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VISUAL INFORMATION

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This instruction implements Air Force Policy Directive (AFPD) 35-1, *Public Affairs Management*, Department of Defense Instruction (DoDI) 5040.02, *Visual Information*, and DoDI 5040.07, *Visual Information (VI) Production*. It identifies and describes Air Force Visual Information (VI) resources and functions, and tells how to manage and operate Air Force VI activities at all levels. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974. (T-0). The authorities to collect and/or maintain the records prescribed in this publication are referenced in the Privacy Act System Notices. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. When a requirement is mandated for compliance at the wing level throughout this instruction, the requirement is tiered following the sentence/paragraph that drives the requirement. The authorities to waive wing/unit-level requirements are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1, for a description of the authorities associated with tier numbers. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). This instruction applies to the Air Force Reserve (AFR) and the Air National Guard (ANG) unless otherwise noted. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Tiered waiver authorities for wing/unit level requirements have been annotated. All chapters have been significantly revised.

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CHAPTER 1

VISUAL INFORMATION (VI) OVERVIEW

1.1. VI defined by the Department of Defense (DoD). VI is information in the form of visual or pictorial representation(s) of person(s), place(s), or thing(s), either with or without sound, and includes still and motion photography, audio video recording, graphic arts, and visual presentations. It is DoD policy that VI is an essential information resource. VI aids operational planning and decision-making and is critical to effective and efficient training. VI is fundamental to the historical and evidentiary record of DoD activities and actions. It aids the DoD Public Affairs (PA) community in providing information to the public concerning the DoD's operations and programs. It also supports DoD business operations and facilitates other critical DoD functions. The DoD's Defense Media Activity (DMA) manages the DoD VI program through its Defense Visual Information (DVI) directorate. DVI is responsible for policy development, management, oversight, and proponentcy of DoD Visual Information. DoD specifically requires VI as follows:

1.1.1. VI meeting the DoD's operational, informational, training, PA, research, legal, historical documentation, business, and administrative needs shall be acquired or created, and preserved.

1.1.2. Imagery of joint interest should be centrally managed and provided by or through central DoD information systems. Such information systems shall be established and operated in compliance with DoD Instruction (DoDI) 8320.02, *Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense*. DVI manages this function through its Defense Imagery Management Operations Center (DIMOC), DoD's central VI enterprise level activity for collection, management, storage, and distribution of classified and unclassified strategic, operational, tactical, and joint-interest still and motion imagery, graphics products, VI end products and records.

1.1.3. Imagery should be fully captioned, and assigned a DoD-standard identifying number IAW DoDI 5040.02.

1.1.4. Controls should be employed to minimize acquiring, creating, transmitting, replicating, distributing, storing, or preserving VI of prioritized usefulness to the DoD.

1.1.5. VI with historical or long-term value shall be stored, managed, and preserved in a designated DoD VI records center.

1.1.6. Organizational elements or functions within organizations whose principal responsibility is to provide VI products and/or services shall be authorized and managed in accordance with DoDI 5040.02 and DoDI 5040.07, *Visual Information (VI) Production*.

1.1.7. DoD VI shall be life cycle-managed according to DoDI 5040.02 and DoDI 5040.07, *Visual Information (VI) Production*.

1.1.8. Computers, ancillary equipment, software, and firmware employed in the acquisition, storage, processing, management, movement, control, display, switching, interchange, transmission, or reception of DoD imagery, other than stand-alone, self-contained, or embedded information technology that is not and will not be connected to the DoD enterprise

network, are assets of the DoD Global Information Grid and, as such, shall comply with the provisions of DoD Directive (DoDD) 8000.1, *Management of the Department of Defense Information Enterprise (DoD IE)*.

1.2. DoD VI mission mandates. In Accordance With (IAW) DoDI 5040.02, and DoDI 5040.07, *Visual Information (VI) Production* the DoD mandates three main mission areas to each branch of service with regard to the VI mission:

1.2.1. The VI mission is performed at every DoD installation. All VI missions must be consolidated on each installation where feasible, with effective management controls. The organizations which perform the VI mission must be assigned a Defense Visual Information Activity Number ((DVIAN) authorization to operate) by a central service-level office (see [Chapter 3](#)).

1.2.1.1. VI shall be viewed and used as an essential information resource and a supporting capability for strategic communication. VI assists the greater public affairs community in providing information to the public concerning Air Force operations and programs.

1.2.2. Each service must provide trained Combat Camera (COMCAM) personnel to be available for use by the service leaders and the Combatant Commanders (CCDR) (see [Chapter 6](#)).

1.2.2.1. COMCAM is a rapid-deployment, ground- and/or aerial-qualified VI activity trained and equipped to perform visual documentation of the spectrum of missions of wartime, contingencies, crises, and humanitarian assistance operations (See [Chapter 6](#)).

1.2.3. The video production mission must be managed by a central service-level office, which oversees the use of facilities, the products, and approves contracted production requests (see [Chapter 8](#)).

1.2.3.1. Video production is the process of structuring data from two or more media into a complete, linear or non-linear presentation, sequenced according to a plan or script. The production is created from original or stock motion or still images, with or without sound, for the purpose of conveying information to, or communicating with, an individual or audience.

CHAPTER 2

MISSION ROLES AND RESPONSIBILITIES

2.1. VI Mission Roles and Responsibilities Defined. The overall management of the AF VI mission is performed at three primary levels: Air Force, Major Command (MAJCOM), and wing or installation level. The host PA office performs the installation level VI mission. In some instances, a dedicated VI mission may also be performed at the unit level independently, in a non-host tenant organization. In addition to the roles and responsibilities below, refer to Air Force Instruction (AFI) 35-101, *Public Affairs Responsibilities and Management*, for additional responsibilities.

2.1.1. Air Force-Level Responsibilities. The Air Force VI Manager oversees the overall Air Force VI Program and is designated by the Secretary of the Air Force Office of Public Affairs Command Information Division (SAF/PAI) Chief. The Air Force VI Manager responsibilities include, but are not limited to:

2.1.1.1. Serves as the Air Force Program Element (PE) Monitor over PE 12890.

2.1.1.2. Develops policies, architectures, plans, programs, and procedures, as required, for their portion of the DoD VI program.

2.1.1.3. Provides qualified representatives to VI-related committees, working groups, and special panels at the Assistant to the Secretary of Defense (PA)'s request.

2.1.2. Air Force Public Affairs Agency (AFPAA) Responsibilities. On behalf of SAF/PAI, AFPAA executes the service-level program management of the three main DoD-mandated VI mission areas: VI mission operations and DVIAN management; COMCAM; and Video Production Management. AFPAA responsibilities include, but are not limited to:

2.1.2.1. Acts as approving authority for Air Force organizations to operate VI activities, and assigns DVIANs to units (see Attachment 2, DVIAN Classification).

2.1.2.2. Chairs the Air Force PA/VI Equipment Review Panel (ERP).

2.1.2.3. Administers the Visual Information Equipment Plan (VIEP) for the Air Force.

2.1.2.4. Oversees Air Force COMCAM program management, combat readiness, and flying program.

2.1.2.5. Oversees the Video Production management and distribution program.

2.1.2.6. Acts as the sole Air Force approval office for all requests for contracted video productions worldwide.

2.1.2.7. Approving official purchase of the Adobe Creative Suite umbrella for installations.

2.1.3. MAJCOM PA Responsibilities. Each MAJCOM PA Office designates a MAJCOM VI Manager to perform all VI program management functions for the VI mission across the command. This function is inherently governmental. Specific responsibilities include, but are not limited to:

2.1.3.1. Serves as subject matter expert (SME) for VI matters and office of primary responsibility (OPR) for command VI policy.

2.1.3.2. Serves as program element manager (PEM) for PE 12890F, Visual Info Strategic in coordination with the Air Force PEM.

2.1.3.3. OPR for video production requests.

2.1.3.4. OPR for all Automated Information Multimedia Manager (AIM2) database requirements for all units in the command with DVIANS.

2.1.3.5. OPR for all MAJCOM-owned joint base VI activities and reviews and coordinates on VI Joint Base Common Output Levels of Service (JBCOLS).

2.1.4. Base VI Manager (BVIM) Responsibilities. IAW DoDI 5040.02, each unit performing a VI mission must be managed by a designated VI Manager. (T-0) The BVIM is a responsibility, not a duty position. The host-wing PA office is responsible for the base-wide VI mission and the wing commander must appoint a BVIM in writing. (T-0) There is only one BVIM for each installation. The BVIM should be a functionally qualified expert in Air Force Specialty Code (AFSC) 35PX, 3N0XX, or civilian personnel in GS 1000 series. The BVIM function is inherently governmental. Specific responsibilities include, but are not limited to:

2.1.4.1. SME for VI matters.

2.1.4.2. VI activity and resource manager assists PA Superintendent in VI budgetary management, including planning and requirements development actions.

2.1.4.3. OPR for host-wing VI instructions and guidance.

2.1.4.4. OPR for all video production requests.

2.1.4.5. VI production manager and final quality control for all VI products and services.

2.1.4.6. Final approving official for all VI equipment purchase requests for all units on base. Details for government purchase card (GPC) requests are outlined in AFI 64-117 and Allowance Standard (AS) 629 management is located in [Chapter 5](#).

2.1.4.7. OPR for all AIM2 database requirements ensuring to log and track all resources, man-hours, and activities and populate the production report monthly for their activity through the *Production Reporting* module in AIM2. Make the data available highlighting PA support to the wing's mission.

2.1.4.8. VI mission OPR for geographically-located installations comprising a joint base. There may be a need for separate VI managers for geographically-separated installations comprising a joint base.

2.1.4.9. Installation coordinating official for all units requesting to purchase software under the Adobe Creative Suite umbrella. All requests will be forwarded to AFPAA through the MAJCOM A6 and PA offices, and SAF/CIO-A6, for final approval by AFPAA. (T-2)

2.1.4.10. If the VI mission is required to be performed by more than one organization on a base, each organization that performs the VI mission must have a dedicated mission

DVIAN and BVIM duties must be performed specifically for the unit by a PA expert as outlined in paragraph 2.1.4. (T-0)

2.1.4.10.1. The unit's designated VI manager does not perform base-wide roles as listed for the BVIM. The unit only provides VI products and services for the unit. (T-3)

2.1.4.10.2. If the base level VI mission is performed by a contracted operation, an analysis should be performed to determine rights of exclusivity in the contract.

2.2. Priority Missions Defined. VI products are used throughout all operations. Because of the broad array of requests for these products and services, there are generally more requests than resources available to provide them. The VI mission for deployed personnel varies, but Airmen can expect to perform some or all priority missions, regardless of the location or situation. These include all visual-based products and services that directly relate to the accomplishment of all deployed commanders' missions. Therefore, in-garrison and deployed products and services should be prioritized to ensure effective management controls, and to enhance customer expectations (see also Attachment 6, Air Force Decision Logic table).

2.2.1. In-Garrison Priority Missions. The PA office serves as the sole provider of professional visual-based products and services to all commanders on an installation to directly support their mission accomplishment. The following list explains missions supported.

2.2.1.1. Leadership and Management. Products and services used to define resource requirements and/or used to improve processes and procedures in mission accomplishment.

2.2.1.1.1. Construction Projects. Products to demonstrate construction requirements. Examples include decomposing asphalt tarmacs, aircraft hangar structural deficiencies, condemned facilities, new mission requirements, roads and grounds, asbestos, and environmental concerns or compliance.

2.2.1.1.2. Resources and Program Objective Memorandum (POM). Educating resource offices on mission needs for funds, people, or space. Examples include program requirements such as new aircraft bed down, base population increases due to mission realignments caused by Base Realignment and Closure activities, graphical depictions of aircraft mission changes, and operational tempo needs.

2.2.1.1.3. Mission Briefings. VI products that communicate the classified or unclassified mission capabilities (MISCAP) of a unit or organization. Examples include VI presentations to provide an overview of capabilities using products incorporating graphics, photographs and video, all designed with a singular design theme.

2.2.1.1.4. Assessments. Commander's Inspection Program, Unit Effectiveness Inspections, Management Inspections, Nuclear Surety Inspections, staff assistance visits and exercises. VI products assist Inspector General (IG) teams to evaluate an area by expanding the IG subject matter expert audience access, and to inform audiences of assessment results. Examples include: outbrief photos; findings/best

- practices photos/videos; inbrief/outbrief graphics; and scenario development illustrations/photos/videos.
- 2.2.1.1.5. Command Communication. Products and services to aid the commander and senior staff in support of accomplishing communication objectives. Examples include commander's theme videos or senior leader handouts describing critical sexual harassment or equal opportunity issues.
- 2.2.1.1.6. Public Communication. Visual-based products and services supporting senior leaders' public affairs requirements for internal and external communication, command information, media query, and civic outreach to local communities.
- 2.2.1.1.7. Official Ceremonies. Products and services to support all aspects of significant official ceremonies. Examples include graphics support (if available) for the ceremony program of events, still photo and/or video documentation of the ceremony itself, and others. See paragraph 3.5.2. for video ceremonial requirements.
- 2.2.1.2. Operational. Products and services used to support/enhance mission readiness and decision makers' situational awareness of organizational activities.
- 2.2.1.2.1. Airfield Surveys. Products and services that provide pilots with critical situational awareness of existing geographical, environmental conditions, and other safety of flight issues. Examples include runway approach videos, videos depicting areas of concern such as power lines, local civilian airflow, etc.
- 2.2.1.2.2. Operational Plans. Products that aid operational planners in preparing to deploy forces. Examples include deployment procedures, documentation and training products, warfighter tactics, techniques and procedures to include palletization configuration and procedures, cargo prep, and mobility line processing.
- 2.2.1.2.3. Contingency Planning/Management. Products that help the Air Force more effectively respond to contingencies. Examples include wartime documentation, force bed downs, natural disaster aftermath, non-combatant evacuation order response, humanitarian assistance operations, man-made disasters, battle damage assessment, repatriation, and first responder documentation.
- 2.2.1.2.4. Force Protection. Products and services used by security forces to maintain and improve protection of mission resources and assets. Examples include exercises, documentation of threat and vulnerability assessment, after-action reports, training videos, briefings, local visual information productions, and situational awareness imagery of force protection assets and areas.
- 2.2.1.2.5. Flying and Ground Safety. Products and services that improve the safety of mission resources. Examples include products and services that support the training and execution of operational risk management policies and procedures.
- 2.2.1.2.6. Research and Development. Products and services supporting the testing and evaluation of weapon system, equipment concepts, conceptual design, weapon system development support, media release, or missile/satellite launch documentation. Examples include congressional briefing and test review videos, chase maps, laboratory or proof of concept report photos.

2.2.1.3. Medical. Documentation or rendering for medical staffs or criminal investigators. Examples include forensics, resident education slide shows, autopsy, pathology, criminal investigation, assault, training, abuse, reconstructive surgery documentation, and casualty identification.

2.2.1.3.1. A Military Treatment Facility (MTF) may establish a Medical Visual Information Service Center (MVIS) when the installation PA office cannot support its medical needs.

2.2.1.3.2. MVIS personnel follow the guidelines from AFI 41-103, *Medical Visual Information Services*.

2.2.1.4. Education and Training (Interactive Multimedia Instructional (IMI) Products. Products and services that enhance curriculum and teaching capabilities. Examples include: Graphics, photo, and video training aids.

2.2.1.5. Historical. Products and services used to document historically significant events such as new mission establishment, unit activation/deactivation, distinguished visitor (DV) support (e.g. Visiting Air Chief Program), and international relations.

2.2.1.6. Investigative. Products and services supporting agencies requiring documentation to aid in fact finding. Examples include alert photography/videography, time-sensitive documentation of natural disasters, mishaps, crime scenes, material deficiency reports, and other investigations.

2.2.1.7. Administrative. Products and services supporting requirements for personnel and administrative actions. Examples include visas, passports, chain-of-command portraits, quarterly or annual awards, special duty, organizational/base-level awards, and wing mission briefings.

2.2.2. Deployed Priority VI Missions. Details as to how PA Airmen deploy for contingencies can be found in AFI 35-111, *Public Affairs Contingency Operations and Wartime Readiness*. Similar to the in-garrison missions above, the products and services should be prioritized to ensure effective management controls and to enhance customer expectations. The following is a general list of supported missions and various types of VI products and services:

2.2.2.1. Leadership and Management. Products and services used to define resource requirements and/or used to improve processes and procedures in mission accomplishment.

2.2.2.1.1. Bare Base Build Up/Sustainment. Products to communicate resource requirements for a deployed base infrastructure. Examples include visual aids, photos and videos to document flight line construction/conditions, ramp configuration, facility requirements/conditions, roads and grounds, environmental, quality-of-life conditions, site surveys, host nation limiting factors and location maps.

2.2.2.1.2. Mission Briefings. VI products that communicate the classified or unclassified MISCAPs of a unit or organization. Examples include VI presentations to provide an overview of capabilities using products incorporating graphics, photographs and video, all designed with a singular design theme.

2.2.2.1.3. Command Communication. Products and services to aid the Commander of Air Force Forces, deployed wing commander in support of senior leaders' taskings.

Examples include DV visual aids, informational VI products for international media, and status of forces visual aids. Customers are deployed wing leadership, or other commanders.

2.2.2.1.4. Public Communication. Visual-based products and services supporting senior leaders' public affairs requirements for internal and external communication, command information, media query, and civic outreach to local governments.

2.2.2.1.5. Official Ceremonies. Products and services to support all aspects of significant official ceremonies. Examples include support for the ceremony program of events, still photo and/or video documentation of the ceremony itself, and others.

2.2.2.2. Operational. Products and services used to support/enhance mission operations and decision makers' situational awareness in the execution of wartime mission.

2.2.2.2.1. Airfield Surveys. Products and/or services that provide critical situational awareness of existing geographical, environmental conditions, threat conditions, and other safety of flight issues. Examples include visual aids depicting runway approaches, terrain, and ramp configuration.

2.2.2.2.2. Operational Plans. Products and services that support mission planning and execution. Examples include visual aids for maps; non-traditional Intelligence, Surveillance and Reconnaissance; battle damage assessment, battle damage repair, and predictive battle space awareness products.

2.2.2.2.3. Force Protection. Products and services used by security forces to ensure protection of mission resources. Examples include documentation of threats and vulnerabilities, after action reports, just-in-time training products, visual aids for briefings, video productions, and situational awareness imagery of force protection assets and areas.

2.2.2.2.4. Flying and Ground Safety. Visual-based products and services that improve air and ground safety. Examples include products and services that support the training and execution of operational risk management policies and procedures such as educational products of environmental hazards or location-specific safety videos.

2.2.2.2.5. Research and Development. Visual documentation of successes and failures of newly fielded systems and platforms. Examples include comprehensive briefings using visual aids, photographs, and videos to highlight system successes or concerns.

2.2.2.2.6. Information Operations (IO). Products and services in support of IO campaigns. Examples include documenting humanitarian assistance operations, products that counter misinformation and products that counter propaganda.

2.2.2.3. Medical. Visual documentation that aids deployed medical forces in communicating resource requirements or location-specific concerns. Examples include documentation of medical activities supporting the treatment and evacuation of casualties, humanitarian assistance operations, abuse, surgery documentation, autopsy, and casualty identification.

2.2.2.4. Education/Training. Products and services that support just-in-time training for local procedures. Examples include imagery depicting environmental conditions, driving conditions, health conditions, threat conditions, and host nation relations.

2.2.2.5. Historical. Visual documentation of historically significant events for preservation. Examples include unit bed down, deployed unit crest or emblem designs, unit activation/deactivation videos, and visuals for international relations briefings.

2.2.2.6. Investigative. Products and services supporting agencies requiring documentation to aid in fact finding.

2.2.2.6.1. Alert Photography/Video. Time-sensitive documentation of disasters, mishaps, crime scenes, material deficiency reports, investigations. Examples include imagery of the incident site, damage to equipment or graphical depictions of the incident scene.

2.2.2.6.2. Fratricide. Products and services that support the investigation of friendly force casualties. Examples include incident site photographs and video, weapons employed photography, scene recreation, weapon effects video, photos or visual aids.

