

OFFICE OF PUBLIC AFFAIRS

The Office of Public Affairs (OPA) manages DoC's overall public information program. OPA's director serves as DoC's principal adviser to the Secretary on public affairs matters. The office oversees the policy of the public affairs staffs in the operating units and serves as DoC's primary liaison office with other Government agencies on public affairs. The two project descriptions that follow and the *Department Organization Order 15-3*, governing OPA's responsibilities provide further insight on services provided.

MANAGEMENT OFFICIALS

KEVIN GRIFFIS, Director

HCHB Room 5413, 482-8290

PARITA SELFRIDGE, Press Secretary

HCHB Room 5413, 482-2237

SHANNON GILSON, Deputy Director

HCHB Room 5413, 482-2237

LIST OF ACCOUNTS

OPA Operations	0050000	WCF
Photographic Services	0051000	WCF

WORKING CAPITAL FUND (WCF) PROJECTS

OPA OPERATIONS PROJECT 0050000

Description of Service: The Office of Public Affairs (OPA) serves as DoC's liaison with the White House and Executive Branch agencies to support major Department priorities and meet the needs of operating units. OPA provides advice and support to the public information programs in the units; prepares and issues press releases and broadcast material involving the Secretary and other DoC officials; coordinates news conferences; arranges radio, television and other interviews; plans, develops, and executes, with operating unit public affairs' offices, a communication support program for exhibits, video and film making productions and webcasts. The office also reviews and approves for release all news items, speeches, publications, audiovisual materials for external use, and advertises programs for public affairs purposes; reviews all proposed DoC publications; accounts for the control of films, exhibits, events and other resources; and provides briefing materials for the Secretary; and other top DoC level officials.

Basis of Charge: Costs are billed to Departmental bureaus, based on prior year actuals, of office staffing and workload assignments. Each staff member tracks their time for supporting the Department's bureau.

PHOTOGRAPHIC SERVICES PROJECT 0051000

Description of Service: This project provides a DoC-wide photographic service which includes a fee basis for services. The project also provides press photography on location; documentary photography on location; record coverage of agency events for release or history; portraits; custom color and black-and-white processing and printing, photo copying, mural printing, slides, etc.; liaison for photographic contracts; photography estimates; and maintenance of Department photographic files.

Basis of Charge: Costs are billed for photographic services based on actual usage from the first three quarters of FY 2009 and the third quarter of FY 2010, after adjusting for manual bills to other agencies.