



**NONRESIDENT  
TRAINING  
COURSE**



April 1991

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# **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.

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## **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><b>Privacy Act Statement:</b> 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>
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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).

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

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- 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
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- Learning Objective: Identify Department of Defense and Navy/Marine Corps public affairs objectives.
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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

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

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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