



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
P.O. BOX 788105-8105  
TWENTYNINE PALMS, CALIFORNIA 92278-8105

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(e) Joint Information Center (JIC) Plan  
(f) The Privacy Act of 1974, 5 U.S.C. § 552a (2006)  
(g) CCO 7000.4C

Encl: (1) MAGTFTC, MCAGCC Public Affairs Office Manual  
(2) Unit Information Officer (UIO) Appointment Letter  
(3) Range Deviation Form  
(4) Hold Harmless (MCAGCC)  
(5) Hold Harmless (MCMWTC)  
(6) Foreign Media Information Roster  
(7) DD Form 2536  
(8) Non-media Imagery Request Form

1. In accordance with the references, this manual reaffirms the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Public Affairs Office (PAO) plan and delineates responsibilities for the conduct of public communications programs within MAGTFTC for its tenant and operational units residing aboard the Combat Center, Marine Corps Mountain Warfare Center (MCMWTC) and Marine Aviation and Tactics Squadron One (MAWTS-1).

2. Per reference (a) the Public Affairs Office is responsible to ensure that the Commanding General's policy, procedures, and guidelines for the management of the Combat Center's PAO are within compliance with established higher headquarters directives.

3. The MAGTFTC, MCAGCC PAO Manual will be reviewed annually to ensure compliance with the references.

J. E. SMITH  
Public Affairs Director

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MAGTFTC, MCAGCC PUBLIC AFFAIRS OFFICE MANUAL

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## CHAPTER 1

### GENERAL INFORMATION

1. Public Affairs. Public affairs encompasses all aspects of internal and external communication, interaction with the public, evaluation of public opinion and maintaining credibility with the public while formulating and administering Marine Corps policies.

2. Composition. While the term public affairs applies to all contact between the Marine Corps and general or specific segments of the public, public affairs programs, in accordance with (IAW) references (a) and (b), encompass three categories of activity.

a. External Information. The preparation and dissemination of information and other material to newspapers, radio stations, television stations, the World Wide Web, and other elements of mass communication, as well as responses to queries from public media organizations.

b. Community Relations. All activities and actions undertaken for and in cooperation with individuals or organizations within an external community affected by a Marine Corps command.

c. Internal Information. This program closely parallels external public information and community relations activities and is of equal importance. Internal information efforts are aimed toward communicating to service members, military families, and civilian employees of the Combat Center and its tenant organizations.

3. Responsibility. Proactive and dynamic communications programs are encouraged at all levels of command. The commander is responsible for public affairs matters concerning his/her command. To assist commanders in accomplishing their public affairs mission, the MAGTFTC, MCAGCC PAO provides advice, technical expertise and guidance on matters pertaining to public affairs. That said, the MAGTFTC, MCAGCC Public Affairs program is only as good as the support it receives. A positive attitude and cooperation throughout all levels of the command and tenant activities are the prime ingredients for success. Organizational heads and directorates should recognize the responsibility of ensuring cordial relations with the civilian population and media representatives. They should recognize the need to keep the PAO informed of any situation that may impact the civilian community so timely, accurate responses to media queries can be made. In short, public affairs is not just the PAO's concern. Rather, it is the concern of everyone who works or resides aboard the Combat Center, and the entire MAGTFTC, MCAGCC community.

#### 4. Mission

a. The Public Affairs mission is to provide timely, accurate information to Marines and the general public on Marine Corps missions, organization, and performance as an instrument of national defense policy and security; to inform the Marine Corps, the Combat Center, and its tenants; and to initiate and support activities contributing to good relations between the Marine Corps and the public.

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b. Inform our service members, military families and civilian employees of policies and issues related to their quality of life and the conduct of business aboard installations under the charge of MAGTFTC, MCAGCC.

c. Communicate to the public timely and accurate information concerning the Marine Corps, MAGTFTC and MCAGCC.

5. Policy. In keeping with the policy of the Secretary of the Navy and Commandant of the Marine Corps (CMC), it is the policy of this command to provide maximum and unrestricted disclosure with minimum of delay of all releasable information and to develop and maintain proactive community relations.

6. Disclosure As Default. In accordance with reference (a), information about the Department of the Navy and its components will be made fully and readily available, consistent with statutory requirements, unless its release is precluded by current and valid security classifications. Requests for information from organizations and private citizens will be answered quickly and accurately. Information will be made available, without censorship or propaganda, and will not be classified or otherwise withheld to protect the government from criticism or embarrassment, when the information itself is unclassified.

7. Release Of Information Without A Freedom Of Information Act (FOIA) Request. In accordance with reference (a), information shall be made fully and readily available, consistent with statutory requirements, unless its release is precluded by national security constraints or valid statutory mandates or exceptions.

## CHAPTER 2

### ADMINISTRATION

#### 1. Organization of the MAGTFTC, MCAGCC PAO

a. The MAGTFTC, MCAGCC PAO is comprised of occupational field 43XX Marine personnel assigned to Monitored Command Code (MCC) 015. The Public Affairs Department falls under the Assistant Chief of Staff (AC/S) G-5 Directorate.

b. The Public Affairs Director is a special staff officer on the staff of the Commanding General (CG) MAGTFTC, MCAGCC, and is the direct representative in public affairs matters. The PAO assists and advises the MAGTFTC, MCAGCC CG in the area of public affairs and serves as the commands spokesperson.

c. The internal organization of the PAO department will be determined by the Director of Public Affairs, who will ensure the capability exists to adequately sustain mission capability with respect to adequate allocation of personnel, gear, and funding.

2. Formal Schools. Formal school training for public affairs personnel is held at the Defense Information School (DINFOS), Fort George G. Meade, Maryland. Quotas for the Combat Correspondent Course will be requested, by the Director, to Headquarters Marine Corps Office of United States Marine Corps Communication (OUSMCC). All active duty personnel assigned to MAGTFTC, MCAGCC PAO who are attending training at DINFOS will have funding paid for by Training and Education Command (TECOM).

### CHAPTER 3

#### DUTIES OF DIRECTOR, MAGTFTC, MCAGCC PAO, UNIT INFORMATION OFFICERS AND PAO SUPPORT FOR OPERATIONAL AND TENANT COMMANDS

1. MAGTFTC, MCAGCC Public Affairs Director. Residing within the AC/S G-5 Directorate, the MAGTFTC, MCAGCC PAO Director serves as a special staff member, providing counsel and advisement to the MAGTFTC, MCAGCC CG on all public affairs matters. The Director will establish and implement all public affairs policies and procedures approved by the CG. In addition, the MAGTFTC, MCAGCC PAO Director will fulfill the following requirements:

a. Maintain release authority and perform the role of command spokesperson for all public information material concerning MAGTFTC, MCAGCC units. This includes, but is not limited to the following activities:

- (1) Print media service.
- (2) Electronic media service.
- (3) Photographic and video coverage of news events.
- (4) Security review and clearance of manuscripts pertaining to radio and television appearances.
- (5) Verification of media accreditation.
- (6) Development, clearance, and dissemination of all press and photographic releases.
- (7) Collection, review, and analysis of news and related information.
- (8) Coordination of the activities of civilian news media representatives who are command guests.
- (9) Forwarding news and feature material to OUSMCC for national dissemination.
- (10) Coordination of print media interviews and appearances on local radio and television programs of Combat Center based personnel.
- (11) Prepare public affairs plans to MAGTFTC, MCAGCC functions and events.
- (12) Review requests for equipment and personnel to participate in civic ceremonies, parades, and other events.
- (13) Provide content and maintain oversight of the contract, publication and distribution of the Combat Center newspaper, the Observation Post.
- (14) Approve all content proposed for display on the MAGTFTC, MCAGCC web site.

