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Headquarters, United States Army  
Maneuver Support Center of Excellence  
Fort Leonard Wood, Missouri 65473-5000

FLW Regulation 360-2

19 August 2020

Public Affairs  
**COMMUNITY RELATIONS AND SOCIAL MEDIA**

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FOR THE COMMANDER:

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**History.** This Publication is being revised to reflect changes to community relations and social media policies, guidance, or any prior documents on Fort Leonard Wood (FLW).

**Summary.** This regulation outlines policies and procedures and assigns responsibilities for conducting the MSCoE and FLW Community Relations Program.

**Applicability.** This regulation applies to all activities at FLW, Missouri, including units from the U.S. Army Training and Doctrine Command (TRADOC), U.S. Army Installation Management Command (IMCOM), U.S. Army Forces Command (FORSCOM), U.S. Army Medical Command (MEDCOM), Interservice Training Detachments, and tenant units.

**Proponent and execution authority.** The proponent of this regulation is the FLW Public Affairs Office, Community Relations Branch (CR Branch), (573) 563-4145 or (573) 563-5037.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Army Maneuver Support Center of Excellence (MSCoE), FLW.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commanding General, MSCoE (ATZT-CG), Fort Leonard Wood, MO 65473-5000.

**Distribution.** Electronic medium only and posted on the FLW internal website

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\*This regulation supersedes FLW Reg 360-2, 20 November 2019

## **Summary of Changes**

To

FLW Reg 360-2, COMMUNITY RELATIONS AND SOCIAL MEDIA

FLW Reg 360-2, 20 November 2019 has undergone minor revisions

- Reorganized areas of responsibility to align schools with their partner universities (Appendix B).
- Updated CTO tasking request form (Appendix C).

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## **1. Purpose**

This regulation outlines the FLW Community Relations and Social Media policy and procedures, and assigns responsibilities for conducting the FLW Community Relations Program.

## **2. References**

Required and related publications and references are listed in Appendix A.

## **3. Explanation of acronyms and abbreviations**

Acronyms and abbreviations are explained in the glossary.

## **4. Overview**

a. Community Relations Program Objectives. The FLW Community Relations Program is designed to develop, enhance, and increase public understanding and appreciation of and support for FLW's diverse mission, the U.S. Military and their contributions to the nation. Community relations activities should inspire patriotism and foster good will, thereby helping to build and sustain strong public support for the military, the U.S. Army, the command and the installation. It should also specifically support the Army recruiting mission. FLW Community Relations Program is based on the truth that the U.S. Army and FLW belong to the American people. Open, honest, and direct access to Soldiers, Sailors, Airmen and Marines stationed at FLW as well as equipment and capabilities is the best method of keeping the American public aware of not only the Army's capabilities, professionalism, and needs, but also FLW. FLW is a full partner with surrounding communities, which has a positive impact on the quality of life for Soldiers, Sailors, Airmen and Marines, Family members, and those residing in the Ozarks.

b. Community Partnership Program. The Community Partnership Program is part of the FLW Community Relations Program and was formerly referred to as the Community Alliance. The Community Partnership Program formalizes relationships between FLW units and local and regional communities. A formalized designation ensures that we are making contact with communities, establishes a communication flow that will enable units to tell Army and FLW stories, and fosters mutual understanding and goodwill. Designated units will provide community relations direct support to selected communities in which FLW has established frequent or recurring interactions or which have significant importance including direct economic or quality of life impact. FLW partnership units will maintain membership and participation in partnership communities' activities. FLW partnership units will make every reasonable effort to support annual community events outlined in paragraph 7b as long as those events do not change significantly enough to violate any FLW or Army regulations, policy, or guidance.

(1) Support areas of responsibility are assigned to FLW units by dividing the Missouri counties surrounding FLW into three areas with a primary and secondary area of focus. Units will be tasked to provide general support within the parameters of the installation Community Relations Program based on the designated unit assignments and areas of responsibility outlined in Appendix B.

(2) For community relations activities, the local area is defined as the communities where the commuting population of the installation travel during normal business hours on a daily basis. For FLW personnel, this local area will be defined for the purposes of community relations as Pulaski County and the counties of Camden, Laclede, Maries, Miller, Phelps and Texas. This area will be considered the Primary Duty Station area or PDS. The secondary area will include Missouri counties falling within 150 miles of FLW.

(3) Per diem within the PDS is not authorized per the JFTR.

(4) Per diem is not authorized for TDY performed in the vicinity of, but outside the PDS limits, where the mission can be completed within a 12-hour period, to include staging and travel time. If the travel period and mission are for more than 12 consecutive hours, per diem may be authorized.

(5) Units should coordinate for meals for Soldiers with their dining facility as necessary. For Soldiers on meal cards, sack lunches or boxed meals may be appropriate.

## **5. Roles and Responsibilities**

a. MSCoE Chief of Staff. The MSCoE Chief of Staff provides oversight and guidance for the administration of the community relations program, partnerships, and procedures outlined in this regulation. The MSCoE Chief of Staff is the approval authority for requests submitted less than 21 days prior to the event, for requests with locations more than 150 miles away, for requests requiring FLW to cover transportation costs, for events which require more than 12 hours in duration to include travel time, for events determined to be of significant importance and for requests that affect previously scheduled training events.

b. FLW - PAO, Community Relations (CR) Branch. The FLW - PAO, CR Branch, is responsible for the administration of the MSCoE and FLW Community Relations Program to include receipt of and coordination for requests to include the participation of the 399th Army Band, color guards, service members/troop participation, speaking engagements with local communities, community events with command group involvement, and military equipment displays.

(1) All requests from the civilian community for MSCoE and FLW support will be submitted in writing and first routed to the CR Branch. Requesters should submit 60 days prior to the event.

(2) The CR Branch will review all requests for adherence to DOD 5500.07R, The Joint Ethics Regulation, and other published MSCoE and FLW regulations and policies. The CR Branch review will consider the type of event, audience, and timeliness of request, appropriateness/feasibility of request, distance from FLW, and who will pay costs associated with support. The CR Branch ensures the forms reflect the requester's understanding of the requirements they must meet. The CR Branch will ensure that the FLW Staff Judge Advocate provides a legal review of the event if the event is questionable per Army Regulation 360-1, The Army Public Affairs Program or DOD 5500.OTR, The Joint Ethics Regulation.

(3) The CR Branch can deny or recommend the Chief of Staff deny requests from off-post organizations if the request does not meet legal requirements, is received 21 days prior to the event, is outside the supportable radius, interferes with training, or is inappropriate, all in accordance with AR 360-1.

(4) FLW will make every effort to support the annual community activities listed under 7b, unless it significantly interferes with missions or training.