2.2.2.6.3. Law of Armed Conflict (LOAC). Products and services that support LOAC violations. Examples include incident photographs and video, graphical depictions of weapons employed or charts recreating incident scenes.

2.2.2.7. Administrative. Products and services supporting requirements for personnel and administrative actions. Examples include visa, passport, chain-of-command portraits, significant individual and organizational awards, special duty, unit mission briefings, and Isolated Personnel Report photos (ISOPREP).

2.3. Visual Information Documentation (VIDOC) Program. VIDOC is motion, still, and audio recording of technical and non-technical events that are made while occurring, and not usually under the production control of the recording element. VIDOC includes documentation by PA and COMCAM forces. The Secretary of Defense (SECDEF), CCDRs, Air Expeditionary Unit Commanders, and commanders at all Air Force levels use VIDOC imagery as a decision-making tool for critical operational assessment, investigative, legal, and their leadership communication needs.

2.3.1. The VIDOC program ensures that Air Force wartime, contingency/humanitarian operations, historical, and newsworthy events are visually recorded. Other mission-related uses are military information support operations, training, battle damage assessment, post-strike assessments, public information, intelligence, and providing an accurate record of Air Force operations. The use of PA personnel and tasking procedures in contingency operations is outlined in AFI 35-111.

2.3.2. All non-COMCAM PA personnel support their unit VIDOC requirements at both in-garrison and deployed locations. When UTC tasked, non-COMCAM PA personnel will support both unit level forces and VIDOC requirements. (T-1).

2.3.3. Air Force Research, Development, Test and Evaluation (RDT&E), Intelligence, Surveillance and Reconnaissance (ISR), and most medical VI activities perform photography/videography to include high speed still and motion media optical instrumentation. Although these units are required to perform visual information

documentation, the imagery they acquire may not be mandated to be accessioned to the DIMOC. Exclusions to this policy include those outlined in DoDI 5040.02, Enclosure 4.

2.3.4. Responsibilities.

2.3.4.1. SAF/PAI sets Air Force VIDOC policy.

2.3.4.2. AFPAA will execute VIDOC management on behalf of SAF/PAI, and prepare plans for integrating new VIDOC technology and MISCAPs. (T-1).

2.3.4.3. MAJCOM VI Managers:

2.3.4.3.1. Plan and set command policy for documenting in-garrison and deployed wing-level activities of operational, historical, public affairs, or other significance within their commands.

2.3.4.3.2. Coordinate and manage to ensure documentation needs are met using available resources.

2.3.4.3.3. Organize, train and equip VIDOC force packages to document activities to include crises, contingencies, major events, Air Force and joint exercises, and weapons tests, as appropriate.

2.3.4.3.4. Ensure VIDOC force packages meet their wartime taskings and identify and resolve deficiencies. Refer significant deficiencies, problems, and proposed resolutions to AFPAA.

2.3.4.3.5. Ensure documentation of significant Air Force activities and events, regardless of their sensitivity or classification. Protect materials as the supported command directs in processes or policies. Safeguard classified images and handle them according to AFI 16-1404, *Air Force Information Security Program*. The authority in charge of the event or operation approves documentation distribution.

2.3.4.3.6. Ensure status and availability of all UTCs is reported accurately through the Air and Space Expeditionary Force (AEF) Reporting Tool (ART), IAW AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*.

2.3.4.3.7. Will use the Defense Readiness Reporting System (DRRS) information in assessing readiness, determining budgetary allocation and management actions impacts on unit level readiness, answering congressional inquiries, analyzing readiness trends, and supporting readiness decisions. See AFI 10-201, *Force Readiness Reporting*, for more information.

2.3.4.3.8. Oversee measurements and evaluations in coordination with the MAJCOM inspector general office, such as inspection criteria, to evaluate VI force readiness at all command units.

2.3.4.4. Public Affairs Officers (PAOs):

2.3.4.4.1. Make sound judgments and decisions about VIDOC. Evaluate the need for documentation of events based on analyzing all potential uses for all potential audiences. (Consult Attachment 6 for guidance.)

2.3.4.4.2. Are responsible to contact internal and external customers as well as AFPAA and the DIMOC to determine if there is a need for documentation outside of

the local requirements. Usually local VIDOC teams are tasked by higher headquarters if there is an outside need for VI coverage, but all potential customers are not always aware of every local event.

2.3.4.4.3. Ensure proper handling and distribution of VIDOC imagery. Consult the supporting MAJCOM with any questions on current processes.

2.3.5. Transmitting or Shipping VIDOC Imagery.

2.3.5.1. The DIMOC, located at Fort Meade, MD serves as the central DoD reception and distribution point for current COMCAM and VI imagery. The DIMOC makes such imagery available to the SECDEF, Chairman of the Joint Chiefs of Staff (CJCS), the Military Departments, Unified Combatant Commands, Defense Agencies, other DoD components, National Archives and Records Administration (NARA), other government agencies, as well as the public. After clearance by local authorities, send significant imagery to the Defense Video Imagery Distribution System (DVIDS). Clearly identify all imagery with the appropriate visual information record identification numbers (VIRIN) and captions. Consult the supporting MAJCOM with any questions on current processes.

2.3.5.1.1. Alternative imagery upload locations:

2.3.5.1.1.1. May be emailed to jccc@mail.mil (max size of 15 MB).

2.3.5.1.1.2. Secure file transfer protocol is available by exception, contact the Joint Combat Camera Center (JCCC).

2.3.5.1.1.3. Aviation and Missile Research Development and Engineering Center Safe Access File Exchange (AMRDEC SAFE), using jccc@mail.mil as the recipient address.

2.3.5.1.1.4. Send FOUO imagery (or imagery where release status is unknown) to the Defense Imagery Server at <https://dams.defenseimagery.mil/teams/Login.do?action=1>

2.3.5.2. Due to the size of digital video files and Internet connection speeds, it is sometimes impossible to transmit extremely high resolution, archival quality video over the Internet. Under these circumstances, send the video twice: first in a lower resolution transmittable file via the Internet as rapidly as possible and second via mail in the camera original format via tape, DVD, Blu-Ray or hard drive.

2.3.5.3. If camera original video is shot on tape, send the original tape labeled with the VIRIN. If camera original video is digital (non-tape format) place the uncompressed files into a directory (folder) labeled with the same VIRIN as the transmittable video file. Depending on the file size, use the appropriate media (DVD, Blu-Ray, hard drive, etc.) and deliver or mail to DIMOC.

2.3.5.4. If electronic transmission is possible, send COMCAM and deployed VI motion imagery directly to the DIMOC by the fastest means available, following the approval procedures that have been established by on-scene and theater commanders.

2.4. Alert Procedures.

2.4.1. Alert Duty. Providing alert photo and video support is a critical PA duty. Personnel must be trained and available, on-call, after duty hours, weekends and holidays to handle

emergency requirements. (T-1). Alert personnel are notified by the installation command post or security forces desk directly, to ensure immediate response to document the scene to ensure evidence is uncompromised. The alert photographer and the PA on-call representative are listed separately on the installation command post on-call list. Both have independent requirements in the event of crises/contingencies and many events do not require both to be called. Alert photo and video duty requires immediate contact through the use of a government provided electronic device. Personal electronic devices should not be used. . Normally, the alert personnel report directly to the on-scene commander in the event of a major accident or major disaster. Specific instructions for the alert personnel are to be published in a local operating instruction or similar guidance. (T-2).

2.4.1.1. In a deployed environment, customers are deployed legal offices, security forces, safety, special investigating offices, host nation governments, the Department of State, DoD, CCDRs or the Joint Chiefs of Staff (JCS).

2.4.1.2. Alert Photography/Video provides time-sensitive documentation of disasters, mishaps, crime scenes, material deficiency reports and investigations. Examples include imagery of the incident site, damage to equipment or graphical depictions of the incident scene. For detailed information on support to weapons, space, aviation, and ground safety investigations and related mishaps, see AF Manual (AFMAN) 91-series.

2.4.1.3. Emergency requests for alert support do not require immediate submission of an AF Form 833, *Multimedia Work Order*; however, an AF Form 833 should be completed before products are finished and released.

2.4.1.4. Alert personnel will only release alert products to the original requester, on-scene commander or their designated representative. (T-1) All information and products are privileged information and should be handled as such. As most alert imagery is evidentiary in nature, a documented chain of custody is required and procedures must be established prior to the incident. (T-1).

2.4.2. Alert personnel are notified by the installation command post or security forces desk sergeant. The alert photographer/videographer is to respond back within 15 minutes to acknowledge notification. The notifying agency should inform the alert personnel where to report, who to contact on scene and the type of incident. Alert response times should be established locally for normal and non-duty duty hours with mission requirements and risk management in mind.

2.4.3. Alert personnel will respond to alert duty calls only from the following requesters: (T-3)

2.4.3.1. Wing or installation commander, or designated representative.

2.4.3.2. Disaster Control Group.

2.4.3.3. Command post representative.

2.4.3.4. Security forces/Office of Special Investigations representative.

2.4.3.5. Fire department representative.

2.4.3.6. PAO.

2.4.3.7. BVIM.

2.5. Investigative Procedures.

2.5.1. Definition: Products and services supporting agencies requiring documentation to aid in fact finding. Examples include alert photography/videography, time-sensitive documentation of natural disasters, mishaps, crime scenes, material deficiency reports, and other investigations. Types of investigations include but are not limited to:

2.5.1.1. Alert Photography/Video (see paragraph 2.4).

2.5.1.2. Fratricide. Products and services that support the investigation of friendly force casualties. Examples include incident site photographs and video, weapons employed photography, graphical scene depiction or reproduction, weapon effects video, photos or graphics.

2.5.1.3. Law of Armed Conflict. Products and services which support LOAC violations. Examples include incident photographs and video, graphical depictions of weapons employed or charts recreating incident scenes.

2.5.2. Procedures. The PAO shall coordinate with the local agencies investigative photography and videography procedures and establish local procedures in the form of an operating instruction, or standard operating procedure. (T-3). Procedures should cover:

2.5.2.1. Photographer/videographer safety.

2.5.2.1.1. Personal protective equipment/measures.

2.5.2.1.2. Safety briefing.

2.5.2.1.3. Fall protection.

2.5.2.1.4. Protection from machinery.

2.5.2.1.5. Protection from moving vehicles.

2.5.2.1.6. Protection from confined spaces (See AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*)

2.5.2.1.7. Safety issues involving use of flash/lighting equipment.

2.5.2.2. Chain of custody.

2.5.2.3. Scene documentation or evidence collection procedure.

2.5.2.3.1. Photography logs.

2.5.2.3.2. Labeling photographs.

2.5.2.3.3. Photograph information maps.

2.6. Quality Control (QC). The PAO or designee shall ensure all VI products, regardless of medium, are reviewed for quality prior to customer acceptance. (T-0). QC should include:

2.6.1. AP Style and DoD Visual Information Style Guides. The guides provide a standard method of writing. The publications help personnel in the creation of official DoD products that are clear, concise, meet DoD style standards and capture an accurate historical record.

2.6.2. Official DoD imagery. Imagery must not be altered to misinform or deceive (T-0). Anything that weakens or casts doubt on the credibility of official DoD imagery in or outside the DoD will not be tolerated.

2.6.3. Security, Accuracy, Propriety, and Policy (SAPP).

2.6.3.1. Security refers to information that is formally classified or information that falls under operational security (OPSEC) or Essential Elements of Friendly Information (EEFI). It can be divided into two categories: classified and sensitive.

2.6.3.1.1. Release of classified information clearly violates security.

2.6.3.1.2. Examples of sensitive information includes, but is not limited to:

2.6.3.1.2.1. Troop strengths, unit capabilities, tactics, and precise troop locations.

2.6.3.1.2.2. Charts, maps or distinctive terrain features in the background of otherwise harmless video and photos could provide valuable information to the enemy.

2.6.3.1.2.3. Long-range, wide-angle, and aerial video or still photos could reveal fortifications or the locations of key targets that could assist the enemy.

2.6.3.1.2.4. GEO-Tagging (photo metadata), if capable, should be removed during editing if requested or if needed due to mission set.

2.6.3.2. Accuracy demands that public affairs sources provide only factual information, not speculation.

2.6.3.2.1. Double check the information for your story or script.

2.6.3.2.1.1. Spelling of Names.

2.6.3.2.1.2. Ranks - Make sure you give the correct rank, regardless of the branch of service.

2.6.3.2.1.3. Unit Designations - Ensure the designation is correct.

2.6.3.2.2. Libel is words, pictures, videos or cartoons that expose a person to public hatred, shame, disgrace, ridicule or cause an ill opinion of a person and should not be used.

2.6.3.3. Propriety. PA personnel will not help gather or publish inappropriate descriptions or images. (T-1) Ensure all releases are in good taste. They should not violate the sensitivities of the listening/viewing/reading audience.

2.6.3.3.1. Ensure released products don't contain profanity, gore, perversion, excessive violence, obscenity, lewdness and information that holds a service or its members up to ridicule.

2.6.3.3.2. Propriety (and often policy) also pertains to the advertising of commercial products. It is inappropriate to release information that gives the perception of DoD endorsing a product; release information that places organizations in an unnecessary negative light; release information that shows bias toward commercial products or agencies, etc.

2.6.3.4. Policy is striving to keep the public fully informed of all unclassified activities. This requires the full and prompt release of both good and bad news. There are, however, restrictions and limitations placed on the release of some information: when it is released, how it is released, and who can release it.

CHAPTER 3

VI ACTIVITY MANAGEMENT AND RESOURCE MANAGEMENT PROCEDURES

3.1. Defense Visual Information Activity Number (DVIAN) Mandates, Definition and Responsibilities. DoDI 5040.02 directs component services to manage VI activities and resources with effective management controls. A VI activity is any unit or portion of a unit which performs the VI mission, creates VI products, or provides VI services. AFPAA is the approving authority (on behalf of SAF/PA) for Air Force organizations to operate VI activities, and assigns DVIANs (see attachment 2, DVIAN Classification) to units. AFPAA/AOX maintains the service-level DVIAN registry for the Air Force. VI Managers at all levels should maintain a copy of current DVIAN authorization documents. Additionally, MAJCOM PA and band offices will maintain copies of all DVIAN authorization documents for all units within their command. (T-1)

3.1.1. Requests for new VI activities, changes of mission, or additional Functional Account Code authorizations, using AFI 38-101, *Air Force Organization* as a guide, require approval by the MAJCOM PA Directors or designee, and Air Force approval by AFPAA. The requesting unit's commander (or equivalent), with support from the organization's PA office, will certify that the VI activity request includes the purpose, deliverables, funding, manning, and sustainment source for the new activity. (T-1).

3.1.2. For new DVIAN requests at installations where an approved VI activity already exists, the requesting agency forwards its request through the host-Wing PA office to the hosting MAJCOM PA office for coordination and validation. If not validated, the request is returned for final disposition or further justification. If validated, the MAJCOM PA office then forwards it to AFPAA (afpaa.aox@us.af.mil) for approval. If the requesting agency belongs to a different MAJCOM, the hosting MAJCOM PA office coordinates with the owning MAJCOM's PA office to determine the need. The host's MAJCOM PA office forwards all coordinated documentation to AFPAA for approval. All Field Operating Agencies (FOAs) and Direct Reporting Units (DRUs) send requests directly to AFPAA for approval. (T-1).

3.1.3. DVIANs are revalidated every five years, or whenever the current DVIAN's unit designation changes. MAJCOM VI and band managers should inform AFPAA when the current DVIAN's designated VI Manager changes in order to keep records current. The installation PA or band office BVIM will ensure that a revalidation request is completed and sent through the host installation commander and MAJCOM PA office to AFPAA/AOX (afpaa.aox@us.af.mil). (T-1). Requests for revalidation should include the following information:

3.1.3.1. Copies of previous and current mission/function statements, AFSCs/Series of UMD positions, and UTCs supported. Units must have at least one PA AFSC/Series position on the UMD. (T-1)

3.1.3.2. A list of authorized functions performed (attachment 2).

3.1.3.3. A list of supported units, agencies, activities, or locations. Include copies of the host tenant and inter-service support agreements.

3.1.3.4. Wing commander certification that the function is still needed.

3.1.4. All organizations or units who possess an approved DVIAN are required to coordinate with AFPAA/AOX to establish an account in the AIM2 database tool, and perform all AIM2 functions, including tracking production and performing equipment lifecycle management functions. (T-1)

3.2. VI Contract Support.

3.2.1. Contracting. PA may contract with commercial firms for VI services and products. These contracts will be awarded in accordance with the Federal Acquisition Regulations and AFI 63-138, *Acquisition of Services*. (T-0) Oral contracts are not acceptable. Contracts must be in writing and awarded by an appropriately warranted contracting official. (T-1). The only office authorized to negotiate contracts with commercial activities is the servicing installation Contracting Office.

3.2.1.1. Contracts for Video Productions. MAJCOM and installation PA offices are recommended to periodically contact the appropriate installation contracting official, usually the contracting squadron commander, to ensure they know that the Air Force has in-house video production capability available to satisfy most official video production requirements. Detailed information on Video Production Management contract processes is outlined in **Chapter 8**.

3.2.1.2. The MAJCOM or installation PA office are to request the servicing installation contracting officer to include a referral to the installation PA office in internal contracting processes and related instructions to contracting customers regarding preparation of relevant acquisition packages for VI equipment, products, and/or services.

3.2.1.3. PA offices are to request the servicing installation Contracting Office to provide support when developing VI requirements (for example, Performance Work Statements and Statements of Work), and shall request the servicing installation Contracting Office to contact the PA office when any unit submits a VI product or equipment purchase request (T-2). The local communications squadron must also be coordinated with when any VI purchase request includes information technology equipment or software (T-2).

3.2.2. Facilities. The PAO should continually and actively seek facilities in which all organizationally-owned VI mission functions can be geographically-located for improved efficiency. This permits more effective and economical operations, management and space utilization.

3.2.2.1. The PAO should contact the installation servicing civil engineering facility board for guidance and clarification on facility requirements, including repairs and upkeep. Further information on space allowances can be found in AFI 32-1024, *Standard Facility Requirements* and AFMAN 32-1084, *Facility Requirements*.

3.2.3. Gratuities. Air Force military and civilian employees and their families are prohibited from soliciting or accepting any gratuity from a prospective or current contractor. (T-0).

3.2.4. Conflict of Interest. PA personnel shall avoid any situation that may be perceived as or may cause a conflict of interest in any relationship with a contractor. (T-0). Consult DoD 5500.07-R, *Joint Ethics Regulation (JER)*, or with the local legal office whenever a potential conflict of interest situation arises for more information.

3.3. Authorized Use of Air Force VI Resources.

3.3.1. Air Force VI resources (personnel, equipment, facilities, funding, etc.) are government property to be used solely for support to official Air Force organizations and their missions, DoD or other government agencies per current host-tenant support agreement, memorandum of agreement, or similar vehicle.

3.3.1.1. VI materials generated or acquired in conducting official duties are the property of the United States Air Force. As such, protect these materials and preserve them as official records, according to public law.

3.3.1.2. Air Force military and civilian personnel should obtain a security review and approval from PA prior to releasing outside the DoD any VI material depicting military persons, places, or material. Posting unauthorized photos, videos, or descriptions of missions, resources, or facilities on the internet in any forum without public release approval from PA can aid an adversary. Therefore, distribution, transfer, or posting of visual images, whether electronically or physically, without proper security and policy review, is prohibited.

3.3.1.3. Personnel who possess mission-related VI on personally-owned devices, the capture of which is not otherwise prohibited, may not release such mission-related VI to media organizations, non-governmental organizations, or other public forums, including but not limited to Internet websites or individuals or organizations affiliated with documentaries, motion pictures, news outlets, social media sites, blogs, or other websites, without security review and approval at an appropriate command level.

