



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

IN REPLY REFER TO:
MCBO 5780.1
B 058
9 Mar 15

MARINE CORPS BASE ORDER 5780.1

From: Commander, Marine Corps Installations National Capital Region, Marine
Corps Base Quantico

To: Distribution List

Subj: MARINE CORPS BASE QUANTICO UNIT INFORMATION OFFICER PROGRAM

Ref: (a) DODI 5400.13
(b) DODI 8550.01
(c) SECNAVINST 5720.44c
(d) MCO 5720.77
(e) MCRP 3-33.A

Encl: (1) MCB Quantico UIO Handbook
(2) Sample UIO Appointment Letter

1. Situation. An effective Unit Information Officer (UIO) Program is necessary to ensure Marine Corps Installations National Capital Region - Marine Corps Base Quantico (MCINCR-MCBQ) communicates timely and relevant information with internal and external audiences to enhance the understanding of the base's mission and tell the story of the service members and civilians who enable the base and its tenants to contribute to national security.

2. Mission. MCB Quantico will establish a UIO program, managed by the Public Affairs Office (PAO), to communicate timely and relevant information on base operations and personnel and to tell the "Quantico story," to key audiences.

3. Execution

a. Commander's Intent. The purpose of this order is to establish an active UIO program to augment the Public Affairs Office's operations, to include news coverage of events and personnel for use in the Quantico Sentry newspaper, management of the official command website and social media properties, and relations with external media agencies.

b. Concept of Operations. In accordance with the references, and according to the enclosures, MCINCR-MCBQ subordinate commands will designate an individual to be appointed as their UIO. Tenant commands and activities will be encouraged to do the same. Selection of an Officer, Senior Enlisted service member or civilian equivalent with regular access to the Commander/Director/ Principal staff member and full awareness of their unit's activities is crucial for an effective UIO program. In addition to this order and enclosure (1), MCB Quantico PAO will provide additional training and materials as required to enable UIOs to meet the intent of the program.

c. Tasks. MCINCR-MCBQ subordinate commands will identify an individual to serve as their UIO and appoint them in writing using enclosure (2). Some subordinate commands with larger areas of responsibility and sub-sections or units will be designated to appoint UIO's at appropriate levels by the Director of PAO in accordance with the MCINCR-MCBQ Commander's guidance.

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Once identified, the individual has five days to contact the Director and Deputy Director of PAO at 432-0303 or 784-1171 to schedule an in-brief to discuss his/her appointment and receive a handbook and further training.

d. Coordinating Instructions. UIO's, in accordance with enclosure (1), will be required to submit bi-weekly updates to the Director and Deputy Director of MCBQ PAO for situational awareness and planning purposes. MCBQ PAO personnel will provide additional training and guidance as necessary to ensure success of the UIO program.

4. Administration and Logistics. None.

5. Command and Signal

a. Command. This order applies to all MCINCR-MCBQ subordinate commands. MCBQ PAO will work with other PAO's on base and Tenant Commands and organizations to determine what other units on base should designate UIOs.

b. Signal. This order is effective the date signed.

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Digitally signed by
BROUGHTON.ALLEN.DALE.1168122922
DN: cn=US, o=U.S. Government, ou=DoD, ou=PA,
email=USMC.com@BROUGHTON.ALLEN.DALE.1168122922
Date: 2018.03.29 07:27:24 -0400

ALLEN D. BROUGHTON
CHIEF OF STAFF

DISTRIBUTION: A



MARINE CORPS BASE
QUANTICO
UNIT INFORMATION
OFFICER HANDBOOK

MCB QUANTICO UIO HANDBOOK

REFERENCES:

DOD PRINCIPLES OF INFORMATION

DODINST 5400.13, Public Affairs Operations, 2008

DODDIR 5122.05, Defense for Public Affairs, 2008

DODINST 8550.01, Internet Services and Internet-Based Capabilities, 2012

DODDIR 5105.74, Defense Media Activity, 2007

SECNAVINST 5720.44B, Public Affairs Policy and Regulations, 2005

MCRP 3-33.3A, 2008

MCO 5720.77, Marine Corps Public Affairs Order, 2010

APPENDIXES:

