



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA ARIZONA 85613-7001

ATZS-CDR (210-7)

16 April 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY--Distribution of Non-Government, Unsolicited Information Materials on Fort Huachuca

1. References:

- a. Department of Defense 5500.7-R, Joint Ethics Regulation, dated 30 August 1993.
- b. Department of the Army Regulation 210-7, Commercial Solicitation on Army Installations, dated 15 April 1982.
- c. Department of the Army Regulation 360-1, The Army Public Affairs Program, dated 15 September 2000.

2. The purpose of this policy is to establish local responsibilities and procedures for the distribution of non-government, unsolicited information materials to include cost and no-cost written materials such as newspapers, magazines, pamphlets, brochures, and flyers. This policy does not apply to the distribution of the **THE FORT HUACHUCA SCOUT**, which is the only authorized commercial enterprise command publication and is distributed through official channels in accordance with reference c. This policy does not apply to the Thunder Mountaineer, the post phone book, or to the telephone books distributed by the local telephone company. This policy does not apply to any materials distributed through the United States Mail or by express service deliveries.

3. The Fort Huachuca Community will have access to non-government, unsolicited information materials in accordance with this policy. The regularly established and approved distribution areas at Fort Huachuca are set forth in the Appendix. All non-government, unsolicited information materials will be placed in a rack, maintained, and removed as appropriate by the distributor with the authorization of the Directorate of Community Activities (DCA).

4. The following responsibilities and procedures are established:

- a. The undersigned (Garrison Commander) or his designee will approve locations for distribution of non-government, unsolicited information materials on the installation.

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b. The DCA will review, authorize, and maintain all requests for distribution of non-government, unsolicited information materials on Fort Huachuca. The DCA will monitor established and approved distribution areas and methods to include rack size and number of racks and will remove distribution materials not in compliance with this policy.

c. All Fort Huachuca activities and tenants will monitor their respective areas of responsibility and remove any unauthorized non-government, unsolicited information materials located in and around Fort Huachuca buildings. Any requests received by personnel assigned to Fort Huachuca activities will be referred to the DCA for appropriate action.

d. In coordination with the DCA, building managers are authorized to stop access for new distributors when they determine their respective distribution areas are full.

e. Each distributor may select up to five (5) of the authorized distribution locations in the enclosed Appendix for distribution of printed materials. The distributor will submit a letter of request, coupled with the material intended to be placed in the rack, to the DCA for approval of distribution locations. In turn, the distributor will receive a letter of approval or disapproval regarding their request. This approval will be valid for one year and must be revalidated annually upon request by the distributor. Failure to abide by this policy will be grounds for suspension or revocation of distribution authority.

5. This policy does not affect the authority of commanders, staffs, and activities, to include nonappropriated fund activities, to distribute materials in accordance with their respective missions.

6. The proponent for this policy is the DCA.

Encl

/s/ signed

LAWRENCE J. PORTOUW

Colonel, MI

Commander, US Army Garrison

DISTRIBUTION:

Commander,

NETC-CG

AMSEL-IE-CO

(CONT)

SFAE-AV-UAV-FO

314th TRS

SAAG-FUFO

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DISTRIBUTION: (CONT)

JITC

CSTE-DTC-WS- EP

MCXJ-CDR

DSBJ-CDR

NAVTECHTRACENDET

NETC-SGW-H

NETC-SGV

NETC-SGF

IAMG-B-HU

AFRC-TWA-CST-MI

IATD

JTUAV

SOSFS-C-HU

AFRC-CCA-LG-AMS.A18

CSTE-OTC-IE

Director,

DECA/SW-FTH

SFCA-IT-W

AFC

DIA/DHM-3B

OL-C, 3 WS

INS RDFO

AMS.EL-SE-WS-AI-H

SELCL-DIR

WR-HUA-GM

DAPE-CP-W

SFCA-SR-HU

NETC-EST-VC

USAF, Aerostat Site

DFAS-IN/EM-MP

CESPL-CO-AH

CIRFS-RHU

AMSRL-HR-MY

USAAA

DSS

AMC LAO

USAF Liaison Office

Canadian Liaison Office

French Liaison Office

German Liaison Office

Korean Liaison Office

NSA Liaison Office

U.S. ARMY INTELLIGENCE CENTER AND FORT HUACHUCA,

CG

CDR

AG

DT

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AS

EO

II

JS

QA

TP

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ES

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UA

CH

FD

IO

MI

RE

ASAP

CP

GB

IR

PA

RG

CDT

RM

NCO

APPENDIX
DISTRIBUTION POINTS/RACK LOCATIONS

Raymond W. Bliss Army Health Center	Building 45001
LaHacienda Club	Building 70525
Commissary	Building 61610
Main Exchange (PX)	Building 52030
Greely Hall	Building 61801
Chapel's Turnaround Point/Laundrette	Building 52025
Thunderbird Dining Facility	Building 52120
Virginia Hall Dining Facility	Building 80503
Murr Community Center	Building 51301
Desert Lanes Bowling Center	Building 52010
Apache Flats RV Park	Building 30212
Sportsman's Center	Building 15423
Barnes Field House	Building 61701
Army Lodging/Billeting	Building 43083
Shoppette/Class VI	Building 52038
Burger King	Building 55104
Mini Mall	Building 82301
US Post Office - Fort Huachuca	

