

**BY ORDER OF THE COMMANDER  
HEADQUARTERS 81ST TRAINING WING  
(AETC) KEESLER AFB MS 39534**

**KEESLER AIR FORCE BASE  
INSTRUCTION 35-109**

**18 OCTOBER 2012**

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**Public Affairs**



**COMMANDER'S CABLE ACCESS  
CHANNEL**

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This instruction implements Air Force, Policy Directive (AFPD) 33-1, *Information Resources Management* and Air Force Instruction (AFI) 35-109, *Public Affairs Visual Information*, and provides guidance for the Keesler AFB dedicated cable television channel. The service is provided to personnel and family members assigned, attached or tenant to Keesler AFB, living or working on base and subscribing to commercial cable service. This publication does not apply to Air Force Reserve Command Units or the Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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. Attachment 1 is a Glossary of References and Supporting Information.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. Visual Information AFI has change from AFI 33-117 to AFI 35-109. In para. 2.2 hours changed from 0700 - 1700 hrs to 0700 – 1600 hrs.

**1. Terms for Commander's Cable Access Channel.**

1.1. Official items are announcements or messages to be aired in the interest of the Air Force and the members and units of the 81st Training Wing. Other messages are those of interest to a significant portion of the Keesler population.

1.2. Unofficial items are those which are in the nature of public service announcements.

1.3. Emergency announcements are those which impact or have far reaching consequences on the mission or majority of people and units assigned to Keesler.

## **2. Procedures for Commander's Cable Access Channel.**

2.1. The Keesler AFB dedicated cable television channel will operate on cable channel 14, on a 24-hour, seven day a week basis. Editing will be done during duty hours, or as needed in an emergency.

2.2. Messages/announcements should be submitted to the Public Affairs office during normal duty hours, 0700 - 1600, Monday through Friday.

2.3. Messages will be aired as indicated by the requester for seven days or more, depending on nature of the message.

2.4. Units, staff agencies, clubs and individuals desiring to place announcements/messages must adhere to the following guidelines:

2.4.1. A message may be either typed on plain bond paper and delivered to the Public Affairs office, 709 H Street, Rm 201A, during normal duty hours; FAX to PA at 377-3940; or e-mailed to [81trw.pa@us.af.mil](mailto:81trw.pa@us.af.mil) at least three (3) duty days prior to the first day they are to appear.

2.4.2. Commanders, deputy commanders, staff agency chiefs, and/or directors will indicate approval of official messages/announcements submitted.

## **3. Policy on Terms for Broadcast.**

3.1. Official messages/announcements will be given priority over all other messages. Department of Defense personnel will not be portrayed in an unfavorable or undignified manner.

3.2. Unofficial items will be aired on a space-available, first-come first-served basis.

3.3. Accuracy and proper coordination are the responsibilities of the submitting unit/agency prior to delivery to Public Affairs.

3.4. Personnel recognition and items highlighting significant accomplishments by units and individuals may be submitted.

3.5. Items of commercial interest, advertisements for services or products, or merchandise for sale, etc., will not be accepted.

3.6. Informational videos may be broadcast when requested on a space available basis. Videos should be submitted during duty hours with a requested airing schedule no later than three (3) duty days prior to the first requested broadcast date.

3.7. Videos submitted for broadcast must be from the base visual information library within the government; produced by government personnel for official purposes approved for broadcasting by the 81st Training Wing commander; approved by the Office of the Secretary

of Defense for Public Affairs; or a locally produced video approved by the Director, Public Affairs that is informative, educational, and/or morale supportive.

3.8. All videos displayed will have the title, length, origin, and date and time played filed in the Commander's Access Channel continuity book.

3.9. The Director of Public Affairs must approve exceptions to these policies.

BRADLEY D.SPACY  
Brigadier General, USAF  
Commander, 81st Training Wing

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

AFI 35-109, *Visual Information*, 12 March 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 33-1, *Information Resources Management*, 27 June 2006

Air Force Records Disposition Schedule (RDS)

***Prescribed Forms***

No Prescribed Forms.

***Adopted Forms.***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AETC**—Air Education Training Command

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**OI**—Operating Instruction

**OPR**—Office of Primary Responsibility

**PA**—Public Affairs

**TRW**—Training Wing

**USAF**—United States Air Force