APG NEWS

The *APG News* is an authorized publication of the U.S. Army supporting the U.S. Army Garrison-Aberdeen Proving Ground, or USAG-APG, command information program. A commercial publisher under contract with the Army publishes the *APG News*. The USAG-APG Public Affairs Office and contract staff writers furnish news and editorial content.

GENERAL PUBLICATION GUIDELINES

The *APG News* is one of several communication tools used by the senior installation commander and garrison commander to deliver command information to the Team APG community; therefore, most articles fulfill this objective. Community features are used to lend variety and encourage military families to enjoy the communities outside their installation.

The following guidelines apply:

- **Decision Making.** The senior installation commander and garrison commander defer all decisions on news priority, story placement, publication date, and use of photographs to the director of communication. The director delegates responsibilities to the command information chief and the *APG News* editor.

- **Content.** News and feature articles placed in the *APG News* comply with established policies to promote the mission, vision and goals of USAG-APG and the commands, directorates, and activities it supports.

- **Topics.** The best article submissions cover success stories, newsworthy events, joint or significant training, human interest, etc. Under most circumstances, the *APG News* avoids publishing outdated stories (those that will be more than two weeks old by the *APG News* publication date each Thursday).

- **Audience.** The *APG News* strives to keep the Team APG community—service members, civilian employees, retirees, Reservists, Guardsmen, family members and contractors—accurately informed about DOD and quality of life issues affecting them. All content should be first geared toward informing and educating our audience on matters relevant to them.

- **Commercial Sponsors.** Per Army policy, the *APG News* will not glamorize the use of alcohol and tobacco products, nor gambling. Articles may not endorse
products, services or sponsors, no matter how honorable the cause or intentions of the commercial company or nonprofit organization.

- **Posts/Feedback.** This site is monitored during regular business hours, Monday-Friday. Questions asked during weekends and holidays will not usually be addressed until the next business day. While this is an open forum, it’s also family-friendly.

Posts that don’t follow our posting guidelines will be removed and you may be banned:

- Do not post graphic, obscene, explicit or racial comments or submissions, nor do we allow comments that are abusive, hateful or intended to defame anyone or any organization.
- Do not post solicitations or advertisements. This includes improper promotion or endorsement of any financial, commercial or non-governmental agency. Similarly, we do not allow attempts to defame or defraud any financial, commercial or non-governmental agency.
- Do not post comments that suggest or encourage illegal activity.
- You participate at your own risk, taking personal responsibility for your comments, your username and any information provided.
- The appearance of external links on this site does not constitute official endorsement on behalf of the U.S. Army or Department of Defense.

**SUBMISSION GUIDELINES**

With more than 90 tenant organizations at Aberdeen Proving Ground, it is nearly impossible for *APG News* staff to attend every function or event in person. It is also important to note that not every function or event is necessarily newsworthy to the greater Team APG community.

Regardless, the *APG News* welcomes articles and announcements from tenant public affairs offices, unit public affairs representatives and volunteer writers. The following guidelines apply:

1. **Clearance.** Articles submitted for publication should be cleared through the individual’s proper chain of command, if necessary. Submissions will be published in the *APG News* under the assumption that the submitter— as a subject matter expert— took all necessary steps to vet the article for public release. Articles are not provided to units, individuals and activities for review by subjects named in articles, unless security or technical reasons govern.
2. **Columns.** No “recurring columns” will be created for units, activities or directorates in the *APG News*. Instead, organizations are encouraged to simply coordinate and send submissions to the *APG News* editor.
3. Submission Types. Please note that all submissions are not “articles” and should not be titled as such in order to avoid confusion and possible publication delay.

- **Articles**: A news or feature article is between 500-1,000 words. News articles explore the who-what-where-when-why of an event. A feature article can be considered a “human interest” piece. Both articles should be written in third person – do not use I or you. All articles are altered or edited to meet AP Style guidelines and APG News style practices.

All articles must be submitted with the full name and unit of the author for the byline. Indicate the photographer’s full name & unit if different from author. Also include a phone number in case follow-up is required. By submitting an article with your name in the byline, you assume for responsibility for the content of that article. Your submission also implies that the work is your own and not plagiarized.

- **Announcements**: Announcements are placed in the “Mark Your Calendar” section of the APG News. They must provide the essential W’s (who, what, when, where, why) within 100 words. Send timely announcements to amanda.r.rominiecki.civ@mail.mil. For maximum impact, announcements normally run 2-3 weeks prior to an event; however, all announcements are placed on a space-available basis.

