



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

AMIM-KNG-PA (600-1b)

MAR 14 2022

MEMORANDUM FOR

Commanders, Fort Knox Partners in Excellence
Commanders, All Units Reporting Directly to this Headquarters Directors and Chiefs,
Staff Offices, Departments, this Headquarters

SUBJECT: Policy Letter 7-1 - Installation Support to Area Community Relations Events

1. References.

- a. DoD Directive 5410.19, Community Outreach Activity, 28 Sep 2021
- b. Army Regulation 360-1, The Army Public Affairs Program, 9 Oct 2020
- c. Army Chief of Public Affairs CY 2021 Community Outreach Guidance, 16 Dec 2020

2. Purpose. To outline the procedures by which requests and opportunities for Fort Knox participation in area community relations events are reviewed, coordinated and supported.

3. Administration. The Fort Knox Public Affairs Office (PAO) is the principal source for receiving and processing installation community relations support requests from off-post communities. Support requests initially received by other on-post units/organizations should be rerouted to Fort Knox PAO for appropriate processing and to ensure continuity, awareness, equal consideration, and elimination of duplication of services. Enclosure 1 is a diagram that shows the general process.

4. Unit/organization Alignments with Off-post Communities.

a. Enclosure 2 is a chart that shows which on-post units/organizations will first be considered to support community relations events occurring in aligned communities.

b. A Fort Knox unit/organization may be considered to support a community relations event in a community aligned with another on-post unit/organization in order to best meet the request (for example, 19th Engineer Battalion is the only on-post unit with the specific vehicle that Elizabethtown - which is partnered with HRC - has requested).

5. Community Relations Support Outside of Aligned Off-post Communities.

a. Equal consideration is given to supporting community relations events outside of the aligned communities but within the Local Commuting Area (LCA is defined in a separate Fort Knox policy letter). Fort Knox on-post Soldier populations and number of community relations events already supported - combined with the type of desired role/request - are factors in determining who is considered to provide support.

b. Community relations events outside the Local Commuting Area but within a 155-mile radius of Fort Knox are considered when 1) one or more of the below listed circumstances applies, 2) personnel and equipment will be able to return by 2200 the same day (unless an agreement approved by the Fort Knox Office of the Staff Judge Advocate (OSJA) allows for the event sponsor to pay the standard Military Services Allowances for quarters, meals, etc.), and 3) approval is obtained by the Fort Knox Senior Commander (SC) or his/her designee.

(1) National-level event.

(2) Regionally, nationally or internationally televised event.

(3) Event otherwise deemed a high payoff event by the Fort Knox SC, his/her designee, or the Department of the Army.

6. Responsibilities.

a. Fort Knox PAO.

(1) Provide requesters the appropriate forms to complete (for example, DD Form 2535-Request for Military Aerial Support, DD Form 2536-Request for Armed Forces Participation in Public Events) and to submit back to Fort Knox PAO.

(2) Only requests received by Fort Knox PAO at least six weeks in advance of the event are considered for tasking (as opposed to the 30 days advance notice stated on DD Form 2536) in order to align with mission partners' six week out training schedule lock-in. An exception issued by the SC, USACC Deputy Chief of Staff (DCS) G3 or his/her designee is required to support events less than 6 weeks away.

(3) Screen requests within one business day of receipt against the criteria outlined in DoDD 5410.19 (Community Outreach Activity), AR 360-1 (The Army Public Affairs Program) and the Army Chief of Public Affairs CY 2021 Community Outreach Plan Guidance.

AMIM-KNG-PA

SUBJECT: Policy Memorandum 7-1 - Installation Support to Area Community Relations Events

(4) Submit all requests deemed by Fort Knox PAO acceptable and appropriate to support to the OSJA within one business day of receipt for a legal review. Submissions should include all forms the requester is required to complete as well as other information needed by OSJA to conduct a full review.

(5) Create and submit staff actions to the USACC & Fort Knox Central Tasking Office (CTO) within one business day of receipt of legal reviews approving support of the requested events. Requests submitted to Fort Knox PAO less than six weeks from the event still undergo the same process except the tasking authority will only ask on-post units/organizations to provide support. Exception to this policy can only be approved by the SC, DCS/G3 or his/her designee.

