



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING SIX  
390 SAN CARLOS ROAD SUITE C  
PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 5720.1C  
N1  
15 Aug 05

COMTRAWING SIX INSTRUCTION 5720.1C

Subj: PUBLIC AFFAIRS PLAN

Ref: (a) CNATRAININST 5720.29

1. Purpose. To promulgate a Public Affairs (PA) Plan that provides guidance and delineates responsibilities for Training Air Wing SIX activities.

2. Cancellation. COMTRAWINGSIXINST 5720.1B.

3. Background. Reference (a) establishes the duties and responsibilities of collateral duty public affairs officers (PAO) assigned to commands under Chief of Naval air Training (CNATRA) responsibility.

4. Action

a. Commanding Officers. Are responsible for directing an energetic PA effort designed to bring about a greater appreciation and better understanding of Naval Aviation Training and to educate the public on the qualifications and opportunities of becoming a Naval Aviator.

b. NAS Pensacola PAO. The NAS Pensacola PAO serves as an advisor to COMTRAWING SIX squadron PAOs. The Squadron PAOs, with the assistance of the NAS Pensacola PAO, will pursue all opportunities to relate the squadron mission and the air station support mission to internal and external audiences. Emphasis will be place on COMTRAWING SIX's role in Naval aviation training.

5. Responsibilities

a. Each activity will identify their collateral duty PAO in writing and provide a copy to COMTRAWING SIX PAO.

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b. Collateral Duty PAO shall:

(1) Familiarize themselves with the contents of reference (a) in the performance of their duties.

(2) Internal Relations. Conduct an aggressive internal relations program and ensure internal audiences are informed on matters of interest. Items to be covered, but not all inclusive, are Fleet Hometown News Program, Navy News this Week, support of Navy internal groups and events, and submission of articles to Navy internal publications.

(3) Media Relations. The basis for good media relations is to provide maximum disclosure with minimum delay, taking into account security, accuracy, policy and propriety. News of local interest may be released by the squadron concerned after coordination with the COMTRAWING SIX PAO. News of regional or national interest, news involving more than one command, or hard news items will be coordinated through the COMTRAWING SIX PAO who will coordinate with the PAOs from the Chief of Naval Air Training and the regional area coordinator prior to release.

(4) Community Relations. The Navy is part of each community where its facilities and personnel are located. Support should include active participation by Navy units and Naval personnel in community events including parades and other civic ceremonies and meetings.



LEE H. C. LITTLE

Distribution:

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List II