

Archives Branch
Naval History and Heritage Command
805 Kidder Breese Street, SE
Washington Navy Yard, DC 20374-5060

Processor: Updated March 2011 and original collection processed April 2005.

Chief of Information Subject Files

1958-1990

COLL/525

Creator: Chief of Navy Information

Extent: Total boxes: 50

Cubic feet: 16.6

Inclusive Dates: 1958-1990

Access: Open to the public.

Classification: The collection had an initial “Declassification Review” followed by a Kyl-Lott review in July 2005. Some of the records remain classified or have been referred to other agencies for final review.

Scope and Content Notes

The Navy Office of Information is headed by the Chief of Information (CHINFO), a Rear Admiral, who is the direct representative of the Secretary of the Navy and the Chief of Naval Operations for Navy-wide public affairs matters.

It is the responsibility of the Office of Information to provide information to Navy service members, their families, and the American public on key issues relating to the Navy and Marine Corps. This is accomplished by working with national and international media, and community relations on a national level, and providing public affairs policy and guidance to public affairs officers, Navy journalists and civilian public affairs specialists serving the Navy worldwide. CHINFO is also responsible for production of print and broadcast internal information products through its subordinate command, the Naval Media Center, which produces and distributes products such as *Navy News*, *All Hands* magazine, and the *Navy-Marine Corps News*, a weekly half-hour television program seen across the U.S. on many cable outlets. Many of these products are also made available on the World Wide Web.

To provide service to regional media and provide a more local point of contact, CHINFO maintains four Navy Offices of Information (NAVINFOs). These offices:

- Act as spokesperson for the Navy and the Navy Office of Information with the media and public
- Establish and maintain professional relationships with local, regional, and national media

- Maintain liaison with the public affairs officers of the fleet commanders and area coordinators, assisting with requests for media embarks and ships or aircraft visits
- Work with counterpart Naval Reserve Public Affairs units on unit training and mobilization readiness
- Work with the public affairs officers of the Navy Recruiting Area within the NAVINFO's area of responsibility

Other CHINFO activities include two Navy Public Affairs Centers and the Fleet Home Town News Center in Norfolk, Virginia. The Public Affairs Centers provide written, audio, and photographic feature material about Fleet personnel, units, and activities and serve as emergency reaction teams when required. The Fleet Home Town News Center writes and distributes local interest stories and articles about members of the Navy, Marine Corps, and Coast Guard to newspapers and media outlets across the country.

Scope and Content Note (continued)

This collection consists of subject files maintained by the Office of Information. They relate to a variety of topics, including individual ships and shore establishments of the U.S. Navy, the plan for a 600 ship Navy, shipbuilding, the Soviet Navy, submarines, the space program, and weapons systems. The collection is organized in a single series and arranged alphabetically by subject.

Subject Headings (LCSH)

United States. Dept. of the Navy. Office of Information.
 Armed Forces and mass media-United States.
 United States. Navy-Public relations.
 Warships-United States.
 Submarines (Ships)-United States.
 United States. Navy-Weapons systems.
 Sea-power-United States.
 Soviet Union. Navy.
 Anti-submarine warfare-United States.
 Artificial satellites, American.
 Arms control-United States.
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 Navy-yards and naval stations, American.
 United States. Navy. Organization.

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