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**Public Affairs**

**COMMANDER'S ACCESS CHANNEL**



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This instruction implements AFI 64-101, *Cable Television Systems on Air Force Bases*, AFI 33-117, *Visual Information Management*, and AFI 35-101, *Public Affairs Policies and Procedures* and establishes procedures, policies and guidelines for the Commander's Access Channel (CAC). This instruction applies to all personnel assigned or attached to Incirlik Air Base Wing (ABW) units and its Geographically Separated Units (GSUs). Submit recommended changes and questions to Incirlik ABW, 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. See **Attachment 1** for a Glossary of References and Supporting Information. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol 4).

**1. Responsibilities.** The public affairs office is responsible for managing overall program content; however, the installation commander has final authority over the CAC. The 39th Communications Squadron (CS) maintains the technical equipment and cable access.

1.1. The CAC is the commander's tool to reach the Incirlik Air Base population with mission-essential, immediate and emergency information, particularly during crises or contingency operations.

**2. Content.** The CAC must meet the needs of the internal information program by providing routine, official and emergency information to the internal audience of base population.

2.1. The CAC will contain slides in the categories of mission-essential, official, combat and special interest programs, community and chapel events. Requests to separate slides into a category other than these will be considered but are discouraged.

2.2. During other than crisis times, the CAC can be used to inform base population about base-wide events and programs.

2.2.1. In addition to mission-essential and emergency announcements, information about official programs and events, combat and special interest program events, services events, chapel events, college seminars and registration dates, meeting times and dates for military and Services-sanctioned organizations, base-wide fundraisers, and bazaars may be aired on the CAC.

2.3. The following items will not run on the CAC:

2.3.1. Birthdays

2.3.2. Birth announcements

2.3.3. Promotion parties

2.3.4. Farewell parties except for wing commander and command chief

2.3.5. Retirement ceremonies

2.3.6. Change of commands other than group or wing

2.3.7. Sales and concessionaire promotions

2.3.8. Trip information for commercial profit (chapel events can be advertised; however, the commercial sponsor can't be named)

2.3.9. Individual or unit awards

2.4. Job announcements

2.4.1. Yard sales

2.4.2. Announcements promoting commercial businesses

2.5. The channel will not be used for purely person reasons; information displayed will be of interest to the general internal audience.

**3. Updates.** The CAC is updated daily on duty days, once on two-day weekends, and twice on three or four day holiday weekends, or as needed. During the week, old slides will be removed by 0800 hrs and new slides will be posted after 1500 hrs.

**4. Submissions.** Squadron commanders should designate a single agency or point of contact to submit items for the CAC. All submissions must have the approval of the squadron commander or the designated unit representative.

4.1. Announcements are due two working days prior to desired post date; however, critical, emergency or time-sensitive information will be aired as required.

4.2. Announcements will air for a maximum of two weeks.

4.3. Submissions should be sent to . They should include event name, date, time, place and a point of contact with a phone number. Submissions do not have to be in slide format; however, slide templates can be found on the public affairs page of the Source.

4.3.1. Slide text will be limited, and should be written similar to a bullet style format, as the bare minimum. Slides that are paragraphs of information will be shortened for space so that slides can be easily read within seven seconds.

4.3.1.1. Public affairs will reformat all slides to Arial font. Although clip art is encouraged, it

is not guaranteed to be used.

4.4. The public affairs office will edit submissions for clarity, brevity and style.

**5. Availability.** The CAC is available on base on Channel 13. The PowerPoint slides can also be viewed on computers with Incirlik intranet access on the Source.

5.1. PA will coordinate with 39 CS to update the slides on the Source.

**6. Exceptions.** Exceptions to this instruction may be granted by the 39th ABW commander or by the Chief, Public Affairs

MICHAEL C. GARDINER, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 64-101, *Cable Television Systems on Air Force Bases*

AFI 33-117, *Visual Information Management*

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

***Abbreviations and Acronyms***

**ABW**—Air Base Wing

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**CS**—Communications Squadron

**GSU**—Geographically Separated Unit

**PA**—Public Affairs