



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMWE-FHL-ZA

07 MAR 2011

MEMORANDUM FOR All USAG FHL Soldiers, Civilians, Employees, and Contract Employees

SUBJECT: FHL Policy #7 – Media-Related Activities at all U.S. Army Garrison Fort Hunter Liggett Sites

1. REFERENCE. AR 360-1, The Army Public Affairs Program, 5 Sep 00.
2. PURPOSE. To provide procedures for media-related activities occurring at all US Army Garrison (USAG) Sites.
3. APPLICABILITY. These procedures apply to all individuals planning media-related activities at activities at U.S. Army Garrison (USAG) Fort Hunter Liggett (FHL) Sites.
4. POLICY. It is the command's policy to provide accurate information to the media and the public on maximum disclosure, minimum delay basis. To accomplish this, all media and external inquiries involving USAG FHL, its activities, employees, and/or residents must be directed to the USAG FHL Public Affairs Office (PAO) for response. The Garrison Commander (or his appointed representative) and the PAO are the only official information release authority for the USAG FHL. This ensures the USAG FHL command responses accurately and with one voice, and that media representatives and community members are assisted properly and promptly.
5. PROCEDURES.
 - a. Base Operations Staff. The Public Affairs Officer advises the USAG Commander and leadership team on public affairs programs and activities as they relate to all base operations missions and functions. As a part of the Commander's Special Staff, the USAG FHL PAO has direct access to the commander or his appointed representative. The USAG FHL PAO is the link not just to media seeking information about the post, but also to various governments, business and civic groups and individuals with an interest in the USAG FHL or its mission. It is imperative the PAO be kept current on all BASOPS issues, activities and incidents that have potential media or community interest. The USAG FHL PAO can authorize all media-related activities at USAG FHL sites; however, media access to military areas, information release, and utilization of installation facilities is the USAG FHL Commander's and Installation Commander's prerogatives.

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(1) All BASOPS directors will ensure supervisors and on-call personnel contact the USAG FHL PAO immediately of incidents or events that have even the potential for attention by the media, local, state, federal government or the general public. During duty hours, call (831) 386-2690. After duty hours, call the Installations Operations Center at (831) 269-9137.

(2) The USAG FHL PAO is the action office authorized to approve media access to Fort Hunter Liggett. Media representatives' identification is verified by the USAG FHL PAO who then authorizes media representatives for installation access. Members of the USAG FHL PAO staff or a PAO-assigned designee will escort media representatives while on the installation.

(3) All calls from external media to base operations activities will be referred to the USAG FHL PAO. Information or announcements of any kind that need to be publicized through external media or organizations will be forwarded to the USAG FHL PAO for release, as appropriate.

(4) The USAG FHL PAO will inform installation law enforcement office of any media visits to facilitate access to installations. Media arriving at installation gates without prior notice will be stopped at the gate by law enforcement. Law enforcement will check credentials and identification paperwork prior to media representatives being cleared by the PAO and escorted by an authorized individual.

(5) The USAG FHL PAO will forward media and external inquiries about tenant organizations to the appropriate tenant organization if they have appropriate individuals and staff to handle the requests, however, each tenant must follow the procedures for tenant media-related activities.

(6) Media representatives may visit areas of the installation normally open to the public; however, they must be cleared for access and escorted by a USAG FHL PAO staff member, authorized tenant organization staff member, or individual(s) designated by the USAG FHL PAO as a media escort. The media will be informed that they are operating on federal property and will be subject to federal regulations and jurisdiction.

(7) Media representatives must wear a MEDIA badge during the duration of their visit to a USAG FHL installation or site.

(8) Media representatives will ask permission to record conversations or take photographs/video of individuals(s).

(9) Individuals or organizations requesting to conduct media activity at a USAG FHL installation or site must gain approval from the USAG FHL PAO based on their association and category. No media activity will be allowed without appropriate approval.

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(10) Military journalists will be afforded the same rights and privileges as civilian media representatives and follow guidelines as listed above, however, are not necessarily required to be escorted.

b. Tenant Activities.

(1) The USAG FHL PAO is the sole point of contact and release authority for information on all matters of common concern to the installations and tenants; information which the installation has primary interest, including information that might have a negative impact on the installation community, and which will likely cause media interest for the installation.

(2) Tenant activities that request public affairs support from the USAG FHL PAO via intra service or inter service support agreement will follow procedures outlines above for the base operations staff.

(3) Tenant units or visiting units that have their own public affairs office must notify the USAG FHL PAO of any invitation or planned visits by external media prior to the visit to ensure proper approval and authority. Additionally, these tenant units and visiting units must provide the USAG FHL PAO with a copy of any news releases prior to the news releases being sent to the media to ensure proper approval and authority. News releases must be cleared through the USAG FHL PAO, prior to being sent to the media. Once it is released to the media for publication it is too late to retract; therefore, the news releases must be approved and cleared first.}; this requirement can be met by contacting the USAG FHL PAO and providing a copy of the proposed release in electronic format by email to FHL-PAO@conus.army.mil for USAG Fort Hunter Liggett.

c. Individual Military Members and DoD Civilians. Military members, DoD civilians, and DoD contractors who are contacted while on a USAG FHL installation or site at any location by media requesting information should refer all such queries to the USAG FHL PAO, especially if the query is in regards to policy, procedures, programs of the DoD, U.S. Army, or USAG FHL. All such media queries must be directed to the USAG FHL PAO. If the query is in a general sense about an individual's participation in a community event or other such general query, then the individual is encouraged to use good judgment in responding to all such inquiries. If appropriate, individuals should answer questions based only on their specific official duties, and should not comment on issues or policies outside their scope of responsibility, or on issues or concerns that could define command policy. Queries should be referred to and then reported to a USAG FHL PAO. The intent of this guidance is not to limit individuals' voices as public citizens, it is to help ensure the media and general population has access to the most current and relevant information about government programs.

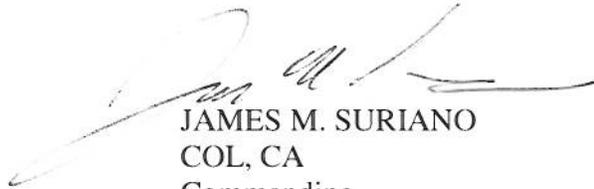
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d. Military family members. Family members are frequently approached by the media for information about the military or the local installation. The USAG FHL PAO is available to provide media guidance and assistance to family members upon request.

e. Authorized private organizations and contractor employees. Authorized private organizations and contractors who use USAG FHL facilities must receive approval from a USAG FHL PAO prior to inviting media (or even making a tentative invitation) onto the installation for any purpose. Any contractor or private organization who wishes to use information about or in reference to a USAG FHL installation, facility, or employee in any release or advertisement must first contact a USAG FHL PAO for approval.

6. PROPONENT. The USAG FHL Public Affairs Office is the proponent for this policy, and can be reached at (831) 368-2690 or by emailing FHL-PAO@conus.army.mil.



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Commanding