



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU  
UNIT #15746  
APO AP 96218-5746

IMKO-ADZ

24 JAN 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #20 Interaction with External Media

1. This policy letter applies to the USAG Daegu Area IV Garrison Staff, Tenant and Mission Partner Units, individual Service Members, Civilian, Korean National Employees, Family Members, Authorized Private Organizations and Contractors.
2. The USAG Daegu Area IV Commander will provide accurate and timely information to the media and public as appropriate.
  - a. Members of the USAG Daegu Area IV Public Affairs Office (PAO) are the sole official spokespersons to external media for activities on USAG Daegu Area IV Installations. This assures prompt, accurate and appropriate responses to media requests, issued with a single voice.
  - b. External media refers to organizations external to the Department of Defense such as Army Times, Stars and Stripes, The New York Times, Yon hap News, Chosun Ilbo, AP, Reuters, MBC-TV, etc.
3. The Public Affairs Officer is the USAG Daegu Area IV Commander's link not only to media but to various government, business, civic groups, and individuals seeking information about USAG Daegu Area IV Installations, mission or tenant activities which take place on those installations. It is imperative that the PAO be kept current on all Garrison issues, activities and incidents as they occur in order to be able to advise the USAG Daegu Area IV Commander appropriately.
  - a. All USAG Daegu Area IV Directors will ensure supervisors and on-call personnel contact the PAO immediately should an event occur which might have even the slightest potential for media interest.
  - b. All calls from external media regarding Garrison activities will be referred to the PAO. Information or announcements of any kind which need to be publicized in external media will be forwarded to the PAO for release as appropriate.
4. Mission partner units that request support from the USAG Daegu PAO via support agreements will follow procedures outlined above for Garrison Staff. Mission partner units with their own PAO staff will notify the USAG Daegu Area IV PAO of any invitation or planned visit by external media prior to any such visit to a USAG Daegu Area IV Installation. Additionally,

IMKO-ADZ

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #20 Interaction with External Media

they will provide a courtesy copy of all releases to external media to the USAG Daegu Area IV PAO.

5. Service Members, Family Members, Department of Defense Civilian Employees, Korean Nationals, Contractor Employees, and Authorized Private Organizations may be approached by the media for information about the military and its installations. Factual answers, if based on official duties, can be given. Opinion comments can also be given; however, opinion comments must be identified as such. If official comments are sought, all queries should be referred and reported to the USAG Daegu Area IV PAO.

6. Private Organizations and Contractors that use USAG Daegu Area IV Installations must receive approval from the USAG Daegu Area IV PAO prior to inviting media onto any Area IV Installation.

7. The point of contact for this matter is the USAG Daegu Public Affairs Officer at (DSN) 768-8072.

  
KATHLEEN A. GAVLE  
COL, MI  
Commanding

DISTRIBUTION:

A