

HOMETOWN NEWS RELEASE INFORMATION

PAO CODE

STEP 1: YOUR SERVICE INFORMATION

1a. LAST FIVE(5) OF SSN b. LAST NAME c. FIRST NAME d. MI

If you have a high-quality digital image of the event to include in this story you can UPLOAD it now.

- Photos must be jpeg files with the .jpg extension. The preferred image size is 4x5" and 200 dpi resolution. They must be a minimum of 150 dpi in resolution, and no smaller than 4x5" or larger than 5x7"

- If you DO want to include a photo for this story but it is not yet ready to upload, do not fill this form until the photo is ready for uploading.

CHECK THIS BOX: IF YOU ARE UPLOADING A PHOTO THEN

AFTER UPLOADING THE PHOTO, CONTINUE FILLING THE HOMETOWN NEWS RELEASE FORM.

e. SEX M F f. RANK g. PAY GRADE h. SERVICE BRANCH i. STATUS
j. MOS OR AFSC k. FULL JOB TITLE l. YEARS OF SERVICE
m. HOME UNIT n. HOME POST/BASE (not APO) o. CITY p. STATE or COUNTRY

STEP 2: RELATIVE INFORMATION

(FOR ANY BLOCK THAT DOES NOT APPLY, LEAVE IT BLANK)

You do not have to use the relative address blocks as they are titled (father, mother, father-in-law, mother-in-law) The blocks are titled this way to make the form as easy as possible to fill. If you want to list other relatives on your form such as grandparents, aunts, uncles... you can list them in any of the four blocks. If both natural parents live at the same address, you can list them both in one address block (such as John and Jane Doe). Two circumstances when you must list relatives living at the same address in two separate blocks is when there is a difference in your relationship to each person. The instances where this must be done: 1) A natural parent and a step-parent, and; 2) A parent or other relative who is not a natural parent.

2a.(1) FATHER'S OR OTHER RELATIVE NAME (EXAMPLE: John Doe, or John and Jane Doe)

(2) STREET ADDRESS (3) CITY (4) STATE (5) ZIP CODE

(6) THEIR RELATIONSHIP TO YOU (EXAMPLE: Parents, Father, Mother, Grandparents...)

b.(1) MOTHER'S OR OTHER RELATIVE NAME (EXAMPLE: Jane Doe, or Jane and John Doe)

(2) STREET ADDRESS (3) CITY (4) STATE (5) ZIP CODE

(6) THEIR RELATIONSHIP TO YOU (EXAMPLE: Parents, Father, Mother, Grandparents...)

c. ENTER SPOUSE'S NAME HERE IF MARRIED

(If filled, INLAW information must be provided in at least one of the relative blocks below)

d. (1) FATHER-IN-LAW'S OR OTHER RELATIVE NAME (EXAMPLE: John Doe, or John and Jane Doe)

(2) STREET ADDRESS (3) CITY (4) STATE (5) ZIP CODE

(6) THEIR RELATIONSHIP TO YOU (EXAMPLE: Inlaw, Parents, Father, Mother, Grandparents...)

e. (1) MOTHER-IN-LAW'S OR OTHER RELATIVE NAME (EXAMPLE: John Doe, or John and Jane Doe)

(2) STREET ADDRESS (3) CITY (4) STATE (5) ZIP CODE

(6) THEIR RELATIONSHIP TO YOU (EXAMPLE: Inlaw, Parents, Father, Mother, Grandparents...)

STEP 3: EDUCATION INFORMATION

(FOR ANY BLOCK THAT DOES NOT APPLY, LEAVE IT BLANK)

3a.(1) HIGH SCHOOL GRADUATED FROM (2) GRAD YEAR (3) HIGH SCHOOL CITY (4) STATE (5) ZIP

b.(1) COLLEGE GRADUATED FROM (2) GRAD YEAR (3) DEGREE (4) COLLEGE CITY (5) STATE

c.(1) COLLEGE GRADUATED FROM (2) GRAD YEAR (3) DEGREE (4) COLLEGE CITY (5) STATE

STEP 4: RELEASE INFORMATION

4a. YOUR HOMETOWN NEWS STORY (75 character limit) b. DATE EVENT OCCURED (DDMMYY)

A very brief description of what your news release is about, such as Promotion, Arrival for Duty, Decoration, Award, Retirement...

c. PAO PHONE NUMBER d. PAO E-MAIL ADDRESS

e. COMMENTS (255 character limit) Include information in COMMENTS that are not accommodated on the form.

If this news release is for a decoration, please fax the decoration citation to (210) 925-1272, DSN 945-1272 or email in any format to hometown@afnews.af.mil. If you want to email a photo instead of uploading it you can email it to the same email address but please be sure to change the photo file name to lastname, last five of ssn (DOE12345.jpg) and check the photo box on this form so that we know there is a photo for this release.

PRIVACY ACT STATEMENT

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