Public Affairs Policy and Regulations

NAVEDTRA 14219A

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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."

UNCLASSIFIED
PREFACE

About this course:

This is a self-study course. By studying this course, you can improve your professional/military knowledge, as well as prepare for the Navywide advancement-in-rate examination. It contains subject matter about day-to-day occupational knowledge and skill requirements and includes text, tables, and illustrations to help you understand the information. An additional important feature of this course is its references to useful information to be found in other publications. The well-prepared Sailor will take the time to look up the additional information.

Text: The text for this course, Department of the Navy Public Affairs Policy and Regulation, SECNAVINST 5720.44C, is NOT supplied and must be obtained by the student. Available at: https://www.chinfo.navy.mil/instructions/publicaffairs/SECNAVINST-5720_44C.pdf

The assignments for this course are available ONLY in electronic Portable Document Format from the following web site https://www.courses.netc.navy.mil/default.aspx

Any errata for this course can be found at https://www.courses.netc.navy.mil/default.aspx under Products.

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- Apr 2003: Admin update released. Entered errata (no significant content changes).
- Jul 2009: Cancelled
- Jun 2012: Revised

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UNCLASSIFIED
Public Affairs Fundamentals

1-1. Public affairs is an essential component of mission accomplishment.
   1. True
   2. False

1-2. Where does the authority for public affairs activity come from:
   1. CHINFO
   2. The President
   3. Secretary of the Navy
   4. Secretary of Defense

1-3. What kind of information will be made available to the public, Congress and the news media?
   1. Accurate
   2. Truthful
   3. Timely
   4. All of the above

1-4. In the Department of the Navy, public affairs is a function of:
   1. Administration
   2. Command
   3. Operations
   4. Communications

1-5. Public affairs does not have a role in maintaining public confidence.
   1. True
   2. False

1-6. The government function of building and maintaining relationships with constituent groups served is known as:
   1. Public Affairs
   2. Public Relations
   3. Public Information
   4. 1 and 3

1-7. When may the DoD classify information for the purpose of precluding its release?
   1. Never
   2. When the government is as risk of international embarrassment
   3. When Congress is critical of a DoD weapons program
   4. When national anti-military sentiment is high
1-8. Information may be withheld when which of the following conditions exists?
   1. A Navy fighter jet crashes under questionable circumstances
   2. A journalist requests information on Fifth Fleet ship movements
   3. A Navy ship runs aground near Pearl Harbor
   4. A major newspaper requests information about a senior leader who has been relieved

1-9. Propaganda has a role in DoD and DON public affairs programs.
   1. True
   2. False

1-10. 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, per DoD policy, the military cannot be linked to political candidates
   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 the office spaces and common areas

1-11. DoD military and civilian employees acting in their official capacity may contact a political campaign:
   1. Any time
   2. Only when necessary in connection with scheduling, advance, logistics, security and legal compliance matters
   3. Only with prior written approval of the Counsel of the President.
   4. 2 and 3

1-12. Public affairs personnel regardless of whether or not they are currently assigned in a media relations assignment represent the military at all times, even when they are off duty, and must adhere to a higher standard of discretion in expressing their views publicly.
   1. True
   2. False

1-13. One of the civilians on your team tells you he wants to run for city councilman in next year’s election. What guidance should you give him?
   1. “Run a special request chit via the chain of command to ASD(PA).”
   2. “What a great idea! How can I help?”
   3. “Obtain the CO’s permission via official command correspondence.”
   4. “Call the command judge advocate to find out about possible legal ramifications.”
1-14. Navy personnel may fundraise for a specific political party at a Navy command or organization.
   1. True
   2. False

1-15. The public affairs organization within the Department of the Navy is designed to:
   1. Delay or prevent the flow of information
   2. Provide the maximum flow of factual information
   3. Provide the maximum flow of entertaining information
   4. Provide a flow of questionable information

1-16. Who is responsible for establishing Department of the Navy public affairs policy and directing its implementation?
   1. DIRPA
   2. CHINFO
   3. 1 and 2
   4. SECNAV

1-17. Who is responsible for coordinating, planning and implementing public affairs policies and programs for the Department of the Navy?
   1. DIRPA
   2. CHINFO
   3. 1 and 2
   4. SECNAV

1-18. Who has the direct responsibility to the Commandant of the Marine Corps for development, planning and implementation of public affairs programs within the Marine Corps?
   1. DIRPA
   2. CHINFO
   3. 1 and 2
   4. SECNAV

1-19. Who is responsible for the public affairs program at any Navy command?
   1. The command’s public affairs officer
   2. The public affairs officer at the next higher command
   3. The commander
   4. CHINFO
1-20. Which of the following is not a responsibility of a command’s public affairs officer?

1. Protect the privacy of those who use or request information, as well as those about whom information exists in government records.
2. Successfully executing the public affairs mission in support of the commander’s communication objectives.
3. Ensure all command public affairs personnel receive periodic training in the performance of public affairs functions.
4. Act as liaisons but not interfere with the reporting process except to correct inaccuracies.

In answering questions 1-21 through 1-23, select the duties in Column B that best matches the individual in Column A.

<table>
<thead>
<tr>
<th>1-21. Contract public affairs personnel</th>
<th>1. Attends to the needs of distinguished visitors</th>
</tr>
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<tbody>
<tr>
<td>1-22. Military or civilian public affairs personnel</td>
<td>2. Authorized to act as official Navy or Marine Corps spokesperson</td>
</tr>
<tr>
<td>1-23. Protocol officer</td>
<td>3. May not authorize the release of information for the Navy or Marine Corps</td>
</tr>
</tbody>
</table>
Information Release Policies and Guidance (Privacy, HIPAA, FOIA)

2-1. What is the default position when releasing information?
   1. DON’t release any information
   2. Disclosure as the default
   3. Take as much time as possible before releasing information
   4. Release information before checking its accuracy

2-2. Distorting the facts or publishing inaccurate information creates a sense of ______________ with internal and external audiences.
   1. Comfort
   2. Trust
   3. Fun
   4. Mistrust

2-3. Accidents and incidents requiring the submission of an Operational Report (OPREP), require the PAO to submit a release to the designated public affairs office within:
   1. 30 minutes
   2. 45 minutes
   3. 60 minutes
   4. 120 minutes

2-4. Information associated with a “navy.mil” or “marines.mil” domain can be interpreted by the public as reflecting official Navy or Marine Corps policies and/or positions.
   1. True
   2. False

2-5. FOIA stands for:
   1. The Freedom of Information Act
   2. The Free Open Information Act
   3. The Fast Open Information Act
   4. The Freedom of Interpretation Act

2-6. Which of the following pieces of information are not required when submitting a FOIA request?
   1. Cites or implies FOIA
   2. Reasonable description of the information being sought
   3. The exact file names of the information being sought
   4. Willingness to pay fees up to a certain amount
2-7. DoD and DON policy forbid the release of information and records deemed to be of interest to the public in the most expeditious manner practicable.
   1. True
   2. False

2-8. Who bears the burden of justifying withholding information requested under FOIA?
   1. The requestor
   2. The judge advocate
   3. The public affairs officer
   4. Whomever advocates the withholding of information

2-9. The Privacy Act of 1974 as amended protects:
   1. An individual’s privacy from the government in any venue
   2. An individual’s privacy from the media
   3. An individual’s privacy from unwarranted invasion by the government
   4. An individual’s privacy from the government on social media platforms

2-10. PAOs should not delete personal information from records as soon as it is no longer needed.
   1. True
   2. False

2-11. Under how many conditions does the Privacy Act allow for disclosure of personal data without the consent of the individual?
   1. Three
   2. Nine
   3. Ten
   4. Twelve

2-12. Which piece of information cannot be released on federal employees and military personnel?
   1. Age
   2. Name
   3. Title
   4. Duty station

2-13. The duty status of a Navy member may NOT be released because it could compromise the safety of the individual.
   1. True
   2. False
2-14. If CAPT Hoffman posted lewd photos of a party he hosted on Facebook and they later become evidence in an investigation into his personal conduct, should he have an expectation of privacy for those photos?
   1. Yes
   2. No

2-15. 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

2-16. 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 other credible sources?
   3. What are the credentials of the individual requesting the information?
   4. How will disclosure affect community relations?

2-17. You’re the PAO at Navy Region Japan and a BM2 is accused of attacking a Japanese national just outside the gate in a widely reported incident. He is being charged under the UMCJ rather than Japanese law. Can you release his name?
   1. Yes, the public’s interest in mere allegations of wrongdoing outweighs his right to privacy
   2. Yes, because he did it
   3. No, because he’s innocent
   4. No, because the public’s interest does not outweigh his right to privacy until a verdict is rendered

2-18. A senior officer at your command is under investigation of embezzling funds. Can you release her name?
   1. Yes, the public’s interest in mere allegations of wrongdoing outweighs her right to privacy because she is a senior officer
   2. Yes, because she did it
   3. No, because she’s innocent
   4. No, because the public’s interest does not outweigh her right to privacy until a verdict is rendered
2-19. A senior officer at your command was found guilty of embezzling funds. Can you release her name?

