



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL**  
**18436 4TH STREET**  
**FORT A.P. HILL, VIRGINIA 22427-3114**

REPLY TO  
ATTENTION OF

IMPH-PA

8 February 2013

**MEMORANDUM FOR DISTRIBUTION**

**SUBJECT: Commander's Policy Letter #11 Media Relations**

1. Applicability. This policy letter applies to the Fort A.P. Hill garrison staff, tenants, military units and other agencies training on the installation, individual military and civilian employees, family members, authorized private organizations and contractors.
2. Proponent. The proponent of this policy letter is the Public Affairs Office (PAO) at (804) 633-8324/8120.
3. References:
  - a. AR 360-1, The Army Public Affairs Program, 25 May 2011.
  - b. DOD Directive 5230.9, Clearance of DOD Information for Public Release, 22 August 2008.
  - c. AR 530-1, Operations Security, 19 April 2007.
4. Policy. It is the policy of this installation to provide accurate information to the media and the public on a maximum disclosure, minimum delay basis.
  - a. The Public Affairs Officer advises the Garrison Commander on public affairs programs and activities as they relate to all base operations, missions and functions. The PAO assists the Fort A.P. Hill community as required and has direct access to the Commander. The PAO is the Commander's primary conduit of information to the media, government, business and civic groups, as well as individuals with an interest in Fort A.P. Hill and its mission. It is imperative that the PAO be kept current on all installation issues, activities and incidents as they occur.
  - b. Garrison Staff.
    - (1) All Garrison staff directors and office chiefs will ensure supervisors and subordinate

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personnel contact the PAO immediately in the event of incidents, events or issues that may generate interest by the media, local, state or federal government and the public. During duty hours, call (804) 633-8324 or 8120. After normal duty hours, notify Provost Marshal Office (PMO) Staff Duty at (804) 633-8888 or 8239. PMO will notify the on call Public Affairs representative.

(2) The PAO coordinates with the PMO to allow media access to the installation. The PAO will verify a media representative's credentials for access to the installation. The PAO or an appropriate representative must escort the media representative throughout his or her stay on the installation.

(3) All contacts from any media will be referred to the PAO. The PAO is the only office authorized to disseminate press releases and media advisories as well as news and information in response to media queries or public requests for information. In the absence of the PAO, the Garrison Commander will designate the release authority for the command.

c. Tenant activities.

(1) The Fort A.P. Hill PAO is the only office authorized to release information regarding the installation and for information that may impact the installation community, or which will likely generate media interest. Tenant activities may request public affairs support via intra service or inter service support agreements. PAO will support as time, personnel and situation permits.

(2) Tenant organizations are primarily responsible for their own PAO needs, to include command information, media relations and community relations activities specific to their organization. Tenant organizations that have their own public affairs representative must coordinate any invitation or planned visit by external media with the Fort A.P. Hill PAO before the visit. At a minimum, tenants must provide the Installation PAO with a list of all media representatives visiting and the nature and duration of their stay. Following the visit, a courtesy copy of all news articles published by the media must be provided to the Fort A.P. Hill PAO for the installation's historical record and review.

(3) Throughout the media's stay on the installation, the tenant organization must escort media representatives at all times from the moment of arrival at the gate until their departure.

(4) Tenant organizations will ensure that any non-government media representative completes a Hold Harmless Agreement. A copy is attached to this letter and is also available through the Fort A.P. Hill Public Affairs Office. At no time will a media representative be allowed on installation ranges and facilities without a signed agreement provided to the Installation PAO.

d. Military Units or Other Agencies Training on Fort A.P. Hill: The installation PAO will provide public affairs support to military units or other agencies training here as time, personnel

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and resources permit (See above noted requirements for tenant organizations). Organizations desiring media support should contact the PAO as soon as possible before their arrival.

e. Individual Military Members, DOD Civilians and Family Members.

(1) Individuals who are contacted by the media while on the installation during regular duty hours should refer them to the Fort A.P. Hill Public Affairs Office. It is not this organization's policy to restrict an individual's right to free speech, but to provide media guidance and assistance where needed.

(2) Individuals contacted by the media during other than normal duty hours should use common sense and good judgment in responding to media queries and remember that you always have a right to decline an interview or to refuse comment.

(3) Regardless of when contacted, individuals who agree to speak with the media should only answer questions based on their official duties and not comment on issues or policies outside their scope of responsibility. Be warned that there are no "OFF THE RECORD" comments when speaking with the media.

(4) Authorized private organizations and contract employees: Individuals in this category must seek approval from the Fort A.P. Hill Public Affairs Office prior to inviting media on the installation for any purpose. Individuals wishing to speak with the media for an interview or comment are bound by the same rules of engagement as stated above.

5. For more information on media access, contact the Fort A.P. Hill Public Affairs Officer at (804) 633-8324 or 8120.

Enclosure  
Liability Statement

PETER E. DARGLE  
LTC, AR  
Commanding