



**NONRESIDENT
TRAINING
COURSE**



April 1991

Public Affairs Policy and Regulations

NAVEDTRA 14219

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

NAVAL EDUCATION AND TRAINING PROGRAM
MANAGEMENT SUPPORT ACTIVITY
PENSACOLA, FLORIDA 32509-5000

Errata #1

January 1992

Specific Instruction and Errata for
Nonresident Training Course

PUBLIC AFFAIRS POLICY AND REGULATIONS

1. This errata supersedes all previous errata. No attempt has been made to issue corrections for errors in typing, punctuation, etc., which are obvious to the enrollee and do not affect the student's ability to answer the questions.

2. Assignment Booklet

Delete the following questions and leave the corresponding spaces on the answer sheet blank.

Questions

1-38 4-38 7-16
2-24 5-52 7-17

Change the following questions as indicated:

Questions

1-44 The questions portion should read as follows:

Naval Reserve public affairs units ultimately report to which of the following commands for training and administrative concerns?

2-56 In alternative, change "CHINFO, via ASD(PA)" to read "ASD, (PA) via CHINFO."

4-31 In alternative 2, change the word "increase" to read "decrease"

5-54 In alternative 3, change "the Public Affairs Officer" to read "Exchange Officer"

PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

TEXT: The text for this course, Department of the Navy Public Affairs Policy and Regulation, SECNAVINST 5720.44A, is NOT supplied and must be obtained by the student. Available at: <http://neds.nebt.daps.mil>

COURSE OVERVIEW: In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following: Public Affairs Objectives, Principles, Organization, and Authority; Public Affairs Functional Areas; Internal Information; Public Information; Community Relations; Security and Policy Review; Public Affairs Resource Management; The Privacy and Freedom of Information Acts; and Contingencies.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

THE QUESTIONS: The questions that appear in this course are designed to help you understand the material in the text.

VALUE: In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

1991 Edition

Published by
NAVAL EDUCATION AND TRAINING
PROFESSIONAL DEVELOPMENT
AND TECHNOLOGY CENTER

**NAVSUP Logistics Tracking Number
0504-LP-026-8580**

Sailor's Creed

“I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all.”

INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the

assignments. To submit your assignment answers via the Internet, go to:

<http://courses.cnet.navy.mil>

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one “scannable” answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<http://www.advancement.cnet.navy.mil>

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

E-mail: n314.products@cnet.navy.mil
Phone: Comm: (850) 452-1001, Ext. 1826
DSN: 922-1001, Ext. 1826
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N314
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

For enrollment, shipping, grading, or completion letter questions

E-mail: fleetservices@cnet.navy.mil
Phone: Toll Free: 877-264-8583
Comm: (850) 452-1511/1181/1859
DSN: 922-1511/1181/1859
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 20 points. These points will be credited in units, as follows:

Unit 1 – 12 points upon satisfactory completion of Assignments 1 through 5

Unit 2 – 8 points upon satisfactory completion of Assignments 6 through 9.

(Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

Student Comments

Course Title: Public Affairs Policy and Regulations

NAVEDTRA: 14219 **Date:** _____

We need some information about you:

Rate/Rank and Name: _____ SSN: _____ Command/Unit _____

Street Address: _____ City: _____ State/FPO: _____ Zip _____

Your comments, suggestions, etc.:

<p>Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.</p>
--

NETPDTC 1550/41 (Rev 4-00)

ASSIGNMENT 1

"Objectives, Principles, Organization, and Authority," "Public Affairs Functional Areas" and "Internal Information."

Textbook Assignment: Chapters 1 and 2 (pages 1-1 through 2-9).

Learning Objective: Recognize the role of the public in government.

- 1-1. Under the Freedom of Information Act (FOIA), the public and press have which of the following rights?
1. Access to classified government information only
 2. Access to unclassified instructions and notices only
 3. Access to unclassified government information only
 4. Access to all government information
- 1-2. What is the result of a free and independent press in society?
1. An informed electorate capable of making decisions and able to hold the government accountable
 2. An electorate confused by too much information
 3. An increased tension level within the electorate
 4. An educated and informed electorate eager to recommend changes in government
- 1-3. Of the three basic public affairs components, which two are becoming increasingly important?
1. Public information/ community relations
 2. Internal information/ community relations
 3. Internal information/ public information
 4. Community relations/ community information
- 1-4. What is considered the backbone of public affairs?
1. External information
 2. Community relations
 3. Public information
 4. Internal information
-
- Learning Objective: Identify Department of Defense and Navy/Marine Corps public affairs objectives.
-

1-5. Timely and accurate release of DoD information is crucial for which of the following reasons?

1. The public, news media, and Congress will better understand national security facts
2. The U.S. military services will better understand each other's missions
3. The House Armed Services Committee will better understand the DoD defense strategy
4. The government of foreign nations will better understand the DoD defense strategy

1-6. When, if ever, may the DoD classify information for the purpose of precluding its release?

1. When the government is at risk of international embarrassment
2. When national antimilitary sentiment is high
3. When Congress reviews DoD policies and expenditures
4. Never

1-7. Information may be withheld when which of the following conditions exists?

1. A Navy C-9 crashes under questionable circumstances
2. A television network requests information on Seventh Fleet ship movements
3. A Navy guided-missile destroyer runs aground 10 miles west of Guantanamo Bay, Cuba
4. A news wire service requests information on or about the USS *Pueblo* incident

1-8. What is the Navy public affairs objective?

1. To explain to the public the role of the Navy in the overall DoD plan
2. To define the maritime strategy
3. To justify the existence of the Navy to the public
4. To disclose the wartime objectives of the Navy

1-9. Public affairs guidance at the Navy level is developed by (a) whom, and with (b) whose assistance?

1. (a) CHINFO (b) DIRPA
2. (a) CNO (b) CHINFO/DIRPA
3. (a) SECNAV (b) CHINFO
4. (a) DoD (b) SECNAV/CHINFO

Learning Objective: Identify the functional applications of Navy public affairs.

1-10. What are the three basic elements of Navy public affairs?

1. Media relations, public information, and community relations
2. Community relations, public affairs, and internal relations
3. Internal information, community relations, and public information
4. External relations, public information, and community relations

IN ANSWERING QUESTIONS 1-11 THROUGH 1-16, SELECT FROM COLUMN B THE PUBLIC AFFAIRS SUPPORTING ELEMENT THAT FITS THE DESCRIPTION SHOWN IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

	<u>A. DESCRIPTIONS</u>	<u>B. ELEMENTS</u>
1-11.	Examined to determine impact of public affairs actions	1. Security review 2. Resource management
1-12.	Developing, implementing, and monitoring effectiveness of fiscal, personnel, and system resources	3. Organizational inter-relationships
1-13.	Protects DON personnel from releasing sensitive information by mistake	4. Policy review
1-14.	Ensures information released conforms to established governmental guidelines	
1-15.	Involves a careful review of new requirements	
1-16.	Results in a statement of "impacts"	

Learning Objective: Identify DoD and Navy public affairs organization and authority.

- 1-17. Navy public affairs organization is structured to provide the nation with which of the following services?
1. A daily reinforcement of the policies and goals of the Navy
 2. A detailed special events agenda
 3. A periodic recap of Navy news
 4. A maximum amount of news with minimal delay

- 1-18. What is the correct term for a command encompassing more than one service?
1. Unified
 2. Specialized
 3. Specified
 4. Unilateral
- 1-19. Who is the primary assistant to the Secretary of Defense in DoD public affairs matters?
1. SECNAV
 2. Chairman, JCS
 3. ASD (PA)
 4. Director, USIA
- 1-20. Who is usually in charge of public affairs in an embassy or consulate?
1. USIA representative
 2. ASD (PA)
 3. SECDEF
 4. U.S. ambassador
- 1-21. A contingent of five U.S. Navy ships visits a foreign nation to help celebrate its independence. Who or what activity supervises this event from a public affairs standpoint?
1. USIA
 2. The Country Team
 3. ASD (PA)
 4. U.S. Navy liaison in the host country
- 1-22. Establishing Navy public affairs policy and directing its implementation is the responsibility of which of the following authorities?
1. DoD
 2. SECNAV
 3. SECDEF
 4. CHINFO

1-23. Which of the following tasks is handled by CHINFO?

1. Plan and implement Department of the Navy public affairs programs only
2. Navy Journalist rating sponsor only
3. PAO for the CNO only
4. All of the above

1-24. What is the purpose of a NAVINFO?

1. To serve as a media representative for the DoD
2. To coordinate regional media embarks with DIRPA
3. To serve as a CHINFO field representative
4. To serve as a PAO for regional Navy Public Affairs Centers

1-25. NAVINFOS regularly advise CHINFO on which of the following items?

1. budget requirements
2. community relations trends
3. status of Navy public affairs offices in the region
4. important issues reported in the media

1-26. For which of the following reasons must NAVINFOS liaison with Naval Reserve public affairs units?

1. To discuss training and mobilization readiness only
2. To learn the operational priorities of the unit only
3. To formulate Navy responses to media embarkation requests only
4. All of the above

1-27. What is the main purpose of Navy Public Affairs Centers?

1. To produce external release materials
2. To produce internal release materials
3. To expand the areas served by NAVINFOS
4. To assist DIRPA

1-28. The Navy Public Affairs Center in Norfolk is tasked with producing stories and photos of the crew of the USS *Hialeah*. Which of the following procedures would best accomplish this mission?

1. Send three PHs to the ship and request stories from the PAO
2. Send JO/PH teams to the ship with the PAO assisting as needed
3. Let the PAO write the stories and take the photos with the PA Center supervising
4. Request JO/PH support from NAVINFO Southeast

1-29. Materials produced by the Fleet Home Town News Center (FHTNC) are automatically mailed to media serving the hometowns of the individuals featured.

1. True
2. False

1-30. To whom is DIRPA responsible regarding the development of public affairs programs?

1. CHINFO
2. Commandant, DIRPA (PA)
3. SECNAV
4. CMC

1-31. Who coordinates security reviews and material clearance for Marine Corps public releases?

1. ASD (PA)
2. CHINFO
3. DIRPA
4. Commander, Marine Corps PA field activity

Learning Objective: Identify the public affairs responsibilities of commanding officers and public affairs officers.

- 1-32. Commanding officers must ensure that PAOs take which of the following actions?
1. Update the CO's biography biannually
 2. Exercise blanket external release authority
 3. Use the correct number of JOs to carry out the PA plan
 4. Establish a method of having direct access to the CO
- 1-33. A news release generated by the public affairs office of the USS *Delmar* inadvertently contains classified information. Who is ultimately responsible for this error?
1. The PAO
 2. The senior JO in the office
 3. The JO who drafted the story
 4. The commanding officer

IN ANSWERING QUESTIONS 1-34 THROUGH 1-38, SELECT FROM COLUMN B THE INDIVIDUAL RESPONSIBLE FOR PERFORMING THE TASK IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

<u>A. TASKS</u>	<u>B. INDIVIDUALS</u>
1-34. Assist tenant activities with public affairs projects	1. CO 2. PAO
1-35. Establish the Fleet Home Town News Program for the command	
1-36. Serve as the command subject matter expert	
1-37. Analyze possible adverse situations and recommend courses of action	
1-38. Carry out the PA Objective	

Learning Objective: Describe the significance of area coordinators, Navy and Marine recruiting external communications, and Naval/Marine Corps Reserve public affairs.

- 1-39. The CNO assigns all shore activities to area coordinators in a specific geographic region for which of the following reasons?
1. To strengthen the chain of command ashore
 2. To better define the responsibilities of NAVINFOS
 3. To guarantee efficient use of resources
 4. To assist SECNAV in establishing policy ashore
- 1-40. Which of the following public affairs responsibilities should an area coordinator handle?
1. Coordinate public affairs projects with regional NAVINFOS
 2. Suggest ways in which a shore activity can improve its public affairs plan
 3. Conduct periodic inspections of public affairs offices in the region
 4. Delegate to regional area Coordinators special public affairs duties
- 1-41. What type of communication is generated by Navy and Marine personnel in the recruiting public affairs field?
1. Propaganda
 2. Information
 3. Promotional
 4. Publicity

1-42. With the exception of classified advertising, which of the following individuals reviews and approves all Navy recruiting advertisements?

1. CNO
2. SECNAV
3. COMNAVCRUITCOM
4. CHINFO

1-43. Most of the Selected Reserve public affairs billets are assigned to what command?

1. COMNAVRESFOR
2. Naval Reserve public affairs "Program 35" units
3. Naval Air Reserve Force
4. Naval Surface Reserve Force

1-44. Naval Reserve public affairs units report to which of the following commands for training and administrative concerns?

1. COMNAVRESFOR
2. SECNAV
3. Naval Reserve Readiness Command
4. Senior "Program 35" unit in region

1-45. What role, if any, does CHINFO have in Naval Reserve public affairs units?

1. Establishes mission, objectives, plans, and policies of each unit
2. Assists in special events and community relations planning and coordinates VIP visits of Naval Reserve ships
3. Acts as liaison between COMNAVRESFOR and SECNAV
4. None

1-46. Who is responsible for public affairs in the Selected Marine Corps Reserve?

1. DIRPA
2. COMNAVRESFOR
3. Commanding Generals, 4th Marine Division, and 4th Marine Aircraft Wing
4. Commander, Marine Reserve Public Affairs Command (MRPAC)

Learning Objective: Define the role of internal information and recognize its application at the DoD and DON levels.

1-47. Which of the following benefits results from an effective internal information program within a command?

1. Increased pride and professionalism
2. Unification of the command's leadership and its people
3. Improved understanding of the Navy's internal public affairs plan
4. Increased command emphasis on familygrams, newspapers, and command bulletins

1-48. Which of the following groups make up the five-part internal audience for the Department of the Navy?

1. Navy/Marine Corps Reserve personnel, Navy/Marine Corps active duty personnel, retired community, NJROTC units, and families of active duty members
2. Navy/Marine Corps Reserve personnel, their families, retired community, Navy/Marine Corps active duty personnel, and civilian contract workers
3. Navy/Marine Corps active duty personnel, their families, retired community, Navy/Marine Corps civilian employees, and Navy/Marine Corps civilian contract workers
4. Retired community Navy/Marine Corps active duty personnel, their families, Navy/Marine Corps Reserve personnel, and Navy/Marine Corps civilian employees

1-49. Of the following individuals, who must be involved in the internal information program for a command?

1. Commanding officer
2. Executive officer
3. Department heads/division officers
4. Each of the above

1-50. Who provides policy and operational instructions to AFIS for managing and operating AFRTS and AFPPS?

1. Director, USIA
2. CHINFO/DIRPA
3. ASD (PA)
4. SECNAV

1-51. Which of the following offices sends instructional memoranda and policy guidance on DoD-approved programs (print or electronic media) to the military departments?

1. AFIS
2. ASD (PA)
3. DoD
4. AFPPS

1-52. The director of AFIS also serves as the director of which of the following activities?

1. AFRTS
2. CHINFO
3. USIA
4. FCC

1-53. For which of the following tasks is AFIS responsible?

1. Ensuring DoD personnel overseas receive news and entertainment without censorship, manipulation, or propagandizing
2. Developing long-range community relations plans overseas
3. Serving as the public affairs representative for the U.S. ambassador in a foreign country
4. Procuring broadcast equipment for all military department AFRTS stations

1-54. Press and Art Packs are furnished by AFIS through (a) what activity, and are intended for (b) which of the following military mediums?

1. (a) AFIS
(b) Navy newspapers
2. (a) AFPPS
(b) all military newspapers
3. (a) AFPPS
(b) Navy and Marine Corps AFRTS stations
4. (a) ASD (PA)
(b) all military magazines

1-55. Which of the following statements best describes an internal information program?

1. The program may be optional depending on the mission and budgetary constraints of the command
2. Commanding officers are encouraged to let PAOs plan, implement, and monitor the program
3. It is structured and executed in the same fashion as internal information programs at other commands
4. Commanding officers must be personally involved in the program daily

IN ANSWERING QUESTIONS 1-59 THROUGH 1-65, SELECT FROM COLUMN B THE NIRA PRODUCT THAT CORRESPONDS TO THE CHARACTERISTIC IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

A. CHARACTERISTICS B. PRODUCTS

- | | |
|--|--|
| <p>1-59. Navy equivalent of a news wire</p> <p>1-60. Includes news features and line art</p> <p>1-61. Flagship internal information publication</p> <p>1-62. Includes materials that may be posted on bulletin boards</p> <p>1-63. Mailed to a command only upon request</p> <p>1-64. May be used "as is" in unit print media or revised for broadcast style</p> <p>1-65. Contains retention-related items</p> | <p>1. Navy Editor Service</p> <p>2. Navy News Service</p> <p>3. Captain's Call kits</p> <p>4. All Hands Magazine</p> |
|--|--|

1-56. Which of the following organizations are responsible for preparing internal communication products?

1. CHINFO/NIRA
2. NIR/NAVMEDIACEN
3. NAVMEDIACEN/CHINFO
4. CHINFO/USIA

1-57. Policy for the development of internal communication products is produced by whom?

1. DIRPA
2. CHINFO
3. ASD (PA)
4. SECNAV

1-66. The Public Affairs Planning Guide is in which of the following formats?

1. Poster
2. Flip card
3. Annual ALNAV message
4. Calendar

1-58. Which of the following commands ensures two-way communication between Navy policy makers and the Navy internal audience?

1. NAVMEDIACEN
2. CHINFO
3. NIRA
4. DIRPA

1-67. Which of the following services supplements command internal information at a NAVBCSTSVC outlet for active duty military members and their families?

1. Locally produced news and AFRTS entertainment
2. 24-hour news and sports channel via AFRTS
3. Live coverage of DoD press conferences
4. Extensive AFRTS children's programming

Learning Objective: Recognize the products produced by NIRA and the role of NAVBCSTSVC in internal communication.

1-68. What is the CNO's primary vehicle for informing the Navy internal audience?

1. Navy News Service
2. *All Hands* Magazine only
3. Navy-Marine Corps News
4. Both 2 and 3 above

1-69. In addition to producing and distributing Navy-Marine Corps News NAVMEDIACEN also performs which of the following functions?

1. Provides input to the AFRTS Broadcast Center
2. Reviews AFRTS broadcast policy and recommends changes
3. Coordinates assembly and distribution of broadcast systems
4. Provides media training for all officers 0-6 and above

Learning Objective: Identify the organization of Marine Corps internal information and the products it produces.

1-70. What activity is responsible for Marine Corps top level internal communication and policy guidance?

1. CHINFO
2. NIRA
3. DIRPA
4. HQMC

1-71. Which of the following products contains Marine Corps internal information in message form?

1. Navy Marine Report
2. Marine Corps News Summary
3. DIRPA This Week
4. Marines In The News

Learning Objective: Define Navy unit internal information organization. (This objective is continued in assignment 2.)

1-72. What are the three segments of internal information planning?

1. Audience, message, and response
2. Internal media, audience, and information
3. Message, response, and internal media
4. Internal media, audience, and message

ASSIGNMENT 2

"Internal Information" and "Public Information."

Textbook Assignment: Chapters 2 and 3 (pages 2-10 through 3-15).

Learning Objective (continued):
Define Navy unit internal information organization.

- 2-1. Which of the following types of messages does the internal audience and subgroups receive from the command?
1. Related/specialized
 2. General interest/specialized
 3. Immediate/priority
 4. Routine/specialized
- 2-2. Which of the following results occurs when command personnel and their families receive needed internal information?
1. Proficiency increases
 2. Retention more than doubles
 3. Commanders do not have to restate policy as often
 4. Civilian employment opportunities increase
- 2-3. After internal information is gathered, commands should take which of the following actions?
1. Seek CHINFO guidance for distributing the information
 2. Review and categorize the information
 3. Allow the PAO to eliminate unnecessary information
 4. Select the internal media to disseminate the information
- 2-4. A naval air station circulates internal information regarding fireworks safety on Independence Day. What type of message is this?
1. Situational
 2. Emergent
 3. Seasonal
 4. Recurring
- 2-5. Under which of the following conditions would a command release an emergent message to its internal audience?
1. During hurricane and tornado warnings only
 2. During an emergency military recall only
 3. During a hostage situation only
 4. All of the above
- 2-6. The local Navy Commissary is scheduled to install automated checkout machines. A message delivering this news would fit into which of the following internal information categories?
1. Recurring
 2. Advance
 3. Seasonal
 4. Situational

2-7. Commands must periodically communicate certain internal information for which of the following reasons?