Appendix A: Releasable Information

Appendix B: Rules for the Release of Information

Appendix C: Guidelines for social media content

Appendix D: Procedure for completing a Joint Hometown News Release

Appendix E: DOD Principles of Information

MCB QUANTICO UIO HANDBOOK

UIO'S ROLE IN PUBLIC COMMUNICATION

Our existence as a “Force in Readiness” is due primarily to the fact that we provide our nation with capabilities no other organization can. While Public Affairs Officers and Combat Correspondents are the official liaisons between the Marine Corps and the general public, your assignment as the Unit Information Officer is an important part of the effort to keep the American people informed. As the UIO, you are the primary liaison between your unit and Public Affairs (PA). With this position, you have the ability to greatly affect your unit and get it the attention and credit it deserves. As the UIO, you can help ensure the Marine Corps continues to enjoy the good reputation we have with an informed public.

The UIO program is intended to fill the gap that the loss of 11 PA personnel in 2014 created in communicating the base’s story to its publics. Whether in the form of news or feature stories, photographs or through the external media, the UIO is the focal point to ensure their Marines, sailors and civilians stories are being told through established, official command information channels (Facebook/social media, website, Quantico Sentry newspaper, etc.).

With that in mind, read through this handbook and familiarize yourself with your responsibilities. As the duty experts, Quantico’s Public Affairs Office (PAO) personnel are ready to respond to your questions, provide any additional guidance you may need, and assist you in communicating with influential publics about your Marines. Please do not hesitate to call on us for assistance. Our office telephone number is (703) 784-2741.

UIO DUTIES

When you are first assigned as the UIO, you are required to receive your appointment in writing and receive a briefing by the PAO within five working days of your assignment. It is also required that you forward a copy of your appointment letter to our office.

The briefing will answer many questions you may have. You will learn how Public Affairs functions and the steps to take to establish a good unit information program. The key to all this is keeping in touch with the Public Affairs Office.

The PAO will exercise a robust public communication program, but the vast majority of the subject matter will originate from you, the UIO. Therefore, each UIO must actively contribute to the Public Communication plan and its goals. UIOs shall:

- Inform the PAO of newsworthy events within the unit
- Serve as primary source of unit information for the PAO
- Provide updates for the unit’s website
- Produce and forward stories, photos and captions to PAO for release
- Manage the Joint Hometown Release Program

INFORM PAO OF NEWSWORTHY EVENTS/PRODUCE CONTENT ON YOUR UNIT

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Since it is impossible for the PAO to know what is happening in all units aboard MCB Quantico all the time, the PAO relies heavily upon the UIO to inform them of impending newsworthy events within the command. Bear in mind the key elements of news as you are progressing through your daily routine.

Elements of News:

Timeliness, conflict, consequence, prominence, proximity, human interest, oddity and currency/occurrence