(5) Once requests are approved as supportable, the CR Branch will send all requests for the band, color guards and Service members' attendance to the MSCoE G-3 to ensure that there are no calendar conflicts and to task for participation. If a request for an event of significant importance is received 21 to 60 days prior to the event, the CR Branch will submit a letter of lateness and recommendation to the MSCoE G-3 for consideration and decision. If a request is received less than 21 days prior to the event and is of significant importance, the CR Branch will submit the event request and recommendation directly to the MSCoE Chief of Staff for decision.

(6) If community organizations request a tour or a command group representative, the CR Branch will send the request to the MSCoE Secretary of the General Staff (SGS) in order to de-conflict

calendars, select the appropriate representative, develop itineraries/agendas, and to notify the MSCoE CIG/Speechwriter if talking points, speeches, or command group briefings are needed. The command group representative's name must be provided to the CR Branch NLT 14 calendar days prior to the event in order for the CR Branch to notify the event requestor.

(7) The CR Branch will also turn in read-aheads to SGS and Protocol Office regarding off-post community relations events with command group involvement no later than 72 hours prior to the event. Events will be documented in the Engagement Sync sharepoint and reviewed in the Engagement Sync meetings.

c. MSCoE G-3. The MSCoE G-33 Central Taskings Office (CTO) will task and track all requests for color guards, the 399th Army Band, and service-members to attend off-post events, and will de-conflict calendars to ensure appropriate FLW participation. The MSCoE G-3 is the approval authority for requests with significant importance that are submitted 21 to 60 days prior to the event.

d. Army Community Services School Liaison Officer. The Army Community Services School Liaison Officer is responsible for the overall management of the FLW Partners in Education Program in accordance with Army Regulation 360-1.

e. MSCoE and FLW SGS. The MSCoE and FLW SGS Office receives requests for tours and command group representation from the Public Affairs Office's CR Branch. The SGS Office will de-conflict calendars for tours and recurring community events with command group participation, identify appropriate staff and command group representatives, develop itineraries, oversee tour coordination, and notify the CIG/Speechwriter for required talking points, speeches, handouts, or briefs.

f. MSCoE CIG/Speechwriter. The MSCoE CIG/Speechwriter will prepare appropriate talking points, speeches, and command or command group briefs for command group representatives attending tours or community events. The CIG/Speechwriter will work through the CR Branch to obtain specific information on the event if needed and will provide the talking points, speeches, and briefs to the SGS Office for inclusion with the CR Branch's read-ahead NLT 72 hours prior to the event.

g. MSCoE and FLW Staff Judge Advocate (SJA). The MSCoE and FLW - SJA will advise the CR Branch on requests requiring a legal review.

h. Major Subordinate Command (MSC) Commanders, Directors, and Commandants. MSCoE Commanders, Directors, and Commandants will aggressively pursue all practical opportunities that may further enhance or contribute to the Army and FLW Community Relations Program's efforts. In addition, they will further designate subordinate units as principle points of contact for community partnership and partners in education programs.

i. FLW Commanders, Directors, and Commandants will ensure that their subordinate units and activities that are designated as community partnership units in Appendix B comply with the intent and requirements outlined in this regulation.

## **6. Procedures**

a. Requests for Color Guards. Civilian communities will request color guards for parades, festivals, federal holiday celebrations, school events, etc. A Color Guard normally consists of two flag bearers (National and Army), two rifle bearers, and a Noncommissioned Officer in Charge (NCOIC).

(1) A Joint Service Color Guard will be provided by the Noncommissioned Officer Academy (NCOA) when the event has a general officer or a commanding general representative in attendance. Additionally, a Joint Service Color Guard will be provided by the NCOA for events determined by the Public Affairs Office to be of national or regional importance or as directed by the MSCoE Command

Sergeant Major. For National and Army color guard events, the requirement to provide the detail will be determined by unit area of responsibility.

(2) All requests for color guards will be submitted or routed to the CR Branch. Upon receiving the request for a color guard, the CR Branch will evaluate the request. If there are concerns about the appropriateness or legality of the use of the Color Guard, the CR Branch will seek advisement from the SJA.

(3) Once the request is deemed valid and supportable, the CR Branch will e-mail a tasking request memo (Appendix C) to the MSCoE G-33 CTO. The CTO will subsequently complete an official tasking from MSCoE G-3 (Appendix J) and use the Community Partnership Program assignments and unit areas of responsibility in Appendix B of this regulation to determine what unit will be tasked to support. The CTO will task the unit for all necessary support requirements, to include unit coordination for pickup and return of flags from the SGS Protocol office. The CTO will courtesy copy the CR Branch and SGS Protocol Office on the official tasking.

(4) The CR Branch will serve as a liaison between the color guard and the requesters until event coordination is finalized. Units will use Transportation Motor Pool (TMP) vans for color guard transportation to events, not privately owned vehicles (POVs).

b. Requests for the 399th Army Band. All off-post requests for the band will be routed to the CR Branch on Appendix I.

(1) Military requirements for the band take precedence over participation in community relations events, even if that support was previously agreed upon in accordance with AR 360-1 and AR 220-90, and FLW 220-90.

(2) If there are concerns about the appropriateness or legality of the use of the 399th Army Band, the CR Branch will seek a legal review from the SJA. Army participation, including band participation, in Christmas parades or activities is approved only if participation is in support of community sponsored nonsectarian, noncommercial activities.

(3) Once the request is deemed valid and supportable, the CR Branch will check with the 399th Army Band for availability of requested events. If the band is not otherwise committed, the CR Branch will e-mail a tasking request memo (Appendix D) to the CTO. The MSCoE G-3 will then provide the official tasking from MSCoE G-3 (Appendix J) to the 399th Army Band for final de-confliction and provide a courtesy copy to the 399th Army Band and the CR Branch. The 399th Army Band will promptly notify the CTO if there are any needed changes. If there are required changes, the CTO will notify the CR Branch, who will then notify the requester. The CR Branch will serve as a liaison between the band and the requester until event coordination is finalized.

(4) In accordance with FLW Reg 220-90, Army Band TMP vans or buses will be used for band transportation to events within the 12-hour local band support area. Charter buses will be used for transportation to events which exceed 12 hours in duration with 399<sup>th</sup> Army Band funds.

c. Requests for Marching Unit or Troops. Civilian communities may, from time to time, request marching units or Service members to attend, parades, and/or other similar events.

(1) Any Army participation, including marching units, in Christmas or other holiday parades and/or associated activities is approved only if it is in support of community sponsored non-sectarian, non-commercial activities and is in accordance with AR 360-1 and AR 220-90. Military requirements take precedence over FLW marching units' participation in community relations events, even if that support was previously agreed upon.

(2) All requests for marching units will be submitted on a memo (Appendix E) and routed to the CR Branch. If there are concerns about the appropriateness or legality of the use of Service members, the CR Branch will seek a legal review from the SJA.

