

Public Affairs

HOMETOWN NEWS RELEASE PROGRAM

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*OPR: TCPA
Supersedes USTRANSCOMI 35-6, 27 Mar 97*

*Approved by: TCPA (COL Beatty)
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SUMMARY OF REVISIONS

Overall generally updates the text and attachments, as well as general administrative updates.
Note: Since this directive has been revised in its entirety, asterisks will not be used to identify revised material.

This instruction prescribes the policies and procedures for conducting the Hometown News Release Program for USTRANSCOM. It implements Secretary of the Navy (SECNAV) Instruction 5724.3 and Air Force Instruction 35-101. It applies to all USTRANSCOM personnel assigned at Scott AFB IL. Send comments and suggested improvements to the publication on Air Force Form 847, Recommendation for Change of Publication, to USTRANSCOM/TCPA, 508 Scott Drive, Scott AFB IL 62225-5357.

This instruction provides notice for the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the information is USTRANSCOM Instruction 37-11 and 5 United States Code, Section 552a.

- 1. References, Abbreviations, Acronyms, and Terms.** References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.
- 2. General.** The Hometown News Release Program is the primary means of telling an individual Service member's or civilian's story to the public, stressing individual accomplishments and activities in service to the nation.
- 3. Responsibility:**
 - 3.1.** Office of Public Affairs (TCPA) will ensure every military and civilian member within USTRANSCOM is aware of the USTRANSCOM Hometown News Release Program and that each member is encouraged to participate for acceptable events.
 - 3.2.** Acceptable events/categories for submission of Hometown News Releases include:

- 3.2.1. Promotion to grade of E-3 and above.
- 3.2.2. Reenlistments.
- 3.2.3. Arrival for duty.
- 3.2.4. Major exercises.
- 3.2.5. School graduations.
- 3.2.6. Retirements.
- 3.2.7. Awards — Good Conduct Medal and up.
- 3.2.8. Individual Achievement: Receiving a college degree, being selected as Soldier, Sailor, Airman, Marine or civilian of the Month, Quarter, or Year; direct commission and warrant officer appointments.

4. Procedures:

- 4.1. Army and Air Force Service members will complete a Department of Defense (DOD) Form 2266, Information for Hometown News Release (Attachment 2), for submission of a Hometown News Release. Participants may submit DD Form 2266 electronically using instructions at attachment 4, or use a hard copy of the form provided by TCPA, building 1900, 3rd floor.
- 4.2. Navy and Marine Corps personnel will use Navy Form (NAVSO) 5724/1, Fleet Home Town News Release Form (Attachment 3), for submission. TCPA will provide Fleet Home Town News Release Forms.
- 4.3. Personnel give completed forms to TCPA no later than seven days after the applicable event for administrative processing.

ARLENE F. BEATTY
Colonel, USA
Chief, Public Affairs

4 Attachments

- 1. Glossary of References, Abbreviations, Acronyms, and Terms
- 2. Sample DD Form 2266
- 3. Sample NAVSO Form 5724/1
- 4. Instructions for Electronic Hometown News Releases

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A -- References

Secretary of the Navy (SECNAV) Instruction 5724.3, Instructions and Policy Concerning Fleet Home Town New Program

Air Force Instruction (AFI) 35-206, Media Relations

Section B -- Abbreviations and Acronyms

AF - Air Force

DOD/DD - Department of Defense

SECNAV - Secretary of the Navy

TCPA - United States Transportation Command Public Affairs Office

USTRANSCOM - United States Transportation Command

USTRANSCOMI - United States Transportation Command Instruction

Section C -- Terms

Not used.

