

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

Regulation
Number 360-1

15 October 1993

Public Information
MATERIAL FOR PUBLICATION OR PRESENTATION

1. PURPOSE. This regulation establishes procedures for submitting, reviewing, coordinating, and obtaining clearance of material for publication or presentation.

2. REFERENCES

- a. AR 7-31, Standards for Technical Reporting.
- b. AR 27-60, Patents, Inventions, and Copyrights.
- c. AR 70-14, Payment of Costs of Articles in Professional Journals.
- d. AR 360-5, Public Information
- e. AR 380-5, Department of the Army Supplement to DOD 5200.1R (DODISPR).

3. SCOPE. This regulation applies to all elements of the Army Medical Department Center and School (AMEDDC&S) to include the U.S. Army Medical Equipment and Optical School and the U.S. Army School of Aviation Medicine.

4. DEFINITION. For the purpose of this regulation, "supervisors" include directors, deans, course directors, division or branch chiefs, and designated organizational commanders.

5. POLICY

a. It is the policy of the AMEDDC&S to encourage personnel to write manuscripts for publication and/or for use in speaking before civilian audiences. Individuals will not commit themselves to the submission of a manuscript to a publication or a presentation to a group or organization without prior clearance from the AMEDDC&S or higher headquarters.

b. Material requiring clearance includes speeches and manuscripts written by any Army member or civilian employee on

matters of national interest, technical or scientific manuscripts intended for publication in nationally or locally circulated media, and topics dealing with military matters or foreign policy. (The term "military matters" is defined as information concerning or bearing on military subjects or the national defense, including plans, programs, policies, missions, functions, responsibilities, or actions of the Department of the Army, the Department of Defense, the U.S. Government, or any element thereof.)

c. Material not requiring clearance includes speeches and manuscripts on those topics not involving operations of the national government, military matters, or foreign policy; letters to the editor; and book or theatrical reviews expressing a personal opinion, but not implying government sanction; however, individuals must safeguard classified information. Abstracts of manuscripts will not be processed for clearance; the entire text is required for review.

6. RESPONSIBILITIES

a. The author is responsible for:

(1) Submitting the manuscript for clearance a minimum of 30 days prior to desired date.

(2) Submitting a separate request for clearance for each manuscript forwarded for approval.

(3) Preparing the manuscript in the format and spacing required by the publication to which it will be submitted.

(4) Proofreading the manuscript for typographical errors, misspelled words, inappropriate capitalization of drug brand names (proprietary versus generic), and similar shortcomings.

b. The author's supervisor is responsible for:

(1) Ensuring that the manuscript is technically accurate.

(2) Preparing a letter of special achievement, signed by the Commander, for presentation to enlisted personnel whose manuscripts are accepted for publication.

c. The Doctrine Literature Division, DCDD will have primary responsibility for processing manuscripts with the appropriate Academy subject matter expert prior to submission to the Commandant.

d. The AMEDDC&S Public Affairs Office is responsible for manuscript review of speeches or written presentations to ensure appropriate level of release and for forwarding of manuscripts to higher headquarters when deemed appropriate.

e. The Commander has been granted authority to clear technical and scientific manuscripts intended for publication in civilian journals or for presentation before civilian audiences. The criteria for clearance will include compliance with military security regulation, technical accuracy, and proprietary considerations. In some instances, because of the nature of the subject, clearance must be obtained from higher headquarters. For example, all manuscripts prepared for publication or presentation concerning the Army Alcohol and Drug Abuse Prevention and Control Program must be submitted to higher headquarters for clearance.

7. PROCEDURES

a. Writers will submit their manuscripts and a statement of the intended audience. In the case of multiple requests for clearance by one author, manuscripts will be submitted individually (see Figure 1)

b. Manuscripts will be forwarded with a cover memo to DCDD (ATTN: HSMC-FCD) through the following channels (see Figure 2)

(1) Faculty members will submit manuscripts through their branch chief; division chief; and Dean, MFSS.

(2) Staff members will submit manuscripts through their branch and division chiefs.

(3) Resident students will submit manuscripts through their course director; division chief; and Dean, MFSS.