3.3.1.4. Personal use of VI materials for sale or any other reason not directly related to an official Air Force activity is discouraged, and in some cases prohibited. (T-0) When necessary, contact the local staff judge advocate for guidance or clarification. This may also apply when Air Force members or employees, by choice or agreement, use personally-owned equipment or supplies while performing official duties. **Note:** Use of government-owned self-help equipment requires users to adhere to operational security and information security guidelines. (T-0).

3.3.2. Do not use government-funded VI resources to (T-1):

3.3.2.1. Provide personal souvenirs or gifts (e.g. farewell gifts).

3.3.2.2. Provide décor for individual personal office walls. Products for organizational areas may be provided depicting relevant missions performed.

3.3.2.3. Support or document farewell parties or social events unless certified as newsworthy or having historical significance by the base historian or chief of PA. Accession all imagery according to [Chapter 9](#).

3.3.2.4. Create products used primarily for entertainment during farewell parties or social events.

3.3.2.5. Support Force Support Morale, Welfare, and Recreation (MWR) non-appropriated funded (NAF) missions. Provide only limited support to Force Support MWR NAF recognition programs as described in paragraph 4.3.1.5.

3.3.2.6. Unauthorized requests. If it is unclear whether it is authorized, consult the chief of PA or ultimately the base legal office for clarification when necessary.

3.4. Alteration of Official Air Force Imagery. PA professionals must not alter imagery. (T-0). PA professionals create products that can be used in legal proceedings and for critical decision-making. Therefore, absolute trust and confidence in the truthfulness of products they create is essential. See DoDI 5040.02, for specific policy on alterations of official imagery.

3.5. General Photography and Video Imagery Guidelines.

3.5.1. Photography and video imagery are essential elements of internal and external communication programs. Imagery conveys the mission of the Air Force to internal and external audiences and helps achieve the PA core competencies of Airman morale and readiness, public trust and support, and global influence and deterrence.

3.5.2. Imagery taken by AF personnel using personal cameras and equipment for non-official purposes will be considered personal imagery as long as it is not related to missions, operations, exercises, and training (hereinafter “mission-related VI”). (T-1)

3.5.2.1. AF personnel who capture mission-related VI on personally owned devices must comply with the provisions of Attachment 5 of this instruction. (T-1)

3.5.2.2. Mission-related VI captured on personally owned devices may be determined to be official DoD VI and a work of the United States Government if the employee or military member used their official position or duties to obtain it (such as gaining access to military operations).

3.5.3. Ceremonial video documentation is limited to those honoring MAJCOM, numbered air force, wing and their vice/deputy wing commanders, general officers and civilian equivalents, important historical figures such as Medal of Honor recipients, Order of the Sword recipients, or aerial aces for accessioning or for media dissemination.

3.5.4. Imagery Release. Official images of military and civilian DoD employees generally are publicly releasable. Images of Air Force activities and people are publicly releasable. However, an image may not be releasable if it depicts matters that would constitute a clearly unwarranted invasion of personal privacy, compromise operational security, or negatively impact mission effectiveness. See AFI 35-104, *Media Operations*, and **Chapter 8** for more information. The installation PA office is approval authority for public release of the following types of imagery: (T-1). (Also refer to AFI 91-series instructions for Air Force safety programs).

3.5.4.1. A release is not needed from:

3.5.4.1.1. People involved in newsworthy and public events, where it is deemed plausible that anyone could record them there.

3.5.4.1.2. People who are presented as members of a large crowd.

3.5.4.2. Fatalities or Injuries.

3.5.4.2.1. Release of official or stock news images of Air Force casualties is permitted after next-of-kin (NOK) notification.

3.5.4.2.2. Release of visual imagery regarding the return of casualties to the United States, following DoD guidance and primary NOK approval. Identifiable U.S. civilians who are injured must provide written consent before release of imagery. (T-

0) For more information, refer to the Health Insurance Portability and Accountability Act of 1996.

3.5.4.3. Children/Minors.

3.5.4.3.1. When documenting children under age 18, a parent or legal guardian must sign a DD Form 2830, *General Talent Release*, or DD Form 2831, *General Release Where Talent Fee or Other Remuneration or Recompense Accrues to the Participant*, allowing use of the child's image. (T-0)

3.5.4.3.2. No exemption exists for documentation of Airmen, Reserve Officer Training Corps (ROTC) or Junior ROTC cadets under age 18. The intent of the use of public release forms and processes is to protect the privacy and security of subject individuals, and to protect the legal interests of the government.

3.5.4.4. Courtrooms/Accused Persons. Generally, cameras aren't allowed in the courtroom even if media are in attendance.

3.5.4.5. Installations. Unclassified images of installations are generally releasable. They will meet the guidelines on releasing unclassified information, including security and policy review requirements. (T-1).

3.5.4.6. Imagery involving nuclear weapons. See AFI 35-104 for updated information on this type of imagery that is and is not releasable. (T-1).

3.5.4.7. Documentation of Activities Prohibited From Release. Installation PA offices shall document activities as required, including classified missions. (T-1). Just because an event is not releasable does not restrict Air Force PA professionals from documenting a scene to fulfill the mission. Clearance and release procedures apply after imagery acquisition and not during imagery acquisition.

3.5.4.7.1. Sensitive missions.

3.5.4.7.1.1. Sensitive missions include, but are not limited to, movement of detainees/enemy prisoners of war, special operations activities, detainee operations, handling of human casualties, and repatriations of remains.

3.5.4.7.1.2. Prior to any mission or activity, PA will ensure official public release IAW AFI 35-102, *Security Policy and Review Process*. (T-0) This restriction applies to any mission, whether executed at home station or while deployed in support of contingency operations. Air Force members overseas must comply with status of forces agreements, the laws of the host nation, and other instructions of the combatant commander responsible for that area. (T-0).

3.5.4.7.2. Potential privacy violation. Refer to DoD 5400.11-R, *Department of Defense Privacy Program*, for definitions of privacy issues.

3.5.4.7.3. Detainees or Human Casualties in some situations.

3.5.4.7.3.1. Documentation is permitted in the execution of official duties. All other documentation is prohibited. (T-1).

3.5.4.7.3.2. Operational, internal-use-only documentation by Air Force photographers or broadcasters operating in their official capacity is exempt from

this policy. Mission needs require Air Force public affairs personnel to act as trusted agents and cover the full spectrum of visual documentation. Existing DoD and Air Force policy governs their actions.

3.5.4.7.3.3. These guidelines apply to all Air Force military, civilian, or contract personnel serving with, employed by, or accompanying the Air Force, except for personnel assigned to defense attaché offices, security detachments, and sensitive intelligence and counterintelligence activities that are conducted under the direction and control of the Chief of Mission/Chief of Station or other U.S. Government agencies and departments identified on a case-by-case basis. In these cases, personnel are to abide by the policies of the appropriate organization or command.

3.5.4.7.4. Suffering or mutilated persons.

3.5.4.7.5. Restricted areas, control points, or security measures.

3.5.4.7.6. Medical Personnel Bearing Arms. Medical personnel may only carry arms for self-defense. Visually documenting medical personnel with weapons may create the false impression that these personnel are violating laws of war and needlessly risk their safety.

3.5.4.7.7. Merchandise Endorsements. Do not release photographs of Air Force people with products or merchandise with trade names appearing in such a way they imply Air Force endorsement.

3.5.4.7.8. Signs and Posters. Photograph signs and posters only if they are in good taste.

3.5.4.7.9. Suggestive or Obscene Photographs.

3.5.4.7.10. Classified Information.

3.5.4.7.10.1. Do not photograph classified locations, facilities, equipment, information, or materials for public release. When taking photographs in operational areas, be conscious of classified weapons, maps, or charts that may be in the background. (T-0).

3.5.4.7.10.2. When handling classified materials for official use, do so in accordance with AFI 16-1404.

3.5.4.7.11. Imagery inconsistent with the Air Force's Alcohol Deglamorization Program. (See AFI 34-219, *Alcoholic Beverage Program*.)

3.5.4.7.12. Imagery inconsistent with the Air Force's Tobacco Use Policy. (See AFI 40-102, *Tobacco Free Living*.)

3.5.4.7.13. Imagery of copyrighted, trademarked or intellectual property materials without official consent from said owner. (T-0).

3.5.4.7.14. Examples of sensitive information includes, but are not limited to:

3.5.4.7.14.1. Troop strengths, unit capabilities, tactics, and precise troop locations.

3.5.4.7.14.2. Charts, maps or distinctive terrain features in the background of otherwise harmless video and photos which could provide valuable information to the enemy.

3.5.4.7.14.3. Long-range, wide-angle, and aerial video or still photos which could reveal fortifications or the locations of key targets that could assist the enemy.

3.5.4.7.14.4. GEO-Tagging (photo metadata), if capable, should be removed during editing if requested or if needed due to mission set.

3.5.5. Appearance of Military Members in Imagery. Personal appearance will conform to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. (T-1) Pay careful attention to Air Force safety standards for people and equipment, such as required wear of safety goggles or hearing protection. Wing commanders and chiefs of PA may waive the AFI 36-2903 guidelines when recent mission and operational duties result in imagery that shows Air Force people with non-serviceable uniforms.

3.5.6. Legal and Financial Protection. VI will be created by PA personnel using government equipment as part of their official duties. (T-1)

3.5.6.1. PA personnel designated to create VI as part of their official duties will be trained to follow VI standards and procedures in accordance with DoDI 5160.48, *DoD Public Affairs and Visual Information (PA&VI) Education and Training (E&T)*, the DoD VI Style Guide, and this instruction. (T-1)

3.5.6.2. The use of personal equipment to create official AF VI is strongly discouraged. Except as authorized for official use and purposes, personnel are prohibited from taking, making, possessing, reproducing, uploading, or transferring in any way photographs, videos, depictions, audio-visual recordings, and any other VI on personal recording devices (including devices with photography, audio, or video recording capabilities)

3.5.6.3. VI created by AF personnel as part of their official duties using personal equipment will be considered works of the United States Government. (T-1)

3.5.7. Photography and/or Television/Video in the studio. Each installation host PA office must maintain and operate a studio. See Attachment 5 for guidance. (T-1).

Chapter 4

INSTALLATION VI SUPPORT (DVIAN TYPE A)

4.1. Requesting VI Support. The host wing PA office, as the OPR for VI, is required to support the installation with VI products and services, including photography, video services and graphic arts (where applicable). All requirements for VI support must be requested on an AF Form 833. (T-1). VI support to all commanders on an installation should be performed with effective management controls, IAW DoDI 5040.02 and DoDI 5040.07.

4.2. VI Products and Services Management. All VI products and services missions are performed by personnel in the military AFSCs of 35P, 35B, 3N0XX, 3N1XX, 3N2XX, and civilians in the 1001, 1020, 1035, 1060, 1071, 1082, 1084 series, or via a contracted VI activity (see attachment 4). VI includes still photography, motion photography, audio, video, photo and broadcast journalism products, and graphics. No VI work is to be performed by any other organization or personnel other than listed above without the advice of the BVIM and approval of the PAO. (T-3).

4.2.1. IAW 35-series AFIs, the VI prioritized missions must be performed at all Air Force installations by the Type A DVIAN host-wing PA office. (T-0) Because these missions are numerous and resources are finite, they must be managed in conjunction with Attachment 6. (T-1).

4.2.2. Priority System. The PAO and BVIM must establish and publish a priority system that considers urgency, mission impact, agencies supported, missions, task complexity and resources available. (T-2) The purpose of a priority system is to meet critical timelines, schedule work and satisfy customer requirements. This priority system must be approved and signed by the wing commander. (T-2). Once signed, this priority system should be posted in the customer service area and made available on the base website. This enables staff to determine which missions should be accomplished first and educate customers to manage their expectations. The following examples of priorities serve as guidance and are recommended to be used to create an installation-specific priority system to locally manage and allocate resources and man-hours when mission requirements exceed resource capabilities:

4.2.2.1. Priority 1 - Urgent. Work of an emergency or catastrophic nature with a short, time-sensitive period of informational value. Priority 1 requests take precedence over all other support. The BVIM should consult the PAO or wing commander if necessary to facilitate prioritization of resources when conflicts arise. Normal lead-time is immediate. Support to Priority 1 includes:

4.2.2.1.1. Alert Photo or Video Documentation for:

4.2.2.1.1.1. Aircraft accidents, Class A mishaps and accidents/incidents involving a fatality and investigation support/boards. (Refer to AF 91-series instructions for specific instructions.)

4.2.2.1.1.2. Command post requirements: Base crises, man-made or natural disasters.

4.2.2.1.1.3. Emergency Responder requirements: Fire department, security

forces, Office of Special Investigations, or other federal agency contingencies.

4.2.2.1.1.4. Significant damage to government property.

4.2.2.1.2. Time-sensitive or perishable public affairs photography or videography required for news media release.

4.2.2.1.3. Emergency war orders.

4.2.2.1.4. Contingency operations.

4.2.2.1.5. Inspector General activities.

4.2.2.1.6. Coverage for intelligence collection.

4.2.2.1.7. Any mission deemed urgent by the wing commander.

4.2.2.2. Priority 2 - Critical. Work requests which are essential in direct support of the installation operational missions and which cannot be regularly scheduled in advance. Normal lead-time is 1 to 3 days. Although a minimum of 1-day lead-time is specified, any listed requirement below may be elevated to Priority 1 (immediate) as determined by the wing commander. Support to Priority 2 includes:

4.2.2.2.1. Releases to news media and incidents involving injury, or impairment of operational capability.

4.2.2.2.2. Flying/Ground safety.

4.2.2.2.3. Maintenance, munitions and force protection.

4.2.2.2.4. Wing readiness, situational awareness.

4.2.2.2.5. Flying operations.

4.2.2.3. Priority 3 - Essential (Scheduled basis). Work supporting operational mission and training requirements and programs of assigned and tenant units that is handled on a scheduled basis. Normal lead-time is 3 to 5 days, or less, depending upon resource availability. Support to Priority 3 includes:

4.2.2.3.1. Official conferences or meetings.

4.2.2.3.2. Community Engagement programs.

4.2.2.3.3. Commander's mission briefings.

4.2.2.3.4. Formal training.

4.2.2.3.5. Distinguished Visitor events.

4.2.2.3.6. Documentation of Official Ceremonies.

4.2.2.4. Priority 4 - Routine. All authorized work of a routine nature that does not qualify for any priority listed above. Work should be accomplished on a first in-first out basis. Lead time is normally 5 to 10 days, or less, depending upon resource availability. Support to Priority 4 includes:

4.2.2.4.1. Status boards.

4.2.2.4.2. Organizational charts.

4.2.2.4.3. Photographs for official records (Official photos, special duty assignment photos, etc.).

4.2.2.4.4. Awards and decorations.

4.2.2.4.5. Command interest items.

4.2.2.5. All Priority 1 requests are approved by the PAO or designated representative. The BVIM should receive approval from the PAO to elevate any Priority 2-4 work to Priority 1. The BVIM has first-hand knowledge of the necessary resources, processes and capabilities, and should determine if special equipment, supplies or manning are required.

4.3. Resource Protection. Each request for service shall be reviewed to ensure that the work to be accomplished is legal, is for official purposes, and whether or not the request can be supported. (T-1). Work shall not be accomplished if it violates Air Force policy, or it may infringe on copyright laws. (T-0). It is everyone's responsibility to protect VI resources and prevent fraud, waste, and abuse. The wing commander has ultimate authority to approve any work in question to be accomplished.

4.3.1. Restrictions. The BVIM should be familiar with the following agencies when determining scope of responsibilities and capabilities:

4.3.1.1. Defense Logistics Agency (DLA) Document Services. Coordinate on the construction of reproduction masters and to determine size or multiple color restrictions. See *DoDI 5330.03, DLA Document Services*, for more information.

4.3.1.2. History and Heraldry Missions. AFI 84-101, *Historical Products, Services, and Requirements*, provides instructions on researching organizational emblems, patches and decals. If the installation PA office is tasked to produce original reproduction masters of these items, the History Office is a resource to assist PA to verify prior organizational usage and define appropriate color schemes. Ensure use of the Air Force Symbol and all other Air Force trademarks is in compliance with AFI 35-114, *Air Force Branding and Trademark Licensing Program*.

4.3.1.3. Base Publishing Office. This office should be consulted for work requests for the production masters of forms, letterheads, note pads, invitations, book covers, etc. Many customers do not know official forms exist, such as certificate blanks, and that they may be suitable to meet their requirement.

4.3.1.4. Base Legal Office. This office should be consulted for advice on requests that are difficult to assess for legality in relation to policy. The most challenging area to assess is with copyright infringement. Consult AFI 51-303, *Intellectual Property—Patents, Patent Related Matters, Trademarks and Copyrights*. Every effort must be made by PA and/or the customer to confer with the Legal Office on how to gain approval to use copyrighted material from the copyright owner before it can be used or reproduced. (T-0)

4.3.1.5. Support for Appropriated Fund Force Support MWR Activities. Force Support activities are authorized to receive VI support for category A (Mission Sustaining), and category B (Basic Community Support Activities). Category A programs are essential to the military mission and are authorized all support. Category B activities are closely related to Category A activities and are essentially community support programs. The PA office can furnish support to these activities as long as the specific Force Support MWR

activity does not generate revenue, or the requested VI product is not intended to generate revenue. For additional clarification of MWR activities, refer to AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*.

4.3.1.6. Financial Management Office. Consult the Financial Management Office for any needed clarification regarding authorized use of PA support for any requests for VI products whose purpose involves use of Air Force funds to purchase anything, or for the use of fundraising. As a general rule, VI products may not be used to generate revenue, but there are exceptions.

4.3.1.7. Servicing installation Contracting Office. Consult the servicing installation Contracting Office for clarification on any issues.

4.4. Customer Relations. The PA office is to exercise optimum customer relations to provide a high degree of integrity between the customer and PA professionals.

4.4.1. Customer feedback is an important part of customer relations. MAJCOMs should institute the use of command-standard Customer Critiques issued with each work order or placed in a prominent place on the customer service counter.

4.4.2. Alternatively or in conjunction with critiques, prominently display the BVIM's name, phone number and/or photo to give customers a point of authority to go to for problems, questions or to simply acknowledge appreciation.

4.4.3. A customer service guide should be available for all customers which includes:

4.4.3.1. Hours of operation.

4.4.3.2. Facility location(s).

4.4.3.3. The Priority System.

4.4.3.4. Available products.

4.4.3.5. How to request products.

4.4.3.6. Instructions on completing the AF Form 833.

4.4.4. Where feasible, assign a customer service representative at the customer service counter who is well educated as to what the PA office can accomplish with available resources. The customer service representative should be able to offer quick, accurate and consistent information to fill the customer's needs.

4.5. Classified and/or Sensitive Imagery Requirements. All DVIAN Type A facilities must have the capability to document and store classified and/or sensitive imagery. (T-2).

4.6. Self-Help Services. The PA office may provide self-help services for official use only, depending on manpower and resources.

Chapter 5

VI EQUIPMENT MANAGEMENT FOR INSTALLATIONS

5.1. Allowance Standard (AS) Responsibilities.

5.1.1. The host wing PA Office must use the Air Force Equipment Management System Allowance Standards (AS) 629 to authorize VI (and audiovisual) purchases all units on the installation. (T-1) The BVIM should perform these functions on behalf of the PAO. Limit all allowances for VI equipment to AS 629, *Air Force Multimedia (MM) Support*.

Table 5.1. Allowance Standards.

AS NUMBER	TITLE
AS 410	<i>Morale, Welfare, and Recreation and Physical Training</i>
AS 538	<i>Base Defense and Force Protection; Organizational Small Arms and Light Weapons, Associated Equipment, Confrontation Management, Integrated Base Defense/Air Defense, Correction and Detention Equipment</i>
AS 629	<i>Air Force Multimedia (MM) Support</i>
AS 742	<i>Air Force/Joint Air Intelligence Organizations Reconnaissance Support</i>
AS 758	<i>Aerial Port/Combat Control/Airlift Control Element</i>
AS 789	<i>Air Force Weather Systems (AFWS)</i>

5.1.2. Imagery equipment not included in an AS must be approved by the BVIM for purchase and use by units outside the PA office. (T-3).

