



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
PUBLIC AFFAIRS OFFICE FORT A.P. HILL  
P.O. BOX 1039  
BOWLING GREEN, VIRGINIA 22427-1039

IMPH-PA

2 December 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum AR 360-1 Media Relations

1. **Applicability.** This policy letter applies to the Fort A.P. Hill garrison staff, tenants, military units and other agencies 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, dated 25 May 2011.
  - b. DOD Directive 5230.9, Clearance of DOD Information for Public Release, dated 22 August 2008.
  - c. AR 530-1, Operations Security, dated 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 is the principal adviser to the Garrison Commander on all public affairs programs and activities as they relate to installation operations, missions and functions. The PAO is the 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 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 as well as the public in general. During duty hours, call (804) 633-8324/8120. After hours, notify the Provost Marshall Office (PMO) Staff Duty at (804) 633-8888. The PMO will notify the on-call PA representative.

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(2) The PAO coordinates with the PMO to allow media access to the installation, but only after first verifying their media credentials. Once on the installation, the PAO or a designated representative assumes responsibility for their safety and must escort them throughout the duration of their stay on the installation.

(3) The PAO is the authorized spokesman for the command to disseminate press releases and media advisories. As such, any and all contacts from the media will be referred to the PAO. 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 the intra-service or inter-service support agreements. However such support is limited and will be provided as time, personnel and situation permits.

(2) Tenant organizations are responsible for their own PA needs, to include command information, media relations and community relations activities specific to their organization. Tenant organizations that have their own organic PA assets must still coordinate any invitation or planned visit by external media with the Fort A.P. Hill PAO prior to the media's arrival. 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. This is necessary to ensure coordination with the PMO for the media's access to the installation. Per the tenant support agreement, 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 assumes full responsibility for the safety of the media representatives and must escort them throughout the length of their stay.

(4) Tenant organizations will ensure that any non-government media representative completes a Hold Harmless Agreement (See Enclosure). A copy of the form is 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 and resources permit. Organizations desiring

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media support should contact the PAO as soon as possible before their arrival onto the installation.

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 installation PAO. It is not this command'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 to the media.

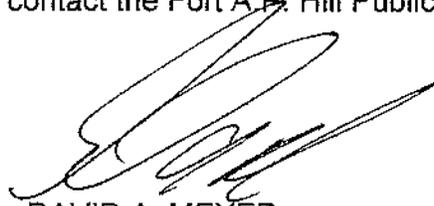
(4) Authorized private organizations and contract employees.

(a) Individuals in this category must seek approval from the Fort A.P. Hill PAO prior to inviting media on the installation for any purpose.

(b) Individuals wishing to speak with the media for an interview or comment are bound by the same rules or engagement as stated above.

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

Enclosure  
Hold Harmless Statement



DAVID A. MEYER  
LTC, AR  
Commanding

## Liability Statement

I, \_\_\_\_\_, hold Fort A.P. Hill, the U.S. Army, the Department of Defense and its agents and employees harmless from liability for any injury suffered by myself, my employer, my agents or employees during the training exercise being conducted on \_\_\_\_\_, except for those injuries caused by the reckless or wanton conduct of employees of the U.S. Army.

I, \_\_\_\_\_ also hold Fort A.P. Hill, the U.S. Army, the Department of Defense and its agents and employees harmless for any damage to any equipment or materials used or owned by myself, my employer, my agents or employees, except for those damages caused by the reckless or wanton conduct of employees of Fort A.P. Hill. Any damages to property, personal or otherwise, caused by myself, my employer, my agents or employees shall be the responsibility of my employer, agents, my employees, or myself both jointly and severally. My appearance at this event creates no contractual or agency relationship between myself, my employer, my agents or employees and Fort A.P. Hill, the U.S. Army, the Department of Defense or its agents and employees

\_\_\_\_\_  
Media Representative/Range Visitor

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Witness

\_\_\_\_\_  
DATE