

HOW TO FILL OUT A "DD FORM 2266"

Block 1 - PAO Code: 816

Block 2 Social - Security Number: This information is used solely to track the form through the system. It is not released as part of the story.

Privacy Act Statement: Make sure you read and understand this statement. Signing and dating this form gives Hometown News the right to send the information on this form (except for the social security number) to your hometown newspapers.

Block 3 - Branch of Service: Self-Explanatory.

Block 4 - Status: Self-Explanatory.

Block 5 - Rank: Make sure your rank is included; use Spc. or Cpl. rather than E4.

Block 6 - Pay Grade: This is where you put E4 or O1, etc.

Block 7 - Name: Self-Explanatory.

Block 8 - Gender: M for Male and F for Female.

Block 9 - Event: This block is critical. It needs to be as specific as you can make it. If the event is outside the realm of a normal stock story, attach a cover release or fact sheet with the DD Form 2266. Thoroughly explain your achievement. Don't simply write "award." Instead, write, "Awarded Army Commendation Medal for meritorious service during tour at 12th Aviation Brigade." If necessary, explain more in the "Remarks" block of the form. Be as specific as possible. Don't use abbreviations or acronyms.

****When submitting DD Form 2266, Hometown News Release, associated with Soldiers redeploying from Iraq and Operation Iraqi Freedom and their awards, please use the following statement in Block 9, Events, on the form: *"(Soldier's name) returned to the United States from Iraq where he/she served in support of Operation Iraqi Freedom during the time period (dates)."***

Block 10 b. - (1): Next of Kin: The most important block on the form. Ensure both parents first and last names, their relationship to the Soldier and a complete street address, city, state and ZIP code are included. Make the relationship clear for each entry. If mother's address is the same as the father's, be sure to put her full first and last names and relationship in the blocks. Do not include brothers and sisters at the same address as parents.

Blocks 11, 12 and 13: Self-Explanatory.

Block 14 – Present Unit: Spell out unit, post and location. Don't abbreviate units. Instead of "1/67 AR," use "1st Battalion, 67th Armor Regiment."

Block 15 - MOS/ AFSC: Do not use numbers; spell out completely, for example, "Utility Helicopter Repairer," not 67N.

Block 16 - Present Job Title: Spell out job title if different from MOS.

Blocks 17 – 20: Self-Explanatory.

Block 21 - Signature: Unnecessary if submitted electronically. Signing this block indicates that you have read the privacy act statement and authorize the information be released to your hometown newspapers.

Block 22 - Date: Forms should be submitted within 60 days of the event.

Block 23 - Duty Phone: A phone number where you can be reached if we have any questions.

HOW TO AVOID SOME COMMON ERRORS THAT CAN KILL YOUR FORM:

- Be sure your Social Security number is included, if the form will be mailed.
- Be sure to print legibly.
- Correct ZIP codes for each address on the form.
- Be sure to include first and last names for all entries.
- Be sure to date the form. This proves your event is recent.
- If you submit a paper copy of the form, be sure to SIGN IT. If emailed electronically, your submission of the electronic form indicates your agreement to release the information.
- Do not write, "Do not release" on the form. The Hometown News Release Program is voluntary. If information is not to be released, do not complete the form.