



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

YOKOTAABGM35-01

18 Apr 2012

MEMORANDUM FOR ALL YOKOTA AIR BASE PERSONNEL

FROM: 374 AW/CC
Unit 5078
APO AP 96326-5078

SUBJECT: Yokota AB Guidance Memorandum on Yokota Air Base Public Affairs Publicity Policy

Releasability: There are no releasability restrictions on this publication

By Order of the Commander, 374th Airlift Wing, this is a Yokota Air Base Guidance Memorandum immediately implementing guidance towards the use of the base marquee, commander's access television channel, and "Yokota All" e-mail distro-list. Compliance with this Memorandum is mandatory. To the extent its direction is inconsistent with other Air Force Publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

1. The Airlift Avenue marquee, commander's access television channel, and "Yokota All" e-mail distribution list are used to distribute timely and accurate command information to the base population. This policy sets the standard and controls to ensure proper review and compliance with local command policies.
2. The marquee, commander's access television channel, and "Yokota All" are used for messages that welcome distinguished visitors and groups, advertise force protection conditions, and safety related information, as well as other messages pertaining to official activities of the 374 AW. These outlets can also be used for messages pertaining to base-wide activities such as the Combined Federal Campaign, blood drives, fire prevention week, and cultural events.
3. These resources will not be used for items or services for sale. Organizations may request the use of these asset from the Installation Commander through an indorsement memo. Items of limited interest such as squadron-level events will not be displayed or distributed.
4. Requests should be made by e-mail to 374aw.pa@us.af.mil and must have unit commander approval prior to submission. All 374th Force Support Squadron sponsored events will be forwarded by 374 FSS/CC or his/her designated representative and all elementary, middle school, and high school events will be forwarded by the school liaison officer or principal.

5. Requests for the marquee and commander's access television channel must arrive at Public Affairs no later than one week prior to the desired posting date. Short notice requests will not be guaranteed. Messages will be posted no later than two days prior to the event.
6. "Yokota All" e-mail requests will be forwarded within one duty day. Public Affairs reserves the right to edit messages prior to distribution. During off-duty hours, Public Affairs may be reached through the command post for posting emergency messages as dictated by myself or my designated representative.
7. For questions regarding this guidance, first consult 374 AW PAOI 35-113, "*Yokota All*" *E-mail Distribution, Commander's Access Television Channel, and Base Marquee*. For further information, please contact Public Affairs at 225-7338.
8. This memorandum supersedes the previous policy letter, same subject dated 19 Oct 2010.

Ensure all records created as a result of processes prescribed in this Memorandum are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm/>.

The guidance in this Memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon release of an AF publication incorporating the guidance, whichever is earlier.

WILLIAM M. KNIGHT, Colonel, USAF
Commander
374th Airlift Wing