1. To inform personnel returning from leave
2. To inform newly reporting personnel
3. To inform shift workers
4. To inform dependents

IN ANSWERING QUESTIONS 2-8 THROUGH 2-13, SELECT FROM COLUMN B THE INTERNAL MEDIA CATEGORY THAT FITS THE INTERNAL MEDIA DESCRIPTION SHOWN IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

	<u>A. MEDIA DESCRIPTIONS</u>	<u>B. MEDIA CATEGORIES</u>	
2-8.	CO addresses all hands in the hangar bay	1. Unit broadcast channel	
2-9.	Command instructions and notices	2. Unit print channel	
2-10.	Safety awareness poster	3. Unit display channel	
2-11.	SITE-TV guide with schedules and feature articles	4. Unit face-to-face channel	
2-12.	Radio interview with the XO		
2-13.	Cable system for a naval station		

2-14. Which of the following unit events enhances internal communication?

1. General military training on the A-4 OBA only
2. Seminars on Soviet seapower only
3. Petty Officer/Sailor of the Year awards ceremony only
4. All of the above

Learning Objective: Recognize the key elements of the Navy's electronic media.

2-15. Which of the following electronic media places the commanding officer in direct contact with the people of the command?

1. IMC
2. Telephone
3. Television
4. Radio

2-16. Personnel who participate in the production of a military television broadcast are guarded against unwarranted invasions of privacy by the Privacy Act.

1. True
2. False

2-17. For which of the following reasons are Navy Broadcast Detachments established overseas?

1. To give foreign nationals a taste of American television
2. To help the local commander execute an effective community relations program
3. To assist the local commander in maintaining good relations with the American embassy
4. To satisfy the local commander's internal information needs

2-18. There are no AFRTS stations in the United States for what reason?

1. commercial broadcasting is widely available
2. the cost would be prohibitive
3. internal information needs decrease stateside
4. the AFRTS broadcast format is inappropriate for stateside viewers

- 2-19. Which of the following basic services should be requested when negotiating a commercial cable television contract?
1. A command access channel
 2. A large number of cable receptacles throughout the base
 3. A free "premium" channel in the cable package
 4. A comprehensive maintenance contract
- 2-20. With the exception of Alaska, who primarily negotiates civilian cable television contracts, at the local level, for U.S. bases?
1. The commanding officer
 2. The PAO
 3. The public works officer
 4. The audiovisual coordinator
- 2-21. What is the name of the system used for closed circuit television broadcasts on U.S. Navy vessels?
1. Shipboard Information, Television and Entertainment (SITE)
 2. Shipboard Information, Training and Entertainment (SITE)
 3. Shipboard Internal Information, Training and Entertainment (SITE)
 4. Shipboard Informational, Training and Entertainment (SITE)
- 2-22. Which of the following commands provide (a) initial SITE system procurement and (b) SITE parts acquisition?
1. (a) AFRTS
(b) NAVMEDIACEN
 2. (a) AFIS
(b) T-ASA
 3. (a) NAVMEDIACEN
(b) T-ASA
 4. (a) T-ASA
(b) NAVMEDIACEN
- 2-23. Authorized billets for SITE operators and maintenance technicians are provided to ships with which of the following systems?
1. SITE 500 and 200
 2. SITE 400 and 500
 3. SITE 200 and 400
 4. SITE 100 and 200
- 2-24. Which of the following SITE systems allows you to do local production work without an assigned JO?
1. SITE 100
 2. SITE 200
 3. SITE 300
 4. SITE 600
- 2-25. In which of the following situations would the USS *Loxahatchee* be eligible to receive AFRTS programming?
1. When it is underway for local operations
 2. When it is in a Ship's Restricted Availability status
 3. When it is underway for no less than 60 days
 4. When it is visiting foreign ports of call
- 2-26. There are 17 televisions aboard USS *Loxahatchee* in need of repair. The televisions should be sent to which of the following facilities for repair?
1. NAVMEDIACEN FSD
 2. T-ASA
 3. AFRTS
 4. A civilian repair shop
- 2-27. What organization provides guidance regarding the installation of satellite dishes aboard Navy ships?
1. AFRTS
 2. NAVBCSTSVC
 3. T-ASA
 4. AFIS

Learning Objective: Recognize the purpose and types of Navy and Marine Corps newspapers.

2-28. In addition to furnishing a free flow of news to military members and their families, military newspapers also provide which of the following important functions?

1. They communicate internal information
2. They provide special braille sections
3. They provide extensive color photography
4. They offer inexpensive classified advertisement sections

2-29. How does a commanding officer use a military newspaper to receive feedback, from the five-part internal audience?

1. By reading the "Letters to the Editor" column
2. By reading the news section
3. By reading the leisure section
4. By conducting readership surveys

2-30. What statement best describes a civilian enterprise (CE) newspaper?

1. The Navy may use appropriated or nonappropriated funds to publish it
2. CHINFO must approve all contracts between the command and the publisher of the newspaper
3. The newspaper is published at no cost to the Navy
4. The publisher of the newspaper provides the command's editorial staff

2-31. For which of the following reasons are commands encouraged to start CE newspapers?

1. They can be produced in a relatively short amount of time
2. They can save commands money
3. They offer superior print clarity
4. They carry a large variety of advertisements geared toward the military

2-32. If your command wishes to start a funded newspaper, you must have a minimum personnel count (combination of military and civilian) of how many people?

1. 200
2. 350
3. 475
4. 500

2-33. The owner of a local pizzeria wants to place an advertisement in your funded command newspaper. What should you tell the owner?

1. Advertisements are handled only by the publisher
2. Advertisements cannot be placed in funded newspapers
3. Advertisements cannot be accepted from local merchants
4. Advertisements must be approved by the base commander

2-34. Which of the following newspaper characteristics is used to enhance the morale of the internal audience?

1. The size
2. The number of pictures
3. The type of advertisements printed in the newspaper
4. The design

- 2-35. A military newspaper is subject to which of the following reviews?
1. Security/policy
 2. Internal/budgetary
 3. Policy/competency
 4. Competency/budgetary
- 2-36. Which of the following individuals must sanction a military newspaper before permission is granted to publish it?
1. CHINFO
 2. Area coordinator
 3. Commanding officer
 4. Type commander
- 2-37. A Navy command has just received permission to publish a CE newspaper. Which of the following steps should be taken next?
1. Contact CHINFO for contractual instructions
 2. Consult NAVSO P-1000 for contractual instructions
 3. Call the nearest NAVINFO for editorial staff assistance
 4. Consult SECNAVINST 1700.10C for a complete explanation of CE newspaper procedures
- 2-38. Which of the following processes leads to the selection of a CE newspaper publisher?
1. A selection board made up of PAOs from the region
 2. A recommendation by the local Better Business Bureau
 3. A recommendation by CHINFO
 4. A competitive bid
- 2-39. Which of the following criteria is most important when selecting a CE newspaper publisher?
1. The publisher provides the finest quality product in exchange for certain contractual rights
 2. The publisher has state-of-the-art facilities within 10 miles of the command
 3. The publisher provides the command with goods and services unrelated to the newspaper
 4. The publisher makes pre-determined payments to the welfare and recreation fund of the command
- 2-40. Which of the following advertising practices is a violation of a CE newspaper contract?
1. An exclusive advertising arrangement with a company
 2. Layout of the advertisements by the publisher
 3. Advertisements published as a separate section
 4. Advertisements published as a supplement
- 2-41. Advertising in a CE newspaper should not exceed what percentage of the total paper?
1. 40%
 2. 50%
 3. 60%
 4. 70%
- 2-42. The Navy News Service reports that gasoline prices at state-side pumps will drop an average of fifteen cents a gallon in the coming months. What is the best way to report this in the Naval Air Station Miami CE or funded newspaper?
1. Run the story as is
 2. Call the Navy News Service for additional details
 3. Contact the gasoline company for additional details
 4. Localize the story

- 2-43. With election day quickly approaching, mayoral candidate Ned Brooks wishes to purchase a full-page advertisement in your CE newspaper. What would be the proper response by the publisher of the newspaper?
1. Disapprove the purchase
 2. Offer the same advertising opportunity to the other mayoral candidates, then approve the purchase
 3. Offer the same advertising opportunity to the other mayoral candidates, then approve the purchase only when a competitor buys advertising space
 4. Disapprove the purchase and offer to run a Ned Brooks campaign letter in the editorial section free of charge
- 2-44. What political information should your CE or funded newspaper carry during an election year?
1. Voter registration and absentee voting information only
 2. Biographical information on the candidates in the local races only
 3. Editorials on the candidates only
 4. All of the above
- 2-45. Your CE or funded newspaper has remained relatively unchanged during your tour. With this in mind, how often should you conduct a readership survey?
1. Every 6 months
 2. Every 12 months
 3. Every 24 months
 4. Every 36 months
-
- Learning Objective: Identify the purpose of command events for the internal community.
-
- 2-46. What is the main purpose of command events for the internal community?
1. To create story ideas for internal media sources
 2. To strengthen teamwork within the command
 3. To create jobs for AFIS
 4. To generate press releases for local media
- 2-47. Which of the following events is intended specifically for the internal audience?
1. Veterans Day
 2. Memorial Day
 3. Armed Forces Day
 4. Navy Week
- 2-48. During internal events, commands are encouraged to promote which of the following topics?
1. The Navy in the twenty-first century
 2. The supply pipeline of the Navy
 3. The justice system of the Navy
 4. The drug and alcohol policy of the Navy
- 2-49. The PAO of Naval Station City Island wishes to hold a Navy birthday celebration on base, but facilities are too small to accommodate 1,000 military personnel and their families. What should the PAO do?
1. Forward a letter to CHINFO requesting permission to use off-base facilities
 2. Forward a letter to the ISIC requesting permission to use off-base facilities
 3. Forward a letter to the nearest U.S. Naval Construction Battalion requesting the building of a temporary facility on base
 4. Forward a letter to public works requesting modifications to existing facilities on base

2-50. Navy/Marine Corps band units may perform at entertainment functions if they are sponsored by a Navy/Marine Corps command and perform solely to promote morale and esprit de corps.

1. True
2. False

Learning Objective: Recognize the principles of public information policy and the release of information.

2-51. Providing public information is important to the U.S. Armed Forces for which of the following reasons?

1. It discourages public criticism
2. It establishes the importance of the military to the public
3. It increases the chances for future military budget increases
4. It encourages public feedback

2-52. By instituting an aggressive public information policy, the DON is committed to which of the following courses?

1. Accountability to the government
2. Accountability to the public
3. Accountability to the DoD
4. Accountability to the Navy internal community

2-53. What could result if DON public information is unduly interrupted?

1. The public might hinder Navy recruiting efforts
2. The public could become anti-Navy
3. The public's trust in the Navy could be compromised
4. The public might question the need for the Navy

2-54. Who would normally approve a release on major Navy policy changes overseas?

1. SECNAV
2. CHINFO
3. ASD (PA)
4. Chairman, JCS

2-55. CHINFO plans to release information regarding a Navy communications satellite that will be placed in orbit during a space shuttle mission. Is (a) further clearance required for releasing this information, and if so, (b) by whom?

1. (a) Yes (b) ASD (PA)
2. (a) Yes (b) Director, NASA
3. (a) Yes (b) SECNAV
4. (a) No (b) no one

2-56. A construction firm is awarded a \$3.2 million contract to repair the piers at Naval Station Flushing Meadows. Before this information is released to the public it must be approved by which of the following individuals?

1. Commanding Officer, Naval Station Flushing Meadows
2. Regional area coordinator for Naval Station Flushing Meadows
3. CHINFO, via ASD (PA)
4. Commanding Officer, Public Works Center, Naval Station Flushing Meadows

2-57. The editor of *Navy Technology Today*, a nationwide periodical, calls you to coordinate a visit for a lengthy feature on your ship. Before firming the arrangements, which of the following steps should you take first?

1. Tell the editor he may begin his research at the station library
2. Forward the editor's request to the commanding officer
3. Forward the editor's request to the type commander
4. Tell the editor his request will have to be approved by CHINFO

2-58. Before a news release for clearance by a higher authority is submitted, commands must ensure that the release meets which of the following criteria?

1. Triple spaced and printed on command letterhead
2. Reviewed and necessary revisions made
3. Written at a ninth-grade reading level
4. Printed on 8 1/2" x 14" paper

2-59. If your command intends to release news to the Associated Press and CHINFO (or DIRPA) should be notified by which of the following means?

1. By naval correspondence
2. By naval speedletter
3. By naval message
4. By naval memorandum

IN ANSWERING QUESTIONS 2-60 THROUGH 2-65, SELECT FROM COLUMN B THE RELEASE APPROVAL AUTHORITY THAT CORRESPONDS WITH THE RELEASE CIRCUMSTANCE/TOPIC SHOWN IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

	A. RELEASE CIRCUMSTANCES/ <u>TOPICS</u>	B. RELEASE APPROVAL <u>AUTHORITY</u>
2-60.	Physical security of nuclear weapons	1. ASD (PA) 2. CNO
2-61.	Modifications to guided-missile systems on DDGs	3. CHINFO 4. CMC
2-62.	Biological warfare defense of ground forces	
2-63.	The foreign relations effect of an overseas base closing	
2-64.	CBS coverage of a student pilot's first carrier arrested landing	
2-65.	Test data involving a new Navy hull design	

Learning Objective: Recognize the segments of public information activity. (This objective is continued in assignment 3.)

- 2-66. What are the components of public information activity?
1. Coordination, delegation, release approval, information collection, and dissemination
 2. Delegation, dissemination, release approval, information collection, and research
 3. Research, coordination, release approval, dissemination, and precedence
 4. Release approval, dissemination, analysis, coordination, and information collection

2-67. In response to a media request, the PAO of the USS *Dewes* asks the CIC officer for details regarding new equipment in CIC. Which of the following factors should be of primary concern to the CIC officer?

1. Time
2. Security
3. Audience
4. Applicability

2-68. Which of the following statements most applies to the analysis process of public information activity?

1. Time devoted to analyzing information should be kept to a minimum
2. Information of a highly scientific nature should be simplified
3. Information of a highly complicated nature must not be altered to protect its preciseness
4. The analyzing process should involve all senior members of the chain of command

2-69. To determine the proper releasing authority, a PAO should use which of the following methods?

1. Evaluate the subject matter of the release
2. Evaluate the internal audience
3. Evaluate the print media outlets in the area
4. Evaluate the structure of the command

2-70. The news director of a local television station requested underway aerial video footage of your ship 10 days ago. You agreed to deliver the footage in approximately 2 weeks, but because of maintenance problems at the helicopter squadron, you will not be able to furnish the video for another 5 weeks. What should you tell the news director?

1. Explain the situation and tell him there is nothing more you can do
2. Apologize for the delay and refer him to the Naval Imaging Command
3. Explain the situation and give him any comparable stock footage
4. Apologize for the delay and suggest he rent a helicopter to shoot the footage

2-71. When should PAOs personally visit news media outlets in the local area?

1. On a regular basis
2. During adverse news situations
3. Before a major news event
4. After coverage of a major news event

2-72. During a press conference, a reporter asks you a question to which a reply would be inappropriate. Which of the following responses would be correct?

1. "No comment"
2. "That's privileged information"
3. "I have nothing to release on that subject"
4. "Answering you at this time would be inappropriate"

2-73. The failure to release information of intense public interest (such as an accident) may result in which of the following interpretations by the public?

1. The Navy's public affairs program is second-rate
2. The Navy can't do anything right
3. The Navy is looking for sympathy
4. The Navy is trying to hide something

2-74. The major difference between official and unofficial statements is that official statements are generated according to specific release guidelines, while unofficial statements may deal with an individual's personal experiences in the Navy.

1. True
2. False

2-75. A PAO determines the correct command release authority in various situations during which of the following time frames?

1. Halfway through the commanding officer's tour
2. Before the PAO reports aboard
3. Before a change of command
4. Following a change of command and during the initial stages of the PAO's tour

ASSIGNMENT 3

"Public Information."

Textbook Assignment: Chapter 3 (pages 3-15 through 3-45).

Learning Objective (continued):
Recognize the segments of public
information activity.

- 3-1. Under which of the following circumstances should the CO assign release authority to the PAO at an accident location?
1. When the CO has been fully briefed on the situation
 2. When essential staffing and coordination measures are completed
 3. When NCIS finishes its preliminary accident investigation
 4. When CHINFO gives its approval

Learning Objective: Identify
the principles of basic news
media relations.

- 3-2. Which of the following statements most accurately describes the way the Navy should treat the news media?
1. Local media outlets always take first priority
 2. National media outlets always take first priority
 3. The release of adverse news must be carefully monitored and controlled
 4. All media outlets must be treated impartially

A T-45A Goshawk makes an uneventful landing at Naval Air Station Makapuu, but for some unknown reason, the student pilot ejects while taxiing on the tarmac. The trainer slams into an unmanned, fully fueled C-2A Greyhound, igniting a fire that engulfs both aircraft. Within seconds, fire fighters extinguish the blaze. The student pilot suffers severe lacerations and a compound fracture of the right leg. It is the first accident at the station since 1977. You are the Naval Air Station Makapuu PAO.

IN ANSWERING QUESTIONS 3-3 THROUGH
3-10, REFER TO THE ABOVE SCENARIO.

- 3-3. The base operations officer calls to inform you of the accident. What should be your first course of action?
1. Ask the training air wing and Naval Air Station Makapuu COs if they want to release information on the accident
 2. Gather all pertinent facts and details for an immediate release
 3. Send a JO/PH team to cover the accident for the local media
 4. Call ASD (PA) and CHINFO requesting permission to release the information

- 3-4. Which of the following release procedures should you follow?
1. Release the information only if the media expresses interest
 2. Release the information when the training air wing and Naval Air Station Makapuu COs give their approval
 3. Release the information when all preliminary accident investigations are completed
 4. Release the information as quickly as possible
- 3-5. In releasing information, emphasis should be placed in which of the following areas?
1. Providing the reporters with all the applicable facts
 2. Arranging interviews with the recovering student pilot and crash crew personnel
 3. Helping the reporters file their stories
 4. Reminding the reporters of the exceptional safety record of Naval Air Station Makapuu
- 3-6. A reporter asks you about the types of aircraft involved. Which of the following responses is appropriate?
1. Tell the reporter that a T-45A Goshawk and a C-2A Greyhound were involved and offer no additional information
 2. Tell the reporter a response at this time would be inappropriate
 3. Tell the reporter to contact the Naval Air Systems Command public affairs office
 4. Tell the reporter that a T-45A Goshawk and a C-2A Greyhound were involved and briefly explain the mission of each aircraft
- 3-7. The military editor of a local newspaper writes a lengthy story on the accident. What security measures, if any, should you take before the reporter files the story?
1. Review the story with the base security officer
 2. Review the story with the training air wing and Naval Air Station Makapuu COs
 3. Review the story with your staff
 4. None
- 3-8. WDWM, a local television station, reports that the student pilot ejected seconds before the C-2A slammed into the T-45A at the intersection of the main runways. You determine it is in the best interest of the commands involved to reconfirm the facts. How should you approach the WDWM station manager?
1. Call him to restate the facts and request a retraction
 2. Call him requesting air time to set the record straight
 3. Write or personally visit him immediately after the story airs and present the facts
 4. Write or personally visit him immediately after the story airs and express concern over the content of the story
- 3-9. Despite your best efforts, the WDWM station manager chooses to stand by the story. What should be your next step?
1. Initiate legal proceedings with guidance from CHINFO
 2. Make the facts available on an equal basis to other local news media
 3. Invite the station manager to the command and ask the CO to reconfirm the facts face-to-face
 4. Write a letter to the editor of the local daily newspaper expressing the viewpoint of the command

3-10. During your attempts to correct the inaccuracies of the WDWM story, the station manager informs you that a nationally syndicated television news magazine plans to use his story in an upcoming show. What action should you take next?

1. Contact CHINFO immediately and describe the circumstances
2. Contact the producers of the show and give them the facts
3. Contact ASD (PA) immediately and describe the circumstances
4. Contact the NAVINFO closest to the headquarters of the show and describe the circumstances

3-11. Major news story exclusives are not permitted for what primary reason?

1. Satisfying the public's right to newsworthy information is more important than accommodating a single member of the media
2. Satisfying the needs of one reporter may disrupt professional media relationships
3. Satisfying the public's right to newsworthy information cannot be accomplished by a single member of the media
4. Satisfying the needs of one reporter may lessen the importance of the news story

3-12. When, if ever, should PAOs honor a request for an exclusive?

1. When the reporter is from the Associated Press, or Reuters
2. When the reporter is writing a story intended for two or more audiences
3. When the reporter is writing a follow-up story with a unique news angle
4. Never

3-13. What guideline assists PAOs in establishing equality in news media relations?

1. Rule of Initial Inquiry
2. Rule of Media Inquiry
3. Rule of Public Inquiry
4. Rule of First Inquiry

Learning Objective: Recognize the principles of attribution and ground rules.

3-14. You are LT Ben Goldberg, a PAO speaking to the media on behalf of nine Navy commands. While establishing the press conference ground rules, which of the following statements should you make regarding attribution?

