



# 417th

## Base Support Battalion

### *Commander's Policy*

Policy Number: 3-1

Proponent: AETV-WG- WO

Date: 15 July 2004

SUBJECT: Information Distribution within the 417th BSB & To Outside Agencies

1. **REFERENCE:** Command Guidance.

2. **PURPOSE:** To establish a 417th BSB policy for distributing information or advertising within the command and to tenant units.

3. **SCOPE:** Defines information dissemination responsibility within the 417th BSB community.

4. **POLICY:** Communication Dissemination Procedures

a. Each staff section within the BSB and supporting agencies has a responsibility to ensure the widest dissemination of community relevant information throughout the 417th BSB area of operation. This includes distribution throughout the BSB staff and to all agencies, units, employees, and family members.

b. Anyone with information that needs to be disseminated throughout the community will ensure the information is shared with the following offices:

(1) PAO, who will ensure the information is placed on the Command Information Channel, advertised in the electronic newsletter, placed on the BSB Web Site, and advertised in the Point paper.

(2) Each AST and IC-K, who will notify units/agencies in their AOR and all Mayors/Building/Area Coordinators via email, and place the information on our electronic marquee.

(3) DPTMS, who will send the information via email to all units and agencies throughout the BSB.

(4) ACS, who will send the information via email to all FRG leaders throughout the BSB.

(5) S1, who will ensure CMR mailboxes receive the flyers as prepared by the agency responsible and approved for distribution by the BSB Commander.

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c. All correspondence, to include email and briefings will contain a POC name and phone number so that the recipient will be able to identify someone within our organization and contact them if needed. In addition to this, all correspondence will also contain a link to the 417th BSB web site so that our customers will have easy access to all current information, calendars and policies produced by the 417th BSB. The BSB web site link is <http://www.98asg.wuerzburg.army.mil/417>.

5. **PROPONENT:** 417th BSB S-2/3 Office, DSN 355-1530.

  
THOMAS H. FASS  
LTC, EN  
Commanding