



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

SEP 07 2012

IMPC-HAW-ZA

MEMORANDUM FOR All Soldiers, Department of the Army (DA) Civilians, Department of Defense (DoD) Contractors, Family Members, and Visitors within US Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-46, Display of Banners on US Army Installations Throughout Oahu

1. Reference. 41 CFR 102-74.415, Code of Federal Regulations - Title 41: Public Contracts and Property Management, 1 Jul 11.
2. Applicability. Soldiers, Department of the Army (DA) Civilians, Department of Defense (DoD) Contractors, Family Members, and visitors who work on, reside on, or visit any US Army installations, facilities, or work sites in Hawaii.
3. Purpose. To provide information regarding command policies and procedures relative to the posting, display, and removal of banners throughout the community.
4. Policy.
 - a. "Welcome Home" banners:
 - (1) Subject to prior written approval by the Garrison Commander, Units and Family Readiness Groups (FRGs) may display banners for redeploying units along the installation's chain-link fence.
 - (2) Written requests to display banners must be submitted to the Commander, USAG-HI, (851 Wright Ave, Bldg 106, WAAF) at least 10 days in advance of the requested display date. Requests will include the posting date, a description of the banner and its purpose, and the point of contact's name and telephone number. Requests from the Unit or FRG will be on the Unit's letterhead and signed by the Unit Commander and the FRSA/FRG Leader.
 - (3) The following guidelines apply:
 - (a) Banners will not be posted earlier than the day prior to the redeploying unit's projected return date and must be removed no later than 14 days after the main element returns.

IMPC-HAWI-ZA

SUBJECT: Policy Memorandum USAG-HI-46, Display of Banners on US Army Installations Throughout Oahu

(b) Banners will not extend more than 100 feet from the entrance of Kawamura, Kunia, Foote, Lyman, McNair, McComb, Helemano, and Mendonca Gates.

(c) Banners will not be larger than 3'x 6'.

(d) Banners must be weatherproof.

(e) Banners will not be personalized for any specific individual(s).

(f) Banners will be securely hung.

(g) The point of contact is responsible for maintaining the banner throughout the display period.

(h) Personalized banners displayed within housing areas must receive prior approval from the appropriate Community Center Manager, may only be hung directly in front of residence or fence, and will not be attached to any traffic or street signs, light poles, or playground areas.

(i) "Welcome Home" banners may be hung inside unit areas without approval by the Garrison Commander.

b. Event and miscellaneous banners:

(1) Subject to the prior written approval by the Garrison Commander, Garrison activities and tenant organizations may display banners which provide information regarding upcoming events, activities, etc. The posting or displaying of political, protest, or demonstration advertisements/information is prohibited.

(2) Written requests to display event or activity banners must be submitted to the Commander, USAG-HI, (851 Wright Ave, Bldg 106, WAAF) at least 14 days in advance of the requested display date. Requests will include the posting date, a description of the banner and its purpose, and the point of contact's name and telephone number. Requests must be prepared in letter or memorandum format and signed by the activity head.

(3) The following guidelines apply:

(a) On Schofield Barracks, banners will only be displayed along the railing in front of the Class VI/Furniture Store.

IMPC-HAWI-ZA

SUBJECT: Policy Memorandum USAG-HI-46, Display of Banners on US Army Installations Throughout Oahu

(b) On Fort Shafter, banners will only be hung on the outer fence located at Takata Field, the fence at the entrance of the PX Market, and the fence directly across from the PX Market entrance

(c) Banners will be posted no more than 10 days prior to the scheduled event date and must be removed no later than the day following its completion.

(d) Banners will not be larger than 3'x 6'.

(e) Banners must be weatherproof.

(f) Banners will be securely hung.

(g) The point of contact is responsible for maintaining the banner throughout the display period.

c. General information:

(1) Banners displaying political, protest, or demonstration-related information are not authorized.

(2) Banners not properly displayed, maintained, or removed as required will be removed by the USAG-HI.

5. This policy supersedes policy memorandum USAG-HI-46, SAB, dated 5 May 2011, and remains in effect until cancelled or superseded in writing.

6. Proponent. The proponent for this policy is the USAG-HI Operations Officer, 656-0611.


DANIEL W. WHITNEY
COL, SF
Commanding

DISTRIBUTION
Electronic Media