

FLEET HOME TOWN NEWS

Most of this NRTC covers your responsibilities associated with keeping the public informed about its Navy. This chapter progresses along the same lines but focuses on the methods you use to gather and release hometown news about the men and women of the U.S. Navy.

Navy people, not unlike their civilian counterparts, have a desire to be appreciated—to have their achievements and contributions noticed and praised. The Navy's Fleet Home Town News Program provides the most effective and economical means for you to release information about individual sea service members to their hometown news media (fig. 17-1). Your participation in the program also produces the following ancillary benefits:

- Improved command retention
- Improved recruiting Navywide
- Increased command readiness through the recognition of its people
- Increased public awareness of the sea services through news stories about the services' education, training and operational missions
- Increased individual and unit morale

The Fleet Home Town News Program is administered by the Fleet Home Town News Center (FHTNC). Further information about the FHTNC and the Fleet Home Town News Program is provided in the following text.

THE FLEET HOME TOWN NEWS CENTER

LEARNING OBJECTIVE: *Identify the responsibilities of the Fleet Home Town News Center (FHTNC).*

Since 1945, the responsibility for processing and distributing hometown news releases has rested with the FHTNC. Located at Naval Station Norfolk, Virginia, the Center is a field activity of CHINFO. In effect, it acts as a clearinghouse for the sea services by editing, reproducing and mailing hometowners to the media in communities throughout the United States,

Service Notes



Kyle M. Parker
Navy Seaman Recruit Kyle M. Parker, son of Marine Corps Capt. James M. Cain of Twentynine

McCoy finishes Navy Hospital Corps School

Navy Hospitalization Recruit Le Talia A. McCoy, daughter of Lottie J. McCoy of 523 Sixth St. in Tallulah, recently graduated from the Navy's Hospital Corps School.

During the course at the Naval School of Health Sciences, San Diego, students receive instruction on basic medical procedures used by hospital corpsmen who assist Navy doctors and nurses.

Course studies also include an introduction to all phases of military health service, x-ray technology, laboratory analysis, general practice and surgery.

The 1991 graduate of McCall Senior High School joined the Navy in January 1992.

Palms, recently completed basic training at Recruit Training Command, Great Lakes, Ill. During the cycle, recruits are taught general military subjects designed to prepare them for further academic and on-the-job training in one of the Navy's 85 occupational fields.

Studies include seamanship, close-order drill, naval history and first aid.

Parker is a 1992 graduate of Twentynine Palms High School.



DANIEL S. GAMMON

Seaman Daniel S. Gammon, son of Air Force Master Sgt. Danny L. Gammon and Janet L. Gammon of San Antonio, Texas, and a grandson of Mr. and Mrs. C.A. Gammon and Mrs. Velma Trosser, all of Bowling Green, was promoted to pay grade E-3 Aug. 1 at Naval Air Station, North Island, Calif. He is stationed aboard the USS Ranger which has been deployed to the Persian Gulf.

He is a 1989 graduate of Lackland High School in San Antonio.

Clifton Barber returns from deployment

Navy Fireman Clifton O. Barber, son of Richmond and Gertrude Barber of Tallulah, recently returned aboard the guided missile cruiser USS England from a six-month deployment to the Western Pacific.

During the deployment, USS England traveled over 33,000 nautical miles and participated in several exercises with the Australian Navy and Japanese Maritime forces plus other U.S. Navy and Marine Corps units. USS England was part of the last Navy battle group to visit Naval Base Subic Bay, Republic of the Philippines, scheduled to close later this year.

USS England sailors provided humanitarian assistance to a local Olongapo City, Republic of the Philippines, elementary school by painting and making numerous repairs to the aging building as well as purchasing recreation equipment during a port visit to Naval Base Subic Bay.

Assisted by the sailors on USS Anzietam, the England also hosted a Texas style barbeque for the residents and staff of a local Pattaya Beach, Thailand, boys' home. The language barrier was broken by the smiles of all involved. Barber visited ports in Australia, Brunei, Hawaii, Hong Kong, Japan, Thailand, Singapore and the Republic of the Philippines.

The 1983 graduate of McCall Senior High School and 1989 graduate of Louisiana Tech University in Ruston, joined the Navy in January 1990.

Figure 17-1.—Fleet Home Town News Program news clippings.

American Samoa, Puerto Rico, Guam and the U.S. Virgin Islands. (In 1992, the Center stopped sending releases to the Republic of the Philippines upon the departure of U.S. forces.)

