



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

AMIM-HLG-PA (360-1d)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG FHL Policy #12-1 Public and Media Requests

1. REFERENCE. AR 360-1, (The Army Public Affairs Program).

2. PURPOSE. To establish guidance for public requests of support or use of Fort Hunter Liggett (FHL) assets, and media requests for interviews of Soldiers, Army Civilians and Family members.

3. APPLICABILITY.

a. This policy applies to all tenants, residents, external organizations, and media. This policy does not apply to Department of Defense access privileges previously granted to affiliated organizations, hunting and fishing programs, licensed real property agreements, or support to civil authorities as consistent with public law and Army Regulation.

b. Tenants must refer all requests pertaining to the Garrison to the Garrison Public Affairs Office (PAO). Tenants supporting community events independent of the Garrison and conducting media activities must use their own chain of command for approval and notify the Garrison Police Department and the PAO for situational awareness. Media must be escorted at all times and wear a clearly visible media badge. All garrison-related questions should be referred to the PAO.

4. POLICY. All requests must not interfere with the Army's mission, provide a clear benefit to the Army and be of no-cost to the Government. The Garrison Commander or designated representative approves requests for support or use of FHL assets. Requests must be at least 30 days in advance.

5. PROCEDURES.

a. Requests for support of community events. Requestor must complete DD Form 2536, Request for Armed Forces Participation in Public Events (Non-Aviation) and provide supporting documents, such as maps and programs.

b. Request to use FHL assets (equipment or facility). Requestor must submit a formal letter of request and supporting documents.

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c. Request for media interviews or coverage of on-post events. Media must contact the PAO, and complete PAO Forms 1 and 2, if request approved.

d. The PAO will notify the requestor of the final decision in writing and will address special conditions that apply. The Army's mission has priority and approved requests may be revoked.

6. PROPONENT. The Public Affairs Office is the proponent for this policy. POC is the FHL Public Affairs Office at (831) 38-2630, usarmy.hunterliggett.id-readiness.mbx.fhl-pao@army.mil. Information and forms available at <https://home.army.mil/liggett/index.php/about/Garrison/public-affairs/request-support-or-access>.

STEPHEN S. TROTTER
COL, CA
Commanding

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