



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
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FORT BELVOIR, VIRGINIA 22060-5928

IMBV-PAO

26 June 2014

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #52, Media on the Installation

1. REFERENCE: AR 360-1 (The Army Public Affairs Program), 25 May 2011.
2. PURPOSE. To provide guidance for the planning and execution of visits to Fort Belvoir by members of the media, to include all external civilian commercial media and internal military media seeking to conduct interviews and record audio-visual material on the installation.
3. APPLICABILITY. This policy outlines procedures that apply to all military personnel, federal employees, and contractors assigned, attached to or doing business on the installation.
4. POLICY. Fort Belvoir is a non-public news gathering forum and as such, all civilian media must have approval and an escort prior to entering the post. The Fort Belvoir Public Affairs Office (PAO) typically makes arrangements to meet civilian media upon their arrival for events or interviews. Media interested in covering activities on Fort Belvoir should contact the PAO at (703) 805-5001 to arrange for an escort and to obtain detailed information regarding upcoming media opportunities.
5. PROCEDURES.
 - a. All news media representatives covering events on Fort Belvoir must be escorted by a Public Affairs Officer or authorized Commander's representative. Direct all requests to Chief, Command Information Branch. Due to the limited number of PAO staff members available to provide escort, media are asked to request escort support as far in advance as possible. The direct number for coordination is (703) 805-2402.
 - b. Partner organizations at Fort Belvoir which maintain organic public affairs support, either co-located or remote, will coordinate media access through the Garrison PAO in the same manner as described above. Partner organizations will provide media escorts in accordance with these ground rules.
 - c. Members of the news media who have a personal affiliation with the military (Reserve Component status, Retiree, or Family member) are also instructed to call the PAO at the numbers above for escort when on post for an interview or to cover an event.
 - d. Media requesting interviews with Family members or private organizations at Fort Belvoir must make requests through the PAO if the interview is to take place on post.
 - e. Residents of The Villages at Fort Belvoir will advise the sponsor's chain of command and PAO when inviting media to their homes for interviews. The sponsor's chain of command and

"LEADERS IN EXCELLENCE"

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PAO will coordinate media access with the Garrison PAO. Private organizations operating at Fort Belvoir will advise their sponsoring agency's chain of command and PAO or the Garrison PAO as appropriate.

f. Media representatives requesting access to the post must provide the following to the Garrison PAO:

- (1) Name of the media outlet;
- (2) Names and duties of media representatives assigned for coverage (reporter, photographer, producer, etc.); and
- (3) Mobile telephone number and e-mail address of lead representative assigned to arrive at Fort Belvoir.

g. The following categories of information are not releasable since their publication or broadcast could jeopardize operations and endanger lives:

- (1) Information regarding security precautions, details of rules of engagement, or force protection at military installations; and
- (2) Photography that shows level of security at military installations, especially aerial and satellite photography that reveals the name or specific location of military units or installations.

h. PAO will advise the Garrison Commander and appropriate staff as soon as possible of media intent to enter the installation.

i. The Fort Belvoir PAO maintains liaison with the PAOs of Mission Partners on the installation, and will refer queries about partner activities to the appropriate PAO. Where a partner does not have a PAO on staff, the Fort Belvoir PAO will assist and advise where appropriate, to include providing media training when necessary.

6. PROPONENT. The proponent for this policy is the Public Affairs Office. For questions, concerns or additional information concerning media coverage at Fort Belvoir, please call (703) 805-5001 or (703) 805-2402.


MICHELLE D. MITCHELL
Colonel, AG
Commanding