Through a mutual agreement with the Commandants of the Marine Corps and Coast Guard, the instructions and policies of the FHTNC apply to all Marine Corps and Coast Guard commands, organizations and activities participating in the Fleet Home Town News Program.

You should keep in mind that the Fleet Home Town News Program is not optional for your command—it is required by *Instructions and Policy Concerning Fleet Home Town News Program*, SECNAVINST 5724.3. Make sure you examine this instruction in its entirety.

CLIENTS

Hometown media are the “clients” of the FHTNC, including newspapers, radio and television stations and special interest publications. They neither pay for stories, nor are they obligated to use the material. However, since they must request the material to receive it, most of the clients do use it.

NOTE: You may not mail hometown news material directly to the media, unless interested media have specifically requested it. SECNAVINST 5724.3 emphasizes that all hometown news, other than specifically authorized exceptions, must be forwarded via the FHTNC.

The authorized exceptions are as follows:

- Material prepared by recruit training commands concerning special recruit units may be forwarded directly to the activity for placement in local media, when requested by the recruiting activity that enlisted the unit.

- Hometown news material concerning a member of a command whose hometown is in the immediate geographic area (generally within 50 miles) of the command may be placed directly with local media. This provision also may include media in communities where the command maintains direct contact, such as USS *Los Angeles* (SSN 688), with Los Angeles, California. In the case of a namesake ship program, commands should receive guidance from the appropriate PA Center or NAVINFO Office.

Hometown news feature material may be provided directly to any news media making requests for information on specific individuals, subject to the instructions of appropriate operational or other higher echelon commanders governing media relations. Normally, such requests will be coordinated with the appropriate service headquarters, PA Center or NAVINFO before release.

SURVEYS

It is the policy of the FHTNC not to send unsolicited releases to the media. Therefore, the Center periodically surveys all potential media clients in the United States and its territories. Those news media editors who want to receive hometown news releases must indicate this on the FHTNC survey form.

A recent media survey revealed the following statistics:

- 96 percent always or sometimes use award releases; 84 percent always use them.
- 96 percent always or sometimes use promotion releases; 77 percent always use them.
- 93 percent always or sometimes use school graduation releases; 78 percent always use them.
- 72 percent get feedback from their readers/audience about releases; 98 percent describe the feedback as positive.

STORY CATEGORIES

LEARNING OBJECTIVE: *Identify the most common hometown news story categories and the appropriate and inappropriate hometown ties.*

Hometown news stories usually fall into one of three categories—military achievement, personal achievement or participation stories. These categories are explained in the following text.

MILITARY ACHIEVEMENT

Military achievements are those personal newsworthy accomplishments that are job related. Consider the following examples:

- School graduation (**NOTE:** To avoid embarrassment in case of early dismissal, the FHTNC does not process stories about individuals reporting to schools. Additionally, this category applies only to formal training four weeks in length or longer, such as “A” and “C” schools.)
- Personal award (**NOTE:** Since some recommended award recommendations are downgraded before being presented, **DO NOT** submit *recommended* awards. Submit only awards that have already been presented.)
- Advancement or promotion (**NOTE:** Keep in mind that an individual who is “frocked” to a specific paygrade is **NOT** officially advanced to that paygrade until a later date. Therefore, submit advancement/promotion stories *only* when individuals are officially advanced.)
- Qualification (JOOD, OOD, EAWS, ESWS, etc.)

- Honors earned in school or in training
- Reenlistment
- Lifesaving effort or rescue
- Retirement

PERSONAL ACHIEVEMENT

Personal achievements are those personal newsworthy accomplishments realized during off-duty hours. Consider the following examples:

- College degree or high school diploma earned
- Award received from the Navy League of the United States or other civic organization, but not commercial firms

PARTICIPATION STORIES

Participation stories result from an individual's being a part of his command's activities. Consider the following examples:

- Reporting aboard
- Deployment or a change in the location of the unit
- Port visit
- Participation in an exercise or operation
- Participation in evacuation operations
- Active duty for training (ACDUTRA)

NOTE: The FHTNC does not process feature stories.

APPROPRIATE HOMETOWN TIES

For purposes of this section, the term *hometown* refers to the place of residence of the sea service member's immediate next of kin, a spouse's immediate next of kin, and when appropriate, college alumni publication. Other suitable hometown ties include another blood relative, or an in-law or legal guardian living in a community in the United States or its possessions.

INAPPROPRIATE HOMETOWN TIES

You must not use spouses, dependent children or friends as hometown ties. This will eliminate the possibility of harassment if official duties require the

servicemember to be away from his residence on a regular basis.