(4) Nonresident students will submit manuscripts through the AMEDD student detachment commander. This applies only to military personnel attending civilian educational institutions.

c. Supervisors will review articles for technical accuracy and make a recommendation for approval/disapproval. When such a recommendation cannot be made due to lack of expertise, it should be noted in the forwarding comment.

d. The date of the speech or the deadline for submission to the publisher and the author's telephone number should be provided. A minimum of 30 calendar days is generally required for clearance. If a longer period is required, the author will be informed. |

e. If research for any manuscript has been supported by Research and Development, Test and Evaluation funds (Budget Program 500), one copy of DD Form 1473 (Document Control Data - R&D) must accompany the manuscript. This form will be completed in accordance with AR 70-31, Standards for Technical Reporting.

f. Writers will submit suitable evidence of release from the copyright owner to use material covered by copyright laws.

g. Authors are to ensure that manuscripts contain no classified material and are otherwise in accordance with current security regulations prior to submission for clearance.

h. The manuscript cover page should contain, in addition to the title, the writer's military rank, official title or designation, organization and a disclaimer as follows: "The view of the author is his/her own and do not purport to reflect the position of the Department of the Army, the Department of Defense, or the U.S. Government, in accordance with AR 360-5."

i. All copies of the cover page of manuscripts intended for presentation will be initialed by the author.

8. EDITORIAL ASSISTANCE. There are numerous publications available in Stimson Library, including style manuals and books on medical or technical writing, to assist those who are interested in having their work published.

9. CLEARANCE OF ARTICLES AND PRESENTATIONS. After appropriate review and processing, a manuscript intended for presentation or publication will be returned to the author. The writer may then submit his article directly to the editor of the journal.