1. Yes, the public’s interest in proven wrongdoing of a serious and intentional nature outweighs her right to privacy
2. Yes, because the public’s interest in proven wrongdoing outweighs her right to privacy as a senior officer
3. No, because she’s innocent
4. No, because the public’s interest does not outweigh her right to privacy even if she guilty

In answering questions 2-20 through 2-27, select from Column B the expectation of privacy an individual has due to his/her official position and contact with the public that best matches the official position in Column A. Responses in Column B may be used more than once.

<table>
<thead>
<tr>
<th>Column A: Official Position</th>
<th>Column B: Expectation of Privacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-20. A flag or general officer</td>
<td>1. Diminished expectation of privacy</td>
</tr>
<tr>
<td>2-21. A GS-12 visual information specialist</td>
<td>2. Reasonable expectation of privacy</td>
</tr>
<tr>
<td>2-22. Command master chief</td>
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<tr>
<td>2-23. Officer in charge</td>
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<tr>
<td>2-24. A leading petty officer</td>
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<tr>
<td>2-25. A division officer</td>
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<tr>
<td>2-26. A Reserve Unit Executive Officer</td>
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<tr>
<td>2-27. Senior Executive Service civilian</td>
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</tbody>
</table>

2-28. Who shall ensure the public affairs officer has access to policy and the necessary security clearance to access classified information to best serve the government’s interests?

1. The command security officer
2. CHINFO
3. The PAO
4. The commanding officer

2-29. “Security at the source” means that the person communicating, regardless of medium used to communicate, is responsible for protecting classified information from unauthorized disclosure.

1. True
2. False

2-30. Which of the following can declassify and approve classified information for public release?

1. An officially designated security review analyst
2. An appropriate subject matter expert
3. The original classification authority
4. All of the above
2-31. Who should be notified immediately if classified information is inadvertently disclosed to a news media representative?
   1. The commanding officer
   2. Director, NCIS
   3. The command security manager
   4. The administrative officer

2-32. A Navy aircraft crashes at Naval Air Facility El Centro, exposing several pieces of highly classified electronic equipment. Naval Air Facility El Centro officials should prioritize its crash response in which of the following ways?
   1. Protect classified equipment, rescue the crew, preserve the 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 the site for investigation
   3. Rescue the crew, perform damage control, protect classified equipment, preserve the site for investigation and release public information
   4. Rescue the crew, protect classified equipment, perform damage control, preserve the site for investigation and release public information

2-33. Because of extenuating circumstances, Naval Air Facility El Centro 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 or non-transparent material
   2. Post signs that read, “Classified Equipment, Do Not Photograph”
   3. Both 1 and 2 above
   4. Obscure the equipment with unclassified debris

2-34. A Navy helicopter crashes in a residential neighborhood exposing classified equipment. What should the on-scene PAO do to lessen the chances of the media photographing the classified equipment?
   1. Personally contact news media leadership and warn against photographing the classified 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 new media access until further notice
   4. Ask the CO to declare the area a National Defense Zone as long as media interest remains high.
2-35. If a CO determines classified material has been photographed at an accident scene, the camera will be confiscated. When this occurs, what should the on-scene PAO convey to the photographer?
   1. The command has no intention of restraining or limiting news coverage
   2. The command only is interested in retrieving any classified information that may have been obtained inadvertently
   3. Both 1 and 2 above
   4. The command is not liable for any damages to the camera while it is in government custody.

2-36. A naval station PAO confiscated the camera of a local newspaper photographer because it contained classified materials photographed at an accident scene on base and he refused to delete the photos. What, if anything, should the PAO do to compensate the photographer?
   1. Give the photographer his camera back with a new memory card
   2. Pay the photographer fair market value for the camera and memory card
   3. Give the photographer another chance to photograph the unclassified accident scene
   4. Nothing

2-37. 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 once all of classified material is moved/covered (approximately 10 minutes from now). One of the photographers disregards your statement and starts photographing the scene. Which of the following actions should you take first?
   1. Physically restrain the photographer until law enforcement officials can assist you
   2. Step in front of the photographer and obscure his shots
   3. Both 1 and 2 above
   4. Inform the photographer that taking photos of the scene without permission violates federal law

2-38. Who should a PAO call if a camera is confiscated because it contains images of classified material?
   1. CHINFO
   2. Commander of the appropriate Navy Region
   3. ASD(PA)
   4. Chief Investigator, NCIS

2-39. If there is no classified information exposed at an accident site outside of military jurisdiction, the senior Navy or Marine Corps official present should support media coverage.
   1. True
   2. False
2-40. A television videographer inadvertently took video of classified equipment at an accident site on Navy property. The PAO confiscated the camera. When, if ever, should a videographer be detained at a Navy facility because his camera is confiscated?
   1. When he resists relinquishing his camera
   2. When he demands to speak to civilian law enforcement officials
   3. When he threatens the PAO or members of the public affairs staff
   4. Never

2-41. After a security review of the digital footage, the naval station’s security officer believes there is still classified material on the camera. To whom should the PAO forward the footage for further review?
   1. CHINFO
   2. Director, NCIS, Washington DC
   3. CMC Intelligence/Counterintelligence/Human Intelligence Branch (HQMC Code: IO/IOC)
   4. 2 or 3 depending upon whether it is a Navy or Marine Corps issue

In answering questions 2-42 through 2-47 select from Column B the release decision that best matches the information category in Column A. Responses in Column B may be used more than once.

<table>
<thead>
<tr>
<th>Column A: Information for Release</th>
<th>Column B: Release Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-42. Confirmation of ships and aircraft plainly visible to the public</td>
<td>1. Releasable</td>
</tr>
<tr>
<td>2-43. Future plans, operations or ship’s movement</td>
<td>2. Not releasable</td>
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<tr>
<td>2-44. Intelligence methods, targets and results</td>
<td></td>
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<tr>
<td>2-45. Types and general amounts of ordnance expended</td>
<td></td>
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<tr>
<td>2-46. Detailed information about vulnerabilities or weaknesses</td>
<td></td>
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<tr>
<td>2-47. Location and activities of special operations forces</td>
<td></td>
</tr>
</tbody>
</table>

2-48. Which of the following is not a reason why classified aspects of equipment, procedures and operations must be protected from disclosure?
   1. Disclosure jeopardizes future operations
   2. Disclosure may violate host nation and allied sensitivities
   3. Disclosure helps the adversary
   4. Disclosure may cause harm to our troops

2-49. Specific numbers of personnel in units, equipment and supplies along with specific operating methods or tactics may be released without regard for operational security.
   1. True
   2. False

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2-50. For which of the following types of persons under control must the requirements of the Third Geneva Convention of 1949 be met?

1. Persons under control
2. Civilian internees
3. Prisoners of war
4. Enemy prisoners of war

2-51. All imagery of all types of persons under control is always non-releasable.

1. True
2. False

In answering questions 2-52 through 2-55 select from Column B the release decision that best matches the information category in Column A. Responses in Column B may be used more than once.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
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<tbody>
<tr>
<td>2-52. Area of body injured</td>
<td>1. Requires a signed patient authorization</td>
</tr>
<tr>
<td>2-53. Factual circumstances surrounding injury</td>
<td>2. Does not require a signed patient authorization</td>
</tr>
<tr>
<td>2-54. Patient’s location or room number</td>
<td></td>
</tr>
<tr>
<td>2-55. One-word description of condition</td>
<td></td>
</tr>
</tbody>
</table>

2-56. A magazine reporter asks you, the PAO Naval Hospital Portsmouth, for the injuries and the medical condition of a group of Sailors injured during firefighting training. What should you tell the reporter?

1. The one-word condition description without referencing otherwise identifying the Sailors
2. The one-word condition description and a brief description of the injuries each Sailor sustained
3. “That information is protected under the Privacy Act”
4. “That information is protected under HIPAA”

2-57. When, if ever, can a media photographer take still photos of an active duty patient in a Navy medical treatment facility?