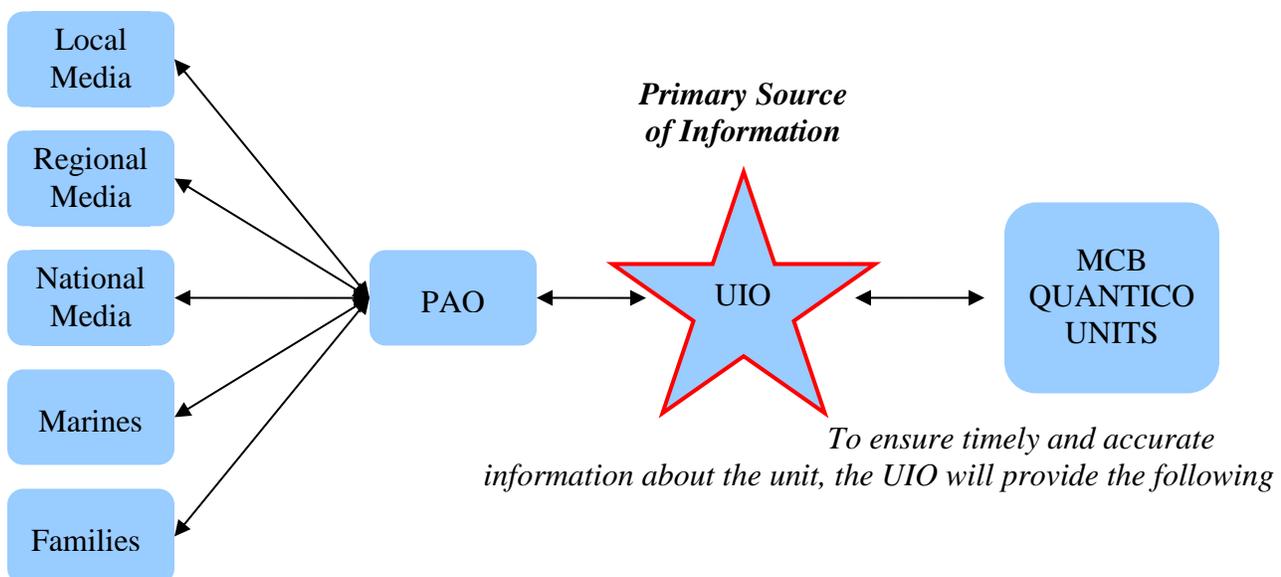
As the UIO, you are encouraged to request PAO coverage of these events as soon as they are identified. However, keep in mind the base has no combat correspondents and few dedicated reporters to cover events and may not be able to cover an event, so it is imperative the UIO be prepared to write a short news story or identify Marines in their units who are good written communicators and may have a passion or interest in journalism and telling the Marine Corps story to the general public. Quantico's PAO personnel can provide additional training on basic journalism and news writing skills to anyone interested in contributing to the communication effort. 200-400 words answering the basic "5 W's" and "How?" are all that are required and should not take too much time to develop.

To ensure we effectively pass information each UIO will notify PAO of:

- Any occasion likely to generate media interest
 - First, last, biggest, unique
- Bronze Star with Valor or above
- Distinguished Visitors
- Jane Wayne Days
- Operationally focused training
- Marines/Civilians who demonstrate service above and beyond the call of duty

PRIMARY SOURCE OF INFORMATION/MEDIA QUERIES/REQUESTS

UIOs also serve as the primary point of contact for unit information as needed by the PAO. Often, the PAO receives queries from local media or interested publics. You will serve as the POC for most of the information required and to execute any media interviews or escorts.



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information as needed by the PAO:

- Releasable information about Marines or Sailors (see Appendix A)
- Unit mission, command chronology, history, statistics, events, etc.

If your unit directly receives a call from a media member, it should be directed to yourself as the UIO to take down the reporter's name, job title, organization, phone number/email address, the topic they are interested in or questions for answering, and deadline if applicable. These will be provided to the Quantico PAO to determine the suitability of the request, who will work with the UIO to obtain information and execute any interviews/media escorts/etc.

PHOTO & CAPTIONS APPROVAL

ALL IMAGERY TO BE POSTED ON THE WEBSITE/SOCIAL MEDIA SITES/PUBLISHED IN THE NEWSPAPER MUST BE APPROVED BY THE PUBLIC AFFAIRS OFFICE. If you have photos you would like to make public, send them to PAO at qpublicaffairs@gmail.com (A courtesy call is always appreciated 703-432-0311). File sizes can be a limiting factor, please take that into consideration when sending through official e-mail (hence the commercial account).

