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Information Paper

Mission

- Publish timely, authoritative information on Army and Defense sustainment plans, policies, programs, doctrine, and operations in support of Army and joint readiness and sustainability.
- Serve as the Army's professional bulletin for sustainment.
- Support the professional development of multifunctional sustainers of the Active Army, Army National Guard, Army Reserve, and the civilian sustainment work force.
- Provide a forum that allows Army sustainment personnel to write about and share experiences, ideas, recommendations, and lessons learned on Army and joint sustainment operations and functions.

Distribution

Army Sustainment is published and distributed six times a year. Each issue is distributed in hard copy and online worldwide. Circulation for the last year averaged 8,549 copies per issue.

The web address is www.army.mil/armysustainment. The *Army Sustainment* website is accessed more than 10,000 times each month. All back issues, beginning with the first issue of *Army Logistician* (September–October 1969), are available on the website.

The bulletin is distributed to Army units and activities through the initial distribution system. Units and activities must establish DA-12 series subscription requirements (an account with the Army Publishing Directorate) to receive *Army Sustainment*. Private subscriptions are available from the U.S. Government Printing Office at an annual cost of \$30 domestic and \$42 foreign. The average number of paid subscriptions is 700. Free 2-year subscriptions are provided to all authors.

Submitting an Article

Submit your article by email to usarmy.lee.tradoc.mbx.leeasm@mail.mil.

Submit the article as a simple Microsoft Word document—not in 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 articles intended for the Operations department, obtain an official clearance for public release, unlimited distribution, from your public affairs and operational security offices before submitting your article. We will send you the forms necessary for these clearances.

If you have questions about these requirements, please contact us at usarmy.lee.tradoc.mbx.leeasm@mail.mil or (804) 765-4761 or DSN 539-4761.

Article Deadlines

Below are our standard deadlines. Keep in mind, assignment is also based on the article size, the number of submissions we receive, the balance of the overall content and the timeliness of the article. Simply meeting the deadline does not guarantee publication in the following issue.

Issue Date	Deadline
Jan.-Feb.	1 October
March-April	1 December
May-June	1 February
July-August	1 April
Sept.-Oct.	1 June
Nov.-Dec.	1 August

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).
- ❑ Review a past issue of the magazine; it will be your best guide as you develop your article.

Departments

Your submission should be geared toward one of *Army Sustainment's* departments, which are described in detail below. If you have an article that does not fit into one of our departments but you think it is appropriate for our audience, feel free to contact us.

Commentary articles contain opinions and informed criticisms. Commentaries are intended to promote independent thoughts and new ideas. Commentary articles typically are 800–1,600 words.

Features includes articles that offer broader perspectives on topics that impact a large portion of our readership. These can focus on current hot topics, or the future of the force. These articles can be referenced, but it is not required if the content is within the purview of the author. While these articles can be analytic in nature and can draw conclusions, they should not be opinion pieces. Feature typically are between 1,600 and 5,000 words.

Spectrum is a department of Army Sustainment intended to present well-researched, referenced articles typical of a scholarly journal. Spectrum articles most often contain footnotes that include bibliographical information or tangential thoughts. In cooperation with the Army Logistics University, *Army Sustainment* has implemented the a double-blind peer review for all articles appearing in its Spectrum section. Peer review is an objective process at the heart of good scholarly publishing and is carried out by most reputable academic journals. Spectrum articles typically are 2,500–5,000 words.

Operations includes articles that describe units' recent deployments or operations. These articles should include lessons learned and offer suggestions for other units that will be taking on similar missions. These articles require an official clearance for open publication from the author's unit. Photo submissions are highly encouraged in this section. Please try to include 5–10 high-resolution photos of varying subject matter. Operations articles typically are 1,200–2,400 words.

Training and Education is dedicated to sharing new ideas and lessons learned about how Army sustainers are being taught, both on the field and in the classroom. Training and Education articles typically are 600–1,100 words.

