



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND AND FORT KNOX  
1307 THIRD AVENUE  
FORT KNOX, KENTUCKY 40121-2725

RCCG

23 August 2023

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: Fort Knox Policy Memo 3 - Installation Support to Area Community  
Relations Events

1. References.

- a. DoD Instruction 5410.19, Community Outreach Activities
- b. Army Regulation 360-1, The Army Public Affairs Program
- c. Army Chief of Public Affairs CY 2023 Community Outreach Guidance

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).

RCCG

SUBJECT: Policy Letter 3 - Installation Support to Area Community Relations Events

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 2023 Community Outreach Plan Guidance.

RCCG

SUBJECT: Policy Letter 3 - 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) Draft and submit operations orders (OPORDs) 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, USACC 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.

RCCG

SUBJECT: Policy Letter 3 - Installation Support to Area Community Relations Events

(1) Review Fort Knox PAO OPORDs 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.

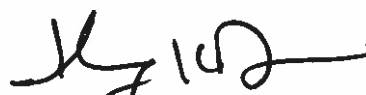
(5) On-post units/organizations may still carry out their own community outreach initiatives - regardless of alignment or location - that are specific to advancing and promoting their unique missions (for example, USAREC may partner with a university or other non-federal entity); however, Fort Knox PAO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

RCCG

SUBJECT: Policy Letter 3 - Installation Support to Area Community Relations Events

(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](mailto:usarmy.knox.imcom-atlantic.mbx.pao@army.mil).



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4 Encls