1. "Please attribute all statements to me, LT Ben Goldberg, the public affairs officer of..."
2. "Please attribute all statements to a Navy spokesperson"
3. "Please attribute all statements to a Department of Defense spokesperson"
4. "Please attribute all statements to a Chief of Information spokesperson"

3-15. Which of the following statements best describes the term "Not for Attribution"?

1. The exact information source may be identified only by title
2. The exact information source may not be identified
3. The exact information source may be identified only with permission
4. The exact information source may not be questioned further

IN ANSWERING QUESTIONS 3-16 THROUGH 3-21, SELECT FROM COLUMN B THE NEWS CONFERENCE GROUND RULE THAT FITS THE GROUND RULE DESCRIPTION SHOWN IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

	<u>A. GROUND RULE DESCRIPTIONS</u>	<u>B. GROUND RULES</u>
3-16.	Comments may be quoted word for word	1. Background 2. Off the record
3-17.	Particular source of information is not identified	3. On the record
3-18.	Material is held in strict confidence	
3-19.	Source of information may be recognized as "a Navy official"	
3-20.	Cannot be used when information is mistakenly disclosed	
3-21.	Customary condition when dealing with the press	

Learning Objective: Describe the methods of disseminating information to the news media.

- 3-22. Most Navy news releases are limited in size to how many pages?
1. One or two only
 2. Two or three only
 3. Three or four only
 4. Four or five pages

3-23. For which of the following reasons is a "spot news release" disseminated to the media?

1. When the news directly affects the operational readiness of a command
2. When the news updates a previous accident or incident
3. When the news will attract proponents of the Navy
4. When the news will gain national interest

3-24. When you are preparing a spot news release, which of the following considerations is most prominent?

1. Color photography of the news event
2. Security and policy reviews of the release
3. Setting up the subsequent press conference
4. Electronic news gathering of the event

3-25. When, if ever, may a command issue a spot news release of national interest without CHINFO or DIRPA coordination?

1. When a delay would compromise the timeliness of the release
2. When the news involves an accident or incident with fatalities
3. When a delay would not be in the best interest of the Navy or Marine Corps
4. Never

3-26. A news advisory serves which of the following purposes?

1. To bridge the gap between a news release and a press conference
2. To provide the news media with essential background information
3. To promote news media participation in a specific event
4. To disseminate urgent news by electronic means

- 3-27. Under which of the following circumstances should Naval Station Roosevelt Island hold a news conference?
1. When it receives the Navy Meritorious Unit Commendation
 2. When funding for the renovation of the headquarters building is approved
 3. When it is selected as the main staging area for "Operation Sans Serif"
 4. When one of its members succumbs to injuries suffered in a gardening accident

- 3-28. As PAO for Commander, Naval Surface Group Lake Okeechobee, you receive several requests from the local media to hold a press conference addressing the Navy's innovative method of saving manatees in the lake. How should you respond to these requests?

1. Issue an in-depth release about the innovative method
2. Hold a news conference to cover the innovative method
3. Issue a news advisory on the innovative method
4. Call each media outlet back and give them as much information as they want

- 3-29. During a media availability, a PAO should be ready to furnish reporters with which of the following services?

1. Answers on a variety of subjects
2. Memorabilia of the visit
3. Unrestricted access to word processing and/or facsimile machines
4. Quotes from the commanding officer

- 3-30. Which of the following statements most accurately describes the purpose of an editorial board?

1. To enlighten the editorial staffs of the media so new opinions about the Navy and Marine Corps are formed
2. To strengthen the professional relationships between Navy and Marine Corps public affairs officers and the editorial staffs of the media
3. To establish precise Navy and Marine Corps news coverage guidelines with the editorial staffs of the media
4. To encourage the editorial staffs of the media to produce favorable editorial opinions and commentaries about the Navy and Marine Corps

- 3-31. When documenting a news media query, you must note which of the following areas?

1. The home address and telephone number of the reporter making the query
2. The reason for the query
3. The intended use of the information released
4. The date and time the query was received

Learning Objective: Identify the approval authority, policy guidance, and shipboard arrangements required for news media embarkations.

3-32. The ABC Radio Network calls you, the PAO of the USS *Reesemore* (CVN-107), to arrange a live broadcast from the flight deck during "Operation Praying Mantis." With whom should you seek approval for the embark?

1. CHINFO
2. Unified or Specified Commander-in-Chief
3. ASD (PA)
4. Director, Naval Nuclear Propulsion Program

3-33. Which of the following individuals can approve a national news media embark involving operations outside the joint chain?

1. Unified commander
2. CHINFO
3. Specified commander
4. Assistant Chief of Naval Operations (OP-02)

3-34. During a sensitive operation, reporters are required to submit materials to designated officials for which of the following reasons?

1. To censor the details
2. To check factual clarity
3. To ensure the materials provide adequate coverage
4. To guard against a breach in security

3-35. Commands may ask embarking news media representatives to sign a statement regarding which of the following subjects?

1. Liability
2. Nonavailability
3. Security
4. Indemnity

3-36. The main purpose of a media predeparture briefing is to provide reporters with what opportunity?

1. To familiarize themselves with shipboard life
2. To ask opening questions
3. To review their press kits thoroughly
4. To get a detailed operating schedule

You are the PAO of the USS *Forrest Edmund*, a Pearl Harbor-based guided-missile destroyer. The ship is celebrating its 25th anniversary during a dependents' cruise. Among the scheduled events is the firing of 25 rounds by the forward and after 5" 54 caliber guns. Embarked to cover the story are Ted Plumeria, a reporter with the weekly *Pearl City Gazette*, and Lee Chang, the military editor of the Honolulu *Daily Enunciator*. Mr. Chang's deadline requires the use of transmission facilities aboard ship.

IN ANSWERING QUESTIONS 3-37 THROUGH 3-41, REFER TO THE ABOVE SCENARIO.

3-37. Before Mr. Chang's story is transmitted, it must be approved by which of the following individuals?

1. Public affairs officer
2. Operations officer or his designate
3. Commanding officer or his designate
4. Communications officer or his designate

3-38. Mr. Chang is reluctant to submit his copy for approval before it is transmitted. How should you handle this situation?

1. Tell him it is a long-standing procedure that cannot be avoided
2. Tell him it is a security precaution only
3. Tell him it is a review for the correct usage of Navy terminology and acronyms
4. Tell him the chain of command may not want to release certain aspects of the celebration

3-39. In reviewing Mr. Chang's story, you discover several quotes by members of the gun crews that contain classified information. What should be your next course of action?

1. Tell Mr. Chang the quotes contain classified information and request that they be removed
2. Tell Mr. Chang the quotes contain classified information and they must be paraphrased
3. Tell Mr. Chang the entire story must be rewritten
4. Tell Mr. Chang the story is fine, but you would greatly appreciate the removal of the quotes

3-40. An enraged Mr. Chang insists that the story be transmitted as is. What should be your next move?

1. Politely remind Mr. Chang that he is a guest of the USS *Forrest Edmund* and the chain of command's decision is final
2. Have the story transmitted as a classified message to CINCPACFLT and CHINFO
3. Have the story transmitted as is to the *Enunciator*
4. Have the story transmitted as a classified message to the destroyer squadron commander of USS *Forrest Edmund* and CHINFO

3-41. In a rush to see whales off the starboard bow, seven young dependents fall on the nonskid and are injured. One was knocked unconscious. Both reporters were on the fantail talking with crew members when the incident occurred. Which of the following release procedures should you use?

1. Tell them nothing regarding the incident
2. Tell them that some kids received bumps and bruises when they tried to see the whales only
3. Tell them that seven dependents were injured when the ship rolled to the right only
4. Tell them all you know about the incident

Learning Objective: Recognize the special considerations for broadcast, motion picture, and print media.

3-42. Commands may authorize its personnel to be interviewed on a locally televised program during which of the following circumstances?

1. When the interview is live
2. When the interview is tape-delayed
3. When the interview only deals with DON subjects
4. When the interview only deals with subjects pertaining to the command

3-43. Which of the following individuals can authorize command participation in a regional program?

1. Area coordinator
2. ASD (PA)
3. Commanding officer
4. CHINFO

Donamar, a major Hollywood motion picture company, is filming the movie *The Sands of Barrancas Beach* aboard the USS *Donax*. You are the PAO of the USS *Donax*.

IN ANSWERING QUESTIONS 3-44 THROUGH 3-48, REFER TO THE ABOVE SCENARIO.

3-44. Which of the following situations is not authorized?

1. JO1 Bell works as an "extra" after hours
2. LT Risser, NAVINFO West, works full time as a consultant to Donamar
3. YN3 Bates assists the producers in administrative matters during normal working hours
4. SN Chryst writes a story detailing the special effects used

3-45. Donamar requests the use of Navy props during the production of the movie. The cost of the expendable props is \$2,000. How should you respond?

1. Approve the request but tell Donamar they must reimburse USS *Donax* for the props
2. Approve the request but tell Donamar they must reimburse USS *Donax* \$1,000 for the props
3. Approve the request but tell Donamar they must reimburse USS *Donax* \$500 for the props
4. Do not request reimbursement for the props because the movie will give USS *Donax* worldwide publicity

3-46. Navy cooperation in this production would be conditional upon which of the following factors?

1. The USS *Donsax* is authentically portrayed
2. The USS *Donax* is portrayed based on the commanding officer's perspective
3. The PAO of the USS *Donax* maintains the right to alter the scripts
4. The revenue generated by the motion picture is shared with the USS *Donax*

3-47. Donamar needs 20 crew members to assist in production support on a weekend. In town, there are three companies specializing in the same type of production support. What should you tell Donamar?

1. You will provide the crew members upon receipt of a letter of intent
2. You cannot provide the crew members because they would be in competition with commercial establishments
3. You will provide the crew members only if they are paid the same wages as their civilian counterparts
4. You cannot provide the crew members because they are not unionized

3-48. *The Sands of Barrancas Beach* is scheduled to open next week at a nearby mall. Which of the following theater activities by USS *Donax* crew members is authorized with proper approval?

1. Selling refreshments
2. Escorting customers to their seats
3. Manning command displays in the lobby
4. Giving away complementary passes for future shows

- 3-49. Participation of a Navy man in a local radio or television show indirectly strengthens which of the following areas?
1. Counseling
 2. Retention
 3. Advancement
 4. Education
- 3-50. ENS Tetrazzini, the food service officer of the USS *Lamprey*, is a guest on a local talk radio program. Of the following circumstances, which one is permitted?
1. ENS Tetrazzini reads a spot about a military discount offered at a restaurant
 2. ENS Tetrazzini appears on the show during a command 3-M inspection
 3. ENS Tetrazzini discusses wardroom gossip
 4. ENS Tetrazzini talks about his most favorite/least favorite dishes prepared in the galley
- 3-51. A major advertising firm in New York City requests Navy cooperation in a 60-second television promo. Before the taping begins, which of the following materials must be submitted to CHINFO or DIRPA for review?
1. A brief history of the advertising firm
 2. A survey of the projected audience for the promo
 3. A rough concept of the promo
 4. A Better Business Bureau statement addressing the credibility of the firm
- 3-52. A Navy speaking engagement can be sponsored by which of the following organizations?
1. Kiwanis International only
 2. Escambia County Professional Photographers Association only
 3. Both 1 and 2 above
 4. Wal-Mart
- 3-53. The PAO has the authority to determine whether a Navy/Marine Corps speaker may give a speech for a politically oriented organization.
1. True
 2. False
- 3-54. Which of the following speech opportunities is NOT sanctioned?
1. Hometown recruiting
 2. Command speaking program
 3. Port visit
 4. Election campaign rally
- 3-55. Which of the following instructions should you consult before delivering a speech on a clinical topic?
1. NAVMEDCOMINST 5721.1C
 2. BUMEDINST 5721.1C
 3. OPNAVINST 5510.161
 4. SECNAVINST 5370.2H
- 3-56. Which of the following tools should be used by the speech writer and the speaker to reach the audience effectively?
1. Visual aids
 2. Audience analysis
 3. Statistics
 4. Audience survey

Learning Objective: Identify the basic policies and guidelines pertaining to Navy/Marine Corps speeches.

IN ANSWERING QUESTIONS 3-57 THROUGH 3-61, SELECT FROM COLUMN B THE PAO DECISION THAT FITS THE SPEAKING FORUM SHOWN IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

	<u>A. SPEAKING FORUMS</u>	<u>B. PAO DECISIONS</u>
3-57.	A demonstration in favor of banning homeless people from a local mall	1. Not authorized 2. Authorized
3-58.	A \$50 a plate dinner for a family that lost its house in a tornado	
3-59.	A club that openly supports Iranian terrorist principles	
3-60.	A fund raiser in support of the United Services Organization	
3-61.	A weekly meeting of Cuban Americans where non-Cubans are prohibited	
<hr/>		
3-62.	In making a speech to a congressional subcommittee, SECNAV should use which of the following speech delivery methods?	
		1. Impromptu 2. Memorization 3. Extemporaneous 4. Manuscript
3-63.	Vice Admiral Mengel of CINCLANT has five speaking engagements scheduled in the next 6 months. The CINCLANT PAO should notify what individual regarding the engagements?	
		1. CHINFO 2. SECNAV 3. SECDEF 4. ASD (PA)

- 3-64. Which of the following items is NOT a part of a speakers bureau at a command?
1. A current listing of assigned personnel known as capable speakers
 2. An audio recording of all previous speeches
 3. A copy of the CHINFO fact file
 4. A listing of all requested speaking engagements
- 3-65. How long must a command retain copies of speeches?
1. 1 year
 2. 2 years
 3. 3 years
 4. 4 years
- 3-66. When, if ever, should an individual command forward a speech to CHINFO or DIRPA?
1. When the speech is historically significant
 2. When the speech contains colorful anecdotes
 3. When parts of the speech can be used for an external release
 4. Never
- 3-67. LCDR Grackle gives a speech at the local Rotary Club as part of the speakers bureau of the USS *Dove*. LCDR Grackle is authorized to accept not more than what amount of money, if any?
1. \$2,000
 2. \$1,000
 3. \$500
 4. None

- 3-68. BTCM Macaw, while on leave, will deliver a speech about his duties as the engineering department LCPO of the USS *Dove*. Which of the following additional topics is BTCM Macaw NOT authorized to talk about?
1. The reasons his twin brother joined the Coast Guard instead of the Navy
 2. The discrepancies found in a recent Operational Propulsion Plant Examination
 3. The divisions within the engineering department and their missions
 4. The role of the engineering department when in port and underway
- 3-69. If the news media is invited to cover a speech, which of the following methods may be used to provide pertinent information?
1. A story in the base paper
 2. A news advisory
 3. A press conference
 4. A personal visit by the PAO
- 3-70. A PAO decides to mail a news release to the media regarding a significant Navy speaking engagement. The news release should contain which of the following components?
1. Speaker's biography, spouse's biography, and a complete listing of previous speeches given
 2. Complete listing of previous speeches given, photograph of the speaker, and a delayed advance copy of the speech
 3. Delayed advance copy of the speech, speaker's biography, and a photograph of the speaker
 4. Photograph of the speaker, feature story on the speaker, and a delayed advance copy of the speech
- 3-71. A command may participate in a panel discussion under which of the following conditions?
1. When participation is properly cleared
 2. When an audience survey has been taken
 3. When a complete listing of the topics to be discussed is provided
 4. When sufficient time is allowed for clarifying main points
- 3-72. DoD participation in debates is discouraged for which of the following reasons?
1. Debating places DoD spokespersons in an advocacy role
 2. Debating does not provide enough time for rebuttals
 3. Debating often leads to irrational conversation among participants
 4. Debating may place DoD spokespersons in an embarrassing situation

ASSIGNMENT 4

"Public Information" and "Community Relations."

Textbook Assignment: Chapters 3 and 4 (pages 3-47 through 4-17).

- Learning Objective: Identify the policies for releasing visual information or materials.
- 4-1. Which of the following materials is NOT a component of visual information (VI)?
1. Kinescope recordings
 2. Audio cassette recordings
 3. Video camera maintenance procedures
 4. Video camera logs
- 4-2. VI materials are not releasable under which of the following circumstances?
1. When national security may be compromised
 2. When an adverse news situation may become worse
 3. When CHINFO disapproves its release
 4. When the Naval Imaging Command disapproves its release
- 4-3. Nongovernment and nonnews media groups may receive VI materials under which of the following circumstances?
1. The materials conform to guidelines established by the Naval Imaging Program
 2. The materials are relatively inexpensive and easy to produce
 3. The materials conform to NAVMEDIACEN guidelines
 4. The materials are approved by ASD (PA)
- 4-4. Who is responsible for providing VI support to nongovernment groups?
1. CHINFO
 2. Director, NAVMEDIACEN
 3. Director, AFIS
 4. Commander, Naval Imaging Command
- 4-5. Under which of the following circumstances may the commanding officer of Naval Station Biscayne Bay honor a VI request from a nongovernment group?
1. When the materials will indirectly support community relations efforts
 2. When the materials will be used only in the Biscayne Bay area
 3. When the materials originate only from AFRTS or NAVMEDIACEN
 4. When the materials fall within budgetary limits
- 4-6. Before VI support approval is received, local PAOs may liaison with nongovernment groups provided which of the following stipulations are made?
1. Assistance is on a first-come, first-served basis
 2. Assistance must be held in strict confidence until support approval is given
 3. Assistance does not imply guaranteed cooperation
 4. Assistance does not involve drafting a proposal to CHINFO and/or the Naval Imaging Command

- 4-7. When, if ever, should a television station pay for Navy stock video footage?
1. When the station is producing a lengthy feature story
 2. When the stock footage was shot on location
 3. When the station offers to pay for the footage
 4. Never
- 4-8. The PAO of Naval Air Station Tempe plans to release stock film footage of air operations to a local cable news channel. This practice is authorized under which of the following circumstances?
1. The channel is part of a cable company's "basic" package
 2. The channel pays the standard research fee for the footage
 3. The cable company carrying the channel serves a minimum of 2,500 customers
 4. The cable company carrying the channel pays the standard research fee for the footage
- 4-9. A commanding officer may ban visual news documentation on Navy or Marine Corps property under which of the following circumstances?
1. When classified materials may be photographed
 2. When combat documentation is in progress
 3. When sensitive unclassified materials may be obtained
 4. When the documentation is of local interest
- 4-10. VI materials of local interest may be released by whom?
1. CHINFO
 2. Command PAO
 3. ASD (PA)
 4. Commander, Naval Imaging Command
- 4-11. The USS *Narcissus* is underway to test a new navigational system. Before the PAO releases photographs of the test, what review must be made?
1. CHINFO-level security and policy
 2. Unified or specified command-level security
 3. USS *Narcissus* - level security and policy
 4. Seat of government-level security and policy
- 4-12. Which of the following statements applies to a personally owned camera on a Navy installation?
1. The owner may not receive compensation if the camera is damaged
 2. The owner must house the camera at the photo lab of the command
 3. The owner is required to register the camera with security personnel
 4. The owner must be aware of situations that could restrict personal photography
- 4-13. An EA-6B hits the island structure during flight operations aboard the USS *Gray Haze*. SN Dorcas, a still photography buff, was topside on the island structure and captured the entire incident. The commanding officer of the USS *Gray Haze* is authorized to take which of the following actions?
1. Examine the photos for classified information only
 2. Use the photos for public affairs purposes only
 3. Both 1 and 2 above
 4. Submit the film to the Joint Combat Camera Center for disposition

4-14. While on an aerial photography assignment, PH1 Effstop shoots 16-mm footage of a commercial ocean liner listing heavily to the right before sinking. Correct handling of the footage requires what action?

1. Send the processed film immediately to the Naval Imaging Command
2. Send the unprocessed film immediately to CHINFO
3. Send the unprocessed film immediately to the Joint Combat Camera Center
4. Send the processed film immediately to the nearest NAVINFO

4-15. What should you do to photographs shot by Marine Corps photo-journalist before forwarding them to DIRPA?

1. Use the photographs locally
2. Review the photographs for correct composition
3. Register the photographs with the photo lab of the command
4. Mail a completed visual aid card to the Naval Imaging Command

4-16. Which of the following procedures is appropriate when a foreign national contacts your stateside command for a VI request?

1. Furnish the photographs
2. Transfer the request to the appropriate USIA office
3. Transfer the request to CHINFO
4. Transfer the request to the nearest NAVINFO

4-17. A reporter from a major daily newspaper in Sydney, Australia, is visiting your naval air station to write a feature story. He requests several stock photographs to support his copy. As PAO, how should you handle this situation?

1. Contact USIA before furnishing the photographs
2. Consult the nearest NAVINFO before furnishing the photographs
3. Call the Australian Embassy in Washington before furnishing the photographs
4. Furnish the photographs

Learning Objective: Identify the proper communications procedures in dealing with elected officials, private groups, and individuals.

