



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

REPLY TO
ATTENTION OF

IMHL-PA

23 JUL 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG FHL Policy #12-1 - Media-Related Activities at U.S. Army Garrison Fort Hunter Liggett

1. REFERENCE. AR 360-1, The Army Public Affairs Program.
2. PURPOSE. To provide guidance on media-related activities occurring at FHL.
3. APPLICABILITY. These procedures apply to all media-related activities related to Fort Hunter Liggett (FHL).
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 FHL, its activities, employees, and/or residents must be directed to the Public Affairs Officer (PAO) for response. The Garrison Commander (GC) (or his appointed representative) and the PAO are the only official information release authority for FHL. This ensures the FHL command responses accurately and with one voice, and that media representatives and community members are assisted properly and promptly.
5. PROCEDURES.
 - a. The FHL PAO is the sole point of contact and release authority for information on all matters of common concern to the installation 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.
 - b. All directors and tenant organizations will ensure their staff contacts the FHL PAO immediately of incidents or events that may receive potential media, local, state or federal government, or the general public's attention. The FHL PAO contact numbers are: Office (831) 386-2690, Mobile (831) 269-9137.
 - c. All directors will ensure their staff refers all media queries to the PAO. Information or announcements of any kind that need to be publicized through external media or organizations will be forwarded to the PAO for review and release, as appropriate.

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d. All tenant organizations will contact the FHL PAO as a courtesy and for the GC's situational awareness when media-related activities are planned. Tenants and visiting units must provide the FHL PAO an advanced copy of all news releases.

e. Military members, DoD Civilians, and DoD contractors who are contacted by media shall refer all queries to FHL PAO, especially if the query is in regards to policy, procedures, programs of the DoD, U.S. Army, or U.S. Army Garrison FHL. If the query is in a general sense about an individual's participation in a community event or other such general query, 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. These queries should be reported to the FHL PAO for historical documentation. The intent of this guidance is not to limit individuals' voices as public citizens, but to help ensure the media and general population has access to the most current and relevant information about government programs. Individual military members, DoD Civilians and DoD contractors may not at any time authorize media activities without approval from the PAO.

f. Military Family members are frequently approached by the media for information about the military or the local installation, and should, in general, follow the guidelines outlined in subparagraph 5.e. above. Family members will notify the PAO of any media requests for on-post media access and activities. Family members may not at any time authorize media activities without approval from the PAO.

6. PROPONENT. The PAO is the proponent for this policy. POC is the FHL Public Affairs Officer at (831) 386-2690.


JAN C. NORRIS
COL, SC
Commanding

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