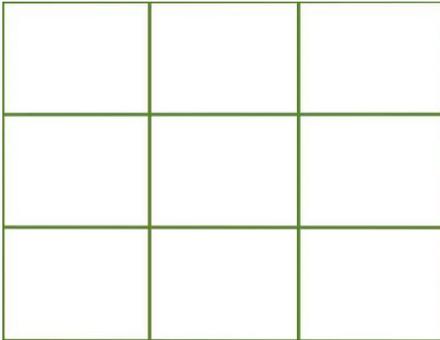
- Photos must be well composed and in focus
- Complete captions answer who, what, when, where, why and how
- All people identified
- No operational security violations



The photo on the left is an action oriented photograph versus the one on the right which is posed. Action oriented photos portray authenticity and transparency. News agencies will pick up and use these types of photos. However, photographs like the one on the right will be of use for Quantico's newspaper, social media sites and website. The most important factor is fully identifying personnel in the photograph and giving context to the situation with a detailed caption (guidelines below). This information, in partnership with the photograph, tell a story in their own right.

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Apply the **rule of thirds** to improve composition by placing important compositional elements on or near an imaginary tic-tac-toe grid line intersection.



Caption Guidelines:

- * The **first sentence** of the caption should describe who is in the photograph and what is going on within the photo in the present tense followed by the location the photo was taken and the date. Names should always be listed in order, left to right, unless it is impossible for the caption to read normally otherwise. Identify individuals by their billet or MOS (as appropriate given photo context) and tell what unit they are with (in general, identification should go up to the first Colonel/General commanded unit).
- * The **second sentence** of the caption is used to give context to the news event or describes why the photo is significant. This is where you answer “Why?” for the reader. This sentence will likely be in past tense and describe the larger context of what the photo is a portion of (i.e. ammo can lift was part of the company field meet, which was held to increase morale and esprit de corps for the company’s Marines).
- * Whenever possible, try to keep captions to no more than two concise sentences, while including the relevant information. Use judgment however, and identify all relevant information. It is easier to take out extra information than have to follow up for additional details.

Warning!

Substandard or inappropriate photos or photos with incomplete caption information will not be made public.

The staff at PAO can/will provide the UIO with basic training in both writing and photography. As the UIO, you are not expected to be a professional photographer or journalist, but with minimal training the UIO will be able to take photographs and write to a level that will give your stories and photos the best opportunity to be seen and have the biggest impact. And again, seek out Marines in your command who enjoy photography or writing as a hobby and see if they would be interested in assisting with your duties. It can be pro/con, fitness report or awards material for the Marines and enhance the quality of what you provide to get your unit some publicity.

WEBSITE MAINTENANCE

The Internet is a powerful, globally accessible information tool for both internal and external publics. This tool greatly enhances our ability to broadcast key information, as well as to increase public trust and support for the Marine Corps. While this “global accessibility” enhances our chances for success, it also presents a potential risk to our Marines, assets and operations if used improperly and without care. Threats to the security of our mission, warfighters, and families come in the form of attacks on computer

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systems, military units and personnel. We must balance the need to provide information to our various publics against the need to protect operational security, information security, privacy and personal safety.

To ensure we effectively employ the internet, each UIO will:

- Comply with current orders and instructions concerning website content (see Appendix B)
- Understand USMC social media guidance and provide training to unit personnel
- Monitor unit's website and provide updated information to the PAO to post on your unit's behalf and as directed by the CO

Note

Recent changes in the Marine Corps website system have made subordinate units' sites uniform in appearance. Quantico PAO is responsible for the base "proper" (i.e., not tenant commands/organizations/etc.) subordinate sites and will update as necessary, but will rely on the UIO to provide information for updates to the site. If you have a question as to what is possible under the current web architecture, ask Quantico PAO.

