

**BY ORDER OF THE COMMANDER
35TH FIGHTER WING**

**35TH FIGHTER WING INSTRUCTION
35-102**



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Public Affairs

**35TH FIGHTER WING COMMANDER'S
ACCESS CHANNEL (CAC)**

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Certified by: 35 FW/CC
(Capt Earon E. Brown)

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This instruction implements AFD 35-1, *Public Affairs Management*. This instruction explains the procedure for posting information on the CAC. It applies to all US personnel, regardless of branch of service, within the confines of Misawa Air Base. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This instruction was re-accomplished to implement changes to the CAC approval process. It gives specific guidance on revised CAC procedures, general information, and contact information. This instruction supersedes 35 FWI 35-102, 29 June 2005.

1. Purpose.

1.1. The CAC is the commander's tool to reach Misawa AB members with command and control and/or emergency information. During non-emergency times, the CAC can be used to inform the installation of security notifications and various base-wide events and programs.

2. Releasable information.

2.1. There are two types of information that can be posted on the CAC:

2.2. Command and Control Items, to include: severe weather, natural disasters, and real world or exercise Force Protection Conditions (FPCONs), Mission-Oriented Protective Postures (MOPP), and alarm conditions.

2.3. Commander's Special Interest Items (SII) are items that the commander designates as important information for installation-wide dissemination but do not fall into the command and control category. These include: upcoming exercise announcements, customer service closures affecting majority of base populace, power outages, road construction, and other announcements as approved by the 35 FW/CC or his designated representative. SII's will be posted on a time-available basis and may not be posted when higher priority command and control activities or events are in progress.

3. Limitations.

3.1. Although not all-inclusive, the following are examples of information that will not be run on the CAC: birthdays, birth announcements, farewell parties, retirement ceremonies, promotion parties, changes of command other than group and wing level, sales and concessionaire promotions, tickets and tour trips, individual or unit awards, job announcements, yard sales and announcements promoting commercial businesses.

4. Procedures.

4.1. To submit slides, the office of primary responsibility (OPR) will create the slide(s) using Microsoft Powerpoint, inputting text necessary for their advertisement and e-mail them to the 35th Fighter Wing Public Affairs org. box (35fw.pa@us.af.mil). A current slide template is available for download via the Sharepoint located at: CAC submissions will be in bullet format and must answer who, what, when, where, and why. Submissions will have a valid point of contact and telephone number. Public Affairs reserves the right to make changes to submitted slides for brevity, clarity, and style.

4.2. The OPR is responsible for ensuring their chain of command is notified of the pending CAC submission before turning it in to the 35 FW/PA office.

4.3. Included in the e-mail to the FW/PA office will be the inclusive dates to run the slide(s). Slides have no listed expiration date will be run as such.

5. General information.

5.1. The Commander's Access Channel is updated twice daily on duty days, once a day on weekends and extended holidays; or as needed. Submissions to the CAC are due 7 working days prior to the event, and will air for no more than 2 weeks, unless otherwise directed by the 35 FW/CC or designated Public Affairs representative. Slides containing emergency or time-critical information will be posted sooner, if needed.

6. Contact information.

6.1. Please direct any questions concerning the Commander's Access Channel to the 35 FW/PA DSN: 315-226-3075, or e-mail 35fw.pa@us.af.mil.

RYAN D. SERRILL, Major, USAF
Commander

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

AFPD 35-1, Public Affairs Management

AFMAN 33-363, Management of Records, 1 Mar 2008

Adopted Forms

AF Form 847, Recommendation for Change of Publication, 22 Sep 2009