

Department of the Army
Headquarters, 1/508th Parachute Infantry Regiment
82nd Airborne Division
Fort Bragg, NC 28307-5100

August 31, 2006

MEMORANDUM FOR Newsletter Representative

SUBJECT: Newsletter Distribution Standard Operating Procedure (SOP)

1. Reference.
 - a. 608-1, Appendix J, 21 July 2006
 - b. Memorandum for mailing of FSG Newsletters, 13 Mar 2006
2. Purpose. To provide official guidance on the preparation, printing, and distribution of the HHC 1/508th PIR newsletter.
3. Content: The Newsletter Must contain:
 - a. Determine the frequency of newsletter publishing
 - b. Determine methods of dissemination (Army/Installation Post Office or email to FRG Members)
 - c. Must contain a statement stating whether the newsletter contains official information only or both official and unofficial information.
 - d. If the newsletter contains official and unofficial information include statement: "the inclusion of some unofficial information in this newsletter has not increased the costs to the Government, in accordance with DOD 4525.8M."
 - e. Do not include any personal solicitation or financial information/reports.
 - f. No less than 80% command/official information. (Training calendar, FRG meetings, community resources, CDR, 1SG, CHP corner) vs. 20% comfort/unofficial info (i.e. births, anniversaries, etc)
 - g. The FRG may use Government paper and printing supplies to publish FRG newsletters to relay information from the command and to support any FRG mission activity.
4. Guidance for Official mail distribution
 - a. A disclaimer on top or bottom of 1st page SAMPLE: "opinions expressed are not necessarily those of the Department of the Army"
 - b. Unit commander's signature block and signature must be in content (maybe in the CDR Corner/Comments)

- c. Up to 6 pages, front and back
- d. Only black and white print, no color
- e. Each unit must appoint an official mail Point of Contact and all newsletter processing must go through the Point of Contact.
- f. Newsletters must be folded in half, top to bottom, and stapled.
- g. Unit address (AFZ.....) needs to be in top left corner on outside page.
- h. OPTIONAL Newsletters can be counted and bundled by zip code.