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Appendix A: Releasable Information

PRIVACY ACT RELEASABLE INFORMATION

Name: Last, First, Middle	
Rank:	
Date of birth (day, month, year)	
Home of Record (only city and state, no address)	
Billet and MOS:	
Unit: (down to the company/section level)	
PEBD: (Pay Entry Base Date)	
Date promoted to current rank	
Combat service, dates and locations, to include current tour (ie: Iraq, June 98-March 99):	
Medals and decorations	
Present duty station:	
Military Education (i.e. Scout Sniper School, Marine Combat Training):	
Marital status (dependents' ages, and relationship only – no name):	
Place of birth (city and state):	
Duty status (active, reserve):	
Past duty stations (include station and year):	
EAS:	

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Appendix B: Rules for the Release of Information

(These rules apply to any public postings of information, to include social networking sites, blogs, the unit hotline, and other forums of information external to the official websites and accessible to the general public.)

Do not post classified material, For Official Use Only (FOUO) information, proprietary information or information protected under the Privacy Act. When in doubt, always default to the PAO for guidance. This includes, but is not limited to:

- ✓ Information regarding tactics, techniques and procedures:
 - *Example:* Lessons learned, after-action reports, characterizing how a Marine was KIA other than “hostile” or “non-hostile” means, etc.
- ✓ Information regarding force movements:
 - *Example:* Maps with specific locations of units, dates and times of deployments and redeployments, interim stops during travel to and from locations in theater, etc.
- ✓ Information regarding future operations.
- ✓ Information regarding daily routine activities:
 - *Example:* Plans of the Day, Battle Rhythms, etc.
- ✓ Information regarding the security posture of military installations:
 - *Example:* Threat condition profiles, force protection levels, specific force protection measures being taken or number of personnel involved
- ✓ Information or activities regarding ongoing investigations:
 - *Example:* Information about the event that occurred, information about the suspect or victim, etc.
- ✓ Information protected under the Privacy Act:
 - *Example:* PII, SSNs, medical information, etc.

For family members of service members in photographs/stories, use discretion and get the family’s permission. Adults may be fully identified, but minors should only have first names and ages.

Do not post information regarding family activities occurring off base.

Biographies of commanding officers, officers in command, executive officers or sergeants major should be posted. However, biographies will not include date of birth or current residential location.

For military personnel in photos, do not include personal information other than name, rank/rate, duty station and hometown (useful in marketing to hometown media outlets).

Do not display personnel lists, roster boards, organizational charts, or command staff directories which show individuals’ names, individuals’ phone numbers or e-mail addresses which contain the individual’s name. General telephone numbers and nonpersonalized e-mail addresses for commonly-requested resources, services, and contacts, without individuals’ names, are acceptable.

Do not display commercial sponsorship or advertisements.

Do not advertise materials or services for sale via a command website including command memorabilia, ball caps, etc.

Appendix C: Guidelines for social media content

SOCIAL MEDIA GUIDELINES

- Do not post classified material, For Official Use Only (FOUO) information or proprietary information. This includes lessons learned, maps with specific locations of units, ship battle orders, threat condition profiles, etc., activities or information relating to ongoing criminal investigations into terrorist acts, force protection levels, specific force protection measures being taken or number of personnel involved, plans of the day, etc. Post only material that is approved for public release suitable for viewing by anyone any place in the world, friend and foe alike.
- For family members of service members, use discretion and get the family's permission. Adults may be fully identified, but minors should only be identified by first names and ages.
- For images of personnel, do not include personal information other than name, rank/rate, hometown and duty station. Include only information suitable for a worldwide audience.
- Do not display personnel lists, roster boards, organizational charts, or command staff directories which show individuals' names, individuals' phone numbers or e-mail addresses which contain the individual's name. General telephone numbers and non-personalized e-mail addresses for commonly-requested resources, services, and contacts, without individuals' names, are acceptable.
- Do not display commercial sponsorship or advertisements.
- Do not advertise materials or services for sale via a command website including command memorabilia, ball caps, etc.
- Do not make links to the home pages of websites of private sector news media, magazines, publishers, or radio or television stations (specific articles/videos for content regarding the unit is appropriate, but ensure a direct link to the content is used).
- As part of the command's family support function, you may link to the base website to provide access to local Chambers of Commerce and local government agencies.
- Ensure spelling and grammar is correct within the document/page.