PROMOTING THE FLEET HOME TOWN NEWS PROGRAM

LEARNING OBJECTIVE: *Identify the methods used to promote the Fleet Home Town News Program.*

Participation in the Fleet Home Town News Program by individual service members is strictly voluntary. Nonetheless, you should present the program in a positive manner to encourage involvement. While some people may not be interested in the "publicity," their relatives and friends back home probably are interested.

Soft sell the program, but **do** attempt to sell it. If an individual still chooses not to participate, honor the person's decision and do not forward the release form to the FHTNC.

You can sell the program in the following ways:

- Run Plan of the Day/Week notes.
- Make SITE-TV spot announcements.
- Make promotional spot announcements on ship's radio.
- Ask the CO, XO or C/MC to make promotional announcements during Captain's Call.
- Promote the program during command indoctrination classes ("I" Division).

PROCESSING FHTNC MATERIALS

LEARNING OBJECTIVE: *Recognize the correct method of processing FHTNC materials.*

The success of the Fleet Home Town News Program depends on your continuous, active support. Therefore, you should give the people at your command ample opportunities to participate in the program and you should encourage future involvement. A good starting point for you to solicit participation is when military members first report to your command; so make sure the public affairs office is on the command's check-in sheet.

FLEET HOME TOWN NEWS RELEASE FORM

At first glance, conducting a hometown news program appears to be a monumental task. However, closer observation reveals it is a relatively simple process in terms of meeting public affairs objectives. The FHTNC has simplified the procedures for submitting hometown news material by designing a standard release form, the Fleet Home Town News Release Form, NAVSO 5724/1 (Rev. 1-95). You should use this release form for all hometown news releases.

NOTE: Contact the Center or check SECNAVINST 5724.3 for the most current release form revision date.

When properly completed (mostly by the individual about whom the release is being made), the release form contains all the information necessary for writers at the FHTNC to prepare the hometown. Figure 17-2 and 17-3 are examples of a NAVSO 5724/1; this form was revised in 1995. The reverse side of the release form (fig. 17-3) carries block-by-block instructions. This new form also includes a third (blank) page for specific information such as news releases, roster stories, etc. For this reason, we will not provide a block-by-block breakdown of the release form.

The NAVSO 5724/1 was designed to give uniformity to the Fleet Home Town News Program and to accelerate the processing of hometown news releases. They are available through the Navy supply system, so maintaining an adequate number of them should be easy. However, if you run out of release forms, you may use locally produced copies until your stock is replenished. The information may be typed or printed.

NOTE: The FHTNC should receive completed release forms no later than 30 days after the event occurs (allowances are made for submarines). After the release forms are processed and the subsequent news releases are mailed, the forms are maintained for 90 days in an alibi file and then destroyed.

On occasion, a few release forms do not get processed and are returned to the activities that submitted them. Along with the returned release forms is a short explanation listing the reason(s) they were not accepted. There are several reasons a particular release form may not be processed. It could be that there are no media in a particular community or area that desires the stories. The release form might be

received without the required signatures, or there might not be enough information with the release form to develop a meaningful release.

You can reduce the number of nonreleased forms by following all of the directions on the back of the NAVSO 5724/1. Check all blocks on the front of the release form for completeness, accuracy and legibility **before** the release form is mailed to the FHTNC. Currently, forms are not accepted by electronic mail.

The Fleet Home Town News Center will annually review your command's FHTN program by Unit Identification Number (UIC) and provide written feedback on how well you are using the program to benefit your command.

Log Book/Index File

You should maintain a 90-day log book or index file of each release form mailed to the FHTNC. The record should include the following information:

- Name and social security number of the individual
- News event
- Date mailed

By tracking your release forms in this manner, you can work with the Center in purging release forms that belong to an injured or deceased crewmember. It is embarrassing when a release is made on an individual's participation in an exercise when he was discharged months earlier. More important, the release of a story about an individual who "recently visited Sasebo, Japan," when in fact he was hospitalized or deceased, will cause confusion and additional grief to family members.

The FHTNC is an addressee on all death or serious injury messages. Upon receiving a casualty message, the Center immediately inputs the social security number of the casualty into the computer system. The computer indicates whether a news release is currently being processed or has been mailed out on that individual, as well as the names of the hometown media that received it. If the release has left the Center, the appropriate media outlets are called immediately and requested not to run the story.

