

**BY ORDER OF THE COMMANDER  
42D AIR BASE WING (AETC)**

**MAXWELL AFB MANUAL 90-101**

**22 JANUARY 2024**

***Special Management***

**MAXWELL AFB BASE BULLETIN**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing web site at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 42 CS/SCQ

Certified by: 42 MSG/CC

Supersedes: MAXWELLAFB 33-301, 22 January 2020

Pages: 8

---

This manual implements DAFI 90-160, *Publications and Forms Management*. It establishes guidance and procedures for producing the Maxwell AFB base bulletin (the Reveille). Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*, through your chain of command. Waivers to guidance contained in this instruction are not authorized. Organizations subject to this instruction may develop implementing publications that do not contradict guidance or lessen any restrictions contained herein. Compliance with attachments is mandatory. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). This manual applies to all personnel assigned to Maxwell AFB and Gunter Annex; it does not apply to the AF Reserve or ANG.

***SUMMARY OF CHANGES***

This rewrite: Changes bulletin frequency from twice-weekly to once-weekly; clarifies notice guidelines, updates bulletin format, and allows for including photographs and images.

**1. General Information.** The Reveille is a once-weekly product providing information of interest to the base population. Notices fall under these categories: Operations, Development and Training Opportunities, Events, Life at the Max, Volunteer Opportunities, and Positions for Hire. See [Paragraph 4](#) and [Paragraph 5](#) for additional information on these categories as well as other requirements and restrictions for posting notices in the Reveille.

## **2. Responsibilities.**

2.1. The Maxwell Publications and Forms Management Office (42 CS/SCOKP):

2.1.1. Publishes the Reveille every Wednesday. When a Wednesday falls on an official holiday, publishes the Reveille on the preceding Tuesday.

2.1.2. Ensures notices are in the correct format (see [Paragraph 5](#) and [Attachment 2](#)). 42 CS/SCOKP may edit notices as necessary to comply with formatting requirements or may return notice submissions for corrections.

2.1.3. May consult with subject matter experts to make a suitability determination for notices with questionable content.

2.2. Personnel submitting notices are responsible for:

2.2.1. Complying with guidance contained in this manual.

2.2.2. The accuracy and timeliness of notice content.

2.2.3. Submitting notices at least two weeks in advance of the event date, if applicable, or no later than 1600 on Monday before the desired inclusion date to help ensure timely publication (e.g., submit no later than 1600 on Monday the 24th for inclusion on Wednesday the 26th).

**3. Personnel and Organizations Authorized to Publish Notices.** All personnel and organizations assigned, attached, supporting, or supported by Maxwell AFB and Gunter Annex may publish notices in the Reveille.

**4. Submitting Notices.** Submit requests to publish notices via e-mail to the Maxwell/Weekly Reveille Org Mailbox ([42CS.SCO.BaseBulletin@us.af.mil](mailto:42CS.SCO.BaseBulletin@us.af.mil)) at least two weeks prior to the event or, for notices not pertaining to scheduled events, no later than 1600 on the Monday before the desired inclusion date. Notices will appear in only one Reveille issue. Notices will include the organization of the individual submitting the notice. Failure to include this information may preclude posting the notice in the Reveille. Coordinate all requests according to submitting-unit guidance, if applicable, before submitting for publishing. 42 CS/SCOKP is not responsible for ensuring any unit-specific coordination is complete before publishing notices.

## **5. Reveille Notice Guidelines.**

5.1. Notices will be in single-paragraph format and have a short descriptive title. See [Attachment 2](#) for specific formatting and example notices.

5.2. Notices will appear in only one Reveille issue.

5.3. Each edition of the Reveille expires 90 calendar-days after the date issued. The expiration date is listed on each edition.

5.4. Photographs and Images. Personnel may submit photographs and images for inclusion with a notice. Per AFI 35-101, *Public Affairs Operations*, “Images of Air Force and Space Force activities and people are publicly releasable.” However, there are exceptions and agencies submitting photographs or images for inclusion in the Reville must ensure they have obtained any required consent releases prior to submitting the photograph or image. If a signed consent is required, include a copy of the consent with the notice submission. Agencies must keep the consent release on file until the edition containing the subject photograph or image has expired (expiration dates are listed at the top of each edition).

5.5. Operations Notices. Operations notices provide information that impact the mission or day-to-day operations. Operations notices may:

5.5.1. Describe an organization’s mission/function, hours of operations, temporary closures, relocations, etc.

5.5.2. Announce events that affect mission capability (i.e., utility interruptions, traffic diversions, etc.).

5.5.3. Describe mandatory appointments or actions (i.e., in- or out-processing actions; mandatory sponsorship requirements for inbound personnel, etc.).

5.5.4. Provide a description of a process or procedure and, if necessary, its importance or relevance to the mission. Notices should not contain specific instructions for performing the process or procedure. Indicate how to obtain specific instructions in the notice (i.e., contact information for requesting additional guidance, publication title that contains instructions, etc.).

