



DEPARTMENT OF THE NAVY
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IN REPLY REFER TO
OPNAVINST 3501.387
N09C
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OPNAV INSTRUCTION 3501.387

From: Chief of Naval Operations

Subj: REQUIRED OPERATIONAL CAPABILITIES AND PROJECTED
OPERATIONAL ENVIRONMENT FOR NAVY PUBLIC AFFAIRS SUPPORT
ELEMENT

Ref: (a) OPNAVINST C3501.2K (NOTAL)
(b) OPNAVINST 3501.360

Encl: (1) Projected Operational Environment (POE) for Navy
Public Affairs Support Element (NPASE)
(2) Required Operational Capabilities (ROC) for Navy
Public Affairs Support Element (NPASE)

1. Purpose. To issue the required operational capabilities (ROC) and the projected operational environment (POE) for the Navy Public Affairs Support Element (NPASE). This instruction has been written per the requirements of reference (a).

2. Background. NPASE is expressly organized, trained and equipped to provide expeditionary public affairs (PA) forces supporting fleet and component commanders with scalable and immediate deployable force packages to support current and emerging PA and visual information (VI) requirements.

3. Discussion

a. Enclosures (1) and (2) have been prepared pursuant to reference (a). The ROC and POE describe the mission areas, environment and operational capabilities for which the NPASE staff and its elements were designed and organized. This instruction provides resource agencies with information concerning the NPASE mission requirements, capabilities, and the types and locations of expected operations. Together, the ROC and POE statements establish tasking which produces a measureable workload used to compute personnel requirements for activity manpower documents (AMD). Enclosures (1) and (2) will assist in determining specific mission area M-ratings reporting under reference (b).

b. Per reference (a), ROC and POE statements specify resource requirements necessary for warfare; they are not limited by fiscal constraints.

4. Action. Fleet commanders shall periodically review this instruction and recommend changes to the Chief of Naval Operations, Chief of Information (N09C) when the capability of the NPASE is significantly altered. Change recommendations should include comments on the expected AMD impacts.

5. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.



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**PROJECTED OPERATIONAL ENVIRONMENT (POE)
FOR
NAVY PUBLIC AFFAIRS SUPPORT ELEMENT (NPASE)**

1. The NPASE provides rapid worldwide deployable forces, made up of active duty and reserve PA and VI mission specialists, to support Navy component commanders (NCC), combatant commanders (CCDR) and joint task force (JTF) commander operations and communication plans. NPASE will provide trained and equipped forces to support and conduct operational PA and VI planning, execution and assessment; strategic counsel; broadcast and print journalism; multi-media production to include hand-held still and video imaging capabilities to document force deployments, activities and operations for the attainment of naval, military and national objectives. NPASE teams are tasked and organized to assist the commander in communicating the role and operations of the U.S. maritime forces with timely and factual information and imagery to internal and external audiences (to include the media).
2. The most demanding projected operating environments will be from a remote shore location during a humanitarian disaster relief operation or from a deployed ship in a wartime environment.
3. Overall administrative responsibilities of deployed forces will remain with NPASE. While deployed, the CCDR, or JTF commander, and normally the NCC, will exercise operational and tactical control as assigned.
4. NPASE commanding officer maintains a non-deployable headquarters staff responsible for the central management for the readiness, resources, manning, training and equipping of assigned sea, shore, and reserve forces. The headquarters staff will provide the following functions:
 - a. Maintain NPASE force capability to operate on air, sea and ground environments.
 - b. Assess and manage readiness, cost, and risk in developing operationally ready PA and VI forces. This will include personnel tempo of operations as per OPNAVINST 3000.13C.

c. Conduct appropriate training and assessment of subordinate commands to ensure their ability to safely execute assigned PA and VI operations as described in enclosures (1) and (2).

d. Provide shipboard firefighting, shipboard damage control, combat life saving, and in-rate training to all assigned personnel. Ensure assigned personnel maintain requisite skills and qualifications identified by designator and primary Navy enlisted classification (NEC) codes.

e. Procure, maintain and control personal expeditionary equipment, including survival equipment and professional in-rate VI equipment and systems.

f. Procure, maintain and operate portable communication satellite data transmission systems to support the transmission of time-sensitive information and imagery products.

g. Provide logistics support for deployed forces.

h. Provide personnel to conduct periodic limited technical inspections on NPASE table of allowance.

i. Provide Reserve Component manning management and training to augment and integrate with appropriate units.

j. Provide administrative support to meet operational requirements of deploying personnel, such as orders, country clearance messages, individual force protection plans, passports and visas, medical, etc.

