



## National Geospatial-Intelligence Alumni Association

SUBJECT: NGAA Policy Memorandum #1.2 – Interaction with NGA Communication Venues

DATE: December 22, 2014 (Supersedes March 12, 2013 Memo #1.1: Interaction with NGA Communication Venues)

TO: NGAA Membership

1. Background. The National Geospatial-Intelligence Agency (NGA) has a variety of internal and external venues to publish information about the Agency. They have agreed that the NGAA, and other NGA-related retiree organizations, can submit articles for publication. This memorandum centers on submission of information for all NGA internal/external information venues, print and electronic.

a. NGA has a holistic approach to corporate communications and reserves the right to publish submitted information in any print or electronic venue as they deem appropriate. A particular venue may be requested, such as for time-sensitive items, but NGA will make the final decision.

b. NGA reserves the right to edit submitted information for style, content and length. The information will also be subject to the same corporate and public release review as all other articles (legal, policy, operations security, etc.). NGAA will stay in contact with NGA to be sure any changes do not alter the basic message.

c. Published information may also contain the following (or similar) statement by NGA: "The opinions expressed in this article are the author's and do not necessarily reflect the views of the National Geospatial-Intelligence Agency (NGA) or the U.S. Department of Defense. NGA makes space available for NGA alumni groups to provide content that may be of interest to its various readerships. NGA does not endorse any particular alumni group or any other outside organization."

d. NGA requests that NGAA communications that mention NGA be coordinated with them to ensure accuracy. Also, coordination will provide NGA the opportunity to add a quote from senior leadership or other information. Coordination will be timely and not delay release of NGAA communications.

2. Policy. It is the policy of NGAA to offer articles when appropriate to NGA for their consideration.

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## 3. Procedures:

a. The NGAA Board of Directors (BOD) will appoint an NGAA member to act as a communication liaison between NGAA and the NGA Office of Corporate Communications (OCC).

b. The liaison officer will interface with the NGA OCC to:

(1) Determine interest in receiving information.

(2) Determine appropriate guidelines (e.g. topics, deadlines, article lengths, types of supporting photos/graphics desired, etc).

c. After determining NGA OCC interests and guidelines, information will be processed as provided below.

(1) The liaison officer will notify the leadership of NGAA Chapters of publication opportunities and ask that they relay the information to their members. Included in the notification will be appropriate guidance, e.g. topic, desired number of words, desired graphic/photo support, deadlines, etc. The NGAA BOD will also be informed of all notifications about information opportunities.

(2) Interested members will submit their information and any supporting materials to the President of their NGAA Chapter or to a person designated by him/her.

(3) The suggested item to be published will be forwarded to the liaison officer along with a recommendation regarding publication. The liaison officer will then coordinate the proposed submission with the NGAA BOD.

(4) After NGAA BOD coordination, the liaison officer will submit approved items to NGA OCC.

(5) Any information received by the NGAA BOD will also be considered for publication on NGAA Web sites regardless of whether it is forwarded to NGA or whether NGA publishes the information.

4. In addition to the above procedures that begin with a call for information, NGAA members may at any time submit an article, photo or other form of communication for consideration by NGA. These submissions will be processed as above in accordance with paragraph 3c. (2) through 3c. (5).

5. This memorandum applies both to the opportunity to submit professional/historical information as well as news events related to NGAA or its Chapters. This memorandum does not apply to death notices of NGAA members. These will be submitted by a current NGAA member designated by each Chapter who is also an NGA employee, will be sent directly to persons designated by NGA OCC, will be intended for publication for a maximum of two weeks on an NGA intranet and will conform to any guideline requirements desired by NGA.

6. Questions regarding this memorandum and/or suggested changes should be referred to the NGAA Chairman of the Board.

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7. This policy is effective immediately and remains in effect until rescinded or modified.

FOR NGAA

A handwritten signature in black ink, reading "Kathleen M. Smith". The signature is written in a cursive style with a large initial 'K'.

KATHLEEN M. SMITH  
Chairman of the Board

Copy Provided:  
Vanessa Segars (NGA Office of Corporate Communications)