

Shark Bites is getting a makeover!

Due to an influx of requests, capacity limitations and repeated questions, Public Affairs is changing the way Shark Bites will look moving forward.

How to submit a request

- Anyone who wishes to get a message out to the base populace will draft their message. Please note: *Messages should be kept brief and include the: Who, What, Where, When and Why. It must have a POC name/contact information, such as an email and a phone number.*
- Messages must be submitted in plain text format.
- The subject line must include a date. For example: Mr. Peter King's Retirement (20 May 2023), Space Force 10 Miler (registration closes 10 Nov 2022)
- The requestor will then send it to SLD45.PA.PublicAffairs@spaceforce.mil no earlier than two weeks before the event occurs or registration for the event closes.
- The e-mail will then be filed into the Shark Bites folder and then pulled on Tuesday at 1200 for compilation.

To submit a request to Shark Bites, your submission must contain the following information:

- The 5 W's (Who, What, Where, When & Why- if applicable)
- A POC to answer additional questions
- Submitted in plain text format. This will ensure that links are not distorted when transferring information.

To submit an adjunct (formerly referred to as attachments) to be included on MatterMost (MM) or the Website with Shark Bites, it must meet following criteria:

- Provide information that differs from the announcement, but necessary to meet the objective (i.e. a form needed to be filled out before attending an appt or event, notices of environmental findings, etc.)
- Be submitted as a PDF
- We will NOT be publishing a PDF that repeats what you have included in the message or you intend to be utilized in place of drafting an announcement.

Adjuncts will never be included in the e-mail due to size restrictions. Adjuncts will only be posted to MM and the website.

Failure to follow the procedures above will result in your announcement not being included in Shark Bites. Due to additional obligations, Public Affairs cannot guarantee that we will be able to follow up when an error is made.

Q&A

Q: Can my announcement be sent as a global?

A: Some emails are considered time-sensitive and will be the only emails to be delivered base-wide. A time-sensitive email is defined as an emergency message. **It does not mean that we will send it out because the requestor forgot to submit in advance.** The following are emails that will be considered for base-wide distribution:

1. Gate hour change (Emergency base closures, such as a hurricane, poor weather conditions etc.)
2. Award winner announcements (As directed by the SLD 45/CC)
3. All Calls (As directed by the SLD 45/CC)
4. Exercises (As directed by the SLD 45/CC)
5. SLD 45/CC directed announcements

Q: I can't find my adjunct, where is it?

A: Adjuncts can only be found at <https://www.patrick.spaceforce.mil/Shark-Bites/> or here: <https://chat.il4.dso.mil/usaf-455sw/channels/public-affairs>

Q: What events cannot be published?

A: Any event that charges for attendance, solicits donations, or recruits membership to an organization will not be included.

Q: What should I do with this graphic my Airman made for our event if it can't go in Shark Bites?

A: Feel free to include it on the MatterMost Town Pub! <https://chat.il4.dso.mil/usaf-455sw/channels/off-topic>

Shark Bites should be used for the following subjects (but is not limited to):

Resiliency/Wingman Day	IP Tip of the Week	Individual Promotion Ceremonies
Fundraisers/Campaigns/Fairs /Ribbon Cuttings	Monthly and Weekly Observances/Awareness/Appreciation Days	Graduation Ceremonies
Facility closures and temporary hour adjustments	Group/Squadron invites	Openings for Child Care

FSS events	JOCAS time card regular pay period pay	
Beach/Base Clean-ups	Foreign Travel Reporting	Legal Guidance
All courses and classes – to including leadership and development	Quarterly runs	Volunteer Opportunities
Activation and Inactivation Ceremonies	Base Events	Food Recalls
Retirements	Chapel Service Hours	Civilian Personnel Information
Housing Meetings	IG Business Rules	Exercise Playbook/Exercise Ground Rules
Contests	SNCO Ceremony	Signing up for Sports Events
All ranks promotion ceremonies	Public Service announcements – Ex: Emergency vehicles and how to react	Talent Shows
Office relocations (EX: TMO has moved to building ...)	Base Workshops	Positions to be filled
Blood Drives	Announcing New phone numbers	Farewell parties
Newsletters	Induction Ceremonies	Voting Notices
PCS Rules and Regulations – Changes	Reporting a Death or Injury	This Month in History