

Public Affairs Productivity Portal (P3) Resource Guide

1. Access the Portal

- Click on the link provided to open the **Public Affairs Productivity Portal**.
- **Choose** "Public Affairs" from the options presented.



2. Log In

- **Enter your email** address in the designated field.
- Wait for a **temporary code** to be sent to your email.
- **Input the temporary code** you receive to continue.

A screenshot of the 'Enter your email' login screen. The header shows 'HOME PUBLIC AFFAIRS' and 'Public Affairs Productivity Portal'. The main heading is 'Enter your email'. Below it is a text input field with the placeholder 'Enter Email...'. A note below the field says 'if military, military email preferred'. A 'NEXT' button is located at the bottom right.A screenshot of the 'Enter your one time passcode' login screen. The header shows 'HOME PUBLIC AFFAIRS' and 'Public Affairs Productivity Portal'. The main heading is 'Enter your one time passcode'. Below it is a text input field with the placeholder 'Enter one time passcode...'. A message below the field states: 'An email has been sent to you with a one time passcode. Please check your spam folder if you have not received the passcode. You have 30 minutes to enter it before it expires.' There is a 'Resend Code' link below the message. A 'GO BACK' button is at the bottom left, and a 'NEXT' button is at the bottom right.

3. Create a New Request

- Under **Service Location**, select **Wright-Patterson AFB** from the dropdown.
- Under **Servicing Team**, choose **88th Air Base Wing Public Affairs**.
- For **Service Type**, choose the service you need.
 - **Note:** For most requests (other than scheduling a studio appointment), choose **General PA Support**. This option covers most standard Public Affairs services.
- Click **“NEXT”** to continue.

The screenshot shows the 'Create a New Request!' form in the Public Affairs Productivity Portal. The left sidebar contains a navigation menu with 'Email', 'Servicing Team' (highlighted), 'Project Details', 'Customer Details', 'Additional Information', and 'Review'. The main content area is titled 'Choose Your Team' and includes a sub-header 'SERVICING TEAM & CAPABILITIES'. It features two dropdown menus: 'Service Location *' (set to 'Wright-Patterson AFB') and 'Servicing Team *' (set to '88th Air Base Wing Public Affairs'). Below these are fields for 'Team Email' (88abw.pa@us.af.mil) and 'Team Commercial Phone' (937-522-3252). A section titled 'Which service does this request fall under? *' displays eight service options in a grid: 'General PA Support' (selected), 'Studio Photography', 'Marquee & Displays', 'Security & Policy Review', 'Media Inquiry', 'Tour Request', 'Presentation Requests', and 'Public Inquiries'. At the bottom are 'GO BACK' and 'NEXT' buttons.

4. Enter Customer Details

- Choose **Air Force** from the list under organization.
- Choose **88th Air Base Wing** under select unit.
- **Fill out your personal information** in the fields provided.
- Mark yourself as the **primary customer** for this request.
- Click **“NEXT”** to continue.

The screenshot shows the 'Create a New Request!' form in the Public Affairs Productivity Portal, specifically the 'Customer Details' section. The left sidebar navigation menu is the same as in the previous step, with 'Customer Details' highlighted. The main content area is titled 'Customer Details' and includes a sub-header 'ORGANIZATION'. It asks 'What Organization are you a part of?' with three radio button options: 'Air Force or Space Force' (selected), 'Other Military Service', and 'Public'. Below this is a 'Select Unit' dropdown menu set to '88th Air Base Wing'. The 'PERSONAL DETAILS' section includes fields for 'Grade *', 'First Name *', and 'Last Name *'. The 'CONTACT' section has fields for 'Primary Email *' (88abw.pa@us.af.mil), 'Alternate Email', 'Contact Email' (with 'Primary' selected), and 'Commercial Number *'. The 'PRIMARY CUSTOMER' section asks 'Is this request on behalf of someone else? *' with 'No' selected. At the bottom are 'GO BACK' and 'NEXT' buttons.

5. Provide Project Details

- **Enter a title** for your project and the project **date**.
- For **project type**, **more often than not**, your project will **NOT relate to a specific event**. Choose this option for smaller, routine requests that are not tied to large events. Only select “specific event” for major events like airshows, large community events, or other high-profile activities.
- **Click “NEXT”** to move forward.

The screenshot shows the 'Create a New Request!' form with a sidebar on the left containing links: Email, Servicing Team, Project Details (highlighted), Customer Details, Additional Information, and Review. The main content area is titled 'Project Details' and includes a 'PROJECT INFORMATION' section with a 'Project Title *' text box and a 'Project Need Date' section with a date picker (01/30/2026) and a time picker (4:00 PM). Below this is an 'EVENT DETAILS' section with the question 'Does this request relate to a specific Event? *' and two radio buttons: 'Yes' and 'No' (selected). At the bottom of the form are 'GO BACK' and 'NEXT' buttons.

6. Add Additional Information

- Provide a **detailed description** of the project’s purpose and specific details (the more specific, the better). The more you can tell the Public Affairs team about your request, the faster and more accurately they can process it.
- If you have any **attachments** (such as images, documents, or other files), you can upload them here.
 - **Helpful Tip:** Ensure attachments are in **PDF** or **Word document** format and under **10MB** in size for quicker upload and processing.
- **Click “NEXT”** to proceed.

The screenshot shows the 'Create a New Request!' form with the sidebar on the left. The main content area is titled 'Additional Information' and includes a 'Project Purpose *' text box with a character count of 20/1000. Below this is a 'Specific Details *' text box with a character count of 42/1000. A note below the text boxes reads 'Your Selected Service: Media Inquiry (Info request, visits, event coverage, interviews)'. At the bottom is an 'Attachments' section with an 'UPLOAD' button and a text box that says 'Drop or paste files here'. At the bottom of the form are 'GO BACK' and 'NEXT' buttons.

7. Review Your Request

- **Review all the information** you've entered to ensure it is correct and complete.
- **Check both boxes** to confirm your submission.
- **Click "SUBMIT"** to finalize your request.

The screenshot shows the 'Create a New Request' form in the Public Affairs Productivity Portal. The form is titled 'Create a New Request!' with a note '* = Required'. On the left is a dark blue sidebar with a vertical list of steps: Email, Servicing Team, Project Details, Customer Details, Additional Information, and Review (which is highlighted with a yellow arrow). The main content area is titled 'Review' and contains the following information:

- SERVICING TEAM:** 88th Air Base Wing Public Affairs
- PROJECT DETAILS:**
 - Title: Project Title Here
 - Purpose: Project purpose here
 - Service: General PA Support
 - Specific Details: Explain as much in detail as possible here
- EVENT DETAILS:** Is this an Event?: No
- CUSTOMER:** E3 Public Affairs
- ORGANIZATION:** 88th Air Base Wing
- COMMERCIAL NUMBER:** 937-522-3252
- PRIMARY EMAIL:** 88abw.pa@us.af.mil

At the bottom of the form, there are two checkboxes, both of which are checked:

- ☒ I certify the products and services received from this request are for official government use only.
- ☒ I certify this request is being submitted by a Customer of the Public Affairs Office.

At the bottom left of the form is a 'GO BACK' button, and at the bottom right is a 'SUBMIT' button.

Helpful Tips:

- **Email code not received?** Double-check your spam/junk folder for the temporary code.
- **Attachments:** Use **PDF** or **Word** documents and ensure files are under **10MB** for faster upload and processing.
- **General PA Support** is the most commonly used service type. If you're unsure which one to select, this will usually be the right choice for most requests, excluding studio appointments.
- **Review carefully before submitting.** Once submitted, changes are harder to make. The more detailed your description, the better.