

UNIT PUBLICATION APPROVAL POLICY

TOPIC	Public Affairs Article Approval Procedure
SITUATION	Several articles have been published recently in local papers that have contained incorrect information. Normally, these articles are written by members and submitted directly rather than through a Public Affairs Staff Officer.
BACKGROUND	Once incorrect information is published, it is not possible to correct it. Therefore, some mechanism must exist to ensure that correct information is released. This need is even greater now under DHS. However, if incorrect information is published, please ask the editor of the news source to run a correction giving the correct information.
RECOMMENDATIONS	<p>1. All articles must be reviewed by the FSO-PA and should be on the approved press release stationary.</p> <p>2. The FSO-PA will forward the article to the SO-PA for review of content, accuracy, typographic and/or grammatical errors prior to being submitted to a newspaper or magazine.</p> <p>3. Any article that refers to the Coast Guard, Homeland Security, or Maritime Domain Awareness must be reviewed by the DSO-PA. Articles containing this information will be sent by the DSO-PA to the public affairs officer at D5 for their approval.</p> <p><u>Exceptions:</u></p> <p>1. Routine articles publishing information about Auxiliary events or activities. Routine articles include - write-ups of meetings, social functions, elections, public education classes, vessel safety check stations, promotion of the AIM program, member training conducted by the flotilla, and articles on recruiting. Articles written on unit members for local release should be agreed to by the member in the article and proofed by either that person or someone in the unit.</p> <p>2. Articles written by the National Press Corps (Wayne Spivak, Ed Sweeney) or the DSO-PA for PA Officers to localize and use.</p> <p>3. Articles written that gives members background, what have they have accomplished in the Auxiliary, etc. to spotlight members of a unit. The person or persons that the column is written about must clear these articles.</p> <p><u>Timeliness:</u> The FSO-PA and SO-PA will expedite any article submitted for review to ensure the article remains timely.</p>
ACTION PARTY	EXCOM
ACTION TRACKER	DSO-PA
DUE DATE	Immediately
DATE COMPLETED	3/1/05