



External Client Submission Standards

AFN Europe Operations is the sole approving authority for all radio and television spot products originating from clients external to DMA/AFN Europe. AFN reserves the right to reject any submitted materials that do not meet product standards, violate policy, or jeopardize our non-commercial status and continued access to programming.

AFN SPOT REQUIREMENTS

A. Content producers are solely responsible for securing rights and licenses for all content in their spots. Non-licensed content will be removed upon notification from the rights holder(s).

B. The Armed Forces Chaplains Board is the sole approving authority for all spots pertaining to religion or with religious messages. Spot materials of this nature will be routed through AFN Europe Operations, who will coordinate the review process.

C. Spot material should be submitted at least five business days prior to the first on-air date to ensure the product meets technical and policy considerations. Spot material submitted without adequate lead time may not air as often or as long, i.e., number of days, as desired.

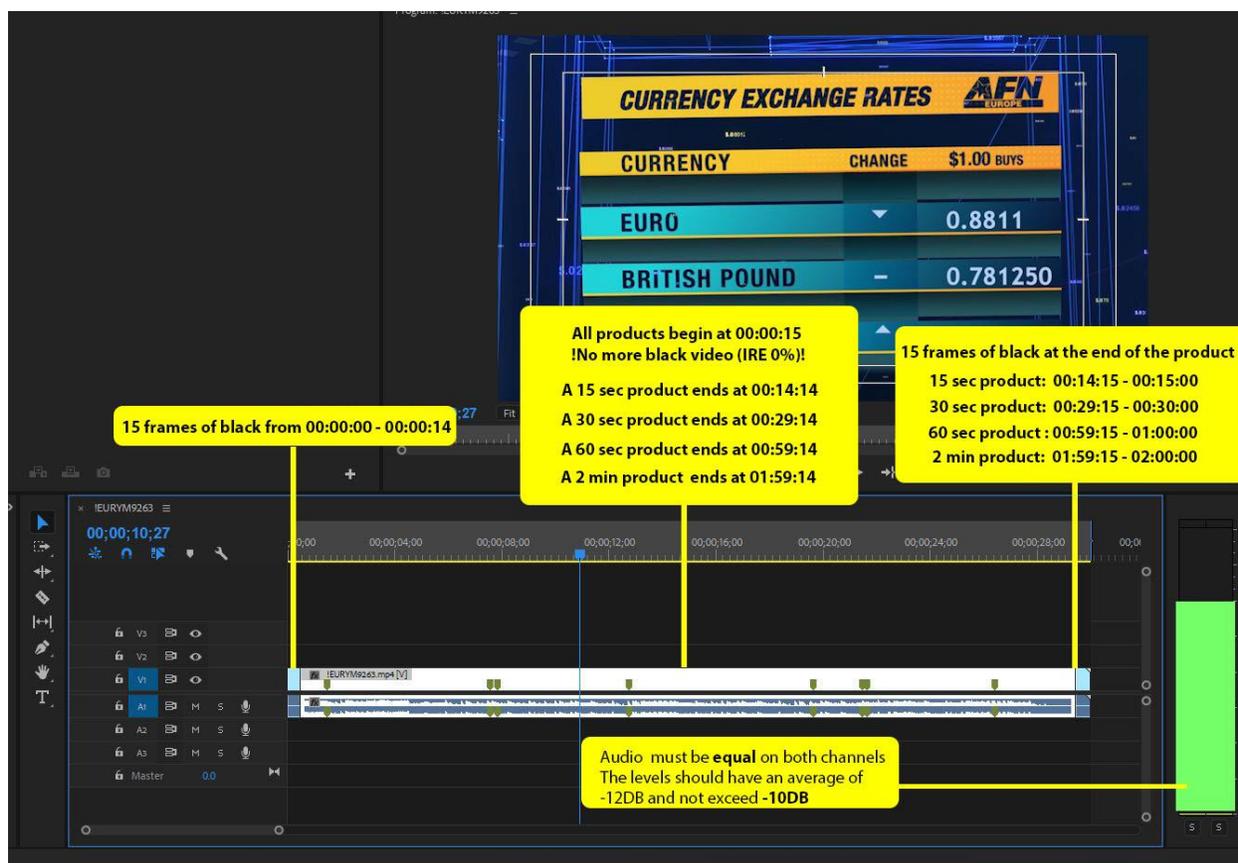
D. United States phone numbers and physical addresses of offices should not be included visually or audibly.