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## 2. Unit Information Officers (UIO)

a. Subordinate commands and directorates of MAGTFTC, MCAGCC will designate a collateral duty UIO in writing and forward a copy of the assignment letter to the MAGTFTC, MCAGCC PAO [see enclosure (2)]. Changes in this assignment will be made similarly in writing.

b. UIOs shall:

(1) Report to the MAGTFTC, MCAGCC PAO for an orientation briefing within 10 days of assignment as UIO.

(2) Alert the PAO of timely news and feature stories for publication in the OPSERVATION POST or for external media coverage, as appropriate.

(3) Notify and route to the PAO all media queries or requests for visits that have not been previously cleared by public affairs within one working day of receipt.

(4) Serve as a 'Contributor' to the command web site. Ensure your commands unit mission, unit history, and the biographies of the Commanding Officer, the Executive Officer, and the Sergeant Major remain current. Provide any other information relevant to your command/directorate /organization to ensure information within your respective webpage is up-to-date and remains IAW references (a),(b), (c), and in keeping with Chapter 9 of this Manual.

3. Operational and Tenant Command Public Affairs Activities. The following guidelines are set forth to establish standard operating procedures for public affairs entities that intend to conduct any public affairs function in order to (IOT) support their respective commands training or activities aboard MCAGCC, MCMWTC, or when utilizing any support from the MAGTFTC Training Program.

### a. Internal coverage

(1) The Training Audience is responsible for the coordination of PA coverage through their unit's respective PA office for any event the unit is involved in when utilizing MAGTFTC training support. Execution of all PA functions is primarily the responsibility of the external PAO however, MAGTFTC, MCAGCC PAO will assist with combat correspondent coverage as needed, and approved by the PAO Director, on a case-by-case basis. All requests for combat correspondent support must be submitted to the MAGTFTC, MCAGCC PAO Director no later than (NLT) 15 days prior to the event.

(2) For field exercises, the requesting PA unit will need to provide any afforded MAGTFTC, MCAGCC combat correspondents transportation to and from the training location. The requesting unit will be responsible for ensuring the MAGTFTC, MCAGCC Marine is included in all necessary rosters and transit requests submitted to Range Control and all applicable range safety officers (RSO's).

### b. External coverage

(1) In the event the PAO of the training audience desires to bring external media aboard MCAGCC or MCMWTC, or to cover any activity under

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the MAGTFTC Training Program, the requesting unit must submit the request to the MAGTFTC, MCAGCC PAO Director NLT 15 days prior for domestic media members and NLT 30 days prior for foreign media members.

(2) The requesting unit will be responsible for escorting media on/off the installation(s) and informing the MAGTFTC ,MCAGCC PAO Director of any deviations to the approved plan.

(3) The requesting unit will be responsible for ensuring all necessary paperwork is completed, submitted, and approved before escorting media aboard an installation or authorizing their participation in a training exercise that is under the purview of the MAGTFTC Training Program. The PAO responsible for escorting the external media is required to procure and retain the following documents on them at all times while escorting external media, when applicable. The Commanding General, MAGTFTC, MCAGCC has the final authority in the approval of any media activity associated with MAGTFTC, MCAGCC.

(a) Range Deviation Form. In accordance with reference (d), enclosure (3) is the form used to authorize civilian access to training areas and must be completed in its entirety and submitted to MAGTFTC Range Control NLT 14 days prior to the event.

(b) Hold Harmless Agreements. Enclosures (4) and (5) must be signed by each media member/visitor viewing a training evolution aboard MCAGCC, MCMWTC, or when covering a training exercise within the MAGTFTC Training Program. This form must include a witness signature and a copy of the completed form must be submitted to MAGTFTC, MCAGCC PAO and Range Control.

(c) Foreign Media Information Roster. Enclosure (6) must be filled out when any requests to allow foreign media access to training taking place aboard MAGTFTC, MCMWTC, or when a part of training convening the MAGTFTC Training Program must be coordinated and approved by the MAGTFTC Foreign Disclosure Officer. Submission for request must be submitted NLT 30 days prior to an event.

(4) All external media must receive prescribed safety briefs by the MAGTFTC, MCAGCC Range Safety Office prior to gaining access to any training areas. To schedule a class, contact (760) 830-7112. See Chapter 4, paragraph 3 of this Manual for further information.

(5) For cases in which external media wishes to bring their vehicle on base, the requesting PA will be responsible for the coordination of a local sponsor via MAGTFTC, MCAGCC PAO. Media will be required to check in with Pass and ID, AC/S G-7, located at the installation's main gate and present valid driver's license, vehicle registration or rental agreement, and proof of insurance.

4. Crisis Communication. In the event of a crisis occurring aboard MCAGCC involving assets which are not organic to MAGTFTC, MCAGCC; the MAGTFTC, MCAGCC PAO will serve as the initial response to the event until the responsible PA and the MAGTFTC, MCAGCC PAO Director can convene and determine the appropriate release authority. See Chapter 4, paragraph 5 of this Manual for further information on crisis communication.

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## CHAPTER 4

### MEDIA RELATIONS

1. General. Establishing personal liaison with media representatives will prove invaluable in accomplishing the public affairs mission and cannot be understated. Each opportunity for the commander or their public affairs representative to become personally acquainted with news media representatives should be taken. Personal contact encourages two-way communication and usually results in fair and balanced coverage.

#### 2. Media Visits

a. Visiting media representatives will be provided maximum opportunities to visit, meet with, and observe Marines and military activities.

b. Commanders, ACs/S, and Directors are encouraged to provide maximum assistance consistent with operational commitments to such representatives who desire to visit their units. Commanders are encouraged to extend, through the MAGTFTC, MCAGCC PAO, invitations to the media to observe training and events of a newsworthy nature.

c. The Robert E. Bush Naval Hospital PAO may invite civilian media to a function aboard MCAGCC, providing:

(1) They advise the MAGTFTC, MCAGCC PAO.

(2) They provide an escort to and from the main gate and remain in keeping with the requirements stipulated in Chapter 3, paragraph 3 of this Manual; however, in all cases MAGTFTC, MCAGCC PAO reserves the right to provide an official media escort. The CG, MAGTFTC, MCAGCC has the final authority in the approval of any media activity associated with MAGTFTC, MCAGCC.

