



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
CAMP PARKS RESERVE FORCES TRAINING AREA
BUILDING 620, 6TH STREET
DUBLIN, CA 94568-5201

IMPR-PA

9 July 2013

MEMORANDUM FOR ALL Parks Reserve Forces Training Area Personnel

SUBJECT: PRFTA Policy #4, Media Relations Activities at Parks Reserve Forces Training Area

1. REFERENCE. AR 360-1, The Army Public Affairs Program, 25 May 2011.
2. PURPOSE. To provide guidance to Soldiers and Civilians in reference to Media Relations Activities on the installation.
3. APPLICABILITY. These procedures are applicable to all Civilian and military personnel assigned to and or under the operational control of Parks Reserve Forces Training Area.
4. POLICY.

a. The Parks Garrison Commander, through the PAO, provides transparency on all issues pertaining to Camp Parks unless policy, security, privacy, regulations or law prohibits such action. Public Affairs fulfills the Army's obligation to keep the American people and the Army informed. The PAO also helps establish the conditions that lead to confidence in America's Army and its readiness to conduct operations in peacetime, conflict and war.

b. All media and external inquiries involving Camp Parks, its employees, and residents must be directed to the Parks Public Affairs Office (PAO) for response. The PAO is the official information release authority for Parks. Parks and Tenant Commanders are the only authorized commands to conduct media-related activities after coordination through Parks PAO.

c. Media Related Activities must be in compliance with the Army Public Affairs mission. This means individuals are prohibited to coordinate with or provide comments to the media in any official capacity unless Command approved or coordinated with an exception to policy. "Off the record" and or "unnamed source media activity is prohibited."

d. The PAO is the authority for all media-related activities at Camp Parks, however, media access to military areas, information release, and utilization of installation facilities are the installation Commander's prerogatives. All media-related activities must be coordinated through the PAO prior to entering Camp Parks. Whenever possible make media coordination with the PAO office least 5 days prior to any specific planned event. News events that require immediate action will be evaluated on case by case bases by the Camp Parks PAO prior to media entering the installation.

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e. The Parks PAO will evaluate events that require immediate action on case by case basis. The PAO will inform Installation law enforcement office of any media visits to facilitate access to Parks RFT A. Media arriving at Installation gates without prior notice will be held at the gate until cleared by the PAO and escorted by an authorized individual.

f. The PAO will forward media and external inquiries on tenant organizations to the appropriate tenant organizations and will assist on the proper response and release of information.

g. Media representatives may visit areas of the installation normally open to the public however, access must be related to the stated story that is being researched. Media must be escorted by the PAO, tenant organization staff member (with media training), or individual(s) designated by the PAO as a media escort.

h. Media training for units can be requested by tenant units through the Parks DPTMS via memorandum for the PAO. Individual training can be coordinated directly from the P AO but individuals must be on orders or designated as the unit media representative.

i. Media representatives must wear a PRESS badge during the duration of their Installation visit. Media representatives will ask for permission to record conversations or take photographs/video of individual(s).

j. Organizations requesting to conduct media activity at Parks must provide the names, media organization, and contact number of all media representatives and will be held responsible for ensuring the compliance with this policy.

k. Military journalists will be afforded the same rights and privileges as civilian media representatives and follow the guidelines as listed above, but are not required to have an escort.

6. PROPONENT. The proponent for this policy is the Public Affairs Office at (925) 875-4298 /4636 or pao.parks@us.army.mil.



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Commanding