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Public Affairs

**UNIT PUBLIC AFFAIRS REPRESENTATIVE
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 35-101, *Public Affairs Policies and Procedures*, and establishes procedures, policies and guidelines for the Unit Public Affairs Representative (UPAR) program. This instruction applies to all U.S. personnel assigned or attached to Incirlik Air Base Wing (ABW) units and Geographically Separated Units (GSUs). Submit recommended changes and questions to 39 ABW Public Affairs Office, Unit 7090 Box 135 APO AE 09824-0135. Use AF Form 847, **Recommendation for Change of Publication**, through channels when making recommended changes. Refer to **Attachment 1** for a Glossary of References and Supporting Information. This publication requires the collections and or maintenance of information protected by the *Privacy Act of 1974*. The authorities to collect and maintain records prescribed in the publication are 5 U.S.C. § 552a(b)(3) (routine uses). Forms affected by the Privacy Act have an appropriate Privacy Act Statement. System of Records notice F035 SAFAA A applies. Ensure that all records created as a result of processes in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

1. Purpose. The purpose of the UPAR program is to ensure each unit has a primary point of contact to inform Public Affairs (PA) of newsworthy events within their unit and to provide visibility and recognition to unit members.

1.1. The UPAR will inform PA staff and American Forces Network - Incirlik of unit mission story ideas, unit member special accomplishments and events that should be advertised on the commander's access channel and in the base newspaper.

1.2. The UPARs will actively work within their unit to promote public affairs programs, such as the hometown news release program.

2. Responsibilities. Commanders of units containing more than 20 members will appoint a public affairs representative, as directed in AFI 35-101, Chapter 2, para. 2.20.

- 2.1. UPARs will be appointed by a letter submitted to 39 ABW/PA.
 - 2.2. UPAR appointment letters must be updated at least annually.
 - 2.3. PA will maintain a current list of all UPARs.
- 3. Training.** The PA NCO in charge of Internal Information, or a designee, will conduct initial training for new UPARs within 30 days of their appointment and provide them with a current UPAR handbook.
- 3.1. UPARs will attend quarterly UPAR meetings to encourage active UPAR participation in PA programs, from submitting base newspaper story ideas to keeping PA informed of unit events.
- 4. Point of contact.** Any questions regarding the UPAR program should be directed to 39 ABW PA at 6-6060.
- 5. Forms.** No forms/IMTs are prescribed or adopted.

MICHAEL C. GARDINER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 35-101, *Public Affairs Policies and Procedures*

Abbreviations and Acronyms

ABW—Air Base Wing

AFI—Air Force Instruction

AFMAN—Air Force Manual

GSU—Geographically Separated Unit

PA—Public Affairs

NCO—Non-commissioned officer

UPAR—Unit Public Affairs Representative