



**MI-VDF BATTALION**

**350.00**

**Standard Operating Procedure**

# **PUBLIC RELATIONS**

**SEPTEMBER 3, 2013.**

## MIVDF -- BATTALION

MIVDF--3BN

03 SEP 13

MEMORANDUM FOR: See Distribution

SUBJECT: Public Relations, SOP 350.

1. REFERENCE:

SOP 313 Operations.

2. GENERAL

This SOP describes the method handling certain public relations issues.

3. PURPOSE

The purpose of the SOP is to assure that information disseminated to the public is accurate and properly presented.

4. SCOPE

This SOP is applicable to all personnel assigned to, attached to, or under the control of the Commander.

5. RESPONSIBILITY

Commanders and staff are responsible for assuring compliance with this SOP.

6. STANDARDS

Communication with Media (For Recruiting Purposes)

Interviews with mass media (television, radio, newspaper, or others) should only be conducted with reputable media outlets. Interviews should not be conducted with any outlet that may portray a bad image for the VDF. Personnel who make public statements, or give interviews to the media, should have an E5 grade, or higher. Persons seeking to conduct a media interview, who are not at least an E5, may do so with the permission of their Company Commander.

Media and Public Requests for Information During Emergency Services Operations

During emergency services operations a member of the battalion shall be appointed to handle all media and public requests for information. The person designated to serve in this capacity will be specified in advance of the operation, preferably in the OPORD. If the media or member of the public requests information—personnel should direct the request to the person appointed to handle these requests for information.

Political Events & Protest Activities

No member of this battalion shall wear the VDF uniform, or represent the VDF, at any political event or protest activity unless permission is first obtained, in writing—from the Battalion Commander.

**OFFICIAL:**

/S/

CPT. TIMOTHY LABRAKE  
3<sup>rd</sup> Battalion MIVDF  
Commanding

**DISTRIBUTION:**

ALL BN PERSONNEL  
BN SOP BINDER

**ENCLOSURE:**

NONE