4-18. A shore command may answer questions directly from a U.S. congressman when which of the following conditions exist?

1. The congressman lives in the area of the shore command
2. The congressman routinely contacts the shore command
3. The congressman routinely contacts the Chief of Legislative Affairs
4. The congressman is a former member of the Navy

4-19. You are the PAO of Naval Training Center Los Angeles when you receive a call from an aide to Congressman Beiner (R-Maine) requesting in-depth statistical information. How should you handle the request?

1. Provide the information as quickly as possible
2. Explain to the aide that Congressman Beiner's request must be in writing
3. Write down the questions, then contact the Chief of Legislative Affairs or CHINFO
4. Ask the aide to contact the Office of Naval Congressional Affairs

4-20. When, if ever, may a command disclose information to Congress that is normally protected by the Privacy Act?

1. When the information is to be used by a congressional subcommittee
2. When a member of Congress is acting in an individual capacity
3. When the information will be used by a prominent congressional constituent
4. Never

4-21. A congressional office requests Navy assistance in obtaining LT Grote's consent to release personal information. The information will be used in an upcoming congressional inquiry. How should the Navy respond to this request?

1. The congressional office must request the information from the Judge Advocate General's Office
2. The Navy cannot sanction a congressional inquiry if one of its members does not provide information
3. The Navy Legal Services Office at LT Grote's command should release the information
4. The Navy avoids involvement between a member of Congress and a constituent

4-22. The PAO of a Charleston-based ship receives a letter from a young boy requesting information about the Third Fleet. How should the PAO respond to this request?

1. Write the boy and tell him his letter has been forwarded to the CINCLANTFLT PAO for a response
2. Write the boy and tell him his letter has been forwarded to the COMTHIRDFLT PAO for a response
3. Write the boy and give him the address of the COMTHIRDFLT PAO
4. Write the boy and tell him all you know about the Third Fleet

- 4-23. Gustavo Machado, a student at the University of San Jose in Costa Rica, writes a letter to your command requesting answers to several complex questions for a term paper. As PAO, which of the following responses should you make?
1. Write Gustavo and tell him to contact the USIS office at the American Embassy in San Jose
 2. Write Gustavo and tell him to contact the Costa Rican Embassy in Washington, D.C.
 3. Write Gustavo and tell him to contact the USIS office at the Costa Rican Capitol Building
 4. Write Gustavo and tell him to contact the Foreign Press Center in Costa Rica
- 4-24. CDR Bostock is writing an article for a magazine that deals with the political climate in the Caribbean. It is CDR Bostock's responsibility to stress that his views do not necessarily reflect which of the following point of views?
1. One that includes all the facts
 2. One of official Navy policy
 3. That of the readership of the magazine
 4. That of the magazine or its publisher
- 4-25. CDR Bostock is writing a sidebar story about future Navy operations near Cuba. Because of its subject matter, the article must receive a security and policy review.
1. True
 2. False
- JOC Felder, the assistant PAO of the USS *Narwhal*, wrote a story for a civilian magazine geared toward professional sailors. He wrote the story during regular working hours using Navy word processing equipment.
- IN ANSWERING QUESTIONS 4-26 THROUGH 4-29, REFER TO THE ABOVE SCENARIO.
- 4-26. A copy of JOC Felder's story should be forwarded to whom for a courtesy review?
1. The USS *Narwhal* CO
 2. The Enlisted Surface Warfare Specialist program manager
 3. CHINFO
 4. The superintendent of the U.S. Naval Academy
- 4-27. JOC Felder's story must meet which of the following requirements?
1. Primarily serve the interests of the Navy
 2. Primarily serve the interests of the editor
 3. Conform to existing external release guidelines
 4. Be released to other magazines with the same audience
- 4-28. JOC Felder is authorized to secure a copyright for his story.
1. True
 2. False

4-29. In an attempt to give his story added depth, JOC Felder asks the operations officer for access to several confidential instructions. When, if ever, should JOC Felder be granted access to the instructions?

1. When he needs statistical information to back up certain facts
2. When he uses the instructions only to enhance his personal knowledge of the subject
3. When he paraphrases sections of the instructions in the story
4. Never

Learning Objective: Describe the planning steps and operational concept of a Command Information Bureau (CIB).

4-30. A Command Information Bureau (CIB) is best defined in what way?

1. It is an activity established by ASD (PA) to release information on an operation when media interest is nominal
2. It is an activity established by a command to release routine information when media interest is high
3. It is an activity established by CHINFO to release accident information as dictated by media interest
4. It is an activity established by a command to release information on an event when media interest is high

4-31. A command should develop a CIB establishment plan for which of the following reasons?

1. To assist Navy journalists in writing accident stories
2. To increase response time during an emergency
3. To lessen the impact of an emergency on the community
4. To help promote good communication within the internal community

4-32. The implementation of a CIB is determined by which of the following probabilities?

1. That of international media covering an event
2. That of a large number of reporters covering an event
3. That of national media exposure during an event
4. That of a seat of government release during an event

4-33. Naval Station Sandy Point will be the staging area for "Operation Blue Water" July 21. The PAO may establish a CIB on which of the following dates?

1. June 21
2. July 1
3. July 6
4. July 18

4-34. Because of leave and TAD assignments, the public affairs office staff of the USS *Limbaugh* is trimmed to a collateral duty PAO and a JO2. A major accident occurs aboard ship and a CIB is formed. The CO should take which of the following actions?

1. Contact CHINFO for CIB assistance
2. Contact the nearest NAVINFO for CIB assistance
3. Give the PAO five nonpublic affairs personnel for CIB assistance
4. Contact local commands for CIB assistance

4-35. During a CIB, the CO of the USS *Limbaugh* should delegate CIB release authority by making it a matter of record in what way(s)?

1. In the public affairs plan
2. In the legal office of the ship only
3. In the early stages of the CIB only
4. Both 2 and 3 above

4-36. A CIB "dress rehearsal" may involve the participation of which of the following local groups?

1. Commanding officers
2. Reporters
3. High school journalism students
4. Law enforcement officials

4-43. The operations center of a CIB is normally staffed by which of the following individuals?

1. Senior media escort officer, senior combat documentation photographer, and assistant PAO
2. Media chief, assistant PAO, and support chief
3. Support chief, media chief, and senior media escort officer
4. Assistant PAO, senior media escort officer, and senior media liaison officer

4-44. Of the following CIB press kit components, which one is NOT required?

1. Photographs of participating units
2. News releases on participating units
3. Photographs of the appropriate commanders
4. Operational background information

IN ANSWERING QUESTIONS 4-37 THROUGH 4-42, SELECT FROM COLUMN B THE CIB DIVISION RESPONSIBLE FOR THE CIB TASK SHOWN IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

	<u>A. CIB TASKS</u>	<u>E. CIB SECTIONS</u>
4-37.	Coordinate and present operational briefings	1. Administration Support
4-38.	Arrange billeting and messing requirements	2. Media Relations
4-39.	Clear news releases during a two-service operation	3. Media Escort/ Briefing
4-40.	Supply administrative assistance	4. Liaison
4-41.	Accommodates both external and internal media representatives covering an event	
4-42.	Coordinate controlled access to operational events	

4-45. Which of the following administrative tools is used to task a CIB combat documentation team?

1. Storyboard
2. Letter of instruction
3. Run sheet
4. Editor assignment sheet

Learning Objective: Identify the purpose of community relations and Navy participation in community relations events.

4-46. A progressive community relations program should promote which of the following public attitudes?

1. Acceptance
2. Dignity
3. Support
4. Enlightenment

4-47. A productive community relations dialogue involving Navy and civilian leaders positively impacts on which of the following areas?

1. Civilian employment contract negotiations
2. Off-duty education opportunities
3. Discounted rates for community utilities
4. Solving sensitive problems

4-48. Navy support in community relations events is limited by which of the following factors?

1. Available funds
2. Operational priorities
3. Available manpower
4. Available equipment

4-49. Naval personnel may not participate in community relations events that result in which of the following outcomes?

1. Personal interrelationships
2. Preferential treatment
3. Volunteer work
4. Neighborhood watches

Naval Station Magpie Island is invited to participate in the annual Rainbow Festival organized by local city officials. The festival, held at the fairgrounds 3 miles from the station, celebrates the great diversity in American heritage. The Navy's world-renowned marlinespike seamanship demonstration team is scheduled to appear. Admission to the festival is \$2.50. You are the PAO.

4-50. In a planning meeting, the manager of the festival informs you that proceeds generated by the Navy-manned food booths will benefit a local nonprofit literacy action group. What should you tell the manager?

1. The proceeds must be donated in the name of Naval Station Magpie Island
2. The Navy cannot appear to endorse the literacy action group and cannot participate
3. The Navy cannot appear to endorse a fund raiser without approval from CHINFO
4. The proceeds must be donated to a nonprofit group selected by the CO of Naval Station Magpie Island

4-51. Because of limited hotel space in town, the manager of the festival requests a BOQ room and meals for Mrs. Quan Lei, the founder of the Rainbow Festival who traveled 700 miles to attend the festivities. You should tell the manager that you can accommodate the request to what extent, if any?

1. Providing a BOQ room, but not the meals
2. Providing a BOQ room and meals
3. Providing meals, but not the BOQ room
4. Not providing a BOQ room or meals

4-52. Rainbow Festival organizers may list the marlinespike seamanship demonstration team as the main attraction in the promotional flyer.

1. True
2. False

IN ANSWERING QUESTIONS 4-50 THROUGH 4-53, REFER TO THE MOVE SCENARIO.

4-53. Two local television stations plan to run features on the marlinespike seamanship demonstration team. You should take what action, if any?

1. Seek approval from CHINFO at least 60 days before broadcast
2. Seek approval from ASD (PA) at least 30 days before broadcast
3. Seek approval from CHINFO at least 30 days before broadcast
4. None

4-54. Which of the following fund-raising practices is NOT authorized?

1. A base bake sale supporting the president's clean water initiative
2. A "Navy Brass/City Fathers" softball game supporting the local volunteer fire department
3. A Navy tugboat race supporting a local boating safety program
4. A Navy walk-a-thon with Navy corpsmen on duty supporting a local youth center

4-55. The Navy Band Pensacola may perform at a mall to attract customers when, if ever?

1. When the performance is approved by CHINFO and ASD (PA)
2. When the performance is televised locally
3. When the performance is 1 hour or less
4. Never

4-56. Which of the following individuals can order Navy participation in a community program?

1. CHINFO
2. ASD (PA)
3. SECDEF
4. Chairman, JCS

Learning Objective: Identify the eligibility requirements and approval level for Navy participation in community relations events.

IN ANSWERING QUESTIONS 4-57 THROUGH 4-60, SELECT FROM COLUMN B THE NAVY PARTICIPATION DECISION (APPLICABLE TO THE COMMUNITY RELATIONS SITUATION SHOWN IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

A. COMMUNITY RELATIONS SITUATIONS	B. NAVY PARTICI- PATION DECISIONS
---	--

4-57. A prayer break-fast sponsored by the Pearl Harbor Survivors Association	1. Author-ized 2. Not author-ized
---	--------------------------------------

4-58. A Labor Day barbecue supported by local Democrats	
---	--

4-59. A broadly promoted community fish fry held on IBM-owned property	
--	--

4-60. A Veterans Day exhibit held at a private, commercial building	
---	--

4-61. Navy support in a community program is NOT authorized under which of the following circumstances?	
---	--

1. When Navy support involves a military academy sporting event with an admission fee
2. When Navy support is at no additional cost to the government
3. When Navy support could be construed as competition for commercial businesses
4. When Navy support is authorized by public law

4-62. ESPN is arranging an exhibition basketball game between the NBA's Miami Heat and the U.S. Naval Academy men's basketball team. The game will be played at the Annapolis Civic Center. Who should be the network point of contact for final approval of the game?

1. Director of Community Relations, OASD (PA)
2. Director of athletics, U.S. Naval Academy
3. Superintendent, U.S. Naval Academy
4. CHINFO

4-63. If the Miami Heat-Naval Academy game is scheduled to be played in San Juan, Puerto Rico, who is authorized to give final approval of the game?

1. The commanding officer of Naval Station Roosevelt Roads
2. The community relations director of the Miami Heat
3. The sports information director of the U.S. Naval Academy
4. The responsible unified commander

Learning Objective: Recognize the basic policies/guidelines pertaining to special events involving aviation and parachute units. (This objective is continued in assignment 5.)

4-64. A military flight demonstration team may perform at which of the following events?

1. A dedication ceremony for an airport only
2. A public observance of Armed Forces Day only
3. An annual Navy recruiting rally at a public park only
4. All of the above

4-65. Under normal conditions, a civilian air show may use a Navy A-7 as a static display for no more than what number of days?

1. 1 day
2. 2 days
3. 3 days
4. 4 days

4-66. Which of the following individuals is authorized to extend a performance of the Navy Parachute Team?

1. CHINFO
2. DIRPA
3. COMNAVCUITCOM
4. COMNAVAIRLANT

4-67. For the past 2 years, the Blue Angels have performed at the annual St. James Park air show. Who is authorized to approve a third consecutive performance at this show?

1. SECDEF
2. ASD (PA)
3. COMNAVCUITCOM
4. CHINFO

4-68. Which of the following statements most accurately applies to an assault aircraft demonstration?

1. It must occur at a civilian airfield with a main runway of at least 10,000 feet
2. It may occur at a military airfield not normally used by assault aircraft
3. It must occur on Navy-approved civilian airfields during daylight hours only
4. It must occur at a military airfield routinely used by assault aircraft

- 4-69. For which of the following reasons must an air-to-air refueling demonstration take place over an appropriate open land area?
1. To provide maximum viewing
 2. To provide suitable crowd control
 3. To provide press photographers ample mobility
 4. To provide an emergency landing area
- 4-70. An aircraft performance record demonstration may be held when which of the following stipulations is met?
1. The aircraft involved is assigned to a Navy or Marine Corps squadron for a minimum of 3 months
 3. The demonstration is conducted on a military installation with only invited guests in attendance
 3. The demonstration does not suggest competition among the armed services
 4. The aircraft involved will be flown by test pilots approved by ASD (PA)

THIS SPACE LEFT BLANK INTENTIONALLY.

- 4-71. You are the PAO of a naval air station tasked with drafting a request for a Blue Angels performance. Your request should be mailed to (a) whom, and (b) during what specific time frame?
1. (a) ASD (PA)
(b) before 30 September of the year preceding the requested date
 2. (a) CHINFO
(b) before 30 November of the year preceding the requested date
 3. (a) COMNAVCRUITCOM
(b) before 30 November of the year preceding the requested date
 4. (a) Commanding Officer, Blue Angels
(b) before 31 January of the year preceding the requested date
- 4-72. A flyover normally involves a maximum of how many aircraft?
1. Five
 2. Two
 3. Three
 4. Four
- 4-73. Which of the following individuals may authorize a flyover in the civilian domain for a city-sponsored Memorial Day observance?
1. CHINFO
 2. Area coordinator
 3. Squadron commander
 4. NAVINFO PAO
- 4-74. What is the name of the official parachute demonstration team for the DoD?
1. Leap Frogs
 2. Daredevil Knights
 3. Flying Golden Frogs
 4. Golden Knights

ASSIGNMENT 5

"Community Relations."

Textbook Assignment: Chapter 4 (pages 4-17 through 4-55).

Learning Objective (continued):
Recognize the basic policies/
guidelines pertaining to special
events involving aviation and
parachute units.

5-1. The NFL requests a "Leap Frog" parachute jump into Joe Robbie Stadium before the kickoff of Super Bowl XL. To be considered for approval, the Navy should forward the request to whom?

1. ASD (PA)
2. SECDEF
3. Chairman, JCS
4. DIRPA

5-2. Marine Corps personnel must man an AV-8B Harrier static display during an open house at a Marine Corps air station for which of the following reasons?

1. To keep spectators a minimum of 12 feet from the aircraft
2. To assist spectators in climbing into the cockpit area
3. To prevent spectators from inadvertently damaging the aircraft
4. To assist spectators with questions about the capabilities of the aircraft

5-3. Who may authorize the performance of a civilian aviation demonstration team at a naval air station?

1. The appropriate area coordinator
2. The appropriate type commander
3. The commanding officer of the naval air station
4. CHINFO

5-4. When, if ever, can a performance by the "Leap Frogs" be authorized as a community relations event?

1. When the performance will improve relations between the Navy and the community
2. When the performance is in conjunction with a civic observance
3. When the performance supports a particular recruiting requirement
4. Never

Learning Objective: Describe the Navy's policy regarding participation in interagency programs.

5-5. Which of the following statements best describes the reason the Navy participates in interagency programs?

1. It helps fortify relationships between the U.S. Navy and the navies of friendly nations
2. It helps fortify community relations on a national level
3. It helps fortify community relations on an international level
4. It helps fortify relationships between Navy and governmental agencies

5-6. When can the president authorize Navy participation in an interagency program?

1. When the international relations will be enhanced
2. When the community relations programs abroad need executive assistance
3. When government agencies request Navy assistance
4. When the president visits a naval installation in the United States

5-7. The Marine Corps may loan property to the U.S. International Communications Agency Trade Fair Exhibition in keeping with which of the following stipulations?

1. The total value of the property must be less than \$1,000
2. The property must be sold to the exhibition at cost after use
3. The property must be returned to the Marine Corps after use
4. The property must be distributed among needy families after use

Learning Objective: Explain the policies governing tours and public visitation.

5-8. Public command tours should be offered because they improve which of the following areas?

1. Professionalism and morale
2. Community relations
3. Relations within the internal community
4. The public affairs awareness of the command

5-9. Which of the following individuals can normally designate a ship for general visiting?

1. SOPA
2. Director, AFIS
3. COMNAVCRUITCOM
4. The CO of the ship

5-10. For which of the following reasons is the term "open house" no longer used when referring to command public visits?

1. It is trite
2. It implies that the public may visit 24 hours a day
3. It implies that the public may eat meals at the command free of charge
4. It implies that the public may tour all command areas

- 5-20. While escorting a tour group in Cozumel, JO3 Abby discovers a local newspaper reporter in attendance. The reporter is off duty and is touring solely for his own enjoyment. What special precautions, if any, should JO3 Abby take?
1. Ask the reporter if he intends to write a story about his experiences on the tour
 2. Treat the reporter as if he were making a bona fide news media visit
 3. Handle the reporter's presence as a VIP visit and arrange a special tour
 4. None

Learning Objective: Describe the general policies for guest cruises.

- 5-21. Which of the following considerations is the most important during a guest cruise?
1. Protocol
 2. Comfort
 3. News coverage
 4. Security maintenance

The USS *Aiea*, currently in Norfolk, is scheduled to depart tomorrow for a guest cruise to Mayport. Six guests will be attending.

IN ANSWERING QUESTIONS 5-22 THROUGH 5-30, REFER TO THE ABOVE SCENARIO.

- 5-22. Which of the following individuals is/are responsible for providing transportation from the guests' residences to the USS *Aiea*?
1. The USS *Aiea* CO
 2. The guests' sponsors
 3. The guests
 4. The OIC of the local military support office

- 5-23. Before the guests are selected, Navy officials evaluate each individual's involvement in civic, social, and professional organizations. This is necessary for which of the following reasons?

1. To assist ASD (PA) in keeping thorough statistics on cruise programs
2. To make sure the guests can easily adapt to shipboard life
3. To make sure the guests can relate their cruise experiences to several associates
4. To make sure the guests can easily interact with crew members

- 5-24. When should the guests receive a briefing on shipboard security restrictions?

1. Before the ship gets underway
2. Within the first 15 minutes underway
3. Within the first 30 minutes underway
4. Within the first 60 minutes underway

- 5-25. Unclassified photography by guests should be discouraged because of the risk of photographing sensitive unclassified equipment.

1. True
2. False

- 5-26. Where should guests berth and eat their meals while aboard the USS *Aiea*?

1. CPO quarters and CPO mess
2. Enlisted berthing compartments and enlisted galley
3. Officers' country and wardroom
4. CPO overflow berthing and wardroom

5-27. Which of the following privileges can be extended to the guests?

1. Limited use of the ship's store only
2. Emergency dental care only
3. Both 1 and 2 above
4. Routine medical care

5-28. A guest suffers a severe hand injury while attempting to close a water-tight door. Which of the following persons should the CO notify, via message, of the incident?

1. CHINFO the ship's operational commander, the Judge Advocate General in Washington, D.C., and the responsible area coordinator
2. CHINFO, ASD (PA), the Judge Advocate General in Washington, D.C., and the ship's operational commander
3. The Judge Advocate General in Washington, D.C., the responsible area coordinator, CHINFO and COMNAVMEDCOM
4. The ship's operational commander, CHINFO, the Judge Advocate General in Washington, D.C., and the OIC of NAVINFO SOUTHEAST

5-29. Which of the following items is considered most appropriate for a cruise souvenir?

