

# Photographic Services

**H**ill Air Force Base Public Affairs Studio is located in Building 1267. Enter the covered south-east entrance; the customer service desk is to your left. **Office hours: 0730-1600, closed 1130-1230 for lunch, Monday thru Friday.** Contact the Customer Service (CS) desk at 777-7615 to schedule photographic support or a studio portrait sitting. If the CS desk is unavailable, call 586-3019, 586-7993, or 586-7994. To properly reserve and confirm photo support, you will need to complete and submit form **AF Form 833**, Multimedia Work Order, at least three working days prior to the event. To confirm scheduled time and validate agenda details, please e-mail the completed form to [75ABW.photo@us.af.mil](mailto:75ABW.photo@us.af.mil).

We provide photographic support to all base organizations and tenant units. Public Affairs Studio should be contacted initially to cover all major and basic photographic documentation for Hill AFB. Requests are filled in the order received and may be affected by unexpected emergency requirements. The following services are available:

## Studio Photography



### PASSPORT PHOTOS:

Passport and ID photos for official purposes are provided on a **walk-in basis Tuesdays and Thursdays, 0800-1130 and 1230-1530**. Please wear (or bring) a civilian collared shirt to meet passport photography requirements.



### STUDIO PORTRAITS:

Our expert photographers offer commercial quality studio head and shoulders and/or full-length portraits when required for official purposes. Studio sittings are **Tuesdays and Thursdays by appointment only**. Call 801-777-7615 to reserve a time. Please know the quantity and size of photographs needed before your sitting. Standard portrait sizes are 5" x 7" and 8" x 10".



### STUDIO GROUP PORTRAITS:

Small group portraits can be photographed in our studio under controlled lighting conditions.



### OTHER STUDIO PHOTOGRAPHY:

In addition to traditional portraiture, detailed close-ups of parts, equipment, or other specialized items requiring controlled lighting for enhanced imaging are available in our studio.

## Location Photography



### AWARDS & CEREMONIES:

We regularly provide photographic support to a variety of award presentations and other official events, such as commanders' calls and promotion ceremonies.

# Public Affairs Studio

**PHOTOGRAPHY AND GRAPHICS**  
**HILL AIR FORCE BASE, UTAH**

CURRENT AS OF NOVEMBER 2016

**75 ABW/PA**  
**6035 Dogwood Ave**  
**Building 1267**



## **PHOTOGRAPHY FOR GRAPHIC DESIGN/PRINT PROJECTS:**

Our photographers work in conjunction with the graphics department to provide images for use in various design projects such as posters, flyers, certificates, brochures, etc.



## **PHOTOJOURNALISM:**

Our photographers will work with you to tell the stories of your mission and people. Please call 777-4081 to discuss this important aspect of Public Affairs.



## **FACILITY PHOTOS:**

We can photograph building exteriors and interiors for documentation or archival purposes.

# Graphics Services

The Hill Air Force Base Graphics Department is located in Building 1267. Enter the covered southeast entrance and turn to your right. **Office hours: 0700-1200 and 1300-1600, closed for lunch 1200-1300, Monday thru Friday.** To request graphics support, please complete and submit form **AF Form 833**, Multimedia Work Order, and email to Kent Bingham, 777-5011, [kent.bingham@us.af.mil](mailto:kent.bingham@us.af.mil) or David Perry, 586-3022, [david.perry.3@us.af.mil](mailto:david.perry.3@us.af.mil). Call us if you have any questions. We provide graphics support to all base organizations and tenant units. Our workload is comprehensive, in demand, and frequently backlogged, so be sure to plan ahead to allow us ample time to complete your request. Graphics support covers a wide variety of services, including the following:



## LOGOS:

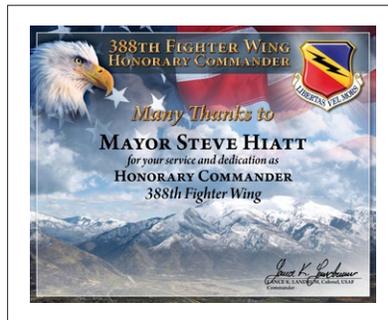
We can design logos, both for official Air Force Heraldry approval and for other programs and organizations not governed by AF Heraldry rules.