1. When the patient is in stable condition
2. When the patient gives written consent
3. When the patient is in a physical therapy environment
4. Never
2-58. You are the PAO for a hospital ship on a humanitarian mission and the medical team is providing care to host nation nationals ashore. The MCs are:
   1. Not allowed to photograph host nation citizens receiving treatment because they are protected by HIPAA
   2. Allowed to photograph host nation citizens receiving treatment because HIPAA provisions do not apply to them when the care is provided in a country other than the United States
   3. Not allowed to photograph host nation citizens because their government has not authorized photography by mission personnel
   4. Not allowed to photograph host nation citizens because the senior medical officer prohibits doing so

2-59. When releasing information on military justice matters, which is the most important consideration?
   1. The public interest
   2. The best interests of the Navy
   3. The individual’s rights
   4. The Judge Advocates’ workload

2-60. Which of the following is NOT a possible result of the unauthorized disclosure of details on matters under investigation or referred to a court-martial?
   1. Hampering the defendant’s case
   2. A violation of the rights of the accused
   3. Undue influence on the litigation process
   4. A violation of the Department of Justice guidelines on trial publicity

2-61. 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

2-62. 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
In answering questions 2-63 through 2-66, select from Column B the release authority that best matches the investigation type in Column A. Responses in Column B may be used more than once.

<table>
<thead>
<tr>
<th>Column A: Investigation Type</th>
<th>Column B: Release Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-63. The investigation report for a plane that crashed on base</td>
<td>1. Director, NCIS</td>
</tr>
<tr>
<td>2-64. The investigation report for the report on mold in privately owned Navy housing</td>
<td>2. Commander, Naval Safety Center</td>
</tr>
<tr>
<td>2-65. The investigation report on the possible compromise of classified information</td>
<td>3. Naval Inspector General</td>
</tr>
<tr>
<td>2-66. The investigation report on a senior leader abusing his/her position for personal gain</td>
<td>4. Office of the Judge Advocate General, Claims and Tort Litigation (Code 15)</td>
</tr>
</tbody>
</table>

2-67. One of your MCs is working on a command video and he wants to use a popular hit song in the background. Under what circumstances can he do so?
   1. None
   2. After he buys a digital copy of the song off the Internet
   3. After he finds a digital copy of the song on the Internet
   4. When the command has the written permission of the copyright holder

2-68. 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 base public affairs office and arrange for a weekly brief
   4. Select and distribute pertinent stories from Navy News Service

2-69. When responding to an inquiry from a member of Congress, what is the definition of a timely response?
   1. Responding within an hour of receiving the request
   2. Responding with an interim reply within five working days
   3. Responding with a full reply within 10 working days
   4. Either 2 or 3

2-70. What individual is responsible, in close coordination with CHINFO, for overseeing all public affairs matters regarding naval nuclear propulsion?
   1. Commander, Naval Sea Systems Command
   2. Director, Naval Nuclear Power Program
   3. Director, Naval Nuclear Propulsion Program
   4. ASD(R&D)
2-71. During a port visit to New Zealand, the PAO of USS Hawaii (SSN 776) is asked by a local 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 to neither confirm nor deny the presence or absence of nuclear weapons at any general or specific location.”
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.”

2-72. What individual is initially responsible for the public affairs aspect of a nuclear weapons incident in the U.S. and its territories and possessions?

1. CHINFO
2. CNO
3. OASD(PA)
4. DIRPA

2-73. Who is responsible for supervising, administering and controlling activities relating to trademarks and copyrights for the DON seal, the Navy Emblem and other indicators?

1. CHINFO
2. Chief of Naval Research
3. The Office of General Counsel
4. SECNAV

2-74. The term “indicator” is any Department of the Navy word; symbol; ship, aircraft or other platform name; designator, logo, unit or squadron patch; sound; slogan, phrase; official seal; emblem; domain name; name of any historical battle; or other official adopted visual or auditory identifier in use or intended to be used by the Department of the Navy.

1. True
2. False

2-75. The editor of a civilian magazine contacts you for permission to reprint and to copyright a story written by one of your MCs for Navy.mil during working hours. What should you tell the editor?

1. Reprint the story, but contact CHINFO to obtain the copyright
2. Reprint the story only as a non-copyrighted work
3. Reprint the story only when copyright approval is granted by the MC who wrote it
4. Do not reprint the story
Public Information

3-1. What is the Navy and Marine Corps assurance that the Department of the Navy remains accountable to the public?
   1. A closed and passive social media policy
   2. An open and ambitious social media policy
   3. An open and ambitious public information policy
   4. A closed and passive public information policy

3-2. At what level will information be released?
   1. From the lowest appropriate level of command unless other guidance dictates
   2. From the appropriate Fleet public affairs office always
   3. From CHINFO always
   4. From ASD(PA) always

3-3. Information can be withheld arbitrarily or merely to avoid criticism or embarrassment.
   1. True
   2. False

3-4. Public affairs is a function of ___________.
   1. Operations
   2. Administration
   3. Communications
   4. Command

3-5. Commanders will not use or allow disinformation activities, including disinforming the media about military capabilities and intentions, in ways that could influence decision makers and public opinion.
   1. True
   2. False

3-6. When restricted by law, security classification or privacy statutes, public affairs personnel will take which action?
   1. None
   2. Find a subject matter expert who will speak anonymously on the topic
   3. Seek unrestricted information that may satisfy news media needs
   4. Speculate
3-7. Public affairs professionals will interact with the media in which of the following manners?
   1. Act as liaisons, but not interfere with the media and the reporting process
   2. Expedite the flow of information
   3. Ensure accurate coverage
   4. All of the above

3-8. What is the primary means of disseminating information to local, national and international publics?
   1. Through the mass media (TV, radio, newspapers)
   2. Through bloggers
   3. Through Facebook
   4. Through face-to-face meetings and community events

3-9. Commands will not contribute to misinformation by neglecting to consider releasing information pertinent to establishing the character and context of an issue.
   1. True
   2. False

3-10. What should a PAO do if the command cannot release information requested by the media by their deadline?
   1. Not release any information at all
   2. Release unconfirmed information to meet the deadline and prepare to release additional information as it becomes available
   3. Release the best information available by the deadline and prepare to release additional information as it becomes available
   4. Provide speculative information and correct the record when additional information becomes available

3-11. A Navy van en route to a commercial airport was struck by a car and all four Sailors aboard were killed. A local television crew obtained copies of their 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
   2. Make a professional appeal to the crew not to air the names until 24 hours after the next of kin have been notified
   3. Whatever necessary to prevent the crew from airing the names
   4. Nothing
3-12. Department of the Navy commands must treat persons who gather and publish news by non-traditional means such as bloggers and other Internet-based media, as news media representatives to ensure which of the following?
   1. Consistency in relations across external information organizations and representatives
   2. Accuracy across traditional and non-traditional media reporting
   3. That the bloggers don’t “scoop” the traditional media
   4. That the bloggers “feed” the traditional media story ideas

3-13. News media representatives are granted the privileges of which paygrade for berthing, messing and transportation?
   1. An E-7
   2. An O-4
   3. An O-6
   4. An O-7

3-14. Who is responsible for moving and carrying the media’s equipment when covering Navy and Marine Corps events and units?
   1. A working party of Sailors
   2. The media representatives themselves
   3. A working party of foreign nationals when visiting overseas locations
   4. Whomever is available when the equipment must be moved

3-15. Which of these best matches how the DON PA Policy & Regulations describe the length of a media visit?
   1. A part of a day up to a week
   2. 1 day
   3. 3-5 days
   4. Longer than a week

3-16. Who normally assigns escorts for media visits?
   1. The command watchbill coordinator
   2. The public affairs officer
   3. The unit commander
   4. The appropriate fleet public affairs office

3-17. Fleet commanders have approval authority for all media embarks except which of the following?
   1. Local media
   2. National media
   3. International media
   4. 2 and 3
3-18. San Diego-based USS Boxer will get underway in two weeks for operations off the West Coast. Christine Hodges, a reporter for a major U.S. daily newspaper, is scheduled for a one-day media embark, but wishes to stay overnight. What action, if any, should Boxer’s PAO take?
   1. Notify and get permission from CHINFO
   2. Notify and get permission from Third Fleet Public Affairs
   3. Notify and get permission from ASD(PA)
   4. None

3-19. Who has approval authority for public affairs travel arranged by the Navy and Marine Corps in conjunction with another Federal department or agency or with a foreign government?
   1. CHINFO
   2. DIRPA
   3. The Federal department or agency involved
   4. OASD(PA)

3-20. Where should (a) Navy command and (b) Marine Corps commands provide feedback/after action reports via the chain of command as soon as possible after a media embark is completed?
   1. (a) DIRPA, (b) CHINFO
   2. (a) CHINFO, (b) OASD(PA)
   3. (a) CHINFO, (b) DIRPA
   4. (a) OASD(PA), (b) CHINFO

3-21. Which of these best matches how the DON PA Policy & Regulations describe the length of a media embed??
   1. 1 day
   2. 3-5 days
   3. 5-7 days
   4. More than 7 days

3-22. The personal safety of reporters is a reason for excluding them from observing any phase of military operations.
   1. True
   2. False