Command Releasing Authority

Each submission to the FHTNC must be authorized for release and verified for accuracy by the submitting command. The command's "releasing

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 "relisted", 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.	

Figure 17-3.—An example of a NAVSO 5724/1 (back).

authority” may be whomever the commander has designated to conduct the fleet hometown news program within his unit (usually the PAO, but it can be also a JO). The command releasing authority prints and signs his name in block six of the release form and indicates his duty telephone number.

Social Security Number

Make sure the servicemember understands that the social security number listed in block 1 will not appear on the actual news release. It is required solely to track casualties.

PHOTOGRAPHS

Good photographs enhance the potential use of hometown news releases. Either formal or informal, portraits are useful hometown news photographs. These photographs range from the basic head and shoulders picture (mug shot) to a shot of the individual in a working environment. The individual’s face should be clearly identifiable in the photograph.

The FHTNC prefers at least five black-and-white wallet-sized prints for each submission. The wallet-sized prints will fit easily in standard business-sized envelopes. However, if you must mail larger prints, the FHTNC will accommodate you.

Digital images saved to disk are acceptable as supplemental information, but photographs are preferred. The Center will scan photos and make them available in digital image format for media outlets that request them. Do not send photo negatives to the FHTNC, as it does not have the capability to work with them.

Most of the print media editors on-line at the FHTNC enthusiastically request more photographs. The Center sends out **all** photographs it receives, informal or formal, as long as amplifying information (identification of people, description of the event taking place, etc.) is included on the back of each photograph. Type this information on a separate piece of paper or on a label and attach it to the photograph. Your doing this prevents “bleed-through,” a common occurrence when you write on the back of a photograph with a ballpoint pen. Put the photograph in an envelope and attach it to the completed NAVSO 5724/1.

LETTER OF TRANSMITTAL

If you send nine or fewer release forms to the FHTNC at one time, the command releasing authority must complete block two of the release form. However, if a single mailing consists of 10 or more release forms, you must include a cover document called a letter of transmittal (fig. 17-4).

A letter of transmittal serves several purposes. It makes the transaction official and gives the FHTNC authority to process the story. In addition, it aids the Center in processing the material faster by indicating the type of material submitted, the general subject matter and the number of stories involved.

The CO or an officially designated representative (such as the PAO) should sign letters of transmittal. Send only the original of the letter to the FHTNC.

HOLD FILE

LEARNING OBJECTIVE: *Interpret the policies regarding the submission of a hold file to the FHTNC.*

A hold file is a roster package of NAVSO 5724/1 release forms submitted by a unit when it deploys. The hold file provides a rapid means of generating timely and newsworthy releases about the accomplishments, achievements and travels of your crew, either individually or as a group.

Hold files are maintained by the FHTNC for the length of the deployment and are normally returned to the command once the deployment is completed. If your unit is not deployed, you should maintain an updated roster package in your office anyway. In the event that your unit must deploy on short notice, you can submit a hold file with little effort.

Any unit departing on an extended deployment (usually two months or longer) should forward a hold file to the Center. If your unit will be involved in exercises or special operations of shorter duration, seek the guidance of the FHTNC.

MAILING THE HOLD FILE

You should update and verify all the release forms in your hold file 30 days before your unit deploys. Mail the hold file to the FHTNC when you are 20 days from the deployment date. Make sure it is in alphabetical order by last name and accompanied by a letter of

**USS MOLLUSK (FFG 1370)
FPO AE 09989-5724**

5724
Code
Date

From: Commanding Officer, USS MOLLUSK (FFG 1370)
To: Director, Fleet Home Town News Center, Building X-18, Naval Station, Norfolk, VA
23511-6698

Subj: FORWARDING OF HOME TOWN NEWS MATERIAL

Ref: (a) SECNAVINST 5724.3

Encl: (1) NAVSO 5724/1 release forms (reporting aboard) (12)
(2) Deletions to Hold File (9)

1. Enclosure (1), which is forwarded per reference (a), has been verified for accuracy and is authorized for release.
2. Add enclosure (1) to Hold File after processing.
3. Delete names in enclosure (2) from Hold File.

P. J. MUREX
By direction

Figure 17-4.—Letter of transmittal.

transmittal. We recommend including the deployment information or story in the letter of transmittal.

NOTE: When you submit stories for release, the Center does not require strict adherence to journalistic style. Since the FHTNC is ultimately responsible for editorial action, all you need to include is a brief synopsis of the facts that answer the five Ws.

