



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 5780.2
N00P
2 Dec 2022

COMNAVRESFORCOM INSTRUCTION 5780.2

From: Commander, Navy Reserve Forces Command

Subj: PROCEDURES FOR REQUESTING PUBLIC AFFAIRS SUPPORT

Ref: (a) DoD 5500.07-R, Joint Ethics Regulation of 17 Nov 11
(b) COMNAVRESFORINST 4000.1F

Encl: (1) Retirement Ceremony Program Sample
(2) CNRFC DSO Ordering Process

1. Purpose. To update Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) staff policy and procedures for requesting Public Affairs (PA) support per references (a) and (b).

2. Cancellation. COMNAVRESFORCOMINST 5780.1A.

3. Scope and Applicability. This instruction applies to all staff assigned to COMNAVRESFORCOM.

4. Policy. It is COMNAVRESFORCOM policy that personnel assigned to COMNAVRESFORCOM may request PA support. A request must be submitted in writing to PA support staff no earlier than four months, but no later than 30 days prior to an event. To request support, email CNRF_PAO@us.navy.mil. Include date of event, time, location, and type of support requested. PA will consider the request, within regulations, manning and budgetary constraints, and practicality before approving or disapproving the request. For the purposes of this instruction, any use of command resources (i.e., logistics or personnel) for PA support constitutes an official request. This instruction must be carefully reviewed in its entirety.

a. PA Print Products. Per reference (a), PA print products are available for official business only for official command sponsored ceremonies or events. Per reference (b), printing requirements must be submitted through the nearest Defense Logistics Agency (DLA) Document Services Office no later than 45 days prior to request date. The requesting department must submit their print request to DLA and procure funding for the request.

(1) In-house print requests. The PA shop has limited print capabilities. Requests will be considered on a case-by-case basis for in house-printed products and must support Force warfighting readiness.

(2) Special Event Program. Programs consist of up to two folded pages (8.5 inches by 11 inches), folded to a size of 8.5 inches by 5.5 inches. All pages are full color, with a matte finish. Requests for retirement programs will be of similar layout and design quality as the samples provided on the PAO website at

https://private.navyreserve.navy.mil/CNRFC/Special_Assistants/N00P/Pages/default.aspx. Requests for ceremony or event programs must be submitted no less than 45 days prior to the date of the ceremony or event. Turnaround time begins when all required documents and assets have been received. It is the responsibility of the event coordinator to acquire these assets (i.e. photos, bios, names, etc.).

(3) Invitations and Base Access Information Cards. E-invitations are the preferred method and are not supported by the PA shop. In cases where electronic invitations are not feasible, requests for invitations shall be submitted no earlier than four months, but no later than 60 days prior to the event date. Invitations will be sized to 5 inches by 3.5 inches or 5.5 inches by 4.25 inches. Requesting code must work the print request through DLA and funding through COMNAVRESFORCOM N8 on their own.

(4) Print Products. Due to equipment constraints, event photo prints will not be provided. Members can request event photos via electronic email and or burned to a compact disc. Requestor must provide a command forwarding address for mailing final product if located outside of COMNAVRESFORCOM.

b. Photography Services. For photography services, email CNRF_PAO@us.navy.mil with the date, time, and location of the event. For official command sponsored ceremonies or events, PA will make every reasonable effort within regulations and resources to provide photography services.

(1) Photography services are limited to locations within a close proximity (25 miles) to COMNAVRESFORCOM. In cases where the ceremony or event is located outside of this radius, it is the responsibility of the requestor to ensure that transportation is requested through COMNAVRESFORCOM Logistics Department (N4).

(a) Requests for PA photographer(s) shall be submitted a minimum of 30 days prior to the date of the ceremony or event. Any requests for immediate or expedited turnaround require extensive justification and approval by the PA senior enlisted leader. PA will make every reasonable effort within regulations and resources to provide services.

(b) Official command photo studio hours will be offered weekly every Thursday from 0900-Noon on a first-come-first serve basis unless otherwise posted. Portrait studio services are limited to Department of Defense (DoD) and civilian command personnel, new accession Strategic Sealift Officers, Blue Jacket of the Quarter/Junior Sailor of the Quarter/Sailor of the Quarter Sailors, Blue Jacket of the Year/Junior Sailor of the Year/Sailor of the Year Sailors and quarterly and yearly DoD civilian honorees. Exceptions to policy will be considered on a case-by-case basis by emailing CNRF_PAO@us.navy.mil at least one week prior.

(2) Video and livestream support will be considered on a case-by-case basis and is only for official command events. Requests will be submitted a minimum of 30 days prior to the date of the ceremony or event. Any requests for immediate or expedited turnaround require extensive justification and approval by the PA senior enlisted leader. PA will make every reasonable effort within regulations and resources to provide services.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1, January 2012.
6. Review and effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N00P will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or cancelled prior to the five year anniversary date, or an extension has been granted.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>