



**DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
3312 A AVENUE, SUITE 208  
FORT LEE, VA 23801-1720**

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**AUG 25 2020**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Controlled Distribution of Off-Post Publications**

**1. References:**

- a. Army Regulation 360-1, The Army Public Affairs Program, 25 May 2011
- b. Army Regulation 600-20, Army Command Policy, 24 July 2020

**2. Purpose.** Garrison Public Affairs Office (PAO) has established this policy for controlled distribution of off-post news and informational publications on the installation. The policy only applies to free publications; not subscription-based products or those available for purchase at outdoor newsstands.

**3. Policy:**

a. Off-post media products will not be distributed on Fort Lee without review and approval by the Garrison PAO. This applies to all free, non-subscription news and informational media. Examples include community news publications, real estate and car-buying magazines, and targeted media products (i.e. travel, cultural and lifestyle-specific products). Approval for distribution will be based on the following factors:

(1) Information value for the community at large.

(2) Compliance with the AR 360-1 guidelines concerning advertising and news content that "protects good order and discipline" within the Army community.

b. An instruction letter will be provided to each publisher who receives approval to distribute a media product on Fort Lee. It will include information about the Army's prohibited advertising practices as well as other guidelines for editorial content. This information is key to maintaining Fort Lee's approval for distribution of publications on the installation.

c. Approved publications will only be distributed in areas specified by the PAO. This requirement ensures equal visibility for all publications on display and supports the installation's appearance and force protection requirements. The current distribution area is located between the Fort Lee Commissary and Post Exchange. Publications will be displayed in outdoor newspaper stands that include a door to maintain

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appearance standards. It is the publisher's responsibility to service the stands regularly. Stands that are consistently empty, dirty or disorganized will be removed.

d. All newsstands other than those used for the Fort Lee Traveller must be removed from administrative buildings on post by the newsstand owner. The post newspaper's contracted distribution representative will place a Newspaper Delivery Notice on any unauthorized stand to make the owner aware of the Fort Lee Distribution Policy and allow the property to be removed in the specified timeframe.

4. Proponent for this policy is the USAG Fort Lee Public Affairs Office, (804) 734-7147.

Encls

1. Publisher Instruction Letter
2. Newspaper Delivery Notice



KARIN L. WATSON  
COL, MP  
Commanding

DISTRIBUTION:  
LEEKEY