1. A spanner wrench
2. A copy of *The Bluejackets' Manual*
3. A pocket camera featuring the USS Aiea Logo
4. A photo of the USS Aiea signed by the CO

5-30. If the PAO of the USS Aiea receives a news media query about the guest cruise, which of the following points should be emphasized?

1. The guests participated at their own risk
2. The cost of guest souvenirs was less than \$10
3. The cruise was at no additional cost to the government
4. The guests paid a nominal fee for meals

5-31. What information must be furnished to a guest cruise participant before embarking?

1. A statement regarding the possible withdrawal of the cruise invitation
2. A statement explaining basic Navy protocol procedures
3. A list of reimbursement procedures for personal expenses incurred
4. The CO's personal schedule during the cruise

Learning Objective: Identify the purpose of a Joint Civilian Orientation Conference (JCOC) visit.

5-32. A JCOC visit is convened by which of the following individuals?

1. SECNAV
2. SECDEF
3. CHINFO
4. DIRPA

5-33. A JCOC visit is conducted for the purpose of helping which of the following groups better understand the armed forces?

1. Educators
2. Distinguished citizens in a variety of fields
3. Civilians from all walks of life
4. Law enforcement officials

5-34. Under normal conditions, a JCOC visit lasts a total of how many days?

1. 2
2. 3
3. 4
4. 5

Learning Objective: Recognize the basic guidelines for "SECNAV," "Guest of the Navy," and "Go Navy" cruises.

5-35. Mr. Ron Rapid, the chief executive officer of a national television network, is invited to attend a "SECNAV" guest cruise. How should Mr. Rapid be treated during the cruise?

1. As a working member of the press
2. As a distinguished visitor
3. As an Educator Orientation Visit guest
4. As a "Guest of the Navy" cruise visitor

5-36. A "SECNAV" guest cruise is geared toward what specific group of people?

1. Upper-level executives with no previous exposure to the Navy
2. Middle management personnel with no previous exposure to the Navy
3. Supervisors with some prior exposure to the Navy
4. Educators with no previous exposure to the Navy

5-37. Depending upon the availability of the proper ships, "SECNAV" guest cruises are conducted (a) where and (b) how often?

1. (a) On alternate coasts
(b) at least three times per year
2. (a) On each coast
(b) once per month
3. (a) On the Pacific Coast
(b) twice per month
4. (a) On the Atlantic Coast
(b) twice per week

5-38. The USS *Quast* has been selected to host a "SECNAV" guest cruise. Which of the following individuals should receive the guest cruise itinerary report?

1. Area coordinator
2. ASD (PA)
3. SECNAV
4. Appropriate fleet commander in chief

5-39. Which of the following groups of individuals should receive copies of the USS *Quast* guest cruise itinerary report?

1. ASD (PA), type commander, and CHINFO
2. Area coordinator, type commander, and CHINFO
3. Appropriate fleet commander in chief, CHINFO, area coordinator, and type commander
4. CHINFO, area coordinator, SECNAV, and cognizant NAVINFO OIC

5-40. A schedule change for the USS *Quast* means the "SECNAV" guest cruise participants will be underway an extra 36 hours. As PAO, who should you notify of the change?

1. The appropriate fleet commander in chief
2. The area coordinator
3. The type commander
4. CHINFO

5-41. Who is responsible for submitting the guest cruise completion report to CHINFO?

1. The area coordinator
2. The type commander
3. The CO of the host ship
4. The appropriate fleet commander in chief

5-42. A "Guest of the Navy" cruise member should meet which of the following criteria?

1. Have influence on the Navy recruiting process
2. Have mid-to-upper level management experience
3. Have a minimum of 5 years active military service
4. Have national political influence

5-43. What is the maximum length of a "Guest of the Navy" cruise?

1. 3 days
2. 5 days
3. 7 days
4. 9 days

5-44. Which of the following groups are eligible to attend a "Go Navy" cruise?

1. VIPs
2. Local chamber of commerce members
3. Prospective candidates for naval officer/enlisted programs
4. Former naval officers/enlisted members

5-45. Which of the following procedures is recommended when a PAO coordinates a "Go Navy" cruise?

1. Letting guests debark within 300 miles of the original departure point
2. Letting guests embark and debark at the same port
3. Letting guests debark at a port selected by the appropriate fleet commander in chief
4. Letting guests embark by noon and debark by 1700 at a port selected by the CO of the ship

5-46. Who serves as the program manager for "Go Navy" cruises?

1. CHINFO
2. COMNAVRESFOR
3. SECNAV
4. COMNAVCRUITCOM

Learning Objective: Assess the Navy's relationship with service-related, civilian, and professional groups.

5-47. Commands should advocate participation in local professional or civic organizations for which of the following reasons?

1. To encourage favorable treatment of Navy personnel in the community
2. To build sound relationships with influential civilians
3. To encourage two-way discussions between influential civilians and the Navy work force
4. To increase advancement opportunities

- 5-48. What information should be included in a PAO'S reference file of local civic and professional organizations?
1. Times and locations of meetings
 2. Assets for the current fiscal year
 3. Command involvement with the organizations during the past 3 years
 4. Command personnel who are members of the organizations
- 5-49. AT1 Painter is offered an honorary membership in the local chapter of the National Association of Civilian Aviation Electronics Technicians. Under which of the following circumstances must AT1 Painter refuse the membership?
1. When the association expects favorable treatment from AT1 Painter's command
 2. When AT1 Painter is the only Navy representative in the association
 3. When the association is "blacklisted" by the local community
 4. When an employee of a defense contractor belongs to the association
- 5-50. Who is the Navy's primary contact point for the headquarters of all national organizations?
1. CHINFO
 2. SECDEF
 3. DIRPA
 4. ASD (PA)
- 5-51. A member of a large national organization calls you, the PAO of Naval Station Sunset Bay, requesting information about the Navy's future in the area. You should refer the caller to whom?
1. ASD (PA)
 2. CHINFO
 3. CO, Naval Station Sunset Bay
 4. SECDEF
- 5-52. A base-community council should satisfy which of the following objectives?
1. Recognize community areas in need of Navy financial support
 2. Establish community manpower support for Navy MWR activities
 3. Use military and community leadership to identify and rectify common problems
 4. Coordinate the timing of special community events
- 5-53. The CO of Naval Station Yonkers wants to establish a base-community council. For assistance, the CO should take what action?
1. Contact local influential civilians
 2. Contact CHINFO
 3. Contact the nearest NAVINFO
 4. Contact the area coordinator
- 5-54. Which of the following individuals should be a member of the citizenship and commerce committee in a base-community council?
1. The senior medical officer
 2. The public works officer
 3. The public affairs officer
 4. The president of the local NNOA
- 5-55. Which of the following organizations is NOT part of the Navy/Marine Corps Council?
1. DACOWITS
 2. The Bluejackets Association
 3. The Navy Club of the USA
 4. The Marine Corps Reserve Officers Association

IN ANSWERING QUESTIONS 5-56 THROUGH 5-60, SELECT FROM COLUMN B THE MILITARY-RELATED ORGANIZATION THAT BEST MATCHES THE MILITARY ORGANIZATION DESCRIPTION SHOWN IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

A. MILITARY ORGANIZATION DESCRIPTIONS	B. MILITARY-RELATED ORGANIZATIONS
5-56. Administers the program "Operation Welcome Back"	1. Navy League of the U.S.
5-57. Serves as liaison between the maritime forces and the general public	2. Fleet Reserve Association
5-58. Advocates and supports beneficial personnel legislation	3. Naval Enlisted Reserve Association
5-59. Has 348 local branches with a total of 160,000 members	4. Naval Reserve Association
5-60. Supports educational efforts related to the naval sciences	

- 5-61. Which of the following organizations assists the CO in disseminating internal command information to Navy families?
1. Navy Wives' Clubs of America, Inc.
 2. Navy wives clubs
 3. Navy Club of the U.S.A.
 4. Navy Wifeline Association

- 5-62. What is the primary function of DACOWITS?
1. To advise SECDEF on issues concerning men in the armed services
 2. To advise SECDEF on issues concerning women in the armed services
 3. To advise SECDEF on issues concerning men and women in the armed services
 4. To advise SECNAV on issues concerning Navy men and women at sea

5-63. Who is responsible for NJROTC coordination?

1. SECNAV
2. CHINFO
3. ASD (PA)
4. CNET

5-64. The internal media of a command should extensively cover the services offered by which of the following organizations?

1. Navy Relief Society
2. ANA
3. NCOA
4. USNI

5-65. An amateur scientific group requests the cooperation of the USS *Tetra* (SSBN-830) in an upcoming project. How should the CO of the USS *Tetra* handle this request?

1. Forward the request to COMNAVCRUITCOM via the chain
2. Decide if the project could benefit the Navy, then approve/disapprove the request
3. Forward the request to the Office of Naval Research via the chain
4. Evaluate the project for its academic worth, then forward the request to the Navy Research Laboratory via the chain

Learning Objective: Identify the fiscal policy pertaining to community relations.

- 5-66. When, if ever, may additional funding be approved for a specific community relations event?
1. When the funding is less than one-fifth of a command's quarterly community relations budget
 2. When the funding is approved by SECDEF
 3. When participation is in the best interest of the Navy or Marine Corps
 4. Never
- 5-67. CHINFO has authorized funding for the participation of a naval air station in a community relations event. Who should provide funding for the event?
1. The naval air station CO
 2. CHINFO
 3. ASD (PA)
 4. SECNAV
- 5-68. Which of the following expenses should a unit commander incur during a community relations event of mutual interest?
1. Commercial aviation transportation for military participants
 2. Salary of a civilian sanitation worker
 3. Entertainment
 4. Regularly scheduled military flights for airlifting exhibits

- 5-69. The Marine Corps is participating in the annual City of Four Flags observance. Being a "mutual interest" event, the organizers of the observance should reimburse the Marine Corps for which of the following expenses?

1. Long distance telephone calls placed in organizing the event
2. Local transportation costs for Marine Corps public affairs personnel
3. Warehouse space rented for a large Marine Corps display
4. Brochures and invitations mailed to military and civilian dignitaries

- 5-70. MAJ Rourk, the Marine Corps public affairs representative for the City of Four Flags observance, requests reimbursement for a legitimate expense. What method should the event organizers use to transfer funds to the Marine Corps?

1. A personal check made payable to MAJ Rourk
2. A check made payable to the Treasurer of the United States
3. A wire transfer to the DON in Washington, D.C.
4. A cash delivery to the CO of the nearest Marine Corps installation

5-71. A tornado kills six people and seriously injures 35 others in a city 3 miles from Naval Station Ensley. Which of the following responses by the CO of Naval Station Ensley is appropriate?

1. Direct emergency operations from a command center located at the station, and keep CHINFO apprised of the situation
2. Offer and provide assistance, and keep CHINFO apprised of the situation
3. Offer an assistance plan that will not exceed \$7,500, and let CHINFO know if the plan is accepted
4. Purchase a full-page advertisement in the local daily newspaper expressing concern over the situation

Learning Objective: Evaluate the use of Navy and Marine Corps facilities or materiel in community relations programs and events.

5-72. The city of Pembroke Pines wishes to borrow Navy equipment for a display in its new visitors center. The Navy may grant this request under which of the following circumstances?

1. The equipment is more than 5 years old
2. The equipment is used throughout the armed forces
3. The equipment does not pose a safety hazard to people and property
4. All of the above

5-73. A civilian group may borrow Marine Corps equipment if similar commercial equipment is available.

1. True
2. False

5-74. The New Hampton fire chief calls you, the PAO of Naval Air Station New Hampton, requesting the use of the station's only crash and salvage truck for a static display during fire safety week. How should you respond to the request?

1. Disapprove the request because the truck is vital to the mission of the naval air station
2. Approve the request if the group agrees to reimburse the Navy for the use of the truck
3. Disapprove the request because the Navy cannot risk damage to the truck
4. Approve the request if the group is willing to man the truck the entire time it is off Navy property

5-75. For which of the following reasons would an NJROTC group be allowed to use an open mess facility on a Navy installation?

1. To conduct an awards ceremony
2. When visiting for Navy orientation
3. When sponsoring a fund-raising event
4. To conduct training

ASSIGNMENT 6

"Community Relations" and "Security and Policy Review."

Textbook Assignment: Chapters 4 and 5 (pages 4-57 through 5-9).

Learning Objective: Evaluate the relations between the Navy and Marine Corps and business, industry, and labor; recognize the policy pertaining to consultations with state and local municipal officials.

- 6-1. Which of the following individuals, under normal circumstances, would NOT assist the commanding officer in establishing a sound rapport with business representatives?
1. Public works officer
 2. Administration officer
 3. Public affairs officer
 4. Resident officer in charge of construction
- 6-2. Technotronic is a contractor that supplies communications equipment to Naval Station Alba. How should senior members of the company be treated during a tour of the station?
1. As distinguished visitors
 2. As VIPs
 3. As senior military officers
 4. As civilians taking a standard tour
- 6-3. As PAO, you are tasked with arranging a reception following the grand opening of a civilian-constructed recreation center on base. Senior management of the construction firm will be in attendance. How should you categorize this event for funding purposes?
1. Mutual interest
 2. Primary interest
 3. Secondary interest
 4. Reimbursable

6-4. While covering a story at Naval Submarine Base Williston, a reporter from a national newspaper expresses interest in touring the facilities of a Navy-contracted submarine builder in the vicinity. As PAO of the submarine base, what action should you take?

1. Refer to the *Defense Contractor Manual* for guidance, then send a priority message to ASD (PA) outlining the request
2. Refer to the *Defense Contractor Manual* for guidance, then call the area coordinator and outline the request
3. Refer to the *Industrial Security Manual for Safeguarding Classified Information* for guidance, then contact CHINFO and outline the request
4. Refer to the *Industrial Security Manual for Safeguarding Classified Information* for guidance, then contact the CO of Submarine Base Williston and outline the request

6-5. A naval station should consult with local city officials when which of the following situations is eminent?

1. The station loses one of its aircraft carriers because of decommissioning only
2. The station tightens security around its perimeter only
3. The station conducts disaster preparedness drills only
4. All of the above

Learning Objective: Evaluate the guidelines pertaining to special ceremonies.

6-6. CDR Sledge is scheduled to attend a special ceremony involving a defense contractor. What action, if any, should CDR Sledge take if he feels his attendance may cause a conflict of interest?

1. Call the SOPA and request guidance
2. Contact ASD (PA) for approval to attend the ceremony
3. Avoid the ceremony
4. None

6-7. Navy participation has been requested for Governor Depate's inauguration ceremony. In what capacity may Navy personnel be involved in the ceremony?

1. Color guard members
2. Drivers for nonmilitary guests
3. Escorts
4. Ushers

6-8. All official ceremonies involving ships are coordinated by what individual?

1. SECNAV
2. SECDEF
3. CHINFO
4. ASD (PA)

6-9. The Navy plans to decommission the last Charles F. Adams-class destroyer. Who must notify CHINFO that a decommissioning ceremony is required for the ship?

1. SECNAV
2. COMNAVSEASYS COM
3. The responsible SUPSHIP
4. The Chief of Legislative Affairs

6-10. The USS *Marrino* is scheduled for launching exactly 6 months from today. What activity must notify COMNAVSEASYS COM of the launching date?

1. CHINFO
2. The responsible SUPSHIP
3. SECNAV
4. The USS *Marrino* precommissioning unit

6-11. Which of the following categories is NOT a part of CHINFO Report 5720-3?

1. Local completion time of the ceremony
2. Name of the nearest air facility
3. Indication of whether press kits have been sent to CHINFO
4. Indication of whether the principal speaker's speech has received a security review

6-12. The USS *Stengel* will be commissioned in 3 months. Who is responsible for forwarding a list of prospective principal speakers to CHINFO?

1. ASD (PA)
2. The USS *Stengel* CO
3. The responsible SUPSHIP
4. COMNAVSEASYSKOM

The first of a new class of ammunition ships is currently under construction at the Tappan Zee Shipbuilding Company.

IN ANSWERING QUESTIONS 6-13 THROUGH 6-20, REFER TO THE ABOVE SCENARIO.

6-13. Who may authorize a keel-laying ceremony for the ship?

1. CHINFO
2. The responsible SUPSHIP
3. The prospective CO of the ship
4. SECNAV

6-14. The precommissioning unit of the ship is primarily responsible for arranging the keel-laying ceremony; the responsible SUPSHIP assists as needed.

1. True
2. False

6-15. Handling public information on the keel-laying ceremony is the responsibility of whom?

1. The responsible SUPSHIP
2. The prospective CO of the ship
3. The CEO of the Tappan Zee Shipbuilding Company
4. The area coordinator

6-16. Before the ship is launched, the name of the ship will be chosen by (a) whom, and based on (b) whose recommendation?

1. (a) SECNAV (b) CNO
2. (a) SECNAV (b) the president
3. (a) The president (b) SECNAV
4. (a) The president (b) CNO

6-17. The responsible SUPSHIP should inform CHINFO of the status of the launching at least how many weeks before the ceremony?

1. 5
2. 6
3. 3
4. 4

6-18. The ship, now named the USS *O'Leary*, will be ready for commissioning in 5 months. What individual is responsible for arranging the commissioning ceremony?

1. The responsible SUPSHIP
2. The CEO of the Tappan Zee Shipbuilding Company
3. The prospective CO of the USS *O'Leary*
4. CHINFO

6-19. Depending on the circumstances, Official Representation Funds may be requested for which of the following USS *O'Leary* commissioning ceremony activities?

1. The dance
2. The party for the crew
3. The reception
4. The wardroom dinner

- 6-20. The USS *O'Leary* will be commissioned 100 yards from a partially completed nuclear-powered cruiser. As PAO of the USS *O'Leary*, what action should you take?
1. Notify COMNAVSEASYSKOM and suggest alternate sites for the ceremony
 2. Notify officials of the Tappan Zee Shipbuilding Company and the prospective CO of the cruiser and assist in formulating appropriate security measures
 3. Notify CHINFO and resubmit the special ceremonies report detailing the circumstances
 4. Notify the prospective CO of the cruiser and work on appropriate security measures

Learning Objective: Recognize the role of the Navy and Marine Corps in national and traditional observances.

- 6-21. Who is normally the chief planner for national and traditional observances involving Navy and Marine Corps units?
1. ASD (PA)
 2. CHINFO
 3. The appropriate fleet/type commander
 4. The area coordinator PAO
- 6-22. What individual has the authority to approve command participation in a public observance of Armed Forces Day?
1. The PAO
 2. The area coordinator PAO
 3. The CO
 4. The type commander

- 6-23. Birtz, South Carolina, is home to a naval station, an air force base, and an army post. In this case, what is the recommended procedure for conducting an Armed Forces Day observance?
1. Each service should make separate arrangements
 2. One service per year should be involved
 3. Two services per year should be involved if possible
 4. Joint arrangements should be made if possible

- 6-24. Which of the following is an effective and economical method a PAO may use to reach the local community during Armed Forces Day?
1. Distribute command information packets to community leaders
 2. Arrange for command personnel to speak to community groups
 3. Place a permanent command display in a central location within the community
 4. Schedule the CO to appear on a local community television program

- 6-25. Who must approve command participation in a public observance of the Marine Corps birthday?
1. ASD (PA)
 2. CHINFO
 3. DIRPA
 4. CMC

Learning Objective: Identify Navy and Marine Corps guidelines regarding emergency and humanitarian airlift.

- 6-26. A nongovernment agency calls the CO of a naval station requesting disaster relief following severe flooding. To whom should the CO forward the request?
1. CHINFO
 2. ASD (PA)
 3. Type commander
 4. Area coordinator
- 6-27. A representative of the Salvation Army contacts the PAO of a naval air station requesting storage space for donated clothing. The clothing is for several hundred people left homeless by a hurricane in a nearby city. How should the PAO respond to this request?
1. Refer the request to the Natural Disaster Assistance Agency
 2. Tell the representative the base has no funds to store or transport the clothing
 3. Refer the request to ASD (PA) via CHINFO
 4. Tell the representative the naval air station will store the clothing if space is available
- 6-28. During the same conversation, the Salvation Army representative asked the PAO about using helicopters to transport relief supplies to the disaster scene. In what manner should the PAO respond?
1. Navy helicopters cannot be used to transport relief supplies if civil aviation options are available
 2. Navy helicopters may be used to transport relief supplies but the requesting agency is responsible for operating costs
 3. Navy helicopters cannot be used to transport relief supplies if the disaster scene is more than 100 miles away
 4. Navy helicopters may be used to transport relief supplies if civil aviation options are available
- 6-29. When, if ever, can a local commander authorize the airlifting of an individual for medical treatment?
1. When the individual is in guarded condition and commercial transportation is inadequate
 2. When the individual requires surgery and local commercial transportation is unavailable
 3. When the individual is in immediate danger of losing life, limb, or sight and commercial transportation is not feasible
 4. Never

Learning Objective: Describe the rules governing official public appearances by naval personnel.