(6) Notify requesters immediately if requests cannot be supported (for example, PAO or legal disapproval, or no on-post units/organizations able to support due to competing mission requirements) and provide the reason(s).

(7) Correspond with on-post units/organizations scheduled to support area community relations events in a timely manner to support coordination of the events, answer questions and establish introductions with event organizers.

(8) Maintain a tracker that lists the time, date, location and nature of area community relations support being provided by on-post units/organizations. Enclosure 3 lists annual recurring community event requests for support. Enclosure 3 will not have all events that will require support in a given year.

(9) Provide justification to the USACC DCS/G3 or Garrison Commander, as necessary, on why requests should or should not be supported, to include when an on-post unit/organization tasked to support an event submits a RECLAMA.

(10) Receive and coordinate area primary and secondary schools' requests when the Partnership in Education (PIE)-aligned units/organizations do not have the capability to provide what is being requested, or if the requesting schools are not part of the Fort Knox PIE. (Note: PIE is a separate program managed by the school liaison officer.)

b. Fort Knox Office of the Staff Judge Advocate. Provide a written legal review/opinion to Fort Knox PAO on all community relations support requests within two business days of receipt.

c. USACC & Fort Knox Central Tasking Office.

AMIM-KNG-PA

SUBJECT: Policy Memorandum 7-1 - Installation Support to Area Community Relations Events

(1) Review Fort Knox PAO Staff Actions submitted to the office, publish orders and task on-post units/organizations to support approved community relations event requests within two business days of receipt. In cases where the event is less than six weeks away and an exception authorizing support has been issued by the USACC DCS/G3 or his/her designee or the SC, on-post units/organizations may be tasked to support.

(2) Provide tasked units/organizations with contact information for the Fort Knox public affairs specialist facilitating the event request.

(3) The USACC DCS/G3 will review RECLAMAs submitted by on-post units/organizations within two business days of receipt, notify Fort Knox PAO concerning potential support considerations and make a determination to approve or deny the RECLAMA. The USACC & Fort Knox CTO will notify the unit of the decision within one business day. Disapproved RECLAMAs may be appealed to the USACC Chief of Staff (CoS).

(4) Within two business days of receipt of an approved RECLAMA, task another on-post unit/organization to support the community relations event. Fort Knox unit/organization on-post Soldier population and number of community relations events already supported - combined with the type of desired role/request - are factors in determining which other units/organizations are considered to provide support.

d. On-post units/organizations.

(1) Acknowledge the task or request in an email reply to the order issuing authority (USACC & Fort Knox CTO) within three business days of receipt.

(2) Immediately contact Fort Knox PAO for further coordination.

(3) On-post unit and organizational organic PAO assets may be required to provide public affairs support based on the nature and scope of the events. Tasks and requests from the CTO will specify whether such support is needed or recommended.

(4) Higher-headquarters elements tasked or asked by the CTO to support an area community relations event may delegate the requirement to their subordinate on-post elements.

(5) On-post units/organizations may still carry out their own community outreach initiatives - regardless of alignment or location - that are specific to advancing and promoting their unique missions (for example, USACC may partner with a university or other non-federal entity); however, Fort Knox PAO must be notified in advance of such

AMIM-KNG-PA

SUBJECT: Policy Memorandum 7-1 - Installation Support to Area Community Relations Events


planned activities occurring within the Fort Knox Local Commuting Area for awareness. On-post units/organizations should also first seek legal reviews from their servicing SJA.

(6) RECLAMAs will be submitted to the TASKORD issuing authority by the suspense date designated in the tasking or the unit/organization assumes responsibility for the tasking. RECLAMAs must be submitted in writing and signed by the senior operations officer or unit commander. Enclosure 4 is the example format for submitting RECLAMAs. RECLAMA memorandums must include a troop to task as an enclosure. If a RECLAMA is disapproved, units/organization may appeal through the USACC CoS as indicated in Enclosure 1 within two business days of disapproval notification.

(7) Point of contact is the Community Relations Officer, Fort Knox PAO, ATTN: AMIM-KNG-PA, at 502 624-0150 or usarmy.knox.imcom-atlantic.mbx.pao@army.mil.

