

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
Fort Sam Houston, Texas 78234-6100

Memorandum
Number 360-1

15 October 1992

Army Public Affairs
MEDICAL SOLDIERS OUTLOOK

1. PURPOSE. This memorandum establishes basic procedures for input to the Army Medical Department Center and School (AMEDDC&S), quarterly publication Medical Soldiers OUTLOOK.

2. SCOPE. This memorandum applies to all directorates and organizations who provide soldier readership with the latest developments in medical training and items on information of interest throughout the Army Medical Department.

3. GENERAL.

a. Medical Soldiers OUTLOOK is published by AMEDDC&S on a quarterly basis. Articles for inclusion for a specific quarter must be received by the Public Affairs Office, AMEDDC&S, during the preceding quarter (see para 3b below for copy deadline). Articles for the Spring edition, for example, must reach the Public Affairs Office not later than close of business the second Friday of January.

b. Medical Soldiers OUTLOOK will be published on a calendar year basis with deadlines on the second Friday of the month as indicated below:

Spring issue: JANUARY-FEBRUARY-MARCH, deadline for copy is January (published in March).

Summer issue: APRIL-MAY-JUNE, deadline for copy is April (published in June).

Fall issue: JULY-AUGUST-SEPTEMBER, deadline for copy is July (published in September).

Winter issue: OCTOBER-NOVEMBER-DECEMBER, deadline for copy is October (published in December).

c. An editorial review board in accordance with AMEDDC&S Memo 15-18 has been constituted and will meet on a quarterly basis to review articles submitted for publication in the Medical Soldiers OUTLOOK. The purpose of the review board is to prioritize the articles submitted for the forthcoming issue of the publication, as subject matter experts in their field of

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expertise. The board also will submit suggestions for timely topics for the next and future issues of the publication.

4 PROCEDURES

a. Articles may be as brief as one paragraph, but should be no longer than two double-spaced typed pages.

b. The first two sentences should summarize the consequences of information in the article.

c. Spell out the meaning of all acronyms and abbreviations the first time they are used. If technical terms are used, define them somewhere in the article.

d. Use concrete phrases and examples that can be understood by all readers. Support generalizations with examples so readers understand how the information applies to them. Avoid general, institutional terms such as those used in Army regulations. Use specific, everyday words and ideas in the text.

e. Always include the name, phone number and office point of contact for each article.

5. Point of contact for the OUTLOOK is the editor, commercial (512) 221-8619/8538, DSN 471-8619-8538. Articles must be submitted to Commander, U.S. Army Medical Department Center and School, ATTN: HSMC-GPA, Fort Sam Houston, TX 78234-6100.

(HSMC-GPA)

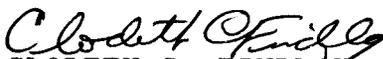
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