

**BY ORDER OF THE COMMANDER
HEADQUARTER NORTH AMERICAN
AEROSPACE DEFENSE COMMAND
(NORAD) AND UNITED STATES
NORTHERN COMMAND
(USNORTHCOM)**

**NORAD AND USNORTHCOM
INSTRUCTION 35-130**



9 APRIL 2012

Public Affairs

**RELEASE OF PUBLIC INFORMATION BY
NORAD AND USNORTHCOM PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

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This instruction implements policies and procedures outlined in the referenced documents and establishes responsibilities and procedures for the release of public information concerning operational activities involving Headquarters, NORAD and Headquarters, USNORTHCOM personnel and/or resources. It applies to all personnel (active duty and reservists) assigned to NORAD and USNORTHCOM. It applies to NORAD and USNORTHCOM subordinate commands or operational forces that include members of the several Services assigned to or under the operational control of NORAD and USNORTHCOM. This instruction applies to all personnel (active duty, reservist, DOD civilians) as well as any Reserve or National Guard member performing official duties including while on Inactive Duty for Training (IDT), or while earning retirement points or while engaged in any activity in support of NORAD and USNORTHCOM.). It does not apply to Air Force Reserve Command (AFRC) or National Guard units. Send recommendations to change, add, or delete information in this instruction to the Office of Primary Responsibility (OPR) using the AF Form 847, **Recommendation for Change of Publication**; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may not be supplemented. Maintain and dispose of records created as a result of prescribed processes in accordance with the Chairman Joint Chiefs of Staff Manual (CJCSM) 5760.01A, **Joint Staff and Combatant Command Records Management Manual: Volume I (Procedures)** and CJCSM 5760.01, **Joint Staff and Combatant Command Records Management Manual: Volume II (Disposition Schedule)**. See Attachment 1.

SUMMARY OF CHANGES

This instruction has been changed from and Headquarter Operating Instruction to an Instruction and must now be followed by the NORAD and USNORTHCOM subordinate commands or operational forces that include members of the several Services assigned to or under the operational control of NORAD and USNORTHCOM. Also there are minor administrative and formatting changes to include updating the title of the Chief of the Public Affairs Office, deleting the reference to Attachment 1 within paragraph 3 and changing the paragraph numbers to reflect this change.

1. General:

1.1. NORAD and USNORTHCOM have national and international responsibilities for release of public information.

1.1.1. USNORTHCOM has a unique tasking of extensive interaction with civilian and non-military governmental agencies. Due to the need for comment to come from the most directly involved organizations, USNORTHCOM may defer news media and general public queries for information to the appropriate lead civilian or non-military governmental agency public affairs office.

1.2. Operations, accidents, and incidents that involve the personnel and/or resources of either command may generate queries by interested news media and the general public.

1.3. Personnel assigned to either headquarters may be queried for information regarding operations, accidents, and incidents, or for general information about the commands. Any release to these organizations must be coordinated through NORAD and USNORTHCOM PA.

1.4. The Commander of NORAD (CDR) and Deputy Commander of NORAD (ND), and/or the Deputy Chief of Staff, Communication, or their designated representatives, are the sole release authorities of information to the news media or the general public, concerning NORAD issues. The Commander of USNORTHCOM (CDR) and Deputy Commander of USNORTHCOM (DC), and/or the Deputy Chief of Staff Communication, or their designated representatives, are the sole release authorities of information to the news media or the general public concerning queries concerning USNORTHCOM issues. Due to the unique collaborative relationship USNORTHCOM maintains with outside organizations (DHS, RED CROSS, FEMA, FBI, ATF, CDC, local and state law enforcement, etc.), queries that relate to those agencies will be referred to the lead civilian and non-military governmental agency's public affairs office.

2. Background. It is the policy of the U.S. Department of Defense (DOD), the Canadian National Defence Headquarters (NDHQ), the bi-national headquarters of NORAD and USNORTHCOM to make available timely and accurate information so the public, Congress, Canadian Parliament and news media may assess and understand facts about national security and defense strategy.

3. Glossary of References and Acronyms. See Attachment 1.

4. Responsibilities:

4.1. NORAD and USNORTHCOM Public Affairs is responsible for dealing with the media and public as the official spokesperson.

4.1.1. Requests for information from the media, civic organizations, or general public will be answered in a timely manner by NORAD and/or USNORTHCOM public affairs.

4.1.1.1. Information will be made fully and readily available, consistent with statutory and regulatory requirements, unless its release is precluded by current and valid security classification. The provisions of the Freedom of Information Act will be supported in both letter and spirit.

4.1.1.2. A free flow of general and military information will be made available, without censorship or propaganda, to the men and women of the Armed Forces, their family members, and the U.S. and Canadian public.

4.1.1.3. Information will not be arbitrarily classified or otherwise withheld to protect the governments of the U.S. and Canada from criticism or embarrassment.

4.1.1.4. Information will be withheld only when disclosure would adversely affect national security or threaten the safety or privacy of the military and civilian personnel of the U.S. and Canadian Forces.

4.1.1.5. Our obligation to provide the public with information on our major programs, operations and activities may require detailed public affairs planning and coordination with DOD, NDHQ, component commanders, subordinate commands, and other U.S. and Canadian government agencies. The sole purpose of such activity is to expedite the timely flow of accurate information to the public.

5. Procedures:

5.1. During normal-duty hours all headquarters personnel will refer media queries or requests for information from the general public to the Public Affairs Office at 719-554-6889.

5.2. During after-duty hours, refer all media queries and requests for information from the general public to the Public Affairs duty officer at cell phone number 719-304-6097.

PHILIP J. SMITH, LTC, USA
Director, Public Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 5, United States Code, Section 552, Section 1 of Pub. L. 104-231, *The Freedom of Information Act*, 7 Jan 11

Title 5, United States Code, Section 552a, *The Privacy Act*

Joint Publication 3-61, *Public Affairs*, 25 August 2010

Defence Administrative Orders and Directives (DAOD) 2008-0, *Public Affairs Policy*, 1 Mar 98

DOD Directive 5122.5, *Assistant Secretary of Defense for Public Affairs*, 5 Sep 08

DOD Directive 5230.9, *Clearance of DOD Information for Public Release*, 22 Aug 08

DOD Directive 5400.11, *DOD Privacy Program*, 8 May 07

DOD Instruction 5230.29, *Security and Policy Review of DOD Information for Public Release*, 8 Jan 09

DOD 5200.1-R, *Information Security Program*, 14 Jan 97

DOD 5400.7-R, *DOD Freedom of Information Act Program*, 4 Sep 98, I/C 1, 11 Apr 06

DOD Administrative Instruction 108, *Office of the Secretary of Defense Implementation of DOD Freedom of Information Act Program*, 29 Sep 08

Abbreviations and Acronyms

CDR—Commander of NORAD and USNORTHCOM

DC—Deputy Commander for US NORTHCOM

DOD—Department of Defense

ND—Deputy Commander in Chief for NORAD

NDHQ—National Defence Headquarters

PA—Public Affairs