

Tab M

PUBLIC AFFAIRS

This tab provides guidance to the Public Affairs Officer (PAO) on managing media access to a Chemical Weapons Convention (CWC) challenge inspection. It also contains a Public Affairs Officer Checklist. NOTE: The PAO should not release any information until approval is granted by the Office of the Secretary of Defense (OSD) Public Affairs Office via Naval Treaty Implementation Program.

RESPONSIBILITIES

The facility PAO will be responsible for public affairs and community relations planning in the event of a CWC challenge inspection.

BACKGROUND

This tab should be used in conjunction with guidance provided by the United States Government (USG), OSD Public Affairs Office, and the Department of the Navy (DON) at the time of the inspection. The Naval Treaty Implementation Program is available to provide assistance and should be consulted by the facility PAO as required. Any press releases concerning inspections should be prepared but not released until cleared with the Naval Treaty Implementation Program.

It should be emphasized that local or national media *will not be allowed* to accompany the inspection team on site.

Media interest in CWC challenge inspections, particularly the first few occurring after entry into force (EIF), is likely to be high. DON facilities subject to such an inspection will require Public Affairs policies and procedures to manage interaction with the media. Advanced planning is necessary to prevent disclosure of information during the inspection that would harm the U.S. position vis-a-vis other parties to the treaty. A sample press release is on the following page.

Previously published CW-related information contained in facility newspapers and press releases could be used by the International Inspection Team (IIT) to focus its inspection efforts. Rapid identification of any such information by the PAO will aid formulation of facility positions in response to potential inquiries by the IIT during the challenge inspection.

SAMPLE PRESS RELEASE

This is a sample only. Although consistent with Public Affairs Office releases under other treaties, it has not been reviewed nor approved by the Chief of Navy Information (CHINFO) or the Naval Treaty Implementation Program.

FOR IMMEDIATE RELEASE

(Date/time)

The Chemical Weapons Convention, an international treaty entered into by the United States, prohibits the development, production, stockpiling, or use of chemical weapons. The agreement provides verification measures including on-site inspections that are intended to alleviate potential concerns that ongoing Department of the Navy activities might be related to chemical weapons development and to aid confidence building among the nations party to the treaty.

On (date), the (name of the DON activity) will host an international team of inspectors for the purpose of conducting an inspection under this treaty to demonstrate Department of the Navy compliance with the provisions of the Chemical Weapons Convention. Requests for additional information will be reviewed on a case-by-case basis.

Signature Block

Public Affairs Officer (PAO) Checklist

Phase 1 — Notification/Initial Planning & Response

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PHASE 1

PHASE 2

PHASE 3

PHASE 4

PHASE 5

PHASE 6

Phase 1 is the time period from initial notification to start of self-monitoring. Self-monitoring must begin NLT 12 hours after International Inspection Team (IIT) arrives at the point of entry (POE).

1. **Attend the Commanding Officer's (CO) initial inspection planning meeting**.....

2. **Make initial contact with Naval Treaty Implementation Program/ Chief of Naval Information (CHINFO)**.....

3. **Refer any initial press inquiries to Naval Treaty Implementation Program**....

4. **Prepare Public Affairs plan**.....

Consider what statements should be addressed to any local areas that will be affected by the inspection (with Department of the Navy [DON] approval).

Prior planned media events should be brought to the Challenge Inspection Officer's (CIO) attention immediately.

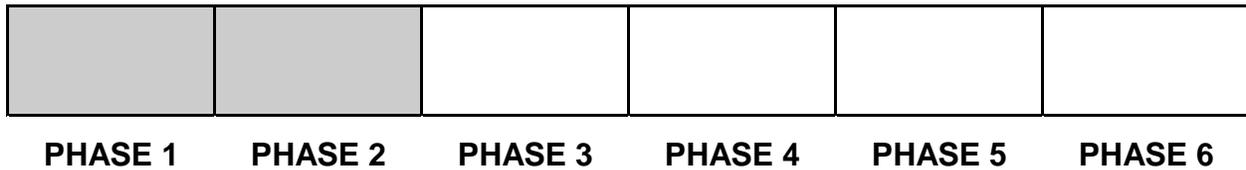
5. **Identify any chemical weapons (CW)-related information related to activities on the facility that has been published in the past**

Investigation should include facility newspapers and past press releases. Report relevant information to the CIO.

NOTES

- 6. **Review appropriate sections of the Chemical Weapons Convention (CWC) Inspection Readiness Plan.....**
- 7. **Report progress of planning for the inspection at Tiger Team planning meeting with CO**
- 8. **Develop a possible dialogue for presentation to the IIT should it request a "windshield" tour of the facility.....**

Phase 2 — Initial Preparation Activities



Phase 2 is the time period from the start of self-monitoring (which is 12 hours after the IIT arrives at the POE) to the arrival of the IIT at the facility (which must occur by 36 hours after arrival of the IIT at the POE).

- 9. **Report the status of PAO preparations at Phase 1-2 transition meeting to the CO**
- 10. **Formulate a press release concerning a CWC challenge inspection conducted at the facility**

 Press release should be updated and approved by appropriate USG, OSD, and DON authorities (see sample press release)
- 11. **Arrange for a standby media briefing room, if deemed necessary.....**
- 12. **Interface with Naval Treaty Implementation Program/CHINFO**

NOTES

- 13. Report status of final PAO preparations to the CO at facility pre-arrival meeting.....
- 14. Participate in the windshield tour route planning meeting

Phase 3 — Perimeter Negotiations/Final Preparations

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5	PHASE 6

Phase 3 is the time period from IIT arrival at the facility to the crossing of the final perimeter by the IIT. Crossing of the perimeter can be as much as 72 hours after the IIT arrives at the facility.

- 15. Attend post-negotiation facility meeting
- 16. Conduct windshield tour in coordination with USG escorts. Do *not* allow deviation from the approved route

Phase 4 — Inspection Activities

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5	PHASE 6

Phase 4 is the time period from the IIT crossing of the final perimeter to the conclusion of the inspection by the IIT. Phase 4 can last up to 84 hours.

- 17. Maintain close coordination with the Inspection Ops Center for the duration of the inspection

NOTES

18. Coordinate any on-site public affairs activities as approved by the CO

Phase 5-6 — Post-Inspection Activities/Recovery



PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5 PHASE 6

Phase 5 commences immediately upon completion of the inspection.

Phase 6 commences upon IIT departure. Phase 6 includes a complete post-inspection recovery and cleanup, continuing until the facility is fully restored to normal operating conditions.

19. Provide PAO media support as required.....

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