#### 3. Media Escorts

a. The MAGTFTC, MCAGCC PAO will arrange escorts for media representatives who visit this installation; however, circumstances involving operational units, to include any training audience throughout the Marine Corps or adjacent services, will require the respective unit's PAO to execute the planning, coordination, and execution in these duties. In such cases, commanders will ensure that media representatives are handled per the provisions of reference (a) and IAW instruction set forth in Chapter 3 of this Manual.

b. In the case of visiting media representatives who possess still or video photographic equipment, the MAGTFTC, MCAGCC PAO is responsible for ensuring that all existing security regulations are adhered to IAW direction set forth in reference (a).

c. In accordance with reference (d), MAGTFTC, MCAGCC PAO must submit a request for deviation [enclosure (3)] for all media/civilian escorts to MCAGCC training areas. A copy will be retained by the PAO representative conducting the escort at all times.

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d. The MAGTFTC, MCAGCC PAO will ensure all media escorted into the training area have signed a Hold Harmless agreement [enclosures (4) and (5)]. A copy of the Hold Harmless must be submitted to MAGTFTC, MCAGCC Range Operations. MAGTFTC, MCAGCC Staff Judge Advocate (SJA) shall ensure current and accurate Hold Harmless Agreements are accurate and available.

e. Civilian media entering MCAGCC training areas are required to receive the Desert Survival, Natural Resources and Environmental Affairs (NREA) and unexploded ordnance (UXO) safety briefs. The MAGTFTC, MCAGCC PAO must coordinate with Range Operations at least one week in advance for scheduling.

f. Media representatives must be accredited. If the individual is freelance, a letter of intent to publish must be provided by a publisher or news agency. The MAGTFTC, MCAGCC PAO reserves the right to deny requests from non-standard news agencies, such as Web sites that are not "mainstream" media, or if coverage will not reach a broad enough audience with significant enough impact to justify resources to coordinate and execute the escort.

g. Media representatives must have proper credentials with them at all times aboard MCAGCC, MCMWTC, or when covering a training exercise within the MAGTFTC Training Program.

4. Civilian Media Embarkation aboard Military Vehicles. Commanders at all levels are encouraged to request public affairs travel. Public affairs travel is any vehicular movement, embarking civilian media that is conducted in the interest of adding to the public understanding of Marine Corps vehicular missions and capabilities. Typically, there are two categories of public affairs travel, orientation/indoctrination movements and transportation movements.

a. The orientation/indoctrination movement is a continuous movement performed within the local area and terminating at the point of origin. This movement can be conducted to familiarize the civilian with local training complexes, vehicle capabilities, movement operations, and other aspects of Marine Corps vehicles.

b. The transportation movement is conducted to carry passengers from one place to another. This type of movement is typically used to transport a media representative to cover military training exercises or military operations. Transportation movements shall not compete with commercial land transportation when that capability exists.

c. The MAGTFTC, MCAGCC Chief of Staff is the approving authority for requests to embark civilians aboard military vehicles.

#### 5. Joint Information Center (JIC) Plan

a. During operations, exercises, disasters, and other special incidents, it may become necessary to establish facilities and procedures to support an extended influx of news media representatives due to an increased level of public interest in an event. The MAGTFTC, MCAGCC PAO is responsible for establishing and operating a JIC when required. The JIC will be established and managed IAW reference (e).

b. A JIC may be activated up to 30 days prior to the initiation of exercises, operations, or special events to enable adequate public affairs

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planning. However, the MAGTFTC, MCAGCC PAO will be prepared to implement the establishment of a JIC with little or no advance notice in case of events that may not be anticipated.

c. The MAGTFTC, MCAGCC PAO is responsible for establishing contact and working relationships with its counterparts in local, state, and federal agencies that may be required to respond to significant events impacting the outside community.

## CHAPTER 5

### RELEASE OF INFORMATION

1. General. It is Marine Corps policy to keep the public informed of Marine activities, consistent with military operational security considerations.

2. Release Authority. The CG, MAGTFTC, MCAGCC is the sole authority for release of information to the public. This authority is delegated to the MAGTFTC, MCAGCC PAO. The exception is covered in the following paragraphs:

a. The PAO of operational or visiting units conducting Public Affairs activities aboard MCAGCC or MCMWTC, or when conducting any activity under the MAGTFTC Training Program are authorized to release unclassified news or feature material of interest to news media IAW the guidelines of their respective command and IAW references (a) and (b).

b. While conducting Public Affairs activities aboard the MAGTFTC or MCMWTC, or under the MAGTFTC training Program, news media queries concerning matters outside the scope or responsibility of the command conducting training, to include queries on matters considered sensitive, MAGTFTC, MCAGCC PAO will assume responsibility of release authority.

c. Under no circumstance will a media query be ignored or left unanswered.

3. Accidents, Incidents, and Casualties. The MAGTFTC, MCAGCC PAO will ensure a timely, accurate, and properly coordinated release of unclassified information, regarding special incidents occurring aboard the MAGTFTC, MCAGCC. The dissemination of releasable information to the public in such circumstances will be done on a case by case basis based upon the capability and location of the PAO office responsible to the affected unit.

a. Special incidents include, but are not limited to the following: serious injuries or death, aircraft mishaps, civilian property damage caused by Marine Corps personnel or vehicles, events causing significant damage to aircraft or the installation, bomb threats, acts of sabotage, civil disturbances, serious incidents of misconduct, and acts of terrorism.

b. Proper coordination, prior to the release of information, is required. Depending on the severity and scope of the accident, incident, or casualty, proper coordination includes briefing the respective PAO, the MAGTFTC, MCAGCC Chief of Staff, SJA, Provost Marshal, and/or Naval Criminal Investigative Service (NCIS).

c. When an accident occurs aboard MCAGCC, MCMWTC, or when a part of the MAGTFTC Training Program, the MAGTFTC, MCAGCC PAO will be notified immediately. A MAGTFTC, MCAGCC PAO representative may escort media to the accident site as soon as practical, but only after the officer-in-charge at the site has determined that no classified material is visible and that human remains, if any, have been removed or are not visible from the site. The officer-in-charge of an investigation should not use this guideline to arbitrarily delay the admission of media representatives to an accident site. Authorization to allow media access to such sites must be approved by the CG, MAGTFTC, MCAGCC.

