



HEADQUARTERS, CAMP ATTERBURY
Joint Maneuver Training Center
Edinburgh, Indiana 46124-0500



Frequently Asked Questions: Public Affairs Support

***NOTE:** The following questions and answers pertain to a broad audience within our Camp Atterbury-Muscatatuck military and civilian communities. These FAQs are designed to easily provide quick information regarding the public affairs operations and how we can best serve our customers.*

1Q: I would like PA coverage of an upcoming event, exercise, training session, ceremony, etc.

1A: Send all requests for public affairs support or coverage to the Atterbury-Muscatatuck PAO through below contact information (email preferred method):

Atterbury-Muscatatuck Public Affairs Office
ATTN: PAO, Welcome Center
P.O. Box 5000
Edinburgh, IN 46124-5000
Front Office: (812) 526-1433
Email: ng.in.inarng.list.cajmtc-pao@mail.mil

- Be sure to include the 5Ws (Who, What, When, Where, Why and any special circumstances or information relevant to the mission. Also include a primary and alternate point of contact and information for the activity).

2Q: I would like to invite media to an event or to cover training with my unit. How do I go about doing this?

2A: Send all requests for media to the Atterbury-Muscatatuck Public Affairs office via phone or email. Garrison PAO staff will assist in providing escorting and coverage of events through an agreement set up between tenant unit Training Support Brigades and the First U.S. Army, Division East PAO. All coordination for media or any form of video or photography production will be coordinated through the Garrison PAO.

3Q: I would like a video made for use in my directorate.

3A: Camp Atterbury-Muscatatuck does not have a Visual Information section. All requests for VI and/or TASSC products will be reviewed by the Director of Information Management and Public Affairs Office for consideration. Send initial requests to the Atterbury-Muscatatuck PAO for appropriate coordination and approval.

4Q: I need a brochure, flyer, program or poster created for an upcoming installation, unit, or public event.

4A: The Atterbury-Muscatatuck PAO can assist in producing these types of products, as needed. Send all requests to the contact listed above in paragraph A1 to include suspense, 5Ws and request criteria.

5Q: I am in need of a Distinguished Visitor (DV) escort.

5A: The Camp Atterbury-Muscatatuck Protocol Office is responsible for coordination of all VIPs, DVs and Persons of Interest (PoI) visiting the base in conjunction with tenant unit Joint Visitor Bureaus and higher headquarters. Contact the Camp Atterbury-Muscatatuck Protocol office, 812-526-1276 or 812-526-1343. The Protocol team will request PAO support to specific events or visits as required.

6Q: I would like to update information from the Camp Atterbury public website or become a content manager for my directorate's content on the Camp Atterbury public website.

6A: Directorate or section supervisors must request authorization for new content managers to gain access the Camp Atterbury Website for the purpose of updating specific web links. Those individuals will require Information Assurance and Content Management Training prior to final approval and the right to use is granted. Contact the Atterbury-Muscatatuck webmaster via the Atterbury-Muscatatuck PAO.

7Q: I need DA photos or a passport photo taken.

7A: The Indiana Regional Training Institute (RTI) located at the Headquarters for 138th Regiment (Combat Arms), Building 5 on Camp Atterbury can produce DA Photos for service-members. For more information or to schedule an appointment you can contact 812-526-1499, x1611. The Indiana Joint Forces Headquarters, Personnel Office located at Fort Benjamin Harrison also provides DA Photo and passport support to service-members. Contact the Personnel Service Section by calling toll-free at 800-237-2850, x7052.

8Q: I need photographs and/or videos that are products of the PAO printed out or burned to disc for my directorate/unit.

8A: All PAO products are property of the U.S. Government through the Department of Defense and are NOT copyrighted material. Officially released photos or products can be provided to requesting entities as long as they are approved by the Garrison PAO or the Garrison Commander's designated authority. There is no charge or fee to reproduce previously released material produced by the garrison PAO depending on the request specifics. However, if the reprinted material requires outsourcing due to amount needed and/or time allotted to complete, then a fee may be assessed or the task to complete becomes the responsibility of the requesting party. A single copy of the approved products can also be given to requestors.

9Q: I need photographs and/or videos that are not products of the PAO printed out or burned to disc for my directorate.

9A: There is no print shop available on Camp Atterbury-Muscatatuck proper. Reproduction of printed or produced material not published by garrison PAO is the responsibility of the requestor to outsource if possible. Garrison PAO can assist in

copying or reproduction of products on a case by case basis. The Indiana Joint Forces Headquarters, J6-Information Services (Print Shop) provides off-site printing, copying or reproduction support. Contact the garrison Help Desk at 812-526-1608 for assistance.

10Q: I recently attended/ hosted an installation event or was the subject of released public affairs materials. How do I get the photos from that release?

10A: (Same as 8Q&A) - All PAO products are property of the U.S. Government through the Department of Defense and are NOT copyrighted material. Officially released photos or products can be provided to requesting entities as long as they are approved by the Garrison PAO or the Garrison Commander's designated authority. There is no charge or fee to reproduce previously released material produced by the garrison PAO depending on the request specifics. However, if the reprinted material requires outsourcing due to amount needed and/or time allotted to complete, then a fee may be assessed or the task to complete becomes the responsibility of the requesting party. A single copy of the approved products can also be given to requestors.

11Q: How to I schedule or tour of Camp Atterbury for members of the community or request military support for an event?

11A: It's as easy as 1-2-3. Click on the attached link to find more information regarding the Camp Atterbury tour schedule and procedures, as well as how to request other military support. Web-link:

<http://www.campatterbury.in.ng.mil/PublicAffairs/CommunityEngagement/tabid/772/Default.aspx>