

Let Family, Friends Know About Agency Efforts

By **Cassandra Locke**
DCMA Public Affairs

The Defense Contract Management Agency has teamed with the Joint Hometown News Service, formerly known as the Army and Air Force Hometown News Service, to help recognize employees for their service and commitment to Department of Defense efforts.

The news service, a directorate of the Defense Media Activity Center in San Antonio, Texas, will process news release forms submitted by all DCMA personnel. Each year, the 14,000 newspapers and television and radio stations in the U.S. receive

more than 500,000 individual news releases from JHNS.

Dick Cole, DCMA Chief of Public Affairs, said that events such as promotions, awards, reassignments, participation in exercises, graduation from professional schools and many others meet the requirements for Hometown News coverage.

“It’s an excellent program for getting the word out to family members and friends in one’s hometown on the accomplishments being done by DCMA employees.”

With the Hometown News Service’s innovative, paper-free process, employees can now fill out the form online. Hometown News

Service release forms are available at: <https://hnforms.dmasa.dma.mil/lfserver/DCMA>.

Employees should fill out the entire form and, if not currently assigned to DCMA Headquarters in Alexandria, Va., make note of where they work in the “Step 4 Release Information Comments” section, as the form will not allow you to change the city from Alexandria. Remember to include ZIP codes, as the media database relies on this information.

While not required, you may submit photographs with the DD Form 2266, if desired. Send unretouched electronic files in the joint photographic experts group (JPEG) format at a resolution no less than 300 dots per inch. No other image file formats are acceptable.

Once the employee is featured within the respective media channel, the Hometown News staff will send DCMA Public Affairs a spreadsheet illustrating the different media outlets that published the information with the locations. In turn, public affairs will contact the employee.

For more information about the Hometown News program, call Cassandra Locke, DCMA public affairs specialist, at (804) 541-4749 or e-mail dcmpublicaffairs@dcma.mil.

