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Public Affairs

FLIGHT LINE PHOTOGRAPHY CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements *AFPD 35-2, Public Communications Program*. The purpose of this instruction is to facilitate authorized photography on the Hill AFB flight line within the bounds of safety and security. This instruction applies to all military, civilian, and contractor personnel assigned to, and escorted visitors and news media representatives visiting Hill AFB. Terms are explained in Attachment 1.

1. GENERAL:

1.1. Authorized official photographers on the flight line can be identified by their controlled area badge and/or being listed on an annual unit photography authorization letter maintained by 75 Security Forces Squadron, Operations Superintendent Weapons Systems (75 SFS/SFOS).

1.2. Visiting tour groups and news media representatives with photographic equipment on the flight line must be escorted and under the guidance of an Ogden Air Logistics Center Public Affairs (OO-ALC/PA), 388 Fighter Wing Public Affairs (388 FW/PA) or 419 Fighter Wing Public Affairs (419 FW/PA) representative. All distinguished visitors with photographic equipment on the flight line must be escorted and under the guidance of the designated unit commander or authorized representative, an OO-ALC/CCP representative or an OO-ALC/PA, 388 FW/PA or 419 FW/PA representative.

1.3. OO-ALC/PA, 388 FW/PA and 419 FW/PA will notify appropriate unit commanders or their designated representatives, as well as, the 75 SFS/SFOL Law Enforcement Desk, prior to escorting photographers into unit controlled areas.

1.4. Unit commanders or their designated representatives will:

1.4.1. Authorize routine official photography of assets inside their flight line controlled area by an annual letter listing designated photographers to the Law Enforcement Section (75 SFS/SFOL) Desk Sergeant, 75 Operational Support Squadron Airfield Manager (75 OSS/OSAM), 388 Opera-

tional Support Squadron Maintenance Operations Center (388 OSS/OSMM), 466 Fighter Squadron Scheduling Officer (466 FS/DOS), OO-ALC/PA, 388 FW/PA and 419 FW/PA. (See Attachment 2 -- Sample Photography Authorization Letter)

1.4.2. Coordinate with the 75 SFS/SFOL Desk Sergeant and provide the names of individuals and specific times photography will be taken to authorize other than routine photography in their respective areas such as special family or unit morale requests. (See Attachment 3 -- Flight Line Photography Authorization Checklist)

1.5. Other Hill AFB units/agencies with established requirements for routine official photography inside the Controlled Area boundary fence which includes taxiways, ramps and aircraft parking aprons, that require an issued *AF Form 1199, Air Force Entry Control Card* to gain entry, will publish an annual letter in accordance with paragraph 1.4.1.

1.6. The 75 Air Base Wing Commander (75 ABW/CC) or designated representative may authorize public photography for special events, such as change of command ceremonies, open houses, etc.

2. RESPONSIBILITIES:

2.1. All military and civilian personnel will maintain security awareness and report any suspected unauthorized photography to security forces.

2.2. Air Force Office of Special Investigations, Detachment 113, (AFOSI Det. 113) will:

2.2.1. Review confiscated photographic material to determine whether sight-sensitive information has been compromised. When feasible, this review will involve the Unit OPSEC Program Manager of the resource imaged by the unauthorized photography and a representative of the 388 Operational Support Squadron Intelligence Flight (388 OSS/IN).

2.2.2. After the review is completed and it has been determined that no sensitive or classified material was exposed, send confiscated film and equipment to OO-ALC/PA.

2.2.3. Along with any reviewing organization, initiate security violation procedures, as appropriate, when classified information is disclosed.

2.3. General flight line unit commanders and controlled/restricted area unit commanders will:

2.3.1. Establish internal procedures to publish annual letters listing individuals who may authorize photography.

2.3.2. Brief personnel on their responsibility to identify unauthorized photography within their respective areas.

2.3.3. Provide AFOSI Det. 113 with confiscated photographic material for examination.

2.3.4. Refer news media or commercial photographers' requests to OO-ALC/PA, 388 FW/PA or 419FW/PA.

2.4. The Visual Information Manager (75 CS/SCSV) will:

2.4.1. Establish internal procedures to publish annual letter listing base photographers.

2.4.2. Ensure permission has been granted by the unit-designated representative in the area prior to taking any photographs, and then photograph only those assets which have been authorized.

2.4.3. Report any unintentional or unauthorized photography to the applicable unit commander or Security Forces, as appropriate.

2.5. Public Affairs (OO-ALC/PA, 388 FW/PA or 419 FW/PA) will:

2.5.1. Establish internal procedures to publish an annual letter listing individuals who may take or authorize photography (See Attachments 2 and 3).

2.5.2. Review and approve photography of unit and base activities and programs for public release.

2.5.3. Respond to any request from news media, commercial photographers, or the general public for photography about unit activities and programs cleared for public release.

2.5.4. Obtain prior approval from the specific controlled/restricted area unit commanders before escorting news media or visiting groups into their area to ensure classified programs and resources are not compromised.

2.5.5. Brief all news media and tour groups on flight line photography policies and restrictions.

2.5.6. Release all confiscated film and equipment that have been cleared by AFOSI Det. 113 to their respective owners. In no case shall photography of any type be released to foreign nationals without the approval of the Foreign Disclosure Office (FDO).

2.6. Protocol (OO-ALC/CCP) will:

2.6.1. Establish internal procedures to publish annual letter listing individuals who may authorize photography.

2.6.2. Obtain prior approval from the specific controlled/restricted area commanders before escorting distinguished visitors into their area to ensure classified program and resources are not compromised.

