



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237
APO AP 96205-0010

REPLY TO
ATTENTION OF:

FKPA-CI

1 November 2001

MEMORANDUM FOR PUBLIC AFFAIRS OFFICES

SUBJECT: U.S. Forces Korea Hometown News Release Program Policy (Army/Air Force)

1. REFERENCES: DA Pam 360-3, Army Hometown News Program; AFI 35-10, Ch. 14, Army and Air Force Hometown News Service; Hometown News Release Guidebook
2. PURPOSE: To provide information and guidance to subordinate command Public Affairs Offices (PAOs) and unit Public Affairs representatives on initializing, implementing and maintaining their own Hometown News Release (HTNR) program. Outline responsibilities of those same PAOs, commanders, personnel action centers, and the U.S. Forces-Korea/Eighth U.S. Army (USFK/EUSA) Public Affairs Office.
3. SCOPE: The mission of the HTNR Program is to allow each service member and Department of Defense civilian assigned in the Republic of Korea every opportunity to inform their family and friends back home through local media about their significant achievements while serving with the U.S. Army or U.S. Air Force.
4. APPLICABILITY: This policy applies to all brigade-sized organizations, separate brigades, wings, and divisions and above. Special emphasis on this program from commanders and senior NCOs is essential.
5. RESPONSIBILITIES:
 - a. USFK/EUSA Public Affairs Office – Command Information NCOIC
 - (1) Manage and maintain the USFK/EUSA PAO and theater HTNR program.
 - (2) Provide information and guidance to subordinate commands and units to initialize, implement and maintain their own HTNR program.
 - (3) Provide training, if necessary, to subordinate units' Public Affairs representatives.
 - (4) Provide training, if necessary, to subordinate command PAO HTNR program representative.

(5) Compile specific information on subordinate commands' and units' submissions for briefing the USFK and EUSA commanders.

(6) Publicize the HTNR program through all available mediums.

(7) Emphasize to local commanders the benefits of the HTNR Program and the need for them to emphasize it within their units to make it successful.

(8) For specific units, screen filled out DD Form 2266 for completeness and accuracy.

(9) Conduct unit assistance visits when required.

b. Subordinate Command Public Affairs Officer

(1) Identify an individual within the PAO as the HTNR Representative and provide the name and e-mail address to the USFK/EUSA PAO – CI NCOIC.

(2) Monitor the command's HTNR program.

(3) Assist HTNR Representative by providing command influence.

c. Subordinate Unit/Separate Brigade Public Affairs Representative

(1) Identify an individual within the office as the HTNR Representative and provide the name and e-mail address to the USFK/EUSA PAO – CI NCOIC.

(2) Monitor the unit's HTNR program.

d. HTNR Representative

(1) Establish an account with the Hometown News Service. This is done through the Internet, at www.hn.afnews.af.mil.

(2) Request from USFK/EUSA PAO information, guidance and training, if required.

(3) Compile specific information for transmittal to USFK/EUSA PAO monthly.

(4) Use available media to publicize the program within the command/unit.

FKPA-CI 1 November 2001
SUBJECT: U.S. Forces Korea Hometown News Release Program Policy

(5) Monitor the HTNR program locally and through resources provided by HTN Website. Information available includes number of HTNRs submitted, accepted, rejected and how many releases were generated. This is obtained through records and the report from the Hometown News Service at the website.

(6) Emphasize to local commanders the benefits of the HTNR Program and the need for them to emphasize it within their units to make it successful.

(7) Establish points of contact in subordinate units' Personnel Action Centers, and provide assistance and information on the HTNR Program.

(8) Screen filled out DD Form 2266 for completeness and accuracy.

e. Commanders/Senior Noncommissioned Officers

(1) Support the HTN Representative's efforts to establish and maintain a successful program.

(2) Emphasize to soldiers, airmen and civilians the benefits of the program and encourage them to participate.

(3) Soldiers should not be forced to fill out a DD Form 2266. This is a voluntary program.

f. Civilian Personnel Office/Personnel Action Centers/Unit S-1

(1) Make the DD Form 2266 a standard part of all inprocessing, promotion, award and reenlistment packets.

(2) Make the DD Form 2266 a standard form presented to service members and civilians upon the completion of NCOES schools, unit-sponsored courses and specialized competitions such as Primary Leadership Development Course, Basic NCO Course, Advanced NCO Course, Combat Lifesaver, Expert Infantryman Badge, Expert Field Medical Badge, and Soldier/NCO/Civilian of the Quarter/Year.

(3) Soldiers should not be forced to fill out a DD Form 2266. This is a voluntary program.

(4) Screen submitted DD Form 2266 for completeness and accuracy, and submits completed DD Form 2266 to HTN Representative or local PAO within 14 days of event.

