



# Content Request Form

*This form is for the request of written or photographic content from the Army News Service. The process of content production takes a minimum of five days from request to publication. The type of coverage, coordination time, and review time may extend this timeline significantly. Please submit the request at earliest stage of planning that the key information is available: who, what, when, where and why.*

*When complete, submit request to (OCPA Liaison). You will be provided a response within 48 hours.*

Name of Requestor and Organization:

Email:

Phone number:

Reason for request (include who, what, when, where, and why):

What is the expected publication date?

Select which Army story line your request supports:

<input type="checkbox"/> Continuous Transformation - Initiatives and updates on how Army equips, organizes, trains and fights.	<input type="checkbox"/> Making a Difference - Domestic and international training exercises and homeland defense initiatives.
<input type="checkbox"/> Be All You Can Be- (Possibilities) Stories about today's Soldiers to highlight the limitless possibilities of service.	<input type="checkbox"/> Army Life - Quality-of-life initiatives that positively reinforce satisfaction in serving in the Army.

This request may take up to 48 hours to be approved or denied. The Army News Service will prioritize requests bases on the availability of resources and scheduling.

The minimum expected time from approval to publication is 6 days for news stories and 12 days for feature stories.

If approved, the requestor will be responsible for the oversight of providing the necessary resources and support for content development.

Please read the process for ARNEWS coverage and acknowledge that you understand it by initialing in the space provided below the statement:

Process and a generic expected timeline:

- Assigned writer contacts requestor: 24 hours after request approved
- Writer research and coordination: 24-72 hours
- News story production: 24 hours after the interviews or event
- Feature story production: One week after the interviews or event
- Editor review and changes: 24 hours
- Review for accuracy and security by EACH subject matter expert or requestor: 24 hours
- Final edits and publication: 24 hours

Initial \_\_\_\_\_

Who will be the point of contact for coordinating interviews and required support? Please provide name, email and phone number, if available.

What offices or individuals need to review this product?

Are there any links or tags that should be included with the article at publication?

Email this form to the OCPA liaison and cc as listed below:

Liaison: To: OCPA Digital Media Chief, LTC Gabe Ramirez: [gabriel.j.ramirez2.mil@army.mil](mailto:gabriel.j.ramirez2.mil@army.mil)  
cc: OCPA Digital Media Deputy, Anthony O'Bryant  
[anthony.obryant3.civ@army.mil](mailto:anthony.obryant3.civ@army.mil)  
cc: Army.mil Homepage Editor and CORE Community Manager, Trevor Raney  
[trevor.m.raney.ctr@army.mil](mailto:trevor.m.raney.ctr@army.mil)

For any questions once your request has been approved, contact the ARNEWS Chief or your assigned writer.

ARNEWS Chief: Tana Hamilton, Email: [tana.r.hamilton.civ@mail.mil](mailto:tana.r.hamilton.civ@mail.mil)  
Cell: (667) 967-3866.