DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMSE-GOR-PL

DEC 17 2009

MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Garrison Commander's Policy Memorandum No. 23 - Off-Post Community Support

1. The purpose of this policy is to ensure timely and appropriate response to all requests for the installation to provide support to an off-post entity and to ensure accuracy and timeliness in the on-post assignment of tasks in response to approved requests for support.

2. The United States Army Garrison is Fort Gordon's lead unit for liaison between the installation and the surrounding civilian communities, and the Garrison Commander represents the Commanding General in a wide variety of off-post organizations and events. As a result of this community liaison role, the Garrison is also responsible for receiving and coordinating support requests submitted to the installation by off-post individuals and organizations. These requests cover a wide variety of assistance and support sought from the installation, including use of installation facilities and equipment, performances by the 434th Army Band, tours of the installation, appearances by the Installation Support Platoon or other troop units, static displays of unit tactical or communications equipment, demonstrations of military police dogs, etc.

3. The Public Affairs Office (PAO) is the primary coordinating agency for off-post support and the Directorate of Plans, Training, Mobilization and Security (DPTMS) is the principal tasking agency. Therefore, all requests for off-post community support should be addressed through the Public Affairs Office for coordination and forwarded to the DPTMS, for tasking to other units or execution by the Installation Support Platoon.

4. The PAO has the following functions:

a. Receiving and tracking status of all requests.

b. Ensuring all requests meet the 45 days prior to execution rule.

c. Determining the propriety of providing the requested support and coordinate, as needed, with Staff Judge Advocate, PAO, Protocol, and the Garrison Headquarters.

d. Preparing and issuing responses to individuals and organizations that have submitted requests to Fort Gordon.

5. The DPTMS has the following functions:

a. Approve or disapprove requests based solely on policy, legality or regulation.

b. Task units and organizations on Fort Gordon to provide support for approved requests.

c. Provide reports to the Garrison Commander and the Public Affairs Officer on the status of community support.

6. There are three exceptions to the requirement that off-post support requests be handled directly:

a. Partners in Education. Whenever a Fort Gordon unit has "adopted" an off-post school under the Partners in Education Program, that unit may accept and respond directly to any requests received from that school.

b. Command Group Speakers. The PAO will receive, coordinate, and respond to any requests for representatives of the Command Group to make speeches or other presentations in the civilian community.

c. Urgent, Time-sensitive Operational Requests. Some units or organizations on post have Memorandum of Agreement arrangements to provide operational support to some off-post organizations. For example, the Directorate of Emergency Services provides canine support to local law enforcement agencies when there is a bomb threat or suspected bomb in a local school or other public facility. Requests for such operational support will be forwarded immediately through the IOC/DPTMS to the appropriate on-post point of contact IAW policies for emergency civil-military requests.

7. Proponents for this policy memorandum are PAO, 706-791-7011, and Plans Branch, 706-791-8264/3702.

GLENN A. KENNEDY, II
COL, SC
Commanding

This memorandum supersedes Garrison Commander's Policy Memorandum No. 15- Off-Post Community Support, dated 20 July 2000.