HOMETOWN NEWS RELEASE INFORMATION									
1. PAO CODE			PRINT OR TYPE - SEND ORIGINAL ONLY				FOR RELEASING PUBLIC AFFAIRS OFFICE USE ONLY U.S. Transportation Command/TCPA 508 Scott Drive Scott AFB, IL 62225-5357		
A	5	0							
2. YOUR SOCIAL SECURITY NUMBER (For identification only)									
PRIVACY ACT STATEMENT									
<p>AUTHORITY: 5 U.S.C. 301, 10 U.S.C. 8012 and 8034, and EO 9397. PRINCIPAL PURPOSE: To prepare news stories and news releases for distribution and publication by civilian news media to recognize the achievements of Army and Air Force members. In accordance with the 1974 Privacy Act, you are hereby informed that your Social Security Number on this form is required for identification use only. ROUTINE USE: Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain." DISCLOSURE: Information collected on this form is released over your signature and is voluntary. If you have no objection to the information being released to hometown audiences, sign your name below. Failure to provide the information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievements.</p>									
3. BRANCH OF SERVICE		4. STATUS		5. RANK	6. PAY GRADE	7. FIRST NAME, MIDDLE INITIAL, LAST NAME			B. SEX
<input type="checkbox"/> ARMY	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> NAVY	<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> ACTIVE	<input type="checkbox"/> RESERVE	<input type="checkbox"/> NATIONAL GUARD	<input type="checkbox"/> CIVILIAN	
9. EVENT (Example: Arrival; Promoted to Sergeant; Received Commendation Medal, etc. - Citation)									
10. YOUR LIVING PARENTS, STEPPARENTS, GUARDIANS, AUNT/UNCLES					DULT SIBLINGS				
a.(1) FIRST NAME, MIDDLE INITIAL, LAST NAME					RELATIONSHIP TO YOU				
(3) ADDRESS (Number and Street)					(4) CITY	(5) STATE	(6) ZIP CODE		
b.(1) FIRST NAME, MIDDLE INITIAL, LAST NAME					(2) RELATIONSHIP TO YOU				
(3) ADDRESS (Number and Street)					(4) CITY	(5) STATE	(6) ZIP CODE		
11. SPOUSE'S NAME (First, Middle Initial, Last)									
12. SPOUSE'S LIVING FATHER a. FIRST NAME, MIDDLE INITIAL, LAST NAME									
b. ADDRESS (Number and Street)					c. CITY	d. STATE	e. ZIP CODE		
13. SPOUSE'S LIVING MOTHER a. FIRST NAME, MIDDLE INITIAL, LAST NAME									
b. ADDRESS (Number and Street)					c. CITY	d. STATE	e. ZIP CODE		
14.a. YOUR PRESENT UNIT OF ASSIGNMENT (Do not abbreviate)			b. POST OR BASE (Not APO)		c. CITY			d. STATE OR COUNTRY	
15. DUTY MOS OR AFSC			16. PRESENT JOB TITLE (Full Title - Do not abbreviate)				17. TOTAL YEARS MILITARY SERVICE		
18.a. HIGH SCHOOL GRADUATED FROM			b. YEAR GRADUATED	c. CITY		d. STATE	e. ZIP CODE		
19. COLLEGES GRADUATED FROM									
a. COMPLETE NAME		b. DEGREE	c. YEAR GRADUATED	d. CITY		e. STATE	f. ZIP CODE		
20. REMARKS (Continue on back if necessary)									
21. SIGNATURE OF PERSON LISTED ABOVE (Authorizing release of this information)						22. DATE (YYMMDD)		23. DUTY PHONE (DSN or area code)	

SAMPLE

DD FORM 2266, JUN 95 CONTINUATION SHEET

SAMPLE

Fleet Home Town News Release Form

- 1. Instructions on Back.
- 2. Print in Ink or Type.
- 3. For Additional Remarks Use Block 23.