5.6. Development and Training Opportunities. These notices provide information concerning training, education, or improvement/development. Notices may contain a brief explanation of the curriculum, dates/times, locations, and any required pre-requisites. Include contact information for readers to request additional detailed information.

5.7. Events. Events notices announce activities or events available on the installation (i.e., Breakfast with Santa, fitness center events, national recognition events, etc.). These notices should not contain in-depth descriptions of events or programs. Rather, provide a brief but concise description and how to obtain more detailed information. The Reville will only announce events or programs sponsored by a governmental organization.

5.7.1. Promotion, change or assumption of command, and retirement ceremony announcements are applicable to military and government civilian employees.

5.7.2. Organizations/Personnel may submit notices announcing memorial services for Active Duty military, Reserve or Guard personnel not in retired status, or active government civilian employees. The Reville will not include notices announcing memorial services for former or retired military or government civilian employees or dependents.

5.7.3. Notices for fundraising events conducted on the installation may be authorized if in compliance with AFI34-223, *Private Organizations Program*, DAFI36-3101, *Fundraising*, and approved by the 42d Force Support Squadron Private Organization/Fundraiser Coordinator (42 FSS/FSR). Organizations conducting or

sponsoring fund-raising activities must obtain concurrence from the 42 FSS/FSR before submitting notices for the Reveille.

5.7.4. The Reveille will not include notices for fundraising events conducted during the Air Force Assistance Fund or Combined Federal Campaign.

5.7.5. The Reveille will not include notices for fundraising events conducted off the installation.

5.8. Volunteer Opportunities. The Reveille may contain notices requesting volunteers for various events or functions, educators/trainers, facilitators, etc. Coordinate all requests for event or function volunteers through the Base Volunteer Resource Coordinator, 42 FSS/FSH. 42 FSS/FSR must coordinate on all requests for volunteers to operate concessions or other fundraising type activities (i.e., holiday events, airshows, etc.).

5.9. Positions for Hire. The Reveille may contain notices for career retraining opportunities or local vacancies on Maxwell AFB and Gunter Annex to be filled by military personnel or executive-type government civilian personnel. Notices should include a brief description of overall duties. Include contact information for interested personnel to request additional information.

5.10. Prohibited Notices.

5.10.1. The Reveille will not include notices considered personal advertisements such as private housing sales or rentals; wanted items; for sale items; lost and found; "personals"; well-wishes, requests for leave donations, etc.

5.10.2. Notices will not contain Controlled Unclassified Information or information subject to any other classification considered not releasable to the general public.

5.10.3. Notices will not contain information protected by AFI33-332, *Air Force Privacy and Civil Liberties Program*.

RYAN E. RICHARDSON, Colonel, USAF  
Commander

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

AFI33-322, *Records Management and Information Governance Program*, 23 March 2020  
(incorporating Change 1, 28 July 2021)

AFI33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

DAFH33-337, *The Tongue and Quill*, 27 May 2015

AFI34-223, *Private Organizations Program*, 13 December 2018

AFI35-101, *Public Affairs Operations*, 20 November 2020

DAFI36-3101, *Fundraising*, 26 October 2022

DAFI90-160, *Publications and Forms Management*, 14 April 2022

***Adopted Form***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**42 ABW**—42d Air Base Wing

**42 CS/SCOKP**—Base Publications and Forms Management Office

**42 FSS**—42d Force Support Squadron

**42 FSS/FSH**—Military and Family Readiness Center Volunteer Resource Coordinator

**42 FSS/FSR**—Private Organization/Fundraiser Coordinator

**Attachment 2****BULLETIN NOTICE FORMAT**

**A2.1.** Keep notices as brief as possible; 42 CS/SCOKP may edit for length if necessary.

**A2.2.** All notices will:

A2.2.1. Have a short descriptive title.

A2.2.2. Use military rank abbreviations listed in DAFH33-337, *The Tongue and Quill*. Use “Ms.” rather than “Mrs.” or “Miss”.

A2.2.3. Spell out acronyms the first time they are used, state the acronym in parenthesis, then use the acronym throughout the remainder of the notice (e.g., Professional Military Education (PME)).

A2.2.4. Use the “DD MMM YY” date format (e.g., 31 Dec 22). Do not use day of the week unless the notice is announcing a recurring event (e.g., “every Thursday” or “first Monday”).

A2.2.5. Use appropriate 24-hour time (e.g., 0730, 1500, etc.). Do not use “hrs” or “hours” after time.

A2.2.6. Use the following abbreviations: “St” for street (e.g., Selfridge St); “Rd” for road (e.g., River Rd); “Ave” for avenue (e.g., Shumacher Ave); “Bldg” for building (e.g., Bldg 500); “Rm” for room (e.g., Rm 23).

A2.2.7. List the submitter’s information in parenthesis after the notice. Provide organization and office symbol (e.g., 42 FSS/FSV).

A2.2.8. Not normally use first names unless the notice is introducing a person or for clarification. When using a first name, use it only once, and then use title and last name throughout the remainder of the notice.

