

Appendix G

PUBLIC AFFAIRS OFFICE

1. Directs and implements the policies and objectives of the District Public Information, Command Information, and Community Relations Programs.
2. Plans, develops, coordinates, and supervises information activities and long-range public affairs objectives, and analyzes public opinion trends, taking corrective action where necessary.
3. Provides the Commander, his Deputy, and key District staff, advice and guidance on all Public Affairs matters.
4. Prepares and distributes or releases information to newspapers, radio stations, wire services, television stations, magazines, public and community organizational gatherings, printers, publishers, motion picture producers, and the general public through the written word in a variety of styles and formats. (Photographs, transparencies, motion pictures, videotapes, and illustrations as well as digitized, computer-generated media may be submitted as support to basic information released.)
5. Plans activities, coordinates, or assists in project participation in civic events, project groundbreaking and dedication ceremonies, open houses, luncheons, static displays, speeches, public meetings, information presentations of all sorts with a public audience in mind.
6. Researches, writes, and desktop publishes the District newspaper. Prepares special interest articles for distribution to all employees when required. Prepares a digitized version of the newspaper for distribution via the Internet.
7. Compiles an annual historical report for submission through the Division to HQUSACE.
8. Provides information regarding District programs and activities to the general public orally, in writing, or through published material.
9. Provides Public Affairs services to District customers as part of total 'engineer response' when part of a full service package secured on a reimbursable basis.