



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF:

IMKN-PA

SEP 21 2018

MEMORANDUM FOR

Commanders, Fort Knox Partners in Excellence
Commanders, All Units Reporting Directly to This Headquarters
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC

SUBJECT: Policy Memorandum 24 – Installation Support to Area Community Relations Events

1. References.

- a. Department of Defense Directive (DoDD) 5410.18 (Public Affairs Community Relations Policy), 20 November 2001, Certified Current as of 30 May 2007.
- b. Army Regulation (AR) 360-1 (The Army Public Affairs Program), 25 May 2011.
- c. Army Chief of Public Affairs Fiscal Year 2018 Community Outreach Plan Guidance, 13 March 2018.
- d. Field Manual (FM) 7-0 (Train to Win in a Complex World), 5 October 2016.

2. Purpose. To outline the procedures by which requests and opportunities for Fort Knox participation in area community relations events are reviewed, coordinated, and supported.

3. Administration. The Fort Knox Public Affairs Office (PAO) is the principal source for receiving and processing installation community relations support requests from off-post communities. Support requests initially received by other on-post units/organizations should be rerouted to Fort Knox PAO for appropriate processing and to ensure continuity, awareness, equal consideration, and elimination of duplication of services. Enclosure 1 is a diagram that shows the general process.

4. Unit/Organization Alignments with Off-post Communities.

a. Enclosure 2 is a chart that shows which on-post units/organizations will first be considered to support community relations events occurring in aligned communities.

b. A Fort Knox unit/organization may be considered to support a community relations event in a community aligned with another on-post unit/organization in order to

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best meet the request (for example, 19th Engineer Battalion is the only on-post unit with the specific vehicle that Elizabethtown – which is partnered with HRC – has requested).

5. Community Relations Support Outside of Aligned Off-post Communities.

a. Equal consideration is given to supporting community relations events outside of the aligned communities but within the Local Commuting Area (LCA is defined in a separate Fort Knox policy memorandum). Fort Knox units'/organizations' on-post Soldier populations and number of community relations events already supported – combined with the type of desired role/request – are factors in determining who is considered to provide support.

b. Community relations events outside the Local Commuting Area but within a 155-mile radius of Fort Knox are considered when one or more of the below listed circumstances applies, personnel and equipment will be able to arrive back by 10 p.m. the same day (unless an agreement approved by the Fort Knox Staff Judge Advocate (SJA) allows for the event sponsor to pay the standard Military Services Allowances (for example, quarters, meals)), and approval is obtained by the Fort Knox senior commander (SC) or his/her designee.

(1) National-level event.

(2) Regionally, nationally, or internationally televised event.

(3) Event otherwise deemed a high payoff event by the Fort Knox SC or his/her designee, or the Department of the Army.

6. Responsibilities.

a. Fort Knox PAO.

(1) Provide requesters the appropriate forms to complete (for example, DD Form 2535–Request for Military Aerial Support, DD Form 2536–Request for Armed Forces Participation in Public Events) and to submit back to Fort Knox PAO.

(2) Only requests received by Fort Knox PAO at least six weeks in advance of the event are considered for tasking as opposed to the 30 days advance notice stated on DD Form 2536 in order to better align with the training schedule lock-in priority referenced in FM 7-0. Unless an exception is approved by the SC or his/her designee,

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on-post units/organizations are only asked to support event requests received by Fort Knox PAO less than six weeks away.

(3) Screen requests within one business day of receipt against the criteria outlined in DoDD 5410.18 (Public Affairs Community Relations Policy), AR 360-1 (The Army Public Affairs Program) and the Army Chief of Public Affairs Fiscal Year 2018 Community Outreach Plan Guidance.

(4) Submit all requests deemed by Fort Knox PAO acceptable and appropriate to support to the Directorate of Plans, Training, Mobilization and Security (DPTMS) within one business day of receipt to allow its Taskings Office to provide preliminary notice to the on-post unit(s)/organization(s) of the requests they may likely be tasked or asked to support. Submissions should include all pertinent event information.