3-23. Who must understand the ground rules for embedded media?
   1. The media escort
   2. The media
   3. The embedded unit
   4. 2 and 3
3-24. When commercial facilities/options for transmitting media products are unavailable, how will news media representatives transmit their products?
   1. They will wait until they can transmit using their own equipment
   2. The embedded unit’s commander will provide communication support via military communications systems
   3. The appropriate joint task force commander will provide communication support via military communication systems
   4. The embedded media will need to transmit their products when they return from the embed

3-25. When may a media organization terminate a media embed?
   1. At any time
   2. After seven days
   3. When the story is complete
   4. At the end of the agreed upon time

3-26. When executives from news media organizations embark on Navy or Marine Corps ships and aircraft as part of a distinguished visitor program and their visit will generate news, how will they be treated?
   1. As distinguished visitors
   2. As working members of the media
   3. Both 1 and 2
   4. As an ordinary visitor

3-27. Which of the following would disallow (or prevent) the military from providing transportation to the media?
   1. Commercial transportation options are available
   2. Providing transportation is in DoD’s best interests
   3. The transportation being provided is part of media orientation to the military
   4. Commercial transportation options are not available

3-28. When justifying military travel for the coverage of an emergent news, what points should you address?
   1. The public affairs purpose and the estimated travel time
   2. The estimated travel time and the costs involved
   3. The estimated travel time only
   4. The public affairs purpose and the need for military transportation
3-29. The PAO of USS Gerald R. Ford (CVN 78) based in Bremerton, Wash., received a request from a local television station to cover an event while the ship is underway for local operations. Who may authorize COD transportation for the news team?
   1. The CO of USS Gerald R. Ford
   2. The unified commander
   3. AIRPAC Public Affairs
   4. CHINFO

3-30. How much advance coordination is required for media travel?
   1. None
   2. 24 hours
   3. 48 hours
   4. Depends on many variables

3-31. The Internet is a _____________ tool for both internal and external use.
   1. Reliable
   2. Fast
   3. Powerful
   4. Simple

3-32. Which of the following is NOT a factor for evaluating requests for support to entertainment media, documentaries and other external productions?
   1. Amount of support requested
   2. Informational value
   3. Authenticity
   4. Impact on an accurate image of the U.S. Military

3-33. Which organization(s) is(are) the sole authority to approve DoD assistance to entertainment media, documentary and other external productions?
   1. OASD(PA)
   2. CHINFO
   3. DIRPA
   4. 2 and 3

3-34. Which organization(s) is(are) approve and coordinate naval involvement with the entertainment industry?
   1. OASD(PA)
   2. CHINFO
   3. DIRPA
   4. 2 and 3
3-35. You are a public affairs officer and receive a request for your command to support a documentary. Which of the following actions should you take first?
1. Set up an in-person meeting to learn more
2. Request a copy of the creative brief from the producer
3. Contact NAVINFO West or Marine Corps PA (LA) as appropriate
4. Agree to support the documentary

3-36. Individual units have decisional authority and may promise to support an entertainment production.
1. True
2. False

3-37. Which document details specific requests for support and identifies the respective responsibilities of the parties involved in a production?
1. Letter of agreement
2. Production agreement
3. Production script
4. Production contract

3-38. When a commercial film produced with Navy or Marine Corps support is screened, which of the following activities at the theater must be approved by CHINFO or DIRPA?
1. Units providing exhibits
2. Recruiters coordinating displays of recruiting materials
3. Personal appearances of Department of the Navy military and civilian personnel
4. All of the above

3-39. Navy and Marine Corps personnel may participate in external productions as a private citizen in which of the following situations?
1. When they are in an unofficial and off-duty status
2. When they are not representing the Navy or Marine Corps
3. When he/she is not wearing his/her uniform
4. If all of the above are true

3-40. If an individual Sailor or Marine appears in an external production as a private citizen, in addition to not wearing his/her uniform, care should be taken not to imply endorsement or DON nor DoD sponsorship of the production.
1. True
2. False
3-41. If an individual Sailor or Marine attends an external production as a member of the audience, he/she must obtain the approval of his/her chain of command, even if he/she may be selected as a participant during the broadcast.
   1. True
   2. False

3-42. If a Sailor or Marine is hired by a production company to perform as actors or “extras,” who is involved in the contractual arrangements for pay?
   1. The Sailor or Marine’s unit, the Sailor or Marine and the production company
   2. The production company and the Sailor or Marine
   3. The production company, the Sailor or Marine and the union
   4. The Sailor or Marine’s unit and the production company

3-43. Commercial enterprises requesting to use Navy and Marine Corps members, equipment and facilities for advertising purposes, must submit their requests to which organization?
   1. OASD(PA)
   2. CHINFO
   3. DIRPA
   4. OASD(PA) via CHINFO or DIRPA as appropriate

3-44. While portraying a member of the Army, Navy, Air Force or Marine Corps, an actor in a theatrical or motion picture production may wear the uniform of that armed force if the portrayal does not tend to discredit that armed force.
   1. True
   2. False
Chapter 4
4-1. Which of the following are NOT considered to be part of the Department of the Navy’s internal audience?
   1. DON Civilian Employees
   2. Retirees
   3. Reservists
   4. Vendors

4-2. A command’s internal communication program is meant to directly enhance which of the following when properly supported and effectively implemented by the chain of command?
   1. Personnel readiness
   2. Mission accomplishment
   3. The level of personnel engagement at the command
   4. The CO’s reputation on the waterfront

4-3. How does an effective internal information program support the command mission?
   1. Keeping the internal audience well-informed about the organization
   2. Keeping the internal audience well-informed about the organization’s mission and goals
   3. Keeping the internal audience well-informed about ongoing change in the organization
   4. All of the above

4-4. Which of the following best describes internal communication?
   1. It is one-way, top down
   2. It is two-way, top down and bottom up
   3. It is multi directional, top down, bottom up, horizontal and diagonal
   4. It is circular

4-5. Which of the following is responsible for establishing DON internal communication policy?
   1. CHINFO
   2. DIRPA
   3. Commanders
   4. Defense Media Activity

4-6. Which of the following is responsible for keeping their internal audiences fully informed?
   1. CHINFO
   2. DIRPA
   3. Commanders
   4. Defense Media Activity
4-7. Which of the following is responsible for primary production and for coordinating DON-centric news and information products?
   1. CHINFO
   2. DIRPA
   3. Commanders
   4. Defense Media Activity

4-8. Which of the following is responsible for providing communication products designed to reach the entire Marine Corps?
   1. CHINFO
   2. DIRPA
   3. Commanders
   4. Defense Media Activity
Community Outreach
5-1. A proactive community outreach program should promote which of the following public attitudes?
   1. Acceptance
   2. Dignity
   3. Support
   4. Enlightenment

5-2. A productive community outreach dialogue involving Navy and civilian leaders positively impacts which of the following areas?
   1. Civilian employment contract negotiations
   2. Off-duty education opportunities
   3. Discounted rates for community utilities
   4. Increasing public awareness and understanding of the Navy and Marine Corps

5-3. Which of the following factors are considered when a command is determining whether it participates in a community outreach event?
   1. Available funds
   2. Operational priorities
   3. Ethics
   4. All of the above

5-4. Navy personnel may not participate in community outreach events that result in which of the following outcomes?
   1. Personal interaction and relationships
   2. Preferential treatment
   3. Volunteer work
   4. Neighborhood watches
In answering questions 5-5 through 5-6 refer to the scenario below:
Naval Station Nearby Island is invited to participate in the annual Diversity Festival organized by local city officials. The festival, held three 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 $5. You are the PAO.

5-5. In a planning meeting, the manager of the festival informs you proceeds generated by the Navy-manned food booth will benefit a local non-profit literacy action group. What should you tell the manager?
1. The proceeds must be donated in the name of Naval Station Nearby Island
2. The Navy cannot appear to endorse the literacy action group and cannot participate
3. The cannot appear to endorse a fund raiser without approval from CHINFO
4. The proceeds must be donated to a non-profit group selected by the CO of Naval Station Any Island

5-6. Diversity Festival organizers may list the marlinespike seamanship demonstration team as the main attraction in promotional materials.
1. True
2. False

5-7. 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

5-8. The Navy Band Mid-South 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 one hour or less
4. Never
In answers questions 5-9 through 5-12, select from Column B the Navy participation decision applicable to the community outreach situation shown in Column A. Responses in Column B may be used more than once.

