

### Media Escort Requirements:

1. Media representatives must check-in and check-out anytime they plan to enter Fort Myer, Henderson Hall or Fort McNair. Media will be met at Hatfield Gate (or Wright Gate in certain circumstances) by a designated PAO representative. The following is the current JBM-HH policy on what media cannot film while on the installation unless prior approval is given by the Commander: gates or access control points, quarters or barracks, motor pool, ammunition storage facilities, food preparation operations and utility systems.
2. Media representatives must be accompanied by the designated media escort at all times while on JBM-HH.
3. PAO will provide a press information kit and credentials to media if deemed necessary.
4. PAO will provide media with subject matter expert(s) for interview(s) if possible. Media cannot interview people while on JBM-HH about issues other than the focus of their visit.
5. If Media are covering an event, access is restricted to the event site only. (i.e., Media should not wander into other buildings).
6. In order to facilitate approval and coordination into areas that are not open to the public, media representatives need to make a request to PAO at least 3 days in advance.

The exchange of mobile phone numbers between the media point of contact and the escort is encouraged in case of an emergency/change in plans.

### Please keep in mind:

- Possession of a military-issued ID card or visitor pass does not constitute permission to conduct newsgathering activities on any part of the installation - including family housing - without a public affairs escort. Pass-holders and/or the visitor's military sponsor may be held responsible if a pass or military ID is misused.
- Service members and military Family members who are interested in engaging the media are encouraged to contact our office for guidance and support. If the story is of limited official interest, we may suggest meeting with the reporter off-

base (where a public affairs escort is not required). For personality features or human interest stories not related to the subject's military affiliation, we will generally provide an escort onto the installation only if the story cannot be adequately reported without such access.

\*All Media representatives are required to inform the JBM-HH Public Affairs Office of the vehicle make, model, year, color and license plate number of the vehicle(s) they will use to enter the installation. Call 703-696-2976 for additional information.