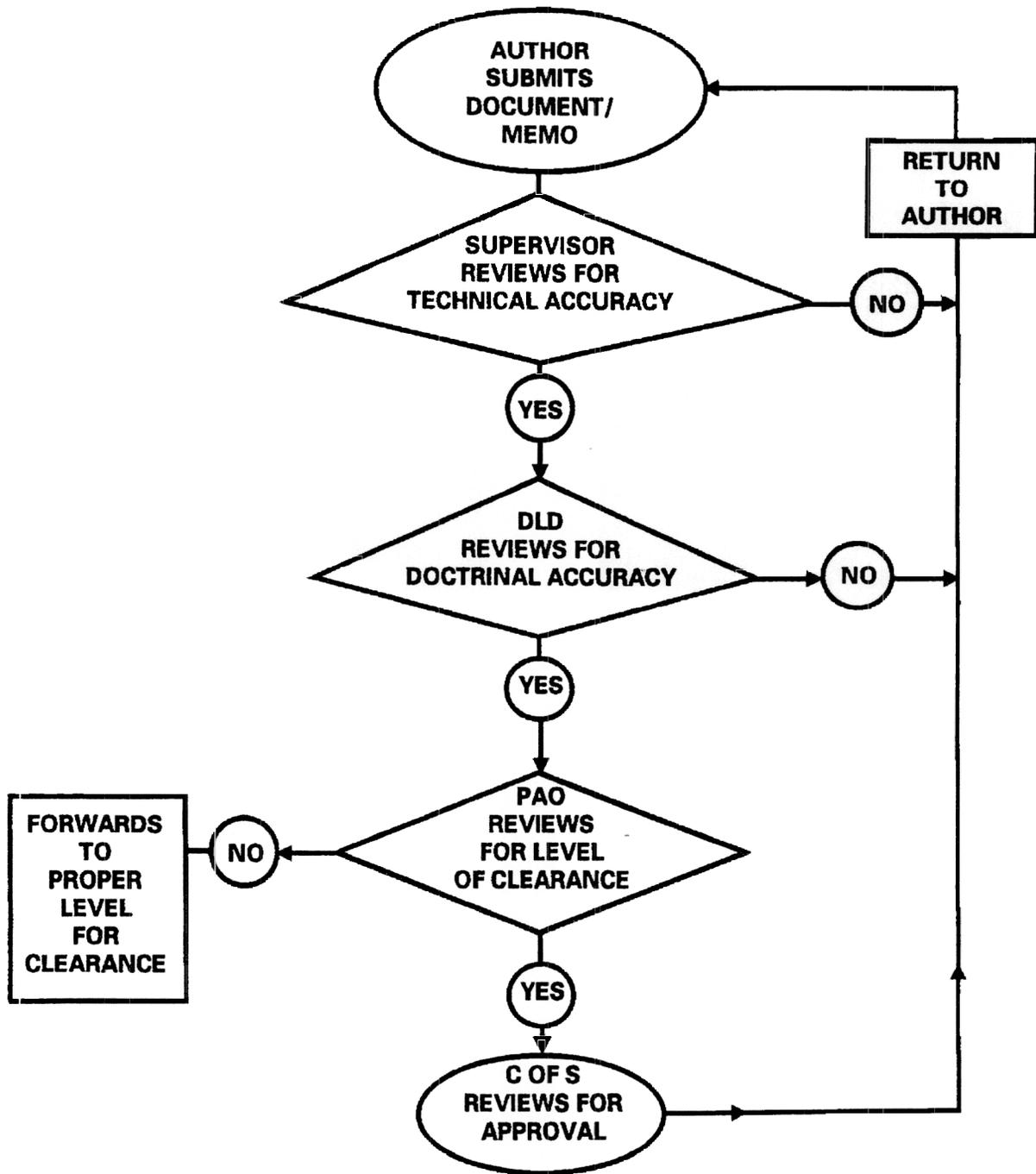


FIGURE 1

(I. FROM: author.

HSMC-XXX (MARKS #)

(DATE)

MEMORANDUM FOR (Supervisor, EXAMPLE: Course Director/Director/Dean)

SUBJECT: Request for Clearance of Material for Publication

1. Request that you review the enclosed manuscript, entitled "XXXX" and approve its release for publication into "XXXX Magazine" (enclosure).

2. I am the point of contact for this manuscript and I can be reached at telephone number (duty phone) or XXXX Division, U.S. Army Medical Department Center and School (duty address).

Encl
as

(Leave 4 blank lines)
SIGNATURE BLOCK
Author

(II. THRU: Director level supervisor.)

HSMC-XXX 1st End

COL XXX/rgo/Ofc Number

U.S. Army Medical Department Center and School, Fort Sam Houston, Texas
78234-6100 (Date)

FOR Chief, Doctrine Literature Division

I have reviewed the enclosed manuscript and it is technically sound.
It is forward for your approval.

Encl
nc

(Leave 4 blank lines)
Signature Block
Director level Supervisor

(III. THRU: Chief, Doctrine Literature Division.)

HSMC-XXX 2d End |

COL XXX/rgo/Ofc Number

U.S. Army Medical Department Center and School, Fort Sam Houston, Texas
78234-6100 (Date)

FOR Chief, Public Affairs Office

The enclosed manuscript, entitled "XXXXX" submitted by CPT XXX, has been reviewed and is eligible for your approval in accordance with AMEDDC&S Reg 360-1, Para 5a...

Encl
nc

(Leave 4 blank lines)
Signature Block
Chief, Doctrine Literature Division

FIGURE

IV. THRU: Chief, Public Affairs Office.)

HSMC-XXX (HSMC-XX/date) (MARKS #) 3d End COL XXX/rgo/Ofc Number
SUBJECT: Request for Clearance of Material for Publication

U.S. Army Medical Department Center and School, Fort Sam Houston, Texas
78234-6100 (Date)

FOR Chief of Staff

The enclosed manuscript has been reviewed by this office and is cleared for this level of release.

Encl
nc

(Leave 4 blank lines)
SIGNATURE BLOCK
Chief, Public Affairs Office

(V. Chief of Staff.

HSMC-XXX 4th End

COL XXX/rgo/Ofc Number

U.S. Army Medical Department Center and School, Fort Sam Houston, Texas
78234-6100 (Date)

FOR (Author)

Approved/Disapproved.

FOR THE COMMANDER:

Encl
nc

(Leave 4 blank lines)
SIGNATURE BLOCK
Chief of Staff

(VI. BACK: to author.)

(HSMC-FCD)

FOR THE COMMANDER:

OFFICIAL:

CHARLES E. DYER, II
COL, MS
Secretary of the General Staff



CLODETH C. FINDLAY
CPT, MS
ADJUTANT GENERAL

DISTRIBUTION:

B, plus:
25-HSMC-IAP