



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 96TH TEST WING (AFMC)
EGLIN AIR FORCE BASE FLORIDA**

20 July 2026

MEMORANDUM FOR EGLIN AIR FORCE BASE PERSONNEL

FROM: 96 TW/PA

SUBJECT: Standard Operating Procedures for the 96 TW/PA Bulletin Board

- 1. General Information.** The purpose of this policy is to provide guidance on the use of the Bulletin available on the official Eglin Air Force Base website, <https://www.eglin.af.mil/bulletin>.
- 2. Purpose.** The official Eglin Bulletin is one of the installation commander's key communication tools and serves as a community forum for posting information relevant to the base population such as events, closures, advisories and more.
- 3. Responsibilities.**
 - a. Appointed PA office personnel will review draft content submitted via Padlet daily.
 - (1) 33d Fighter Wing PA, 53d Wing PA, and 350th Spectrum Warfare Wing PA will directly manage their own unit's submissions.
 - (2) 96 TW/PA will directly manage all columns except for the columns listed above in bullet (1).
 - b. Appointed PA office personnel will ensure information is accurate, relevant and observes OPSEC protocols.
 - (1) Relevant posts include those that announce:
 - Base-wide events
 - Advisories and closures
 - Airmen and family-oriented events
 - Other important information for base-wide audiences.
 - c. Allow a minimum of one business day for review. Designated PA personnel will review submissions, approve appropriate posts and deny inappropriate ones directly via the 96 TW/PA Padlet account.
 - (1) If user has created a Padlet account with their contact information, Designated PA will notify submitter of denied posts via email. If submitter does not have an account and wants confirmation of post approval/denial status, submitter must email 96tw.pa.bulletin@us.af.mil.
 - d. Appointed 96 TW/PA personnel shall distribute the monthly Bulletin link via an 'Eglin All DDG' email and official Eglin social media platforms.
 - e. Designated PA personnel will remove Bulletin posts that are either one month old, promote an event with a date that has passed or is no longer relevant (whichever comes first).

4. Post Requirements.

- a. Bulletin posts can feature text, links, QR Codes, images, gifs, and files.
- b. Bulletin posts will not include any profanity, nudity, political messaging, discriminatory messaging or any messaging in violation of Department of the Air Force Instructions (DAFI), community standards or Department of War (DoW) policy.
- c. Bulletin posts may announce events available on/off base to Eglin AFB personnel that aren't restricted due to safety, U.S. law, or DoW policy. Contact 96 TW/PA at 850-882-3931 or 96tw.pa.bulletin@us.af.mil with any specific questions.
- d. Bulletin posts may not violate OPSEC, which includes the posting of personal emails and phone numbers. Content must not contain CUI.

5. Procedures.

- a. Private organizations, professional development groups and all Eglin AFB personnel with a relevant announcement may submit content for the Bulletin.
- b. Users may post on the Bulletin via LINK by clicking the '+' in the bottom right corner.
- c. Users may post content anonymously; however, if the requested post violates this memorandum, it will be denied and the requestor will not receive notification of denial.
- d. It's recommended that users create a Padlet account to post using an organizational name or their name. This is the preferred method so 96 TW/PA personnel can reach out to a suitable POC to ask questions and make corrections before approving the post if necessary.
- e. For questions, comments, or concerns, contact 96 TW/PA at 850-882-3931 or 96tw.pa.bulletin@us.af.mil.