(3) Once the request is deemed valid and supportable, the CR Branch will e-mail a tasking request memo to the CTO. The CTO will task appropriate units in accordance with this regulation. If the event is within 12 hours of duration, to include travel time from FLW, the CTO will task TMP to provide buses and drivers. Events requiring more than 12 hours will be handled on a case-by-case basis. The CTO will courtesy copy the CR branch on the official tasking.

(4) Tasked units will determine a POC to coordinate details with the CR Branch, and will also designate an appropriate NCOIC, based on the size of the formation, who will maintain responsibility for the Service members on the day of the event. The CR Branch will serve as a liaison between unit POCs and requesters until event coordination is finalized. Tasked unit POCs will provide the CR branch a mobile phone number for coordination, and/or contact for the event.

d. Requests for Vehicles/Equipment Static Displays. Civilian communities may request vehicles and/or equipment static displays as well as subject matter experts for community festivals, federal holiday celebrations, school activities, etc. Special attention must be given to the type of vehicle or equipment and the location of the event.

(1) All requests for vehicle/equipment static displays will be submitted on a memo (Appendix F) and routed to the CR Branch. If there are concerns about the appropriateness or the legality of the request, the CR Branch will seek a legal review from the SJA.

(2) Once the request is deemed appropriate, the CR Branch will e-mail a tasking request memo to the CTO. The CTO will then task in accordance with this regulation and will courtesy copy the CR Branch on the official tasking to show which unit was tasked.

(3) The CR Branch will serve as a liaison between the subject matter experts and/or the unit responsible for providing the equipment/display, and the requester until the event is finalized. The supporting unit will coordinate with TMP for transportation, if necessary.

e. Requests for Tours or Events With Command Group Involvement. All requests for installation tours or events with command group involvement will be submitted on a memorandum (Appendix G) and sent to the CR Branch for coordination. The CR Branch will send these requests to the SGS. CR Branch will provide any requested support to these events.

f. Requests for Speaking Engagements/Speaker's Bureau. Private organizations and civilian communities request military speakers for a wide variety of events. Although the majority of the requests are centered around federal holidays, requests are also received from military and civilian schools, military related and veteran associations (such as the American Legion or the Veterans of Foreign Wars), private organizations (such as the Rotary Club or the Chamber of Commerce), or city/county/state sponsored meetings/events.

(1) All requests for military speakers will be submitted on a Request for Speaking Engagement form (Appendix H) and sent to the CR Branch for coordination through the Engagement Sync sharepoint. Requests should be submitted at least 60 days in advance, if at all possible. Upon receiving the request for a military speaker, the CR Branch will evaluate the request. If there are concerns about the appropriateness or legality of the speaking engagement, the CR Branch will seek a legal review from the SJA.

(2) If the requester asks for a command group representative, the CR Branch will send an e-mail to the SGS Office. SGS will notify the CR Branch and CIG/Speechwriter of the representative who will be speaking.

(3) The CR Branch will also serve as a liaison between the speaker and the requester until the event is complete.

## **7. Policy**

a. Funding. AR 360-1, chapter 4, paragraph 4, outlines funding for community relations activities.

(1) Personnel should use TMP provided transportation, if at all possible, not Privately owned vehicles (POVs), however, if POVs are approved for support of official community relations programs directed or authorized under this regulation, the individual may claim mileage reimbursement according to the Joint Federal Travel Regulations and Defense Finance and Accounting Service, DFAS-IN Regulation 37-1, Army Financial Management Comptroller.

(2) Temporary Duty funds are not authorized for events 12 hours or less in duration, to include travel time to and from the event.

b. Programs and Activities. FLW is committed, if at all possible, to support the following events provided they receive a favorable legal review:

- Regional Community Leaders Luncheons
- Committee of 50 Luncheons
- Rolla Chamber of Commerce Luncheons and Banquet
- Christmas Band Concert
- Community Fourth of July Celebration
- Phelps for the Fort Activities (varies)
- Missouri University of Science and Technology Activities
- Friends of the Fort Activities (varies)
- Waynesville Chamber of Commerce Community Leadership Awards Banquet (Feb)
- Veterans Day Parades (Nov)
- Waynesville Chamber of Commerce Breakfasts and Dinners
- St. James Missouri Veterans Home
- Springfield Cardinals Military Appreciation Day (May/June)
- Springfield Chamber of Commerce Dinner
- Missouri State Fair in Sedalia (Aug)
- Waynesville Chamber of Commerce Community Forum (Jan)
- University of Missouri – Columbia events
- Memorial Day Ceremonies
- Waynesville Memorial Day Ceremony (May)
- St Louis Cardinal Opening Day and Military Appreciation Day (March/Sep)
- School Drill Competitions
- Wreaths Across America (Dec)
- Missouri Military Awareness Day
- Volunteer Opportunities to School Classes
- All Other Requests Deemed Appropriate in Accordance With AR 360-1

## 8. Social Media guidelines

a. Purpose. To establish U.S. Army standard operating procedures for the effective use of public-facing social media sites, multi-media sites, blogs and wikis, (also known as External Official Presences, or EOPs), for FLW organizations; and set standards of conduct for participation by personnel on official sites.

b. Applicability. This applies to unit commanders, FLW personnel and individuals who have administrative rights to post content on official social media pages for units on FLW. While all personnel are welcome to participate in social media, everyone who does so is expected to understand and follow these simple, but important guiding principles. Please keep in mind that our overall goal is simple: to participate online in a respectful, relevant way that protects our rapport with the American public and, follows the letter and spirit of established regulations.

c. Standard Operating Procedures. The guidelines set forth in this document reinforce and build on the U.S. Army Social Media Handbook (<https://www.army.mil/socialmedia>) and help to ensure the official use of social media presences by FLW based organizations is necessary and effective.

(1) New Sites. Before establishing a social media presence, you should know what your organization plans to achieve by having it. Also ensure that your intended audience is reachable by the proposed platform, that you have the time and resources to maintain an active presence with daily monitoring, and that there is not already an existing social media presence that can meet your organization's needs. If you decide to set up a new EOP, ensure that it is categorized as a government page whenever the option is available. Also plan for uniform branding across all social media platforms (e.g. [facebook.com/fortleonardwood/](https://facebook.com/fortleonardwood/), [twitter.com/fortleonardwood](https://twitter.com/fortleonardwood), [youtube.com/fortleonardwood](https://youtube.com/fortleonardwood), [flickr.com/fortleonardwood](https://flickr.com/fortleonardwood)).

(2) Approval. Per the Secretary of the Army memorandum, "Delegation of Authority - Approval of External Official Presences," (2 December 2013), EOPs are "official public affairs activities." In addition to obtaining required command approval, Army organizations at FLW must have approval from the PAO to create a new EOP.

