FLEET HOME TOWN NEWS RELEASE

1. Instructions on reverse.
2. Print in ink or type.
3. For additional remarks use Block 17.

PRIVACY ACT STATEMENT - AUTHORITY: 5 U.S.C. 301, and 14 U.S.C. 93f 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. SSN is used for casualty identification and will not be released. ROUTINE USES: 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 achievement.

1. I certify this information is correct. I have no objection to its publication. Forms not signed will not be processed and will be returned. Print your First Name, MI, Last Name, and SSN. You must sign and date your form.

First Name: _____ MI: _____ , Last Name: _____ , SSN: ___ - __ - ____

Signature: _____ , Date Signed: (DD) (MM) (YYYY)

2. Rank

3. Date Reported (MM) (YYYY)

4. PRD (MM) (YYYY)

5. Command Mailing Address:

TYPE YOUR COMMAND'S MAILING ADDRESS OR PLACE COMMAND'S MAILING LABEL IN THE BLOCK ABOVE

6. Command Releasing Authority (Normally Completed By Command PAO)

Print Name: _____

Signature: _____

Duty Phone: _____ Hold File: Yes ___ No ___

Homeport/Command Location: _____

If Unit Is Embarked Tell Where: _____

7. Unit Code
USN - UIC
USMC - RUC - MCC
USCG - OPFAC

8. Branch of Service (Check One)
USN ___ USMC ___ USCG ___
USA ___ USAF ___ CIV. ___

9. Duty Status (Check One)
ACTIVE ___ RESERVE ___

10. Date Entered Service (MM/YYYY)

11. Sex (Check One)
MALE ___ FEMALE ___

12. Are You Currently Married? (Check One)
YES ___ NO ___

13. Spouse's First Name (If Married)

14. Name and Address of College or University If Degree Was Received; Must Include City and State. | Type of Degree | Year Graduated | FHTNC Use Only

15. Name and Address of College or University If Degree Was Received; Must Include City and State. | Type of Degree | Year Graduated | FHTNC Use Only

16. Duty You Are Assigned/Job Title. (If Designated a Plane Captain, Crew Chief, etc., List Type of Aircraft.)

17. Event: Check the Appropriate Box or List Complete Details. If You Received a Medal or Award, Attach Copy of Citation.

Date of Event: (MM/DD/YYYY)

- ☐ Reported for duty
- ☐ Promoted to the Above Rank
- ☐ Meritoriously Promoted
- ☐ Medal/Award...Attach Copy
- ☐ Retired: _____ # of Years
- ☐ Reenlisted: _____ # of Years
- ☐ Good Conduct Medal
- ☐ Military School Graduation (List School and Course Name)
- ☐ Deployment -- Explain Below
- ☐ Other -- Explain Below

Explanation: (Attach Extra Page If Necessary.)

YOUR LIVING PARENTS OR GUARDIANS, OR OTHER RELATIVES: SHOW RELATIONSHIP. IF MILITARY INCLUDE RANK/SERVICE.

18. Your Father's First, MI, and Last Name | Address (Number and Street) | City | State | ZIP Code

19. Your Mother's First, MI, and Last Name | Address (Number and Street) (If Same as Above, Please Mark Box on Right) ☐ | City | State | ZIP Code

20. Your Grandfather's, Father-in-Law's, or Other Relative's First Name, MI, and Last Name (Write Relationship) | Address (Number and Street) | City | State | ZIP Code
Relationship

21. Your Grandmother's, Mother-in-Law's, or Other Relative's First Name, MI, and Last Name (Write Relationship) | Address (Number and Street) (If Same as Above, Please Mark Box on Right) ☐ | City | State | ZIP Code
Relationship

22. Name of High School You Graduated From | Year Graduated | City | State | ZIP Code

RESERVISTS - SEE INSTRUCTIONS ON REVERSE OF FORM. (ADDITIONAL INFORMATION IS REQUIRED.)

FOR RESERVIST'S USE ONLY - FILL OUT COMPLETELY - READ INSTRUCTIONS BELOW				
23. Your Home Address (Number and Street)		City	State	ZIP Code
24. Name of Your Place of Employment		Address (Number and Street)		
25. Your Position or Job Title With Company	Years Employed	City	State	ZIP Code

INSTRUCTIONS

The Fleet Home Town News Center can help your family, neighbors, and friends back home recognize your achievements. Fill out this form so FHTNC can send news releases about your accomplishments to participating hometown newspapers, college alumni publications, radio and TV stations.