Tools articles contain information that other units can apply directly or modify to use in their current operations. These articles typically contain charts and graphs and include detailed information regarding unit formations, systems applications, and current regulations. Tools articles typically are 600–1,800 words.

History includes articles that discuss sustainment aspects of past wars, battles, and operations. History articles should include graphics such as maps, charts, old photographs, etc., that support the content of the article. History articles typically are 1,200–3,000 words.

History

Army Sustainment is in its 42nd year of publication. Although the first issue was printed in 1969, the origin of the publication dates back to 1961. In a study titled “Requirement for and Feasibility of Publishing an Official Periodical for Army Logisticians,” the Army Logistics Management Center (ALMC) documented the need for a publication that would communicate information on logistics.

On 14 June 1968, ALMC requested authority from the Army’s Deputy Chief of Staff for Logistics (DCSLOG) to publish an official periodical for Army logistics personnel. ALMC’s parent command, the Army Materiel Command, agreed to fund the publication. In 1968, *Army Logistician* was approved as a DA-essential periodical, with responsibility and authority for its publication and distribution delegated to the Commander, U.S. Army Materiel Command (AMC), and further delegated to the Commandant, U.S. Army Logistics Management Center (ALMC) (renamed “College” in October 1987). Publication began with the September–October 1969 issue.

Army Logistician transitioned with ALMC to command and control of the Commander, U.S. Army Combined Arms Support Command (CASCOM), U.S. Army Training and Doctrine Command (TRADOC), on 1 October 1991. Since then, *Army Logistician/Sustainment* has been funded by the Deputy Chief of Staff, G-4, and published by ALMC (now ALU).

Army Sustainment has received six Secretary of the Army Awards in the last decade.

Subscribing

Army Sustainment is available only through the initial distribution system. Copies are not available through the resupply system. Units and activities must establish their DA 12-series subscription requirements to receive this bulletin.

Army Units: If your unit does not already have one, you will need to establish your own publications account through the DA 12 series. Go to the Army Publishing Directorate (APD) web site www.apd.army.mil to do so. The downloadable DA Form 12-R (Request for Establishment of a Publications Account Form) is available at the APD website. Once you have your account, you can go on line to order. At the APD website, drop down from Orders/Subscriptions/Reports and click on “Login.” There you will enter your account information and then enter your publications requests. The IDN Number (050039) is required to subscribe to *Army Sustainment* magazine; it is not a number to request specific issues of the magazine. The IDN number is also required to be entered any time you wish to make changes to your subscription; i.e., quantity, cancellation of the publication, etc.

NOTE: All publication-related transactions from Europe and Middle East are required to go through the Publications Control and Forms Management Office in Europe.

Navy Units: Send your order directly to Navy Inventory Control Point, Customer Service List Maintenance (Code 033343), 700 Robbins Avenue, Philadelphia, PA 19111-5098.

Marine Corps Units: Submit a letter or memo request to Commandant, U.S. Marine Corps, Code: ARDE, Publications Department, Building 2 Navy Annex, Washington, DC 20380-1775. (PCN 74000046500)

Air Force Units: Follow the procedures described above for Army Units, routing the forms through the base Publications Manager.

Defense Logistics Agency (DLA): DLA activities may order directly from the Publications Distribution Center, ATTN: Customer Service, 1655 Woodson Road, St. Louis, MO 63114-6181, using the procedures described above for Army Units.

All subscription updates must be submitted electronically to the Army Publishing Directorate’s host system, using either of the following electronic systems:

- STARPUBS DDN Interface System (SDIC). Email requisitions to: USAPA@pubs.army.mil
- World Wide Web (WWW): www.apd.army.mil
- Private, Paid Subscriptions: For private, paid subscriptions, go to <http://bookstore.gpo.gov> and search for Stock #708-012-00000-9. Click “Add to Cart” and follow the instructions. The price for a yearly U.S. subscription is \$30.00; international orders are \$42.00.

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