(3) Page Administrator(s). Page administrators are personnel authorized to create and/or maintain official social media sites representing their organization and/or leadership. Administrators implement branding, post content, monitor user feedback and respond to users. It is recommended to share administrative and posting rights in order to enhance the integration of communications and ensure continuity when staffs are short. In other words, units should designate a primary and secondary page administrator. Along with designating an administrator for a FLW official social media site, administrator access also must be granted to the PAO to ensure continuity of operations in case the primary administrator vacates FLW without designating a replacement. This is necessary to prevent unresponsive "ghost ship" sites, which confuse the public and make it difficult for organizations to reclaim their social media space in the future.

(4) Training. Page administrators are required to take two online courses: The Information Assurance Training Center offers the computer-based Operations Security (OPSEC) for External Official Presence Operators Course at <https://iatraining.us.army.mil>. Administrators must also take the DISA Social Networking Class, available at [https://iatraining.disa.mil/eta/disa\\_sn\\_v21\\_fy17/launchPage.htm](https://iatraining.disa.mil/eta/disa_sn_v21_fy17/launchPage.htm). In addition to the required training, the U.S. Army Social Media Handbook is a must-read for page administrators and is available with other related resources online at [www.army.mil/socialmedia](http://www.army.mil/socialmedia) and <https://www.slideshare.net/USArmySocialMedia>.

(a) Army OPSEC Training for External Official Presence Operators (EOP), states that all commanders will ensure that personnel who publish information on external online presences receive mandatory annual OPSEC training.

(b) It is also highly encouraged that social media managers complete OPSEC Level II certification. This training is coordinated through the unit S-2 or equivalent.

(5) Content Approval. Release authority is a critical component of maintaining official social media sites. Administrators should establish a method to ensure thorough content review before posting – being mindful of OPSEC, the Uniform Code of Military Justice, For Official Use Only (FOUO) documents, and the Freedom of Information Act (FOIA). Administrators should screen all information to be posted against the unit Critical Information List (CIL). The CIL is available through the unit Force Protection (FP) or Operations Security (OPSEC) officer and is an unclassified document. Content that should NOT be posted on official sites includes, but is not limited to: unit/personnel rosters; information, other than authorized releases, casualties prior to official confirmation that next of kin have been notified; and information regarding events or incidents under investigation. Other information that should be avoided in EOP posting is FOUO, FOIA and other official documents. Most social media platforms allow for the sharing of content posted by others – be cautious that you only share accurate information from official sources. When in doubt about suitability of content for public release, administrators should contact the FLW PAO for guidance.

(6) Operations Security. While social media use is touted as a means of being transparent, security is paramount when it comes to sharing information using online platforms. Any information that may compromise OPSEC should not be discussed via Army-managed social media. EOP Administrators are solely responsible for monitoring sites, and documenting and removing any OPSEC violations prior to bringing them to the attention of their organization's OPSEC officer or the Army's OPSEC program manager.

(7) Moderate Pages. Ensure your social media presence includes rules of engagement (ROE) similar to those described in the Army Social Media Handbook; or use the Terms of Participation and Posting Guidelines provided at the end of this document. All discussion boards and comments should be closely monitored by Page Administrators, but there should be a balance as not to over moderate pages and online exchanges between users. Additional information can be found at <https://www.army.mil/socialmedia/managers/>.

(8) Negative Comments. Do not stray from negative comments. An open forum comes with certain risk of negativity and to shy from it will potentially tarnish credibility. However, responses must be vetted / approved and accurately express the U.S. Army's position without editorializing or straying from the facts. Only delete or block comments or users when a clear pattern of malicious, derogatory behavior is apparent and they are in violation of the Terms of Participation. Keep a log of all malicious material which has been deleted.

(9) Copyright, trademarks, litigation and personal information. Social media posts and content must respect copyright, privacy, fair use, financial disclosure and other applicable laws. Always give proper credit for other's work, such as music or photos, and make sure you have the right to use something with attribution before you publish it online. Do not publish or report on conversations that are meant to be pre-decisional or internal to the U.S. Army, unless given permission by your chain of command. As a standard practice, avoid commenting on anything related to legal matters, litigation, or any parties the U.S. Army may be in litigation with. Lastly, always protect sensitive information such as protected acquisition information and personally identifiable information (PII).

(10) Register Official Pages. All official U.S. Army social media pages should be registered by submitting links and contact information via the U.S. Army Social Media directory located at

<http://www.army.mil/socialmedia/directory>. The U.S. Army's Online and Social Media Division (OSMD) will manually review each submission and publish the sites that adhere to the established guidelines posted on the Social Media Directory webpage.

In order to maintain total visibility of FLW social media presence – and to facilitate a local social media community of practice – all official U.S. Army social media presences managed by organizations on post must also be registered with the FLW Public Affairs Office. This must be done as soon as possible after the establishment of a new EOP, and anytime there is an EOP administrator change or addition, by sending the following information via email to [usarmy.flwpao@mail.mil](mailto:usarmy.flwpao@mail.mil):

- (a) Rank, name, title, phone number and email of EOP administrator(s).
- (b) Proof of training completion by EOP administrator(s), required annually.
- (c) Confirmation that PAO also has administrator access.

(d) Risk Assessments. In accordance with AR 530-1, Operations Security, Chapter 2 para 2-17, EOP operators must be aware the Army Web Risk Assessment Cell (AWRAC) routinely reviews web and social media content, and must be prepared to address any concerns this group brings forward.

(11) Advertisement and Endorsement. EOPs are not a place for personal or commercial advertisements nor endorsements. Such activity implies U.S. Army endorsement and should be avoided except by authorized Morale, Welfare and Recreation (MWR) Marketing EOPs.

d. Terms of Participation. The following statements must be included in the "About" section of all official pages.

(1) Welcome to the official fan page of U.S. Army [Facebook, Twitter, YouTube, Vimeo, Flickr, Blog, etc.] for [UNIT] where you will find the most recent information and news about [UNIT]. It is our goal to provide the public with information and news about [UNIT] and allow for an open forum of discussion about [UNIT] topics. If you are looking for our official web page, please visit [OFFICIAL UNIT .MIL] or <http://www.army.mil>.

(2) Please feel free to express your opinion about the U.S. Army in an objective and respectful way that allows for a continued relationship. Participants are asked to follow the posting guidelines below.

- (a) [UNIT] reserves the right to remove any posts in violation of the posting guidelines.
- (b) This is the official page of the [UNIT].

(c) This page is intended to provide updated information and discussion about [UNIT]. While this is an open forum, it's also a family-friendly one, so please keep it clean. We encourage active participation and interaction, however any content posted in violation of our following guidelines will be removed.

(d) No graphic, obscene, explicit or racial comments or submissions, nor do we allow comments that are abusive, hateful or intended to defame anyone or any organization; no solicitations or advertisements. This includes promotion or endorsement of any financial, commercial or non-governmental agency. Similarly, we do not allow attempts to defame or defraud any financial, commercial or non-governmental agency.