Before the hold file is sealed and on its way to the FHTNC, you should make a copy of each release form and store each one of them in an appropriately marked office file. Your hold file should be an exact duplicate of the one received by the Center. This is extremely critical, especially when you must change data or pull a release form in the event of a death or injury.

PROCESSING THE DEPLOYMENT STORY

When a unit deploys, the PAO or his representative normally sends a message to the FHTNC that contains the following information:

- The authority for the FHTNC to process the deployment story.

- The date the story should be processed (usually without delay).
- Verification that the hold file is accurate and up-to-date.

Once the message is sent, the Center can work on writing the deployment story, which will result in a release for all of the release forms in the hold file.

An example of a hold file message to the FHTNC is shown in figure 17-5.

SENDING STORIES BY MESSAGE

Once the hold file is at the Center, you may send several different types of stories by naval message. The mid-deployment story (fig. 17-6) and end-of-deployment story (fig. 17-7) are good ways to get multiple releases for each release form submitted.

Further, you should pursue the types of stories mentioned earlier — those dealing with the military or personal achievements of individuals. Doing this in connection with your hold file is easy. For instance, say

FM USS MOLLUSK
TO FHTNC NORFOLK VA
UNCLAS //NO5720//
SUBJ: DEPLOYMENT STORY
A. MY LTR 00:JPJ:DJ 5724 OF 20 SEP 1994
1. HOLD FILE (HF) SUBMITTED WITH REF A
VERIFIED ACCURATE.
2. REQ IMMEDIATE PROCESSING OF
DEPLOYMENT STORY CONTAINED IN REF A
FOR MY HF.
BT

Figure 17-5. Hold file message.

Lt. Cmdr. Nunez is awarded the Meritorious Service Medal. When you advise the Center of the award (and include amplifying information from the medal citation), Lt. Cmdr. Nunez's release form will be pulled from the hold file and the story will be processed. The release form will then be returned to the file.

UPDATING THE HOLD FILE

Hold files have a 60-day life cycle. When you send a hold file to the FHTNC, the cycle begins on the day the Center receives it.

At day 50, your unit will be sent a message advising that the file will be returned in 10 days unless it is updated. Each time you update your hold file, another 60-day cycle begins.

The FHTNC considers an update as any communication regarding the hold file. It may be a list of names to be deleted, a list of release forms for

persons who have reported to the command or simply a declaration that the hold file is current and accurate. A hold file update message is shown in figure 17-8.

HOLD FILE DISPOSITION

After the end-of-deployment story is processed, the FHTNC retains the hold file for 30 days in an alibi file before it is returned to the originating command. You also may request that the Center destroy the hold file.

RUN AND RETURN STORIES

Consider the following scenario: Yesterday, 25 members of your command received awards for their participation in the base "Adopt-A-School" Program. A check of your files reveals that all of the awardees have release forms on file in your office. Your unit is not deployed and it is not scheduled to deploy for about a year. How should you submit the release forms

FM USS MOLLUSK

TO FHTNC NORFOLK VA

UNCLAS //NO5720//

SUBJ: PROPOSED MID-DEPLOYMENT STORY

A. SECNAVINST 5724.3
 B. MY HOLD FILE

1. IAW REF A, FOL PROPOSED MID-DEPLOYMENT STORY SUBMITTED FOR APPROVAL AND RELEASE BY FHTNC WITH REF B:

QUOTE. THE GUIDED MISSILE FRIGATE USS MOLLUSK, HOMEPORTED AT NORFOLK, VA, IS MIDWAY THROUGH A SIX-MONTH DEPLOYMENT TO THE MEDITERRANEAN SEA AS PART OF THE TEN-SHIP USS LIMPET AIRCRAFT CARRIER BATTLE GROUP. USS MOLLUSK HAS PARTICIPATED IN THE NATO EXERCISE DISPLAY DETERMINATION AND HAS OPERATED WITH ALLIED NAVIES FROM ITALY, UNITED KINGDOM, FRANCE, SPAIN, GREECE AND TURKEY. THE SHIP HAS MADE PORT VISITS AT ROTA, SPAIN; NAPLES, ITALY; AUGUSTA BAY, SICILY; AND TOULON, FRANCE. AT AUGUSTA BAY, CREWMEMBERS FROM THE MOLLUSK DELIVERED PROJECT HANDCLASP MATERIALS TO AN ORPHANAGE AND REPAINTED THE EXTERIOR OF A SCHOOL FOR HANDICAPPED CHILDREN AT SIRACUSA, SICILY. END QUOTE.

