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Services



ELECTRONIC MARQUEE OPERATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 95 SPTG/SVK
(Willie Caston Jr., DSN 527-3802)
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Approved by: 95 SPTG/SV (William Nichter)

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This instruction establishes procedures for submission and defines responsibilities for the administrative control of the electronic marquees located on Edwards Air Force Base. It applies to all offices at Edwards Air Force Base.

SUMMARY OF REVISION

Changes point of contact (POC) to 95 SPTG/SVK (para 1.1, 2.1.1., and 2.1.3). Changes after-hours POC to AFFTC/PA who can be reached through 95 ABW/CP (para 1.2). Changes priority order of messages (para 1.4). Changes POC for CCP messages (para 2.2).

1. Submission Requirements:

- 1.1. Refer all duty-hour marquee requests to 95th Support Group Services Division (95 SPTG/SVK) for action.
- 1.2. Refer all emergency after duty-hour marquee requests to the on-call Public Affairs (AFFTC/PA) representative for action, through the Command Post (95 ABW/CP).
- 1.3. Emergency response or contingency messages will take precedence as directed by command authority.
- 1.4. The priority given to messages will be as follows:
 - 1.4.1. Emergency response or contingency messages as directed by command authority
 - 1.4.2. AFFTC/CCP (Protocol)
 - 1.4.3. AFFTC/PA

1.4.4. 95 SPTG/SV

1.4.5. Any other messages on a first-come, first-serve basis.

2. Responsibilities:

2.1. Submitting agencies will:

2.1.1. Contact SVK at 277-6799 with the message to be posted at least 48 hours prior to the needed posting time.

2.1.2. Request must be submitted in writing on AFFTC Form 5909, Marquee Request Form.

2.1.3. Provide SVK staff with the requested dates for the submission to run.

2.2. AFFTC Protocol office will notify SVK at least 24 hours in advance of messages required. Emergency short-notice messages will be handled as necessary.

2.3. SVK will:

2.3.1. Receive and post all messages in a timely manner. Limit messages to no more than four at a time.

2.3.2. Continuously monitor and update as necessary all command and safety messages running on the marquee.

2.3.3. Keep a log of all submissions, along with the dates they will run.

2.3.4. Allow PA override authority at all times necessary, including after duty hours.

2.4. AFFTC/PA will receive and post emergency messages after duty hours.

3. Form Prescribed. AFFTC Form 5909, Marquee Request Form.

RICHARD L. ENGEL, Major General, USAF
Commander

