

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
7 January 2011

*FS Supplement 1 to AR 360-1

Army Public Affairs
THE ARMY PUBLIC AFFAIRS PROGRAM

Summary. This supplement provides guidelines for command and public information, including information released to the media, and community relations programs intended for internal and external audiences within the Army.

Applicability. This supplementation is applicable to all personnel assigned to, attached to, or employed at Fort Sill and to any other person otherwise within the Fort Sill military installation.

Suggested Improvements. The proponent of this supplement is the Public Affairs Office (PAO). Users are invited to send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the PAO, USAFCOEFS, ATTN: IMWE-SIL-PA, Fort Sill, OK 73503.

Distribution. This regulation is distributed solely through the Directorate of Human Resources Administrative Services Division Homepage at http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html

AR 360-1, 15 September 2000, is supplemented as follows:

Para 2-3a (2), Commanders of Installations. Add the following.

The Public Affairs Officer, USAFCOEFS, is designated as the local spokesperson for this command. Within the Public Affairs Office, the Public Information Branch maintains routine liaison with the civilian news media.

Para 3-2b, Specific Restrictions, Limitations and Other Considerations. Add subparagraph (3) after subparagraph (2).

(3) Restrictions in subparagraphs (1) and (2) concerning promoting, endorsing or providing logistical support apply to activities and events sponsored by non-Federal entities operating on the installation as Private Organizations and non-Federal entities located off post which participate in the Lawton-Fort Sill Co-Op Program. Their relationships to Fort Sill units and activities are not grounds for exception.

Para 3-2t(1), Specific Restrictions, Limitations and Other Considerations. Add subparagraph (e) after subparagraph (d).

Requests to support fundraising activities sponsored by non-Federal entities consisting of Army employees and family members, including Family Readiness Groups and Private Organizations authorized to operate on the installation, will be coordinated in accordance with provisions of USAFACFS Reg 608-2 and with the appropriate POCs identified in Appendix B of USAFACFS Reg 608-2. The proponent is DMWR.

Para 3-2t(2), Specific Restrictions, Limitations and Other Considerations. Add the following.

Requests to support charitable fundraising events received from non-Federal entities located off post will be referred to PAO, USAFCEFS for coordination and approval. Similarly, requests to support events which do not directly solicit donations but are designed to raise awareness of these events or promote their sponsoring organizations will be referred to PAO for coordination and approval. This includes requests to support off-post events with official resources, or requests to hold events on Fort Sill to benefit charitable non-Federal entities or their causes.

Para 3-4, Election Year Policies. Add the following subparagraph g after subparagraph f.

g. Requests to support any event sponsored by a political party, group or candidate with Army personnel or official resources will be referred to PAO, USAFCEFS for coordination and approval. This includes requests to hold an event on post, regardless of the sponsor, when the intent is to invite a political candidate, including an incumbent who is running for re-election, to speak or make a public appearance. It also includes requests to visit the installation received from candidates for political office, including incumbents who are running for re-election, or from their staffs or campaign organizations. PAO will coordinate all such requests with SJA and the Command Group before giving a response. Once an event is approved, planning and execution is the responsibility of the command or activity tasked by the appropriate tasking authority.

Para 5-3c(l), Authority to Release Material. Add the following.

Within USAFCEFS, all official information concerning Fort Sill missions, activities, and personnel to be released to the civilian news media will be released through the Public Affairs Office, USAFCEFS. Direct contact with civilian news media representatives by subordinate commands, staff agencies, and tenant activities for the purpose of releasing official military information is prohibited. This prohibition does not apply to information released pursuant to the Freedom of Information Act.

Para 5-9a, Facilitating Media Visits. Add the following.

The Public Affairs Office, USAFCEFS, will facilitate media visits to Fort Sill by bona fide media representatives. Requests received from the news media to visit Fort Sill for the purpose of covering or obtaining information about units or official activities

operating on the installation will be referred to the Public Affairs Office, USAFCOEFS for action.

Para 6-6, Clearance Authorities. Add subparagraph e after subparagraph d.

e. All writings and speeches intended for use in the public domain that meet the conditions in paragraph 5-3c(1) will be cleared in advance with the Public Affairs Office, USAFCOEFS.

Para 6-9b, Speaking and Manuscript Clearance Procedures. Add the following subparagraph (4) after subparagraph (3).

(4) Locally produced articles and manuscripts requiring OSD or HQDA clearance will be submitted digitally as a Word or PDF document to the Public Affairs office, USAFCOEFS, for processing. In order to comply with HQDA time restraints, articles and manuscripts will be submitted at least 21 days in advance of the desired clearance date.

Para 7-1, Use of Military Assets for Public Affairs. Add the following subparagraph e after subparagraph d.

e. Units and activities at Fort Sill receiving requests to support civilian-sponsored events in the civilian domain will refer them without comment to the Public Affairs Office, USAFCOEFS for coordination and approval. In referring the requestor to PAO, ensure nothing is said which implies the support is available (such as the band) or that the request is approved or likely to be approved.

Para 7-7d, Explosives and Pyrotechnics. Add the following subparagraph (3) after subparagraph (2).

(3) Performances by the U.S. Army Field Artillery half Section frequently involve firing a blank round from its 75mm cannon. Requests for the Half Section to fire a round in support of a civilian-sponsored event, on or off the installation, will be referred to the Public Affairs Office, USAFCOEFS, for processing.

Para 8-8, Army and Air Force Hometown News Service. Add subparagraphs g, h and i after subparagraph f.

g. The Public Affairs Office, USAFCOEFS, has staff responsibility for all matters pertaining to the Hometown News Release Program. PAO will screen and forward completed DD Forms 2266 to the Hometown News Service, and will return incomplete forms to originators with explanatory notes.

h. Unit commanders, personnel officers, or their representatives should explain the Hometown News Release Program to all incoming personnel and afford those arriving from other installations or major commands the opportunity to complete DD Forms 2266

upon their arrival at units. Forward completed forms to PAO at least twice weekly to ensure timely release.

i. Fort Sill reenlistment NCOs will ensure that DD Forms 2266 are made available to all reenlistees.

Para 10-1, Use of Military Transportation Assets. Add the following as subparagraph k after subparagraph j.

k. Commander, USAFCOEFS, must approve all local travel for public affairs purposes. Requests for local public affairs travel must be coordinated in advance with the Public Affairs Office, USAFCOEFS. All non-DOD civilians participating in public affairs travel must sign hold harmless agreements before utilizing any government transportation.

Para 10-2, Local Media Travel Procedures and Approvals. Add the following as subparagraph e after subparagraph d.

e. Commander, USAFCOEFS, must approve all local travel of local news media representatives. All requests for local news media travel must be coordinated in advance with the Public Affairs Office, USAFCOEFS. All civilian news media representatives must sign hold harmless agreements before utilizing any government transportation.

Para 13-5, Civilian Enterprise Operations. Add the following as subparagraph g after subparagraph f.

g. The civilian enterprise newspaper published at Fort Sill IAW with this regulation is The Cannoneer. See Appendix L for information about the newspaper's editorial policy and procedures.

Appendix A References

Section I Required Publications

AR 360-1
The Army Public Affairs Program

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

DD Form 2266
News Release Information, Hometown

Section IV Referenced Forms

DA Form 2028
Recommended Changes to Publications and Blank Forms

Glossary

Section I Abbreviations

DFMWR

Directorate of Family, Morale, Welfare and Recreation

PAO

Public Affairs Office

USAFCOEFS

United States Army Fires Center of Excellence and Fort Sill

Section II Terms

This section contains no entries

Special Abbreviations and Terms

This section contains no entries.

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