(e) No copyrighted or trademarked images or graphics. Imagery posted on the page should be owned by the user or attributed to the source with permission.

(f) No content appearing to suggest or encourage illegal activity.

(g) No documents of any kind should be posted on this page.

(h) No spam. This content will be removed and the author(s) may be blocked from the page without notice.

(i) FOUO, classified, pre-decisional, proprietary or business-sensitive information should never be discussed here. Don't post personnel lists, rosters, organization charts or directories that are intended only for internal use.

(j) You participate at your own risk, taking personal responsibility for your comments, your username and any information provided.

The appearance of external links on this site does not constitute official endorsement on behalf of commands at FLW, The U.S. Army, or the Department of Defense, this includes "liked" pages. You are encouraged to quote, republish or share any content on this page on your own blog, website or other communication/publication.

Thank you for your interest in and support of the men and women who proudly serve our country. For more information, see the DoD Social Media user agreement at <https://dodcio.defense.gov/Social-Media/Terms-of-Service-Agreements/>.

## **Appendix A References**

### **Section I. Required References.**

The Joint Federal Travel Regulations (JFTR)

#### **DOD 5500.7-R**

The Joint Ethics Regulation (JER)

#### **DFAS-IN Reg 37-1**

Finance and Accounting Policy Implementation

#### **AR 220-90**

Army Bands

#### **AR 360-1**

The Army Public Affairs Program

#### **AR 530-1**

Operations Security

### **Section II.**

#### **Related References.**

#### **DOD 1100.20**

Support and Services for Eligible Organizations and Activities Outside the Department of Defense

#### **FLW Supplement to AR 220-90**

Army Bands

#### **FLW Reg 360-1**

Public Affairs Program

#### **ALARACT 289/2013**

Army OPSEC Training for EOP Operators

## **Appendix B**

### **Community Relations Areas of Responsibility**

As a general rule, the local community relations support area for FLW is a 12-hour duration, to include travel time. Travel time includes transportation staging, loading and unloading of vehicles and reasonable personnel accountability formations.

Areas of responsibility are assigned on a Missouri county basis, with several exceptions. Units should focus on primary areas of responsibility and secondary areas only on a case-by-case basis depending on the size and importance of the event, as determined by the MSCoE Chief of Staff.

Unit primary areas of responsibility are:

Area 1 USAMPS and 14th Military Police Brigade – Waynesville, Columbia, Jefferson City, Laquey, Lebanon, Richland, Crocker with Missouri Counties of Camden, Laclede, Miller and Carrol.

Area 2, USAES and 1st Engineer Brigade – Dixon, Devil’s Elbow, Newburg, Jerome, Rolla, St. James, Cuba and Missouri Counties of Gasconade, Crawford, Maries, Osage and Phelps.

Area 3, USACBRNS and 3rd Chemical Brigade – St. Robert, Springfield, Falcon, Plato, Edgar Springs, Licking, Houston and Missouri Counties of Greene, Howell, Ozark, Texas and Wright.

Unit secondary areas of responsibility are:

Area 1 Military Police – Lake of the Ozarks area, Sedalia and Columbia

Area 2 Engineers – Sullivan, Pacific and Hermann

Area 3 Chemical – West Plains, Poplar Bluff and Branson

The MSCoE NCOA’s area of focus will be approved events requiring a Joint Service Color Guard. Classes assigned will align with their affiliated regiment.

The U.S. Army Garrison, FLW area of focus will be all approved band support requests.

The General Leonard Wood Army Community Hospital (GLWACH) area of focus will be as a backup for organizations that cannot support an event due to mission unique requirements as determined by the MSCoE Chief of Staff.

When resources are available, the Marine Corps and Navy detachments and Air Force Squadron on FLW will serve as a backup for organizations that cannot support an event due to mission unique requirements.

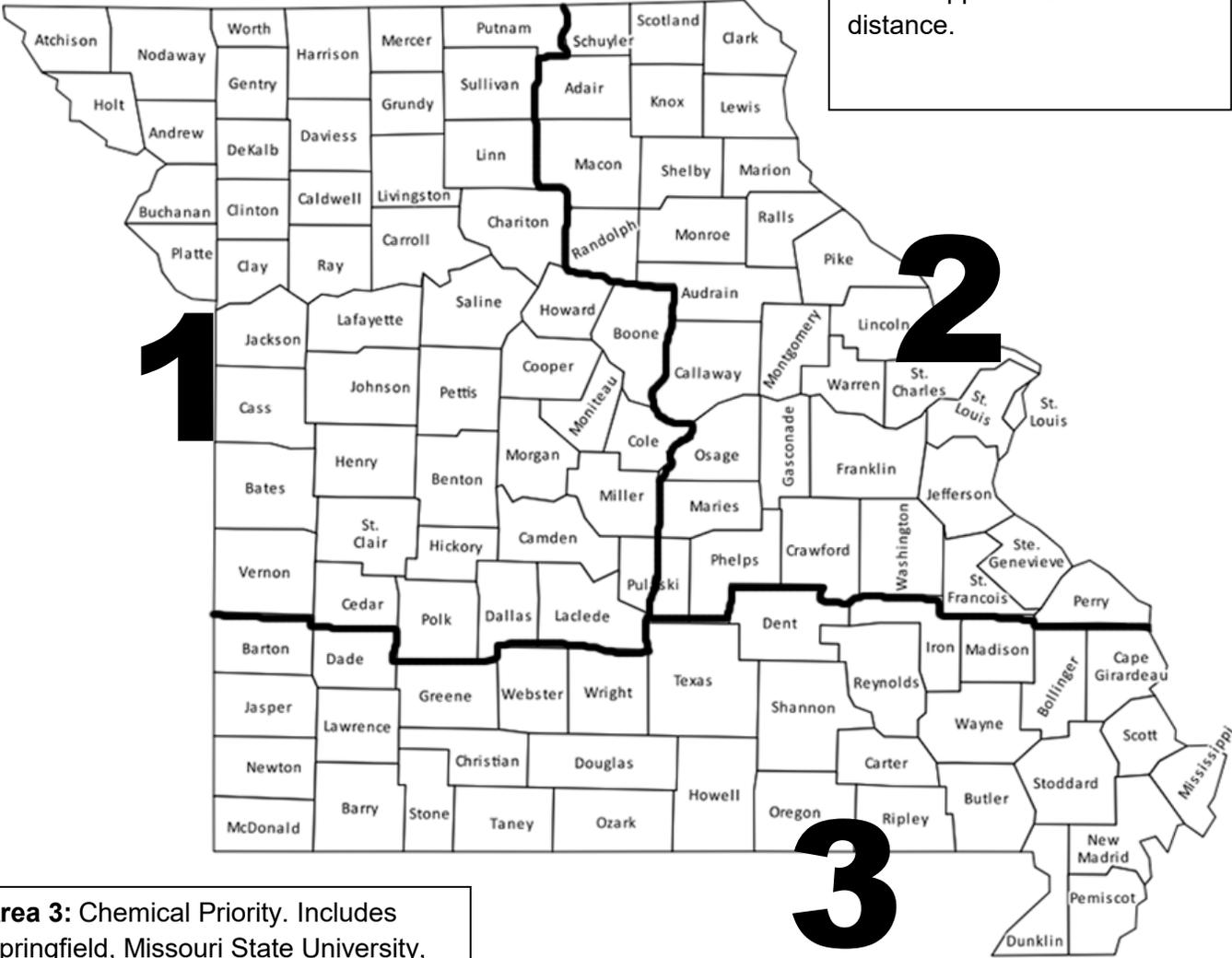
Units tasked to support community relations events on FLW will be determined by the geographic area where the visiting organizations reside.