  § **Example**:

  **C4ISR HEALTH FAIR - SEPTEMBER 22**

  Bldg. 6000, Myer Auditorium; 10 a.m. to 1 p.m. Open to all. To include health screenings. For more information, contact Tiffany Grimes at tiffany.l.grimes.civ@mail.mil or 443-861-7901.

- **News Briefs**: News briefs normally outline changes to services offered on post, promote a large-scale upcoming event, explain policy changes, etc. They are normally between 100-200 words. Submissions should include a headline, name of the submitting organization for the byline, and the text for the submission.

  § **Example**:

  **Know the deadlines – request and return absentee ballots on time!**

  **Installation Voting Assistance Office**

  Sept. 26 through Oct. 3, is 2016 Absentee Voting Week. The Federal Voting Assistance Program, or FVAP, is placing emphasis
on ensuring that Soldiers and eligible Family members have the opportunity to request and return absentee ballots before the deadline.

Soldiers and eligible Family members can request an Absentee Ballot by completing the Federal Post Card Application, called FPCA, Form and mailing it to their local Board of Election. The FVAP website allows online registration. The FPCA will be used for voter registration and Absentee Ballot request. Deadlines for requesting and returning Absentee Ballots can found on the FVAP website as well.

Federal law mandates that Absentee ballots be mailed out 45 days before the election. Soldiers and eligible family members that do not receive their requested Absentee Ballot by Oct. 15 should contact the local Board of Elections Office in the state where they are registered to vote.

For more information or assistance with absentee voting, contact APG Installation Voting Assistance Officer Larry Tyson, at 410-306-2302 or larry.c.tyson3.civ@mail.mil. The IVAO Officer hours are 8 a.m. to 4 p.m., Monday through Thursday.

Photographs: The APG News welcomes and encourages photo submissions to accompany news or feature articles, as well as compelling “standalone” photos. Poor quality photographs are not used (blurry, subjects cut off, low light, etc.). Photos depicting alcoholic beverages or cigarettes; displaying secure buildings, aircraft, equipment or personnel; or showing service members, DOD employees or their family members who do not conform to Army regulations are not used.

§ Examples:


Margaret Smith, a human resources specialist with the Research, Development and Engineering Command, purchases a sandwich at
Please note that posed “grip-and-grin” photos of ribbon or cake cuttings, promotion, re-enlistment, group shots or other ceremonies are not used in the APG News, per Army Regulation 360-1, Chapter 13-4b. Priority is always given to candid, compelling imagery.

All photos must be accompanied with a photo credit and caption. All captions are written in the present tense, the subjects of the photo are identified with rank, first and last names, title/MOS, and unit/command.

**SUBMISSION DEADLINE & FORMAT**

The deadline to submit content for use in the APG News is the Thursday prior to the week of desired publication. For example, if you want an article to appear in the Oct. 6, 2016 issue, that article must be submitted by Sept. 29. Articles that fail to meet deadline are subject to publication delay or publication denial if the piece becomes outdated.

No APG News staff member can guarantee publication or a publication date. The APG News editor may grant exceptions to deadline— if, and only if— prior coordination has been made between the submitter and the editor. Every effort will be made to print articles in a timely manner.

Articles and announcements must be submitted within Microsoft Word or text documents, or within the body of an email, in complete sentences. The APG News does not retype or reformat submissions sent as bullets in flyers, newsletters or PowerPoint briefing slides, nor from websites.

Photos must be submitted as separate photo files in high resolution, digital jpeg format (minimum of 300 dpi or a file size greater than 900K, i.e., minimum size of 5×3 or 3×5) – not embedded in Word or PowerPoint slides.

The APG News editor reserves the right to deny submission requests if the submission:

1. Violates Army regulation or policy,
2. Contains explicit, offensive or inappropriate content,
3. Is outdated,
4. Cannot be considered of interest to the greater community,
5. Raises questions about plagiarism or authenticity of the piece,
6. Fails to adhere to the guidelines outlined in this editorial policy, or
7. Does not align with senior installation commander or garrison commander directed guidance.
REQUESTING COVERAGE

The APG Garrison director of communication, command information chief, or APG News editor assigns stories that warrant in-person coverage by newspaper staff based on availability of staff members, when the request was received, whether it follows the same guidelines listed above for submissions, and guidance received from the garrison commander.

To request coverage of an event or suggest a story idea, contact the APG News editor at amanda.r.rominiecki.civ@mail.mil.