<table>
<thead>
<tr>
<th>Column A: Community Outreach Situation</th>
<th>Column B: Navy Participation Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-9. A prayer breakfast sponsored by the Pearl Harbor Survivors Association</td>
<td>1. Authorized</td>
</tr>
<tr>
<td>5-10. A Labor Day barbeque supported by local Democrats</td>
<td>2. Not authorized</td>
</tr>
<tr>
<td>5-11. A broadly promoted community fish fry held on property owned by a major contractor</td>
<td></td>
</tr>
<tr>
<td>5-12. A Veterans Day exhibit held at a private commercial building</td>
<td></td>
</tr>
</tbody>
</table>

5-13. 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 with commercial businesses
4. When Navy support is authorized by public law

5-14. In which of the following capacities may military personnel in uniform be used outside of military bases and ships for a community engagement event?
1. Guest speaker
2. Drivers of non-government vehicles
3. Ushers or doormen
4. Crowd control

5-15. 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 the government-wide charitable fundraising policy

5-16. 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
5-17. Individual service members may volunteer on the behalf of the charities of their choice in a personal capacity and out of uniform.
   1. True
   2. False

5-18. MCCM Morton died while on active duty at Naval Station Great Lakes. Who should be contacted and have full responsibility of MCCM Morton’s funeral honors?
   1. U.S. Navy
   2. U.S. Air Force
   3. CHINFO
   4. SECDEF

5-19. 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 non-military guests
   3. Escorts
   4. Ushers

5-20. 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 is on a national scale
   4. When the parade will be covered by the local media

5-21. Depending on its overall community outreach value, Naval Air Station Oceana may be authorized to participate in a fashion show sponsored by a local department store.
   1. True
   2. False

5-22. Can the government at any time incur any additional costs by participating in community-sponsored activities? If yes, when?
   1. Never
   2. Yes, only for concessions and entertainment purposes.
   3. Yes, especially costs associated with high-ranking community officials.
   4. Yes, for logistics support, shipping exhibits, utilities, travel, meals and lodging.

5-23. A naval air station is planning to participate in a community outreach event. Who should provide funding for the event?
   1. The Naval Air Station
   2. CHINFO
   3. ASD(PA)
   4. SECNAV
5-24. A tornado kills six people and seriously injures 35 others in a city three 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

5-25. 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. What publication should the PAO refer to regarding the conditions and exceptions governing the commander’s emergency response?
   1. DoD Directive 3052.18 of 28 December 2010
   2. DoD Directive 3025.18 of 29 December 2010
   4. No need to refer to a publication. The naval air station will store the clothing if space is available

5-26. The Marine Corps may loan property to the U.S. Agency for International Development (USAID) in keeping with which of the following stipulations?
   1. The total value of the property must be less than $1000
   2. The property must be sold to USAID 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

5-27. When can the president authorize Navy participation in an interagency program?
   1. When international outreach will be strengthened
   2. When the community outreach programs abroad need executive assistance
   3. When government agencies request Navy assistance
   4. When the president visits a naval installation in the United States

5-28. MC1 Smith may solicit prizes for the annual command holiday party.
   1. True
   2. False

5-29. You’re responsible for planning a welcome ceremony for your ship’s arrival in Vietnam and have been asked to provide refreshments for the distinguished visitors and other attendees. How do you pay for them?
   1. Use Operations and Maintenance (O&M) funds
   2. Use non-appropriated funds from MWR
   3. Use Official Representation Funds (ORF)
   4. Use Overseas Navy Relations Funds (ONR)
5-30. An active duty service member can accept money for a speech/presentation, if given in a private capacity, with a disclaimer, and does not include information obtained as a result of their official access to government information not generally available to the public.

1. True
2. False

5-31. 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 five 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

5-32. A civilian group may borrow Marine Corps equipment if similar commercial equipment is available.

1. True
2. False

5-33. 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 this 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

5-34. 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

5-35. 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
5-36. Who is the Navy’s primary point of contact for the headquarters of all national organizations?
   1. CHINFO
   2. SECDEF
   3. DIRPA
   4. ASD(PA)

5-37. When is higher echelon coordination (OLA, CHINFO, DIRPA) required for State or local elected official requests?
   1. Higher echelon coordination is ALWAYS required.
   2. Only when directed by SECDEF
   3. When the request has the potential for impact beyond the local level.
   4. If the request is during an election year

5-38. Members of Congress, whether or not they are candidates for reelection, may be granted access to Navy and Marine Corps ships and installations in their official capacities.
   1. True
   2. False

5-39. When, if ever, may a candidate for a local political office use the base 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 OSD(PA)
   3. When the candidate’s views will enhance the community outreach efforts of the base
   4. Never

5-40. Tours should be offered because they improve which of the following areas?
   1. Professionalism and morale
   2. Public support
   3. Relations with the internal community
   4. Command awareness of public affairs

5-41. Which of the following individuals can normally designate a ship for general visiting?
   1. SOPA
   2. Director, DMA
   3. Commander, Navy Recruiting Command
   4. The CO of the ship

5-42. 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 the public has unrestricted access to the command

In answering questions 5-43 through 5-47, select from Column B the visit that best matches the visit description in Column A. Responses in Column B may be used more than once.

<table>
<thead>
<tr>
<th>Column A: Visit Descriptions</th>
<th>Column B: Visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-43. A guided tour of the command</td>
<td>1. Command</td>
</tr>
<tr>
<td>5-44. Managed by a Marine Corps recruiting district</td>
<td>2. Public</td>
</tr>
<tr>
<td>5-45. Coordinated by the Chief of Legislative Affairs</td>
<td>3. Educator Orientation</td>
</tr>
<tr>
<td>5-46. Scheduled by a Navy Recruiting District</td>
<td>4. Congressional</td>
</tr>
<tr>
<td>5-47. Offered by the CO’s invitation</td>
<td></td>
</tr>
</tbody>
</table>

In answering questions 5-48 and 5-49, refer to the scenario below.
You are the PAO of a ship scheduled for port visits to Holt, Texas, and Cozumel, Mexico, within a 10-day span. This will be the U.S. Navy’s first visit to Holt.

5-48. Which of the following attitudes should you and CO promote before residents of Holt tour the ship?
   1. That of being prepared to deal with apprehensive guests because many have never seen a U.S. Navy ship in person
   2. That of all crew members being goodwill ambassadors of the ship and the U.S. Navy
   3. That of trying to be polite to visitors, especially when several “dumb” questions are asked
   4. That of vehemently defending the U.S. Navy’s presence in the Gulf of Mexico and Caribbean, if necessary

5-49. Which of the following actions is recommended for the Cozumel port visit?
   1. Provide limited medical care to needy residents
   2. Serve American food in an appropriate location during touring hours
   3. Brief ship’s company and embarked personnel on local customs and traditions
   4. Invite local merchants to dine with the CO in the wardroom

5-50. If a disabled visitor would like to tour the ship, how should the public affairs officer NOT handle the request?
   1. Politely tell the disabled visitor that the ship cannot accommodate visitors with disabilities without looking into possible accommodations
   2. Allow the disabled visitor to participate in the portion of the tour with the assistance of an aide he/she provides
   3. Allow the disabled visitor to participate in the full tour with the assistance of an aide he/she provides
   4. Provide suitable alternatives such as videos, photographs or narrated slide shows
5-51. While escorting a tour group in Cozumel, MC3 Abby discovers a local newspaper reporter in the group. The reporter is off duty and is touring solely for his own enjoyment. What special precautions, if any, should MC3 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 visit
   3. Handle the reporter’s presence as a VIP visit and arrange a special tour
   4. None

In answering questions 5-52 and 5-53, refer to the scenario below.
The USS Aiea, currently in Norfolk, is scheduled to depart tomorrow for a guest cruise to Mayport. Six guests will be attending.

5-52. 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

5-53. 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

5-54. 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 CHINFO in keeping thorough statistics on ship visit programs
   2. To make sure the guests can easily adapt to shipboard life
   3. To make sure the guests can relate their ship visit experiences to several associates who have a wide sphere of influence within their professions
   4. To make sure the guests can easily interact with crew members

5-55. When should the guests receive a briefing on shipboard safety and 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

5-56. Unclassified photography by guests should be discouraged because of the risk of photographing sensitive unclassified equipment?
   1. True
   2. False

UNCLASSIFIED
5-57. Where should guests generally berth and eat their meals while aboard USS Aiea?
   1. CPO quarters and CPO mess
   2. Enlisted berthing compartments and enlisted mess decks
   3. Officers’ country and wardroom
   4. CPO overflow berthing and wardroom

5-58. Which of the following privileges can be extended to the guests?
   1. Limited use of the ship’s store
   2. Emergency dental care
   3. Both 1 and 2 above
   4. Routine medical care

5-59. A guest suffers a severe hand injury while attempting to close a watertight door. Which of the following persons should the CO notify of the incident via message?
   1. The chain of command and the Judge Advocate General in Washington, D.C.,
   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 fleet
   commander, CHINFO and Commander, Bureau of Navy Medicine
   4. The ship’s operational commander, CHINFO, the Judge Advocate General in
   Washington, D.C., and Navy Region Southeast

5-60. Which of the following items is considered most appropriate for a ship visit souvenir?
   1. A spanner wrench
   3. A ship’s Welcome Aboard pamphlet
   4. A photo CD including a photo of the guest with the CO

5-61. If the PAO of 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 the 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

5-62. A JCOC visit is convened by which of the following individuals?
   1. SECNAV
   2. OASD(PA)
   3. CHINFO
   4. DIRPA
5-63. A JCOC visit is conducted for the purpose of helping which of the following groups better understand the armed forces?