5.1.3. The BVIM and the MAJCOM VI Manager identify necessary changes to the AS for professional and industrial grade equipment. Send change requests to AFPAA/AOX.

5.2. Requests to Purchase VI Equipment.

5.2.1. The BVIM must review and approve all procurement requests for digital photographic cameras, video cameras and editing equipment, and photographic/specialty printers to ensure compatibility with existing imagery infrastructure and to verify there is no duplication of imagery services available in the PA office. (T-3).

5.2.1.1. The BVIM should coordinate annually with the Logistics Support/Equipment Management Office, the designated Government Purchase Card (GPC) Agency/Organization Program Coordinator, and servicing installation Contracting Office personnel to prevent unauthorized imagery equipment acquisition by unauthorized units or personnel. The Logistics Support/Equipment Management Office, the designated GPC Agency/Organization Program Coordinator, and servicing installation Contracting Office, should have processes in place to ensure coordination with the BVIM, to prevent any unauthorized purchases of AS 629 equipment by unapproved units.

5.2.1.2. The host wing communications squadron must include computer equipment and software that supports VI missions in the information processing management system, per AFMAN 17-1203, *Information Technology (IT) Asset Management (ITAM)*, and must coordinate with the BVIM for approval on all requests from units on the installation to purchase such items. (T-3)

5.2.2. Combat camera, broadcasting, still photographic and graphics/visual design equipment for quantities not listed/authorized in AS 629 are requested on AF Form 601 and submitted to the base equipment management office on AF Form 9, *Request for Purchase*, and processed through the servicing installation contracting office.

5.3. Equipment Review Panel (ERP). AFPAA chairs the Air Force PA/VI Equipment Review Panel.

5.3.1. The ERP acts as the Air Force advisory board researching the application and integration of new technologies into the Air Force PA missions. The ERP provides AFPAA effective management controls to anticipate and evaluate new technology, regularly update equipment standards, and balance equipment requirements against overall Air Force priorities and available funding.

5.3.2. MAJCOMs/DRUs/FOAs ensure representation of their unique missions and designate ERP members who are subject matter experts.

5.3.3. The ERP has, as a minimum, a semi-annual teleconference. The ERP develops standardized equipment lists for base-level PA missions, video production centers, and the combat camera squadrons.

5.3.3.1. Future PA/VI equipment and service procurement expenditures by MAJCOMs and AFPAA will be based upon adherence to these standardized equipment lists. (T-1)

5.3.3.2. The standard equipment lists should address in-garrison and deployed mission requirements.

5.3.3.3. The ERP appoints equipment test units for extensive evaluations. The ERP can recommend that a prototype be purchased and tested at the test units.

5.3.4. The ERP only processes equipment standardization and evaluation, and does not participate in the process to authorize or disallow local purchases of equipment according to AS 629.

5.4. The Visual Information Equipment Plan. AFPAA administers the VIEP for the Air Force. The VIEP is a five-year programming document tied to the Future Years Defense Plan. It is a management tool used to identify, plan, assess priorities and budget for AFPAA, MAJCOM, or installation procured standardized PA/VI equipment to meet mission needs. The VIEP is not the sole source that funds PA equipment requirements. Wing PA offices should continue to use the local operating budget to purchase requirements in support of the mission.

5.4.1. Each fiscal year, AFPAA evaluates equipment and systems requirements identified in the VIEP against the funding allocated for that year. If funding falls below requirements, then equipment not funded carries over into the next year as validated unfunded requirements. AFPAA uses these unfunded requirements to justify additional funding for the next year. MAJCOM PA offices and PA units are also encouraged to submit unfunded requirements through local channels, adhering to standards set forth by the ERP.

5.4.2. The BVIM must assess the needs of organizations on the installation possessing DVIANS and must prepare the VIEP using the AIM2 database system and VIEP process guidelines established by AFPAA. (T-2). The BVIM ensures equipment requested does not exceed the minimum quality and quantity levels needed to accomplish task requirements.

Most applications require industrial, professional grade equipment IAW federal law. BVIMs should complete each item of the VIEP, providing clear and concise information.

5.4.3. MAJCOM VI Managers, or designee, will prioritize VIEP submissions semiannually in the AIM2 by 1 March and 1 September. (T-1). The March submission sets the baseline for end of year requests and the September submission sets the baseline for annual purchases.

5.4.4. The BVIM is to continually review and update the VIEP, ensuring currency of requirements and reflecting successful purchases by other means.

5.5. Acquisition of Equipment. Along with the Visual Information Equipment Plan (VIEP), other sources exist for the acquisition of equipment.

5.5.1. Transfers. A prime source is from other organizations which no longer have a requirement for a certain piece of equipment. The equipment can be obtained by Intercustody Receipt/Transfer (FET) or Accountability Transfer (FME) action through the base equipment management office (EMO) at base supply. The FET action is between organizations on base and FME is between organizations from different bases. AFI 23-101, *Air Force Material Management*, or the EMO can assist with any questions.

5.5.2. Defense Logistics Agency (DLA) Disposition Services. DLA Disposition Services is responsible for the reuse, transfer, donation, sale or disposal of excess property. Regional locations are located throughout the continental United States. PA offices should check with those facilities frequently for possible serviceable equipment available for free issue to military organizations.

5.5.3. Depot-funded Equipment. Seek local support from servicing supply units for details on this central-funded purchasing program.

5.6. Report of Survey (ROS).

5.6.1. A ROS documents the circumstances concerning the loss, damage or destruction of Air Force property and serves as or supports a voucher for adjusting the property from accountable records. It also documents a charge of financial liability assessed against an individual or entity or provides for relief from financial liability. Refer to AFMAN 23-220, *Reports of Survey for Air Force Property*, or the installation EMO for further clarification.

5.6.2. All accountable equipment and high dollar non-equipment and pilferable assets within the DVIAN-authorized activity must be listed in AIM2. (T-1).

5.7. Automated Information Multimedia Manager (AIM2). AIM2 (located at <https://aim2.acc.af.mil/>) is a web-based automated information system designed for users to input information and query a database to extract information regarding current unit information, equipment requirements and inventory status at each unit, and production reporting information for each DVIAN-authorized VI activity. AIM2 assists AFPAA and MAJCOM leadership with decision-making analysis for the VIEP and Production Reporting throughout the Air Force PA community. **Note:** ANG and Air Force Reserve Command (AFRC) are not required to use the AIM2 system for equipment inventory and VIEP submissions; however, AIM2 is available as an optional tool for equipment inventory and requirement programming and should provide justification for budget estimates for future years based upon past years activities.

5.7.1. The BVIM or delegated representative where more than one activity resides on a base logs and tracks all resources, man-hours, and activities and populates the production report

monthly for their activity through the *Production Reporting* module in AIM2. They also review their *Unit Information* to ensure it is accurate.

5.7.2. The BVIM or delegated representative at the unit-level, where more than one activity resides on a base, accesses AIM2 and updates the *Unit Information* module for MAJCOM leadership review to ensure all units are properly reporting their information.

5.7.3. MAJCOM VI Managers, or designee, export the production reports from units under their command and make the data available to brief their commander to demonstrate VI contributions and efforts.

5.7.4. AFPAA exports the global production numbers and briefs SAF/PA on VI contributions and efforts to support the war fighter.

5.7.5. AFPAA should use the production data to help justify dollars as part of Air Force VI planning, programming, and budgeting functions.

5.8. Inventories and Automated Information Multimedia Manager. All units with DVIANs must update equipment inventories and account information in AIM2 and inspect it annually to ensure accuracy. (T-1) Inventory inspections are to be completed by units no later than 15 September and by MAJCOMs no later than 1 October annually. The inventory information is used by AFPAA to justify and prioritize equipment purchases in the November VIEP submission. Inventory validation also provides the basis for the equipment spend plan and to standardize equipment based on life-cycle replenishment.

5.9. Classified Processing Requirements.

5.9.1. Before working with classified information, the installation PA office will contact the wing information protection office to conduct a physical security inspection of PA facilities and equipment, according to AFI 16-1404, *Air Force Information Security Program*. (T-1)

5.9.2. Before electronically processing classified information, the installation PA office will contact the wing information assurance office to ensure a TEMPEST assessment of PA facilities and equipment processing classified information is conducted, according to AFSSI 7700 (will become AFMAN 33-286), Air Force TEMPEST Program. (T-1)

5.9.3. The BVIM is to ensure certification of imagery equipment for use aboard military aircraft, according to AFI 11-202, Volume 3, *General Flight Rules*. A list of equipment certified and approved for use aboard military aircraft is available from AFPAA/AOX.

5.10. Certification and Accreditation (C&A). All Air Force IT hardware is procured IAW AFMAN 17-203 using applicable Air Force Information Technology Commodity Council enterprise buying programs (<https://www.afway.af.mil/>).

5.10.1. AFWay and Network-Centric Solutions-2 (NETCENTS-2) are the Air Force's authoritative source for Communications and Information products, computer configurations, platform and service profiles, technical solutions, and standards (presented as standards profiles).

5.10.2. VI activities are to use enterprise buying programs via AFWay vendors. The NETCENTS-2 contracts is the primary source for purchasing required voice, data, and video communications, information services, solutions, and products.

5.10.3. AFPAA is the Air Force Public Affairs approval authority for all new equipment or software submissions to AFWay and NETCENTS-2.

5.10.4. All software is to be certified in accordance with AFI 33-210 for use on stand-alone editor workstations as well as standard desktop systems connected to the Air Force Global Information Grid and placed on the Air Force Evaluated/Approved Products List (AF E/APL).

Chapter 6

COMBAT CAMERA PROGRAM

6.1. Roles. COMCAM teams are uniquely trained, equipped, and organized for rapid global deployment to document Air Force air and ground and DoD operations. They are fully qualified and equipped for day/night operations. COMCAM units also possess fully certified, aircrew-qualified members for aerial documentation during peacetime and contingencies. See Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3205.01D, *Joint Combat Camera (COMCAM)*, and DoDI 5040.02 for more instructions.

6.1.1. Combat Camera's primary role is to provide cradle-to-grave VIDOC of joint and Air Force combat and contingency operations as tasked by the Joint Task Force (JTF) Commander, Commander, Air Force Forces or Chief of Staff of the Air Force (CSAF).

6.1.2. Their secondary role is the centralized collection, management and distribution of imagery for operational use by theater commanders, President of the United States, SECDEF, Secretary of the Air Force, CSAF, National Command Authorities, State Department, and other government agencies. COMCAM UTC-tasks forces reside within AFPAA and are distributed over one Regular Component COMCAM squadron and one AFRC-owned reserve COMCAM squadron.

6.2. Mission .

6.2.1. The mission of Combat Camera is to provide the SECDEF, the CJCS, the Military Departments, and the Unified Combatant Commands with a directed imagery capability in support of operations and planning requirements during worldwide crises, contingencies, exercises and wartime operations.

6.2.2. The supported unified command or JTF commander, through the air component commander, controls Air Force COMCAM forces in a joint environment. At the joint-level, COMCAM falls under the operational control of the J-3, consistent with DoD policy, unless otherwise directed by the JTF commander. Air Force COMCAM and VI support for joint operations should be proportionate to Air Force combat force participation.

6.2.3. For missions that require airlift, COMCAM airflow is worked through the Tanker Airlift Control Center at Air Mobility Command. In order to provide cradle-to-grave operational documentation, COMCAM forces should be planned to be on Advanced Echelon aircraft or first available airflow.

6.2.4. During contingencies, exercises, and other operations, the Air Force provides its share of Unified Command headquarters COMCAM and VI services.

6.2.5. COMCAM and VI forces take part in Air Force and joint exercises to test procedures and overall readiness, as mandated in CJCSI 3205.01D. These PA forces also provide products to command, operations, historical, and other key customers.

6.3. Responsibilities.

6.3.1. SAF/PAI

6.3.1.1. Sets Air Force COMCAM policy.

6.3.1.2. Coordinates with AF/A3T to establish aerial program policies, aerial photography positions, and revalidate existing aircrew positions annually.

6.3.2. AFPAA:

6.3.2.1. Ensures training and equips COMCAM forces to document war, contingencies, major events, Air Force and joint exercises, and weapons tests, as appropriate.

6.3.2.2. Funds COMCAM personnel, equipment, and supplies for contingency or wartime deployments. (The requester funds deployments, temporary duty and supply costs for planned events, such as non-JCS exercises and competitions).

6.3.2.3. Coordinates with appropriate MAJCOM and air component leaders in order to meet COMCAM needs in war, operations, and concept plans.

6.3.2.4. Sets combat training standards and develops programs for all Air Force active and reserve COMCAM personnel (includes both formal classroom and field readiness training).

6.3.2.4.1. Publishes specific COMCAM Job Qualification Standards (JQS) that are trained at subordinate squadrons and certified through evaluation and exercises.

6.3.2.4.2. IAW AFI 36-2201, *Air Force Training Program*, the Tier 3 COMCAM Advanced Weapons and Tactics training (AWTT) is additional to pre-deployment training that supports both standard and non-standard USAF missions that support other taskings. COMCAM Airmen should attend AWTT annually.

6.3.2.5. Ensures availability of aircrew qualified (9D) COMCAM Airmen to support operational requirements.

6.3.2.6. Provides the Air Force's COMCAM capability and assists air component and joint commands with deliberate and crisis action planning for Air Force COMCAM assets.

6.3.2.7. Coordinates COMCAM requirements under the AEF.

6.3.2.8. Acts in conjunction with SAF/PAR, the Manpower and Equipment Force Packaging manager for all PA UTCs, specifically on requirements for COMCAM UTCs.

6.3.2.8.1. Establishes readily deployable and adaptive COMCAM force packages that may operate as independent units or be integrated into a JTF.

6.3.2.8.2. Ensure, in coordination with SAF/PAR, that COMCAM force packages have UTCs registered in the Air Force Worldwide UTC Availability System to meet the full spectrum of requirements of the Unified Combatant Commands during exercises, contingencies, and wartime operations.

6.3.2.9. Ensures COMCAM participates in joint actions by coordinating with the Office of the Secretary of Defense staff, JCS, executive departments, and other branches of the United States Government.

6.3.2.10. Provides component and theater commands COMCAM planning assistance and expertise for contingencies, humanitarian actions, exercises, and combat operations.

6.3.2.11. Approves using Air Force COMCAM forces to support non-Air Force activities.

6.3.3. Air component and Numbered Air Forces/PA offices:

6.3.3.1. Employ COMCAM forces to document the entire scope of military operations during joint and combined exercises and operations. Plan to employ COMCAM forces during the beginning stages of any operation to ensure comprehensive mission documentation. Ensure that COMCAM forces have full-mission access during each phase of the operation.

6.3.3.2. Manage COMCAM support within their areas of responsibility. Ensures appropriate documentation of significant events and operations for theater and national-level use. During both planned and contingency operations, identify COMCAM objectives, priorities, and chain of command. Develops staffing solutions enabling a mix of deployed officer and enlisted COMCAM forces to effectively fulfill assignments in-theater.

6.3.3.3. Set requirements for COMCAM support. Includes requirements in operations plans (OPLAN) force lists, concept plans (CONPLAN), operations orders (OPORD), and similar documents (see AFMAN 10-409-O, *Support to Adaptive Planning*.)

6.3.3.4. Coordinate with MAJCOM VI managers, AFPAA COMCAM coordination authority, and the Tanker Airlift Control Center, to plan and source VIDOC forces for the full spectrum of military operations. Assist in coordinating facilities, transportation, communication, and logistical assets to support and sustain deployed COMCAM forces.

6.3.3.5. Provide COMCAM requirements to AFPAA (afpaa.aox@us.af.mil) as required to develop the annual COMCAM Exercise Support Plan. Include requirements to exercise COMCAM forces to refine operational procedures and meet defined objectives.

6.4. Planning and Requesting Combat Documentation.

6.4.1. Sourcing COMCAM forces (see AFI 35-111 for sourcing procedures).

6.4.1.1. When VIDOC support is required, the customer should consider the scope and particular requirements of the task or contingency. Installation PA offices provide services exclusive to the supported host and air expeditionary wings. COMCAM teams support all theater-level forces conducting major regional conflicts or operations other than war.

6.4.1.2. Supported commands task and employ COMCAM forces during crisis situations, planned and contingency operations, humanitarian assistance operations efforts, and joint exercises. COMCAM personnel participating in exercises must be trained to operate in scenarios derived from a Mission-Essential Task Listing mission construct. (T-1).

6.4.2. Planned Combat Documentation. Air components need to identify required documentation as early as possible in OPLANs, CONPLANs, and OPORDs. Task requirements through the Deliberate Crisis Action Planning & Execution System. AFPAA consolidates and coordinates activities with participating units. COMCAM and PA assets are loaded within each AEF library to provide steady-state and contingency response capability.

6.4.3. MAJCOMs may request COMCAM documentation from AFPAA. Requirements should flow through appropriate tasking authority to AFPAA.

6.4.4. Humanitarian, Disaster Relief, and Contingencies. Theater commanders task the supporting component through the Joint Operation Planning and Execution System, that in turn, requests support from AFPAA. Headquarters United States Air Force can also task AFPAA to document humanitarian, disaster relief, or contingency activities. COMCAM forces are vital to providing VIDOC of emergency resource needs to communicate to senior leaders and other government agencies for prioritization decision-making.

6.5. Readiness Reporting . Any Air Force units assigned a Designed Operational Capability statement must report readiness status through the Defense Readiness Reporting System (DRRS) process (T-1). More information is available in AFI 35-111.

6.6. AEF ART. All units assigned AEF UTC taskings must report their status using the AEF ART, according to AFI 10-244. (T-1). More information is available in AFI 35-111.

Chapter 7

AERIAL PHOTOGRAPHIC/VIDEO DOCUMENTATION OPERATIONS

7.1. Purpose. DoDI 5040.02 specifies the requirement for the SAF to ensure the availability of aircrew-qualified and equipped COMCAM personnel to support operational missions. It applies to all 3N0X2 and 3N0X5 personnel performing COMCAM aerial photographer (AP) duties with Aviation Service Code (ASC) 9 and Flying Status Code (FSC) D (9D). AFPAA manages this activity for all 3N0X2 and 3N0X5 Airmen. These COMCAM aerial photographers perform photographic or video documentation as part of an authorized aircrew complement and required for the mission.

7.1.1. The description, Aerial Photographer, is a generic term for Broadcast Journalists (3N0X2) and Photojournalists (3N0X5) from the public affairs career field tasked to acquire official imagery in support of DoD operations.

7.1.2. The expense of initially and continually qualifying aerial photographers mandates a cost-effective program. AFPAA will ensure training and qualification IAW appropriate aerial photography AFI 11-2-series AFIs (T-1).

7.1.3. Two programs provide PA different levels of training and capabilities: Non-CEA aircrew and operational support.

7.1.3.1. Non-career enlisted aircrew (Non-CEA) FSC 9D. The purpose of aircrew-qualified positions is to provide COMCAM aerial photographers with qualifications consistent with other non-CEA members. Individuals must be trained and qualified when they perform full time aerial duties and those duties expose them to extreme danger (i.e. combat, high altitude events, ejection seat aircraft, and open door operations). (T-1). APs must be assigned to UMD positions with aircrew prefixes (X, K or Q) in order to perform the mission in 9D status. (T-1). Examples of aircrew programs include COMCAM-type duties or test and evaluation aerial positions. **Note:** APs assigned to flight test squadrons are governed by AFI 11-2FT series.

7.1.3.2. Operational Support FSC 9C. This program provides leadership with minimal AP or video mission capability for infrequent, noncombat, or nonhazardous missions when an aircrew-qualified individual is unavailable due to cost or time factors. This program uses man-month authorizations provided by HQ USAF to the MAJCOMs and distributed to host aviation resource management (HARM) offices. Members authorized 9C status should contact the local flying squadron training office/stan-eval office for required training.

