

MIPB Article Submission & Contact Information

The Military Intelligence Professional Bulletin (MIPB) would not be a successful professional publication without articles from the field. This is your professional bulletin. **We need your support** by writing and submitting articles for publication.

MIPB Mission

The U.S. Army Intelligence Center of Excellence (USAICoE) publishes the Military Intelligence Professional Bulletin (MIPB) to present information designed to keep intelligence professionals informed of current and emerging developments within the field and to provide an open forum in which ideas; concepts; tactics, techniques, and procedures; historical perspectives; problems and solutions, and other content, can be exchanged and discussed for the purpose of professional development.

MIPB Policy

- MIPB cannot guarantee we will publish all submitted articles.
- MIPB will edit the articles and put them in a style and format appropriate for MIPB. From time to time, we may contact you during the editing process to help ensure a quality product. Please inform us of any changes to your contact information.
- All submissions become property of MIPB and may be released to other government agencies or nonprofit organizations for reprint upon request.
- MIPB reserves the right to publish a disclaimer, editor's note, and/or sidebar with your article.

Article Guidelines

When writing an article, select a topic relevant to Army MI professionals.

- Our goals are to spark discussion and add to the professional knowledge of the MI Corps and the intelligence community.
- Write an article about current operations; TTPs; or equipment and training are always welcome as are lessons learned, historical perspectives, problems and solutions, and short "quick tips" on better employment of equipment and personnel.
- Explain how your unit has broken new ground, give helpful advice on a specific topic, or discuss how new technology will change the way we operate.

When submitting articles to MIPB, please consider the following:

- In most cases, articles should be between 1,000 and 3,000 words, double-spaced with normal margins without embedded graphics. However, this is not a strict rule, and the MIPB staff is willing to discuss exceptions.
- Please do not submit an article to MIPB while it is being considered for publication elsewhere; nor should articles be submitted to MIPB that have been previously published in another publication or that are already available on the internet.
- Please do not include any personally identifiable information (PII) in your article or biography.

What we need from you:

- Compliance with all of your unit/organization/agency and/or installation requirements regarding the release of articles for professional journals. For example, many units/agencies require a release from the Public Affairs Office.
- A cover letter/email with your work or home email, telephone number, and a comment stating your desire to have your article published.
- **(Outside of USAICoE)** A release signed by your unit's information security officer stating that your article and any accompanying graphics and photos are unclassified, not sensitive, and releasable in the public domain. See the accompanying document, Security Review of Article Submissions, for more information.
- **(Within USAICoE)** Contact the Doctrine/MIPB staff (at 520-533-3297 or 520-533-7836) for information on how to get a security release approved for your article. A critical part of the process is providing all of the source material for the article to the information security reviewer.
- Article in Microsoft Word; do not use special document templates.
- Pictures, graphics, crests, or logos relevant to your topic. Include complete captions (the 5 Ws), and photographer credits. Please do not send copyrighted images. **Do not embed graphics or photos within the article. Send them as separate files such as .tif or .jpg.** Photos must be at least 300 dpi. If relevant, note where graphics and photos should appear in the article. PowerPoint (**not in .tif/.jpg format**) is acceptable for graphs, figures, etc.
- The full name of each author in the byline and a short biography for each. Biographies should include authors' current duty assignment, related assignments, relevant civilian education and degrees, and any other special qualifications.
- Please do not include any personally identifiable information (PII) in your biography.

Contact Information

Send articles and graphics to usarmy.huachuca.icoe.mbx.mipb@army.mil. For any questions, email us at the above address or call 520-533-7836/DSN 821-7836.

Security Review of Article Submissions

Documents submitted by non-U.S. Government employees or contractors, or by non-American authors who are not associated with or in the employ of the U.S. Government, do not usually require a memorandum for record verifying a security review. Authors who are not employees of the U.S. government usually do not require a security review of articles unless the source material appears to be from a source inside the government that could represent an unauthorized breach of confidentiality; or, appears to be proprietary information of a private organization. It is incumbent on authors of these articles to resolve any legal issues associated with their articles prior to publication.

Authors who are in government service, writing on subjects related to their areas of government expertise or work, and whose article may derive from government information accessed from a government work source, are responsible to ensure that articles submitted for consideration receive the proper security review from appropriate government authorities at their places of work. This review should be done prior to submission of the article to *Military Intelligence Professional Bulletin*. If required, this review should include a vetting by both the organization's security officer and public affairs officer.

Articles by U.S. military personnel on active duty or civilian employees of the Department of Defense or service departments are subject to the official clearance requirements of Army Regulation 380-5. This requirement applies mainly to documents that discuss the activities or capabilities of specific military organizations; established tactics, techniques, and procedures; or technical subjects, open discussion of which has potential for exposing information that should be regarded as controlled.

Current Army policy stipulates that these articles discussing military subjects of a technical nature or a current organization, which are written by personnel working for the U.S. Government as an employee or contractor, must include a memorandum for record verifying security review by the writer's organization of assignment. This memorandum should contain the words "This article does not include classified, sensitive, or controlled unclassified information and has no distribution restrictions" and be signed either physically or electronically by the reviewing security authorities. It may be sent

electronically as an Adobe PDF file or Word document with appropriate signatures and accompanying electronic versions of the articles. An example memorandum is on the next page.

Unit Address

Office Symbol

Date

MEMORANDUM FOR RECORD

SUBJECT: INFOSEC and OPSEC Release for Article by Author

1. References:

- a. AR 380-5, Army Information Security Program, 22 October 2019.
- b. AR 530-1, Operations Security, 26 September 2014.

2. Enclosure: Title and Author.

3. The undersigned verifies that the enclosed article and accompanying graphics do not include classified, sensitive, or controlled unclassified information and have no distribution restrictions in accordance with references 1a and 1b.

4. Prior to publication and release to the public, the undersigned understands the Military Intelligence Professional Bulletin staff will obtain additional reviews from public affairs and legal services for the enclosure.

5. POC for this memorandum is the undersigned at COMM, DSN, and e-mail address.

Signature Block