5. Unit type codes (UTCs) are alphanumeric codes assigned to operational entities within the United States Armed Forces. UTCs are used to identify personnel and equipment required to complete force deployment packages. There are three basic UTCs assigned to NPASE which can be modified to meet specialized PA and VI requirements. Manpower requirements to fulfill the three basic UTCs are listed below:

BILLET TITLE	DESIGNATOR RATE/GRADE	Naval Officer Billet Classification Primary NEC/Secondary NEC
L7SDT (Sea Operations Detachment Team - SEAOPDETTM)		
Public Affairs Officer (PAO)/Detachment (DET) Officer in Charge (OIC)	1650/LT-ENS	2412
Leading Petty Officer	MC1	8143
Videographer	MC1/MC2	8143
Photojournalist	MC1/MC2	8147
Mass Communications Specialist	MC2/MC3	
Mass Communications Specialist	MC3/MCSN	
L7MMT (Multimedia Team)		
Videographer	MC1/MC2	8147
Photojournalist	MC2/MC3	8143
L7MRT (Multimedia Response Team)		
PAO/DET OIC	1650/LT-ENS	2412
Assistant OIC/Crew Chief	MCC	8152
Videographer	MC1	8143/8288
Photojournalist	MC2/MC3	8147
Multimedia Technician	MC2/MC3	8193
Mass Communications Specialist	MC2/MC3	
L7ACT (Advance Coordination Team)		
PAO/Planner	1650/LT-ENS	2412
Assistant PAO/Planner	MCC	

6. NPASE teams deploy to support fleet commanders, NCC, CCDR, Chairman of the Joint Chiefs of Staff and Secretary of Defense tasking across the range of military operations that typically are of significant naval and national interest. Because of wide variations in length and location of deployments, and purpose of mission, NPASE teams are expeditionary forces that provide multiple geographically separated UTCs, or teams, capable of simultaneous operations from naval platforms with unit compositions as identified in paragraph 5. NPASE forces will operate where adequate security has already been established by higher Department of Defense assets. Specifically, NPASE is:

a. Capable of deploying 10 L7SDTs, per OPNAVINST 3000.13C, in support of any carrier strike group and or amphibious ready group deployment in response to respective fleet tasking. These UTCs may be comprised of active and or Naval Reserve personnel.

b. Capable of deploying 22 L7SDTs, 2 L7MRTs, 12 L7MMTs, and 5 L7ACTs, per OPNAVINST 3000.13C, on separate missions simultaneously, when augmented for wartime deployment by Naval Reserve personnel. Capable of deploying 14 L7SDTs, 2 L7MRTs, 6 L7MMTs, and 5 L7ACTs without reserve augmentation.

c. Capable of deploying 2 L7MRTs (x1 team from NPASE East and x1 team from NPASE West) within 24 hours of activation for 30 days without re-supply to conduct operations in response to NCC and CCDR urgent tasking. This UTC is comprised of active personnel only.

d. Capable of deploying tailored and or modified UTCs for specific PA and VI support requirements as tasked. All mass communication specialists are trained and equipped to work independently to support the full spectrum of PA and multimedia requirements.

e. Capable of deploying with all required equipment, communication systems, and supplies.

f. Capable of deploying with aircraft carriers, surface forces, Navy and Marine Corps landing and amphibious forces, and construction battalions.

g. Capable of deploying with adaptive force packages.

h. Capable of performing all assigned primary and secondary missions per enclosure (2).

i. Capable of integrating and operating with other services' PA and VI units, to include combat camera.

j. Capable of integrating into shipboard media divisions and departments and performing all assigned tasks operating fleet multimedia imaging equipment and systems.

**REQUIRED OPERATIONAL CAPABILITIES (ROC)
FOR
NAVY PUBLIC AFFAIRS SUPPORT ELEMENT (NPASE)**

1. The NPASE mission is to train, equip and employ expeditionary PA forces to support fleet and component commanders with scalable and immediate deployable force packages to support current and emerging PA and VI requirements. This includes providing individuals and detachments which are trained in PA and VI operational and tactical planning, execution and assessment; broadcast and print journalism; multi-media production; and specialized hand-held imaging capabilities to document force deployments and activities of the Navy, and when tasked, other services, for the attainment of naval, military and national objectives.

2. Primary missions are those missions that a unit was established to perform during its wartime role. Secondary missions are those missions that a unit could be expected to perform but are not essential to carry out its wartime role. Accordingly, the following primary (P) and secondary (S) warfare mission areas are assigned:

NAVY PUBLIC AFFAIRS SUPPORT ELEMENT								
AMW	CCC	EXW	FSO	INT	MOB	MOS	NCO	SUW
P	S	P	P	S	P	P	P	P

AMW = amphibious warfare; CCC = command, control, and communications; EXW = expeditionary warfare; FSO = fleet support operations; INT = intelligence; MOB = mobility; MOS = mission of state; NCO = noncombat operations; SUW = surface warfare.

3. For the NPASE, two readiness conditions pertain. The first condition, inactive status, applies when these units are at their parent command conducting normal training and equipment maintenance activities. The second condition, deployed status, applies when an individual, UTCs or number of UTCs are called to duty by orders to perform their specified mission areas and tasks.

4. ROC symbols are used to specify the desired level of achievement of readiness or other work for or during a particular readiness condition. Readiness normally applies to operations and or evolutions, while other work refers to non-

watch activity such as performing maintenance or training. For clarification purposes, the ROC table displays symbols for the NPASE unit deployed status readiness condition only.