2.6.3. Brief all distinguished visitors on flight line photography policies and restrictions.

2.7. The Contracting Directorate (OO-ALC/PK) will ensure all contractors under the responsibility of Contract Administration are briefed about this instruction. All contractors must be aware and understand any photography associated with their contract, except the Visual Information Services contractor, must first be approved by the contracting office and the unit commander. Contractors will be advised of penalties they will incur if they do not comply with this policy and if classified/sensitive unclassified information and/or resources are compromised.

2.8. The Foreign Disclosure Office (OO-ALC/LGMA-FDO) will review all confiscated photography material for suitability to be released to foreign nationals.

2.9. Unit commanders will ensure any photography planned for public release about flight line activities will first be sent to OO-ALC/PA, 388 FW/PA or 419 FW/PA for release approval.

3. CONFISCATION, REVIEW AND DISPOSITION OF CONFISCATED MATERIAL:

3.1. 75 SFS will be requested to confiscate any suspected unauthorized photographic material and transport the photographic material and/or equipment to the AFOSI Det. 113.

3.2. With the assistance of the appropriate unit security manager, AFOSI will inspect any confiscated equipment and visual images to determine if any classified information is compromised.

3.3. AFOSI will review the photographic material with the assistance of the appropriate unit security manager.

3.3.1. If classified information appears to be compromised, and active duty members, dependents, guard/reserve members or base civilian employees are involved, AFOSI will refer the case to the appropriate unit security manager to accomplish the security violation report.

3.3.2. If non-base affiliated civilians or foreign nationals are suspected of compromising classified information, the material will fall under the investigative purview of the AFOSI.

3.4. Photographic material and/or equipment found to be unclassified will be returned to appropriate unit officials for return to the individual.

3.5. The Hill AFB Foreign Disclosure Officer's approval will be obtained prior to release of any confiscated material to foreign nationals. Call the Logistics Management Support Branch, Foreign Disclosure Officer (OO-ALC/LGMS-FDO).

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Director of Public Affairs

Attachment 1

GLOSSARY OF TERMS

Terms

Contractor:—Any individual or company hired by the Federal Government to accomplish a specific job or to provide supplies to organizations on Hill AFB.

Flightline:—Areas inside the Controlled Area boundary fence which includes taxiways, ramps and aircraft parking aprons that require an issued AF Form 1199, Air Force Entry Control Card to gain entry.

General Flightline:—Areas requiring an AF Form 1199 with "DD" overprinted on badge.

Aircraft Parking Aprons:—Require an AF Form 1199 with appropriate area open. For specific area authorization refer to AFI 31-101, Volume 1/Hill AFB Supplement 1, 5 April 1999, paragraphs 1.11. - 1.11.1.2.

Official Photography:—Mission related photography conducted at Hill AFB by official Air Force photographers, public affairs photographers, maintenance, test and evaluation, personnel assigned to or on temporary duty at Hill AFB; investigative photography conducted by Safety, Security Forces or agents of the Air Force Office of Special Investigations (AFOSI). Those personnel are authorized by the appropriate unit commander, the Base Visual Information Manager or Public Affairs (PA) in conjunction with mission requirements, historical documentation or for public affairs/protocol purposed to take photographs.

Photography:—Any type of equipment or devices used to reproduce visual images, including but not limited to, all types of film, motion picture cameras, television cameras, videotape cameras, still microfilm, electro-optic cameras and electronic imaging systems.

Unauthorized Flightline Photography:—Anyone taking photographs of any Hill AFB activity or area identified as "Photography Prohibited" or without proper authorization in accordance with this instruction.

Base Visual Information Manager (BVIM), 75 CS/SCSV:—Responsible for audiovisual policy at Hill AFB.

Foreign Disclosure Officer (FDO):—OO-ALC/LGMS-FDO is responsible for the foreign disclosure policy at Hill AFB and is the final authority for granting foreign nationals access to Hill AFB facilities, assets or data of any kind including photography.

Attachment 2

SAMPLE PHOTOGRAPHY AUTHORIZATION LETTER

Current Date

MEMORANDUM FOR 75 SFS/SFOL Security Forces Control Center

ATTN: (Name)

SUBJECT: Annual listing of unit personnel who may authorize photography and/or photographers

1. The following individual(s) have approval to authorize escort and/or take flight line photography.

Name: XXXX SSN: XXXXXXXXX Organization: XXXX Purpose: XXXX

2. These individuals have been briefed on the security requirements for photography on the flight line. All material to be released to the public will go through the OO-ALC/PA. 388FW/PA or 419 FW/PA Security and Policy Review process prior to its release. All material intended for release to foreign nationals will go through OO-ALC/LGMS-FDO prior to its release.

3. The OPR for this request is (Name), Ext. XXXXX.

(Name)

(Title)

Attachment 3

FLIGHT LINE PHOTOGRAPHY AUTHORIZATION CHECKLIST

(To be accomplished as an AF Form 2519 overprint)

- ___ 1. Read Hill AFB Instruction 35-203.

- ___ 2. Determine if photographer is authorized to be in the area in question, is currently listed on annual unit photography authorization letter to 75 SFS/SFOL, and will be taking photographs within his/her units area of responsibility.

- ___ 3. Determine if photographer has *AF Form 1199, Air Force Entry Control Card* to gain entry or needs escort.

- ___ 4. Contact commander or designated representative of unit responsible for area where photography is desired and provide name and unit of photographer and/or escort and anticipated time photography is to take place.

- ___ 5. If approved by responsible unit commander or designated representative contact 75 SFS/SFCC and provide name and unit of photographer and/or escort, flight line area and time photography is to take place.

- ___ 6. Contact appropriate PA office for area where photography is desired.