1. Educators
2. Public opinion leaders
3. Civilians from all walks of life
4. Law enforcement officials

5-64. Navy and Marine commands may submit their nominations for appropriate candidates for JCOC through which organization?

1. DIRPA
2. CHINFO
3. 1 or 2 as appropriate
4. OASD(PA)

5-65. Department of the Navy aviation assets support of public events shall meet which of the following requirements?

1. Be in the best interests of the organization requesting the support
2. Be in the best interests of the Department of the Navy
3. Performed at no additional cost to the government
4. 2 and 3

5-66. Which of the following is NOT a type of aviation support?

1. Refueling
2. Flyovers
3. Static displays
4. Airshows

5-67. A written request via a DD 2535 must be submitted to whom for approval for a) Navy aviation support and b) Marine Corps aviation support?

1. a) CHINFO and b) DIRPA
2. a) NAVCO and b) DIRPA
3. a) OASD(PA) and b) OASD(PA)
4. a) NAVCO and b) NAVCO

5-68. A flyover normally involves a maximum of how many aircraft?

1. Five
2. Two
3. Three
4. Four

5-69. Who is the approval authority for the performance of a civilian aviation demonstration team at a naval air facility once NAVCO determines eligibility?

1. The appropriate Navy Region
2. The appropriate type commander
3. The commanding office of the naval air facility
4. CHINFO

UNCLASSIFIED
5-70. Who is normally the chief planner for national and traditional observances involving both Navy and Marine Corps units?
   1. ASD(PA)
   2. CHINFO
   3. The appropriate fleet/type commander
   4. The DoD executive agent or primary coordinator

5-71. Local observances of Armed Forces Day should emphasize which of the following?
   1. The theme announced by OASD(PA)
   2. How the local command’s mission and people fit within the annual theme announced by OASD(PA)
   3. The theme announced by CHINFO and DIRPA
   4. Whatever the local commander wants to emphasize regardless of guidance from OASD(PA), CHINFO or DIRPA

5-72. Virginia’s Hampton Roads area 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 whenever possible

5-73. Who must approve command participation in a public observance of the Memorial Day?
   1. The local commander
   2. CHINFO
   3. DIRPA
   4. OASD(PA)

5-74. A Marine Corps exhibit may be placed in which of the following locations?
   1. Civilian shopping mall
   2. Marine Corps surplus store
   3. United Way headquarters
   4. Travel agency

5-75. Which of the following statements best describes the purpose of a Navy exhibit?
   1. It is used as a community outreach 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 local Navy commands
   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
5-76. To which organization does a Navy overseas commander submit a request for an exhibit to be displayed internationally?
   1. CHINFO
   2. OASD(PA)
   3. The appropriate geographic combatant commander
   4. The State Department

5-77. The Navy cooperated in the production of the latest blockbuster movie and the producer requested an exhibit for the theater lobby for a screening. Which organization approves the display and the personal appearances of Navy military and civilian personnel?
   1. OASD(PA)
   2. Navy Personnel Command
   3. Navy Recruiting Command
   4. CHINFO

5-78. Exhibits will be authorized for display typically for no longer than which of the following?
   1. 24 hours
   2. 3 days
   3. 1 week
   4. 1 month

5-79. 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 dependent’s cruise with veterans groups aboard

5-80. A Navy band is NOT authorized to perform at which of the following functions?
   1. A community event open to the entire community
   2. An event that charges admission where the band’s performance is incidental to the primary event
   3. At a fundraiser for Combined Federal Campaign
   4. At a military ceremony

5-81. Department of the Navy musicians are not authorized to play at events that are commercially-sponsored, designed to increase business traffic or are associated with a particular religious, ideological or partisan political party.
   1. True
   2. False

UNCLASSIFIED
5-82. How should civilian sponsors of events in the public domain request musical support from Navy and Marine Corps bands?

1. By calling the nearest band directly
2. By submitting a form DD 2536
3. By contacting the nearest public affairs office
4. By submitting a request via www.navy.mil or www.marines.mil

5-83. The Navy Band Guam is requested to perform at a function in the public domain. Before the request is approved, the requester must certify which of the following?

1. That they will reimburse the band using the local musicians’ union wage scale
2. That the band will not be in competition with local civilian musicians
3. That the band will break for 15 minutes after every 45 minute set
4. That the performance will be limited to two hours with breaks every 20 minutes

5-84. Commanders and their staffs will NOT follow which of the following principles when communicating about environmental matters?

1. Foster transparency by openly sharing information on environmental policies and programs
2. Go beyond the requirements of the law to build trust in the Department of the Navy mission
3. Release information in an expeditious and responsible manner when the potential for public health concerns exists
4. Be insensitive and unreceptive to comments and concerns of interested stakeholders

5-85. Which of the following is the goal of public involvement in environmental, safety and occupational health programs?

1. To follow the spirit and intent of the law
2. To keep employees informed about safety regulations
3. To inform and engage specific audiences during critical decision-making periods
4. To prevent lawsuits

5-86. Public affairs programs at all levels must understand and plan for timely and consistent public involvement that meets the letter and spirit of Federal environmental laws.

1. True
2. False

5-87. Which of the following needs must the Navy balance as it strives to reduce its impact on the environment?

1. Cost and public interest
2. National security and environmental stewardship
3. Cost and environmental stewardship
4. National security and public interest

UNCLASSIFIED
5-88. Which of the primary areas of public affairs are employed when communicating about environmental issues?
   1. Public information including media relations
   2. Community outreach
   3. Internal communication
   4. All of the above

5-89. Which of the following best describes the issue(s) the public affairs staff incorporates into the annual community outreach plan?
   1. The most important environmental issue to the commander
   2. The spectrum of environmental challenges and opportunities
   3. The most important environmental issue to the local chapter of the Sierra Club
   4. The most attractive environmental opportunities

5-90. Which of the following is NOT the intent of public affairs involving hazardous waste problems?
   1. To persuade the public to support a given disposal action
   2. To present factual and timely information
   3. To obtain community feedback and promote understanding
   4. To dispel rumors

5-91. When developing a community outreach plan for a hazardous waste site, the command PAO should coordinate with which of the following individuals?
   1. The command public works officer, the environmental coordinator, 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

5-92. A community outreach plan for an IR issue should involve which of the following groups?
   1. Interested residents
   2. State and local officials
   3. Civic organizations
   4. All of the above

5-93. In final decision documents, the public affairs officer should ensure which of the following is included?
   1. The name of the contractor completing the study
   2. How community comments and contributions were considered by the decision makers and incorporated into response plans
   3. The community concerns
   4. The command concerns
Visual Information and Combat Camera

6-1. VI is one or more visual media with or without sound and does NOT include which of the following?
   1. Models and displays
   2. Written news stories
   3. Video and audio recording
   4. Graphic arts

6-2. Combat Camera does NOT support which of the following missions?
   1. Legal
   2. Intelligence
   3. Food services
   4. Engineering

6-3. A Visual Information Record Identification Number (VIRIN) must be included as part of which of the following Navy and Marine Corps information products?
   1. All VI products
   2. Still photos only
   3. Video only
   4. Illustrations only

6-4. The alteration and manipulation of official imagery is prohibited for which of the following reasons?
   1. It casts doubt on the credibility of Navy and Marine Corps imagery
   2. It strengthens the credibility of Navy and Marine Corps imagery
   3. It does not really change the intent of the original image
   4. It is extremely difficult to alter and manipulate images

6-5. Which of the following standard and digital photographic processes are acceptable?
   1. Limited cropping
   2. Resizing
   3. Dodging and burning
   4. All of the above
6-6. All Navy imagery that has been released to the media, posted on the World Wide Web or posted to social networking sites must be forwarded to which organization?
   1. Defense Imagery Management Operations Center
   2. Navy Media Content Services (NMCS)
   3. Naval Imagery Center
   4. National Archives and Records Administration

6-7. All Marine Corps imagery that has been released to the media, posted on the World Wide Web or posted to social networking sites must be forwarded to which organization?
   1. Defense Imagery Management Operations Center (DIMOC)
   2. Navy Media Content Services (NMCS)
   3. Marine Corps Imagery Center
   4. National Archives and Records Administration

6-8. How does a command formally ask for a Combat Camera team?
   1. By asking the Operations Officer at your command
   2. By contacting the Combat Camera team nearest you
   3. By submitting a Request for Forces (RFF)
   4. By contacting the Combat Camera planner at the nearest combatant command

6-9. Which Navy instruction governs the Navy’s Combat Camera program?
   1. SECNAVINST 3104.1A
   2. SECNAVINST 3104.3A
   3. OPNAVINST 3104.1A
   4. OPNAVINST 3104.3A

