



*Public Affairs*

**HOMETOWN NEWS RELEASE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction prescribes the policies and procedures for conducting the Hometown News Release Program for USTRANSCOM. It implements the Joint Hometown News Service program under the Defense Media Activity. It applies to all assigned USTRANSCOM personnel. Refer recommended changes and questions about this instruction to the office of primary responsibility using Air Force Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*. This instruction provides notice for the collection and maintenance of information protected by the Privacy Act of 1974.

**SUMMARY OF REVISIONS**

Overall generally updates the text and attachments, as well as general administrative updates.

**1. General.** The Hometown News Release Program is a primary means of telling an individual military or civilian member's story to the public, stressing personal accomplishments and activities in service to the nation.

**2. Responsibility:**

**2.1.** USTRANSCOM Public Affairs (TCPA) will make military and civilian members within USTRANSCOM aware of the Hometown News Release Program and encourage members to participate for acceptable events.

**2.2.** Acceptable events and categories for submission of Hometown News Releases include:

**2.2.1.** Promotion to grade of E-3 and above or GS-3 and above.

**2.2.2.** Reenlistment.

**2.2.3.** Arrival for duty.

**2.2.4.** Participation in major exercises, contingencies, and humanitarian missions.

**2.2.5.** Professional school graduation.

**2.2.6.** Retirement.

**2.2.7.** Awards and Decorations -- Good Conduct Medal and above.

**2.2.8.** Individual Achievement, to include: Receiving a college degree; being selected as military or civilian member of the Quarter or Year; direct commission; warrant officer appointments; and civilian length of service recognition (i.e., 10- or 20-year pin).

### **3. Procedures:**

**3.1.** TCPA will email the link/instructions for completing the electronic DD Form 2266, *Joint Hometown News Service News Release Information*, to command members upon announcement of eligible events (i.e., USTRANSCOM Quarterly or Annual Award selectees; promotions or retirements; receipt of awards or decorations), or eligible members may contact TCPA to receive link with instructions.

**3.2.** Members will email completed forms to TCPA for administrative processing:  
[ustcpa@ustranscom.mil](mailto:ustcpa@ustranscom.mil).

**4. Adopted Form:** DD Form 2266, *Joint Hometown News Service News Release Information*.

R.W. HAUPT  
Captain, USN  
Chief, Public Affairs

2 Attachments

1. Electronic DD Form 2266
2. Instructions for completing the electronic DD Form 2266

### Attachment 1 Electronic DD FORM 2266, Joint Hometown News Service News Release Information

PAO Code **A50** **JOINT HOMETOWN NEWS SERVICE NEWS RELEASE INFORMATION** 

[CLICK to read PRIVACY ACT](#) [CLICK to read FORM INSTRUCTIONS](#)

**STEP 1: MEMBER INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Sex  M  F Service Branch **Select One**

Pay Grade **Select** Status **Select One** MOS/AFSC \_\_\_\_\_ Job Title (do not abbreviate) \_\_\_\_\_ Years of Service **Select**

Home Unit **U.S. Transportation Command** Home Post/Base or City if no base **Scott Air Force Base** State/Country **IL** Your Email Address \_\_\_\_\_

**STEP 2: RELATIVE INFORMATION** [Look Up Your ZIP Codes](#)

**YOUR LIVING PARENTS, INLAWS, STEPPARENTS, GUARDIANS, GRANDPARENTS OR ADULT CHILDREN**

1st Relative FIRST and LAST Name(s)	Relationship to You	Street Address	City	State	Zip Code
_____	<b>Select</b>	_____	_____	<b>Select</b>	_____
2nd Relative FIRST and LAST Name(s)	Relationship to You	Street Address	City	State	Zip Code
_____	<b>Select</b>	_____	_____	<b>Select</b>	_____
3rd Relative FIRST and LAST Name(s)	Relationship to You	Street Address	City	State	Zip Code
_____	<b>Select</b>	_____	_____	<b>Select</b>	_____
4th Relative FIRST and LAST Name(s)	Relationship to You	Street Address	City	State	Zip Code
_____	<b>Select</b>	_____	_____	<b>Select</b>	_____