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#### 4. Casualty Information

a. When accidents occur aboard MCAGCC, MCMWTC, or when a part of the MAGTFTC training Program, the public release of specific information concerning killed or injured military personnel, will be made 24 hours after the Next-of-Kin (NOK) have been officially notified as listed in paragraph 5004.1 of reference (f). This releasable information includes name, rank, gender, service component (Army, Navy, Marine Corps, etc.), duty status (active, reserve, retired), date of service entry, occupational specialty (MOS primary and secondary), date of rank, gross salary, duty stations, duty phone numbers, source of commission, location entered service (not home of record), promotion sequence number, awards and decorations, professional military education/training, official photograph, and end of active service date. It is the policy of this command to only release information from this list that is specifically requested by the media, or additional information from this list which is determined appropriate for the individual circumstances (such as to clarify inaccurate reports).

b. When accidents occur outside the confines of the MCAGCC, MCMWTC, or training a part of the MAGTFTC Training Program involving Marines assigned to Headquarters Battalion (HQBN), either on or off duty, MAGTFTC, MCAGCC PAO will confirm personnel information, IAW reference (f), after NOK have been officially notified.

#### 5. Notification to the MAGTFTC, MCAGCC PAO Director

a. It is the responsibility of the commander of the activity first appraised of a special incident or unusual activity, to ensure the MAGTFTC, MCAGCC PAO Director is notified. Such notification will be accomplished by contacting the MAGTFTC, MCAGCC PAO during normal working hours. After hours and on weekends or holidays, the Director will be notified by the MAGTFTC, MCAGCC Command Duty Officer (CDO).

b. PMO shall contact PAO when first appraised of a special incident or unusual activity that may generate media/public interest. Such notification will be accomplished by contacting the MAGTFTC, MCAGCC PAO during normal working hours. After hours and on weekends or holidays, the Director will be notified via the MAGTFTC, MCAGCC PAO duty phone at (760) 401-0191 or the MAGTFTC, MCAGCC CDO.

c. The CDO shall contact MAGTFTC, MCAGCC PAO Director when first appraised of a special incident or unusual activity that may generate media/public interest. After hours and on weekends or holidays, the Director will be notified via the MAGTFTC, MCAGCC PAO duty phone at (760) 401-0191.

6. Serious/Special Incident Reporting. Commanders will adhere strictly to the regulations on special incident reporting (OPREP-3) procedures and Marine Corps Serious Incident Reports (SIR) with particular attention to those sections dealing with public affairs. Every OPREP-3 SIR message will include a statement addressing present media coverage, anticipated media coverage, and whether or not the local public affairs office has been notified. The MAGTFTC, MCAGCC PAO shall be notified of all OPREP-3 SIR messages, regardless of whether the originator anticipates media coverage or not.

7. Security Review. The MAGTFTC, MCAGCC PAO is responsible for conducting security reviews of all proposed news and photographic releases, to preclude the disclosure of classified information.

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## CHAPTER 6

### INTERNAL INFORMATION

#### 1. General

a. Internal information is an essential command function through which commanders communicate with Marines, Marine families, and civilian employees aboard Marine Corps installations.

b. The dissemination of internal information can be accomplished in many ways. These include, but are not limited to, the command newspaper, unit plan of the day, unit formations, All-Hands e-mails, command Web sites, bulletin boards, or newsletters.

2. Command Website. The Combat Center Web site can be found at [www.29palms.marines.mil](http://www.29palms.marines.mil). See Chapter 9 of this Manual for more information on this Web site.

#### 3. The Observation Post

a. The Combat Center newspaper, The Observation Post, is a weekly command enterprise, no-cost to government publication, printed by Hi-Desert Publishing. The MAGTFTC, MCGACC PAO maintains editorial control over this publication.

b. Combat Center activities are encouraged to publicize their services and upcoming events by submitting information and photographs to the press chief in the MAGTFTC, MCGACC PAO. Guidance on submission requirements and publication deadlines are available by calling the Press Chief at (760) 830-6213.

c. Commanders within MAGTFTC, MCGACC and commanders of operational units residing aboard the Combat Center and/or their UIO's, and family readiness officer's (FRO), are encouraged to maintain liaison with the press chief. The unit should inform the MAGTFTC, MCGACC PAO of current and future events for coverage in The Observation Post.

f. The Observation Post will be posted to the MAGTFTC, MCGACC Web site, [www.29palms.marines.mil](http://www.29palms.marines.mil) on its weekly publication day.

4. Combat Center Update (CCU). The Combat Center Update is a twice-weekly radio news update sent out to KCDZ 107.7 FM and the Copper Mountain Broadcasting stations. The broadcast airs during morning news segments on Wednesdays and Fridays and is replayed throughout the weekend. The MAGTFTC, MCGACC PAO airs information regarding upcoming base and community events, events, noise and media advisories, as well as interviews conducted with base personnel. Combat Center commands interested in airing information on the radio can receive guidance on submission requirements and deadlines by calling the Press Chief at (760) 830-6213.

5. Speedcall. Speedcall is an email-based listing of relevant command information sent out Tuesday's, Thursday's, and as needed. Special Speedcalls can be used to pass timely weather alerts or other critical information. Speedcall is not an all-hands solution, but is used to pass relevant and

Enclosure (1)

important information to key leaders to further disseminate. Speedcalls published by the MAGTFTC, MCAGCC PAO will be limited to information that has the potential to effect large segments of the population aboard the Combat Center. This includes official notifications, emergency information, and occasional off-base information. Submission requests for Speedcalls must come from ACs/S, deputies, or tenant unit commanders or executive officers. The MAGTFTC, MCAGCC Chief of Staff has final approval authority for all Speedcall submissions. To submit a Speedcall submission, email [SMBPLMSCOMBATCENTERPAO@USMC.MIL](mailto:SMBPLMSCOMBATCENTERPAO@USMC.MIL). Only those with a .mil account may subscribe. The forwarding to non .mil accounts is prohibited.

## 6. Social Media

a. The MAGTFTC, MCAGCC PAO maintains administrative oversight and management of the "Combat Center Facebook" page ([www.facebook.com/thecombatcenter](http://www.facebook.com/thecombatcenter)). All content created by MAGTFTC, MCGACC Combat Correspondents and material created by operational PAO sections training aboard the Combat Center is uploaded to the Combat Center Facebook page. In addition, all press releases and media advisories are uploaded to the site as well, affording external media a medium to collect Combat Center information rapidly. Daily monitoring and submissions to the command Facebook page is required to maintain the capability of this critical tool when interacting directly with the public in a responsive and transparent forum.

b. The MAGTFTC, MCAGCC PAO maintains the "Combat Center Twitter" account (@CombatCenterPAO) that is used in emergency situations during an event where frequent and rapid updates to the public are necessary.

c. The MAGTFTC, MCAGCC PAO maintains a "YouTube" account for posting of videos at [www.youtube.com/user/CombatCenterPAO#p/u](http://www.youtube.com/user/CombatCenterPAO#p/u).

d. The MAGTFTC, MCAGCC PAO hosts the "Combat Center Instagram" account (@thecombatcenter), which is intended to promote the top photos of the month. Public Affairs and Combat Camera (COMCAM) imagery is displayed on this site.

e. Media Releases. The MAGTFTC, MCAGCC PAO maintains a list of media contacts to disseminate information concerning early dismissals, closures, or delays, as they relate to the Combat Center.

f. Command Access Channel (TV6). The MAGTFTC, MCAGCC PAO will provide COMCAM with severe weather and force protection data to be posted on Channel 6 for service members, civilian employees, and military family members aboard the training installation, as required. This television station will also feature selected photos taken by MAGTFTC, MCAGCC PA and COMCAM Marines.