1. From: Command/Address US TRANSPORTATION COMMAND/TCPA 508 SCOTT DRIVE, RM 339 SCOTT AFB IL 62225-5357 Homeport/Base (not FPO etc.)			2. Command Releasing Authority Print Name, Judy Asaro DSN 779-4828 Signature _____ Duty Phone 229-4828			3. RUC/UIC/OPFAC 47081								
6. Rank			7. Pay Grade			8. Date Entered Service MM/YY			4. Circle Branch or Service Active - Reserve USN - USMC - USCG - USA - USAF			5. Date of Event MM/DD/YY		
9. Date Reported this Command			10. Sex M ___ F ___			11. Married Yes ___ No ___			12. Social Security Number					
13. Your First, Mi., Last Name						14. Spouse's Name (If Married)								
Your Living Parents/or if Guardians or other Relatives Show Relationship - If Military Include Rank/Service														
15. Your Father's First, Mi., Last Name				Address (Number and Street)				ZIP Code						
				City				State						
16. Your Mother's First, Mi., Last Name				Address (Number and Street)				ZIP Code						
				City				State						
				<input type="checkbox"/> Same as BLK 15										
17. Wife/Husband's Father's First, Mi., Last Name				Address (Number and Street)				ZIP Code						
				City				State						
18. Wife/Husband's Mother's First, Mi., Last Name				Address (Number and Street)				ZIP Code						
				City				State						
				<input type="checkbox"/> Same as BLK 17										
19. High School - Complete Name			Year Graduated			City			State			ZIP Code		
20. College/University/Complete Name			City			State			Type Degree/Year			FHTNC Use Only		
21. College/University/Complete Name			City			State			Type Degree/Year			FHTNC Use Only		
22. Duty to Which Assigned/Job Title - If Designated a Plane Captain, etc.-List Type Aircraft, Etc.														
23. Event-Check Appropriate Box or List Complete Details-Use extra Paper or attach copy of citation, etc.														
<input type="checkbox"/> Reported		<input type="checkbox"/> Promoted to Above Rank		<input type="checkbox"/> Meritoriously		<input type="checkbox"/> Medal/Award Attach Copy		<input type="checkbox"/> Reenlisted Years		<input type="checkbox"/> Retired Years				
24. PRIVACY ACT STATEMENT - AUTHORITY: 5 U.S.C. 301, and 14 U.S.C. 93f and 10 U.S.C. 8012 and 8034, and EO 9397. PRINCIPAL PURPOSE: To prepare news stories and news releases for distribution and publication by civilian news media to recognize the achievements of sea service members. SSAN is used for positive identification. ROUTINE USE: Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain." DISCLOSURE IS VOLUNTARY: Failure to provide the information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievements.														
25. I certify that the above information is correct and I have no objection to its publication.														
Signature _____						Date _____								
For Reserve Use Only - See Instructions on Back														
26. Your Address (Number and Street)				City				State		ZIP Code				
27. Company Name				Address (Number and Street)				Position/Years with Company						
				City				State		ZIP Code				
28. Company Publication				Address (Number and Street)				FHTNC Use Only						
				City				State		ZIP Code				

SAMPLE

**INSTRUCTIONS FOR ELECTRONIC HOMETOWN NEWS RELEASES
(Army and Air Force)**

1. Complete DD Form 2266 beginning with Block 3 (Note blocks 1 and 2 will be blank).
2. Block 9: Put an effective date; i.e., arrived for duty 14 Sep 00.
3. Block 20: List any specific publications you would like the story to appear.
4. Block 21: Do not include a signature. Your e-mail to TCPA serves as your public release and signature.
5. Send an e-mail to Dave.Patterson@hq.transcom.mil. In the subject line put "HTNR - your rank and full name."
6. Include in the body of the e-mail "Attached is my DD Form 2266 for public release." (Note: Don't forget to attach the DD Form 2266 file to your e-mail.)
7. If you want to include a photo or certificate, send a scanned file with your e-mail or bring the original(s) to the Public Affairs Office (TCPA), Building 1900, 3rd floor, room number 328. (Note: E-mail is still required if you hand carry originals to TCPA.)

If you have any questions or need assistance call Mr. Dave Patterson at 229-4828.