

# Fleet Home Town News Release Form



1. Instructions on Back.
2. Print in Ink or Type.
3. For Additional remarks Use Block 23.

1. From: Command/Address			2. Command Releasing Authority Print Name Signature _____ Duty Phone _____			3. RUC/UIC/OPFAC		
Homeport/Base (not FPO etc.)			4. Check Branch or Service <input type="checkbox"/> Active <input type="checkbox"/> Reserve <input type="checkbox"/> USN <input type="checkbox"/> USMC <input type="checkbox"/> USCG <input type="checkbox"/> USA <input type="checkbox"/> USAF			5. Date of Event MM/DD/YY		
6. Rank	7. Pay Grade	8. Date Entered Service MM/YY	9. Date Reported this Command	10. Sex M ___ F ___	11. Married Yes ___ No ___	12. Social Security Number		
13. Your First, MI., Last Name				14. Spouse's Name (If Married)				
Your Living Parents/or if Guardians or other Relatives Show Relationship - If Military Include Rank/Service								
15. Your Father's First, MI., Last Name			Address (Number and Street)			ZIP Code		
			City			State		
16. Your Mother's First, MI., Last Name			Address (Number and Street)			ZIP Code		
			City			State		
			<input type="checkbox"/> Same as BLK 15					
17. Wife/Husband's Father's First, MI., Last Name			Address (Number and Street)			ZIP Code		
			City			State		
18. Wife/Husband's Mother's First, MI., Last Name			Address (Number and Street)			ZIP Code		
			City			State		
			<input type="checkbox"/> Same as BLK 17					
19. High School - Complete Name				City		State		ZIP Code
20. College/University/Complete Name				City		State		Type Degree/ Year
								FHTNC Use Only
21. College/University/Complete Name				City		State		Type Degree/ Year
								FHTNC Use Only
22. Duty to which assigned/Job Title - If Designated a Plane Captain, etc. - List Aircraft, Etc.								
23. Event - Check Appropriate or List Complete Details - Use extra Paper or attach copy of citation, etc.								
<input type="checkbox"/> Reported		<input type="checkbox"/> Promoted to Above Rank		<input type="checkbox"/> Meritoriously		<input type="checkbox"/> Medal/Award Attach Copy		<input type="checkbox"/> Reenlisted    Years
								<input type="checkbox"/> Retired    Years
24. <b>PRIVACY ACT STATEMENT - Authority: 5 U.S.C. 301 and 14 U.S.C. 93§ and 10 U.S.C. 8012 and 8034, and EO 9397. PRINCIPAL PURPOSE: To prepare news stories and news releases for distribution and publication by civilian news media to recognize the achievements of sea service members. SSAN is used for positive identification. ROUTINE USE: Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain." DISCLOSURE IS VOLUNTARY: Failure to provide the information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievements.</b>								
25. I Certify that the above information is correct and I have no objection to its publication								
Signature _____						Date _____		
For Reserve Use Only - See Instructions on Back								
26. Your Address (Number and Street)				City		State		Zip Code
27. Company Name				Address (Number and Street)			Position/Years with Company	
				City			State    ZIP Code	
28. Company Publication				Address (Number and Street)			FHTNC Use Only	
				City			State    ZIP Code	

# INSTRUCTIONS

1. List complete command mailing address including homeport or base.
2. Name and signature of person at command who authorized form for release. Must be signed on each form, unless a group of forms (10 or more) is submitted under a signed cover letter. List duty phone. Indicate if AUTOVON or Commercial.
3. Reporting unit code (USMC), unit identification code (USN), or operating facility code (USCG).
4. Self explanatory.
5. Actual date of event or date of presentation in the case of awards.,
6. Rank such as SGT or J03.
7. Pay grade such as E-6 or O-2.
8. Date entered active duty, if you delayed enlisted, etc., also indicate date and explain.
9. 10. and 11. Self explanatory.
12. Social security number is mandatory. SSN is for FHTNC use only in casualty searches. SSN is not released to media.
13. 14., 15., 16., 17., and 18. Self explanatory. (**NOTE - ZIP** Codes mandatory for release preparation.)
19. Self Explanatory.
20. and 21. Include type of degree (**BA, BS, AA**, etc.) and year awarded. List only two highest degrees.
22. Indicate your duties by job title, (e.g. squad leader, cook, plane captain, etc.) not by NEC/MOS/QC.
23. Check appropriate box or give complete details of event - use extra paper as required. Attach copies of citations/awards, etc. If qualified as pilot, etc., list type aircraft, etc.
24. Self explanatory.
25. Payroll signature required to permit release of news story.
26. Self explanatory.
27. Complete company name, address, your position/job with the company and number years employed with company.
28. Name of company publication/newsletter that you want story released to. Include complete address and ZIP code.
29. Fleet Home Town News Center telephone number is: (804) 444-2221, AUTOVON: 564-2221
30. Mail to: Fleet Home Town News Center, Building X-18, Naval Station, Norfolk, VA 23511-6698.