



**DEPARTMENT OF THE ARMY**  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

ATZT-PAO

12 JUL 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #18-02, Public Information Policy

1. **PURPOSE.** To establish policy and procedure for the U.S. Army Maneuver Support Center and Fort Leonard Wood during any interaction with the news media.

2. **GENERAL.** All individuals employed on Fort Leonard Wood have the responsibility to coordinate with the Public Affairs Office (PAO) prior to inviting or accepting any news media representative onto the installation, and to obtain approval from PAO before releasing information to the media.

3. **POLICY/PROCEDURES.**

a. The U.S. Army Maneuver Support Center and Fort Leonard Wood has become a center for media attention and focus. As knowledge of our installation and capabilities grows, so will requests by media for coverage of our activities and events.

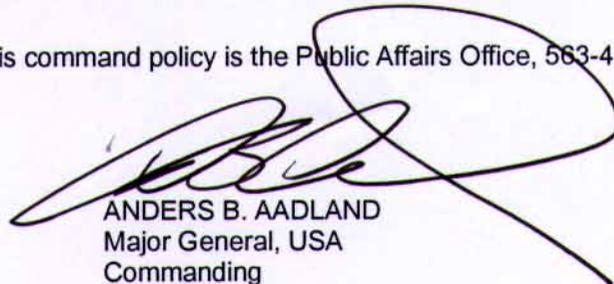
b. In an effort to synchronize our response to any media query, it is imperative that all units, organizations and directorates channel all public communication efforts and activities through the PAO. The goal is to consolidate our responses, to speak with one voice on key issues, and capitalize on the opportunities made available through our increased capabilities.

c. All media and public official visits, contacts and responses to query require approval/coordination by public affairs. Each commander, director and/or organizer will ensure that media visiting this installation register at the PAO (building 312) and are provided a Public Affairs briefed escort. Coordination with the PAO will occur prior to the media visiting any training or unit/organization location on Fort Leonard Wood or any contacts off the installation in an official capacity.

d. Fort Leonard Wood and the Army have a great story to tell. We must ensure that our efforts are focused and coordinated to get our message out clearly and correctly. This is accomplished through the assistance of our public affairs professionals.

4. **SUPERSESSION.** This policy supersedes the policy subject above, dated 29 August 2000, and is in effect until superseded or rescinded.

5. **PROPONENCY.** The proponent of this command policy is the Public Affairs Office, 563-4145.



ANDERS B. AADLAND  
Major General, USA  
Commanding

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