



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX**  
**125 6<sup>TH</sup> AVENUE, SUITE 226**  
**FORT KNOX, KENTUCKY 40121-5256**

AMIM-KNG-PA (100)

14 July 2023

**MEMORANDUM FOR**

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

**SUBJECT: Fort Knox Policy Memo No. 19 – Facilitation of Civilian News Media and**  
**External Visual Information Production Visit Requests**

**1. References:**

a. Army Regulation (AR) 360-1, The Army Public Affairs Program, 8 October 2020

b. Field Manual (FM) 3-61, Communication Strategy and Public Affairs Operations, February 2022

**2. Purpose: To outline the required process by which all civilian news media and visual information (VI) production representative requests for installation access must be facilitated.**

**3. Policy and Procedures:**

a. Fort Knox is a restricted-access active federal military reservation. All civilian news media and VI production representatives acting in an official capacity and wishing to access Fort Knox must first request permission from a military or Department of Defense (DOD) civilian employee of an official government public affairs office (PAO) on Fort Knox.

b. Civilian news media/VI production representatives must request installation access as far in advance as possible and provide the following information when making their request:

(1) Name of their organization

(2) Reason for requesting installation access

(3) Names and duties of the individuals who would be on assignment to Fort Knox (e.g., reporter, photographer)

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(4) Cellular phone number and email address of the lead individual requesting installation access.

c. The PAO that receives the initial request must review the purpose and nature of the request in a timely manner and determine whether another PAO on Fort Knox is most appropriately suited to review the request and coordinate follow-on correspondence. If there is question as to which is the correct PAO, contact Fort Knox PAO at 502-624-3051 for assistance.

d. Fort Knox mission partners without public affairs assets will receive assistance and advisement from Fort Knox PAO, as appropriate.

e. The PAO responsible for facilitating approved civilian news media/VI production representative access requests must perform the following actions:

(1) Immediately notify designated installation officials via email in accordance with instructions furnished by Fort Knox PAO.

(2) Ensure that a public affairs specialist from its office or other authorized PAO representative escorts the civilian news media/VI production representatives at all times on the installation, to include through Fort Knox's access control points.

(3) Adhere to all applicable policies, regulations, and laws, so as not to adversely affect or jeopardize operations, operational planning, operations security, sensitive/classified information, force protection, criminal justice matters, off-limits/restricted/sensitive/controlled areas, and safety.

f. Directorate of Emergency Services personnel must contact Fort Knox PAO when civilian news media/VI production representatives are attempting to access Fort Knox and there is no approved installation access and authorized PAO escort. Fort Knox PAO will communicate with the news media/VI production representatives in question to address the matter. Media must obtain a Fort Knox Visitor Center media pass. Media must be escorted at all times while on the installation.

g. Civilian news media/VI production representatives requesting meetings, interviews or other in-person engagements with any individual on post, other than with Soldiers and DOD civilians serving in an official capacity and that have already been coordinated by a public affairs representative on Fort Knox, must make requests through Fort Knox PAO if it is desired that the engagements occur on post. This policy does not apply if such engagements are conducted off post.

h. Residents, private organizations or other individuals on post wishing to invite civilian news media/VI production representatives to the installation must first contact

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Fort Knox PAO for guidance and instruction at least five business days prior to the scheduled engagement. Failure to do so may result in denial of installation access to civilian news media/VI production representatives.

i. In situations when Fort Knox mission partners commit to hosting or facilitating residents, private organizations, or other individuals on post, or otherwise allow these entities access to their footprints, to include use of their facilities, those mission partners are responsible for the following:

(1) Facilitating and conducting civilian news media/VI production representative escorts in accordance with this policy.

(2) Contacting Fort Knox PAO for coordinating instructions, to include escort rules and other considerations.

(a) When the mission partner does not have an organic PAO asset on post, it should identify a member of its staff to be prepared to fulfill escort duties.

(b) On a case-by-case basis, Fort Knox PAO may consider providing support in these situations when such support doesn't affect its own missions or incur premium pay. However, mission partners must make a support request immediately to Fort Knox PAO for review and consideration.

j. Residents, private organizations and other individuals not already specified in this policy are prohibited from performing media escorts on Fort Knox.

4. The proponent for this policy is Fort Knox PAO at 502-624-3051 and [usarmy.knox.id-training.mbx.pao@army.mil](mailto:usarmy.knox.id-training.mbx.pao@army.mil).



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