## CHAPTER 7

### COMMUNITY RELATIONS

1. General. Community Relations (COMREL) is the public affairs function concerned with the relationship between Marine Corps installations and the civilian communities in which they are located. The degree to which public understanding, acceptance, and support of the Marine Corps exists, is dependent in large measure upon the state of that relationship.

#### 2. Policy

a. Active participation in the community by Marines and Marine Corps units is an important factor in establishing, maintaining, and improving a state of mutual acceptance, respect, and cooperation between the Marine Corps and the communities affected by its operations.

b. Community Relations programs are subject to operational requirements, but are encouraged for the following purposes:

(1) Inform the public on the state of preparedness of the Marine Corps.

(2) Develop public understanding of and cooperation with the Marine Corps.

(3) Stimulate national pride and promote patriotic expression.

(4) Assist recruiting efforts.

#### 3. Coordination

a. The MAGTFTC, MCAGCC PAO is responsible for the coordination of community relations activities and will receive all requests for Marine participation or material support to community events. Exceptions include:

(1) Requests from local elected officials and community opinion leaders - these requests are the responsibility of the AC/S G-5 Community Plans and Liaison office (CPL0).

(2) Junior Reserve Officers Training Corps - these requests are the responsibility of the AC/S G-3.

(3) Adopt-a-school Programs - these requests are the responsibility of the AC/S Marine Corps Community Services (MCCS).

b. The Community Relations Officer will ensure COMREL requests are completed using enclosure (6) and routed through the appropriate chain of command and SJA for approval and that they conform to current Marine Corps regulations IAW references (a) and (b). Guidance on community relations event participation is available from the COMREL Officer at (760) 830-6213.

c. Requests that concern military equipment transported off the installation must have a letter of instruction published IAW reference (g). Military equipment not available at the MAGTFTC, MCAGCC command requires

Enclosure (1)

coordination with I Marine Expeditionary Force (IMEF) PAO. All requests must be submitted to IMEFPUBLICAFFAIRS@USMC.MIL no later than (NLT) 60 days preceding the event. Requests can be monitored at <http://eis.usmc.mil/sites/imef/g3/FECC/comrel/default.aspx>; to ensure the feasibility of support (FOS) is submitted and tasked appropriately to a IMEF major subordinate command (MSC) residing aboard the Combat Center.

4. Tours and Visits. The CPL0 conducts base tours for groups including, but not limited to civic groups, schools, and other organizations. The MAGTFTC, MCAGCC PAO will serve in a supporting capacity, as required.

5. Tenant Units. Tenant units must coordinate and receive approval from the AC/S G-5 prior to conducting any off base COMREL events.

Enclosure (1)

## CHAPTER 8

### PHOTOGRAPHY

1. Policy. Photography plays a major role in Marine Corps public affairs programs and should be used to the fullest extent consistent with budgetary constraints.

#### 2. Public Affairs Photography

a. Marines serving under the Military Occupational Specialties of (4341/43XX), assigned to MAGTFC, MCAGCC PAO, are trained as press photographers. Photographic support, other than photography for The Observation Post and public affairs documentary support will be provided by MAGTFC, MCAGCC COMCAM personnel.

b. The MAGTFC, MCAGCC PAO personnel will not take photos of reenlistments, awards, promotions, or other routine occasions. Unit commanders are encouraged to use unit digital cameras for these occasions and publish appropriate imagery to their respective official social media sites.

3. Non-Public Affairs related photography. Occasionally, individuals request to film aboard MCAGCC in a personal or school project related capacity. All parties interested in filming or taking photos aboard the Combat Center are required to submit enclosure (8).

a. Any request to photograph buildings or infrastructure aboard MCAGCC must be approved by the AC/S G-7 and AC/S G-5 prior to any activities.

b. The release of any photo to the public shall be approved by MAGTFC, MCAGCC PAO.

## CHAPTER 9

### OFFICIAL MARINE CORPS WEB SITES

1. General. In accordance with references (a), (b), and (c), MAGTFTC, MCAGCC PAO is responsible for the content and appearance of the official publicly accessible Web sites for MAGTFTC, MCAGCC. The purpose of this Chapter is to establish uniform policy and procedure for adding, updating, and reviewing information on the public Web sites maintained by the MAGTFTC, MCAGCC PAO.

2. Applicability. The provisions of this Chapter apply to all public Web sites hosted by the Marine Corps Enterprise Information Technology Services (MCIETS/Marines.mil), which are maintained or supported by MAGTFTC, MCAGCC PAO.

#### 3. Policy

a. Public Web sites are intended for the use of the general public. Information contained on the Web site must be informative and/or educational in nature to service members, family members, and the public. Commanders must be cognizant of the public nature of these sites when considering the propriety of information to be posted on the unit's Web site.

b. The Marine Corps directs a standard uniformity, which is required to establish consistency, functionality, and professional appearance, as well as aid in navigation for internal and external audiences.

c. The MAGTFTC, MCAGCC PAO maintains and provides support for the public Web sites for MAGTFTC, MCAGCC, and other tenant organizations who host their public Web sites with MCEITS/Marines.mil.

d. Although the Webmaster will provide final review of material to be posted on the Web sites, it is the unit commander who is ultimately responsible for information provided by his/her unit.

e. The UIO appointed from each command/directorate of MAGTFTC, MCAGCC will serve as a contributor to the commands Web site. These individuals will establish MCEITS accounts in order to submit updates concerning their commands Web sites to the Webmaster. If submitted material is not appropriate for release, it will be returned to the submitter with appropriate comments as to why the material is not being used.

f. All material proposed for submission will be considered and used, providing it follows established standards and is not in violation of any policies or laws. No advertising information will be considered. No false or misleading information may be knowingly submitted. False or misleading information will be immediately removed, once identified.

g. Information submitted must be concise and easily understood by the general public.

h. The MAGTFTC, MCAGCC PAO reserves the right to edit information to conform to established style guidelines or remove inappropriate information.

Enclosure (1)

i. The MAGTF/TC, MCAGCC PAO does not have authority to approve requests for external links on unit Web sites. Links to non-government sites are authorized only when they contain information that supports the mission of the command and are sanctioned by the Marine Corps. Requests to add external links to the unit Web sites must be made to the Marines.mil portal owner at the MCEITS/Marines.mil MDM service desk at mceitshelp@mceits.usmc.mil.

4. Authorized Information. The following information is authorized on the official unit Web site:

- a. Unit history, mission, and capabilities.
- b. Commanding Officer, Executive Officer, and Sergeants Major names and biographies, excluding home town and family information.
- c. Family Readiness Officer's name, work phone number, and work e-mail address.
- d. Commanding Officer or Sergeants Major message to the families.
- e. Unit newsletters.
- f. Family Readiness Officer and family photographs. However, any caption information that could be used to identify family members is strictly prohibited.
- g. Unit photos of a non-operational nature.

