

Army Public Affairs
TRADING POST

IMPACT ON NEW MANNING SYSTEM. This pamphlet does not contain information that affects the new manning system.

INTERIM CHANGES. Interim changes to this pamphlet are not official unless authenticated by the Directorate of Information Management. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

SUGGESTED IMPROVEMENTS. The proponent of this pamphlet is the Public Affairs Office. Users are invited to send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-PO.

OVERVIEW

		1
Purpose	This pamphlet	
	<ul style="list-style-type: none">• establishes policies and procedures for placing ads in the Trading Post.• applies to<ul style="list-style-type: none">• soldiers• eligible family members (with valid identification card)• retired soldiers• civilian employees• retired civilian personnel	
		1a
Reference	FH Form 1837, Trading Post Ad (prescribed in block 2b)	
		1b

GENERAL

		2
Restrictions	The Trading Post will not	
	<ul style="list-style-type: none">• accept ads by telephone• be responsible for typographical errors• publish ads 2 consecutive weeks	

(continued on next page)

*This pamphlet supersedes FH Pamphlet 360-6, 1 September 1988.

Restrictions
(Continued)

- publish ads on the following items (but not limited to)
 - business (in or out of home)
 - jewelry
 - jobs (business or personal)
 - stud service
 - food items
 - babysitting
 - civilian clothing

NOTE: Garage and yard sale ads are authorized and limited to 1- to 3-day sale period during daylight hours only.

Real estate properties

- listed with or owned by real estate broker or office are not published.
- for sale or rent are published only if
 - owner is leaving area or moving into government quarters and
 - property is available without regard to race, creed, or national origin.

Failure to comply with restrictions stipulated in this pamphlet results in restricted use of the Trading Post.

2a

Trading Post Ad

Print or legibly write requests for publication of items in the Trading Post on FH Form 1837 (Trading Post Ad) (figure 1).

Include originator's or sponsor's

- name
- signature
- rank
- unit duty phone number

NOTE: The Trading Post clerk needs this information to process the ad.

Requestor's name and home phone number is published.

- Soldiers residing in the barracks are authorized to use barracks phone numbers and must supply room number.
- Office phone numbers will not be published.

Submit items to be published to the Public Affairs Office (PAO), building 1001, room W105

- on FH Form 1837 which is available at PAO
- by close of business Thursday (4:30 p.m.)
- 1 week before desired publication date.

2b

TRADING POST AD	
<p>TO: Public Affairs Office, Bldg 1001, Rm W105 ATTN: AFZF-PO (Trading Post)</p>	<p>FROM: _____ DATE: _____</p> <p>Name: _____ <small>(Originator or Sponsor's Name - if you are a family member)</small></p> <p>Rank: _____ <small>(If Civil Service or NAF employee, please indicate)</small></p> <p>Unit or Duty Station: _____</p> <p>Office Phone: _____ <small>(NOT FOR PUBLICATION)</small></p>
<p><small>INSTRUCTIONS: THE TRADING POST IS PUBLISHED WEEKLY IN THE FORT HOOD SENTINEL. REQUEST FOR PUBLICATION MUST REACH BLDG 1001, RM W105, AFZF-PO, NOT LATER THAN THE THURSDAY BEFORE THE WEEK PUBLICATION IS DESIRED. EACH REQUEST WILL BE PUBLISHED ONE WEEK ONLY. MATERIAL WILL BE EDITED TO FIT AVAILABLE SPACE. ALL ACTIVE DUTY, THEIR FAMILY MEMBERS, CIVILIAN PERSONNEL EMPLOYED AT FORT HOOD, AND RETIRED MILITARY AND RETIRED CIVILIAN PERSONNEL MAY ADVERTISE. ALL PROPERTY LISTED IS AVAILABLE TO MILITARY MEMBERS WITHOUT DISCRIMINATION. COMMERCIAL ADVERTISING IS NOT AUTHORIZED. PLEASE PRINT ITEM BELOW: INCLUDE YEAR, MAKE, MODEL, PRICE, SHORT DESCRIPTION, NAME AND HOME PHONE NUMBER. OFFICE PHONES WILL NOT BE PUBLISHED.</small></p>	
<p>ITEM: _____</p> <p>BRIEF DESCRIPTION: _____</p> <p>PRICE: _____ NAME _____ HOME PHONE _____</p>	<p>EXAMPLE</p>
<p>ITEM: _____</p> <p>BRIEF DESCRIPTION: _____</p> <p>PRICE: _____ NAME _____ HOME PHONE _____</p>	
<p>ITEM: _____</p> <p>BRIEF DESCRIPTION: _____</p> <p>PRICE: _____ NAME _____ HOME PHONE _____</p>	
<p>ITEM: _____</p> <p>BRIEF DESCRIPTION: _____</p> <p>PRICE: _____ NAME _____ HOME PHONE _____</p>	
<p>ITEM: _____</p> <p>BRIEF DESCRIPTION: _____</p> <p>PRICE: _____ NAME _____ HOME PHONE _____</p>	
<p>ITEMS LISTED ABOVE ARE MY PERSONAL PROPERTY AND ARE NOT PART OF A COMMERCIAL BUSINESS.</p> <p>SIGNATURE: _____</p>	<p>APPROVAL: <small>(PAO office use only - do not fill in)</small></p>

Figure 1. Trading Post Ad

10 February 1992

FH Pam 360-6

The proponent of this pamphlet is the Public Affairs Office.

FOR THE COMMANDER:



STEPHEN J. BERTOCCHI
LTC, SC
DOIM

WILLIAM A. WEST
Brigadier General, GS
Chief of Staff

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IAW FH Form 1853, A
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