6-30. When may a CO authorize Navy participation in a local parade?

1. When it is sponsored by the local merchants association
2. When it is sponsored by the community as a whole
3. When the parade will help fortify community relations
4. When the parade will be covered by the local media

6-31. Depending on its overall community relations value, Naval Air Station Miami may be authorized to participate in a fashion show sponsored by a local department store.

1. True
2. False

6-32. A Navy band is authorized to perform at which of the following functions?

1. A black tie dinner in honor of a mayor's 65th birthday
2. A "battle of the bands" competition at a civilian convention center
3. A football awards banquet at a university
4. A dependents' cruise with veterans groups aboard

6-33. The Navy Band Guam is requested to perform at a function in the public domain. Before the request is approved, the cognizant PAO must enforce which of the following rules?

1. The group sponsoring the function must reimburse the band using the local musicians' union wage scale
2. The PAO must receive a statement from the event sponsor that the band will not be in competition with local civilian musicians
3. The OIC of the band must receive written justification for the performance from CHINFO
4. The performance must be limited to 2 hours with breaks every 20 minutes if needed

6-34. The Navy has been invited to participate in this year's Cantonment Interstate Fair. The fair will last 10 days. Navy participation in this event will be limited to what extent?

1. Providing low-cost memorabilia free of charge
2. Providing manpower to assist in setting up displays
3. Providing an exhibit
4. Providing manpower to run the concession booths

6-35. A new power plant constructed by Florida Light and Power is about to come on line at Naval Station Frangipani. What individual is authorized to approve Florida Light and Power participation at the dedication ceremony?

1. The CO of Naval Station Frangipani
2. CHINFO
3. ASD (PA)
4. Type commander

- 6-36. JOCM Morton died while on active duty at Naval Air Station Bronx. Military honors may be rendered at JOCM Morton's funeral under which of the following conditions?
1. The primary mission of Naval Air Station Bronx will not be impaired
 2. The honors rendered must not exceed the cost of a standard military funeral
 3. The family of JOCM Morton must provide pallbearers for the funeral
 4. The cemetery in which JOCM Morton will be buried must approve the honors
- 6-37. Because of extenuating circumstances, Naval Air Station Bronx cannot perform military honors at JOCM Morton's funeral. The CO of Naval Air Station Bronx should contact what organization(s) for support?
1. Local military/military related activities
 2. The local police department
 3. CHINFO
 4. The Navy Office of Decedent Affairs
- 6-38. Navy support of a fund-raising event, in most cases, is limited to which of the following campaigns?
1. Those dealing with the field of medicine
 2. Those with a high media profile
 3. Those which only help members of the armed forces
 4. Those authorized by law
- 6-39. When, if ever, should a command give preferential treatment to a group during a fund-raising drive?
1. When interaction is in the best interest of the Navy or Marine Corps
 2. When members belong to the base-community council
 3. When a veterans' organization conducts a fund raiser on a military installation
 4. Never
- 6-40. During a visit to Tuvalu, the crew of the USS *Cowrie* is invited to participate in a soccer tournament involving seven local teams. Who, if anyone, must approve this competition?
1. SECDEF
 2. The responsible unified commander
 3. SECNAV
 4. No one
- 6-41. A warming in relations between the United States and Cuba has led to talks regarding the all-star softball team at Naval Station Guantanamo Bay playing a local Cuban club. Who must approve this contest before the teams play?
1. SECNAV
 2. SECDEF
 3. The responsible unified commander
 4. The U.S. ambassador to Cuba

6-42. JOCS Bombatt teaches a night class in photojournalism at a local junior college. Which of the following related activities is JOCS Bombatt prohibited from doing?

1. Speaking about his early experiences as a photo-journalist
2. Teaching a photography technique learned during a recent Navy intelligence photography course
3. Using the DINFOS journalism handbook as a teaching guide
4. Using parts of a JO NRTC for final exam questions

Learning Objective: Assess the rules governing Navy and Marine Corps exhibits.

6-43. A Marine Corps exhibit may be placed in which of the following locations?

1. Mall
2. Marine Corps surplus store
3. United Way Headquarters
4. Travel agency

6-44. Which of the following statements best describes the purpose of a Navy exhibit?

1. It is used as a community relations tool to stimulate business at a specific location
2. It is used to inform the public visually about the maritime strategy and the mission of the local Navy command(s)
3. It is used as a primary event to draw the public to a specific location donated by a local merchant
4. It is used as a low-cost alternative to a speakers bureau

6-45. The PAO of Naval Hospital Chicago wants to set up a Navy exhibit at a local emergency medical technicians convention. Who should the PAO contact for a request endorsement?

1. CO, NRD Chicago
2. OIC, NAVINFO MIDWEST
3. CHINFO
4. COMNAVMEDCOM

6-46. A standard exhibit request must be forwarded how many days in advance of the required date?

1. 30
2. 60
3. 90
4. 120

4-47. The Naval Hospital Chicago exhibit has been authorized for 3 days. The convention has been lengthened to 6 days, and the PAO wants to extend the loan of the exhibit accordingly. Who should the PAO contact for approval of a possible extension?

1. CHINFO
2. CO, NRD Chicago
3. OIC, NREC
4. OIC, NAVINFO MIDWEST

6-48. If the PAO of Naval Hospital Chicago wants the same type of display for a national convention, a request must be forwarded to what individual?

1. COMNAVCRUITCOM
2. CO, NRD Chicago
3. OASD (PA)
4. CHINFO

6-49. What group is responsible for a Navy exhibit on an international level?

1. International Armed Forces Exhibits Committee
2. Interagency Exhibits Committee
3. Overseas Exhibits Committee
4. Interagency Exhibits Registry Committee

Learning Objective: Identify the policies governing the Navy Art Collection.

Learning Objective: Identify the community relations planning policies of the Navy.

6-50. What organization maintains relations with the Naval Historical Center to create a continuing historical fine art record of the Navy and Marine Corps?

1. Salmagundi Club
2. Navy Art Cooperation and Liaison Committee
3. Salmagundi Art Liaison Committee
4. Navy Combat Art Committee

6-51. Which of the following pieces of information is required when a command requests art from the Naval Historical Center?

1. Names of personnel who will handle the art
2. Dates and descriptions of previous loans
3. Preferred sizes
4. Space allotted

6-52. A guest artist working through the Navy Art Cooperation and Liaison Committee submits a painting to the Naval Historical Center. Under which of the following conditions will the Naval Historical Center accept the painting?

1. When the proper copyrights are obtained
2. When the artist relinquishes all reproduction rights
3. When the Navy Art Cooperation and Liaison Committee approves the painting
4. When the Naval Historical Center fully certifies the artist

6-53. What is the first rule of good community relations activity planning?

1. It must not involve the internal media of a command
2. It must be planned only with short-term goals in mind
3. It must not conflict with other public affairs plans
4. It must be developed in conjunction with other public affairs projects

6-54. The PAO of a new naval station wants to know how the local community feels about the Navy. Which of the following actions should the PAO take to get this information?

1. Write the nearest NAVINFO
2. Contact the Exalted Leader of the local Elks lodge
3. Call the local chamber of commerce
4. Call CHINFO

IN ANSWERING QUESTIONS 6-55 THROUGH 6-59, SELECT FROM COLUMN B THE ACTIVITY TYPE THAT MATCHES THE COMMUNITY RELATIONS ACTIVITY SHOWN IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

	A. COMMUNITY RELATIONS ACTIVITIES	B. ACTIVITY TYPES
6-55.	An earthquake preparedness brief with the California Highway Patrol	1. Un-official 2. Official
6-56.	Support of a public event in the local community	
6-57.	Community relations assistance from the local Retired Veterans Association	
6-58.	Solicitation by command members to join the PTA	
6-59.	Organization of a panel discussion with local civilian groups	
<hr/>		
6-60.	Several community members are concerned about the potential increase in noise pollution when the Navy lengthens the main runway at Naval Air Station Savannah. How should the station PAO deal with this situation?	
		1. Survey several hundred community members to get an accurate assessment of the situation 2. Call a press conference to justify the project 3. Call together senior members of the command to formulate an appropriate public affairs strategy 4. Convene the base-community council to assess the situation

6-61. If the runway lengthening project continues to be a sore subject with the local community, what should be the PAO'S next course of action?

1. Refer the matter to ASD (PA) immediately
2. Request assistance from CHINFO
3. Request assistance from COMNAVAIRLANT
4. Explain Naval Air Station Savannah's position on the project to the community

6-62. After a sensitive issue between a command and the local community is resolved, what step should the PAO take?

1. Advise CHINFO of the positive steps taken
2. Plan several "mutual interest" community relations events
3. Coordinate a luncheon to commemorate the positive steps taken
4. Publicize the positive steps taken

6-63. Which of the following topics should be included in the community relations plan of a command?

1. The issues that unite the military and the community
2. A list of local audiences to avoid
3. A chronological list of future convening dates of the base-community council
4. The attitudes of a command toward the community

Learning Objective: Identify the security review procedures of the Navy, including the review of nuclear weapons information and information revealing militarily critical technology.

- 6-64. J02 Luyfer is tasked with writing a story about a revolutionary propulsion system aboard the USS *Birdfarm*. At what point in the production of the story should a USS *Birdfarm* security review be conducted?
1. When the initial concept is formulated
 2. When the outline is completed
 3. When the first draft is completed
 4. When the final draft is completed
- 6-65. Which of the following locally produced stories does NOT require a security review by ASD (PA)?
1. The installation of a new weapons system
 2. The firing of an overhauled gun mount during an exercise
 3. The role of a ship during a major military operation
 4. The modification of a missile guidance system
- 6-66. JOCS Metz of the USS *Birdfarm* is writing a story for a civilian magazine which may contain "Exhibit 12A" information. Before the story is submitted to ASD (PA) for a security review, what steps should JOCS Metz take?
1. Route the story through the chain of command, then send it to CHINFO
 2. Mail the story to CHINFO, then route it through the chain of command before sending it to ASD (PA)
 3. Route the story through the chain of command, then send it to OP-09N
 4. Mail the story to OP-09N, then send it to CHINFO via the chain of command
- 6-67. JOCS Metz is ready to smooth his story for submission to ASD (PA). Which of the following release procedures should JOCS Metz follow?
1. Triple-space the copy, do not apply page numbers, and submit the original and two copies to (ASD (PA) under official command correspondence
 2. Double-space the copy, apply page numbers on even pages only, and submit the original and four copies to ASD (PA) under a DD Form 1910
 3. Double-space the copy, apply page numbers, and submit the original and three copies to OP-09N under a DD Form 1910
 4. Single-space the copy, apply page numbers on odd pages only, and submit the original and one copy to CHINFO under official command correspondence
- 6-68. What individual is responsible for all public affairs matters regarding naval nuclear propulsion?
1. COMNAVSEASYSKOM
 2. Director, Naval Nuclear Power Program
 3. Director, Naval Nuclear Propulsion Program
 4. ASD (R&D)

6-69. During a port visit to New Zealand, the PAO of the USS *Gorham* (CGN-82) is asked by a local newspaper reporter if the ship is carrying nuclear weapons. The PAO should respond by making which of the following statements?

1. "It is U.S. policy to deny the presence of nuclear weapons at a particular location on a particular platform"
2. "It is U.S. policy neither to confirm nor deny the presence or absence of nuclear weapons at a particular location or on a particular platform"
3. "It is U.S. policy not to confirm the presence of nuclear weapons at a particular location"
4. "I have nothing to release on that subject"

6-70. JOCM Hundley wrote a highly technical story that includes reliability data of the Sea Sparrow missile system. Which of the following sources must be reviewed before the story is officially released?

1. OPNAVINST 5721.1D
2. Arms Export Control Act
3. MCTL
4. Missile technology control list

ASSIGNMENT 7

"Security and Policy Review" and "Public Affairs Resource Management."

Textbook Assignment: Chapters 5 and 6 (pages 5-11 through 6-5).

Learning Objective: Recognize the procedures involving policy review, the security and policy review of test and evaluation information, information subject to proprietary protection, and the release of information that could endanger personnel.

- 7-1. A policy review of materials is essential to guard against the release of what information?
1. Sensitive classified information by the Navy and DoD
 2. That not conforming to DoD or Navy policies
 3. That not conforming to established international policies
 4. That not conforming to the policies of the media
- 7-2. The PAO of the USS *Wilpon* is preparing to release a story. What individual is responsible for conducting the initial policy review before the story is released?
1. CHINFO
 2. ASD (PA)
 3. The CO of the USS *Wilpon*
 4. The type commander of the USS *Wilpon*
- 7-3. In the event of a conflict between a policy and security review, a security review always receives first priority.
1. True
 2. False
- 7-4. When may CHINFO release more detailed information about the testing of a new weapons system?
1. When the release is coordinated with ASD (PA)
 2. When the information is approved by SECDEF
 3. When the information has been declassified by SECNAV
 4. When the release is coordinated with OP-098
- 7-5. The release of developmental test and evaluation data of a particular system is discouraged for which of the following reasons?
1. It may lead to future military budget cuts
 2. It may cause adverse community relations situations
 2. It may be publicly disputed by the manufacturer
 4. It may cause an inaccurate appraisal of the system
- 7-6. Information regarding a missile test firing is disseminated through what type of press release?
1. Pro magna
 2. Pro forma
 3. Pro tem
 4. Pro earta

7-7. The CO of the USS *Warrington* is looking for a way to stay abreast of news stories that may affect the mission of the ship. For this purpose, which of the following methods should the PAO use?

1. Subscribe to a major metropolitan daily newspaper
2. Select and distribute pertinent press clips
3. Call the nearest NAVINFO to arrange a weekly brief
4. Select and distribute pertinent stories from the Navy News Service

7-8. The editor of a civilian magazine contacts you for permission to reprint and to copyright a story your JOC wrote for another publication during working hours. What should you tell the editor?

1. Reprint the story, but contact CHINFO for permission to obtain the copyright
2. Reprint the story only as a noncopyrighted work
3. Reprint the story only when copyright approval is granted by the original publication
4. Reprint the story as is but consult 17 USC 403 for copyrighting instructions

7-9. ABC News airs an in-depth story about your sister ship that you record on VHS videotape. The tape will be viewed by the CO, XO, and all department heads to provide information as part of their official duties. The navigator feels you owe him a favor and wants to borrow the tape to make copies for friends and family members. As PAO, what should you do?

1. Give him the tape only after receiving permission from CHINFO
2. Tell him a formal request must be made to NAVMEDIACEN
3. Give him the tape only after receiving permission from ABC News
4. Make the copies only if he provides the tapes

7-10. In which of the following circumstances may the name and address of a Senior Chief Cryptologic Technician R (Collection) be released to the media?

1. When the CTRCS is involved in a sensitive operation
2. When the CTRCS is stationed in Iceland
3. When the CTRCS is deployed aboard an aircraft carrier
4. When the CTRCS is stationed in San Francisco

7-11. During a major overseas operation, a civilian newspaper photographer requests permission to photograph several members of a SEAL team. As the cognizant PAO, how should you handle this request?

1. Approve the request provided the SEAL team members are not identified by name, hometown, or current residence
2. Delay the request until the operation is completed
3. Disapprove the request because of the existing security threat
4. Forward the request to the OIC of the CIB

Learning Objective: Identify Navy public affairs guidance on matters involving contract negotiation.

7-12. Which of the following directives governs all Department of the Navy contracting projects?

1. The Federal Contracting Standard
2. The Federal Acquisition Regulation
3. The National Bureau of Standards and Contracting
4. The Government Employees' Contracting Regulation

7-13. A new galley is being constructed on Naval Station Long Island. The PAO should coordinate the release of contractual information with what individual?

1. The area coordinator
2. The public works officer of Naval Station Long Island
3. The responsible contracting officer
4. The food service officer of Naval Station Long Island

7-14. Which of the following pieces of information is NOT releasable regarding a government contract?

1. The estimated completion date of the project
2. The official government estimate of the cost of the project
3. The quality of the materials used in the project
4. The estimated start date of the project

7-15. What is considered the best source of award information on Navy and Marine Corps contracts?

1. *National Business Review*
2. *Government Contract Journal*
3. *Bottom Line/Personal*
4. *Commerce Business Daily*

7-16. The Jerome Construction Company is the lowest bidder for the contract to build the Naval Air Station Fordham child care center. Before this information is released to the public which of the following processes must take place?

1. The company must agree to pay for all legal work associated with the awarding of the contract
2. The Navy must evaluate the company to be sure it can do the job
3. The results of the bidding process must be forwarded to ASD (PA) for final review
4. The Navy must reevaluate the contract to guarantee its cost effectiveness

7-17. Which of the following categories of information is NOT releasable on an unclassified, fixed-price, Invitation for Bid contract?

1. The government estimate of cost
2. The names of the bidders and the amounts that are bid
3. The anticipated work involved
4. The dollar value of a contract after it is awarded

7-18. A company that is awarded an unclassified Navy contract may release this information only with DoD approval.

1. True
2. False

7-19. Which of the following publications addresses the release of classified contract information by a civilian company?

1. DoD Manual 5220-22M
2. SECNAVINST 5720.44D
3. OPNAVINST 5510.161
4. CHINFOINST 12351

Learning Objective: Evaluate public affairs applications in military justice matters.

While attached to Naval Station Kahoolawe, SR Lawless is arrested and charged with distributing cocaine to local civilian contract workers from his BEQ room.

IN ANSWERING QUESTIONS 7-20 THROUGH 7-25, REFER TO THE ABOVE SCENARIO.

7-20. Which of the following outcomes may occur if the Naval Station Kahoolawe PAO discloses information on this case while it is under investigation?

1. Undue stress by SR Lawless's family
2. Severe community relations damage
3. A Standards of Conduct violation
4. A violation of SR Lawless's rights

7-21. If media interest is expected, the PAO should consult what individual?

1. The command security officer
2. The command judge advocate
3. CHINFO
4. The OIC of NAVINFO WEST

7-22. Before the court-martial proceedings begin, the PAO should emphasize which of the following points to the media?

1. The Navy will not tolerate drug dealers
2. The similarities between military and civilian court proceedings
3. The differences between military and civilian court proceedings
4. The Navy considers all offenders guilty until proven innocent

7-23. KULA-TV wants to interview SR Lawless at the conclusion of the first day of proceedings. To whom should the PAO refer this request?

1. SR Lawless's defense counsel
2. The military judge
3. The command judge advocate
4. The head of court security

7-24. Under normal circumstances, which of the following pieces of information may be released during the proceedings?

1. SR Lawless's projected sentence
2. SR Lawless's previous convictions
3. The charges and specifications against SR Lawless
4. SR Lawless's hometown address

7-25. What individual can approve or disapprove photographic coverage of SR Lawless during the proceedings?

1. The PAO
2. The command judge advocate
3. SR Lawless
4. The CO of Naval Station Kahoolawe

7-26. When, if ever, can information pertaining to nonjudicial punishment be disclosed under a Freedom of Information Act request?

1. When the nonjudicial punishment was awarded 6 months or more after the date of the request
2. When the results of the "balancing test" show the information should be disclosed
3. When the CO authorizes its disclosure
4. Never

- Learning Objective: Identify the public affairs policies related to investigations, propriety, and special circumstances.
-
- 7-27. After approval is granted by the proper authority, when should a PAO release details about an investigation?
1. When it is one-third complete only
 2. When it is one-half complete only
 3. When it is two-thirds complete only
 4. When it is complete
- 7-28. An investigation into the collapse of a communications tower on a naval station is in progress. The PAO must ensure that statements to the media during the investigation will NOT imply the release of all findings.
1. True
 2. False
- 7-29. How should information from an occupational safety investigation be treated?
1. As typically releasable information
 2. As secret information
 3. As confidential information
 4. As privileged information
- 7-30. Who should a PAO contact for clearance to release information on a safety-related investigation?
1. CHINFO
 2. Commander, Mishap Investigation Center
 3. Assistant Judge Advocate General (Military Law)
 4. Commander, Naval Safety Center
- 7-31. All Navy public affairs dealings must strictly adhere to which of the following guidelines?
1. Standards of Conduct and Government Ethics only, SECNAVINST 5370.2H
 2. Public Affairs Policy and Ethics only, DoD Regulation 4515-13S
 3. Both 1 and 2 above
 4. Armed Forces Ethics Policy, DoD Regulation 4531-12F
- 7-32. The mailing of an unsolicited Navy news release is authorized to which of the following individuals?
1. An interested member of the press only
 2. An interested member of Congress only
 3. An interested local merchant only
 4. All of the above
- 7-33. When, if ever, may information be released that might support a claim against the government?
1. When the information is obtained from a person's personal knowledge
 2. When the information is obtained from official records
 3. When the information is obtained from a person discharging official duties
 4. Never
- 7-34. You are reviewing a story written by your senior journalist that, in your opinion, contains borderline libelous statements. What action should you take?
1. Consult the command judge advocate
 2. Send the story to CHINFO for review
 3. Send the story to the CO for review
 4. Use a "balancing test" on the story

7-35. You have heard several rumors that your naval air station is slated for closing in 18 months. Influential members of the local community have picked up on the rumors and contacted your office regularly for information. What action should you take in this situation?

