



DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN
NAVAL AIR STATION
101 FULLER ROAD SUITE 270
MERIDIAN, MS 39309-5405

TRARONSEVENINST 5720.1S
N121
24 Apr 15

TRAINING SQUADRON SEVEN INSTRUCTION 5720.1S

From: Commanding Officer, Training Squadron SEVEN (VT-7)

Subj: PUBLIC AFFAIRS

Ref: (a) SECNAVINST 5720.44 (series)
(b) NASMERINST 5720.6 (series)

1. Purpose. To establish policy and procedure for VT-7 Public Affairs matters as set forth in reference (a).
2. Cancellation. TRARONSEVENINST 5720.1R
3. Background. Public Affairs is a command function which must be carried out in a dignified and intelligent manner. An effective information program will acquaint the civilian community with the squadron's activities and mission and in many cases help to create a more desirable living atmosphere for the military and the public. A vigorous Public Affairs Program will also significantly contribute to high squadron morale.
4. Responsibility. The squadron Public Affairs Program will comply with directives listed in references (a) and (b). All material prepared for external release will be submitted to the Meridian Navy News Bureau for release.
5. Action. The Public Affairs Officer will:
 - a. Maintain liaison with NAS Meridian Public Affairs Officer and Chief of Naval Air Training (CNATRA) Public Affairs Officer and give assistance where possible. All tours will be arranged through the NAS Meridian Public Affairs Officer.
 - b. Forward approved routine information pertaining to VT-7 to the Meridian Navy News Bureau for release to the local news media.
 - c. Answer all public queries concerning VT-7. Matters which concern Training Command public relations, or regard

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policy or security, will be forwarded to CNATRA via the NAS Meridian Public Affairs Officer. Be prepared to interact with the media in accordance with the Squadron Pre-Mishap Plan.

d. Assist CO/XO secretary with maintaining an up to date biographical file of all permanent officers. Update Squadron Instructor Pilot photo board when new Navy, Marine, Exchange, or Reserve Component Instructor Pilots check onboard.

e. Maintain an aggressive internal information program.

f. Ensure that appropriate action is taken on all directives from higher authority concerning public affairs.

g. Proactively engage with *Naval Institute Proceedings*, *Wings of Gold*, *The Hook*, *Naval Aviation News*, and other pertinent periodicals regarding command milestones, changes of command and other significant events.

6. Release of information concerning accidents, incidents, disasters or other unusual occurrences.

a. Under no circumstances will anyone release information concerning squadron aircraft to personnel without authority from the Commanding Officer. VT-7 Public Affairs Officer will act as a liaison between the Commanding Officer and NAS Public Affairs Officer.

b. Release of such information will be made through NAS Meridian Public Affairs Officer in accordance with reference (b).



W. B. THAMES

Distribution:

(TRARONSEVENINST 5216.1X)

List I, II, III