5. Information not Authorized. The following information is not authorized on the official unit Web site:

- a. Present or future location of a deployed unit.
- b. Personnel rosters.
- c. Phone numbers of deployed unit members.
- d. Family names, home addresses, home phone numbers, cell phone numbers, or e-mail addresses.
- e. Maps of any nature without the consent of AC/S G-3 and the Chief of Staff.
- f. Links to external sites.

6. Web Updates Guidelines. MAGTF/TC, MCAGCC PAO will fully inspect and review any operational security discrepancies found on the public Web sites when notified by the Joint Web Risk Assessment Cell, the Marine Corps Web Risk Assessment Cell, or any other Department of Defense Information Assurance office. When a discrepancy is found, the information will be removed from the Web site and the owner of the content will be notified. The Webmaster will work with the owner to resolve the discrepancy to ensure compliance with current regulations and once completed, will repost on the Web.

Enclosure (1)

UNIT INFORMATION OFFICER (UIO) APPOINTMENT LETTER



**UNITED STATES MARINE CORPS**  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX XXXXXXX  
TWENTYNINE PALMS, CALIFORNIA 92278-XXXX

IN REPLY REFER TO:  
5728  
Org Code  
XX Month XX

From: COMMANDING OFFICER, Unit Name  
To: Rank First Name M. Last Name EDIP #/MOS USMC

Subj: UNIT INFORMATION OFFICER APPOINTMENT

Ref: (a) SECNAVINST 5720.44C  
(b) MCO 5720.77  
(c) SECNAVINST 5720.47B  
(d) CCO 5728.2  
(e) MAGTFTC, MCAGCC Public Affairs Manual

1. Purpose. Per the references, you are hereby appointed as the Unit Information Officer for Unit Name.

2. Definition. An appointed representative in each unit, who will act as the primary point of contact for the Public Affairs Office (PAO).

3. Duties. You are directed to become familiar with the references and all other directives pertaining to this assignment. Your responsibilities are outlined as follows:

a. Report to the Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center Public Affairs Office for an orientation briefing within 10 days of assignment as UIO.

b. Alert the PAO of timely news and feature stories for publication in the Observation Post or for external media coverage, as appropriate.

c. Notify and route to the PAO all media queries or requests for visits that have not been previously cleared by public affairs within one working day of receipt.

d. Serve as a 'Contributor' to the command Web site. Ensure your commands unit mission, unit history, and the biographies of the Commanding Officer, the Executive Officer, and the Sergeant Major remain current. Provide any other information relevant to your command/directorate/organization to ensure information within your respective webpage is up-to-date and remains in accordance with the references and in keeping with Chapter 9 of reference (e) and with MAGTFTC, MCAGCC PAO's Official Marine Corps Web sites policies as follows:

(1) Public Web sites are intended for the use of the general public. Information contained on the web site must be informative and/or educational in nature to service members, family members, and the public. Commanders must be cognizant of the public nature of these sites when considering the propriety of information to be posted on the unit's Web site.

Enclosure (2)

(2) The Marine Corps directs a standard uniformity, which is required to establish consistency, functionality, and professional appearance, as well as aid in navigation for internal and external audiences.

(3) MAGTFTC, MCAGCC PAO maintains and provides support for the public web sites for MAGTFTC, MCAGCC and other tenant organizations that host their public web sites with Marine Corps Enterprise Information Technology Services/Marines.mil.

(4) Although the webmaster will provide final review of material to be posted on the web sites, it is the unit commander who is ultimately responsible for information provided by his/her unit.

(5) The UIO appointed from each command/directorate of MAGTFTC, MCAGCC will serve as a contributor to the command's web site. These individuals will establish MCEITS accounts in order to submit updates concerning their commands web sites to the Webmaster. If submitted material is not appropriate for release, it will be returned to the submitter with appropriate comments as to why the material is not being used.

(6) All material proposed for submission will be considered and used, providing it follows established standards and is not in violation of any policies or laws. No advertising information will be considered. No false or misleading information may be knowingly submitted. False or misleading information will be immediately removed, once identified.

(7) Information submitted must be concise and easily understood by the general public.

(8) The MAGTFTC, MCAGCC PAO reserves the right to edit information to conform to established style guidelines or remove inappropriate information.

(9) MAGTFTC, MCAGCC PAO does not have authority to approve requests for external links on unit web sites. Links to non-government sites are authorized only when they contain information that supports the mission of the command and are sanctioned by the Marine Corps. Requests to add external links to the unit web sites must be made to the Marines.mil portal owner at the MCEITS/Marines.mil MDM service desk at mceitshelp@mceits.usmc.mil.

4. This appointment is automatically revoked upon your transfer or reassignment, and is superseded by the incoming appointment. Upon your relief you will ensure a proper and complete turnover has been conducted.

I. M. MARINE

Enclosure (2)

RANGE DEVIATION FORM

**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788205  
TWENTYNINE PALMS, CALIFORNIA 92278-8205

IN REPLY REFER TO:  
3500  
5C  
XX Month XX

From: Public Affairs Officer, G-5  
To: Assistant Chief of Staff G-3

Subj: REQUEST FOR DEVIATION TO CCO 3500.4K

Encl: Personnel Roster

Ref: (a) CCO 3500.4K  
(b) MARADMIN 436/01

1. Per the reference, it is requested that a deviation be granted to the Public Affairs Office (PAO) from XXXXXX to XXXXX in order to escort civilians to XXXXX, in order to XXXXX.

2. It is requested the PAO be authorized to allow XXXXXXXXXXXX, XXXXX, access to training areas to be occupied during XXXXXXXXXXXXX for the purpose of covering XXXXXXXXXXXX. PAO requests that the following persons be authorized to travel to/occupy said training areas to XXXXXXXXXXXX, for the purpose of XXXXXXXXXXXX. Members of the media will be escorted to the training areas by XXXXXXXX. Civilian Media will remain with a XXXXXXXXXXXX representative throughout their visit.

3. PAO will ensure required range safety briefs are given to each member of this party by authorized personnel of the Assistant Chief of Staff G-3 and that necessary Hold Harmless agreements are signed and submitted to range control.

4. The point of contact at this office is XXXXXXXXXXXXX at (XXX) XXX-XXXX.

I. M. MARINE

Enclosure (3)

RANGE DEVIATION FORM

REQUEST FOR DEVIATION TO CCO 3500.4K

| <u>NAME</u> | <u>DOB</u> | <u>DL#</u>    | <u>BLOOD-</u> | <u>NOK</u>             |
|-------------|------------|---------------|---------------|------------------------|
| Last, First | YYYYMMDD   | # XXXXXXXXXXX | XX XX         | Name<br>(XXX) XXX-XXXX |

Enclosure (3)

## HOLD HARMLESS AGREEMENT (MCAGCC)

Visiting the training areas is a valuable physical, social and educational opportunity. The visit carries with it risks from extreme heat, lack of water and poisonous and carnivorous life forms, isolation, slipping, falling, falling building parts, cuts and abrasions from sharp edges and objects, subsequent infections, fire, electrical shock, hazardous and or toxic waste and substances, military ordnance and projectiles, and explosive conditions. I understand these risks create the possibility of permanent, disfiguring, disabling injury, or death.