Appendix D: Procedures for completing a Joint Hometown News Release

Joint Hometown News Release

A Hometown News Release is an effective tool that can be used to recognize the individual accomplishments of both active duty military members and Department of Defense civilians. The process is simple and can result in maximum national exposure for the individual, Marine Corps Base Quantico, and the Marine Corps.

Background

The Hometown News program has been in existence for more than 40 years. The Army, Air Force and Navy each manage three individual programs for their respective services. In October, 2008, the Joint Hometown News Service (JHNS) stood up as part of the Defense Media Activity, a new organization created by the 2005 Defense Base Realignment and Closure Commission Report to provide support for all U.S. military services. The Navy still maintains the Fleet Hometown News Service, but it only provides releases for Sailors and Marine Corps boot camp graduate announcements. A staff of 23 military and civilian personnel assigned to the JHNS produce a variety of print and electronic news products highlighting the accomplishments and worldwide activities of individual members of the U.S. Armed Forces. Each year more than 500,000 individual news releases are distributed to the 14,000 newspapers, television and radio stations subscribing to JHNS's free service. In the past, the Hometown News Release was a paper form that had to be filled out and then mailed. Today, the entire process is more streamlined and can be accomplished in minutes on the computer.

Eligible accomplishments

The online JHNS website is a gateway for service members to provide their personal information when a significant event occurs in their career. Promotions, graduations, deployments/redeployments, retirements, awards, change of command, civilian degree completion ... all of these categories may warrant a hometown news release submission. In addition to text, the individual may also upload an image that may also be published with the release.

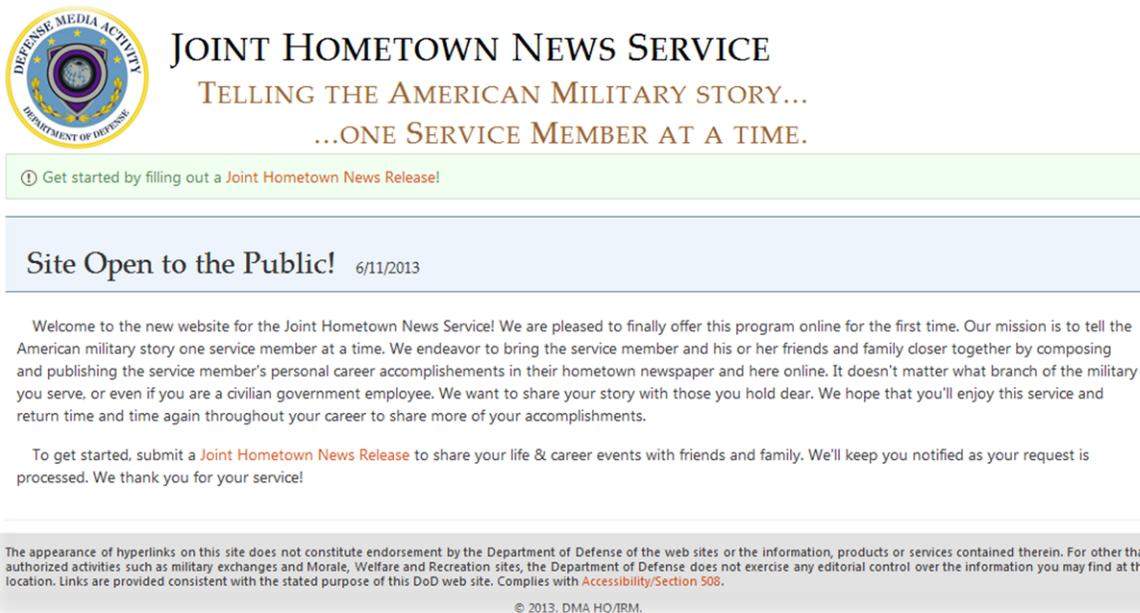
Management

The hometown news release program is officially managed by the MCB Quantico Public Affairs Office, however the individual releases are completed and uploaded at the individual unit level, but is managed by you, the unit information officer. The most efficient method is to have the individual complete the online form when they receive their award, are promoted, or receive a similar recognition, etc.