BT

Figure 17-6. Mid-deployment story.

without breaking the integrity of your “inactive” hold file?

The answer is simple — at the top of each release form, mark “**RUN AND RETURN**” before you mail them to the FHTNC. After processing the release forms and holding them for 30 days, the Center will return them to you so you may keep your hold file intact.

NOTE: Make sure the information on “run and return” stories is current before they are mailed to the FHTNC.

HINTS AND REMINDERS

LEARNING OBJECTIVE: *List the hints and reminders used in connection with processing hometown news stories.*

The following hints and reminders are offered as a checklist to help you get the most out of the Fleet Home Town News Program:

- Use only the latest edition of the Fleet Home Town News Release Form (NAVSO 5724/1) (see SECNAVINST 5324.1).

FM USS MOLLUSK
TO FHTNC NORFOLK VA

UNCLAS //NO5720//

SUBJ: END OF DEPLOYMENT STORY

- A. MY HOLD FILE (HF)
- B. MY 010101Z DEC 94
- C. MY 010202Z JAN 95

1. RETURNED TO NORFOLK AFTER A SIX-MONTH DEPLOYMENT TO THE MEDITERRANEAN SEA AS PART OF THE TEN-SHIP USS LIMPET AIRCRAFT CARRIER BATTLE GROUP. DURING THE DEPLOYMENT, THE SHIP STEAMED 15,000 MILES AND EARNED ITS SECOND CONSECUTIVE BATTLE EFFICIENCY "E" AWARD. THIS DEPLOYMENT MARKED THE SEVENTH TIME USS MOLLUSK DEPLOYED TO THE MEDITERRANEAN SEA.

2. HOLD FILE VERIFIED ACCURATE EXCEPT DELETE ENS CARABOK, A. K.

3. REQ END OF DEPLOYMENT STORY FOR REF A. REFS B AND C PROVIDE ADDITIONAL DETAILS ABOUT THE DEPLOYMENT.

4. REQ RETURN REF A AFTER PROCESSING.

BT

Figure 17-7.—End-of-deployment story.

- Follow the block-by-block instructions on the back of the NAVSO 5724/1.
- Make sure the person to whom the release pertains fills in his social security number in block 1 of the release form.
- Make sure the person to whom the release pertains reads and understands the Privacy Act statement on page 1.
- Submit release forms on individuals with hometown ties **only** in the United States, American Samoa, Guam and the U.S. Virgin Islands.
- Screen the release forms for legibility, accuracy and completeness before submission.
- Keep file copies of the messages or letters you send to the FHTNC to use as a ready reference.
- Make sure the letter of transmittal or block six (command releasing authority) of the release form is signed before mailing.
- Submit only current news items.
- Check your hold file frequently. Make sure you update your release forms when people are promoted, qualify or reenlist.
- Do not submit release forms marked "Do Not Release."
- Do not request the stories be sent to specific media.

FM USS MOLLUSK
TO FHTNC NORFOLK VA

UNCLAS //NO5720//

SUBJ: HOLD FILE (HF) UPDATE

1. REQ FOL DELETIONS TO HF:

JO1 PRONOUN, A. L.
MMCS WRENCH, C. P.
DTC FLUORIDE, B. R.
HM3 PLASMA, R. K.
MS2 BUFFET, F. Y.

2. FOL PERS HAVE BEEN PROMOTED TO PRESENT RANK:

PC1 DRAM (CAPPED)
LCDR GUI
YN2 DEFRAG
TM2 BERNOULLI
BT1 QWERTY

3. FOURTEEN ADDITIONAL RELEASE FORMS MAILED TO YOU THIS DATE FOR INCLUSION IN HF.

4. WITH PARA 1 AND 2 CHANGES, HF VERIFIED UP-TO-DATE.

BT

Figure 17-8.—Hold file update message.

**COMMUNICATING WITH THE FLEET
HOME TOWN NEWS CENTER**

LEARNING OBJECTIVE: *Recognize the various methods used to communicate with the Fleet Home Town News Program.*

The following information is provided to assist you in communicating with the Fleet Home Town News Center.

INTERNET ACCESS:

Questions or comments about the Fleet Home Town News Program can be directed to the

command's official Navy web site, at:
www.chinfo.navy.mil/navpalib/chinfo/fhntc.html

TELEPHONE:

(C) (757) 444-4149
DSN: 564-4199

MAILING ADDRESS:

DIRECTOR
Fleet Home Town News Center
9420 3 Ave, Suite 100
Norfolk, VA 23511-2125