In consideration of participation in the visit to the Marine Corps Air Ground Task Force Training Command, I agree to release the United States, the U.S. Marine Corps, Marine Corps Air Ground Combat Center 29 Palms, California, and any other partners, agents, employees, service members and agencies from any liability arising from the visit.

I consent to relieve the United States, the U.S. Marine Corps, Marine Corps Air Ground Combat Center 29 Palms, California and any of their partners, agents and agencies from any duty of care they owe to me, and I agree to my chances of injury or death from the risks inherent in this visit. I agree that neither the United States, the U.S. Marine Corps, Marine Corps Air Ground Combat Center 29 Palms, California, nor any of their partners, agents, employees, service members and agencies will protect me against any of the risks inherent in this visit. I am aware of the risks inherent in this visit and I am voluntarily encountering those risks.

I will never prosecute or assist in prosecuting any civil action against the United States, the U.S. Marine Corps, Marine Corps Air Ground Combat Center 29 Palms, California, or any of their partners, agents, employees, service members and agencies for any liability arising from any claim arising from this visit.

I know consulting with an attorney before reaching this agreement is prudent. I have had a full and fair opportunity to consult an attorney about this agreement, and I waive the further advice of counsel.

I have considered purchasing insurance for this activity. I agree that neither the United States, the U.S. Marine Corps, Marine Corps Air Ground Combat Center 29 Palms, California, nor any of their partners, agents, employees, service members and agencies will insure me.

This agreement is binding on all persons and entities claiming by, through, for or on account of their relation to me, including but not limited to my heirs, successors and assigns.

I sign this agreement voluntarily and of my own free will. No one has forced or coerced me in any way to sign this agreement.

|                                 |                              |       |
|---------------------------------|------------------------------|-------|
| _____                           | _____                        | _____ |
| Participant Printed Name        | Participant Signature        | Date  |
| _____                           | _____                        | _____ |
| Government Witness Printed Name | Government Witness Signature | Date  |

## HOLD HARMLESS AGREEMENT (MCMWTC)

Visiting the training areas is a valuable physical, social and educational opportunity. The visit carries with it risks from extreme heat, lack of water and poisonous and carnivorous life forms, isolation, slipping, falling, falling building parts, cuts and abrasions from sharp edges and objects, subsequent infections, fire, electrical shock, hazardous and or toxic waste and substances, military ordnance and projectiles, and explosive conditions. I understand these risks create the possibility of permanent, disfiguring, disabling injury, or death.

In consideration of participation in the visit to the Marine Corps Mountain Warfare Training Center, I agree to release the United States, the U.S. Marine Corps, Marine Corps Mountain Warfare Training Center Bridgeport, California, and any other partners, agents, employees, service members and agencies from any liability arising from the visit.

I consent to relieve the United States, the U.S. Marine Corps, Marine Corps Mountain Warfare Training Center Bridgeport, California and any of their partners, agents and agencies from any duty of care they owe to me, and I agree to my chances of injury or death from the risks inherent in this visit. I agree that neither the United States, U.S. Marine Corps, Marine Corps Mountain Warfare Training Center Bridgeport, California, nor any of their partners, agents, employees, service members or agencies will protect me against any of the risks inherent in this visit. I am aware of the risks inherent in this visit and I am voluntarily encountering those risks.

I will never prosecute or assist in prosecuting any civil action against the United States, the U.S. Marine Corps, Marine Corps Mountain Warfare Training Center Bridgeport, California, or any of their partners, agents, employees, service members and agencies for any liability arising from any claim arising from this visit.

I know consulting with an attorney before reaching this agreement is prudent. I have had a full and fair opportunity to consult an attorney about this agreement, and I waive the further advice of counsel.

I have considered purchasing insurance for this activity. I agree that neither the United States, U.S. Marine Corps, Marine Corps Mountain Warfare Training Center Bridgeport, California, nor any of their partners, agents, employees, service members and agencies will insure me.

This agreement is binding on all persons and entities claiming by, through, for or on account of their relation to me, including but not limited to my heirs, successors and assigns.

I sign this agreement voluntarily and of my own free will. No one has forced or coerced me in any way to sign this agreement.

|                                 |                              |       |
|---------------------------------|------------------------------|-------|
| _____                           | _____                        | _____ |
| Participant Printed Name        | Participant Signature        | Date  |
| _____                           | _____                        | _____ |
| Government Witness Printed Name | Government Witness Signature | Date  |

**FOREIGN MEDIA INFORMATION ROSTER**

**Outlet:**  
**Intent:**  
**Event:**  
**Dates:**  
**Escorted by:**

Name:  
Passport No.  
Date of Birth:  
Place of Birth:  
Nationality:  
Present Address:  
Phone:

Name:  
Passport No.  
Date of Birth:  
Place of Birth:  
Nationality:  
Present Address:  
Phone:

Name:  
Passport No.  
Date of Birth:  
Place of Birth:  
Nationality:  
Present Address:  
Phone:

| REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS<br>(NON-AVIATION)  |  | OMB No. 0704-0290<br>OMB approval expires<br>Aug 31, 2013 |
|--|--|---|
| <p>The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0290). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. <b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON THE BACK OF THIS FORM.</b></p> |  |   |
| <b>ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.</b>  |  |   |
| <p><b>PURPOSE:</b> This form is used to request all Armed Forces <b>MUSICAL UNIT, TROOP, COLOR/HONOR GUARD, and/or EXHIBIT/EQUIPMENT</b> participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.</p>  |  |   |
| <b>SECTION I - EVENT DATA</b>  |  |   |
| 1. SPECIFIC REQUIREMENT (i.e., Band, Marching Unit, Color Guard, Tank, etc.)   | 2. DATE OF EVENT (YYYYMMDD)  | 3. TIME OF EVENT<br>a. FROM:<br>b. TO:                    |
| 4. TITLE OF EVENT (Website, if applicable)   | 5. EXPECTED ATTENDANCE   |   |
| 6. SITE OF EVENT (i.e., Park, Auditorium, etc.) (NOTE: This site must be accessible to and usable by persons with disabilities.)   | 7. ADDRESS OF EVENT (Street, City, State, ZIP Code)  |   |
| 8. PROGRAM (Describe program theme and objective, audience size and civic makeup, and the purpose of Armed Forces participation.)  | 9. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? (If so, specify.)                     |   |
| 10. IS THERE ANY CHARGE? (i.e., admission, parking, etc. If so, specify.)  | 11. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? (If so, specify how funds will be distributed.) |   |
| 12. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN? (X appropriate box)   | YES  | NO  |
| <b>SECTION II - SPONSORING ORGANIZATION DATA</b>   |  |   |
| 13. NAME OF SPONSORING ORGANIZATION  |  |   |
| (X appropriate box for each item.)   |  |   |
| 14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION?   | YES  | NO  |
| 15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?  |  |   |
| 16. DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?   |  |   |
| 17. SPONSOR'S REPRESENTATIVE (Please PRINT all contact information.)   |  |   |
| a. NAME  | b. ADDRESS (Street, City, State, ZIP Code)   |   |
| c. PRIMARY TELEPHONE NO. (Include area code)   | d. ALTERNATE TELEPHONE NUMBER  | e. FAX NUMBER (Incl area code)                            |
|  |  | f. E-MAIL ADDRESS   |
| <b>SECTION III - SPONSORING ORGANIZATION SUPPORT DATA</b>  |  |   |
| Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event. See paragraph 3 of the Instructions on the back of this form. (X appropriate box for each item.)  |  |   |
| 18. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?  | YES  | NO  |
| 19. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?  |  |   |
| 20. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?   |  |   |
| 21. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?   |  |   |
| 22. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?   |  |   |
| <b>SECTION IV - CERTIFICATION</b>  |  |   |
| 23. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.   |  |   |
| a. SIGNATURE OF SPONSOR'S REPRESENTATIVE   | b. DATE SIGNED (YYYYMMDD)  | c. PRINT NAME AND TITLE                                   |

## INSTRUCTIONS

1. This form is used to request Armed Forces musical unit, personnel, color/honor guard and/or exhibit/equipment participation in public events. The requested information is required to evaluate the event. Please complete all sections.
2. Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. **Limited resources permit only one band and/or choir to perform at an event, and the Military Services reserve the right to cancel support to sponsors who have scheduled more than one such military unit.**
3. Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.
4. This form should be submitted to the appropriate Military Service (*listed in right hand column*) not less than 30 nor more than 90 days in advance of a scheduled program. Please realize that all Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interests of the Department of Defense and the Military Services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.
5. Additional forms may be obtained on the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm>. For legibility, event sponsors are highly encouraged to fill out applicable information on-line prior to printing out form. Submit forms through the nearest military installation public affairs office, or from any of the military public affairs offices listed to the right. If you have questions regarding information required on this form, please call the Directorate for Programs and Community Relations between 8:30 a.m. and 5:00 p.m. Eastern Time, Monday through Friday (703) 695-2113.

### MAIL COMPLETED REQUEST FORM TO:

The Commander of the Military Installation closest to the event; OR to the appropriate Military Service listed below:

#### ARMY:

Community Relations Division  
HQDA, Office of the Chief, Public Affairs  
1500 Army Pentagon, Room 1D470  
Washington, DC 20310-1500  
aodcomrel2@hqda.army.mil (e-mail)  
(703) 614-3354 (fax)  
[www.army.mil/comrel](http://www.army.mil/comrel)

#### MARINE CORPS:

Requests for Marine Corps assets must be submitted online at  
[www.usmc.mil/community](http://www.usmc.mil/community)  
(703) 614-1034 (voice)

#### NAVY:

Navy Office of Community Outreach  
5722 Integrity Drive, Bldg 456-3  
Millington, TN 38054  
(901) 874-5804 (Voice)  
(901) 874-5813 (Fax)  
[www.navy.mil/navco](http://www.navy.mil/navco)

#### AIR FORCE:

Office of the Secretary of the Air Force  
Office of Public Affairs (SAF/PA)  
1690 Air Force Pentagon  
Washington, DC 20330  
(703) 695-9664 (Voice)  
(703) 693-9601 (Fax)  
[www.afoutreach.af.mil](http://www.afoutreach.af.mil)  
Submit band requests online at  
[www.outreachrequests.hq.af.mil](http://www.outreachrequests.hq.af.mil)

#### NATIONAL GUARD BUREAU:

Submit requests to the State National Guard Public Affairs office in the state where the event will take place. Contact information for State Public Affairs Offices is available online at  
[www.ng.mil/features/comrel](http://www.ng.mil/features/comrel).

**SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.**

**24. REMARKS** (Use this area to continue any items if necessary. Reference by section and item number.)

| <b>NON-MEDIA IMAGERY REQUEST</b>   |                           |            |              |  |
|--|---------------------------|------------|--------------|--|
| <b>REQUESTER</b>   |                           |            |              |  |
| 1a. ORGANIZATION   | 1b. POINT OF CONTACT NAME | 1c. E-MAIL | 1d. PHONE    |  |
| <b>MCAGCC SPONSOR</b>  |                           |            |              |  |
| 2a. ORGANIZATION   | 2b. POINT OF CONTACT NAME | 2c. E-MAIL | 2d. PHONE    |  |
| <b>3. DESCRIPTION OF PROJECT</b>   |                           |            |              |  |
| <b>PHOTOGRAPHY/IMAGERY COMPANY</b>   |                           |            |              |  |
| 4a. ORGANIZATION   | 4b. POINT OF CONTACT NAME | 4c. E-MAIL | 4d. PHONE    |  |
| 4e. STREET ADDRESS OR P.O. BOX   | 4f. CITY                  | 4g. STATE  | 4h. ZIP CODE |  |
| 4i. NAMES OF PHOTOGRAPHY/IMAGERY PERSONNEL WHO WILL BE ON-SITE   |                           |            |              |  |
| <b>MCAGCC ORGANIZATIONAL CONCURRENCE</b>   |                           |            |              |  |
| AC/S G-3 BEARMAT (if aerial)   |                           |            |              |  |
| 5a. NAME   | 5b. SIGNATURE             |            | 5c. DATE     |  |
| AC/S G-4 GI&S OFFICE (if applicable)   |                           |            |              |  |
| 6a. NAME   | 6b. SIGNATURE             |            | 6c. DATE     |  |
| AC/S G-7 AT/FP   |                           |            |              |  |
| 7a. NAME   | 7b. SIGNATURE             |            | 7c. DATE     |  |
| AC/S G-7 PMO   |                           |            |              |  |
| 8a. NAME   | 8b. SIGNATURE             |            | 8c. DATE     |  |
| <b>PAO APPROVAL</b>  |                           |            |              |  |
| 9a. SIGNATURE  |                           |            | 9b. DATE     |  |
| 9c. NAME   |                           |            | 9d. PHONE    |  |
| <p>FOR OFFICIAL USE ONLY (FOUO): This document may contain personally identifying information (PII) protected by the Privacy Act of 1974. Please ensure this information is protected from unauthorized access or disclosure. Do not disseminate this document or its contents to anyone who does not have an official need for access. Any misuse or unauthorized access may result in both civil and criminal penalties.</p> |                           |            |              |  |