



DEPARTMENT OF THE ARMY
2d ENGINEER BRIGADE
724 POSTAL SERVICE LOOP #5000
JOINT BASE ELMENDORF-RICHARDSON, ALASKA 99505-5000



REPLY TO
ATTENTION OF

APVR-ENG-CO

26 September 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #13 (Authority to Release Information to the Media)

1. References:
 - a. AR 360-1, The Army Public Affairs Program
 - b. FM 46-1, Public Affairs Operations
 - c. Department of Defense (DoD) Directive 5230.9.
 - d. USARAK CG Policy #0-13, Authority to Release Information to the Media, 12 Aug 2010.
2. Purpose: To outline the 2d Engineer Brigade Commander's policy on authority to release information to the media.
3. Applicability: This policy applies to commanders of units, and organizations assigned, attached or directly reporting to the Commander, 2d Engineer Brigade.
4. Objectives:
 - a. Provide unclassified information about the 2d Engineer Brigade and its activities to the external public achieving maximum disclosure and minimum delay and to prevent release of information that would adversely affect national security, threaten the personal safety, or invade the privacy of members of the Army.
 - b. Ensure that all information provided to internal or external audiences is accurate.
 - c. Ensure 2d Engineer Brigade senior leaders are kept informed of news related activities.
5. Commanders will inform the Brigade Commander directly or through public affairs channels as soon as possible when national news media requests are received or situations concerning their commands exist that have the potential for regional or national exposure. National media are defined as network television (to include local affiliates if national interest is likely), national news magazines or metropolitan newspaper with national distribution.

6. Procedures. Subordinate units of 2d Engineer Brigade. All release, regardless of characterizations, are written by the public affairs officer at the lowest level. Releases are reviewed at the brigade level and forward to the USARAK PAO. The USARAK PAO maintains release authority for all command information and routine press releases. The USARAK Chief of Staff maintains release authority for all priority and sensitive releases.

7. Types of Releasable Information. Releasable information will be generally categorized as command information, routine, priority or sensitive. Although the list is not all inclusive, examples of each follow:

a. Command Information. Stories, photos, and internal publications produced to inform the internal audience and further the goals of the Army's strategic outreach program.

b. Routine.

(1) On-post ceremonies and events (change of command, holiday ceremonies, memorial services/dedications, awards/promotions, citizenship, and ribbon cuttings, etc.)

(2) Off-post support to the community (Arctic Winter Games, Alaska Day, Veterans Day, Independence Day, Memorial Day, Military Appreciation Day, Alaska State Fair, Fur Rendezvous, Iditarod, Colony Days, Golden Days, Tanana State Fair, Bear Paw Festival etc.)

(3) Cultural, ethnic and religious observances

(4) Routine calendar events (Retiree Council, FMWR, ACS, etc.)

(5) Road conditions change, traffic diversions, and gate closures

(6) Traffic alerts for off-post convoys

(7) Noise alerts for range firing or increased aircraft traffic

(8) Articles for publication (Fires Magazines, Armor, Military Review, etc.)

c. Priority.

(1) Deaths (combat/non-combat, on/off installation)

(2) Accidents with injury or major damage

(3) Unit activation/inactivation, deployment/redeployment and reflagging ceremonies

(4) Major training exercises

(5) Environmental issues (environmental programs or incidents)

- (6) Natural disasters
- (7) Search and rescues
- (8) Court martial proceedings
- (9) CID/LEC investigations
- (10) FOIA requests
- (11) VIP visits (SECARMY, CSA, VCSA, SMA, foreign dignitaries, etc.)
- (12) Wounded warrior issues
- (13) Hunting on Army land

d. Sensitive.

- (1) Crises (mass casualty, environment spills, Class A accidents, etc)
 - (2) Certain death cases (senior leaders, suicides, etc)
 - (3) Operational events (OIF/OEF deployments announcements)
 - (4) Realignment/restructuring of forces
 - (5) MIAs/POWs/AWOLs
 - (6) All situations concerning the Army in Alaska that have the potential for national exposure.
8. The point of contact for this memorandum policy is the brigade PAO @ (907) 384-3558.

THOMAS J. ROTH
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Commanding

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2d Engineer Brigade Command Teams