(5) Submit all requests deemed by Fort Knox PAO acceptable and appropriate to support to the Fort Knox SJA within one business day of receipt for a legal review. Submissions should include all forms the requester is required to complete as well as other information needed by SJA to conduct a full review.

(6) Create and submit staff actions to DPTMS within one business day of receipt of legal reviews approving support to the requested events in order for the requests to be tasked. Requests submitted to Fort Knox PAO less than six weeks from the event still undergo the same process except DPTMS only asks on-post units/organizations to provide support, unless the SC or his/her designee approves an exception to task.

(7) Notify requesters immediately if requests cannot be supported (for example, PAO or legal disapproval, or no on-post units/organizations able to support due to competing mission requirements) and provide the reason(s).

(8) Correspond with on-post units/organizations scheduled to support area community relations events in a timely manner to support coordination of the events, answer questions, and establish introductions with event organizers.

(9) Maintain a tracker that lists the time, date, location, and nature of area community relations support being provided by on-post units/organizations. Enclosure 3 lists annual recurring community event requests for support.

(10) Provide justification to the garrison commander (GC) and SC, as necessary, on why requests should or should not be supported, to include when an on-post unit/organization tasked to support an event submits a reclama.

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(11) Receive and coordinate area primary and secondary schools' requests when the Partnership in Education (PIE)-aligned units/organizations do not have the capability to provide what is being requested, or if the requesting schools are not part of the Fort Knox PIE. (Note: PIE is a separate program managed by the school liaison officer.)

b. Fort Knox SJA. Provide a written legal review/opinion to Fort Knox PAO on all community relations support requests within two business days of receipt.

c. DPTMS.

(1) Provide on-post units/organizations with preliminary notice of the requests that they may likely be tasked or asked to support within one business day of receipt of all pertinent event information provided by Fort Knox PAO.

(2) Create and submit tasks to on-post units/organizations to support approved community relations event requests within two business days of receipt of Fort Knox PAO staff actions. Only ask on-post units/organizations to provide support when Fort Knox PAO receives requests less than six weeks from the event, unless the SC or his/her designee approves an exception to task.

(3) Provide tasked and asked on-post units/organizations with contact information of the Fort Knox public affairs specialist facilitating the event request.

(4) DPTMS director reviews reclaims within two business days of receipt. If the initial determination is to consider approving the reclama, provide justification to the GC for his/her review before signing an approved reclama and submitting back to the respective on-post unit/organization.

(5) Within two business days of receipt of an approved reclama, task another on-post unit/organization to support the community relations event. Fort Knox units'/organizations' on-post Soldier population and number of community relations events already supported – combined with the type of desired role/request – are factors in determining which other units/organizations are considered to provide support.

d. On-post units/organizations.

(1) Acknowledge in an email reply to DPTMS the task or request within four business days of receipt.

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(2) Immediately contact Fort Knox PAO for further coordination.

(3) On-post units'/organizations' organic PAO assets may be required to provide public affairs support based on the nature and scope of the events. Tasks and requests from DPTMS specify whether such support is needed or recommended.

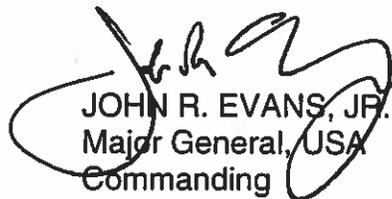
(4) Higher-headquarters elements on post tasked or asked by DPTMS to support an area community relations event may delegate to their subordinate on-post elements.

(5) On-post units/organizations may still carry out their own community outreach initiatives – regardless of alignment or location – that are specific to advancing and promoting their unique missions (for example, USACC may partner with a university or other non-federal entity); however, Fort Knox PAO must be notified in advance of such planned activities occurring within the Fort Knox Local Commuting Area for awareness. On-post units/organizations should also first seek legal reviews from their servicing SJA.

