



DEPARTMENT OF THE NAVY  
NAVY RECRUITING DISTRICT, PORTLAND  
7028 N.E. 79TH COURT  
PORTLAND, OREGON 97218-2813

NAVCUITDISTPORTLANDINST 5700.1C  
PAO  
3 Jan 14

NAVCUITDIST PORTLAND INSTRUCTION 5700.1C

Subj: FUTURE SAILOR PROGRAM NEWS RELEASE

Encl: (1) Future Sailor Program Information Sheet (PTLDO  
5720/1 (Rev. 9-13))  
(2) Future Sailor Program News Release

1. Purpose. To promulgate standard procedures for the release of officer and enlisted Future Sailors News Releases to the media and to the public.

2. Cancellation. NAVCRUITDIST Portland Instruction 5700.1B.

3. Discussion. In a Navy recruiting district, where a good public image is necessary for the accomplishment of the command's mission, it is important that the media be well informed of local Navy activities. These activities include the enlistment of Navy applicants and selection of Naval officers. The proper release of this information is vital in maintaining good rapport with the media, with the ultimate goal of developing a pro-Navy sentiment throughout the recruiting district.

4. Action. The Executive Officer (XO) and Public Affairs Officer (PAO) are the only persons authorized by the Commanding Officer for the release of information to the media. (This is not to preclude recruiters from appearing on the local radio or television programs; however, the XO or PAO must be notified prior to the acceptance of any invitation for interview).

a. The PAO will maintain a log of all stories released to the media and make required reports to higher authority. The PAO will also be responsible for the maintenance and operation of the Future Sailor News Release program.

b. Navy Recruiting Processing Station Processors will ensure the Future Sailors News Release Form, enclosure (1), is included in each enlisted applicant's processing kit. When the recruit completes and signs the sheet, it will be forwarded to the PAO. Enclosure (2) is a template for use in generating a news release.

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c. Officer Programs Processors will ensure the News Release Form, enclosure (1), is included in each officer applicant's processing kit. When the applicant is sworn in and the form is completed and signed, it will be forwarded to the PAO for release.

d. The district Naval Reserve Officer Training Corps (NROTC) Coordinator will ensure a News Release Form, enclosure (1), is submitted to the PAO on behalf of each NROTC scholarship selectee.

5. Forms

Future Sailor Program Information Sheet (PILDO 5720/1 (Rev. 9/13)) is available from the Administrative Officer or PAO.



T. D. BODE

Distribution:  
NAVCRUITDISTPORTLANDINST 5216.1U  
Lists A, B, C, and D