

Department of Defense Dependents Schools
Isles District
APO AE 09461-5470

SOP 97-031
October 22, 1997
Updated October 29, 2004

STANDARD OPERATING PROCEDURE MEET THE PRESS

PURPOSE: To establish guidelines for proper procedures to be followed when the press requests information.

PROCEDURES:

1. Any request for information from the Stars & Stripes or AFN should be referred to the Superintendent's Office/Public Affairs Officer (PAO).
2. Any issue that would be considered a Europe-Wide issue should be referred to the Public Affairs Officer at the Area Superintendent's Office.
3. Requests from local publications should be coordinated with the Superintendent's Office/PAO prior to providing a response.
4. When an interview is to take place, it is wise to request a copy of the questions beforehand.
5. Always ask to see the article before it goes to print.
6. High School Pages' articles to the Stars & Stripes must have the principal's approval prior to submission.
7. All press releases at any level must be coordinated through the DSO/PAO prior to any releases.

CONTROLS:

Factually correct and fair articles in publications are apparent to administration, parents, and public.


Linda L. Curtis
Superintendent