7.1.4. Only public affairs military (35P, 3N0X2, or 3N0X5) or civilian serving in a public affairs office and identified by their HARM office as meeting mission requirements can participate in aerial documentation operations. **EXCEPTION:** Aerial qualified photography or videography contractors required to perform photography or videography duties aboard Air Force aircraft will comply with AFI 11-401, paragraph 1.10.1.6.

7.2. AFPAA Roles and Responsibilities.

7.2.1. Ensure the availability of aircrew-qualified COMCAM Airmen to support worldwide aerial photographic or video operations.

7.2.2. Serve as executive agent for the Air Force Aerial Photography Program for all aerial documentation issues.

7.2.3. Coordinate with SAF/PAI for annual justification and coordination of aircrew position requirements IAW AFI 11-402.

7.2.4. Ensure the Air Force Aerial Photography Program is only applied to valid mission requirements through management review and inspection procedures.

7.2.5. For X, K, and Q coded aircrew positions (9D), ensure appointment of aircrew flight examiners and instructors to manage the overall aircrew standardization/evaluation program.

7.2.6. Refer to AFI 11-401 for authorization to perform in-flight duties in non-USAF aircraft.

7.2.7. Submit requests for analysis and approval of new equipment to AFRL/RDWD, the lab which tests all equipment for use onboard military aircraft.

7.3. Combat Camera Squadron Roles and Responsibilities.

7.3.1. Ensure primary flight hours are logged only when performing primary combat camera duties and when supporting valid mission and training requirements, regardless of airframe flown. Logging flight hours for the sole purpose of receiving flight pay is not authorized IAW AFI 11-401.

7.3.2. Appoint training managers, flight examiners, and instructors to manage the unit aircrew training programs, IAW AFI 11-202, Vol 1.

7.3.3. Ensure the aircrew-qualification of COMCAM APs IAW 11-401, 11-402 and all required MDS specific AFIs.

7.3.4. Ensure only tested and approved photographic/video equipment is used for aerial documentation. Contact AFPAA for the most recent list of approved equipment.

7.3.5. Coordinate host base support for all aircrew or operational support requirements.

7.3.6. Develop and maintain aerial documentation operating instructions in coordination with local units.

7.3.7. Control costs by ensuring qualification of only the minimum number of people necessary to meet aerial mission needs.

7.4. Organizational Requests for Aerial Photographic Support. Units that require Aerial Photography support outside of a request for forces or UTC:

7.4.1. Requests COMCAM aerial documentation support through AFPAA via the MAJCOM PA office.

7.4.2. Requests non-COMCAM aerial documentation support (9C) through the installation PA office if aircrew-qualified personnel are unavailable.

7.4.2.1. If 9C personnel are not available or cannot support the request, the installation PA office will send the request to the MAJCOM PA office for forwarding to AFPAA. (T-1)

Chapter 8

VIDEO PRODUCTION MANAGEMENT

8.1. Purpose of the VI Production Program. VI productions are video products which support the full range of Air Force training, education, internal recruitment, corporate communication, and information requirements.

8.1.1. DoDI 5040.02 and DoDI 5040.07 mandates the Air Force manage VI productions for both historical and retrieval purposes.

8.1.2. The Air Force video production program consists of managing three elements: video products, video production facilities, and the video production process.

8.1.2.1. Video products are delineated between what the DoD terms as a "VI Production" and all other video products.

8.1.2.2. Video production facilities are the units (physical plant, human resources, equipment, etc.) that are specifically designated a "C" DVIAN. The "C" designation also includes a "tier" identification denoting size, scale, and level of support. See DVIAN mandates in [Chapter 3](#), and DVIAN designation codes in attachment 2.

8.1.2.2.1. MAJCOM PA must designate a primary video production facility to support its command's requirements. (T-1).

8.1.2.2.2. The MAJCOM PA is responsible for sustainment of this mission. A MAJCOM may have the need for more than one video production facility.

8.1.2.3. The video production process is designed to provide access to the information for all who require it, with effective management controls. The process also ensures the removal of non-current products from inventory.

8.2. VI Productions Defined. For purposes of this instruction, VI Productions are be termed "Audiovisual Productions," which differ from video documentation in that VI productions are an organized and unified presentation, developed according to a plan or script, containing visual imagery, sound, or both, and used to convey information. An audiovisual production generally is a self-contained presentation. Video productions can be distributed in any format (videotape, CD-ROM, DVD, Blu-ray Disc, or electronic via the internet) or optically projected or displayed.

8.2.1. Audiovisual Productions. An audiovisual production requires specific handling in accordance with DoDI 5040.02 and DoDI 5040.07, Visual Information (VI) Production, including assignment of a Product Identification Number (PIN) as explained in this chapter.

8.2.2. All other video products listed in subparagraphs below require the file name of a VIRIN and other mandates (see paragraph 3.5, and [Chapter 4](#)).

8.2.2.1. Public Service Announcements (PSAs), 60 seconds or less, except those outlined in DoDI 5040.02, Enclosure 4.

8.2.2.2. Command information messages (video news releases, electronic news gathering, PSAs created by an Air Force unit, etc.).

8.2.2.3. Raw documentation.

8.2.2.4. Edited footage for any mission.

8.2.2.5. Documentation of unedited speeches or presentations (may require items in paragraphs 8.9., 8.10., and 8.11.).

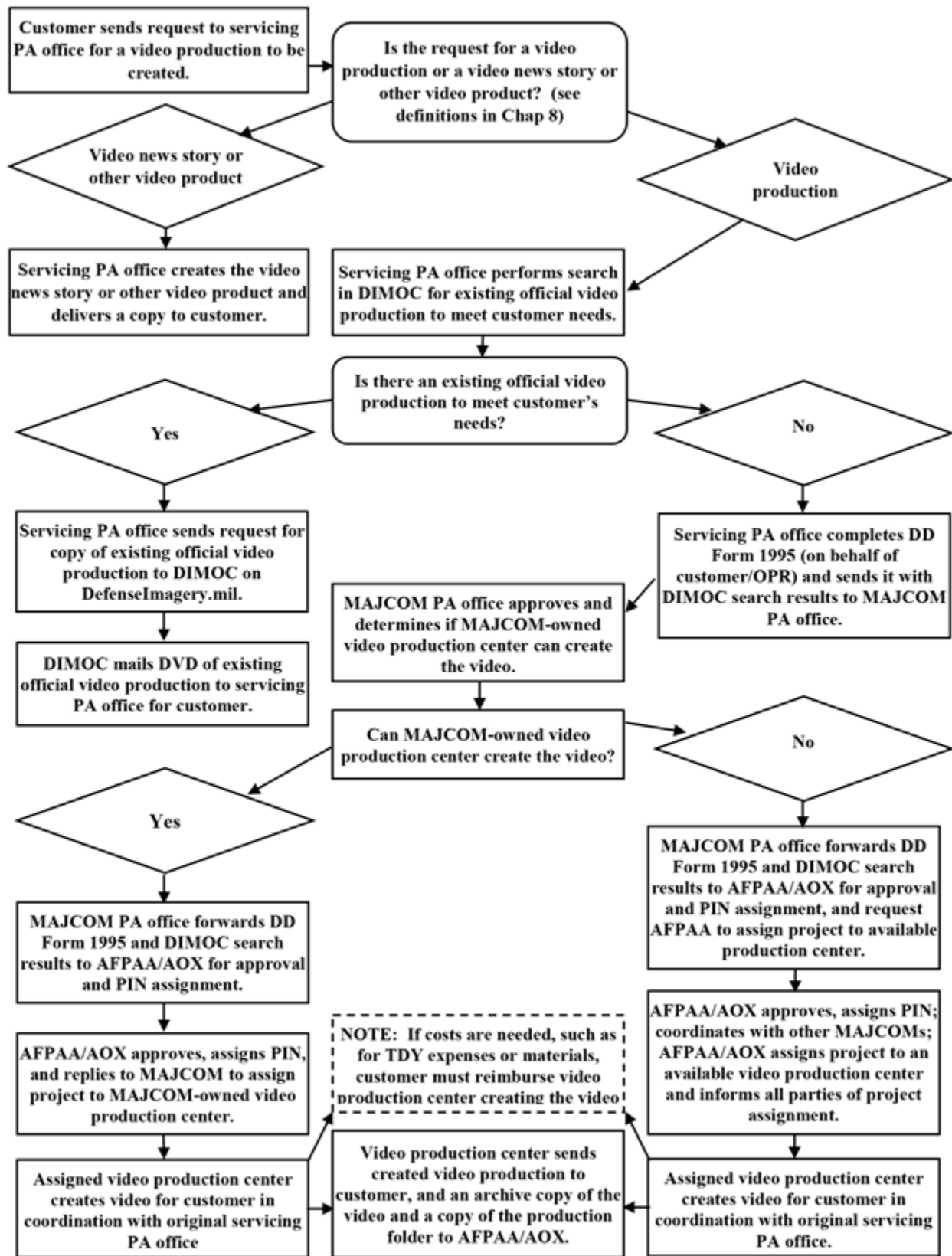
8.2.3. Exemptions. See DoDI 5040.02, Enclosure 4, for exemptions to exclusions.

8.2.4. Video productions are permanent official records that are created and must be life-cycle managed as described in [Chapter 9](#) and in DoDI 5040.02 and DoDI 5040.07. (T-0).

8.2.5. Each Air Force video production must contain a master production folder IAW paragraph 8.6.5. (T-1).

8.3. Video Production Request Process. There are specific guidelines for the creation and caretaking of Air Force video productions. See Figure 8.1. for the specific video production request process, and read the subsequent paragraphs for detailed instructions.

Figure 8.1. Video Production Request Process Flow



8.3.1. Air Force video productions are created for base, multi-base, command-wide, Air Force-wide, and DoD-wide requirements. For Air Force video productions, the servicing host PA office provides guidance to the requestor to complete the DD Form 1995, *Visual Information (VI) Production Request and Report* and then forwards the form to the host's MAJCOM PA office.

8.3.1.1. The MAJCOM PA office ensures the information is accurate and complete, and validates the request. The MAJCOM PA office then determines if there is a video production center within the MAJCOM that can create the production. If so, the MAJCOM PA office instructs its video production center to create it, and forwards the DD Form 1995 to AFPAA for certification and PIN assignment.

8.3.1.2. If the MAJCOM can't create it, the MAJCOM requests AFPAA to find another video production center to accomplish the project. AFPAA/AOX will coordinate with other MAJCOM PA offices and assign the video production to an available center and assign a PIN. (T-1)

8.3.1.3. Any temporary duty (TDY) or other expenses required for the video production should be paid to the video production center by the requesting organization.

8.3.2. Prior to completion and initial distribution, the requestor's servicing PA office facilitates the following in collaboration with the video production center (also see paragraphs 9.6. through 9.11.)

8.3.2.1. The requestor's servicing legal office performs a legal clearance review of the final draft video and any applicable legal documentation, makes a legal release determination, completes the DD Form 1995 and forwards the memo to the requestor's servicing PA office. At a minimum, the legal review should verify:

8.3.2.1.1. The script contains no copyrighted material or an exception to copyright exists.

8.3.2.1.2. Releases for persons who either appear in or whose voices are used in a production, and from persons whose minor children appear in any production are obtained.

8.3.2.1.3. Releases for personal property, real estate, copyrighted material (trademarks, labels, trade or brand names), or other private property that appears in any production are obtained.

8.3.2.1.4. Security clearance has been obtained.

8.3.2.2. The requestor's servicing PAO must perform a security and policy review of the final draft video, make a public release determination, sign an attesting memo, and forwards both the PA and legal memos to the video production center. The public release determination includes one of the following:

8.3.2.2.1. It is free of all encumbrances and is cleared for public release.

8.3.2.2.2. Some public clearance restrictions exist and list of restrictions.

8.3.2.2.3. It is not cleared for public release and list reasons for nonrelease.

8.3.3. The requestor's servicing PA office and producing video production center should both maintain a distribution list, or electronic version, for each production created for the life of each production.

8.3.4. The requestor of the video production should perform a currency review in collaboration with the video production center no more than three years after the production's completion. (T-1).

8.3.5. DoD organizations requesting Air Force video production support coordinate their DD Form 1995 with AFPAA. (T-1).

8.4. Accessibility. Through DVIDS accessioning, video productions are made accessible to individuals with disabilities in accordance with DoDI 5040.02, DoDI 5040.07, and Section 508 of the Rehabilitation Act of 1973. DVIDS provides close captioning on all submitted video products. Transcriptions for 508 compliance must be checked for accuracy by the accession unit or individual. (T-1)

8.5. Video Production Restrictions.

8.5.1. In addition to items listed in DoDI 5040.02 and DoDI 5040.07, Air Force VI productions must not contain material that:

8.5.1.1. Show DoD personnel in an unfavorable or undignified situation unless doing so is essential to the production's message. (T-1).

8.5.1.2. Is inaccurate or incompatible with Air Force policy or doctrine. (T-1).

8.5.1.3. Is inconsistent with the Air Force's Alcohol Deglamorization Program. (See AFI 34-219)

8.5.1.4. Imagery inconsistent with the Air Force's Tobacco Use Policy. (See AFI 40-102, Tobacco Free Living.)

8.5.1.5. Is copyrighted, trademarked or intellectual property without official consent from the property owner. (T-0).

8.5.2. No entity will cut, re-edit, or otherwise alter or reproduce copies of video productions without permission of the video production center. Requests for segments of video productions for briefings or other productions must be coordinated through AFPAA, the requestor, and the video production center. (T-1). This procedure precludes inadvertent violation of copyright or legal restrictions.

8.5.3. Proprietary Production. DVIAN-authorized activities producing video productions must coordinate and obtain content review and approval from the functional OPR. (T-1). This may include, but is not limited to:

8.5.3.1. Security.

8.5.3.2. Safety.

8.5.3.3. Equal opportunity.

8.5.3.4. Human relations.

8.5.3.5. Chaplain, law enforcement, legal, and medical activities.

8.5.3.6. Fire protection.

8.5.3.7. Survival, Evasion, Resistance, and Escape.

8.6. Air Force Video Production Management and Distribution Program.

8.6.1. AFPAA develops policy and manages the Air Force Production Distribution Program. AFPAA:

8.6.1.1. Processes and coordinates joint interest video production requirements and production support with other military departments and DoD.

8.6.1.2. Issues a PIN assignment letter that identifies and controls Air Force and DoD-use video productions throughout their life cycle.

8.6.1.3. Coordinates with DIMOC for replication and distribution. DIMOC replicates and distributes Air Force productions, according to a memorandum of agreement. Requesters may be required to fund replication and distribution costs for products.

8.6.2. In addition to the procedures outlined in DoDI 5040.02 and DoDI 5040.07, the OPR, requestor, and the video production center:

8.6.2.1. Initiates security and policy review through the requestor's servicing PA office (unless release to the public is denied by the requestor), and legal review through the requestor's servicing legal office, for all video productions.

8.6.2.2. Tracks and records direct costs.

8.6.2.2.1. Costs incurred as a direct result of the production; e.g., labor for scripting, story boarding, production staff, animation, outside talent, technical crew, sets, music, equipment rental, purchases and services, travel, licenses, and subsistence.

8.6.2.2.2. Personnel costs, according to AFI 65-503, and all man-hours associated with all aspects of the creation of the video production.

8.6.2.3. Ensures accuracy of the information a production conveys.

8.6.2.4. Provides any additional support needed to complete production.

8.6.2.5. Reviews and coordinates the script with Air Force organizations or other military and government agencies. Verify the content of the script does not conflict with policies and objectives of the supported command or the Air Force.

8.6.2.6. Ensures accuracy of technical information in the script and production, but not the technical quality, media selection, treatment, or other items that fall under the producer's or production activity's responsibilities.

8.6.2.7. Ensures procedures, concepts, and ideas reflect current Air Force and MAJCOM policies, plans, and objectives.

8.6.2.8. Gives the production activity the technical data, directives, training aids and devices, and other equipment needed for the production.

8.6.2.9. Attends planning meetings or conferences, on-location surveys, recording sessions, approval screenings, and post-production events.

8.6.2.10. Reviews storyboards and helps select technically correct footage.

8.6.2.11. Determines the security classification, downgrading, and reviewing instructions for material. Inform the producer or project officer of the classification of all production elements such as story boards, research documents, scripts, still photos, slides, graphics, and props.

8.6.2.12. Approves concepts and final scripts before production begins, to ensure no waste of resources, and to ensure on time completion.

8.6.2.13. Ensures people, facilities, and support are available from the organization and outside resources.

8.6.2.14. Ensures an initial, validated distribution list with the DD Form 1995 that includes current addresses.

8.6.3. The video production center must keep a master production folder for each VI production that contains all documents from initial production request and approval through completion and distribution and forward a copy of the production folder to AFPAA. (T-1) The video production center, DIMOC, and AFPAA will maintain these folders throughout the life of the production, until it is deemed obsolete and removed from the inventory. The production folder includes:

8.6.3.1. A completed and signed DD Form 1995.

8.6.3.2. An approved script, as recorded.

8.6.3.3. Initial distribution plans.

8.6.3.4. Contracts, if applicable, for any element or facet involved in creating the video production. **Note:** For detail on an entirely contracted video production, which can only be approved by AFPAA, see paragraph 8.7.

8.6.3.5. Production costs.

8.6.3.6. A memorandum signed by a servicing legal office attesting to performance of a legal review of the production, and its associated talent and legal releases, if applicable, as defined in paragraph 8.12. must be completed before the PA security and policy review (T-1).

8.6.3.7. Copyright licenses or a memo for record stating that no copyright material is used in the production.

8.6.3.8. A memorandum signed by an approved PA representative attesting to performance of security and policy review clearance for public exhibition requests.

8.6.3.9. Security classification documentation and downgrade instructions (if required).

8.6.3.10. AFPAA PIN assignment letter.

8.6.3.11. Memorandums for Record of significant events or pertinent incoming/outgoing correspondence.

8.6.4. The video production activity should also send a master copy of the video production on DVD or Blue Ray to DIMOC Customer Service Division, Building 3, Room 101, 11 Hap Arnold Blvd, Tobyhanna Army Depot, Tobyhanna, PA 18466-5102.

8.7. Contracted Video Productions.

8.7.1. No contracts for video productions will be requested or awarded without MAJCOM coordination and AFPAA approval. (T-1) AFPAA is the final approval authority for contracted video productions. (T-1). It is the responsibility of the servicing installation Contracting Offices to ensure all customers are aware of this requirement. All efforts must be made to attempt to create the video production with in-house video production centers before considering creating it by means of a contract with a commercial video production business. (T-1). MAJCOM PA offices and installation PA offices should periodically contact the appropriate installation contracting official, usually contracting squadron commanders, to ensure they know that the Air Force has in-house video production capability available to satisfy most official video production requirements, and that every effort should be made to ensure no duplicate spending of resources. The MAJCOM or installation PA office should request the contracting squadron include a referral to the installation PA office in its processes and/or instructions to customers regarding preparation of acquisition packages.

8.7.2. AFPAA can provide guidance on video production contracts and put customers in contact with a specialized VI activity to support Air Force and DoD requirements.

8.7.3. The MAJCOM PA office reviews video production contract portions and forwards to AFPAA to approve before the awarding of the contract. This is to ensure the contractor follows this instruction and AFI 33-322, *Records Management Program*, that costs are reasonable, and that the contract does not duplicate existing video production capabilities to ensure optimum stewardship of taxpayer dollars. In addition to current Air Force video production centers, additional existing video production capabilities include:

8.7.3.1. Research and development, weapon systems, and similar contracts when the production is a provision of the contract for status reporting and new equipment training.

8.7.3.2. Curriculum development contracts (such as interactive courseware and instructional systems development) when the project needs a qualified curriculum development contractor (rather than an audiovisual producer) unless the video production costs more than 50 percent of the total.

8.7.4. Video production contracts funded by the Air Force should state that the materials and final VI products and video productions are the property of the Air Force and the Air Force maintains authority over materials. Contracts will include unrestricted rights for the government to copy and distribute any portion or all of the production. (T-1)

8.7.5. For contracts with another service or government agency, the servicing installation contracting officer is to request AFPAA approval before providing support.