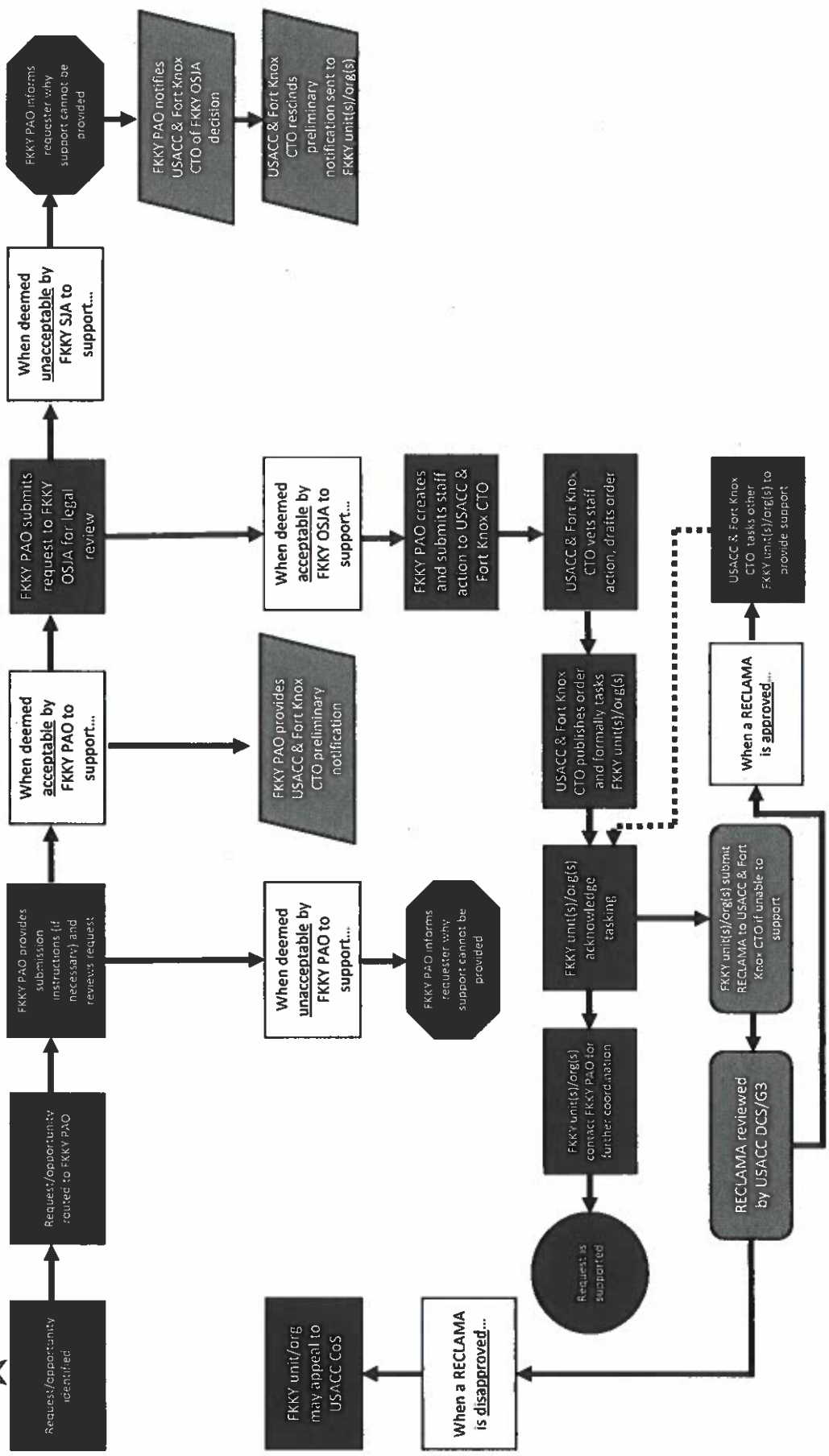
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1. Staffing Process
2. Off-post Community Alignments
3. Annual Recurring Events List
4. Reclama Example


JOHNNY K. DAVIS
Major General, USA
Commanding

Enclosure 1 to Policy Memorandum 7-1 General Community Relations Event Requests Staffing and Coordination Process