## BROCHURE DESIGN:

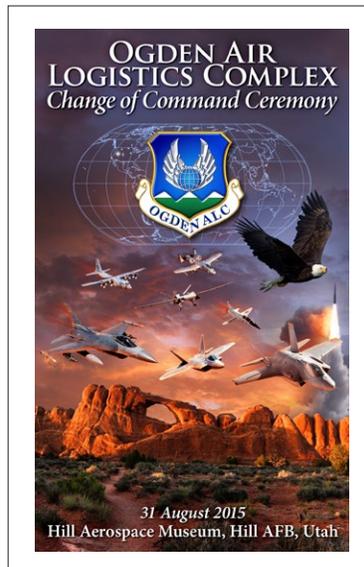
The graphics department can design your full color brochure to be output on a professional printing press. Our expertise in desktop publishing and design will

ensure a professional product. Once the design is complete, we can help you work with DLA Document Services to contract out the printing. Brochure projects are comprehensive, so plan for a significant lead time.



## CERTIFICATES:

We design a wide variety of certificates, from simple to complex. Prints are made on paper up to 12" x 18". Text files can be merged into a designed template to output individualized certificates. Small quantities can be printed in our department. For larger amounts, we will prepare a Portable Document Format (PDF) file for output at DLA Document Services.



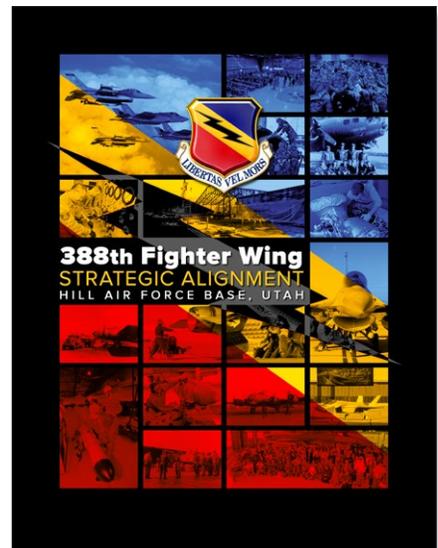
## PROGRAMS:

We can design programs for events such as changes of command, retirement ceremonies and program luncheons.



## EVENT GRAPHICS:

If you are planning an event and want to impress your attendees with a very professional presentation, please contact us for help in designing flyers, programs, tickets, seating charts, nametags, tabletents, posters, or other materials.



## COVER DESIGNS:

We design covers for various publications including the OO-ALC Strategic Plan, award packages, special project books, etc.

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## DISPLAYS:

The graphics department designs large displays for conferences and other events. These are done for different types of output from pullup banners to booth displays and tabletop displays to plexiglass displays. We will discuss design requirements with you, then design your display and work with you to get it output, typically through local vendors.



## FLYERS (TEMPORARY VISUAL AIDS):

We can design an attractive flyer to promote your upcoming event. Once you approve the design, we will provide you with a PDF file for emailing or printing at DLA Document Services.



## ILLUSTRATIONS:

Although we have a wide variety of clipart and other art resources available, occasionally we create new illustrations for custom jobs.



**Hill Reserve Alumni Charitable Association**  
and  
**The Air Force Association**  
Cordially invite you and your guest to attend the  
**Hill Reserve 60th Anniversary Gala**  
Celebrating Citizen Airmen serving at Hill Air Force Base  
**Saturday, the third of October**  
**Davis Conference Center, Layton, Utah**  
Social beginning at half past five o'clock in the evening  
Followed by dinner of fifteen minutes post-6 o'clock  
**Guest Speaker**  
General Ronald E. Fogelman, USAF, Retired  
Former Chief of Staff for the Armed Forces, 30-Air  
**Meal Choices**  
Atlantic Salmon | Chicken Marengo | Steak Chops Pot Roast  
Vegetarian Option | Gluten Free Option  
**Cost**  
\$30 per person  
Sponsoring | Severn is encouraged  
**Dress**  
Business Casual attire  
**Visit [www.hill.af.mil](http://www.hill.af.mil) to R.S.V.P. by 28 September**  
and to learn about and register for any additional events being held throughout the weekend.  
Unfortunately, this website is not accessible from the Hill Air Force Base.  
Payment in the Pacific if your payment method is linked to a PayPal account,  
you will be required to pay 15% in your account when processed.  
If unable to pay online, please email a check payable to:  
Northern Utah Chapter 233 AFB, PO Box 375, Layton, UT 84040  
For more information, please email [afca@hill.af.mil](mailto:afca@hill.af.mil) or  
[www.afca.org](http://www.afca.org) | [hill.af.mil](http://hill.af.mil) | 801-566-1504