E. Website URLs are the preferred 'call to action' as audience access to the internet is the most common and the least expensive method for them to obtain additional information.

F. Products, i.e., informational materials, offered on a website must be available free of charge and access to those materials cannot require the user to establish an account or subscription.

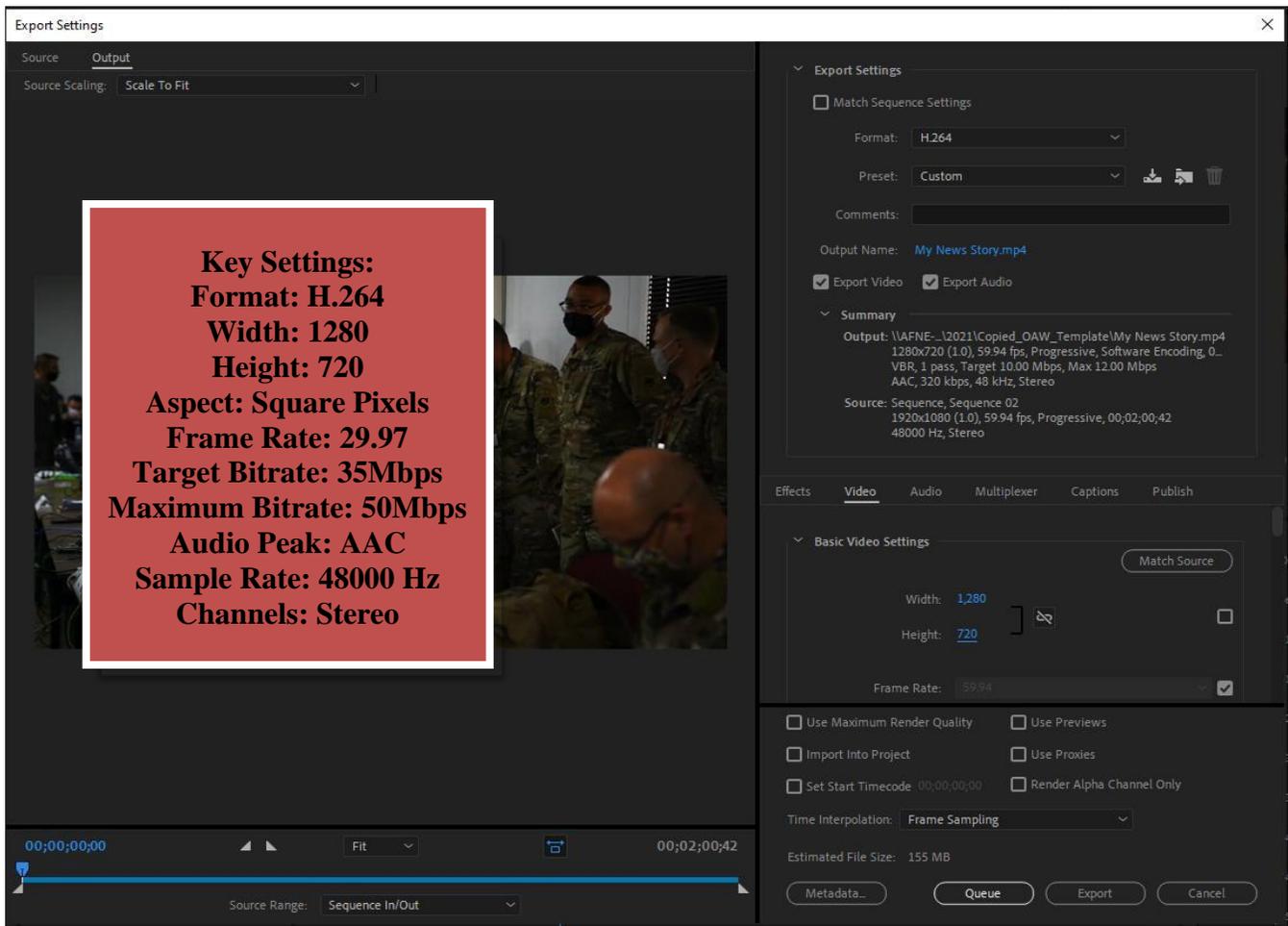
PROCEDURES

1. Video should be exported at 00:30:00 for a 30 second product and 00:00:59:29 for a 60 second product.
2. Insert 00:00:00:15 frames of black video
 - a. Set in and out point for 00:00:00:15 frames.
3. Insert your finished video product.
 - a. The first frame of your video and audio should now start at exactly 00:00:00:15 frames.
 - b. The last frame of your video and audio should be 00:00:29:14 for a 30 second product and 00:59:14:00 for a 60 second product.
4. Insert 00:00:00:14 frames of black video immediately following your finished product.
 - a. The total project of should now be 00:00:30:00 for a 30 second product and 00:00:59:29 for a 60 second product.

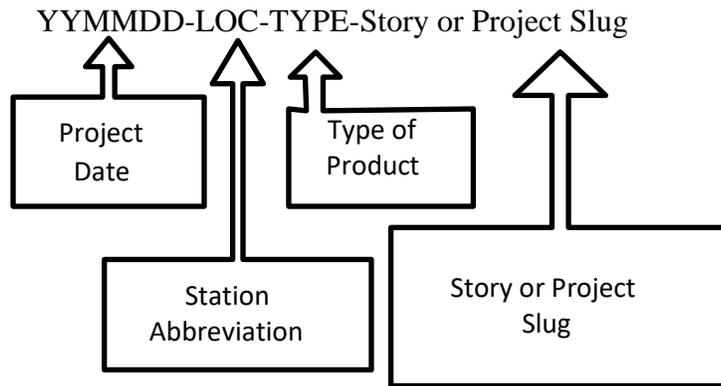


5. Check your audio levels.
 - a. Audio must be in stereo and equal on both channels.
 - b. The levels should have an average of -15DB and NOT exceed -10DB
 - c. If your audio levels exceed -10DB even once, you can apply a hard limiter to adjust.
 - i. Effects + Audio Effects + Hard Limiter