6-10. Which Navy instruction governs the management of Navy visual information?
   1. SECNAVINST 3104.1A
   2. SECNAVINST 3104.3A
   3. OPNAVINST 3104.1A
   4. OPNAVINST 3104.3A
Use of Internet

7-1. What type of function is the management, including the oversight of all content, on official Department of the Navy publicly accessible Web presences?
   1. Command
   2. Communications
   3. Public Affairs
   4. Operations

7-2. Which of the following forms can threats to the safety and security of Navy and Marine Corps personnel and operations take?
   1. Attacks on computer systems
   2. Terrorist attacks on personnel
   3. Identity theft
   4. All of the above

7-3. Who is the Secretary of the Navy’s lead official for policy development on content posted to publically available Web sites and Internet-based presences?
   1. Department of the Navy Chief Information Officer (DON CIO)
   2. Chief of Naval Information (CHINFO)
   3. Deputy Chief of Naval Operations for Information Dominance (N2/N6)
   4. Department of the Navy Deputy Chief Information Officer

7-4. The establishment of a command presence on the publically accessible World Wide Web is the responsibility of which of the following?
   1. Administration
   2. Command
   3. Operations
   4. Communications

7-5. Any material may appear on a publically-accessible Navy or Marine Corps Web presence.
   1. True
   2. False
7-6. Who is responsible for providing Department of the Navy-wide information management and information technology policy and guidance?
   1. Department of the Navy Chief Information Officer (DON CIO)
   2. Chief of Naval Information (CHINFO)
   3. Deputy Chief of Naval Operations for Information Dominance (N2/N6)
   4. Department of the Navy Deputy Chief Information Officer

7-7. Who is responsible for establishing procedures to ensure the operational integrity and security of the computers and networks supporting Department of the Navy web sites?
   1. Department of the Navy Chief Information Officer (DON CIO)
   2. Defense Information Systems Agency (DISA)
   3. Deputy Chief of Naval Operations for Information Dominance (N2/N6)
   4. Department of the Navy Deputy Chief Information Officer

7-8. Where on the Web can information not cleared for public release by proper authorities be placed?
   1. Nowhere
   2. On a restricted-access site requiring a CAC or user name and password to enter
   3. On the official command web site
   4. On the command’s social media presences like Facebook and Twitter

7-9. Who, at the minimum, must review information before it is posted to a publicly-accessible Web site or presence?
   1. The commanding officer
   2. The command security officer
   3. The command public affairs officer
   4. The command communications officer

7-10. Contracted personnel have the authority to approve and control content on publically-accessible Web sites and presences.
   1. True
   2. False

For questions 7-11 through 7-14, match the type of web presence in Column A with where it must register in Column B.

<table>
<thead>
<tr>
<th>Column A: Web Presence</th>
<th>Column B: Registration Location</th>
</tr>
</thead>
</table>
7-15. “Access restricted” Web sites are isolated from the Web by means of which of the following?
   1. A unique record locator
   2. User id and password
   3. Common Access Card (CAC)
   4. 2 and 3

7-16. When referring to Web sites, “external-facing” means the same thing as which of the following?
   1. Publicly accessible
   2. Public-facing
   3. Access controlled
   4. None of the above

7-17. An Internet-based Capability (IbC) does NOT include which of the following?
   1. Command Web site
   2. Command Facebook page
   3. Command YouTube page
   4. Command Twitter feed

7-18. Which of the following is NOT considered to be “publicly-accessible” Web sites?
   1. An external facing Web site without access controls
   2. A Web site with an unlimited audience
   3. A Web site with only IP or domain restrictions
   4. A Web site requiring a CAC to access

7-19. All Department of the Navy Web sites must have which of the following?
   1. A clearly articulated purpose
   2. Be approved by the commander
   3. Supports the command’s mission
   4. All of the above

7-20. A command may have an “unofficial” Web site.
   1. True
   2. False
In answering questions 7-21 through 7-39, select from Column B the requirement that best matches content shown in Column A. Responses from Column B may be used more than once.

<table>
<thead>
<tr>
<th>Column A: Content</th>
<th>Column B: Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-21. Accessible to persons with disability</td>
<td>1. Allowed content for a command home page and/or Web site</td>
</tr>
<tr>
<td>7-22. Full organizational name and official mailing address</td>
<td>2. Required content for a command home page and/or Web site</td>
</tr>
<tr>
<td>7-23. Statement that the site is an official U.S. Navy or USMC Web site</td>
<td>3. Prohibited content for a command home page and/or Web site</td>
</tr>
<tr>
<td>7-24. Logo indicating the site is best viewed with any particular Web browser</td>
<td></td>
</tr>
<tr>
<td>7-25. Links to common software required for viewing documents on the Web site</td>
<td></td>
</tr>
<tr>
<td>7-26. Links to social networking sites if linking directly to the command’s presence on that site</td>
<td></td>
</tr>
<tr>
<td>7-27. Links to <a href="http://www.navy.mil">www.navy.mil</a> or <a href="http://www.marines.mil">www.marines.mil</a></td>
<td></td>
</tr>
<tr>
<td>7-28. Links to <a href="http://www.navy.com">www.navy.com</a> or <a href="http://www.marines.com">www.marines.com</a></td>
<td></td>
</tr>
<tr>
<td>7-29. Links to the Navy or Marine Corps official FOIA Web site and to local FOIA reading room (if available)</td>
<td></td>
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<tr>
<td>7-30. Links to the Navy or Marine Corps “Frequently Asked Questions” pages</td>
<td></td>
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<tr>
<td>7-31. Commercial page counters</td>
<td></td>
</tr>
<tr>
<td>7-32. Personnel lists, roster board, organizational charts or command staff directories with individuals’ names, phone number or email addresses</td>
<td></td>
</tr>
<tr>
<td>7-33. General phone numbers and non-personalized email addresses for commonly-requested resources</td>
<td></td>
</tr>
<tr>
<td>7-34. Biographies and official portraits of senior leaders at the command</td>
<td></td>
</tr>
<tr>
<td>7-35. Links to non-government, commercial entity sites that are not exempted</td>
<td></td>
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<tr>
<td>7-36. Links to Navy meteorology or the National Weather Service</td>
<td></td>
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<tr>
<td>7-37. Links to alumni or museum namesake organizations</td>
<td></td>
</tr>
<tr>
<td>7-38. Links to news stories about the command</td>
<td></td>
</tr>
</tbody>
</table>
7-39. Links to pages within access-restricted Web sites

7-40. Which of the following types of materials and services may be advertised for sale or sold via a command Web site?
   1. Command memorabilia such as T-shirts and ballcaps
   2. MC3 Smith’s car
   3. ENS Jones’ freelance photography services
   4. No materials or services whatsoever

7-41. As your command’s PAO, you’ve been asked to update the command Web site. You want to include some information from www.navy.mil. What is the best way for you to do so?
   1. Copy and paste it from www.navy.mil on to the command Web site
   2. Hyperlink to the information on www.navy.mil
   3. Reference the information on www.navy.mil in writing, without cutting and pasting the information
   4. Either 2 or 3

In answering questions 7-42 through 7-45, select from Column B the answer that best matches the information to be released shown in Column A. Responses from Column B may be used more than once.

<table>
<thead>
<tr>
<th>Column A: Information to be Released</th>
<th>Column B: Allowed or Prohibited</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-42. Classified Material</td>
<td>1. Allowed</td>
</tr>
<tr>
<td>7-43. Identification of or information about</td>
<td>2. Prohibited</td>
</tr>
<tr>
<td>immediate family members</td>
<td></td>
</tr>
<tr>
<td>7-44. Copyrighted and trademarked materials used with</td>
<td></td>
</tr>
<tr>
<td>permission</td>
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<tr>
<td>7-45. Maps identifying medical, retail, personnel</td>
<td></td>
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<tr>
<td>support and recreation facilities</td>
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<tr>
<td>7-46. Maps identifying operational commands or force</td>
<td></td>
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<tr>
<td>protection facilities</td>
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</tbody>
</table>

7-47. Which organization must approve surveys requesting identical information from 10 or more members of the public, including family members, retirees or DoD or DON contractors?
   1. Congress
   2. Office of Management and Budget (OMB)
   3. Navy Personnel Command
   4. DoD
7-48. Approval is not required to use Web-based surveys using check boxes, radio buttons, drop-down menu selections or any combination.
   1. True
   2. False

7-49. Where must Navy command submit requests to survey the public?
   1. SECNAV
   2. CHINFO
   3. Director, Navy Staff, Director of Records (DNS-5)
   4. Research, Modeling and Analysis Division (OPNAV N14)

7-50. Where must Marine Corps command submit requests to do surveys?
   1. SECNAV
   2. DIRPA
   3. Marine Corps Personnel
   4. Commandant, Marine Corps

