



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE, VA 23801-1720

REPLY TO
ATTENTION OF

IMLE-ZA

FORT LEE POLICY NO: 02-13

JAN 8 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Controlled Distribution of Off-Post Publications

1. References:

- a. Army Regulation 360-1, The Army Public Affairs Program, 25 May 2011

2. Purpose. Garrison Public Affairs Office (PAO) is establishing a policy for controlled distribution of off-post news and informational publications on the installation. The policy only applies to free publications; not subscription-based products or those available for purchase at outdoor newsstands.

3. Policy:

- a. Off-post media products will not be distributed on Fort Lee without review and approval by the Garrison PAO. This applies to all free, non-subscription news and informational media. Examples include community news publications, real estate and car-buying magazines, and targeted media products (i.e. travel, cultural and lifestyle-specific products). Approval for distribution will be based on the following factors:

- Information value for the community at large.
- Compliance with the AR 360-1 guidelines concerning advertising and news content that "protects good order and discipline" within the Army community.

- b. An instruction letter will be provided to each publisher who receives approval to distribute a media product on Fort Lee. It will include information about the Army's prohibited advertising practices as well as other guidelines for editorial content. This information is key to maintaining Fort Lee's approval for distribution of publications on the installation.

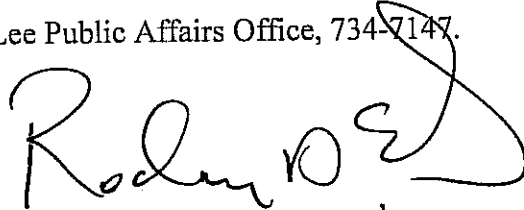
- c. Approved publications will only be distributed in an area (or areas) specified by the PAO. This requirement ensures equal visibility for all publications on display and supports the installation's appearance and force protection requirements. The current distribution area is located between the Fort Lee Commissary and Post Exchange. Publications will be displayed in outdoor newspaper stands that include a door to maintain appearance standards. It is the publisher's responsibility to service the stands regularly. Stands that are consistently empty, dirty or disorganized will be removed.

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d. All newsstands other than those used for the Fort Lee Traveller must be removed from administrative buildings on post by the newsstand owner. The Military Newspapers of Virginia distribution person will place the Newspaper Delivery Notice on the stand to make the owner aware of the Fort Lee Distribution Policy and allow the property to be removed in the specified timeframe.

4. Proponent for this policy is the USAG Fort Lee Public Affairs Office, 734-7147.



RODNEY D. EDGE
COL, LG
Garrison Commander

Encls

1. Publisher Instruction Letter
2. Newspaper Delivery Notice

DISTRIBUTION:
LEEKEY