FKPA-CI 1 November 2001

SUBJECT: U.S. Forces Korea Hometown News Release Program Policy

6. SUMMARY: The outstanding achievements of all service members and civilians deserve recognition in their hometown. A concerted effort to increase participation in this program will pay great dividends in enhancing the morale of our service members and civilians, and helps keep the American public informed on the activities and achievements of our service members and civilians. Commanders and senior NCOs play an essential part in this by encouraging soldiers, airmen and civilians to support the program.

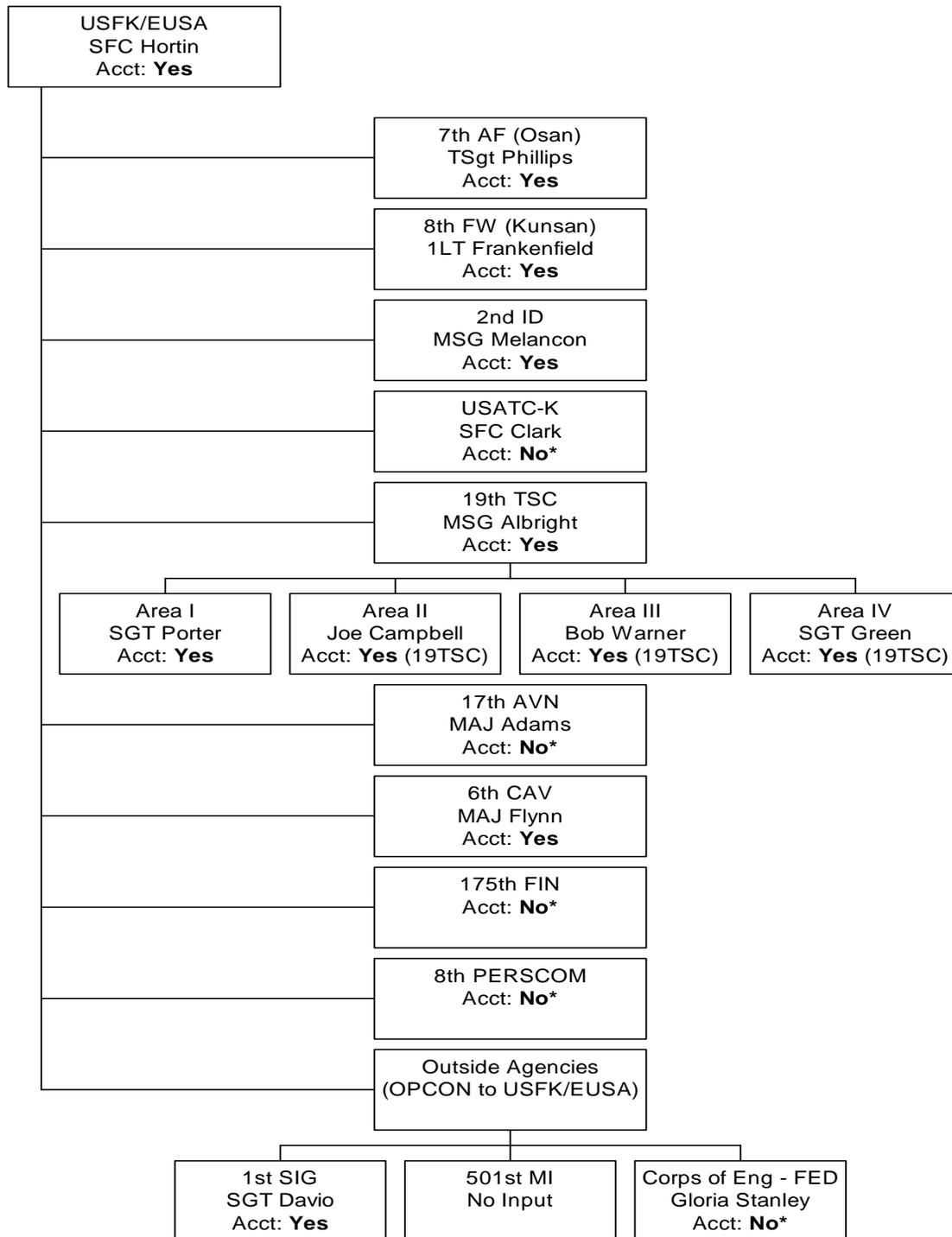
7. POC: Point of contact is SFC Eric Hortin, USFK/EUSA Command Information NCOIC, at hortine@usfk.korea.army.mil, or at DSN 723-4827.

4 Encls

1. USFK/EUSA HTNR Program Chain of Command and Unit Codes
2. Sample Completed DD Form 2266 (Sample.fpk)
3. HTNR Articles (Schwartz.pdf, Article.pdf, HTNRarticle.pdf)
4. HTNR Guidebook (Guidebook.pdf)

SAMUEL T. TAYLOR, III
Colonel, USA
Public Affairs Officer

USFK/Eighth US Army Subordinate Commands, Points of Contact and Account Status



* Submits DD Form 2266 to USFK/EUSA PAO for submission; totals rolled up with USFK/EUSA.