



REPLY TO
ATTENTION OF

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

Policy Memorandum 210-22-3

ATZB-PO (210)

6 SEP 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Support of Private Organizations

1. REFERENCES:

- a. AR 210-22, Private Organizations on Department of the Army Installations, 22 October 2001.
- b. AR 360-1, The Army Public Affairs Program, 15 September 2000.
- c. DoDD 5500.7-R, Aug 93, Standards of Conduct.

2. PURPOSE: To inform civilian employees and Soldiers of procedure to handle military support requests received from surrounding communities or private organizations, either on or off-post.

3. POLICY:

- a. Any request for equipment or troop support to assist off-post organizations will be addressed to the Public Affairs Office (PAO).
- b. Any Fort Benning unit or agency receiving such requests directly from off-post private organizations will refer them to PAO for staff coordination and for forwarding to Directorate of Operations and Training (DOT)/G-3 for necessary tasking.
- c. Such support may include, but are not limited to, bands, color guards, marching units, displays, bleachers, transportation, equipment, attendance of Soldiers at off-post events, etc.
- d. Since many of these requests require extensive review and staffing, PAO places great emphasis on the need for early submission by the requestor. Every effort to meet the 13-week lock-in will be made.

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e. The same policy does not apply to on-post private organizations and other groups. These organizations will request support from NAF Resource Management Division, Directorate of Morale, Welfare and Recreation, who is responsible for staff coordination and for forwarding to DOT for tasking.

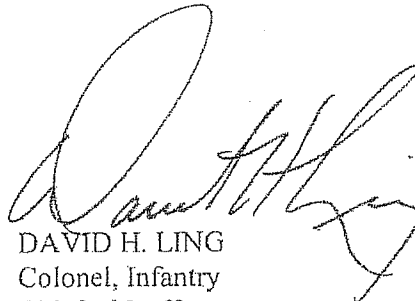
f. This policy also does not apply to requests from local sports teams desiring support and establishment of Military Appreciation Nights. To avoid conflicts with other MWR events, DMWR is responsible for coordinating with local teams, designation of dates, staff coordination and forwarding of staffed action to DOT for tasking. The 13-week lock-in rule applies here as well.

g. Ultimate approval authority for support to private organizations and local sports teams rests with the Garrison Commander.

4. SUPERSESSION: This policy memorandum supersedes USAIC Policy Memorandum 210-22-1, 20 November 2002.

5. PROPONENT: Mr. Brad Castleberry, Community Relations Officer, Public Affairs Office, 545-2238.

FOR THE COMMANDER:



DAVID H. LING
Colonel, Infantry
Chief of Staff

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