1. Deny that the rumors exist
2. Release whatever information is currently available to you
3. Delay releasing any information until the Seat of Government coordination is completed
4. Delay releasing any information until the base-community council is convened

7-36. The home address and telephone number of a service member is releasable under the FOIA in which of the following circumstances?

1. When the service member is part of a routinely deployed unit
2. When the service member is part of the public affairs community
3. When the service member agrees to releasing the information
4. When the service member is the focus of extreme public interest

7-37. The public affairs office of a command must maintain official photographs and biographies of what group of individuals?

1. CMC, department heads, and CO
2. XO, division officers, and CO
3. CMC, XO, and CO
4. XO, CO, and department heads

Learning Objective: Identify the method of releasing information on the injured, wounded, and hospitalized.

IN ANSWERING QUESTIONS 7-38 THROUGH 7-44, SELECT FROM COLUMN B THE RELEASE DECISION THAT MATCHES THE INFORMATION CATEGORY SHOWN IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

	<u>A. INFORMATION CATEGORIES</u>	<u>B. RELEASE DECISIONS</u>
7-38.	Name and rank	1. Requires individual's consent
7-39.	Marital status	
7-40.	Area of body injured	2. Does not require individual's consent
7-41.	Factual circumstances surrounding an injury	3. Requires area coordinator's consent
7-42.	Date admitted to a medical facility	
7-43.	Current job title	
7-44.	Injury description	

7-45. JOC Siclie is in very serious condition at a Navy hospital following a bicycle accident. When can the responsible PAO release information on JOC Siclie?

1. When the command judge advocate has been consulted
2. When the balancing test has been conducted
3. When the Navy hospital stabilizes JOC Siclie
4. When next of kin has been notified

7-46. JOC Siclie does not want a certain piece of information released about him. How should the PAO respond to a media query on the subject?

1. "Further details regarding JOC Siclie's condition are not releasable at this time"
2. "I have nothing to release on that subject"
3. "The information you requested is considered protected under the provisions of the Privacy Act"
4. "JOC Siclie prefers not to release information regarding that subject"

7-47. How should "Duty Status/Whereabouts Unknown" (DUSTWUN) be used?

1. As an interim casualty status
2. As an initial casualty assessment
3. As an update to a service member's status
4. As the final disposition report of a service member

7-48. When, if ever, should DUSTWUN be used in place of "unauthorized absence"?

1. When a service member was killed in an unauthorized absence status
2. When a service member's location cannot be confirmed
3. When a service member is not present for a regularly scheduled duty day
4. Never

Learning Objective: Describe the principles of electronic and photographic media coverage of injured personnel.

7-49. Injured sailors from a yard tug collision are being brought ashore via Navy small craft. When you are arranging photographic coverage of this event, which of the following considerations must take priority?

1. Medical attention of the injured
2. Identification of the injured
3. The preliminary mishap investigation
4. The mishap debriefing

7-50. What individual is authorized to make a videotape recording of dead and/or injured naval personnel at an accident scene at Naval Station Mayari?

1. Jack Rubra, KCHT-TV
2. PH2 E. Mulsion, USNR, KDWM-TV
3. PH1 William Telefoto, Photo Lab LPO, Naval Station Mayari
4. John Tei, CNN

7-51. When, if ever, can a newspaper photographer take pictures of an active duty patient in a naval medical facility?

1. When the patient is in stable condition
2. When the patient gives his written consent
3. When the patient is in a physical therapy environment
4. Never

Learning Objective: Explain the Navy public affairs guidance involving political and election year information.

7-52. During supper in the wardroom, LTJG R. E. Publican tells you that he wants to run for city councilman in next year's elections. What guidance should you give him?

1. "Run a special request via the chain of command to ASD (PA)"
2. "Call the command judge advocate to find out about possible legal ramifications"
3. "Obtain the CO's permission via official command correspondence"
4. "The Navy cannot be linked in any way to political causes, organizations, or candidates"

7-53. Navy personnel may distribute materials supporting a specific party at a Navy organization.

1. True
2. False

7-54. When, if ever, may a candidate for a local political office use the base officer's club for a campaign kickoff dinner?

1. When the candidate is a retired military member
2. When the candidate receives permission from the base CO via OASD (PA)
3. When the Candidate's views will enhance the community relations efforts of the base
4. Never

7-55. Sara Lauren, the campaign manager for city councilman candidate Derek Bowling, calls you for permission to distribute bumper stickers at your naval station. As PAO, how should you handle this situation?

1. Politely deny the request because of possible political confrontations on the station
2. Tell her she must first receive written approval from the naval station CO
3. Approve the request, but refer her to the command judge advocate for distribution instructions
4. Approve the request, but limit distribution to office spaces and common areas

7-56. Congresswoman Donna Moana, who is currently in a reelection battle, wants to tour your ship. When, if ever, would a visit be authorized in this instance?

1. When she is touring as part of her official duties
2. When she is touring as a candidate for reelection
3. When she is touring to raise funds for her political party
4. Never

Learning Objective: Recognize the uses of military vessels and aircraft for public affairs purposes.

7-57. Which of the following statements best describes the guidelines for using a Navy ship to transport nongovernment civilians during a public affairs event?

1. Travel may be authorized for promoting goodwill during the event only
2. Travel must be in the best interest of the civilians involved only
3. Both 1 and 2 above
4. The ship must not be in competition with U.S. commercial carriers

- 7-58. What individual has the authority to embark nongovernment civilians in a military aircraft?
1. CHINFO
 2. SECNAV
 3. ASD (PA)
 4. CNO
- 7-59. Navy public affairs travel involving a foreign government must be approved by whom?
1. CNO
 2. ASD (PA)
 3. SECNAV
 4. CHINFO
- 7-60. In which of the following instances may transportation be provided by a Navy command to a visiting group?
1. When commercial transportation is expensive
 2. When the group visit is solicited by the Navy
 3. When Navy funding for transportation is unavailable
 4. When the group makes a written request in advance to the CO
- 7-61. The PAO of the USS *Gerald Ford* (CVN-90) receives a request from a local television station to cover an event while it is underway for local operations. Who may authorize COD transportation for the news team?
1. The CO of the USS *Gerald Ford*
 2. The unified commander
 3. The area coordinator
 4. CHINFO
- 7-62. When justifying military travel for the coverage of a major emergency, what points should you address?
1. The public affairs purpose and the estimated travel time
 2. The estimated travel time and costs involved
 3. The estimated travel time and the public affairs purpose
 4. The public affairs purpose and the need for a military carrier
- 7-63. A nonlocal travel request to a foreign nation should be coordinated with what office?
1. OASD (PA)
 2. The American Embassy of the foreign nation
 3. The government of the foreign nation
 4. The Office of the Secretary of Transportation
- 7-64. The Charleston-based destroyer USS *Saufley* will get underway in 2 weeks for operations along the eastern seaboard. Christine Hodges, a reporter with *USA Tomorrow*, is scheduled for a 1-day media embark but wishes to stay overnight. What action, if any, should the USS *Saufley* PAO take?
1. Get permission from CHINFO
 2. Get permission from CINCLANTFLT
 3. Get permission from ASD(PA)
 4. None

7-65. In which of the following circumstances may Navy League members use space available air transportation?

1. When they are invited to accompany an admiral attending a regional Navy League meeting
2. When they are invited to a command for the purpose of Naval orientation
3. When they are invited to accompany a flag officer attending the commissioning of a ship
4. When they are invited to speak at a military benefits presentation sponsored by a large command

Learning Objective: Explain the history of Navy and Marine Corps public affairs.

7-66. Before World War II, what individual was responsible for Navy public information?

1. Director of Naval Intelligence
2. Secretary of the Navy
3. Director of Naval Security
4. Chief of Naval Intelligence and Information

7-67. What officer was the predecessor of the modern-day PAO in the Marine Corps?

1. Publicity and Information
2. Morale
3. Contact
4. Command Action

7-68. Navy public affairs was restructured following a recommendation contained in what report?

1. Fegan
2. Denzig
3. Knox
4. Mack

Learning Objective: Recognize the elements of basic public affairs planning.

7-69. Which of the following areas should be included among the components of public affairs planning?

1. Promotional information
2. Community operations
3. Contingency operations
4. Internal relations

7-70. Which of the following topics is NOT part of the public affairs plan of a command?

1. Authority
2. Objective
3. Theory
4. Purpose

7-71. Public affairs plans are usually developed using which of the following styles?

1. Open event
2. Calendar basis only
3. Event-driven only
4. Both 2 and 3 above

7-72. All Navy commands are required to develop which of the following plans?

1. Internal information
2. Media contact
3. Community relations
4. External information

7-73. The USS *Hinkle* is participating in a major operation off the southern California coast. Embarked to cover the operation is Mr. Lux, a *Culver City Times-Union* reporter and a retired JOC. How should Mr. Lux be treated with regard to billeting and messing?

1. As a government employee
2. As a retired CPO
3. As a LTJG
4. As a LCDR

7-74. What method should be used to update existing OPSEC procedures in a public affairs plan supporting an exercise?

1. Classified OFSEC addendum
2. Public affairs guidance messages
3. OPREP message
4. SITREP report

ASSIGNMENT 8

Public Affairs Resource Management," "The Privacy and Freedom of Information Acts," and "Contingencies."

Textbook Assignment: Chapters 6, 7, and 8 (pages 6-7 through 8-11).

Learning Objective: Recognize the elements of a short-range or operation-oriented public affairs plan.

- 8-1. Under normal conditions, which of the following sections is NOT a part of a short-range public affairs plan?
1. Security safeguards
 2. Statement of mission and goals
 3. Funding data
 4. Support requirements
- 8-2. A standard operation-oriented public affairs plan is usually divided into what two sections?
1. External and community information
 2. Internal and public information
 3. External and internal communications
 4. Public and community relations
- 8-3. A short-range public affairs plan should include measures to counter enemy propaganda. This may be done by using which of the following methods?
1. Disseminating factual information to the news media
 2. Formulating a point paper that addresses the disputed issues
 3. Implementing additional security measures
 4. Meeting with representatives of the parties involved to address the disputed issues
- 8-4. What stipulation must be made when you address media pool coverage in an operation-oriented public affairs plan?
1. Media pool participation is subject to final approval by CHINFO
 2. Products generated by media pool participants must be made available to all interested news media on a reduced cost basis
 3. The media pool producer must be a veteran reporter with previous media pool experience
 4. Products generated by media pool participants must be made available to all interested news media on a no-cost basis

8-5. Because of security concerns, an operation-oriented public affairs plan should indicate that news media representatives will be escorted at all times.

1. True
2. False

The USS *Harrelson* is underway to participate in "Operation Spiral Staircase" in the western Pacific. Fifteen U.S. Navy ships are involved as well as destroyers and cruisers from Australia (3), New Zealand (2), Thailand (3), and Japan (4). Embarked to cover the exercise are Dave Proctor (reporter, *USA Today*) and the ENG team of Jack Savage (reporter) and Lou Thornton (photographer) of KNEW-TV. You are the PAO responsible for carrying out the public affairs plan of the USS *Harrelson*.

IN ANSWERING QUESTIONS 8-6 THROUGH 8-9, REFER TO THE ABOVE SCENARIO.

8-6. Mr. Proctor asks you about the location of the Japanese and Australian ships in relation to the USS *Harrelson*. How should you respond?

1. Escort him to CIC for briefing
2. Arrange a special press conference at the CIB headquarters
3. Tell him the information cannot be disclosed
4. Tell him you must receive clearance from the responsible unified commander before providing the information

8-7. Mr. Savage and Mr. Proctor request interviews with a weapons chief who continues to play a key role in the operation. You tell them the chief cannot be identified for security reasons, but they insist otherwise. What should you do?

1. Tell them that further access to personnel directly involved in the operation will be denied
2. Send a priority message to the type commander requesting a policy waiver
3. Allow the interviews, but ask the reporters to delay releasing the stories until 30 days after the completion of the operation
4. Deny them access to any information associated with the operation

8-8. Both reporters request a "ball-park" estimate of the number of friendly units participating in the operation. How should you respond?

1. Deny the reporters access to any information associated with participating units
2. Tell the reporters that there are 27 units participating, and break them down by country
3. Tell the reporters you will provide the information only at the conclusion of the operation
4. Provide the reporters with the estimate

8-9. Of the following categories of information, which one must NOT be released to the reporters?

1. Location of military targets previously attacked
2. Number of aerial combat missions flown in the operations area
3. Past intelligence gathering methods
4. Types of ordnance used

- 8-10. Why is it important to keep the internal audience informed during an operation?
1. To execute the internal relations plan properly
 2. To assess the effectiveness of the internal relations program
 3. To determine the strengths and weaknesses of the chain of command
 4. To maintain motivation within a command

8-11. Internal information may be provided to the crew on what basis?

1. Sensitive unclassified
2. Classified
3. Unclassified
4. Need-to-know

8-12. What individual is responsible for briefing crew members before they speak to news media representatives?

1. XO
2. CO
3. Security officer
4. PAO

Learning Objective: Recognize the elements of a long-range or calendar-based public affairs plan.

8-13. A command should formulate a long-range public affairs plan for which of the following reasons?

1. To prepare for accidents and incidents
2. To assign responsibility for specific internal relations projects
3. To accommodate regular interaction with the community
4. To conform to existing public affairs inspection guidelines

8-14. Which of the following categories of information may be found in a long-range public affairs plan?

1. Priority listing of public affairs programs
2. Public affairs office recall bill
3. Listing of qualifications for all public affairs personnel
4. Public affairs management theories

8-15. Which of the following mission statements should be used for the long-range public affairs plan of Naval Station Griffin?

1. "To inform the media and increase its understanding of the naval service and Naval Station Griffin in particular"
2. "To inform the public and enhance its understanding of the naval service and Naval Station Griffin in particular"
3. "To provide Navy public affairs guidance to the media and community when interacting with Naval Station Griffin"
4. "To inform the internal audience and increase its understanding of Naval Station Griffin"

8-16. Which of the following target markets is NOT part of a long-range public affairs plan?

1. Base families
2. Area minorities
3. Local religious groups
4. Retired personnel

Learning Objective: Identify the command inspection procedures of public affairs activities.

8-17. The inspection of a Navy public affairs activity is normally associated with what command evolution?

1. Operational Requirements Evaluation (ORE)
2. Administration Readiness Examination (ARE)
3. Operational Readiness Evaluation (ORE)
4. Administration and Operational Readiness Examination (AORE)

8-18. The SITE system aboard the San Diego-based USS *Gato* (CVN-92) is about to be inspected. The inspection should be conducted using the guidelines of what organization?

1. NAVMEDIACEN
2. CINCPACFLT
3. NAVINFO West
4. AFRTS-LA

8-19. Which of the following categories would NOT be part of the public affairs inspection check-list of a ship?

1. 3-M organizational level maintenance procedures
2. Basic damage control knowledge
3. Safety standards of televisions
4. Proper authorization of command publications

8-20. An inspector checking news releases of intense public interest events may evaluate which of the following areas?

1. Release length
2. Incorporation of contingency questions and answers
3. Method of disseminating the releases
4. Media reaction to the releases

Learning Objective: Describe the components of Navy public affairs personnel management.

8-21. The special assistant to CHINFO for manpower also serves in which of the following capacities?

1. Journalist detailer
2. PAO detailer only
3. NAVINFO OIC only
4. Both 2 and 3 above

8-22. JO3 Ludlum's sports feature won second place in a recent CHINFO Merit Awards competition. He is automatically eligible to enter the story in the Thomas Jefferson Awards competition.

1. True
2. False

8-23. What individual is responsible for administering the Thomas Jefferson Awards Program?

1. ASD (PA)
2. CHINFO
3. Commander, NMPC
4. Commandant, DINFOS

8-24. Outstanding public affairs achievements are recognized by which of the following awards programs?

1. Secretary of the Navy
2. COL Tom Lewis
3. DIRPA Merit
4. RADM William Thompson

Learning Objective: Identify the rules governing off-duty civilian employment opportunities for naval personnel.

JOCS Poydras of Naval Station Metairie has applied for the news anchor position at WCKT, an NBC affiliate in Decatur, LA.

IN ANSWERING QUESTIONS 8-25 THROUGH 8-28, REFER TO THE ABOVE SCENARIO.

- 8-25. Before going on the air, JOCS Poydras must seek approval from what individual?
1. CO, Naval Station Metairie
 2. CHINFO
 3. SECNAV
 4. ASD (PA)
- 8-26. If employment is approved by proper authority, what individual is primarily responsible for avoiding a conflict of interest on the job?
1. Division officer of JOCS Poydras
 2. JOCS Poydras
 3. CO, Naval Station Metairie
 4. Judge Advocate, Naval Station Metairie
- 8-27. When, if ever, may JOCS Poydras use his military title in the newscasts?
1. When he initially introduces himself to the viewing audience
 2. When he interviews military personnel
 3. When the station manager of WCKT obtains permission from CHINFO
 4. Never
- 8-28. The WCKT news director tells JOCS Poydras to write a commentary on a recent political scandal. What, if anything, should JOCS Poydras do before writing the commentary?
1. Inform the CO of Naval Station Metairie
 2. Consult SECNAVINST 5370.2H for guidance
 3. Contact CHINFO for guidance on how to write the commentary tactfully
 4. Nothing
-
- Learning Objective: Identify the fiscal management guidelines for Navy public affairs.
-
- 8-29. Which of the following activities are considered a public affairs activity for financial management purposes?
1. Community relations and public information
 2. Internal information and community relations
 3. Public information and attendant resources
 4. Attendant resources and internal information
- 8-30. Which of the following commands are subject to an appropriations ceiling?
1. Those with the primary mission of community relations only
 2. Those with the primary mission of public information only
 3. Both 1 and 2 above
 4. Those with the primary mission of recruiting and historical support
- 8-31. DINFOS falls under which of the following categories for funding purposes?
1. Public information
 2. Community relations
 3. Education and training
 4. Personnel readiness
- 8-32. Which of the following overseas community relations projects is eligible for funding?
1. Scholarships of between 4 and 6 years
 2. Soccer equipment for a local team
 3. Monthly distribution of command souvenirs
 4. Quarterly repairs to local hospitals

Learning Objective: Explain the procedure for releasing information using the "balancing test"; identify the personal information that may be released on military personnel.

8-33. Which of the following questions should be considered when a balancing test is performed?

1. Would disclosure result in an adverse news situation?
2. Is the information available from alternate sources?
3. What are the credentials of the individual requesting the information?
4. How will disclosure affect community relations?

8-34. You are the PAO of Naval Station Gragny. A newspaper reporter asks you for a copy of a report that was previously released under the FOIA. What action should you take?

1. Tell the reporter to submit another FOIA request
2. Contact the agency that received the report and request a copy
3. Tell the reporter the report cannot be accessed again
4. Give the reporter access to the report

8-35. A magazine reporter asks you, the PAO of CINCGULFFLT, for general information about an officer who fell overboard during a general quarters drill. What should you tell the reporter?

1. You can comply with his request
2. The information is protected under the Privacy Act
3. The information is protected under the balancing test
4. The information cannot be released because of Exemption (b) (2) of the FOIA

8-36. The same reporter wants information on the officer's health at the time of the incident. The officer received treatment for a sexually transmitted disease hours before he fell overboard. How should you respond?

1. Disclose all available details
2. Tell the reporter this information cannot be released because of Exemption (b) (6) of the FOIA
3. Ask the officer for permission to release information on his medical conditions
4. Tell the reporter to request the information via the FOIA

8-37. Which of the following pieces of information may NOT be released about military personnel?

1. Gross salary
2. Awards
3. Social security number
4. Military education

8-38. The duty status of a Navy member may NOT be released because it could compromise the safety of the individual.

1. True
2. False

Learning Objective: Identify the miscellaneous applications of the Privacy and Freedom of Information Acts.

8-39. Which of the following statements best describes the privacy rights of a deceased service member?