8.8. Copyright Licenses or Trademark Rights. Using copyrighted or trademarked media requires a separate license or explicit permission. Generally, both music and programs recorded from broadcasts are copyrighted. Having the source recording or music score does not confer any right to reproduce, transfer, or otherwise use or perform the recorded material, either as a whole or in part. The installation PA office must discuss with the installation legal office when use of copyrighted or trademarked material is in question and receive specific clearance for each use from the copyright or trademark owner. (T-1). A clearance may:

8.8.1. Give the government the perpetual right to duplicate, distribute, publish, exhibit, use, or transmit all or any part of the copyrighted material in the production that the Air Force received license to use or any future use incorporating part or all of the production. However,

do not assume perpetual rights. The installation legal office will certify each effort to invoke the fair use provision of the copyright law (T-1).

8.8.2. State that the conveyed license to use benefits the U.S. Government and its officers, agents, servants, and employees acting in their official capacities and any other persons lawfully reproducing, distributing, exhibiting, or using a part or all of the production that the Air Force received the license to use.

8.9. AF Band music collections are an audio source for VI productions and should be considered. Band recordings can be found at the following link: <http://www.usafband.af.mil/recordings/>.

8.10. Public Release. Video productions produced or contracted for by the Air Force intended for public exhibition or public release (i.e., anyone outside the DoD) require a PA security and policy review and legal review before release or exhibition. (T-1). (See paragraphs 8.10. and 8.12.)

8.11. Video Production Review. The PAO, or designated representative, will review the production and designate it in one of the following categories (T-0):

8.11.1. Free of all encumbrances and it is cleared for public release.

8.11.2. Some public clearance restrictions exist. (Provide comments on why the restrictions exist).

8.11.3. The production is not cleared for public release. (Provide comments on why the productions is not cleared for public release).

8.12. Air Force Personnel as Performers in Productions.

8.12.1. Air Force personnel, including active-duty military, only play dramatic roles or narrate in Air Force video productions when:

8.12.1.1. They perform their jobs, and professional actors lack the skills or knowledge needed to do the jobs.

8.12.1.2. A video production's sole purpose is internal communication or training, and Air Force personnel play roles developed to teach others to do their jobs.

8.12.2. AFPAA may waive these performance restrictions when doing so results in an effective and economic production.

8.12.3. Government personnel will not perform roles that are more hazardous than their jobs. (T-1).

8.13. Legal Release in Air Force Productions. DoDI 5040.02 and DoDI 5040.07 lists the mandatory use of DD Form 2830, DD Form 2831, DD Form 2832, *Release Granting the U.S. Government Permission to Photograph or Otherwise Record the Visual Image or Sound of Private Property*, and DD Form 2833, *Release Granting the U.S. Government Permission to Record and Reproduce Program Material Transmitted by Educational or Commercial Broadcast Stations*, when applicable. These forms are available at the Defense Visual Information web site.

8.13.1. The requestor in coordination with the video production center must obtain signed releases from personnel (T-1):

8.13.1.1. Who appear or speak in a production.

8.13.1.2. Whose minor children, real estate, intellectual or other private property appear in a production. **Note:** No release is required from active-duty military personnel, including cadets or midshipmen of the United States military academies or DoD civilians performing official duties, unless the person is under age 18.

8.13.1.3. Who have an expectation of privacy, such as:

8.13.1.3.1. People shown in secluded situations rendering them readily identifiable, as opposed to being presented as members of a large crowd.

8.13.1.3.2. Central figures in a scene regardless of its brevity.

8.13.2. A release is not needed from:

8.13.2.1. People involved in newsworthy and public events, where it is deemed plausible that anyone could record them there.

8.13.2.2. People who are presented as members of a large crowd.

8.13.3. The intent of the use of public release forms and processes is to protect the privacy and security of subject individuals, and to protect the legal interests of the government.

8.13.4. The request for legal review should be requested by the VI production activity or VI contracting activity. This review determines if the production is free of any legal or copyright encumbrances that would preclude public exhibition, sale, and distribution. The legal review includes, but is not limited to:

8.13.4.1. Music or stock footage copyrights (releases from artists)

8.13.4.2. Talent releases (actors or narrators)

8.13.4.3. Any other legal element identified by legal counsel conducting the legal review.

8.14. Entering Air Force Products in Non-Department of Defense Visual Information Contests or Similar Events . Send requests for Air Force participation in non-DoD VI events through the MAJCOM PA office to AFPAA/AOX. Individuals, on their own and in an unofficial capacity, may not enter Air Force-funded video productions in festivals or other competitions.

8.14.1. Entry of all Air Force video productions into any awards competition requires the production have a PIN assigned by AFPAA/AOX.

8.14.2. AFPAA will coordinate with SAF/PA which conducts the security and policy review process of all Air Force video productions selected for film festivals and exhibitions to determine release. (T-1).

Chapter 9

VI RECORDS AND LIFE-CYCLE MANAGEMENT

9.1. Air Force Responsibilities. According to Title 44 United States Code (U.S.C.), *Public Printing and Documents*, and NARA 36 Code of Federal Regulations (CFR) Part 1237, *Audiovisual, Cartographic, and Related Records Management*, the Air Force gathers, accessions, maintains, and archives VI records materials. Because VI recordings produce a valuable and irreplaceable account of Air Force activities, personnel shall properly archive and preserve these records. (T-0) Use AFMAN 33-363 and AFI 33-360, *Publications and Forms Management*, to archive records, and dispose of records in accordance with AFI 33-364, *Records Disposition-Procedures and Responsibilities*.

9.1.1. VI records materials include PA and social media imagery, graphics, and video. However, only the product itself (photo, graphic, and/or video) needs to be accessioned, not the entire social media post.

9.1.2. Each host PA office is the installation OPR to capture, acquire or document visual records of the activities on its installation, and accession these visual records. (T-1).

9.1.3. See Attachment 6, Air Force Decision Logic Table (AFDLT), on what PA personnel should focus their efforts on to capture specific imagery, and avoid expending time and resources recording other imagery. This AFDLT provides PA personnel with general instructions on the type of Visual Information (VI) imagery they are to capture.

9.2. National Archives and Records Administration Mandates. NARA is responsible for overseeing federal agencies' adequacy of documentation and records disposition programs and practices, and the General Services Administration is responsible for overseeing economy and efficiency in records management. Reference federal law NARA 36, CFR, Subchapter B – *Records Management*, § 1220-1239, for further guidance.

9.2.1. The Archivist of the United States issues regulations and provides guidance and assistance to Federal agencies on ensuring adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Federal Government and ensuring proper records disposition, including standards for improving the management of records.

9.2.2. NARA establishes standards for the retention of records having continuing value (permanent records), and assists Federal agencies in applying the standards to records in their custody.

9.2.3. NARA requires every federal agency to create and maintain a visual record of the agency's activities. This specifically includes all motion, still photographic, audiovisual production, and graphic imagery. The installation PA office is the OPR for this requirement on every installation. (T-0).

9.3. DoD Mandates. DoD requires the Military Services to use VI Imagery as the official visual record of the activities of the Services. DoD also requires VI Imagery Management to be centrally managed in each of the Services. Official DoD imagery should conform to DoD-wide technical criteria, be fully captioned and assigned a DoD-standard record identification number in accordance with DoDI 5040.02 and DoDI 5040.07.

9.4. Visual Information Records Materials. Consider still and motion camera originals or designated masters on subjects as records materials. Submit all graphics products having universal interest, for example, approved unit emblems and shields or freehand artwork.

9.5. Public Release. Clear all Air Force VI products for possible public release, according to detailed processes outlined in AFI 35-102. Although details are in AFI 35-102, general guidelines are below:

9.5.1. The originating installation's PA office will review images considered for public release. (T-1). If cleared, the product metadata shall indicate the clearance and who performed the clearance. (T-0) For imagery that is not cleared for public release, the metadata will stipulate that the image is not cleared for public release and state the authority along with a short explanation of the reason for non-clearance (i.e., classified, doesn't follow uniform rules in AFI 36-2903, lack of safety equipment, host nation sensitivities, etc.). (T-1) Provide contact phone numbers for the PA office's point of contact.

9.5.2. Secretary of the Air Force Legislative Liaison office through SAF/PA arranges the release of VI material when a member of Congress requests them for official use. See AFI 90-401, *Air Force Relations with Congress* for mandatory policy governing acquisition and distribution of VI material depicting, containing, or documenting members of Congress.

9.5.3. SAF/IAPD (Air Force Disclosure office) or, in some cases the MAJCOM Foreign Disclosure Office, authorizes release of classified and unclassified materials to foreign governments and international organizations or their representatives.

9.6. MAJCOM Life-Cycle Management Responsibilities.

9.6.1. The MAJCOM VI Manager ensures VI materials with record value produced within the command are identified, collected, and submitted according to this instruction. This includes in-house or contractor activities. (T-1).

9.6.2. The MAJCOM VI Manager ensures installation PA Office will set up local procedures to identify, gather, and submit significant VI material that may have record value. (T-1). The installation PA office works with representatives from operations, history, and other units to identify these materials.

9.7. Visual Records Center. The DoD Visual Records Center is the DIMOC. The DIMOC is the designated records center for the storage and preservation of VI records of the U.S. military. Their holdings include motion picture film, videotape, still photography, digital imagery, and CD-ROM stock photo collections for use by DoD customers in support of mission requirements. DIMOC's address is 23755 Z Street, Building 2730, March ARB, Riverside, CA, 92518.

9.8. Local Collections of Visual Information Material.

9.8.1. Units will manage administrative and visual records according to instructions on the Air Force Records Information Management System series 33 and 35 located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. (T-1)

9.8.2. The installation PA office may maintain a collection of official Air Force VI records, according to AFMAN 33-363 and AFI 33-364.

9.8.3. Local collections will not substitute for archived records. (T-1)

9.9. Identifying VI Record Material.

9.9.1. A VIRIN identifies each motion media, still media, and other record material medium generated in documentation projects. The VIRIN is the life-cycle number of each unit of media. Refer to DoDI 5040.02 or contact AFPAA for detailed information on the development of VIRINs.

9.9.1.1. A DVIAN (see [Chapter 3](#)) may be used in place of a VIRIN of a motion image produced by a group of people on behalf of a unit, or images taken by U.S. personnel without a VISION ID.

9.9.1.2. The DVIAN will not be used to conceal the ID of an individual who possess a VIRIN. (T-1)

9.9.2. A VISION ID is used as a component of the VIRIN. The VISION ID is required by AF Bandsmen and PA Professionals. To obtain a VISION ID register via the VI Professional web site (<https://vipro.defenseimagery.mil/>). A VI Professional is defined as all photographers, videographers, graphic artists, photojournalists, broadcasters, public affairs and other personnel involved in the creation of official DoD imagery as part of their regular duties. Further instruction can be found in DoDI 5040.02 and DoDI 5040.07 or DIMOC Customer Service by accessing their toll-free number 888-743-4662, or via email at dma_heat@mail.mil.

9.10. Submitting Visual Information Record Materials.

9.10.1. Each Air Force activity originating VI material, either in-house or by contract, is responsible for initially identifying, and transmitting or shipping records material to the DIMOC through DVIDS. (T-0).

9.10.1.1. AFPAA oversees these efforts for all its units.

9.10.1.2. The installation PA office manages this effort at the base level.

9.10.2. Frequency of Record Material Submission.

9.10.2.1. Immediately transmit publicly-released imagery to DVIDS, while informing the DIMOC if it represents fast-breaking news or contain information of interest DoD-wide. Ensure the imagery is releasable via the security and policy review process. Notify leadership of transmission. Immediately transmit non-released imagery of fast-breaking news and information to DIMOC.

9.10.2.2. MAJCOM and installation PA offices will transmit electronic photographs and graphic media at least monthly to DVIDS, if not done more frequently. (T-1).

9.10.3. MAJCOM and/or installation PA offices:

9.10.3.1. Receive, screen, and evaluate materials to decide whether they meet accessioning criteria.

9.10.3.2. Identify particularly significant images with potential for further use by the Office of the Assistant to the Secretary of Defense for Public Affairs, SAF/PA, the Air Staff, and other government agencies.

9.10.3.3. Transmit all publicly-released imagery to DVIDS and all non-publicly released imagery to DIMOC.

9.10.4. Units completing official Air Force video productions will send the original materials directly to DIMOC Customer Service Division-Tobyhanna, Building 3, Room 101 Bay 3, 11 Hap Arnold Blvd, Tobyhanna Army Depot, Tobyhanna, PA 18466-5102 after AFPAA's approval. (T-1).

9.10.4.1. Send all documentary/production footage consisting of camera originals or master motion media, (mini digital video, 1/2-inch Beta, DVCAM, DVC PRO, DVC PRO 50), and audiotapes.

9.10.4.2. Additionally, PA offices should:

9.10.4.2.1. Ensure that all media are labeled with VIRIN, title, security classification, date recorded, and running time if applicable. Make the front cover of the media container identical to the media label.

9.10.4.2.2. Number containers of one subject and media related to that subject and ship in consecutive order.

9.10.4.2.3. If the shipment is a part of an ongoing project and there are additional shipments, note that on the transmittal documents.

9.10.4.2.4. Prepare DD Form 1149, *Requisition and Invoice/Shipping Document*, for each shipment and identify separate shipping boxes (e.g., 1 of 4, 2 of 4, etc.).

9.10.4.2.5. Alter original motion media materials only in the event of a need to:

9.10.4.2.5.1. Remove poor quality imagery.

9.10.4.2.5.2. Remove repetitious coverage of a subject from the same camera angle.

9.11. Captions. Include captions on all VI material accessioned. Use DD Form 2537 to caption motion media material, graphics, and still photographs that are not digital images. Use International Press Telecommunications Council header fields to caption digital still images. Captions explain the significance of the material depicted (who, what, when, where, and why) and identify the originating unit and persons pictured who are important to the event. See the DoD Visual Information Style Guide for detailed instructions.

9.12. Requests for Air Force VI Productions or Materials.

9.12.1. Exceptions. With the exception of requests listed below, refer to processes in paragraph 9.12.2. for all other requests:

9.12.1.1. VI materials made for the Air Force OSI for use in an investigation or a counterintelligence report.

9.12.1.2. VI materials made during investigations of mishaps IAW AFI 91-series.

9.12.1.3. All other content-related exclusions in DoDI 5040.02 and DoDI 5040.07.

9.12.2. Organizations should first contact their servicing PA office for support with requests, or they can send requests or inquiries for VI products or productions to DIMOC Customer Service by accessing their toll-free number 888-743-4662, or via email at dma_heat@mail.mil, or via their website www.defenseimagery.mil. The request should include:

- 9.12.2.1. Descriptions of the images needed, including media format, dates, etc.
- 9.12.2.2. VIRIN, production, or RDT&E identification numbers, if known.
- 9.12.2.3. Intended use and purpose of the material.
- 9.12.2.4. Date needed and a statement of why products are needed on the specific date.

9.13. Selling Visual Information Materials.

- 9.13.1. Air Force VI activities cannot sell materials.
- 9.13.2. AFPAA may approve the loan of copies of original materials for federal government use.
- 9.13.3. Organizations should send requests to DIMOC Customer Service Division-Tobyhanna, Building 3, Room 101 Bay 3, 11 Hap Arnold Blvd, Tobyhanna Army Depot, Tobyhanna, PA 18466-5102 to buy the following VI materials:
 - 9.13.3.1. Completed and cleared video productions.
 - 9.13.3.2. Non-production motion media and still media.
- 9.13.4. Customers pay fees, per DoD 7000.14-R, *Financial Management Regulation Volume 5 – Disbursing Policies and Procedures*.
- 9.13.5. DIMOC usually collects fees in advance. Exceptions are sales where actual costs cannot be determined until work is completed (e.g., television and motion picture services with per-minute or per-footage charges).
- 9.13.6. Customers Exempt From Fees. Title III of the 1968 Intergovernmental Cooperation Act exempts some customers from paying for products and loans. This applies if the supplier has sufficient funds and if the exemption does not impair its mission. The requesting agency certifies that the materials are not commercially available. When requests for VI materials do not meet exemption criteria, the requesting agency pays the fees. When uncertain, seek counsel from the servicing legal office. Exempted customers include:
 - 9.13.6.1. DoD and other government agencies asking for materials for official activities (see DoDI 4000.19, *Support Agreements*, DoDI 5040.02, and DoDI 5040.07).
 - 9.13.6.2. Members of Congress asking for VI materials for official activities.
 - 9.13.6.3. DIMOC media materials or services furnished according to law or executive order.
 - 9.13.6.4. Federal, state, territorial, county, municipal governments, or their agencies for activities contributing to an Air Force or DoD objective.
 - 9.13.6.5. Nonprofit organizations for public health, education, or welfare purposes.
 - 9.13.6.6. Armed Forces members with a casualty status, their next of kin, or authorized representative, if request relates to the member and does not compromise classified information or an accident investigation board's work.
 - 9.13.6.7. The general public to help the Armed Forces recruiting program or enhance public understanding of the Armed Forces when AFPAA determines that VI materials or services promote the Air Force's best interest.

9.13.6.8. Incidental or occasional requests for DIMOC materials or services, including requests from residents of foreign countries, when fees would be inappropriate. AFMAN 16-101, *International Affairs and Security Assistance Management*, tells how a foreign government may obtain Air Force VI materials.

9.13.6.9. Legitimate news organizations working on news productions, documentaries, or print products that inform the public about Air Force operations and programs.

9.14. Official VI Product/Material Loans. (T-1).

9.14.1. Individuals or organizations requesting VI products or material loans should contact the installation PA office for assistance. Requests for unclassified copies are accepted online. Request unclassified and classified copies of current Air Force productions and loans of DoD and other Federal productions from DIMOC Customer Service Division-Tobyhanna, Building 3, Room 101 Bay 3, 11 Hap Arnold Blvd, Tobyhanna Army Depot, Tobyhanna, PA 18466-5102.

9.14.1.1. For classified products, organizational commanders or security managers use organizational letterhead to provide the subject title, PIN, format, and quantity of the requested Air Force product.

9.14.2. Request any other VI materials such as still images and motion media stock footage from DIMOC Customer Service Division-Tobyhanna.

Chapter 10

ADVANCED STILL/MOTION MEDIA TRAINING/EDUCATION PROGRAM

10.1. Purpose. The Advanced Still and Motion Media Program provides Air Force professionals with a specialized capability to communicate with visual, written, and broadcast products by attending an advanced program. The overall program is managed by the Defense Information School (DINFOS) and each of the Services provides management of their participation. Enlisted Airmen trained by DoD or Air Force organizations understand how to create products. Graduates of this program gain a higher understanding of how and why to create products. They are educated, not trained, in the art of communication. Their ability to create products that communicate at levels far more thoroughly than their peers makes them invaluable in communicating to internal and external audiences. Graduates of the program receive the special experience identifier (SEI) 332 for photojournalists and 333 for broadcast journalists, and are assigned to positions coded with these SEIs.

10.2. Responsibilities.

10.2.1. SAF/PA.

10.2.1.1. Manages the program and ensures the most effective use of SEI 332 and 333 Airmen.

10.2.1.2. Develops the SEI 332/333 assignment priority roster using inputs from the field and provides the roster to AFPC/DPAA. Reviews the list annually and provides updates to AFPC.

10.2.1.3. Manages the day-to-day administrative required for personnel assigned to the program.

10.2.1.4. Develops and publishes program selection criteria and notifies the field when criteria is updated or changed.

10.2.1.5. Appoints qualified field representatives to review and rank submission packages. Provides the selection list with alternates to Air Force Personnel Center (AFPC)/DPAA no later than 15 January each year.

10.2.2. AFPC/DPAA applies personnel policy to the selection list provided by AFPAA to determine the most eligible Airmen and provides AFPAA with rationale on non-selection of individuals and waiver guidance if possible or necessary.