A2.2.9. Not use official personal e-mail addresses (e.g., [john.dolen@us.af.mil](mailto:john.dolen@us.af.mil)). Notices will contain only official organizational addresses (e.g., [42fss.fsv@us.af.mil](mailto:42fss.fsv@us.af.mil)). If an individual wishes to use e-mail as a contact method, list the person’s rank/grade, first and last names, and organization to enable locating the person in the Global Address List (i.e., “Contact MSgt John Dolen, 42 FSS/FSV, via e-mail”).

**Figure A2.1. Example Notices.****Example Operations Notices****42 LRS Closure, 15 Nov 22:**

The 42 LRS will close 15 Nov 22, 1300–1630, for an official function. Contact the Command Post at 953-7474 for emergencies. (42 LRS/CCS)

**In- or Out-Processing through 42 CPTS (Finance Office):**

Mass in-processing is the 2d Monday of each month in Bldg 804, Rm 214. Personnel needing to out-process through 42 CPTS must make an appointment by calling 953-1234. (42 CPTS/FMS)

**Example Development and Training Opportunities Notices****9/2 [date] – 42 ABW Safety Office Winter Driving Safety Training:**

0800–0900, Bldg 890 Large Auditorium [time, location]. Learn safe driving habits for winter conditions. Every Monday through September. Contact SSgt Robin Waters, 42 ABW/SET, via e-mail or at 953-1234 for additional information. (42 ABW/SET)

**11/3 [date] – To Spend or Not to Spend:**

0900–1000, M&FRC. Learn tips to help make smart holiday spending decisions. Call 953-2353 to register by 1 Nov 22. (42 FSS/FSH)

**Example Events Notices****5/14 [date] – 42 OSS Change of Command Ceremony:**

1500, Bldg 803 Large Auditorium [time, location]. Lt Col Ashley Reynolds assumes command from Lt Col Shante Williams. (42 OSS/CCE)

**6/24 [date] – Retirement Ceremony honoring SMSgt Leslie Bradford, 42 SFS:**

1530, Maxwell Event Center Main Ball Room. Come celebrate SMSgt Bradford's 24 years of dedicated service. Col Stanton Harris, AFSFC/CC, presiding. Contact SrA Akira Hasegawa, 42 SFS/CCS, via e-mail for additional information. (42 SFS/CCS)

**7/2 [date] – 42 ABW Celebrates Freedom Flight Line Run:**

0630–0900, Bldg 844 (Base Ops). Two-mile run starts/ends at Base Ops. Festive running gear encouraged. Award for most festive ensemble. Contact TSgt Kevin Reynolds, 42 LRS/LGDG, or 2d Lt Sara Bennet, 42 CS/SCW, via e-mail for more information. (42 LRS/LGDG)

**Example Volunteer Opportunities Notices****Motorcycle Safety Course Trainers:**

Seeking trainers of all ranks (military, civilian employees) to conduct required Motorcycle Safety Course. Contact Ms. Cynthia Walters, 42 ABW/SEM, via e-mail. (42 ABW/SE)

**Maxwell Thrift Store:**

Seeking volunteers to help sort donations, stock inventory, assist customers. Contact the Thrift Store Manager, Mr. Stefan Moore, at 953-1234. (42 FSS/FSH)

**Example Positions for Hire Notices****CCAF Campus Affiliations Flight Chief (8T000), Report Date 1 Sep 23:**

This is a selectively manned position with Total Force and DoD-wide impact. Serves as the CCAF Campus Affiliations Flight Chief. Located at Gunter Annex. Early reporting highly desired.

**Duties:** Include but are not limited to:

- Applies career field expertise to collegiate-level Associate of Applied Science degrees and oversees faculty credentialing programs for more than 6,600 assigned instructors at 111 affiliate schools worldwide.
- Travels throughout the year to lead and support Compliance Requirements Visits (CRV) and Staff Assistance Visits (SAV), evaluating schools' compliance with affiliation requirements.

**Qualifications:** Any AFSC may apply but must be released by their Air Force Career Field Manager. Applicants must have:

- Earned their 7-skill level and completed a degree from CCAF, or be within one year of completion of a CCAF Associate of Applied Science degree; a baccalaureate or higher degree is highly desired
- Scored 75 or above twice in last 12 months or 90 or above once in last 12 months on their AF PFT/PT test

**Application:**

- ✓ Application package must be received as a single-source document (PDF file) to include last 3 EPRs, SURF, and Fitness Report
- ✓ E-mail to CMSgt Raymond Wells, CCAF/SEL, and Ms. Keisha Hatfield, CCAF/EFS, no later than 13 Jul 23. (CCAF/SEL)

**Manpower Career Field Retraining Opportunities:**

The Air Force Manpower career field (AFSC 3F3X1) offers assignment locations worldwide.

Qualifications include: Must be at least a SSgt with a minimum 5-skill level in any AFSC; minimum aptitude General AQE score of 64; MS Office™ skills, writing evaluation, interview, and a sincere desire to ensure efficient use of Air Force Resources. Contact Ms. Paulina Bolente, 42 FSS/FSM, via e-mail or 953-1234 for more information. (42 FSS/FSM)