



DEPARTMENT OF THE NAVY
NAVAL WEAPONS STATION YORKTOWN
P.O. DRAWER 160
YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 5720.4D
OOP
20 May 02

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 5720.4D

Subj: STATION NEWSPAPER

Ref: (a) DOD Instruction 5120.4
(b) DOD Directive 5330.3

1. Purpose. To prescribe policy, establish procedures, and assign responsibilities for the publication of the Station's newspaper, The Booster.

2. Cancellation. WPNSTA YORKTOWNINST 5720.4C

3. Information

a. General Statement. The purpose of the Station newspaper is to provide news and information to all WPNSTA Yorktown (including storefronts and tenant commands) military and civilian personnel and their families. The Booster serves as a means of passing on pertinent information of interest and benefit to Station personnel and follows the provisions of references (a) and (b). The Booster is published monthly as a civilian enterprise publication. The civilian publisher, through solicitation of advertisements, pays all costs associated with the publication of The Booster.

b. News Content. Among the articles normally included in The Booster are human-interest features and local news features covering command, storefront, and tenant command happenings, activity programs and operations, organizational changes, promotional material, and awards. Only announcements of services available to all personnel without regard to race, creed, color, sex, or national origin will be published. The publication of notices and other literature of organizations are permitted when appropriate. Announcements or articles concerning off-station organizations will not be included in The Booster unless prior approval has been obtained from the Public Affairs Officer.

c. Advertising. Advertising will only be solicited by the civilian publishing company. Only appropriate advertisements approved by the Public Affairs Officer will be published in The Booster.

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d. Allotment of civilian and military space. Reference (a) states that news and space in a joint military/civilian newspaper should be given on the basis of fair consideration of both civilian and military interests. Over a period of time, equal coverage should be given to both military and civilian personnel based on the total complement of each at the Station.

e. Procedure for submission of information. Articles and photographs shall be submitted to The Booster Office, Building 31A, by the Friday prior to the next publication date. Articles should be complete, concise, and preferably in Word format on disk or attached to an e-mail. The name and phone number of the individual submitting the article should be provided.

f. Guidelines for use of articles, photographs and other material submitted. Available space, deadlines, source, priority, appropriateness, importance and requirement will govern the use of submitted material.

4. Responsibility

a. Command/Storefronts/Tenant Commands. Command, storefronts, and tenant commands are expected to support The Booster with prompt and pertinent articles and information of interest to Station personnel. They shall also contact The Booster Office to coordinate coverage and photos for ceremonies and promotional events. The use of "grip and grin" photos is discouraged.

b. Personnel in charge of Station clubs, organizations and activities. Personnel in charge of Station clubs, organizations, and activities shall contact The Booster Office concerning any activities or plans that might be appropriate for inclusion in The Booster. Appropriate events include V.I.P. visits, inspections, ground-breaking ceremonies, important building modifications or alterations, or anything else that may be of interest or benefit to Station personnel.

c. Public Affairs Officer/Editor. The Public Affairs Officer ensures that the provisions of this instruction are properly carried out. He/she is responsible for preparing the statement of work for the newspaper contract solicitation and requesting the exercise of contract options annually during the life of the contract. The Public Affairs Officer also serves as the editor of The Booster and shall review all articles and advertising before publication in the paper. He/she will also

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furnish photographs and articles on special events and command activities as necessary.

d. Assistant Editor. The assistant editor is responsible for the overall production of The Booster to include planning, organization, layout and design, and editing. The assistant editor is also responsible for appropriate editing of submitted material.

e. Managing Editor. The managing editor is a contractor employee who acts as a liaison between the contractor and the newspaper staff. The managing editor provides technical and editorial assistance when needed. In the absence of the assistant editor, the managing editor can assume all editorial responsibilities of that position.

f. Photo Editor. The photo editor is responsible for taking and editing photographs for publication in The Booster.

g. Staff Writer. The staff writer is responsible for writing articles and taking photographs for publication in The Booster.


K. L. SKUDIN

Distribution:

(WPNSTA YORKTOWNINST 5216.2X)

List I, II, III, IV (Case A)