Exceptions to the above are possible on a case-by-case basis.

Because of the size and importance of the cities of St. Louis and Kansas City, requests for support from there will be assigned to the unit best suited to the request, as determined by the MSCoE Chief of Staff. The MSCoE Chief of Staff is the approval authority for levels of support and units assigned to support community relations requests and recommendations for any cities or towns more than 12 hours in duration, to include travel time, or communities outside the PDS.

**Area 1:** Military Police priority. Includes Lake of the Ozarks, Jefferson City, Columbia, University of Missouri and Lebanon. Community relations activities in Clay, Ray, Carroll or Chariton Counties or northwest Missouri require OCPA approval due to distance.

**Area 2:** Engineer priority. Includes Rolla, Missouri S&T, Sullivan, Steelville, Mexico and Cuba. Community relations activities in Adair, Knox, Lewis, Clark, Scotland, Schuyler, Macon, Shelby and Marion Counties require OCPA approval due to distance.



**Area 3:** Chemical Priority. Includes Springfield, Missouri State University, Cabool, Mountain View, and Branson. Community relations activities in Dunklin, New Madrid, Mississippi or Pemiscot Counties require OCPA approval due to distance.

**Appendix C**  
**CTO Tasking Request Form**

ATZT-OP

8 July 2020

MEMORANDUM FOR: Central Taskings Office, G-3/3, Fort Leonard Wood, MO 65473

SUBJECT: FLWCTO Tasking Request Worksheet

1. The following information must be filled out to properly support all requests.

- a. Suspense (required):
- b. Subject (required):
- c. Mission (required):
- d. Situation (optional):
- e. Execution (optional):
- f. Commanders Intent (optional):
- g. End State (optional):
- h. CONOP (optional):
- i. Coordinating Instructions (optional):
- j. Lead Organization (requestor) (required):
- k. Lead POC (requestor) (required):
- l. Assist Organizations and/or POCs (as needed):
- m. Submission Instructions (required):
- n. Tasks to Assist Organizations (required):

2. A letter of lateness must be submitted for any tasking request received that has an execution date of 45 days or less.

3. Submit tasking requests to: [usarmy.leonardwood.mscoe.mbx.mscoecofsg3taskings@mail.mil](mailto:usarmy.leonardwood.mscoe.mbx.mscoecofsg3taskings@mail.mil)

NAME  
Organization  
Title

**Appendix D**  
**Request for Band (example)**

IMWE-LNW-PA-EC (360-1) 17 May 2011

MEMORANDUM FOR IMWE-LNW-PLPS

SUBJECT: Request for Support: 399th Army Band to Play at Military Appreciation Day - "Show-Me Salutes," Missouri State Fair Aug. 17, 2014

1. The Missouri Department of Agriculture has requested the support of the 399th Army Band to play at the Missouri State Fair Military Appreciation Day – “Show-Me Salutes,” August 17, 2014, beginning at 1400. The formal ceremony is slated to begin at 1400. The 399th Army Band is requested to play the National Anthem, military branches’ songs, and other patriotic/military music as requested.
2. Attendance is expected to be 5,000. Community alliance is the U.S. Army Military Police School and the 14th Military Police Brigade. Admission is free for all veterans, active-duty military, National Guard, Reserve, and retirees. Admission \$1.00 for Family members. No transportation will be provided for Family members or for non-Band participants.
3. The 399th Army Band is requested to coordinate for their own transportation.
4. Dress is ACU's or equivalent. Final details regarding the event will need to be coordinated directly with the POC. The POC for the event is Melissa Bushdiecker, Missouri Department of Agriculture at (573) 751-5617 or [Melissa.bushdiecker@mda.mo.gov](mailto:Melissa.bushdiecker@mda.mo.gov) <<mailto:Melissa.bushdiecker@mda.mo.gov>> .
5. Request operations office confirm availability to PAO NLT 12 July 2014, and make any further arrangements with the POC, Melissa Bushdiecker, Missouri Department of Agriculture at (573) 751-5617 or [Melissa.bushdiecker@mda.mo.gov](mailto:Melissa.bushdiecker@mda.mo.gov) <<mailto:Melissa.bushdiecker@mda.mo.gov>> .
6. Please provide PAO a copy of DPTMS tasking memorandum.
7. POC at this office is (fill in POC, phone number and e-mail).

(Name of CR Chief)

Chief, Community Relations

**Appendix E**  
**Request for Marching Unit or Troops (example)**

IMWE-LNW-PA-EC (360-1) 17 May 2014

MEMORANDUM FOR IMWE-LNW-PLPS

SUBJECT: Request for Support: Fort Leonard Wood Troops to attend the Missouri State Fair Military Appreciation Day – “Show-Me Salutes,” formal ceremony from 1 p.m. to 4 p.m., Sunday, Aug. 17, 2014 in Sedalia, MO.

1. The Missouri Department of Agriculture has requested support of 150 Fort Leonard Wood Service members and NCOICs to attend the Military Appreciation Day – “Show-Me Salutes,” at the Missouri State Fair in Sedalia, MO from 1:00 p.m. to 4:00 p.m., Sunday, August 17, 2014 at the Missouri State fairgrounds, Mathewson Exhibition Center.
2. A formal ceremony is slated to be held in honor of Service Men and Women from all branches of the military, and this year’s event will pay special tribute to Vietnam veterans. Admission is free to military personnel. Admission is \$1.00 for Family members. Service members need to bring extra money for food and drink purchases.
3. Expected attendance is 5,000. The unit responsible for this area is the U.S. Army Military Police School and 14th Military Police Brigade.
4. Recommend all Soldiers be volunteers with the understanding they will miss lunch and dinner meals with no re-imburement. The Soldiers are to be briefed by Cadre prior to departure and on arrival of the return time and departure point.
5. Alcohol consumption by any Soldiers is prohibited, and Cadre should advise participants of this prohibition in advance and enroute to the State Fair. Dress is ACU's or equivalent. Final details regarding the event will need to be coordinated directly with the POC. The POC for the event is Melissa Bushdiecker at (573) 751-5617 or (573) 751-2613; email: [Melissa.bushdiecker@mda.gov](mailto:Melissa.bushdiecker@mda.gov).
6. Transportation will be by commercial buses funded by PAO. Commercial buses will pick Soldiers up at Brigade Headquarters at 9:00 a.m., August 17, 2014 and return at approximately 10:00 p.m.
7. Provide names of Drill Sergeants/Cadre and number of Soldiers who will be attending to Stephen Standifird at [stephen.l.standifird.civ@mail.mil](mailto:stephen.l.standifird.civ@mail.mil); 563-4145. Direct coordination is authorized but no later than July 22, 2014.
8. Please provide PAO a copy of DPTMS tasking memorandum.
9. POC at this office is Stephen Standifird at [stephen.l.standifird.civ@mail.mil](mailto:stephen.l.standifird.civ@mail.mil); 563-4145.