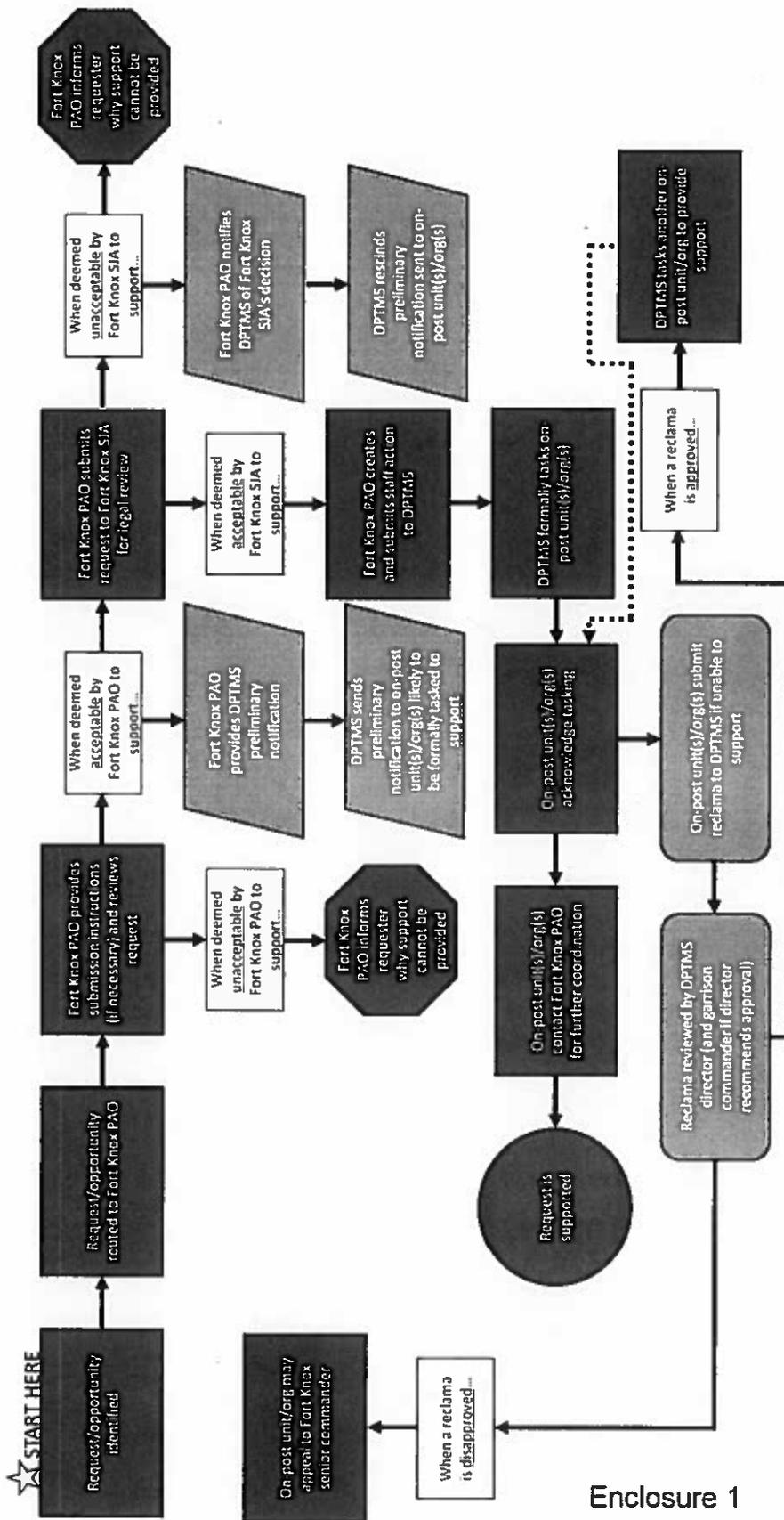
7. The GC has the delegated authority to approve tasking support requests submitted to Fort Knox PAO less than six weeks from the event as well as requests involving support outside the Local Commuting Area, but within a 155-mile radius of Fort Knox that meet the criteria in paragraph 5, section B of this letter. However, I retain authority to review appeals on support requests approved by the GC.