CAPABILITIES

"F" = "Full." The capability is to be fully achieved. For operational functions (watches), this means that installed equipment or systems will be fully manned to design capability. For support functions, sufficient manning is provided to ensure effective accomplishment of all included tasks. The achievement is to be sustained for the duration of the condition unless modified by an "A" or "E."

"L" = "Limited." The capability is to be only partially realized (Note: "P" for "Partial" is no longer a symbol). Even though only limited capability is realized, it is to be sustained for the duration of the condition unless modified by an "A" or "E." Every "L" must be supported by a limiting statement specifying the limitation.

REQUIRED OPERATIONAL CAPABILITIES

NAVY PUBLIC AFFAIRS SUPPORT ELEMENT		CAPABILITY
AMPHIBIOUS WARFARE (AMW)		
AMW 19	PERFORM AMW BATTLE DAMAGE ASSESSMENT (BDA).	
AMW 19.1	Perform AMW BDA. L - Limited to hand-held still and motion imagery.	L
AMW 25	CONDUCT MILITARY OPERATIONS IN URBAN TERRAIN (MOUT).	
AMW 25.2	Conduct MOUT. L - Limited to support of assigned force.	L
COMMAND, CONTROL AND COMMUNICATIONS (CCC)		
CCC 2	COORDINATE AND CONTROL THE OPERATIONS OF THE TASK ORGANIZATION OR FUNCTIONAL FORCE TO CARRY OUT ASSIGNED MISSIONS.	
CCC 2.30	Provide Navy liaison officers to support joint/combined operations centers. L - Limited to designated PAOs (165x)	L
CCC 3	PROVIDE OWN UNIT'S COMMAND AND CONTROL FUNCTIONS.	
CCC 3.3	Provide all personnel, services, programs and facilities to safeguard classified material and information.	F
CCC 3.4	Carry out emergency destruction of classified material and equipment rapidly and efficiently.	F
CCC 6	PROVIDE COMMUNICATIONS FOR OWN UNIT.	
CCC 6.1	Maintain tactical voice communications. L - Limited to portable equipment when not embarked.	L
CCC 6.19	Provide tactical, secure voice or data communications. L - Limited to portable tactical data broadband global area network satellite systems (BGAN) in support of shore operations.	L
EXPEDITIONARY WARFARE (EXW)		
EXW 12	CONDUCT EXW SUPPORT OPERATIONS.	

NAVY PUBLIC AFFAIRS SUPPORT ELEMENT		CAPABILITY
EXW 12.2	Provide administrative services to subordinate units.	F
FLEET SUPPORT OPERATIONS (FSO)		
FSO 1	REPAIR AND OVERHAUL SHIPS, AIRCRAFT AND ASSOCIATED EQUIPMENT.	
FSO 1.1	Provide the following services: (q) Photography (hand-held digital still and video)	F
FSO 1.14	Provide inspection, test, calibration or repair services for: (ab) Photographic L - Limited to own unit.	L
FSO 3	PROVIDE SUPPORT SERVICES TO OTHER UNITS.	
FSO 3.1	Provide the following services to other units: (zz)Other: PA planning and support, print journalism, and visual information documentation (VIDOC) to support regional and fleet requirements.	F
FSO 69	CONDUCT PA TASKS.	
FSO 69.1	Provide counsel on PA and communication to commanders and their staffs, and to public affairs personnel at senior and subordinate commands. NOTE: This statement is not found in reference (a). It will be included in CH-1 of reference (a).	F
FSO 69.2	Research and develop communication strategies and plans to support Navy and joint policies, programs and operations. NOTE: This statement is not found in Reference (a). It will be included in CH-1 of reference (a).	F

NAVY PUBLIC AFFAIRS SUPPORT ELEMENT		CAPABILITY
FSO 69.3	<p>Coordinate plans and execution with PA personnel of Navy, joint and coalition commands, other U.S. government agencies, intergovernmental and non-governmental bodies, and other organizations applicable to the mission.</p> <p>NOTE: This statement is not found in reference (a). It will be included in CH-1 of reference (a).</p>	F
FSO 69.4	<p>Create written, visual and multimedia information products supporting the execution of communication plans.</p> <p>NOTE: This statement is not found in reference (a). It will be included in CH-1 of reference (a).</p>	F
FSO 69.5	<p>Execute communication plans, to include the dissemination of timely and accurate written, visual and multimedia information to internal, U.S. domestic and international audiences and media.</p> <p>NOTE: This statement is not found in reference (a). It will be included in CH-1 of reference (a).</p>	F
FSO 69.6	<p>Assess the effect of PA activities.</p> <p>NOTE: This statement is not found in reference (a). It will be included in CH-1 of reference (a).</p>	F
FSO 69.7	<p>Conduct community outreach activities with U.S. and international local, regional and national communities and organizations.</p> <p>NOTE: This statement is not found in reference (a). It will be included in CH-1 of reference (a).</p>	F
FSO 69.8	<p>Enable media and public access to units at sea and ashore to increase public understanding of military activities and objectives.</p> <p>NOTE: This statement is not found in reference (a). It will be included in CH-1 of reference (a).</p>	F
FSO 74	CONDUCT/SUPPORT VIDOC USING DIGITAL STILL AND MOTION DATA.	