 - ii. Drag the Hard Limiter effect on to your audio track
 - iii. In “Effects Control” expand the Hard Limiter options

- iv. Expand the “Individual Parameters”
 - v. Set “Maximum Amplitude to -6DB
6. Export your product.
- a. File + Export + Media
 - b. Export settings
 - i. Format: H.264
 - ii. Preset: High Quality 720p HD
 - iii. Ensure frame rate is 29.97 Drop Frame
 - iv. Ensure dimensions are 1280 x 720



All Premiere projects will be named using the following standard:



As an example: 200630-SEM-SPOT-USAREURBand
200630-SEM-NEWS-USAREURBand

SUBMISSION

A. Regardless of the submission method used, an email must be sent to dma.sembach.afn.list.ops-all@mail.mil that includes the following information:

- 1) The name of the originating entity.
- 2) Entity point of contact to include a work email and phone number.
- 3) The date the spot should start airing.
- 4) The date the spot should stop airing.
- 5) Any content restrictions or specific target audience information.
- 6) Lower 3rd information
 - Name of producer – reporter
 - SME information

B. Television spots can be submitted by:

- 1) DoD Secure Access File Exchange (<https://safe.apps.mil/>) to upload files as large as 8GB.
NOTE non-DoD entities must email AFN to obtain a “Request Code” that is required to access the site and upload content.
- 2) Emailing us with a Defense Visual Information Distribution Service (DVIDS) link to where the material is posted.