



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR  
9820 FLAGLER ROAD, SUITE 213  
FORT BELVOIR, VIRGINIA 22060-5928

IMBV-PAO

2 October 2014

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #54, Video and Photo Crews

1. REFERENCE: AR 360-1 (The Army Public Affairs Program), 25 May 2011.
2. PURPOSE. To provide guidance on use of Fort Belvoir as a video or still image acquisition location for Defense Activities.
3. APPLICABILITY. This policy applies to all Defense Activities contracting video production or photography services to be conducted at Fort Belvoir.
4. POLICY. The Garrison PAO is the executive agency that facilitates and supports contracted video production or photography services using Fort Belvoir as a venue . Each activity requesting such support will provide a government representative to accompany any contracted production crew while on location. This representative will also be responsible for coordination with non-Garrison entities located at Fort Belvoir.
5. PROCEDURES.
  - a. The Garrison PAO will review requests from Defense Activities desiring to acquire video footage or still images at Fort Belvoir. Requests must provide contact information of the government representative assigned to accompany contractors. Direct all requests to the Chief, Command Information Branch, (703) 805-2402.
  - b. The Garrison PAO will assist Defense Activities with locating contact information for other Belvoir entities which may assist with shooting locations or on-camera talent.
  - c. Defense Activities 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. For questions, concerns or additional information concerning video acquisition, please call (703) 805-5001 or (703) 805-2402.

  
MICHELLE D. MITCHELL  
Colonel, AG  
Commanding

**“LEADERS IN EXCELLENCE”**