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Communications and Information

OFFICIAL BULLETIN (PA)



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

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This instruction establishes policy and procedures governing the publishing of the MacDill Air Force Base (AFB) Official Bulletin. This instruction applies to all units and personnel assigned or attached to organizations on MacDill AFB. It also applies to military dependents and retired military members/dependents.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is found in 10 U.S.C. 8013 and 10 U.S.C. Chapter 55. Privacy Act statements required by AFI 33-332, *Air Force Privacy Act Program*, is annotated on DD Form 2005, *Privacy Act Statement- Health Care Records*.

SUMMARY OF REVISIONS

This revision adds reference to MacDill Base Bulletin in global library; updates Official Bulletin home page web address; deletes the words "one time" in para 4.4.; and updates organizational names and office symbols. **A bar (|) indicates changes from the previous edition.**

1. General.

1.1. The Official Bulletin is published by the 6th Communications Squadron, Support Flight, Publishing & Information Technology Element (6 CS/SCSPI, ext 8-3133), once every week on Wednesday, excluding holidays.

1.2. The Official Bulletin is published to disseminate short, informative, official notices and information that affect the base population. Material of a permanent nature must be published in standard publications within 90 days subsequent to appearing in the bulletin.

1.3. All articles must be received by 6 CS/SCSPI no later than 1630 on Friday prior to the desired publication date. Submit articles via e-mail to <mailto:base.bulletin@macdill.af.mil>, or through the

MacDill Base Bulletin in the global e-mail library. Articles submitted after the deadline will be published on a case-by-case basis at the editor's discretion.

2. Responsibilities.

2.1. 6 CS/SCSPI will receive articles and review, edit, compile, and publish the bulletin. Additionally, 6 CS/SCSPI is responsible for ensuring articles published are in good taste. Those that do not meet acceptable standards or space requirements will be altered or returned as required. Questions regarding the legality of any article will be referred to the 6th Air Mobility Wing, Staff Judge Advocate (6 AMW/JA). 6 CS/SCSPI reserves the right to prioritize articles to serve the base populace more efficiently.

2.2. 6 CS/SCSPI will send a reminder e-mail every Wednesday morning, with a link to the Official Bulletin home page (<http://intraweb.macdill.af.mil/6msg/6cs/scsp/bulletin/bulletin.htm>), to all Information Managers (IM) and designated points of contact (POC). The IMs and POCs will then forward the link to all personnel they support in their area of responsibility, to include military and civilian. The head of each activity will ensure the bulletin is posted, circulated, or otherwise made available for reading by all personnel in their activity who do not have e-mail.

3. Publishing Official Articles.

3.1. Articles should be limited to a short paragraph to convey important facts. Longer articles must be shortened to announce key points and include a POC for further information.

3.2. Use concise and simple wording. Avoid expressions and abbreviations that could be confusing.

3.3. Indicate the date(s) the article is to be published along with the name, office symbol, and duty phone of the individual submitting the article. Signature of the requesting individual is required when articles cannot be submitted via e-mail.

4. Publishing Unofficial Articles.

4.1. Submission of articles is restricted to active duty/retired military, their dependents, and base civil service employees. Activities that correlate with military benefits and identification card holders such as the Army & Air Force Exchange Service (AAFES) and the Defense Commissary Agency may also advertise special occasion events that benefit the base population (i.e. quarterly tent sale, one time special offers, etc.). Articles from these activities are published on a space-available basis.

4.2. "For Sale" type articles are published on a space available basis.

4.3. Indicate the desired date the article is to be published along with the name, office symbol, and duty phone of the individual submitting the article. "For Sale" articles should include the name and home (dormitory) telephone number of requester. Signature of the requesting individual is required when articles cannot be submitted via e-mail.

4.4. Houses for sale or rent may be published on a space-available basis, however, they must first be listed in the Base Housing Office. The 6th Civil Engineer Squadron, Housing Management Flight (6 CES/CEH), stamp of approval must be affixed to the advertisement prior to publishing in the Official Bulletin.

5. Unauthorized Articles. The following types of articles will not be published:

5.1. Articles for personal services that could imply a continuing profit basis such as baby-sitting, product sales, etc.

5.2. "Help Wanted" or "Job Wanted" advertisements. This includes base activities such as the Credit Union, AAFES, etc.

5.3. Religious announcements except those approved by the base chaplain.

6. Distribution. The Official Bulletin will be distributed via the IntraWeb and e-mail only.

7. Disposition. The Official Bulletin is obsolete after 90 days from the publishing date. Dispose of in accordance with AFMAN 37-139, *Records Disposition Schedule*, T37-7, R9.

DAVID M. SNYDER, Colonel, USAF
Commander

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

AFI 33-332, Air Force Privacy Act Program

AFMAN 37-139, Records Disposition Schedule