified technical data with military applications.
  - o. Critical maintenance information.
  - p. Information extracted from an intranet website.
  - q. Personal information pertaining to individuals.
  - r. Lessons-learned that could reveal sensitive military operations, exercises or vulnerabilities.
  - s. Movement of assets where uncertainty of location is a program or operational element.
  - t. Logistics support (munitions, weapons movement).
  - u. Specific, real-time support to current/ongoing military operations.