**STEP 3: EDUCATION INFORMATION**  
*(FOR ANY BLOCK THAT DOES NOT APPLY, LEAVE IT BLANK)*

Received a:  Diploma  G.E.D.  N/A

Name of High School or GED Institution \_\_\_\_\_ Grad Year **Select** City \_\_\_\_\_ State **Select** Zip Code \_\_\_\_\_

For college information, fill **ONLY IF AWARDED A DEGREE**

1st College Degree	Grad Year
<b>Select</b> <a href="#">Note</a>	<b>Select</b>
2nd College Degree	Grad Year
<b>Select</b>	<b>Select</b>

**STEP 4: RELEASE INFORMATION**

[CLICK HERE if release is for a RETIREMENT](#)

Event (100 char limit): Promotion to(rank), arrival for duty(where), award(type), deployment in support of, redeployment, etc... \_\_\_\_\_ Event Date \_\_\_\_\_ Phone# \_\_\_\_\_

Comments: Use only if necessary to help process the news release form (150 character limit. No punctuation or special characters allowed)

\_\_\_\_\_

**Hometown News Use Only**  
**BATCH** \_\_\_\_\_ **STORY** \_\_\_\_\_

**STEP 5: PHOTOS AND OTHER ATTACHMENTS, and SUBMIT FORM**

If attaching a file to this form, check this box:  then, [Note: If you open attachment window, FINISH to return to form.](#)

UniqueID: **1385**

By choosing to submit this form electronically, I certify and agree that I have read and understand the Privacy Act and release consent information and that I bind and legally obligate myself to the same extent as I would by signing my name on a printed paper version of this form (DD2266).

DD2266 MAY2010 V2

**Attachment 2**  
**INSTRUCTIONS FOR COMPLETING THE ELECTRONIC DD FORM 2266,**  
***JOINT HOMETOWN NEWS SERVICE NEWS RELEASE INFORMATION***

1. The resulting news article from completing this form will be sent to media outlets servicing the zip code areas for relatives listed in Step 2 and for high school/colleges listed in Step 3.
2. This is the link to the electronic DD Form 2266:  
<https://hnforms.dma.mil/presentation/lfserver/USTRANSCOMSCOTTAFB>
3. Complete the form beginning with Step 1, Member Information.
4. In Step 2, Relative Information: A street address & zip code is required for all relatives listed. To include a spouse: If one or both of the spouse's parents are living, go to the "2nd Relative" block & select In-Laws, and a box will also pop up for spouse's name. If the spouse's parents are no longer living, spouse may be listed in the "Comments" section of Step 4.
5. In Step 3, Education Information: Provide all requested data as applicable, including zip codes.
6. In Step 4, Release Information: Type in the eligible event (100 character limit), date of event, and contact phone number. Use the "Comments" section to list a particular media outlet or publication to receive the news release, or to list any additional information (150 character limit; no punctuation or special characters allowed).
7. In Step 5, Photos and Other Attachments: Attach a high-resolution photo, or email TCPA to request a photograph be taken: [ustcpa@ustranscom.mil](mailto:ustcpa@ustranscom.mil). TCPA will then attach the photo and continue processing the form. If the event is receipt of an award or decoration, attach a copy of the citation to help the Joint Hometown News Service staff write the news article.
8. Once the form is complete, select the "Go" button at the bottom of Step 5 to submit. It routes to TCPA for quality control before being sent to the Joint Hometown News Service. When TCPA receives an email from the Joint Hometown News Service stating which media outlets were sent the release, TCPA will forward that email notification to the member. While there is no publication guarantee by the media outlets, the member and their family/friends can begin to observe the outlets for potential appearance.
9. For assistance, email [ustcpa@ustranscom.mil](mailto:ustcpa@ustranscom.mil).