



## DEPARTMENT OF THE NAVY

NAVAL STATION NEWPORT  
690 PEARY STREET  
NEWPORT, RI 02841-1522

IN REPLY REFER TO:

NAVSTANPTINST 5600.1A

PAO

**FEB 07 2011**

### NAVAL STATION (NAVSTA) NEWPORT INSTRUCTION 5600.1A

From: Commanding Officer, Naval Station Newport

Subj: POLICY GUIDANCE FOR DISTRIBUTION OF FREE, COMMERCIALY  
PRINTED MATERIAL AND PUBLICATIONS AT NAVSTA NEWPORT  
AND DELEGATION OF RESPONSIBILITY OF THE PUBLICATION  
REVIEW BOARD

Ref: (a) COMNAVREGMIDLANTINST 5600.11A  
(b) OPNAVINST 5400.24D  
(c) SECNAVINST 5720.44B

1. Purpose. To set policy guidance for distribution of free, commercially-printed material and publications. All publications currently being distributed onboard NAVSTA will be reviewed by the Publication Review Board (PRB), which will grant or deny distribution privileges in accordance with this instruction.

2. Cancellation. NAVSTANPT/LOCAL AREA RI COORDINST 5120.4.

3. Background. The proliferation of free commercially-printed material and publications on NAVSTA is an ongoing concern. The amount of space taken up by such materials and the process of fairly allocating and assigning a finite number of distribution points, requires a refinement of the process.

4. Scope. This instruction pertains to any commercially-printed material or publication offered free of charge on NAVSTA Newport. Organizations routinely request permission to distribute free commercially-printed material and publications onboard NAVSTA. This does not include material available through base libraries, technical or educational material utilized for official purposes, materials and publications of the Navy Exchange system, the official base newspaper or Morale, Welfare and Recreation publications.

5. Responsibilities

a. Publication Review Board. The following personnel will meet annually in July to review free publications requesting on-base distribution access:

Public Affairs Officer, Board Chair  
Staff Judge Advocate  
Command Master Chief  
Naval Station Admin

b. Public Affairs Office

(1) Designated point of contact for publications or their representatives who have questions on how to request permission to distribute material.

(2) Maintains a list of approved free commercially-printed materials and publications.

6. Principles and Operating Procedures

a. The board has sole authority to grant distribution privileges to publishers. The board is guided by one fundamental tenet that supersedes all other considerations. No publication will be allowed distribution privileges if the distribution of the publication interferes with the accomplishment of a military mission, assigned duties or responsibilities.

b. Within the above overarching consideration, there is a subsidiary consideration of control. Without control, free commercially-printed materials or publications reach a point where they become an administrative burden and interfere with the operation of a facility. In addition, facility managers may find that excessive literature detracts from the appearance and main purpose of that facility. Facility managers' input will be sought by the PRB for consideration prior to the granting of distribution privileges.

c. The sequence of events for free printed materials and publications to be approved for distribution is as follows:

(1) A publisher or representative requests permission for its free printed material or publication to be distributed. The request must be in writing, including at least three representative samples of the material to be considered, and described in detail the specifics of what is being requested (e.g. the numbers of copies to be distributed on NAVSTA and activities; which distribution sites they will be delivered to; how often the printed material or publication is to be distributed; how will distribution be made). The request must be delivered or mailed to the PRB, Public Affairs Officer, 690 Peary Street, Newport, RI 02841 prior to 1 July, annually. Period of distribution is for a one-year term beginning 1 September, annually.

(2) The board will approve or disapprove the request to distribute, assign distribution locations and inform the requester, in writing, of the board's decision by 1 Sep.

(3) If a request to distribute is approved, the publishers will be subject to the following requirements:

(a) Publishers or their representatives will ensure the publications and the racks are in an orderly appearance at all times. Carriers may not use another publication's rack. Publishers are responsible for the actions of their representatives.

(b) The rack will prominently display the following notice: "The availability of these materials does not express or imply endorsement by the Department of Defense, the United States Navy or the Federal Government."

(c) Advertising in the free, commercially-printed material or publication must be made available for purchase, use or patronage without regard to race, creed, color, sex, age, national origin, religion, disability, marital status, political affiliation or sexual orientation of the purchaser, user or patron.

(d) If an establishment is placed off limits to military personnel by the Armed Forces Disciplinary Control Board, free commercially-printed materials and publications carrying advertising from such establishments will be barred from distribution on NAVSTA.

(e) Advertisers must comply with Federal and state laws, good taste and business ethics.

(f) Advertisements containing adult content or content inappropriate for a family audience are prohibited.

(g) Free commercially-printed material or publication racks will conform to the size of the publication being distributed. In no case shall the rack be larger than the standard broadsheet format.

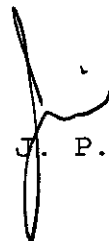
7. Compliance. Noncompliance with any term of this instruction will be considered a material breach of any distribution agreement and may result in cancellation of all distribution privileges onboard NAVSTA Newport.

8. Distribution Points. Locations of distribution points for free commercially-printed materials and publications onboard NAVSTA will be determined by the PRB and will take into consideration the following:

a. Type of Publication. Free commercially-printed materials and publications will receive distribution location(s) dependent on the type of publication or material it contains and the market it is trying to reach, subject to certain limitations. The PRB will determine the type of publication based on the publisher's submission for distribution privileges.

b. The list of approved distribution locations will be maintained by the Public Affairs Office and has been established as follows:

- (1) Officers Club
- (2) Galley
- (3) Naval Exchange
- (4) Commissary
- (5) Liberty Center



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