



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
4402 MARTIN ROAD
REDSTONE ARSENAL, AL 35898-5000

13 June 2011

AMSAC-CSI

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 107.1 –
Requests for Information by News Media

1. All media inquiries/requests for information from print, electronic, television and radio media must first channel through the USASAC Command Information Office/Public Affairs for approval and coordination. The Command Information Office/Public Affairs is responsible for all coordination and approvals with the U.S. Army Materiel Command Public Affairs Office and USASAC's Commanding General prior to release of requested information. The Command Information Office is also responsible for coordination with the USASAC Foreign Disclosure Officer and Security Manager regarding all public release of information.
2. The Command's mission is sensitive in nature, and information about USASAC activities can be misinterpreted or misconstrued by media and adversely affect mission accomplishment. Command employees who are contacted by media representatives will not release information nor be a spokesperson until coordination and approval is made through the Command Information Office/Public Affairs.
3. When contacted directly by media, employees should request the following information for Command Information Office coordination:
 - a. Media Name.
 - b. Media Telephone.
 - c. Media E-mail.
 - d. Media outlet.
 - e. Media venue (television, newspaper, electronic, radio, etc).
 - f. Media deadline.

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- g. Interview format (in-person, one-on-one, telephone, taped, email correspondence, etc).
 - h. Questions or information requested by media.
4. This Policy Memorandum supersedes USASAC Policy Memorandum 107.1, 19 May 2010.



CHRISTOPHER TUCKER
Brigadier General, USA
Commanding