10.2.3. MAJCOMs/FOAs/DRUs:

10.2.3.1. Provide SAF/PA annual comprehensive justification for each SEI 332/333 position within their command. The justification states why a base-level photojournalist or broadcaster cannot meet requirements, the individual's primary duties, position number, grade, organization, office symbol, and contact information.

10.2.3.2. Ensure SEI 332/333 individuals' primary duties do not mirror base-level photojournalists or broadcasters but are instead used for developing critical communication products, mentoring, or training.

10.2.4. Advanced Still and Motion Media Students will (T-1):

10.2.5.1. Present a professional image at all times whether in uniform or not, complying with the standards as referenced in AFI 36-2903. Airmen in student status will comply with Air Force customs, courtesies, and directives. Wearing of the uniform is optional unless directed otherwise by the local ROTC detachment commander. Compliance with all directions or orders provided by the local ROTC detachment is mandatory. Failure to do so will lead to disciplinary action.

10.2.5.2. Provide SAF/PA required documents before departing the advanced program and provide the documents to their next servicing military personnel flight for entry into their official records.

10.2.5.3. Maintain at least a 3.0 grade point average in all courses. The highest-ranking student is responsible in ensuring individuals having academic difficulties receive help meeting the 3.0 grade point average standard. Students are responsible to notify the ranking student when they have difficulties.

10.3. Selection Process.

10.3.1. Criteria.

10.3.1.1. AFSCs 3N0X2 or 3N0X5.

10.3.1.2. Skill Levels 5 or 7.

10.3.1.3. Grades E-4 thru E-6.

10.3.1.4. AFPC considers time on station waivers and date of return from overseas curtailments on a case-by-case basis. When in doubt, submit the nomination.

10.3.1.5. Include the state of the advanced program location in assignment preferences.

10.3.1.6. Nominees must be eligible to reenlist and meet a three-year Active-Duty Service Commitment upon class graduation (obtain retainability prior to departing current assignment to arrive at school). (T-1)

10.3.1.7. Nominees must be in compliance with AFI 36-2903 and AFI 34-266, *Air Force Fitness and Sports Programs*. (T-1).

10.3.1.8. Nominees must be eligible for worldwide deployment. (T-1)

10.3.2. Submit nomination packages to attend the Advanced Still and Motion Media Courses to AFPAA.

Chapter 11

SMALL UNMANNED AIRCRAFT SYSTEMS (SUAS)

11.1. Overview. DoD categorizes Unmanned Aircraft Systems (UAS) into groups based on the attributes of weight, altitude and speed. Domestic use of any Commercial Off the Shelf (COTS) SUAS must be consistent with applicable laws, regulations, and memoranda of agreement concerning the operations of SUAS in the National Airspace System (NAS). (T-0) All units should refer to AFI 11-502-series for common source of directives applicable to SUAS operations, to include, but not limited to Air Force-specific guidance, Federal Aviation Regulations, International Civil Aviation Organization Standards and Recommended Practices. Units must adhere to all applicable policy restrictions and approval authorities prior to procurement of COTS SUAS. (T-1)

11.1.1. Unless specifically provided for in law or other guidance, the approval of the SECDEF is required for all domestic SUAS operations, including SUAS operated by NG personnel in Title 32 or State Active Duty status. (T-0)

11.1.1.1. Use of COTS SUAS may be authorized outside the CONUS, but are dependent on MAJCOM and/or Geographic Combatant Command approvals and host nation restrictions.

11.1.2. Use of any DoD SUAS assets requires prior approval by the SECDEF for any DoD SUAS training and exercises conducted with Federal, State, or local law enforcement agencies (LEAs), including any DoD SUAS training and exercises planned in coordination with LEAs to meet LEA information needs IAW 10 U.S.C. 371(b), *Use of Information Collected During Military Operations*. (T-0)

11.1.3. Units will not use privately-owned COTS SUAS. (T-1)

EDWARD W. THOMAS, JR., Brigadier General,
USAF
Director of Public Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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Abbreviations and Acronyms

AEF—Air Expeditionary Force

AFE/APL—Air Force Evaluated/Approved Products List

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFNIC—Air Force Network Integration Center

AFPAA—Air Force Public Affairs Agency
AFPC—Air Force Personnel Center
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AFSOC—Air Force Special Operations Command
AIM2—Automated Information Multimedia Manager
ALS—Aircrew Life Support
AMRDEC SAFE—Aviation and Missile Research Development and Engineering Center Safe
Access File Exchange—**ANG**—Air National Guard
AP—Aerial Photographer
ART—AEF Reporting Tool
AS—Allowance Standards
ASC—Aviation Service Code
AWTT—Advanced Weapons and Tactics
BUQ—Basic Unmanned Aircraft Qualification
BVIM—Base Visual Information Manager
C&A—Certification and Accreditation
CCDR—Combatant Commander
CDAC—Content Discovery and Access Catalog
CEA—Career Enlisted Aviator
CFR—Code of Federal Regulations
CJCS—Chairman of the Joint Chiefs of Staff
CLIN—Contract Line Number
COMCAM—Combat Camera
CONEMP—Concept of Employment
CONPLAN—Concept Plan
CONUS—Continental United States
COR—Contracting Office Representative
COTS—Commercial Off the Shelf
CSAF—Chief of Staff of the Air Force
DIMOC—Defense Imagery Management Operations Center
DINFOS—Defense Information School

DLA—Defense Logistics Agency

DMA—Defense Media Activity

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DRRS—Defense Readiness Reporting System

DRU—Direct Reporting Unit

DV—Distinguished Visitor

DVI—Defense Visual Information

DVIAN—Defense Visual Information Activity Number

DVIDS—Defense Video Imagery Distribution System

EMO—Equipment Management Office

EMSEC—Emission Security

EPR—Enlisted Performance Report

ERP—Equipment Review Panel

FAA—Federal Aviation Administration

FET—Intercustody Receipt/Transfer

FME—Accountability Transfer

FOA—Field Operating Agency

FSC—Flyer Status Code

FSO—Flight Safety Officer

GPC—Government Purchase Card

GS—General Services

HARM—Host Aviation Resource Management

IAW—In Accordance With

IG—Inspector General

IO—Information Operations

IQT—Initial Qualification Training

ISOPREP—Isolated Personnel Report Photos

ISR—Intelligence, Surveillance and Reconnaissance

IT—Information Technology

IT/NSS—Information Technology/National Security System

JCCC—Joint Combat Camera Center
JCS—Joint Chiefs of Staff
JPEG—Joint Photographic Experts Group
JQS—Job Qualification Standard
JTF—Joint Task Force
LEA—Law Enforcement Agency
LOAC—Law of Armed Conflict
LOGDET—Logistics Detail
MAJCOM—Major Command
MISCAP—Mission Capability Statement
MM—Multimedia
MTF—Military Treatment Facility
MVISC—Medical Visual Information Service Center
MWR—Morale, Welfare, and Recreation
NAF—Non-Appropriated Funds
NARA—National Archives and Records Administration
NAS—National Airspace System
NETCENTS-2—Network-Centric Solutions-2
NOK—Next of Kin
O&M—Operations and Maintenance
OCONUS—Outside Continental United States
OMB—Office of Management and Budget
OPLAN—Operation Plan
OPORD—Operations Orders
OPR—Office of Primary Responsibility
OSI—Office of Special Investigation
PA—Public Affairs
PAI—Public Affairs Command Information Division
PAO—Public Affairs Officer
PAR—Public Affairs Requirements & Development
PE—Program Element
PEM—Program Element Monitor

PIN—Production Identification Number
PM—Program Manager
POM—Program Objective Memorandum
PSA—Public Service Announcements
PUM—Proper Use Memorandum
PWS—Performance Work Statement
QAE—Quality Assurance Evaluator
RDT&E—Research, Development, Test, & Evaluation
RF—Radio Frequency
ROS—Report of Survey
ROTC—Reserve Officer Training Corps
SAF—Secretary of the Air Force
SAFSO—Squadron Assigned Flight Safety Officer
SECDEF—Secretary of Defense
SEI—Special Experience Identifier
SERE—Survival, Evasion, Resistance, and Escape
SME—Subject Matter Expert
SORTS—Status of Resources and Training System
SOW—Statement of Work
SUAS—Small Unmanned Aircraft Systems
SUASMAN—Small Unmanned Aircraft Systems Manager
TDY—Temporary Duty
UAS—Unmanned Aircraft Systems
UMD—Unit Manning Document
USC—United States Code
UTC—Unit Type Code
VI—Visual Information
VIDOC—Visual Documentation
VIIEP—Visual Information Equipment Plan
VIRIN—Visual Information Record Identification Number

Attachment 2

DEFENSE VISUAL INFORMATION ACTIVITY NUMBER CLASSIFICATION

Figure A2.1. Authorized VI Activities (T-1)

TYPE	PRIMARY FUNCTION	DESCRIPTION
A	Host Wing-Provided Installation-Wide VI Products and Services Support	Provides VI support to all organizations on an installation or within a defined geographical area. Support to non-Host Wing organizations may be provided only per mandatory Host-Tenant Support Agreement. Services may include photography, graphics, and video. Manages/approves all VI equipment requests for all organizations on the installation (See Chapter 5). Provides Tier 4 video production support (See Chapter 8 and Attachment 2).
B	Dedicated VI Products and Services Support	Provides VI support only to the organization which assigned. Should not provide VI support to any other organization on the installation. Dedicated support should not conflict with the Type A facility on the installation. (See Chapter 8 and Attachment 2)
C1	Tier 1 Video Production Center (HQ USAF-level support)	Provides Video Production products and services support to HQ USAF leaders and those from FOAs and DRUs not covered by dedicated support. (See Chapter 8 and Attachment 2)
C2	Tier 2 Video Production Center (MAJCOM Primary-level)	MAJCOMs designate a "Primary" Video Production Facility to provide support to their MAJCOM/CC and HQ staff. (See Chapter 8 and Attachment 2)
C3	Tier 3 Video Production Center (Specialty Production or MAJCOM Secondary-level)	Provides MAJCOM secondary or unique Video Production capability, such as support to classified, intelligence, RDT&E, or weapons analysis. (See Chapter 8 and Attachment 2)
	Tier 4 Video Production Center	(See Type A above; does not require a "C" DVIAN designation)
D	Video Productions (Contracted Productions)	Central approving office of all AF individually contracted Video Production requests. (AFPAA/AO) (See Chapter 8 and Attachment 3)
E	Small Unmanned Aircraft Systems (SUAS)	Provides unique SUAS products and services support. (See Chapter 11)
F	Component Coordination Point	AFPAA. USAF singular OPR for all visual records of USAF activities.
G	Combat Camera	Photographic or video documentation covering air, sea, and ground actions of combat. (See Chapter 6)
H	Technical Documentation	Provides documentation (photo or video) for analysis only. Supports ISR, RDT&E, or weapons systems testing.
M	MAJCOM VI Manager	Provides VI management to all DVIAN locations under

		said MAJCOM. (See Chapter 2).
S	Air Force VI Manager	Provides USAF VI Program Management oversight.
T	Education and Training (Interactive Multimedia Instructional (IMI)) Services	Provides education and training (IMI) products and services that enhance curriculum and teaching capabilities.

Attachment 3

AIR FORCE VISUAL INFORMATION PRODUCTION CENTERS

Figure A3.1. Authorized VI Production Centers

TIER	LOCATION	MAJCOM/PHONE	ADDRESS/PHONE
C1	Hill AFB, UT	AFPAA 210-652-5380 (DSN 487)	OL-H 6015 Dogwood Ave, Bldg. 1269, Rm 104 Hill AFB, UT 84056-5817 801-777-0729 (DSN 777)
C1	Lackland AFB, TX	AFPAA 210-652-5380 (DSN 487)	3 CTCS/DO 1359 Tinker St JBSA-Lackland, TX 78236 210-671-2404 (DSN 473)
C1	Pentagon, Washington, DC	SAF/PAI 703-697-3330 (DSN 227)	SAF/PAI 1405 Air Force Pentagon Washington, DC 20330-1220 703-695-7319 (DSN 225)
C2	Langley AFB, VA	ACC/PA 757-764-0581 (DSN 574)	ACC/PAI 111 Thompson St Langley AFB, VA 23665 757-764-5936 (DSN 574)
C2	Maxwell AFB, AL	AETC/PA 210-652-9960 (DSN 487)	42 ABW/PA (AU/TV) 600 Chennault Cir, Bldg. 1405A Maxwell AFB, AL 36112 334-953-7369 (DSN 493)
C2	Barksdale AFB, LA	AFGSC/PA 318-456-0303 (DSN 781)	2 BW/PA 109 Barksdale Blvd West, Ste 209 Barksdale AFB, LA 71112 318-456-3001 (DSN 781)
C2	Wright-Patterson AFB, OH	AFMC/PA 937-257-7593 (DSN 787)	88 ABW/PA 2191 Monahan Way Wright-Patterson AFB, OH 45433 937-904-8237 (DSN 674)
C2	Robins AFB, GA	AFRC/PA 478-327-1751 (DSN 497)	AFRC/PAZ 155 Richard Ray Blvd Robins AFB, GA 31098-1635 497-1279 (DSN)
C2	Hurlburt Field, FL	AFSOC/PA 850-884-2865 (DSN 579)	1 SOW/PA 344 Tully St, Bldg. 90340 Hurlburt Field, FL 32544 850-884-7026 (DSN 579)
C2	Peterson AFB, CO	AFSPC/PA 719-554-4089 (DSN 692)	AFSPC/PA 150 Vandenberg St, Ste 1105 Peterson AFB, CO 80920 719-554-9797 (DSN 692)
C2	Scott AFB, IL	AMC/PA 618-229-7847 (DSN 779)	375 AW/PA 901 South Drive, Bldg. 700 West Scott AFB, IL 62225 618-229-8901 (DSN 576)

C2	McGhee-Tyson ANGB, TN	ANG (NGB/PA) 240-612-9490 (DSN 612)	ANG TEC/TV 400 I.G. Brown Dr, Bldg. 416 McGhee-Tyson ANGB, TN 37777-6216 865-336-3850 (DSN 266)
C2	Kadena AB, Japan	PACAF/PA 808-448-3227 (DSN 315-448)	18 WG/PA Unit 5141, BOX 30 APO AP 96368-5435 315-634-3813 (DSN)
C2	Ramstein AB, Germany	USAFE-AFAFRICA/PA 314-480-6558 (DSN)	86 AW/PA Unit 3050, Box 120 APO AE 09094 314-480-9196 (DSN)
C3	Nellis AFB, NV	ACC/PA 757-764-0581 (DSN 574)	99 ABW/PA 5870 Devlin Dr, Bldg. 595, Ste 137 Nellis AFB, NV 89191 702-652-7310 (DSN 682)
C3	Dyess AFB, TX	ACC/PA 757-764-0581 (DSN 574)	436 TS/IP (7 BW/PA) 7 Lancer Loop Dyess AFB, TX 79607 325-696-4632 (DSN 461)
C3	Keesler AFB, MS	AETC/PA 210-652-9960 (DSN 487)	81 TRW/PA 709 H. St, Bldg. 902 Keesler AFB, MS 39534-2444 228-377-2793 (DSN 597)
C3	Randolph AFB, TX	AETC/PA 210-652-9960 (DSN 487)	502 ABW OL-B/PAMV 1150 5th St East Randolph AFB, TX 78150 210-652-4876 (DSN 487)
C3	Goodfellow AFB, TX	AETC/PA 210-652-9960 (DSN 487)	17 TRW/PA 351 Kearney Blvd, Ste 227 Goodfellow AFB, TX 76908 325-654-3877 (DSN 477)
C3	Sheppard AFB, TX	AETC/PA 210-652-9960 (DSN 487)	82 TRW/PA 917 Missile Rd, Bldg. 1917, Rm 1C203, Sheppard AFB, TX 76311-2943 940-676-5407 (DSN 736)
C3	Hill AFB, UT	AETC/PA 210-652-9960 (DSN 487)	367 TRSS 6058 Aspen Ave Hill AFB UT, 84056 801-586-7620/DSN 586
C3	Edwards AFB, CA	AFMC/PA 937-257-7593 (DSN 787)	412 TW/PA 305 E. Popson Ave, Bldg. 1405 Edwards AFB, CA 93524 661-277-1368 (DSN 527)
C3	Los Angeles AFB, CA	AFSPC/PA 719-554-4089 (DSN 692)	SMC/PA 483 North Aviation Blvd Los Angeles AFB, CA 90245-2808 310-653-5596 (DSN 633)
C3	Vandenberg AFB, CA	AFSPC/PA 719-554-4089 (DSN 692)	30 SW/PA 867 Washington Ave, Bldg. 12000, Rm 242-6 Vandenberg AFB, CA 93437 805-606-6936 (DSN 276)

C3	MacDill AFB, FL	AMC/PA 618-229-0065 (DSN 779)	6 AMW/PA 8208 Hangar Loop Dr MacDill AFB, FL 33621 813-828-2217 (DSN 968)
C3	Essex Junction, VT	ANG (NGB/PA) 240-612-9490 (DSN 612)	ANG RS/A1YA (ANG Recruiting Creative Marketing) 3 Ewing Place Essex Junction, VT 05452 802-878-4860 (DSN 220-5905)
C3	JB Andrews, MD	ANG (NGB/PA) 240-612-9490 (DSN 612)	ANGRC PA 3500 Fletchet Ave JB Andrews, MD 20762 240-612-8922 (DSN 612-8922)
C3	McGhee Tyson ANGB, TN	ANG (NGB/PA) 240-612-9490 (DSN 612)	ANGTEC 400 I.G. Brown D McGhee Tyson ANGB, TN 37777-6216 865-985-3818 (DSN 266-3818)
C3	JB Pearl Harbor- Hickam, HI	PACAF/PA 808-448-3227 (DSN 315-448)	PACAF/PA 25 E. Street, Ste I-106A JB Pearl Harbor-Hickam, HI 96853-1596 808-448-3227 (DSN 315-448)
C3	JB Elmendorf- Richardson, AK	PACAF/PA 808-448-3227 (DSN 315-448)	673 ABW/PA 10480 Sijan Ave, Ste 123 JB Elmendorf-Richardson, AK 99506- 2150 907-552-7519 (DSN 317-552)

Attachment 4

GENERAL GUIDELINES FOR MANAGING CONTRACTED VI FACILITIES

A4.1. Managing Contracted Facilities. Some PA Offices have contracted VI operations. This attachment provides general guidelines for managing contracted operations under the Air Force's Commercial Activities Program.

A4.1.1. The OPR for all contracted operations is the Contracting Office. Seek specific guidance from the host-wing servicing installation Contracting Office for detailed procedures on managing a new or existing contracted operation. New contract startups must be coordinated with AFPAA and the host installation's MAJCOM PA office. (T-1) Key considerations for all operations are:

A4.1.1.1. Understand the outsourcing process by becoming familiar with AFI 38-203, *Commercial Activities Program*.

A4.1.1.2. Understand the requirements of a Contracting Officer Representative (COR) appointment and the quality assurance mission managing a VI Services contract.

A4.1.1.2.1. Understand the roles and responsibilities of the COR, and the difference between quality assurance versus daily management.

A4.1.1.2.2. Understand quality measurements for the contract (as stated in the contract Service Delivery Summary).

A4.1.1.2.3. Understand performance limitations and work type or overtime restrictions, (i.e., determine whether the contractor can perform work off-base, understand what defines the "base area," what is supported and what will add costs).

A4.1.1.2.4. Understand which products and services are to be provided, and the need to ensure they are all provided. Any additional products and services which are allowed to be provided, but are not in the written performance work statement may result in an additional bill from the service provider.

A4.1.1.2.5. Solving problems or issues which may arise. Follow established resolution processes and try to resolve at the lowest relationship level. Involve the servicing installation contracting officer if problems or issues cannot be resolved at lower levels.

A4.1.2. Originating a Visual Information Services Contract. This includes any contract vehicle whereby visual information, photography, video, graphics, and/or audiovisual support resides in any of the proposed contract line item numbers (CLINs). The following items are key considerations:

A4.1.2.1. Understand how to develop a Statement of Work (SOW) or Performance Work Statement (PWS).

