



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY INFANTRY CENTER
FORT BENNING, GEORGIA 31905-5000

REPLY TO
ATTENTION OF

Policy Memorandum 210-7-6

IMSE-BEN-MW (210)

30 SEP 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Distribution of Civilian Publications on Fort Benning

1. REFERENCES:

- a. AR 210-7, Commercial Solicitation on Army Installations, 15 April 1982.
- b. AR 360-1, The Army Public Affairs Program, 15 September 2000.

2. PURPOSE: This policy provides guidance and establishes responsibilities for the initial review, approval of request from vendors to distribute, issuing of vendor's permit, establishment of distribution points, and the vending equipment necessary to support distribution of civilian publications at Fort Benning, exclusive of material sold through the Army and Air Force Exchange Service (AAFES).

3. POLICY:

- a. Directorate of Morale, Welfare and Recreation (DMWR):
 - (1) Process requests or permits to distribute free commercial publications, guides, directories, and magazines on Fort Benning.
 - (2) Staff requests for permits through the Staff Judge Advocate (SJA) and Public Affairs Office (PAO) for review and recommendations: Other staffing may be required depending on the nature of the publication, i.e., religious materials, etc.
 - (3) DMWR will be the approving authority for permission to distribute, guided by the principal that, except in cases in which a publication constitutes a clear danger to military loyalty, discipline, or morale, military personnel are entitled to the same free access to publications as are other citizens.
 - (4) Except when the publication in question is published primarily for advertising or promotional purposes, issue a denial of a request for permission to distribute which will require the following actions.

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(a) When it appears that the dissemination of a publication presents a clear danger to the loyalty, discipline, or morale of troops at the installation, the installation commander may, without prior approval of higher headquarters, delay the distribution of any such publication on property subject to his control.

(b) When imposing a delay as authorized in the previous paragraph, the installation commander will inform, by telephone, the MACOM and HQDA (Office of the Chief of Public Affairs).

(c) When a delay is imposed, the installation commander will, within five working days, review the publication and prepare a written recommendation to HQDA providing basic facts which are pertinent to the decision that distribution presents a clear danger to the loyalty, discipline or morale of the troops.

(d) The recommendation will be sent, with a copy of the subject publication, to the Office of the Chief of Public Affairs, HQDA. Also, an informational copy will be provided to the MACOM.

(e) The delay will remain in effect until a determination to approve or disapprove the request is made by HQDA.

(5) Ensure all commercial publications distributed free will include, printed in a prominent location, the following: "Everything advertised in this publication must be made available for purchase, use or patronage without regard to the race, creed, color, sex, age, or national origin of the purchaser, user or patron."

(6) Issue permits for a period not to exceed one year. All publication permits will expire exactly one year from issue date. Vendors should request renewal no later than 15 days prior to expiration to ensure continuity of their operation.

(7) Vendors will provide suitable vending machines or display racks for their publications. Machines or racks will be fully enclosed to prevent publication spillage, in good repair, properly maintained, well marked and secured. Vendors will be responsible for the security, maintenance, and police of the area involving their property. Outdated materials will be removed from the premises promptly by the vendor.

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(8) Enclosure 1 is a listing of locations for newspaper vending machines and at Enclosure 2 is a list for "free" civilian publication racks that are allowed on the installation. However, vendors must have approval from the DMWR for each particular location/area.

b. Public Affairs Office. Provide assistance in reviewing materials and making recommendations concerning the initial and the continued distribution of the publication on Fort Benning.

4. SUPERSESSION: This policy memorandum supersedes USAIC Policy Memorandum 210-7-4, 6 May 2004.

5. PROPONENT: Debbie Knipe, Directorate of Morale, Welfare and Recreation, 545-1511.

FOR THE COMMANDER:

2 Encls



DAVID H. LING
Colonel, Infantry
Chief of Staff

DISTRIBUTION:
Electronic Admin List

Enclosure 1

LOCATIONS FOR NEWSPAPER VENDING MACHINES

PX Facilities:

Martin Army Community Hospital PX, Bldg 9200,
Marne Road (Basement Outside PX)

Infantry Hall PX, Bldg 4
(Front Lobby-Hallway Outside PX)

Sand Hill Troop Store, Bldg 3218
Scott Avenue

PX Main Mall
(Outside-Brick Enclosure Near Entrance)

3d Ranger Troop Store, Bldg 5022
Blackhawk Road

Mini Mall Shoppette, Bldg 1711
Pecomrow Street (Front Entrance and Back Entrance)

Sand Hill Pizza Sub Shop, Bldg 3218
Scott Avenue

Custer Terrace Shoppette, Bldg 10800
Craig Drive

Sightseeing Road Troop Store, Bldg 2821,
Sightseeing Road

Kelley Hill Troop Store, Bldg 9002
Watkins Street

Business Operations Division Facilities:

Fort Benning Officers Club, Bldg 128

Benning Brew Pub, Bldg 2784

Afterhours Enlisted Club, Bldg 2502

Sand Hill NCO/Enlisted Club, Bldg 3270

Main Bowling Center, Bldg 9232

Main Post Bowling Center, Bldg 2785

LOCATIONS FOR VENDING MACHINES (Continuation)

Olsen Hall, Bldg 399

Gavin Hall, Bldg 96

Uchee Creek Marina Country Store, Bldg 0007

Follow Me Golf Course Clubhouse, Bldg 390

11th Infantry Regiment

2d Bn (IOBC), Bldg 76

3d Bn (OCS), Bldg 2757 (across the street on the corner by the mailbox)

ITB

Headquarters, Bldg 3410

HSC, Bldg 3245

1-19th, (Holcomb Barracks) Bldg 3335

1-50th, (Treadwell Barracks) Bldg 3405

2-58th, (Conway Barracks) Bldg 3425

BCTB

30th AG BN, (Reception-Johnston Hall) Bldg 3020

1-38th, (Leonard Barracks) Bldg 3105

2-54th, (Albanese Barracks) Bldg 3240

MEDDAC

Winder Health Clinic, Bldg 3306

DENTAC

Love Dental Clinic, Bldg 9240

Bernheim Dental Clinic, Bldg 2828

Salomon Dental Clinic, Bldg 3255

Western Hemisphere Institute for Security Cooperation, Wold Ave, Bldg 35 main lobby)

29th Infantry Regiment

LOCATIONS FOR VENDING MACHINES

(Continued)

Ranger Training Brigade

RTB Dining Facility, Bldg 5021

Infantry Hall

Bldg 4 (Inside-West Wing)

Meloy Hall

Bldg 6 (first floor-inside entrance door)

Shuttle Bus Pickup Station

Wold Avenue

Banks:

Wachovia, Wold Avenue

Columbus Bank and Trust, Ingersoll Street

Fort Benning Communities:

Custer Terrace/Upatoi/Battle Park:

Custer Terrace Shoppette, Craig Drive

Battle Park Rental Office, Craig Drive (next to laundromat)

O'Brien Circle and Custer Road (next to telephone booth)

McGraw Manor:

Baker and McGrath Streets

Near 11449 Arrowhead Road

McGrath and Moon Streets (next to US Postal Mailbox)

Bouton Heights/Davis Hill Community:

Bouton Heights/Davis Hill Youth Outreach Center, Bldg 9608, 1st Cavalry Division Road

Devore Court and First Cavalry Division Road

Indianhead Terrace:

Lavoie Avenue (near Wilson School)

Note: East/West/Main Post is located in Bldg 8; however, there is no newspaper vending machines.

Enclosure 2

LOCATIONS FOR "FREE" CIVILIAN PUBLICATION RACKS

PX Facilities:

Martin Army Community Hospital PX, Bldg 9200,
Marne Road, (Basement Outside PX)

Infantry Hall, Bldg 4
(Front Lobby-Hallway Outside PX)

Sand Hill Troop Store, Bldg 3218, Scott Avenue

PX Main Mall (Outside-Brick Enclosure Near Entrance)

3d Ranger Troop Store, Bldg 5022, Blackhawk Road

Mini Mall Shoppette, Bldg 1711, Pecomrow Street
(Front Entrance and Back Entrance)

Sand Hill Pizza Sub Shop, Bldg 3218, Scott Avenue

Kelley Hill Snack Bar, Bldg 9029, Marne Road

Custer Terrace Shoppette, Bldg 10800, Craig Drive

Sightseeing Road Troop Store, Bldg 2821,
Sightseeing Road

Kelley Hill Troop Store, Bldg 9002, Watkins Street

Community Housing Referral Relocation Office

Soldiers' Plaza, Bldg 2621

Business Operations Division Facilities:

Main Post Bowling Center, Bldg 2785

Main Mall Bowling Center, Bldg 9232

Fort Benning Officers Club, Bldg 128

Benning Brew Pub, Bldg 2784

Afterhours Enlisted Club, Bldg 2502

Sand Hill NCO/Enlisted Club, Bldg 3270

Olsen Hall, Bldg 399

Gavin Hall, Bldg 96

Follow Me Golf Course Clubhouse, Bldg 390

LOCATIONS FOR "FREE" CIVILIAN PUBLICATION RACKS
(Continued)

Banks:

Wachovia, Wold Avenue

Columbus Bank and Trust, Ingersoll Street

Shuttle Bus Pickup Station

Wold Avenue

Miscellaneous:

Physical Fitness School, Bldg 468

Battle Park Rental Office