

**UNCLASSIFIED**

*Sample Template Annex F*

**ANNEX F (PUBLIC AFFAIRS) TO OPOD XX-XX (XXXXXXX)**

Copy \_\_\_ of \_\_\_  
Issuing Headquarters:  
Location of issue  
Date, time  
Message reference No. \_\_\_

REFERENCES:

1. (U) **SITUATION:** The situation paragraph consists of a brief general description of the situation, with emphasis on information affecting public affairs operations in particular. The sub-paragraphs are:

- a. (U) **General.**
- b. (U) **Enemy.** Identify the threats to friendly public affairs operations or success of the mission.
- c. (U) **Friendly.** Provide information on all friendly forces that may affect the execution of public affairs operations and/or provide additional PA capability. For example:

- Higher headquarters
- Adjacent headquarters
- Multinational or coalition forces
- Other U.S. components (USIS, US AID, embassies)
- Host-nation forces

- d. (U) **Policy.** Includes PA posture.
- e. (U) **Assumptions.** Include predictions and presumptions concerning the following:

- Information conditions within the area of operations
- Media activity
- Availability of logistical support for the media

2. (U) **MISSION.** A clear and concise statement of the public affairs mission, addressing the who, what, when, and where of the public affairs element.

3. (U) **EXECUTION.**

- a. (U) **Concept of operations.** A detailed discussion of the overall public affairs mission, explaining how public affairs operations will be conducted in each phase of the mission and what the priorities are. Target audiences and command messages may also be listed by phase.

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b. (U) **Tasks.** Lists the organizations and their responsibilities with regard to public affairs. May address logistical support to the media, logistical support to PA and communications requirements and procedures, media use of communications, etc.

c. (U) **Coordinating instructions.** Instructions and tasks that apply to two or more subordinate elements.

4. (U) **Accreditation.**

5. (U) **Field Press Censorship.**

6. (U) **Arrangements for the Media.** May include embedded media procedures, media access and escort requirements, use of media pools, etc. Sample sub-paragraphs may include:

a. (U) **Facilities.**

b. (U) **Expenses.**

c. (U) **Communications.**

d. (U) **Transportation.**

7. (U) **Security of Operations and Personnel.**

8. (U) **Operations Security.**

9. (U) **Audiovisual.**

10. (U) **Internal Information.**

11. (U) **Community Relations.**

**COMMANDER SIGNATURE BLOCK**  
**SECOND LINE OF SIGNATURE BLOCK**

**PA SIGNATURE BLOCK**  
**SECOND LINE OF SIGNATURE BLOCK**

**APPENDICES**

**APPENDIX A - Public Affairs Order of Battle**

**APPENDIX B - Proposed Public Affairs Guidance (published separately)**