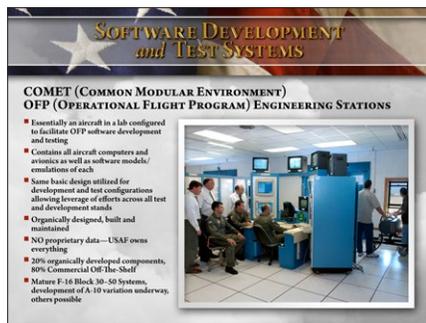
## INVITATIONS:

If you need a specialized invitation designed for your official event, we can create custom designs appropriate to the occasion.



## LARGE FORMAT PRINTS:

The graphics department is capable of designing and outputting (in limited quantities) large format prints in a variety of different sizes. We output to a semi-lustre photo paper suitable for temporary and/or permanent display.



## STORYBOARDS:

Graphics can design and print poster-size storyboards to be displayed in your area for special Distinguished Visitor (DV) visits. We do not offer poster mounting or lamination.



## WEB GRAPHICS:

We can help design your organization's web page or provide custom graphics for your existing site.

## PRINTING:

AFI 35-109, paragraph 4.1.2. states that "Reproduction is limited to 30 tabloid size (11" x 17") or smaller copies of products and no more than five copies of products larger than tabloid size." Contact DLA Document Services for large volume requirements. Certain situations may necessitate exceeding copy limits (on certificates). On a case-by-case basis, the Public Affairs Studio Manager or alternate may approve a waiver on the number of copies made from products designed by our staff. Current inventory/budget restrictions play a considerable factor in this decision, but in most cases customers should be prepared to use DLA Document Services for volume requirements.



# Official VI Products and Services

The base photo and graphics units are customer-oriented services; however, in accordance with AFI 35-109, public law and local policy, Visual Information (VI) products and services can only be provided for official mission support.

## Government-funded VI resources cannot be used to:

- Provide souvenirs, personal gifts, mementos, scrapbooks, farewell gifts, office pictures or other items for personal use.
- Support or document farewell parties or social events unless certified as newsworthy or having historical significance by the base historian or chief of PA.

- Create products used primarily for entertainment during farewell parties or social events.
- Support MWR- or services-sponsored recognition activities or programs that involve revenue generation.

Copyrighted materials cannot be reproduced without permission of the copyright holder, unless cleared in writing as "fair use" by the legal office.

Further restrictions on altering official photographic imagery are defined in DODI 5040.05, Alteration of Official DOD imagery.

# Work Order Priorities

All work priorities and completion times and dates shall be assigned and completed based on the following guidelines established by the Public Affairs Studio Manager:

## **P R I O R I T Y :**

Priority requests requiring services and products to be delivered in less than the time allocated for routine work will be justified by the requester on the work order form. Time critical work of an emergency nature (aircraft accidents, accident investigation boards, intelligence collection, criminal investigations, and high-priority time-sensitive Public Affairs projects) shall be accomplished without delay and shall preempt all lower priority work. Approval authority for priority work is the Public Affairs Studio Manager or designated representative.

## **R O U T I N E :**

All work which can be programmed in advance or on a recurring basis and which is not designated as priority shall be considered as routine work. Priority service for work that would otherwise be considered routine should not be requested to meet short suspenses resulting from inadequate planning or administrative oversight. Such requests are highly disruptive and significantly degrade service to all customers.

