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Public Affairs

COMMANDER'S ACTION LINE



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This instruction implements AFI 35-101, *Public Affairs Policies and Procedures*, and establishes procedures, policies and guidelines for the Commander's Action Line program. This instruction applies to all U.S. 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. 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 and disposed in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule* (RDS).

1. Responsibilities. The commander's action line is a viable tool for the commander to address concerns of Incirlik community members. The action line program is designed to respond quickly to legitimate community concerns.

2. Submissions. PA accepts action lines received via e-mail (sent to <mailto:action.line@incirlik.af.mil>), hard copy, answering machine at 6-6060, and, when these means are not available, transcribes action line calls on the spot.

2.1. PA will advise those submitting action lines to first pursue questions through the appropriate chain of command before submitting an action line.

2.2. The Action Line submission will not include profane, insulting or slanderous language. Those submitting action lines should be aware that PA will narrow their concern or submission to approximately 300 words for space considerations if printed in the Tip of the Sword.

3. Processing. After receiving an action line, PA will assign a log number and forward the e-mail to the appropriate squadron commander or agency chief with a suspense date seven working days from the day the action line was sent.

3.1. Squadron commanders will distribute the action line to the appropriate agency within their unit to draft a response. Responses will not exceed 300 words.

3.2. Action line responses must be reviewed and annotated by the appropriate group commander prior to being e-mailed to PA.

3.3. Squadron commanders or their designated representatives will return responses by the suspense unless an extension is requested from and approved by PA prior to the suspense date, at which time, public affairs will notify the requestor of the delay.

3.4. PA has two days to edit the action line response provided by the appropriate squadron or designated representative for content, grammar and spelling. PA will add necessary text to clarify the 39 ABW Commander's position on the matter and add necessary text to clarify processes and procedures before routing the response to the 39 ABW/CC for his approval.

3.5. The CC will make edits to the response as necessary. The CC-edited version of the response will not be returned to the respective squadron for additional approval unless clarification is needed.

3.6. If the commander requires clarification, the action line will be forwarded back to the appropriate squadron or agency, and the requestor will be notified of the delay. The squadron or agency then has two duty days from that date to respond to the request for clarification.

3.7. After 39 ABW/CC approval is attained, PA will route the response back to the requestor and consider the concern and response for future publication in the *Tip of the Sword*.

3.8. PA will recommend to the commander, who will ultimately decide, which responses will be printed in the *Tip of the Sword*. Articles will be printed if they are of interest and educate the base populace on available programs, and information that corrects policy or procedures. Sensational action lines, which slander individuals or organizations, will not be printed.

4. Confidentiality. The names of those who submit action lines are confidential and will not be released to the applicable agency or printed in the *Tip of the Sword*.

5. Point of contact. Any questions regarding the commander's action line program should be directed to 39 ABW/PA at 6-6060.

6. Forms. No forms 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