START HERE ☆



Enclosure 2 to Policy Memorandum 7-1

Off-Post Community Alignments

Off-Post Communities	Fort Knox Units/Organizations
Bullitt County	First U.S. Army Division East
Elizabethtown	U.S. Army Human Resources Command
Louisville	U.S. Army Recruiting Command and V Corps
Meade County	1st Theater Sustainment Command
Radcliff	U.S. Army Cadet Command and 19th Engineer Battalion
Vine Grove, West Point, Rineyville and Muldraugh	U.S. Army Reserve Organizations (84th Training Command , U.S. Army Reserve Aviation Command, 100th Training Division, 83d AARTC, Army Reserve Careers Group)

Enclosure 3 to Policy Memorandum 7-1

Annual Recurring Events List

COMMUNITY	MONTH	ANNUAL EVENT (likely to involve Fort Knox military participation.)
Brandenburg	January	Meade County Leadership Group Visit to Fort Knox
Elizabethtown	March	Central Hardin High School Fort Knox Day
Shepherdsville	March	Kidsfest
Lexington	April	Keeneland Thoroughbred Race Course Military Appreciation Day
Vine Grove	April	Vine Grove Mayberry Days Festival
Elizabethtown	April	Youth Leadership Hardin County
Elizabethtown	April	Leadership Hardin County Visit to Fort Knox
Louisville	April	Pegasus Parade
Louisville	April	Thunder over Louisville
Louisville	May	Louisville Bats Military Appreciation Game
Radcliff	May	Hooray For Heroes
Louisville	May	Louisville Armed Forces Dinner
Louisville	May	Kentucky Derby
Elizabethtown	August	Hardin County Heartland Parade and Festival
Louisville	August	Kentucky State Fair
Lexington	September	University of Kentucky Heroes Day Football Game
Louisville	September	Middletown Family Fun Days Parade
West Point	September	West Point River Days
Rineyville	September	Rineyville Days Parade
Shepherdsville	September	Bullitt County Patriot Day Ceremony
Vine Grove	September	Vine Grove Autumn Daze Parade and Festival
Hodgenville	October	Lincoln Days Celebration
Lebanon Junction	October	Lebanon Junction Old Fashioned Days Parade and Festival
Patriot Games	October	Boy Scouts (Occurs every other year on Fort Knox.)
Louisville	November	Louisville Veterans Day Parade
Bullitt County	November	Roby Elementary School Veterans Day Ceremony
Payneville	November	Payneville Elementary School Veterans Day Ceremony
Elizabethtown	November	Christmas in the Park
Hodgenville	November	Hodgenville Veterans Day Parade
Louisville	November	University of Louisville Military Appreciation Day Football Game
Vine Grove	November	Hardin County Veterans Day Parade
Radcliff	November	Kentucky Veterans Cemetery Central Veterans Day Tribute
Elizabethtown	November	Ceremony at Veterans Tribute
Irvington	November	Irvington Holiday Parade
Addison	November	Holt Home Wreath Laying (SJA)



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

EXAMPLE

ATCC-TOC

8 February 2022

MEMORANDUM FOR US Army Cadet Command, DCS G3, 1st Cavalry Regiment
Road, Fort Knox, KY 40121-5123

SUBJECT: USACC HHD RECLAMA to Fort Knox OPOD 21-22 –Salute to the Nation
Ceremony

1. USACC HHD respectfully requests to be relieved of the requirement to provide five enlisted Soldiers (E1-E7) to serve as a color guard for the Radcliff Veterans Day Ceremony on 06 NOV 21.
2. USACC HHD currently does not have any Soldiers assigned in the grades of E1-E3. USACC HHD has twenty Soldiers in grades E4-E7 assigned on Fort Knox. On the date of the ceremony sixteen of them will be supporting other taskings/critical operations. Three of them have a medical profile which prevents them from marching and is valid through the date of the ceremony. One is on emergency leave which is expected to last through the date of the ceremony. See enclosed troop to task for individual Soldier accounting.
4. Diverting any of the sixteen Soldiers who are supporting other taskings/critical operations will jeopardize the success of those operations.
4. POC for this action is the undersigned at (502) 624-5555, john.s.doe.mil@army.mil.

1 Encl – Troop to Task

JOHN S. DOE
CPT, IN
Commanding

Enclosure 4 to Policy Memorandum 7-1