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Procedures

1. Log on to the below website address. <https://jhns.release.dma.mil/Public>
2. When you arrive you will see this screen:



The screenshot shows the homepage of the Joint Hometown News Service. At the top left is the Department of Defense logo. The main heading reads "JOINT HOMETOWN NEWS SERVICE" with the tagline "TELLING THE AMERICAN MILITARY STORY... ...ONE SERVICE MEMBER AT A TIME." Below this is a green banner with a help icon and the text "Get started by filling out a Joint Hometown News Release!". A blue banner below that says "Site Open to the Public! 6/11/2013". The main body of text welcomes users and explains the service's mission. A footer contains a disclaimer and the copyright notice "© 2013. DMA HQ/IRM."

- a. Click one of the two links entitled: "Joint Hometown News Release."
3. This will open the fillable hometown news release form.



The screenshot shows the "Joint Hometown News Service" release form. It is divided into several sections: "Public Affairs Location" with fields for Post/Base and Unit; "Event Information" with dropdowns for Category and Sub-Category, a date field, and a comments box; "Personal Information" with fields for First, MI, Last, Suffix, Gender, Branch, Status, Rank, Email Address, and Confirm Email; "Duty Information" with fields for Unit, Post/Base, State, Country, MOS/AFSC, Duty Title, and Years of Service; and "Education (Optional)" with fields for High School Name, Received, Grad Year, City, State, Zip, and College Name.

4. The very first portion of the form is very important. The form cannot be processed without the correct information. Currently, the first block (which will auto-populate as you type) should be “Marine Corps Base Quantico” and the second block should be “Public Affairs Office.” This will ensure that once the form is submitted it will be sent to the MCB Quantico Public Affairs Office for verification and approval.
5. Next, have the individual continue through the form filling out the applicable information and making sure they fill out all of the required boxes accurately.
 - a. If they run into an accomplishment not listed they can select “Other” and fill out the details in the “Comments” block.
 - b. Graduation. When selecting “Graduation” they will notice that most of the auto-populated schools will not apply. Simply have them choose something close or equivalent and then put the details in the “Comments” block. If they were a special awardee in a military school (Honor Graduate, Gung Ho award, etc.) have them also list that in the “Comments” block.
 - c. If the individual is willing to allow the press to contact them for additional information or if they are willing to conduct an interview for the press speaking **specifically** in reference to their accomplishment, have them write the following in the “Comments” block: “For additional information or for an interview, please contact the MCB Quantico Public Affairs Office at (703) 432-0303, (703) 784-3255, or via email at sentry.quantico@usmc.mil.” If the Public Affairs Office is contacted for an interview, a member of the PAO will set-up the interview and provide media training and preparation prior to the interview.
6. “Attachments.” The individual may elect to upload images of the ceremony or their command photo which may or may not be printed as part of the release. If they elect to do so, the photo should be either their command photo or it must be applicable to the event they are releasing and is a quality photo. For example, if their release is announcing a promotion from corporal to sergeant, the most appropriate photo would be a photo of the actual promotion ceremony and not the Marine conducting physical training. If the event is covered by Combat Camera, it is advisable that the individual contact Combat Camera and request a professional image for their submission. The better the photo the better chance the photo will be used.
7. Once the individual has completed the form, they will read the “Privacy Act Statement” at the bottom of the form, click the box indicating they have read it and agree to it, and then click the “Submit Form” button.
8. After the form has been submitted and has been received by the JHNS, the individual will receive an email from the JHNS that reads: “Thank you! The Joint Hometown News form that you submitted on XX/XX/20XX for a Enlistment/Reenlistment (or other event) was received by the

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Defense Media Activity and forwarded to your Public Affairs Office. Upon review and approval of your form, a news release will be composed and sent to all newspaper, radio, and television media that cover your hometown area. Soon thereafter, you will receive the same news release via email with a link to your published story on our website. Feel free to share it with your friends and family.”

