

182nd Airlift Wing Public Affairs P3 Request Guide

This guide provides step-by-step instructions for personnel at the **182nd Airlift Wing** to submit public affairs service requests via the **Public Affairs Productivity Portal (P3)**.



Step 1: Access the P3 Portal

To begin, you must authenticate your identity to access the secure system.

- **Action:** Use the provided [link](#) or QR code to open the Public Affairs Productivity Portal and select the "Public Affairs" option.
- **Authentication:** Enter your email address in the designated field. You will receive a temporary 6-digit code via email.
- **Tips:** If you do not receive your code, check your spam or junk folder.

Step 2: Select Request Type (Pick the Team)

In this phase, you will identify who will be providing the service and what type of support you need.

- **Action:** Under "Service Location," select **Peoria**. Under "Servicing Team," choose **182nd Airlift Wing**.
- **Service Types:** Choose the specific service needed. Supported services include:
 - General PA Support (Multimedia, tours, etc.).
 - Studio Photography (Portraits, ISOPREPs, Passports).
 - Media Inquiries, Security & Policy Reviews, and Tour Requests.
- **Tips: General PA Support** is the most commonly used service type and is usually the correct choice for most requests excluding studio appointments.

Step 3: Fill Required Fields (Request Details)

Provide the essential logistics and mission specifics for your project.

- **Action:** Define your project with a concise title and a clear "Need Date".
- **Logistics:** If applicable, log event logistics by selecting "Yes" for the project type and providing the date, time, and address.
- **Personnel Info:** Choose "Other Military Service" for military members or "Public" for civilians. Military members must enter their unit name under "Organization Name".
- **Contact Details:** Fill out your personal contact info and mark yourself as the primary customer.
- **Mission Specifics:** Provide a detailed description of the project's purpose.

- **Tips:** Accuracy is mission-critical; the "Need Date" is used for workload prioritization. The more details provided, the faster and more accurately the team can process your request.

Step 4: Attach Supporting Documents

Upload any necessary "intel" to help the Public Affairs team execute the mission.

- **Action:** Upload relevant attachments such as flyover forms, base tour requests, community relations engagement forms, or static display requests.
- **Tips:** Providing these forms early ensures the request is processed without delays.

Step 5: Review and Submit (Final Confirmation)

Conduct a final check before the request is officially sent to the Public Affairs office.

- **Action:** Examine all entered information for accuracy. Check both certification boxes to confirm official government use and finalize the submission.
- **Finalize:** Click "SUBMIT".
- **Tips:** Review carefully; once a request is submitted, changes are much harder to make.

Step 6: Track Request Status

Once the request is finalized, the system and the PA team handle the workflow.

- **Action:** After clicking submit, you will see a confirmation screen.
- **Follow-up:** The Public Affairs office will contact you via email regarding the status and processing of your request.
- **Security Note:** All requests, particularly those involving public release, undergo a Security and Policy Review.

Mission Ready Reminder: Public Affairs provides critical management and command information services, including communication strategy planning, media operations, and audio-visual production. Following these steps ensures your request is integrated into these official workflows efficiently.

Contact

If you have any questions, please contact 182nd Airlift Wing Public Affairs at 182aw.public.affairs@us.af.mil or 309-633-5118.