8. Point of contact is Community Relations Officer, Fort Knox PAO, ATTN: IMKN-PA, (502) 624-0150, usarmy.knox.imcom-atlantic.mbx.pao@mail.mil.

Encls
as stated


JOHN R. EVANS, JR.
Major General, USA
Commanding

General Community Relations Event Requests Staffing and Coordination Process



Off-post Community Alignments

Off-post communities	Fort Knox units/organizations
Bullitt County	1 st U.S. Army Division-East
Elizabethtown	U.S. Army Human Resources Command
Louisville	U.S. Army Recruiting Command
Meade County	1 st Sustainment Command (Theater)
Radcliff	U.S. Army Cadet Command and 19 th Engineer Battalion
Vine Grove and West Point	U.S. Army Reserve organizations (84 th Training Command, U.S. Army Reserve Aviation Command, 100 th Division, 83 ^d Army Reserve Readiness Training Center and Army Reserve Careers Division)

Annual Recurring Events List

COMMUNITY	MONTH	ANNUAL EVENT (Likely to involve Fort Knox military participation.)
Brandenburg	January	Meade County Leadership Group Visit to Fort Knox
Elizabethtown	March	Central Hardin High School Fort Knox Day
Shepherdsville	March	Kidsfest
Lexington	April	Keeneland Thoroughbred Race Course Military Appreciation Day
Vine Grove	April	Vine Grove Mayberry Days Festival
Elizabethtown	April	Youth Leadership Hardin County
Elizabethtown	April	Leadership Hardin County Visit to Fort Knox
Radcliff	May	Woodland Elementary School Military Appreciation Day
Louisville	May	Louisville Bats Military Appreciation Game
Radcliff	May	Hooray For Heroes
Louisville	May	Louisville Armed Forces Dinner
Louisville	May	Kentucky Derby
Elizabethtown	August	Hardin County Heartland Parade and Festival
Louisville	August	Kentucky State Fair
Lexington	September	University of Kentucky Heroes Day Football Game
Louisville	September	Middletown Family Fun Days Parade
West Point	September	West Point River Days
Rineyville	September	Rineyville Days Parade
Shepherdsville	September	Bullitt County Patriot Day Ceremony
Vine Grove	September	Vine Grove Autumn Daze Parade and Festival
Glasgow	September	N. Jackson Elementary School Visit
Hodgenville	October	Lincoln Days Celebration
Lebanon Junction	October	Lebanon Junction Old Fashioned Days Parade and Festival
Patriot Games	October	Boy Scouts (Occurs every other year on Fort Knox.)
Louisville	November	Louisville Veterans Day Parade
Bullitt County	November	Roby Elementary School Veterans Day Ceremony
Payneville	November	Payneville Elementary School Veterans Day Ceremony
Flaherty	November	Flaherty Elementary School Veterans Day Ceremony
Elizabethtown	November	Christmas in the Park
Hodgenville	November	Hodgenville Veterans Day Parade
Louisville	November	University of Louisville Military Appreciation Day Football Game
Vine Grove	November	Hardin County Veterans Day Parade
Radcliff	November	Kentucky Veterans Cemetery Central Veterans Day Tribute
Elizabethtown	November	Ceremony at Veterans Tribute
Irvington	November	Irvington Holiday Parade
Addison	November	Holt Home Wreath Laying

Note 1: Units/organizations must always contact Fort Knox PAO before reaching out to event organizers.

Note 2: An event's scope and nature might require a non-aligned unit/organization to provide support.

Note 3: This list is not all encompassing; other requests are received throughout each year that units/organizations will be tasked or requested to support.

Enclosure 3