



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 5720.2A
N00P
19 August 2014

CNIC INSTRUCTION 5720.2A

From: Commander, Navy Installations Command

Subj: DISTRIBUTION OF FREE PUBLICATIONS ON NAVY INSTALLATIONS

Ref: (a) DoD Instruction 5120.4 of 16 Jun 1997
(b) DoD Instruction 1325.6 of 27 Nov 2009
(c) DoD Instruction 4105.70 of 2 Jun 2006

Encl: (1) Publication Review Board Business Rules
(2) Template for Electronic Submission of Free
Publication Distribution Request

1. Purpose

a. To establish guidance on criteria, consistency, and professional standards for considering requests for distribution of free publications on Navy installations.

b. To formalize guidance regarding governance and distribution of free publications on Navy installations provided in reference (a).

2. Cancellation. CNICINST 5720.2 dated 21 Nov 2011.

3. Background

a. Historically, Navy installations received requests from publishers for distribution of free publications. Decisions were made by the installation commanding officer (CO) based upon recommendations by the installation Public Affairs Officer (PAO) and the Staff Judge Advocate (SJA) or a Publication Review Board (PRB), normally consisting of the Command Master Chief, SJA, Administrative Officer, and PAO.

b. Reference (a) provides primary governing policy for commanders in affording reputable publications the opportunity to distribute on military installations. Enclosure (3) of

reference (b) provides guidance on the criteria to be used for the distribution of publications on a military installation. Reference (c) defines sexually explicit material.

4. Policy

a. Installation COs receiving a request for distribution of a free publication that is not on the Commander, Navy Installations Command (CNIC) master list of approved publications will make a recommendation for approval or disapproval and forward the request to CNIC Headquarters (HQ) in accordance with references (a) through (c).

b. CNIC HQ will convene a virtual publication review board (PRB) to approve or disapprove the publication for distribution based on the criteria established in references (b) and (c).

5. Responsibilities

a. CNIC HQ PAO is responsible for:

(1) Establishing a virtual PRB consisting of the PAO, Force Judge Advocate, Force Master Chief, and Fleet and Family Readiness Director (N9).

(2) Establishing and maintaining a master list of approved and disapproved publications for all Navy installations, posted on Gateway 2.0 at:
<https://g2.cnic.navy.mil/TSCNICHQ/PA/default.aspx>.

(3) Convening the virtual PRB, when required, to approve or disapprove publications for distribution on Navy installations utilizing the business rules outlined in enclosure (1).

b. Region Chiefs of Staff (COSs) are responsible for forwarding the installation's request and recommendation with a concur or non-concur recommendation to CNIC HQ PAO.

c. Installation COs are responsible for submitting the free publication distribution request and recommendation to Region COSs in accordance with enclosure (2).

d. Installation PAOs are responsible for ensuring all free publication distribution requests are submitted in writing,

reviewing the request and providing a recommendation to the Installation CO within five working days of receipt.

6. Action

a. CNIC HQ PAO shall:

(1) Convene a virtual PRB, when required per enclosure (1) to review installation submissions in accordance with references (b) and (c).

(2) Update the master list of approved and disapproved publications based on the PRB decision, post the updated list on Gateway 2.0 and distribute to Region PAOs within five working days of the board meeting.

b. Region COSs shall forward Installation COs recommendations to the CNIC HQ PAO with a concur or non-concur within five working days of receipt.

c. Installation COs shall submit distribution requests to Region COSs with recommendation for approval and disapproval within five working days of receipt.

d. Installation PAOs will review all free publication distribution requests and provide the Installation CO with a recommendation within five working days of receipt of request.


W. D. FRENCH
Vice Admiral, U.S. Navy

Distribution:
Electronic only, via Gateway 2.0
<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

PUBLICATION REVIEW BOARD BUSINESS RULES

1. The Publication Review Board (PRB) membership will include: CNIC Headquarters (HQ) Public Affairs Officer as chairman, CNIC HQ Force Master Chief, CNIC HQ Force Judge Advocate, and CNIC HQ Fleet and Family Readiness Director (N9).

2. The PRB will convene virtually upon receipt of free publication review request.

3. CNIC HQ PAO will provide a recorder to prepare the decision memo outlining the board's discussion and final decision(s).

a. The PRB recorder will provide a final copy of the decision memo to the board chairman for approval and for posting on Gateway 2.0 at:

<https://g2.cnic.navy.mil/TSCNICHQ/PA/default.aspx>.

b. The PRB recorder will update the free publications approved and disapproved list based on the PRB's decisions and update the list, which will be posted on Gateway 2.0 at:

<https://g2.cnic.navy.mil/TSCNICHQ/PA/default.aspx>.

4. The PRB will review each request in accordance with references (a), (b) and (c). Specifically the PRB will consider the following criteria for disapproval:

a. Items that create a clear danger to the loyalty, discipline or morale of military personnel.

b. Items that materially interfere with the accomplishment of the military mission.

c. The fact that a publication is critical of government policies or officials is not, in itself, grounds on which distribution may be prohibited.

**TEMPLATE FOR ELECTRONIC SUBMISSION OF FREE PUBLICATION
DISTRIBUTION REQUEST**

[Date]

MEMORANDUM

From: Commander [INSTALLATION]
To: Commander, [REGION] (N00)

Subj: RECOMMENDATION FOR FREE PUBLICATION DISTRIBUTION FROM
[PUBLICATION TITLE HERE]

Ref: (a) DoD Instruction 5120.4 of 16 Jun 1997
(b) DoD Instruction 1325.6 of 27 Nov 2009
(c) DoD Instruction 4105.70 of 2 Jun 2006

Encl: (1) Request for Distribution of Free Publication

1. I have reviewed the attached request (enclosure (1)) for distribution of [publication title] on [installation name].

2. Based on the criteria outlined in references (a), (b) and (c), I recommend [approval/disapproval] of the request.

Signature