Stephen Standifird

Fort Leonard Wood Deputy Public Affairs

**Appendix F**  
**Request for Vehicles/Equipment Static Displays (example)**

IMWE-LNW-PA-EC (360-1) 24 March 2014

MEMORANDUM FOR IMWE-LNW-PLPS

SUBJECT: Request for Support - Tactical Vehicle for Display at the Agape Boarding School Annual Fourth of July Celebration, July 2, 2014

1. The Agape Boarding School has requested a tactical vehicle for display at the Annual Fourth of July celebration at Agape Boarding School, Campus Amphitheater 12998 E. 1400 Road Stockton, MO 65785. The celebration is scheduled to begin at 1700. The tactical vehicle will be on display for students, faculty, and families to observe. Community Alliance is the U.S. Army CBRN School and 3rd Chemical Brigade.
2. The drive to Stockton, MO takes approximately two and half hours, and recommendation is that the tactical vehicle and its driver arrive at the location NLT 1630. Expected attendance for this event is 500.
3. The tactical vehicle team is requested to coordinate directly with the POC for this event, (for exact schedule, transportation or lodging costs involved, and other details prior to accepting the request to support.) POC is: Frank Trainer, Public Relations Coordinator at (417) 276-7215, [trainer@agapebaorningschool.org](mailto:trainer@agapebaorningschool.org).
4. Recommended dress is ACUs or equivalent. The tactical vehicle team is requested to coordinate for their own transportation.
5. FLW DPTMS is requested to inform DRM for concurrence on funding, and to copy PAO at [stephen.l.standifird.civ@mail.mil](mailto:stephen.l.standifird.civ@mail.mil) on that correspondence.
6. Request operations office confirm availability to PAO at [stephen.l.standifird.civ@mail.mil](mailto:stephen.l.standifird.civ@mail.mil), (573) 563-4145.
7. Upon completion of this tasker, please email both the tasker office at [leon.dptmcto@conus.army.mil](mailto:leon.dptmcto@conus.army.mil) and the PAO's POC at [stephen.l.standifird.civ@mail.mil](mailto:stephen.l.standifird.civ@mail.mil), 563-4145, to close it out. Direct coordination is authorized but NLT 2 May 2014.
8. Please provide PAO a copy of DPTMS tasking memorandum.
9. POC at this office is Stephen Standifird at [stephen.l.standifird.civ@mail.mil](mailto:stephen.l.standifird.civ@mail.mil), 596-4145.

(Name)

Fort Leonard Wood Deputy Public Affairs

**Appendix G**  
**Request for Tours or Events with Command Group Involvement**

The Community Relations Office must receive this completed form before your request can be considered for approval. Please answer all questions as completely as possible.

NAME OF GROUP/ORGANIZATION \_\_\_\_\_

PERSON TO CONTACT FOR ADDITIONAL INFORMATION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ E-mail \_\_\_\_\_

TOUR DATE \_\_\_\_\_ TIME \_\_\_\_\_

EXPECTED TOUR ATTENDANCE \_\_\_\_\_

TYPE OF TOUR \_\_\_\_\_

WHAT TYPE OF INFORMATION REGARDING FORT LEONARD WOOD ARE YOU INTERESTED IN LEARNING ABOUT?  
\_\_\_\_\_

WHAT TYPES OF FACILITIES ARE YOU INTERESTED IN SEEING/TOURING?  
\_\_\_\_\_

IF THE TOUR OCCURS DURING LUNCH HOUR, WILL THE TOUR INCLUDE LUNCH AT A DINING FACILITY \_\_\_\_\_ IF YES, COST \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

**Appendix H**  
**Request for Speaking Engagement/Speaker's Bureau**

The Community Relations Office must receive this completed form before your request can be considered for approval. Please answer all questions as completely as possible.

NAME OF GROUP/ORGANIZATION \_\_\_\_\_

PERSON TO CONTACT FOR ADDITIONAL INFORMATION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ E-mail \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

PLACE OF EVENT (Attach map/directions): \_\_\_\_\_

TOPIC OF SPEECH \_\_\_\_\_ LENGTH OF SPEECH \_\_\_\_\_  
(Matters of national/foreign policy, U.S. military presence in foreign countries, or the use of weapons systems cannot be accepted.)

ARE MEMBERS OF ANY RACIAL/ETHNIC GROUP EXCLUDED? \_\_\_\_\_

EXPECTED ATTENDANCE \_\_\_\_\_ WILL ADMISSION BE CHARGED? \_\_\_\_\_

TYPE OF AUDIENCE? (Professional, Teachers, Business Leaders, Students, etc.) \_\_\_\_\_

IS EVENT POLITICALLY AFFILIATED? \_\_\_\_\_

WILL NEWS MEDIA BE INVITED TO COVER EVENT? \_\_\_\_\_

WILL THE SPEECH BE TAPED, FILMED, OR OTHERWISE RECORDED? \_\_\_\_\_

IF NEEDED, WILL YOU PROVIDE:

SLIDE PROJECTOR \_\_\_\_\_ MOVIE PROJECTOR \_\_\_\_\_ SCREEN \_\_\_\_\_

DO YOU REQUIRE PHOTOGRAPH OF SPEAKER AND/OR BIO? \_\_\_\_\_

WILL MEALS/LODGING BE PROVIDED, AT NO COST TO THE GOVERNMENT, FOR SPEAKER AND ACCOMPANYING PERSONNEL, IF REQUIRED? \_\_\_\_\_