1. Print or type your complete name (first, MI, and last). Your social security number and signature is required. Please date the form when you sign.
2. Indicate your rank (i.e., YN3, CPL, LT).
3. Indicate the month and year you reported to your current command.
4. Indicate your projected rotation date.
5. Indicate your complete command mailing address. Include FPO address as appropriate. If this form needs to be returned to your command, this block will be the mailing label. Check with your supervisor if you don't know your command's address.
6. This block is to be completed by your unit public affairs officer or unit information officer. Include the command's homeport and a complete duty phone number where we might be able to contact you if necessary. If your unit is forward deployed, deployed, or commencing deployment, then your releases will be designated as a "Hold File," therefore, indicate "yes" beside "Hold File". If your unit is embarked, indicate what platform (i.e., HSL-41 Det B, embarked aboard USS Deyo; VF-143 embarked aboard USS George Washington).
7. Indicate your unit code as appropriate. (UIC for Navy, RUC-MCC for USMC, and OPFAC for USCG units.)
8. Check your branch of service.
9. Check for active duty status or reserve duty status.
10. Indicate the month and year you entered active duty.
11. Check appropriately.
12. Check current marital status.
13. If you are currently married, include spouse's first name and complete blocks 20 and 21 with in-law's names and addresses.
14. - 15. If you graduated from a college or university, please indicate the name of the college or university you graduated from; the type of degree received, such as BA or MA, and the year in which you graduated. If you have an additional degree or graduate degree, complete block 15 also.
16. Briefly describe your job (i.e., command master chief; ship's navigator; or platoon sergeant).
17. Indicate the date of event and then check the appropriate box. If you check the "promoted" box, the story will indicate you have been promoted to the rank in block 2. If you check "MEDAL/AWARD", please include a copy of the citation (not required for Good Conduct Medals). If "retired" or "reenlisted", state number of years.
18. - 21. List names and addresses of living parents, grandparents, in-laws or other relatives in appropriate boxes. If you are listing relative other than in-laws, in blocks 20 and 21; write the relationship in the appropriate box (i.e., grandmother, brother, uncle, foster- or step-parent). Please include full street address, city, state, and ZIP Code. (ZIP Codes are necessary for release to hometown media). If the address in block 19 is the same as block 18, mark the box in the address line in box 19. The same applies to boxes 20 and 21.
22. Indicate the name of the high school you graduated from, the year you graduated, and the city, state, and Zip Code where the high school is located.
23. - 25. FOR RESERVISTS USE ONLY. If you are a reservist please indicate your home address, city, state, and Zip Code in block 23. In block 24 indicate the name and address of your employer. In block 25 indicate your position or job title within the company, and the number of years you have been employed there. Indicate the city, state, and Zip Code of your employer.

FHTNC USE ONLY

Numbers below correspond with the number of blocks on this form. If a box is marked below, something is wrong with the corresponding block on the form. Please verify the information, make necessary changes, and return to FHTNC for processing. Our address is:

FHTNC
1877 DILLINGHAM BLVD
NORFOLK VA 23511-3097.

Phone: Comm. (804) 444-2221; DSN 564-2221. FAX: Comm. (804) 445-1092.

1	Name and signature not legible; no SSN; no signature. (SSN and signature required for processing.)	
2	Rank not indicated.	
3	Month and year reported not indicated.	
4	Projected rotation date not indicated.	
5	Command and address not fully indicated.	
6	Not signed. Duty phone number not indicated; homeport or command location not indicated.	
7	Unit code incorrect; not valid for branch of service; unit code not fully indicated.	
8	Branch of service not checked.	
9	Duty status not checked.	
10	Date entered service not indicated.	
11	Sex of submitter not indicated.	
12	Marital status not indicated.	
13	Spouse's name not indicated.	
14	Name and location of college or university not indicated; type of degree not indicated; graduation date not indicated.	
15	Name and location of college or university not indicated; type of degree not indicated; graduation date not indicated.	
16	Job title/duty assigned not indicated.	
17	No story indicated; not enough information; no course description, for school; copy of citation not attached.	
18	Missing or confusing parental information; no home tie specified; no street address indicated. Zip Code mandatory.	
19	Same address box checked with different address shown; missing or confusing parental information. Zip Code mandatory.	
20	Relationship not indicated; missing or confusing information; address not complete. Zip Code mandatory.	
21	Same address box checked with different address shown. Relationship not indicated. Zip Code mandatory.	
22	No high school name indicated; year graduated not indicated; city not indicated; state not indicated. Zip Code mandatory.	
23	No home address indicated; city not indicated; state not indicated. Zip Code mandatory.	
24	No employment indicated; employer's address not indicated.	
25	Position or job title not indicated; years employed not indicated; city not indicated; state not indicated. Zip Code mandatory.	
26	Other - see attached sheet.	