9. At this point, MCB Quantico PAO will verify receipt. After review, MCB PAO will approve the release for processing and release to the individual’s hometown media outlets. Processing time from receipt at the JHNS and release to the media varies depending on workload and time of year, but can fall anywhere between one week to more than a month.
10. Once the release is sent to the individuals hometown media, there is no guarantee the announcement will be used, however, depending on the media market, the chances of publicity are greatly increased because of the JHNS opportunity. The JHNS provides the release to the hometown news organizations for their use, but it is ultimately up to those individual organization wether they will use the release or not. Regardless, the release will still be hosted on the JHNS’s website for one year from its release and the individual will be provided a link to the announcement. That link can be forwarded by the individual to family, friends, loved ones, or anyone else the individual would like access to the announcement. Here is an example of what the on-line announcement will look like:



JOINT HOMETOWN NEWS SERVICE TELLING THE AMERICAN MILITARY STORY... ...ONE SERVICE MEMBER AT A TIME.

Joint Hometown News

Marine Cpl. Paris C. Capers has reenlisted in the United States Marine Corps on November 1 for four more years of service to country and Corps.

He is currently the community relations chief for Public Affairs, Marine Corps Base Quantico, Va., and has already served for 3 years.

Capers is the nephew of Thomas and Viola Evans of North 12th Street, Philadelphia.

He is a 2010 graduate of G.W. Carver High School for Engineering and Science, Philadelphia.

SHARE THIS STORY VIA   

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Appendix E: DOD Principles of Information

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The Principles of Information constitute the underlying public affairs philosophy for the Department of Defense.

"It is Department of Defense policy to make available timely and accurate information so that the public, the Congress, and the news media may assess and understand the facts about national security and defense strategy. Requests for information from organizations and private citizens shall be answered quickly. In carrying out that DoD policy, the following principles of information shall apply:

"Information shall be made fully and readily available, consistent with statutory requirements, unless its release is precluded by national security constraints or valid statutory mandates or exceptions. The Freedom of Information Act will be supported in both letter and spirit.

"A free flow of general and military information shall be made available, without censorship or propaganda, to the men and women of the Armed Forces and their dependents.

"Information will not be classified or otherwise withheld to protect the Government from criticism or embarrassment.

"Information shall be withheld when disclosure would adversely affect national security, threaten the safety or privacy of U.S. Government personnel or their families, violate the privacy of the citizens of the United States, or be contrary to law.

"The Department of Defense's obligation to provide the public with information on DoD major programs may require detailed Public Affairs (PA) planning and coordination in the Department of Defense and with the other Government Agencies. Such activity is to expedite the flow of information to the public; propaganda has no place in DoD public affairs programs."

The Assistant Secretary of Defense for Public Affairs has the primary responsibility for carrying out the commitment represented by these Principles.



UNITED STATES MARINE CORPS
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

IN REPLY REFER TO:

B 058

PAO

dd mmm yy

From: **Commander, Unit**
To: Director, Public Affairs Office, MCB Quantico
Subj: APPOINTMENT AS UNIT INFORMATION OFFICER
Ref: (a) MCBO 5780

1. Per the reference, **Rank Name** has been appointed as the unit information officer for **unit**.
2. **Rank Name** will contact the director or deputy director of MCB Quantico PAO within five working days of receipt of this letter to schedule an in-brief to discuss their appointment, receive their UIO handbook and training, and discuss their responsibilities. The deputy director can be reached at 432-0303 and the director can be reached at 784-1171.
3. **Rank Name** is the **billet** for **unit**. Their estimated rotation date from MCB Quantico is **Date**. They can be reached at **phone number or email address**.

S. N. COMMANDER