

Joint Base Elmendorf-Richardson Public Affairs Support Request

Rank/Name	Contact Number	*Support requests may be denied dependent on regulations, manpower, mission priority, timeliness of request, etc. *Specific DODIs, AFIs, & 673d ABW policy letter govern PA coverage and levels of priority.	
Organization	Email address	*For FOUO/CLASSIFIED/HIPAA coverage, ensure email encryption or hand-carry request to PA Office.	
What type of support requested (select all that apply):			
<input type="checkbox"/> Photo	<input type="checkbox"/> Video	<input type="checkbox"/> Article	<input type="checkbox"/> Social Media
<input type="checkbox"/> FOUO/CLASS			
Event (basic) description	Time/date of event	At least 7 days advanced notice?	Location of event
Event Details			
How will this product be used?			
Signature			Date
PUBLIC AFFAIRS USE ONLY			
Request is:	<input type="checkbox"/> Approved as is	<input type="checkbox"/> Approved w/notes	<input type="checkbox"/> Disapproved w/notes
Notes (AFI/Policy reference)			
PA Signature	Date	Request number	

Return this request to jber.pa.2@us.af.mil at least 7 days prior to event for timely processing.
 Call 551-8997 for questions or clarification.