



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
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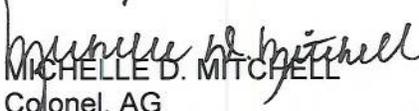
IMBV-PAO

26 June 2014

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum #51, Command Information

1. REFERENCE: AR 360-1 (The Army Public Affairs Program), 25 May 2011.
2. PURPOSE. To provide guidance on cooperation with the Public Affairs Office (PAO) in order to tell the Garrison, Installation Management Command and Army stories.
3. APPLICABILITY. This policy applies to all garrison staff.
4. POLICY. The garrison PAO is my executive agency for providing command information to the various publics we are here to serve. As such, I require each director to make resources available to the PAO in keeping with the principles of Operations Security and other appropriate considerations. In the event of doubt regarding release of information, I expect cooperation from subject matter experts and reserve the right to embargo resulting materials if necessary.
5. PROCEDURES.
 - a. The garrison PAO will develop command information plans in support of the garrison strategic objectives. Those plans will be supported by products for all manner of media at the garrison's disposal to include the Belvoir Eagle, webpage, telephone hotline, emergency alert radio and social media.
 - b. When directors of other functions identify items of interest or need to the Belvoir community, I expect them to coordinate with PAO for the appropriate coverage. Direct all requests to the Chief, Command Information Branch, (703) 805-2402.
 - c. Directors are allowed and encouraged to coordinate directly with PAO. For official taskings or inclusion in operations orders, coordinate with Directorate of Plans, Training, Mobilization and Security as appropriate.
6. PROPONENT. The proponent for this policy is the Public Affairs Office at (703) 805-5001 or (703) 805-2402.


MICHELLE D. MITCHELL
Colonel, AG
Commanding

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