SPEAKER WILL BE MET BY \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

# Appendix I

## Request for Armed Forces Participation in Public Events (Non-Aviation)

REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS (NON-AVIATION)		OMB No. 0704-0290 OMB approval expires Oct 31, 2009	
<p>The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0290). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. <b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON BACK OF THIS FORM.</b></p>			
<b>ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.</b>			
<p><b>PURPOSE:</b> This form is used to request all Armed Forces <b>MUSICAL UNIT, TROOP, COLOR/HONOR GUARD, and/or EXHIBIT/EQUIPMENT</b> participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for <b>coordination with the units involved. Please complete all sections.</b></p>			
<b>SECTION I - EVENT DATA</b>			
1. SPECIFIC REQUIREMENT (i.e., Band, Marching Unit, Color Guard, Tank, etc.)		2. DATE OF EVENT (YYYYMMDD)	3. TIME OF EVENT a. FROM: b. TO:
4. TITLE OF EVENT (Website, if applicable)		5. EXPECTED ATTENDANCE	
6. SITE OF EVENT (i.e., Park, Auditorium, etc.) (NOTE: This site must be accessible to and usable by persons with disabilities.)		7. ADDRESS OF EVENT (Street, City, State, ZIP Code)	
8. PROGRAM (Describe program theme and objective, audience size and civic makeup, and the purpose of Armed Forces participation.)		9. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? (If so, specify.)	
10. IS THERE ANY CHARGE? (i.e., admission, parking, etc. If so, specify.)		11. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? (If so, specify how funds will be distributed.)	
12. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN? (X appropriate box)		YES	NO
<b>SECTION II - SPONSORING ORGANIZATION DATA</b>			
13. NAME OF SPONSORING ORGANIZATION			
<i>(X appropriate box for each item.)</i>			
14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION?		YES	NO
15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?			
16. DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?			
17. SPONSOR'S REPRESENTATIVE (Please PRINT all contact information.)			
a. NAME		b. ADDRESS (Street, City, State, ZIP Code)	
c. PRIMARY TELEPHONE NO. (Include area code)	d. ALTERNATE TELEPHONE NUMBER	e. FAX NUMBER (Incl. area code)	f. E-MAIL ADDRESS
<b>SECTION III - SPONSORING ORGANIZATION SUPPORT DATA</b>			
Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event. See paragraph 3 of the Instructions on the back of this form. (X appropriate box for each item.)		YES	NO
18. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?			
19. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?			
20. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?			
21. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?			
22. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?			
<b>SECTION IV - CERTIFICATION</b>			
23. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.			
a. SIGNATURE OF SPONSOR'S REPRESENTATIVE		b. DATE SIGNED (YYYYMMDD)	c. PRINT NAME AND TITLE

**Appendix J**  
**Official Tasking from MSCoE G-3 (example)**

1. 14th MP Brigade is tasked to support The United States Transportation Command requests a 4-Gun Salute Battery for the change of command ceremony of TRANSCOM outgoing commander Gen. Duncan J. McNabb and TRANSCOM incoming commander Gen. William M. Fraser III from 1300 to 1500, October 14, 2014 on Scott Air Force Base Parade Ground, 101 Heritage Drive Scott AFB, IL 62225. Attendance is estimated at 400.
2. Scott AFB, IL is approximately 163 miles northeast of Fort Leonard Wood. The Four-Gun Salute Battery NCOIC/OIC is requested to coordinate the practices, uniforms, equipment, transportation, and other details of the battery service with USTRANSCOM POC SFC Jerel Clark, J3 Operations & Plans NCOIC, at (618) 220-7595 or (618) 220-7004; email: [jerel.clark@ustranscom.mil](mailto:jerel.clark@ustranscom.mil).
3. Logistic Readiness Center (LRC) TMP is requested to provide adequate vehicle for transporting the 4-Gun Salute Battery members and equipment to and from the event.
4. The Four-Gun Salute Battery NCOIC/OIC is also requested to coordinate directly with the TRANSCOM POC: SFC Jerel Clark, J3 Operations & Plans NCOIC, at (618) 220-7595 or (618) 220-7004; email: [jerel.clark@ustranscom.mil](mailto:jerel.clark@ustranscom.mil), NLT 14 September 2014, regarding the exact time and details of the change of command ceremony and to obtain approval from that POC for any transportation costs that the host organization will be required to pay, prior to committing to or attending this event.
5. USTRANSCOM has agreed to fund the costs of transportation, meals, quarters, and incidental expenses for site recon and change of command ceremony.
6. The POC for this tasking is Stephen Standifird at [stephen.l.standifird.civ@mail.mil](mailto:stephen.l.standifird.civ@mail.mil); 563-4145. Please provide name of NCOIC to the POC and CC this office for closeout of tasking: [leon.dptmcto@conus.army.mil](mailto:leon.dptmcto@conus.army.mil), NLT 14 Sep 14.
7. The POC for this email is the undersigned.

(Name)  
Central Tasking Office  
573-563-8163  
DSN: 676-8163

## **Glossary**

### **1<sup>st</sup> EN Bde**

1<sup>st</sup> Engineer Brigade

### **3<sup>rd</sup> CM Bde**

3<sup>rd</sup> Chemical Brigade

### **14<sup>th</sup> MP Bde**

14<sup>th</sup> Military Police Brigade

### **ACU**

Army Combat Uniform

### **AG**

Adjutant General

### **AR**

Army Regulation

### **BSB**

Brigade Support Battalion

### **CIG**

Commanders Initiatives Group

### **CR Branch**

Community Relations Branch

### **CTO**

Central Taskings Office

### **CYS**

Child and Youth Services

### **Dec**

December

### **DPTMS**

Directorate of Plans, Training, and Mobilization Security

### **Feb**

February

### **FLW**

Fort Leonard Wood

### **FORSCOM**

Forces Command

### **IMCOM**

Installation Management Command

**Jan**  
January

**Jun**  
June

**LRC**  
Logistic Readiness Center

**Mar**  
March

**MEDCOM**  
Medical Command

**MO**  
Missouri

**MOS**  
Military Occupational Skill

**MP**  
Military Police

**MSC**  
Major Subordinate Command

**MSCoE**  
Maneuver Support Center of Excellence

**NCOA**  
Noncommissioned Officers Academy

**NCOIC**  
Noncommissioned Officer in Charge

**Nov**  
November

**OEF**  
Operation Enduring Freedom

**OIF**  
Operation Iraqi Freedom

**PAO**  
Public Affairs Office

**PDS**  
Primary Duty Station

**PIE**  
Army Partnerships in Education

**POC**

Point of Contact

**Sep**

September

**SGS**

Secretary of the General Staff

**SJA**

Staff Judge Advocate

**SLO**

School Liaison Officer

**SLS**

School Liaison Services

**SMEs**

Subject Matter Experts

**STRATCOM**

Strategic Communications

**TMP**

Transportation Motor Pool

**TRADOC**

Training and Doctrine Command

**University of Missouri (S&T)**

University of Missouri Science and Technology

**USACBRNS**

United States Army Chemical, Biological, Radiological, and Nuclear School

**USAES**

United States Army Engineer School

**USAF**

United States Air Force

**USAMPS**

United States Army Military Police School

**USAREC**

United States Army Recruiting Command

**U.S. Army**

United States Army

**USMC**

United States Marine Corps

**USN**  
United States Navy