

Effective 1 October 1997

Army Information  
Information

Unit Command Information  
Publications

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FOR THE GOVERNOR:

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**History.** This is an update of this regulation/ instruction.

**Summary.** This regulation/instruction establishes the procedures for the California Army and Air National Guard Command Information Publication.

**Applicability.** This regulation/instruction applies to all elements of the California Army and Air National Guard.

**Supersedes CA ARNGR 360-2/CA ANGR 190-2,  
7 Feb 80.**

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~~**Proponent and exception authority.** The proponent and exception authority of this regulation is the Public Affairs Officer, ATTN: CAAG-PA.~~

Supplementation of this regulation and establishment of command and local forms are prohibited without prior written approval from the Public Affairs Officer.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Public Affairs Officer.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to Office of the Adjutant General CAARNG, P.O. Box 269101, Sacramento, CA 95827-9101, ATTN: CAAG-PA.

**Distribution.** Distribution of this regulation/ instruction is for Army - A and Air Force - F.

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1. Purpose

This regulation establishes guidance for California Army and Air National Guard Command information Publications.

## **2. Definitions**

Command/Internal Information is a command responsibility. It is a leadership and management tool designed to help the commander communicate with all internal audiences. As part of the overall Army and Air Information Program, it compliments the Public Affairs and Community Relations Programs. Command/Internal information publications include newsletters, newspapers, bulletins, tact sheets, or any other articles containing command information.

## **3. General**

Information provided must be factual, objective and timely, and serve the needs of the command. Every effort must be made to insure that no person is-or has reason to believe that he/she is being unjustly excluded, discriminated against, or made an object of disrespect or derision because of race, sex, creed, national origin or for any other reason. Propriety and common sense are essential in this regard. Individual units will not undertake to speak for segments of California State Government or the California National Guard beyond the jurisdiction of local command. Discussion of matters which are the responsibility of other State or Federal Government agencies (e.g., foreign policy is a responsibility of the Department of State) should be avoided. The Command Information Program will not be used to criticize the policies of the US Government or the California National Guard.

## **4. Requirements**

a. All unit command information publications will contain the following statement within each publication: "This is an official publication, such views and opinions expressed in this publication are not necessarily those of the Department of the Army, the Department of the Air Force, or the State Military Department".

b. Command information publications will include in the masthead (title, heading, or unit address) the words 'California National Guard'. The use of "Army" or "Air" identifiers is optional.

c. Each unit/organization commander will furnish this headquarters, ATTN: CAAG-PA, two copies of their command information publication(s), within ten days following its publication.

d. Existing publications not meeting the requirements in para 4a and 4b above will modify their format to comply with this regulation. Organizations desiring to initiate new command information publications must have the format approved in advance of the publication. This may be accomplished by sending a letter to this Headquarters, ATTN: CAAG-PA, requesting authorization and outlining those general areas to be addressed within the publication (e.g., title, number of copies, distribution, editor, method of reproduction and format).

e. All other command information publications currently being published DO NOT require authorization from this Headquarters, but are required to forward two copies of each publication as outlined in para 4c.

f. Commanders are reminded that Federal regulations prohibit the mailing of items that contain "unofficial" material.