7-51. Where must Navy commands submit requests to survey Navy personnel, their families or civilian employees?
   1. SECNAV
   2. CHINFO
   3. Director, Navy Staff, Director of Records (DNS-5)
   4. Research, Modeling and Analysis Division (OPNAV N14)

7-52. Where should public queries for information received via e-mail be routed?
   1. The commander
   2. The admin officer
   3. The public affairs officer
   4. The MWR officer

7-53. Department of the Navy commands may not operate unmoderated news groups, bulletin boards or any other unrestricted access posting services on command Web sites.
   1. True
   2. False

7-54. Which of the following collaborative tool is not considered to be an Internet-based Capability?
   1. User-generated content
   2. Web-based e-mail
   3. Command Web site
   4. Online discussion forums

7-55. An external official presence (EOP) may serve as a Department of the Navy command or activity’s primary Web presence or Web site.
   1. True
   2. False
7-56. A command or activity’s external official presence (EOP) must link to which of the following Web sites?
   1. www.navy.mil or www.marine.mil
   2. The command’s Web site
   3. www.navy.com or www.marine.com
   4. The command’s portal site

7-57. Who may post content to a command’s external official presence (EOP)?
   1. The commander
   2. Individuals authorized by the commander
   3. Contractors
   4. 1 and 2

In answering questions 7-57 through 7-64, select from Column B if the content in Column A is allowable or prohibited on a command’s external official presence or on in a personal post on a blog or social media site. Responses from Column B may be used more than once.

<table>
<thead>
<tr>
<th>Column A: Content</th>
<th>Column B: Allowable or Prohibited</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-58. Classified information</td>
<td>1. Allowable EOP content</td>
</tr>
<tr>
<td>7-59. Information protected under the Privacy Act or HIPAA</td>
<td>2. Prohibited EOP content</td>
</tr>
<tr>
<td>7-60. Personal attacks, hate speech</td>
<td></td>
</tr>
<tr>
<td>7-61. Advertising</td>
<td></td>
</tr>
<tr>
<td>7-62. Copyrighted or trademarked content used with permission</td>
<td></td>
</tr>
<tr>
<td>7-63. Authorized press releases on casualties</td>
<td></td>
</tr>
<tr>
<td>7-64. Unit rosters or personnel lists</td>
<td></td>
</tr>
<tr>
<td>7-65. Direct links to news stories about DoD, the Department of the Navy or the</td>
<td></td>
</tr>
<tr>
<td>command</td>
<td></td>
</tr>
</tbody>
</table>

7-66. Individuals may use language that may tend to diminish the confidence in or respect due to his or her superior officer(s) per the Uniform Code of Military Justice.
   1. True
   2. False
Communication Products

8.1. Which of the following type information products is NOT required for the Navy and Marine Corps?
   1. A visual news program for each service
   2. An official social media presence for each service
   3. A news service for each service
   4. A newspaper

8-2. Other DON units, communities and entities may NOT create products at the local level for their communication programs.
   1. True
   2. False

8-3. Who is responsible for ensuring that a command’s print products follow DoD, DON and other applicable guidance?
   1. The public affairs officer
   2. The communications officer
   3. The Judge Advocate
   4. The commander

8.4. In addition to furnishing a free flow of news and information to support meeting command objectives, military newspapers also provide which of the following important functions for the commander?
   1. They provide a way to receive feedback from the internal audience
   2. The provide special Braille sections
   3. They provide extensive color photography
   4. They offer inexpensive classified advertisement sections

8.5. Which statement best describes a civilian enterprise (CE) newspaper?
   1. The Navy may use appropriated or non-appropriated funds to publish it
   2. CHINFO must approve all contracts between the command and the newspaper publisher
   3. The newspaper is printed and distributed at no-cost to the Navy
   4. The publisher of the newspaper provides the command’s editorial staff

8-6. For which of the following reasons are commands encouraged to establish CE newspapers?
   1. They can be produced in a relatively short amount of time
   2. They can save commands money
   3. They can offer superior print clarity
   4. They carry a large variety of advertisements for the military audience

UNCLASSIFIED
8-7. How are funded newspapers funded?
   1. Partially funded by a unit’s MWR fund
   2. Partially funded by a unit’s operating fund
   3. Fully funded by a unit’s MWR fund
   4. Fully funded by a unit’s operating fund

8-8. How many people must an installation or activity have to qualify for an appropriated fund newspaper?
   1. 250
   2. 350
   3. 500
   4. 1000

8-9. 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 by the publisher
   2. Advertisements cannot be placed in funded newspapers
   3. Advertisements can only not be accepted from local merchants who do not serve food and beverages.
   4. Advertisements must be approved by the base commander

8-10. Which of the following newspaper characteristics is used to enhance the morale of the internal audience?
   1. The size
   2. The number of photos
   3. The type of advertisements printed
   4. The design

8-11. A military newspaper is subject to which of the following reviews?
   1. Security/policy
   2. Internal/budgetary
   3. Policy/competency
   4. Competency/budgetary

8-12. Which of the following individuals must sanction a military newspaper before permission is granted to publish it?
   1. CHINFO/ as outlined in MCO 5720.77
   2. The appropriate Navy Region
   3. Commanding officer
   4. The appropriate type commander
8-13. Which instruction must a command consult with for guidance prior to initiating negotiations with a commercial printer?
   1. SECNAVINST 5720.44C
   2. MCO 5720.77
   3. DoD Instruction 5120.4 of 16 June 1997
   4. CHINFOINST 5720.8A

8-14. 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 selection board consisting of senior members from the command with skills relevant to the selection and the contracting process
   3. A recommendation by CHINFO
   4. A competitive bid

8-15. 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 provides the best possible service and product
   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

8-16. 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

8-17. Advertising in a CE newspaper should not exceed what percentage of the total paper?
   1. 40%
   2. 50%
   3. 60%
   4. 70%

8-18. The Navy News Service reports that a new physical training uniform has been approved. What is the best way to report this in the Naval Station Great Lakes CE or funded newspaper?
   1. Run the story as is
   2. Call the Navy Media Content Service for additional details
   3. Contact the Navy Uniform Board for additional details
   4. Localize the story
8-19. With election day quickly approaching, a local mayoral candidate wishes to purchase a full page advertisement in your base CE newspaper. What would be the proper response by the newspaper’s publisher?
   1. Decline the advertisement
   2. Accept the advertisement only if other candidates have the same opportunity to place advertisements
   3. Offer the same advertising opportunity to the other mayoral candidates, then accept the advertisement only after another mayoral candidate purchases space
   4. Decline the advertisement and offer to run a campaign letter in the editorial section free of charge

8-20. 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

8-21. What information must NOT be included in all funded and CE newspaper mastheads?
   1. The name of the commander or head of the activity
   2. The name of the command senior enlisted advisor
   3. The name of the newspaper
   4. The name of the producing command

8-22. Commands are NOT encouraged to trademark their newspaper’s name and flag design.
   1. True
   2. False

8-23. 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

8-24. Who may authorize linking from an installation web site to the web site carrying the installation’s authorized CE publications?
   1. The public affairs officer
   2. The judge advocate
   3. The contracting officer
   4. The commanding officer
8-25. Publications including excerpts from approved national and international news and opinion sources are authorized for which types of commands?
   1. National and international news and opinion is not appropriate for military publications
   2. Deployed ships and units
   3. Isolated commands
   4. 2 and 3

8-26. Official installation directories may be included in a section of a CE base guide under which of the following conditions?
   1. When it is part of a separate CE telephone directory
   2. When the installation directory is not integral to the base guide
   3. When the installation directory is integral to the base guide
   4. When the installation directory is only 25% of the base guide

8-27. Who is responsible for the editorial content of a CE-produced installation map?
   1. The public affairs officer
   2. The publisher
   3. The contracting officer
   4. The commanding officer

8-28. How should a command fund Welcome Aboard pamphlets?
   1. Using non-appropriated MWR funds
   2. Using command operating funds
   3. Using command official representation funds (ORF)
   4. By making them a CE publication

8-29. Where do commands normally have Welcome Aboard pamphlets printed?
   1. On copiers on the ship
   2. At the local civilian copy shop
   3. At the CE publication printer
   4. At the nearest Document Automation and Production Services (DAPS) location

8-30. How should a command fund an annual or cruise book?
   1. Using non-appropriated MWR funds
   2. Using command operating funds
   3. Using command official representation funds (ORF)
   4. By making it a CE publication
8-31. Which organization should a command consult with prior to entering into a cruise book contract?
   1. The nearest Document Automation and Production Services (DAPS) location
   2. The nearest Fleet Industrial Supply Center (FISC)
   3. CHINFO
   4. The command supply department

8-32. DON magazines are not required to follow the same policies as funded and CE newspapers.
   1. True
   2. False