DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS, CAMP ROBERTS
CAMP ROBERTS, CALIFORNIA 93451-5000

CACR-CDR

19 June 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Information Newsletter, *The Camp Roberts' Trainer*

1. Reference CA ARNGR 360-2, dated 15 September 1997, Unit Command Information.

2. Purpose. This memorandum establishes standard procedures for publishing a bimonthly command information newsletter called *The Camp Roberts Trainer*. Camp Roberts will use the newsletter to disseminate command information, objectives, policies, events, and other news of interest to military and civilian personnel at Camp Roberts, their families, installation tenant activities, and the local community.

3. Responsibilities.

a. Public Affairs Office.

(1) Prepare and publish newsletter during the first week of even numbered months.

(2) Ensure the publication is in accordance with the Department of the Army Regulation 360-1, The Army Public Affairs Program.

(3) Coordinate actions related to this Public Affairs project with applicable tenant and neighboring activities as well as with the chain of command.

(4) Distribute newsletter using email and hard copy the first week of even numbered months.

b. Responsibility for submitting articles.

Staff Office	**Responsibility**
Post Commander	Commander's address and summary of ongoing activities
DPCA	• Updated post directory • List of current troop services • Common interest Announcements (e.g., MWR events, AAFES, recreation center, ID Cards, Chaplain)
DPTMS	• Article highlighting a training facility or asset • Current FPCON and PIRs • Specific force protection article
Billeting Manager	List of available services

Director of Public Works	Normal and emergency service procedures
Safety Officer	Seasonal safety notices
Director of Logistics	Available services and POCs
Environmental Planner	Environmental notices; Hunting & Fishing information

4. Procedures.

a. Articles submitted for publication will be sent to the Public Affairs Officer, Bldg 109, Camp Roberts, lisa.e.norris@us.army.mil. Articles will contain a title and should normally range from 50 – 150 words. Digital photos with captions are also encouraged (article or not). The suspense for the material is the 25th of odd numbered months.

b. The Commander or Deputy Commander will review the newsletter prior to release.

c. Distribution. PAO will post on Camp Roberts' website and distribute using the following formula:

Recipients	**Hard Copy**	**Email**
1. Post Commander	10	Yes
2. CACR-ALL		Yes
3. Every Tenant		Yes
4. Billeting Office	100	Yes
5. San Miguel Resource Connection		Yes
6. Chambers of Commerce for Paso Robles		Yes
7. City Manager of Paso Robles		Yes
8. 17th & 22nd US Congressional District Offices		Yes
9. State Assembly District 33 Office		Yes
10. CSLO (CACS) and JFTB (CALA)		Yes
11. JFHQ: CAAG, CAAG-A, CAAD, CAAD-CS, CAAD-CS, G3, CAFE, CAAG-PA		Yes

JOHN F. SMITH
COL, FA
Commanding

DISTRIBUTION:
B (Garrison Staff and Tenant Organizations)

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