1. When the decedent's records contain information about living individuals, the balancing test should be used before the information is released
2. Death marks the end of FOIA protection, but the provisions of the Privacy Act remain in effect
3. The Privacy Act remains in effect for surviving relatives as well as interested parties
4. When the decedent's files reveal previous FOIA disclosures, the files must be released to interested individuals upon request

8-40. Where can a PAO find the criteria for disclosing service record information to third parties?

1. Balancing test criteria
2. Provision 7 of the Privacy Act
3. JAG Manual
4. Exemption 6 of the FOIA

8-41. Which, if any, of the following types of Navy photographs requires the signing of a Privacy Act advisory statement before it is released?

1. Awards ceremony
2. Service record
3. Body fat measurement
4. Change of Command ceremony

8-42. JO1 Conde keeps personal notes on the performance of JO3 Malbis. Which of the following statements applies to this type of record keeping?

1. Personal notes are protected under the Privacy Act but not the FOIA
2. Personal notes are protected under FOIA but not the Privacy Act
3. Notes to jog the memory of a supervisor do not fall under the provisions of the FOIA or Privacy Act
4. Depending on the contents, notes to Jog the memory of a supervisor may be subject to disclosure

8-43. JOSN O'Brien requests to see his medical record at sick bay, but he is denied access. When, if ever, would the request be denied?

1. When JOSN O'Brien is being discharged from the Navy
2. When it is determined that access may have an adverse physical effect on JOSN O'Brien
3. When JOSN O'Brien intends to disclose portions of the record to an unauthorized third party
4. Never

Learning Objective: Identify the public affairs goals in a contingency situation and the importance of planning for an emergency.

8-44. Which of the following documents is used for basic contingency response planning?

1. OPNAVINST 3440.16 and JOPS, Volumes I and IV
2. JOPS, Volumes I and IV, and SECNAVINST 5720.36D
3. U.S. Navy Regulations and OPNAVINST 3440.15
4. OPNAVINST 5510.1G and JOPS, Volumes I and IV

- 8-45. Which of the following statements most accurately describes a public affairs goal in a contingency situation?
1. The public should be informed as the demand for information dictates
 2. Public confidence in the command, Navy, and DoD must be retained
 3. The media must be allowed unlimited access as soon as possible
 4. Saving classified material and information takes precedence over the need to inform the public

- 8-46. For what reason should the Navy provide a local police department with information regarding a Navy-related disaster?
1. To protect the public
 2. To facilitate assistance
 3. To foster cooperation between the Navy and the local police department
 4. To further community relations

Learning Objective: Describe the purpose of preparing for an emergency; evaluate the public affairs assessment of and initial release on a disaster.

- 8-47. When briefing command personnel on disaster preparedness, the PAO should emphasize which of the following areas?
1. Basic fire fighting knowledge
 2. Taking an active, preventive role before a disaster strikes
 3. The effect a disaster will have on family members
 4. The need to communicate effectively within the command

- 8-48. Because the public has a legitimate interest in an incident involving death, injury, or extensive government property damage, public affairs should be a part of all contingency action planning.

1. True
2. False

- 8-49. A hangar bay fire aboard an aircraft carrier kills seven sailors. Details on the cause of the fire and the obstacles encountered while fighting it are sketchy at best. As the PAO of the aircraft carrier, what should you concentrate on at this point?

1. Formulating a detailed release as soon as the facts are known
2. Arranging an emergency news media embark to allow a first-hand view of the disaster scene
3. Updating the crew on the disaster via the SITE or closed circuit radio system
4. Formulating an initial release with basic facts as rapidly as possible

- 8-50. When, if ever, is delaying the release of information on a crisis justifiable?

1. When classified information and/or equipment are involved
2. When there are more than 10 deaths
3. When property damage exceeds \$10,000
4. Never

8-51. You are the PAO of the aircraft carrier USS *Risher* when a television crew arrives aboard via COD to do a story on the carrier's upcoming home port change. While you are briefing them in the wardroom, an ABH3 is killed in a flight deck accident. What should you do?

1. Refrain from releasing any information on the accident
2. Acknowledge that an accident occurred and obtain quotes from the CO
3. Assist the crew in covering the story while observing safety guidelines
4. Continue the brief on the home port move

Learning Objective: Assess the procedures for briefing local officials on emergency procedures; evaluate the guidelines for protecting classified material at an accident site. (This objective is continued in assignment 9.)

8-52. Which of the following groups should a Navy shore activity notify annually about its dealing with accidents and other contingencies?

1. Tenant commands, civil defense, and law enforcement officials
2. Civil defense, law enforcement officials, and news media representatives
3. News media representatives, local governmental officials, and tenant commands
4. Law enforcement officials, news media representatives, and tenant commands

8-53. During an annual briefing of groups, a PAO should NOT discuss the handling of which of the following incidents?

1. An accident at a nuclear weapons support facility
2. A fire in a building that houses classified publications
3. A chemical spill at a naval laboratory
4. A hazardous waste spill in a bay or harbor

8-54. A Navy aircraft crashes at Naval Air Station Palafox, exposing several pieces of highly classified electronic equipment. Naval Air Station Palafox officials should prioritize its crash response in which of the following ways?

1. Protect classified equipment, rescue the crew, preserve a site for investigation, perform damage control, and release public information
2. Rescue the crew, perform damage control, release public information, protect classified equipment, and preserve a site for investigation
3. Rescue the crew, perform damage control, protect classified equipment, preserve a site for investigation, and release public information
4. Rescue the crew, protect classified equipment, perform damage control, preserve a site for investigation, and release public information

8-55. Because of extenuating circumstances, Naval Air Station Palafox officials are unable to remove the classified equipment from the crash site. What should be done in this case?

1. Cover the equipment with an opaque material only
2. Post signs that read, "Classified Equipment, Do Not Photograph" only
3. Both 1 and 2 above
4. Obscure the equipment with unclassified debris

ASSIGNMENT 9

"Contingencies."

Textbook Assignment: Chapter 8 (pages 8-11 through 8-51).

Learning Objective (continued):
Identify the public affairs goals in a contingency situation and the importance of planning for an emergency.

- 9-1. If a CO determines classified material has been photographed at an accident scene, the film will be confiscated. When this occurs, what should the cognizant PAO convey to the photographer involved?
1. The command has no intention of limiting news coverage only
 2. The confiscated film will be returned once the classified materials are removed from the film only
 3. Both 1 and 2 above
 4. The command is not liable for any damages to the film while it is in government custody
- 9-2. Who should a PAO call if film or videotape is confiscated due to the photographing of classified material?
1. CHINFO
 2. Area coordinator
 3. ASD (PA)
 4. Chief investigator, NIS
- 9-3. A naval station PAO confiscated the film of a local newspaper photographer because it contained classified materials photographed at an accident scene on base. What, if anything, should the PAO do to compensate the photographer?
1. Provide a fresh roll of film identical to the one confiscated
 2. Pay the photographer a fair market price for the confiscated film
 3. Give the photographer another chance to photograph the unclassified accident scene
 4. Nothing
- 9-4. A Navy helicopter crashes in a residential neighborhood, exposing classified equipment. What should a PAO do to lessen the chances of the media photographing the equipment?
1. Personally contact news media leadership and warn against photographing the equipment
 2. Contact civilian law enforcement officials and request permission for Navy personnel to cordon off the area and cover the equipment
 3. Post armed guards at the crash site and prohibit news media access until further notice
 4. Ask the CO to declare the area a National Defense Zone as long as media interest remains high

Learning Objective: Identify the public affairs actions to be taken before and after an accident or incident.

9-5. A command PAO should have already taken which of the following measures before an incident occurs?

1. Supervised public affairs contingency training and reported progress to CHINFO
2. Requested, via the chain, the implementation of a command internal information plan
3. Met with counterparts in other commands that could be involved in an incident
4. Recommended to local media representatives ways to minimize the impact of adverse Navy news on the community

9-6. A narrative summary of public affairs actions taken before and after a contingency serves which of the following functions?

1. As a training tool to critique the public affairs staff
2. As a supplement to the command history
3. As a release to local media representatives
4. As a report to ASD (PA)

Learning Objective: Recognize the procedures for releasing accident information.

9-7. Before releasing information on a Navy man killed in an accident, the PAO should confer with what individual?

1. CO
2. Area coordinator PAO
3. CHINFO
4. CACO

9-8. A Navy van, en route to a commercial airport, was struck by a car at an intersection and all four sailors aboard were killed. A local television crew obtained copies of TAD orders at the accident scene and plans to air the names of the sailors in a live remote broadcast. The sailors' next of kin have not been notified. As the cognizant PAO, what, if anything, should you do?

1. Request assistance from civilian law enforcement officials in preventing the broadcast only
2. Make a professional appeal to the crew not to air the names until next of kin have been notified only
3. Whatever is necessary to prevent the crew from airing the names
4. Nothing

9-9. The Prime Minister of Berecee is seriously injured aboard your ship while observing a naval gun fire support exercise. What individual is responsible for releasing information on the prime minister?

1. The PAO of the ship
2. The White House press secretary
3. The Berecee armed forces information chief
4. ASD (PA)

9-10. Who is responsible for releasing accident information on a multi-service operation?

1. The PAO of the unit that sustained the accident
2. (ASD (PA)
3. The joint command PAO
4. The specified commander

9-11. An accident involving U.S. servicemen in Japan claimed eight lives. To make sure the Japanese government is properly notified, the cognizant PAO should coordinate the release with what individual?

1. The U.S. ambassador to Japan
2. The Japanese service Information chief
3. ASD (PA)
4. The unified commander

9-12. The CO informs you that a major accident has taken place on the base. You should have an initial release ready for dissemination within what amount of time?

1. 1 hour
2. 2 hours
3. 30 minutes
4. 90 minutes

9-13. Which of the following categories of information should be included in an initial accident release?

1. The probable cause
2. Unclassified pertinent facts
3. Names of the dead and injured as they become available
4. Person(s) who may be at fault

Learning Objective: Recognize the procedures for controlling video and photography at accident sites.

9-14. A television photographer inadvertently videotaped classified equipment at an accident site on a naval station. The PAO confiscates the tape. When, if ever, should the photographer be detained on the naval station?

1. When he resists relinquishing the tape
2. When he demands to speak to civilian law enforcement officials
3. When he threatens the PAO or members of his staff
4. Never

9-15. The naval station is unable to conduct a security review of the videotape. To whom should the PAO forward the tape for review?

1. CHINFO
2. Assistant for Naval Intelligence (Code 009U)
3. Counterintelligence Officer, NIS, Washington,DC
4. OP-09N

9-16. If there is no classified information exposed at an accident location outside of military jurisdiction, the news media should be assisted in covering the scene.

1. True
2. False

9-17. You are the PAO at an off-base accident scene where there is exposed classified material. You tell the five news photographers in attendance they may take pictures of the area ONLY when all classified material is removed (approximately 10 minutes). One of the reporters disregards your statement and begins photographing the scene. What action should you take?

1. Physically restrain the photographer until law enforcement officials can assist you only
2. Step in front of the photographer and obscure his shots only
3. Both 1 and 2 above
4. Inform the photographer that taking pictures of the scene without permission may violate federal law

Learning Objective: Explain the basic policy on nuclear weapons accidents and incidents.

9-18. What individual is initially responsible for the public affairs aspect of a nuclear weapons incident?

1. CHINFO
2. CNO
3. ASD (PA)
4. DIRPA

9-19. Which of the following references contains sample news releases for nuclear weapons accidents and incidents?

1. OPNAVINST 3440.15
2. SECNAVINST 5720.90B
3. NAVNUCLINST 1112.15D
4. 10 U.S.C., Section 793(e)

9-20. What individual is authorized to confirm or deny the presence of nuclear weapons at a specific location before the arrival of the on-scene commander?

1. Director of Duty Operations, National Military Command Center
2. Director of Nuclear Ordnance, Strategic Air Command
3. Director, Naval Nuclear Accident Response Team
4. Director of Nuclear Operations, National Military Command Center

Learning Objective: Identify the procedures for dealing with toxic waste incidents and the components of the installation restoration (IR) community relations plan.

9-21. Which of the following steps is NOT a basic phase of the IR program?

1. Remedial action
2. Waste elimination control
3. Remedial investigation/feasibility study
4. Preliminary assessment/site investigation study

9-22. An inspector from the Environmental Protection Agency (EPA) wants to look at a hazardous substance disposal site at a naval air station. What credentials should the inspector present before he is allowed access to the site?

1. Appropriate security clearance and a letter of inspection notification
2. EPA inspection certification and a valid inspection purpose
3. Valid inspection purpose and an appropriate security clearance
4. DoD environmental clearance and an appropriate inspection notification

9-23. A concerned community group requests information regarding the cleanup of a hazardous waste site on a naval station. When, if ever, should the group be informed on the progress of the cleanup?

1. At the halfway point of the cleanup
2. At the end of the cleanup only
3. At the beginning and end of each phase of the cleanup only
4. Never

9-24. A command PAO should coordinate the release of information about a hazardous waste site with which of the following individuals?

1. The command public works officer and the appropriate Naval Facilities Engineering Command Engineering Field Division representatives
2. The appropriate EPA and Naval Facilities Engineering Command Engineering Field Division representatives
3. The command public works officer and CHINFO
4. The appropriate Naval Facilities Engineering Command Engineering Field Division representatives and CHINFO

9-25. When you are releasing information to the media concerning an IR project, which of the following points should be stressed?

1. The Navy will notify the media only when there is a good chance of successfully cleaning up the hazardous waste
2. The Navy is concerned about the environment and will continue to take remedial action to clean up hazardous waste
3. Past hazardous waste disposal methods do not significantly impact on today's environmental problems
4. The long-term characteristics of pollutants and their effects on Navy installations cannot be determined without research

9-26. Which of the following is a purpose of a community relations plan involving a hazardous waste problem?

1. To support the disposal methods of a Navy installation only
2. To dispel rumors and obtain feedback only
3. Both 1 and 2 above
4. To support the outcome of a study

9-27. A community relations plan for an IR issue should involve which of the following groups?

1. Interested residents only
2. State and local officials only
3. Civic organizations only
4. All of the above

9-28. To ensure a successful IR community relations plan, a PAO must establish a close working relationship with which of the following groups?

1. Public works supervisory staff only
2. Technical response staff only
3. Security division only
4. All of the above

Learning Objective: Identify the nature and scope of the terrorist threat, antiterrorism organization, and the release of information on antiterrorism and counterterrorism matters.

- 9-29. A terrorist group can intimidate others by using which of the following methods?
1. Public impact through media coverage and size of its attack
 2. Destructive power of its attack and public impact through media coverage
 3. Creating a diversion for simultaneous attacks and causing mayhem and confusion
 4. Destructive power of its attack and the ability to threaten convincingly
- 9-30. Which of the following statements best describes political terrorism?
1. It is a calculated attack to attain a goal no matter what the cost
 2. It is an insane attempt by an extension of a terrorist nation to enforce its ideals
 3. It is a rational attack using a concentration of force while conserving resources
 4. It is a calculated risk undertaken by a terrorist nation to surprise a concentration of innocent civilians
- 9-31. When, if ever, is a PAO authorized to discuss the specific details of a threat?
1. When the command is in imminent danger of attack
 2. When the threat may involve the surrounding community
 3. When the threat is Type 3 or above
 4. Never
- 9-32. A Navy base is located in an area susceptible to terrorist activity. Methods of keeping the internal audience informed may be found in which of the following documents?
1. Command Action Team (CAT) Instruction
 2. Command Terrorist Threat Plan
 3. Command Public Affairs Plan
 4. Command Physical Security Plan
- 9-33. The threat condition at Naval Base Perdido Bay has advanced. As PAO, which of the following actions should you take?
1. Communicate to the internal audience the day-to-day changes that must take effect
 2. Set up a CIB to deal with media queries
 3. Release an explanation of the new threat condition and supporting details to the media within 24 hours
 4. Release a public affairs summary to the area coordinator within 36 hours
- 9-34. When, if ever, can the on-scene commander authorize the release of information on a terrorist incident without prior approval from ASD (PA)?
1. When withholding information would place people in jeopardy
 2. When units from more than one government are involved
 3. When the release is in the best interest of the Navy
 4. Never
- 9-35. The CO of Naval Air Station Gower is authorized to discuss anti-terrorism procedures applicable to what organization?
1. DoD only
 2. Naval Air Station Gower only
 3. U.S. Navy only
 4. All of the above

9-36. A local newspaper photographer wants to take pictures of the antiterrorism training at Naval Base Coley. As PAO of the naval base, you should seek approval from whom?

1. ASD (PA)
2. CHINFO
3. CNO
4. SECNAV

9-37. When a member of the media asks if physical security measures are being taken in response to a specific terrorist threat, the cognizant spokesperson should disclose all available information.

1. True
2. False

9-38. What phrase best describes DoD policy on counterterrorist forces?

1. Full acknowledgement
2. Limited disclosure
3. Limited acknowledgement
4. Unlimited disclosure

Learning Objective: Identify the objective of combat/wartime public affairs; describe the procedures for news media accreditation.

9-39. Which of the following statements best describes the release of public information in a combat situation?

1. Information should be released when initial casualty reports have been reviewed by the Seat of Government
2. Information should be released promptly without disclosing details that could assist the enemy
3. Information on injuries and casualties must not be broken down by service
4. Information cannot be released until the current combat situation is completed

9-40. Which of the following individuals is responsible for implementing field press censorship in an operational area?

1. ASD (PA)
2. CHINFO
3. Unified commander in chief
4. Chairman, JCS

9-41. The DoD may require the accreditation of legitimate news media representatives in which of the following circumstances?

1. When the United States declares war on another nation
2. During normal peacetime operations
3. When counterterrorist measures are imposed
4. Before coverage of a major operation begins

9-42. Which of the following factors should NOT be considered by a commander before requiring media accreditation?

1. Media/Navy relationship
2. Geography and weather
3. Host nation sensitivities
4. Available public affairs resources

9-43. Naval Base Makaha is accrediting all news media representatives covering the base, including the military editor of the daily *Makaha Star*. By accepting the accreditation credential, the editor must perform which of the following functions?

1. Cover Naval Base Makaha on a weekly basis
2. Assist the public affairs officer in establishing sound media relationships
3. Abide by the ground rules of Naval Base Makaha
4. Become familiar with the military style of writing

Learning Objective: Identify the role of AFRTS during contingencies; explain the concept of the media pool and press coverage of sensitive operations.

9-44. What must take place before an AFRTS station can be established during a contingency situation?

1. The area must be controlled by friendly forces only
2. The area must be relatively stabilized only
3. Both 1 and 2 above
4. The area must be clear of tall objects that may cause interference

9-45. An AFRTS station established in a friendly nation during a contingency may begin broadcasting without permission.

1. True
2. False

9-46. Which of the following statements best describes the function of a media pool?

1. A media pool covers an operation or exercise with military support and shares materials with other news agencies
2. A media pool is a collection of correspondents from national media outlets to provide balanced news coverage of an event
3. A media pool is a group of reporters that covers an operation or exercise with military support and offers materials to other news agencies
4. A media pool is a group of reporters assigned by CHINFO to provide balanced coverage of an exercise or operation

9-47. Members of a typical media pool should be characterized in what way?

1. As seasoned reporters and photographers
2. As reporters with prior military service
3. As reporters from a variety of media
4. As correspondents that write, take pictures, and perform broadcast functions

9-48. Which of the following individuals normally would NOT be part of a standard media pool?

1. Newspaper correspondent
2. Newsmagazine reporter
3. Wire service reporter
4. Television station programming director

9-49. Because of transportation constraints, the CO of Naval Station Myrtle Grove wants to establish a media pool for the coverage of an exercise. What model should the CO and PAO use to help formulate their media pool?

1. Navy and Marine Corps Media Pool
2. DoD National News Media Pool
3. Armed Forces National Press Pool
4. Joint Services News Media Pool

9-50. When transmitted over military communications circuits, media pool messages should receive what precedence?

1. Flash
2. Immediate
3. Priority
4. Routine

9-51. If a correspondent in a media pool continuously disregards previously discussed ground rules, what action should the PAO take?

1. Report the correspondent to CHINFO
2. Confiscate all materials related to the exercise
3. Expel the correspondent from the pool
4. Report the correspondent to his supervisor

Learning Objective: Recognize the purpose of naval combat documentation.

9-52. Operational commanders should treat official Navy combat photographers as regular civilian press photographers and restrict them from covering certain sensitive events.

1. True
2. False

9-53. Naval combat documentation is used for which of the following reasons?

1. After-action reports only
2. Collateral intelligence only
3. Both 1 and 2 above
4. Combat photography training

9-54. An officer in charge of a joint information bureau may task a combat documentation team to provide coverage of which of the following subjects?

1. New systems and equipment only
2. Military emplacements only
3. Captured facilities only
4. All of the above

END OF COURSE