## The following priorities shall be used to process the service requests:

- *Work of an emergency nature in direct support of the operational mission of the units assigned and attached to the base.* This priority will be completed ahead of all other work. This should include coverage for intelligence collection, aircraft accidents, base disasters, and time sensitive or perishable public affairs required for national news media release.

**Turnaround time is 24 hrs.**

- *Work requests which are essential in direct support of the base mission and which cannot be regularly scheduled in advance.* This could include non-emergency work for newspaper deadlines or Public Affairs, flying safety, and ground safety.

**Normal turnaround time is 1 to 2 days.**

- *Work supporting operational mission and training requirements and programs of assigned and tenant units, which are handled on a scheduled basis.* Flying, ground safety, formal and unit maintenance training, base and unit public affairs, mission briefings, and community relations programs are included in this category.

**Normal turnaround time is 3 working days.**

- All authorized work of a routine nature that does not qualify for any priority listed above. This shall include organizational charts, formal studio portraits, awards, recognition presentations of no general command interest and other routine mission support. Work shall be accomplished on a first-in, first-out basis.

**Normal turnaround time is 5 working days.**

- Graphics turnaround time is contingent on the complexity of the project and the backlog of work orders. Simple requests (such as requesting a digital copy of an existing logo) can often be filled in the same day. Routine requests (programs, tabletents, name badges, etc.) may take from a few days to several weeks. Complicated projects (brochures, displays, etc.) can take from several weeks up to several months to complete. Every effort is made to support emergency short lead time requests whenever possible.

# Government Purchase Card (GPC) Processing

## GPC PURCHASES REQUIRING PRIOR VI COORDINATION:

### 1. Equipment:

Consumer type (non-professional) still digital cameras, video camcorders, video player/recorders, projectors and other related photo, graphic, audio/visual equipment

### 2. Services/Products:

Employing non-sanctioned Visual Information activity on base or commercial off-base sources for graphic design, photographic support, or imaging product processing services. Photo and Graphic supplies, accessories, or repair services do not require Visual Information activity approval. Examples include photographic or graphic film, paper, ribbon, toner, video tapes, discs, bulbs, etc.

- The Public Affairs Studio Manager reviews and recommends approval/disapproval of purchase requests for Photo & Graphic equipment, services, and products not available at Hill's authorized VI activity
- The VI activity provides professional photography and graphic art services & products to support base-level mission requirements for managerial, operational, training, educational, historical archiving, investigative, and administrative purposes.
- VI's certified professionals are exclusively sanctioned to perform base operational core support approved by the installation commander (reference AFI 35-109, 4.1.1).
- When requesting a VI control number to procure photo equipment, it is understood that the camera & components should only be used when base photographers or resources are not available. The Base Photo & Graphic Services must be contacted and employed for all official photo and graphic projects whenever possible.
- All images produced with government resources are the property of the US Government and must be used for official use only (reference AFI 35-109, 2.2.2).

To obtain a Visual Information (VI) Control Number for Photo or Graphic equipment/services, email [75ABW.photo@us.af.mil](mailto:75ABW.photo@us.af.mil) the following information:

#### VI CONTROL NUMBER REQUEST

*sample information:*

**Cardholder Name:** John Doe  
**Grade/Rank:** GS-9 or TSgt  
**Office Sym/Org:** 75 CS/SCS  
**Phone:** 777-7615  
**Item Name:** Digital Camera  
**Manufacturer:** Canon  
**Model Number:** PowerShot A640 Digital Camera Kit  
**Part Number:** B&H # CAPSA640K1  
**Quantity:** 1 ea or kit  
**Unit Price:** \$324.95 plus S&H  
**Vendor Name:** B&H Photo  
**Address:** 420 9th Avenue, New York, N.Y. 10001  
**Phone:** 800.688.9421 / 212.444.5014  
**website:** <http://www.bhphotovideo.com/>

#### PROJECT END USE (JUSTIFICATION)

1. What will you use the Camera/Camcorder for? (Describe subject matter being photographed/ documented)
2. How often will the Camera/Camcorder be used during the week?
3. What is the end product, digital files or prints? What size(s)?
4. Why can't you use one of our photographers for your project? (reference "duplication of imagery services" AFI35-109, 5.3.3)