A4.1.2.2. Understand the source selection process and the critical need to be involved in it.

A4.1.2.3. Understand the types of contract operations.

A4.1.2.3.1. Government owned, contractor operated.

A4.1.2.3.2. Contractor owned, contractor operated.

A4.1.3. Managing an Existing Visual Information Services contract. The following items are key considerations:

A4.1.3.1. Understand the level and detail of the current contract requirements by becoming familiar with the SOW or PWS and priorities of the current mission.

A4.1.3.2. Meet with the servicing installation contracting officer for the visual information or PA contract to understand the "history" of performance.

A4.1.3.3. Meet the service provider's Program Manager (PM).

A4.1.3.3.1. Share philosophy to create a team environment.

A4.1.3.3.2. Share reputation management goals. All members of the contract have direct customer contact that affects both PA's and the service provider's mutual reputations.

A4.1.3.3.3. Establish a level of open feedback for process and product improvement. The PM can and should solicit inputs from their employees.

A4.1.3.3.4. Be involved in production meetings, when appropriate.

A4.1.3.3.5. Work to improve production process relationships to be as streamlined as possible.

A4.2. VI Manager/Quality Assurance Evaluator (QAE) (T-1). PA oversees and facilitates contracted VI centers. QAEs evaluate contract support and are functionally qualified technical experts in AFSCs 35PX, 3N0XX, or civilian personnel in GS 1000 series. QAE missions are inherently governmental, making resource management and allocation decisions. QAEs must (T-1).

A4.2.1. Be knowledgeable of the SOW's primary and secondary requirements. Secondary requirements are such things as records, equipment and Automated Data Processing Equipment management, facility management if applicable, Operations Security, EMSEC, etc.

A4.2.2. Develop a plan for providing "Core Support" in case of contract termination for any reason.

A4.2.3. Begin the SOW development process with enough lead time for coordination through MAJCOM functional representatives.

A4.2.4. Conduct wing wide research soliciting inputs for services or products needed but not available through the current contract. Review and evaluate inputs for authorization, feasibility and affordability. Strict attention should be given to define "need" versus "want." What PA provides through the SOW should be based on what base customers need, not what PA wants to provide.

Attachment 5

GENERAL GUIDANCE FOR PHOTOGRAPHY, TELEVISION AND/OR VIDEO STUDIO OPERATIONS

A5.1. Requirements.

A5.1.1. **Photographic Studio** . Each host wing PA office must maintain and operate a photographic studio to support all commanders and units on the installation. (T-1).

A5.1.1.1. Photographic studio size and configuration. Photographic studios should be a minimum of 400 square feet to accommodate specialized lighting, backdrops, professional cameras, furniture sets and imaging systems to process the photographic images. Studios require additional ceiling height (minimum of 15-20 feet) to accommodate specialized photographic lighting equipment. Space is also required for dressing or changing rooms. Extensive electrical and electronic support for illumination, equipment, air conditioning, and ventilation is required. Special fire detection and suppression equipment may be necessary. See AFMAN 32-1084. If there is a requirement for classified work, electronic processing of classified materials requires a facility design governed by AFMAN 33-283, *Communications Security (COMSEC) Operations*. See Figure A5.3. for a sample studio configuration.

A5.1.1.2. Photographic Background/Backdrop and Lighting. Standard Air Force head and shoulders portraits should be accomplished with an 18 percent gray background and a 3-to-1 lighting ratio. The United States Flag should be used in standard Air Force portraits and placed behind the subject's right shoulder. The Air Force Ceremonial flag is typically added to General Officer portraits only and placed behind the subject's left shoulder. (See figure A5.1.) Standard Air Force full-length and three-quarter length photography will be accomplished with a seamless white background and either a 3-to-1 or 1-to-1 lighting ratio. (T-1) (See figure A5.2.) NOTE: Exceptions to the Air Force standard backgrounds/backdrops are allowed when separate Air Force or other guidance requires a specific background or backdrop.

A5.1.1.3. The photographic studio must provide support for the following missions (T-1):

A5.1.1.3.1. General Officer portraits.

A5.1.1.3.2. Portraits for commanders' awareness programs for displays of the chain of command in facilities. Commanders from squadron up to wing level in unit hierarchy as well as command chiefs and first sergeants are to be displayed.

A5.1.1.3.3. Portraits to display key staff from prominent support agencies such as the wing inspector general, sexual assault response coordinators, area defense counsel, equal opportunity, and others not listed here.

A5.1.1.3.4. Application processes for special duty assignments IAW AFI 36-2002, *Regular Air Force and Special Category Accessions*.

A5.1.1.3.5. Applications for special programs or specialized units.

A5.1.1.3.6. All requirements in AFI 36-2805, *Special Trophies and Awards*.

A5.1.1.3.7. All requirements in AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff, Operations, Plans and Requirements Annual Awards Program*.

A5.1.1.3.8. All requirements in AFI 36-2808, *Outstanding Officer and Enlisted Individual Mobilization Augmentee of the Year Awards (PA)*.

A5.1.1.3.9. All requirements in AFI 36-2810, *Enlisted Aide of the Year Awards Program*.

A5.1.1.3.10. All requirements in AFI 36-2818, *The USAF Logistics Awards Program*.

A5.1.1.3.11. All requirements in AFI 36-2820, *Intelligence, Surveillance, and Reconnaissance Awards Program*.

A5.1.1.3.12. All requirements in AFI 36-2833, *Safety Awards*.

A5.1.1.3.13. All requirements in AFI 36-2843, *Science and Technology Awards*.

A5.1.1.3.14. All requirements in AFI 36-2845, *Secretary of the Air Force, Chief of Information Dominance and Chief Information Officer Special Trophies and Awards*.

A5.1.1.3.15. All requirements in AFI 36-2846, *Financial Management and Comptroller Annual Awards Program*.

A5.1.1.3.16. All requirements in AFI 36-2848, *Air Force Security Forces Awards Program*.

A5.1.1.3.17. Required support via memorandum of agreement to isolated organizations from other branches of the DoD which have no organic support.

A5.1.1.3.17.1. Army officer and enlisted personnel require portraits to support their promotion board process, IAW Army Regulation 640-30, *Photographs for Military Human Resources Records*.

A5.1.1.3.17.2. Memorandums of agreement should include unit monetary reimbursement for any requirements involving unique photographic equipment, all expendable photo supplies, etc.

A5.1.1.3.18. Support for Official Passports (as required), ISOPREP materials for aircrews, and other administrative or contingency mission items.

A5.1.1.3.19. Any request for photographic studio support not listed above specifically approved by the Wing Commander.

A5.2. Television and/or Video Studio. All Tier C1 and Tier C2 video production facilities (see Attachment 2 and 3) must have studios which accommodate and facilitate video acquisition of subject matter. (T-1). The Tier 1 studios are to ensure total support for Air Force senior leaders. Tier 2 studios are to ensure each MAJCOM/CC has equitable visual communications capability. Tier 3 video production facilities may be authorized similar studios with approval from their MAJCOM.

A5.2.1. Video studio size and configuration. Television and/or video production studios should be a minimum of 750 sq ft, but the optimum size is 1000 sq ft. Studios require additional ceiling height (15-20 feet) to accommodate specialized photographic lighting

equipment. Space is also required for dressing or changing rooms. NOTE: Tier 2 facilities should be able to support interviews and sets to feature the MAJCOM/CC in the manner to present an optimum professional image of the individual.

A5.2.2. Video Studio Specialized Requirements: Video studios should have specialized sound-proofing to accommodate professional audio recording capability. All video studios require backdrops, specialized lighting, professional cameras, and furniture and imaging systems to process the imagery. Extensive electrical and electronic support for illumination and equipment should be considered. Special fire detection and suppression equipment may be necessary. See AFMAN 32-1084.

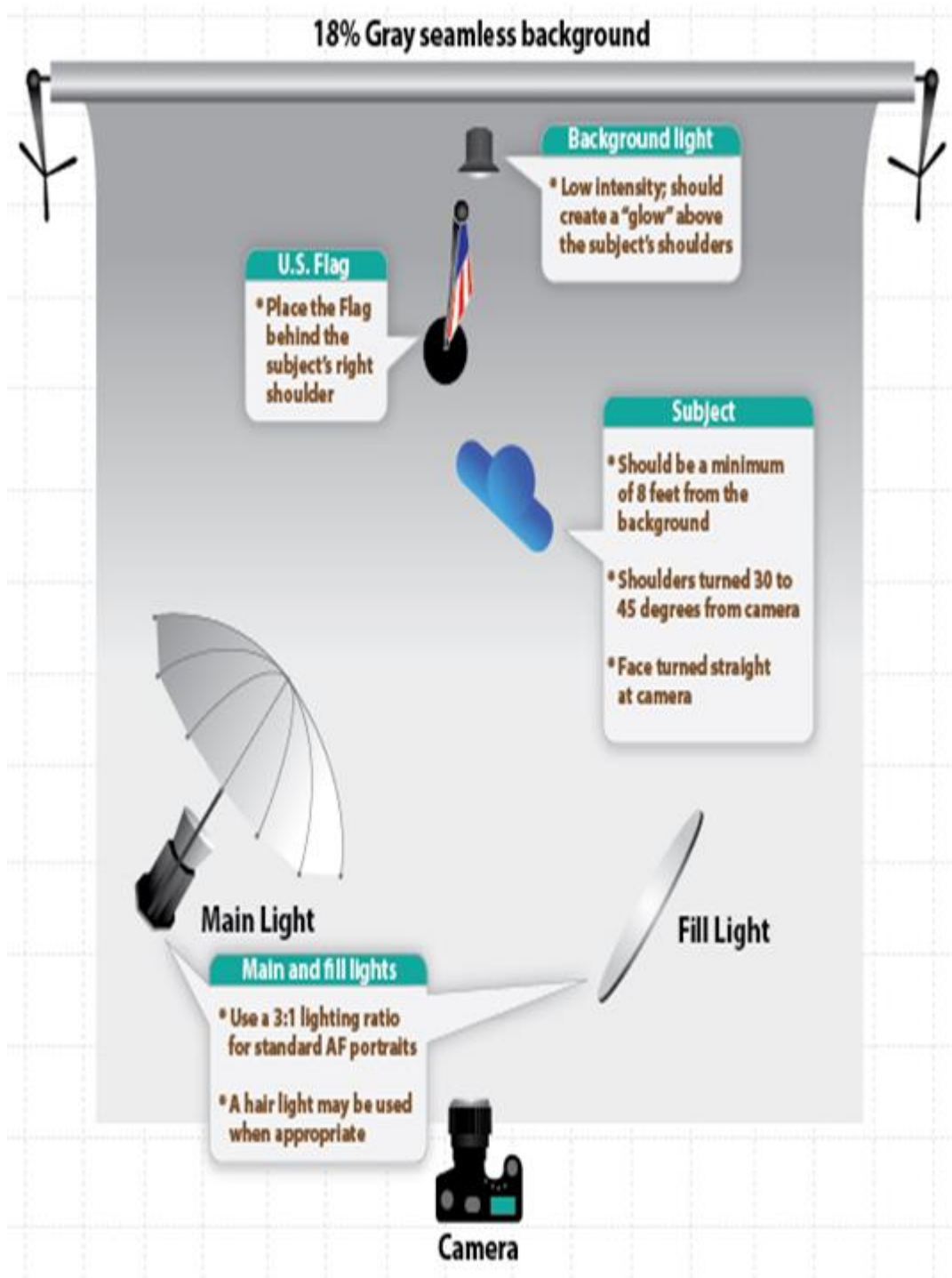
Figure A5.1. Head and Shoulders Photography Examples



Figure A5.2. Full-length Photography Example



Figure A5.3. Sample Studio Configuration.



Attachment 6

AIR FORCE DECISION LOGIC TABLE

A6.1. Air Force Decision Logic Table (AFDLT). If VI imagery is to meet the Department of Defense's operational and other needs, PA and COMCAM should focus their efforts on capturing specific imagery, and avoid expending time and resources recording other imagery. The AFDLT helps achieve that goal by providing specific guidance on what imagery should be captured, and the disposition of the products.

A6.1.1. VI provides field and off-site commanders with near real-time visual imagery of the scenes, facts, and occurrences surrounding an event, mission, or operation. In so doing, VI facilitates mission/operation planning, decision-making, and battle damage assessments.

A6.1.2. For VI imagery to effectively serve commanders, personnel should capture all the VI that the Department of Defense needs, but not repetitious, duplicative, or extraneous VI that does not meet DoD operational/functional requirements or the demands of Federal law and regulations. In this way, camera operators make it easier and less costly for the Department of Defense to manage, store, and disseminate its VI imagery to those who need it as quickly as possible.

A6.1.3. The AFDLT includes four sections, each covering a different broad scenario in which PA personnel might be working, since the Department of Defense's operational and VI imagery requirements differ in each stage. These sections are:

A6.1.3.1. Wartime and combat events and operations.

A6.1.3.2. Peacetime military operations and exercises.

A6.1.3.3. Combat service support, preparations for military operations, unit security, everyday life-in-the-field, and related activities.

A6.1.3.4. Normal peacetime activities at the service, major command, unit, base, ship, and installation level.

A6.1.4. Each section consists of tables that contain both subject/scene descriptions and related instructions, as follows:

A6.1.4.1. The subject/scene descriptions describe the subject matter content and consist mostly of brief category descriptions along with characteristic examples or definitions of the events, phenomena, actions, or activities that fall within the category.

A6.1.4.2. The related instructions contain two types of directions. The first describes the priority for the recording of the subject matter listed. The second tells what the camera operators and those higher in the chain-of-command should do with the imagery afterward.

A6.1.4.3. Priorities fall into the following categories: HIGH, NORMAL, FILE, SAMPLE, SELECT, SAMPLE/SELECT, and LOCAL.

A6.1.4.3.1. **HIGH** priority subject imagery has both significant and immediate operational value (and significant archival or historical value). Examples include engagements with enemy forces or rescues of injured and trapped victims from collapsed buildings, damaged aircraft, or other vehicles following a major disaster or

accident. In most cases, there may be major national and/or international media interest in the material. Usually, the subject matter consists of unique limited-time duration events that are not repetitive. PA personnel should make every reasonable effort to capture or record these subjects or events.

A6.1.4.3.2. **NORMAL** priority subject imagery has major operational value (and potential archival or historical value), but less than imagery classified as **HIGH** Priority. Examples include the searching of captured enemy bunkers or facilities, briefings and video reports on joint training exercises, and follow-on deployments of troops, aircraft, and weapons systems to overseas locations.

A6.1.4.3.3. **FILE** priority subject imagery has potentially high operational value in the future, but not normally at the time it is recorded. It is the type of imagery that Area of Responsibility (AOR) commands and others may want to have on file in case there are sudden operational requirements for the imagery or there is sudden public interest. Examples include imagery of facilities or terrain where future actions may take place, or imagery showing the routine appearance, configuration, and operation of aircraft, and weapons systems that may be used in future operations or become the subject of major public interest.

A6.1.4.3.4. **SAMPLE** priority subject imagery documents either long-duration activities or normally repetitive and recurring subjects and events. In such cases, there is often a short-term operational (and normally local) need for the material. Any longer-term operational needs and beyond local or beyond AOR needs (and any archival or historical documentation needs) may easily be met by a representative sampling of scenes containing the subjects described. Over a long period of time, different camera operators, unless instructed otherwise, may often generate duplicative and repetitious imagery of the **SAMPLE** subject material. Consequently, recording of such subjects should have a lower priority than other subject categories, and only a representative sample of such material should be accessioned. Examples include imagery depicting routine logistics, transport, medical support, and combat service support activities such as food preparation and mail distribution.

A6.1.4.3.5. **SELECT** priority subject imagery documents scenes or subjects that normally have operational value (and archival or historical value) only when something atypical or out of the ordinary occurs. These include low probability (but important if they do occur) events, rarely occurring but major malfunctions, or detected changes or activity in a normally static scene that is under surveillance. Typically, much of the material falling into this category is recorded by security cameras or during surveillance or telemetry operations. Sometimes, however, an atypical event, malfunction, or change may be recorded by personnel who happens to be in the right place at the right time. Examples would include visual telemetry recording a major equipment malfunction in a new weapons systems, and surveillance imagery that shows unusual activity in a normally inactive area. In cases like these, only the unusual or atypical subject material should be accessioned.

A6.1.4.3.6. **SAMPLE/SELECT** may be designated in some categories of imagery. This means that both a representative or typical sample of normal events or subjects, and the out-of-the-ordinary events or malfunctions or changes are desired. An

example includes both a random sample of aircraft returning from combat missions plus all recordings of returning aircraft that crash-landed due to battle damage.

A6.1.4.3.7. **LOCAL** subject imagery is normally of just local and temporary operational (and very little historical or archival) value. PA personnel should record these subjects only to meet local needs and only a representative sample of such material should be accessioned. Examples would include routine landings of aircraft returning from non-combat missions, small unit training exercises, and local base open-houses that neither involve VIPs/high-ranking officers, show newly acquired facilities or weaponry, nor provoke news media interest.

A6.2. Imagery Relating to Combat and Wartime Events and Operations.

A6.2.1. Combat Events Imagery. The following table concerns imagery that records the various types of events and activities that take place during combat operations, missions, and engagements with the enemy. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.1. Combat Events Imagery

Subject Description	Instructions
1. Engagements with the enemy such as tank battles, infantry “firefights,” helicopter gunship attacks, and aircraft bombing/strafing of land/sea targets.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Armament delivery recordings and weapons system video.	
3. Artillery/missile fire, ordnance deliveries, or air attacks upon U.S. and friendly forces or civilian noncombatants.	
4. Launching of ballistic, cruise, and anti-aircraft missiles at enemy or hostile targets.	
5. Aerial dogfights and downings of enemy aircraft and missiles.	
6. Missions and actions of Special Operations Command forces in enemy-held territory, such as target marking, sabotage, demolition, POW rescue, intelligence collection, and raids upon enemy facilities.	
7. Hostage rescues involving forcible entry or shooting.	
8. Forms of combat not enumerated above.	

A6.2.2. Combat Context-Related Imagery. The following table concerns imagery that records pre- and post-operation briefings, reports, and other activities that put combat events in operational and historical perspective. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.2. Combat Context-Related Imagery

Subject Description	Instructions
1. Pre-operation and pre-mission planning activities (including Crisis Action Team operations and pre-mission briefings).	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major

		commands.
2. Post-operation or post-mission interviews, briefings, and reports that:	<p>a. Brief, report, or describe what happened and include either operation or mission participants or their superiors in the chain of command.</p> <p>b. Interview operation or mission participants to discover what happened, elicit personal reactions, determine results and effects, and find out what went right or wrong.</p>	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
3. Post-operation or post-mission briefings that consist of in-country and in-theater briefings of the media and/or the public by flag-rank officers or designated command briefers concerning:	<p>a. Recent military operations.</p> <p>b. Events and recent developments relating to the war or military operation.</p> <p>c. Casualties and losses.</p>	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.2.3. Pre- and Post-Engagement Imagery. The following table concerns imagery that records various types of action preparatory to, subsequent to, or closely related to combat (such as takeoffs and landings of aircraft on combat missions or deployments to the battle site) as distinct from the actual combat events themselves. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.3. Pre- and Post-Engagement Imagery

Subject Description		Instructions
1. Take-offs/launchings and flight of combat aircraft on:	a. First combat missions.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	b. Combat missions of significant military, historical, or media importance.	
	c. Other combat missions.	SAMPLE/SELECT. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	d. Non-combat missions.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local or major commands.
2. Landings and crash landings of combat aircraft returning from:	a. First combat missions.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	b. Combat missions of significant military, historical, or media importance.	
	c. Other combat missions.	SAMPLE/SELECT. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	d. Non-combat missions.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local commands.
3. In-flight refueling, ground	a. First combat missions.	NORMAL. Accession according to

refueling, "Hot Pit" refueling, flight-line activities, repair, maintenance, and ordnance loading of aircraft on:	b. Combat missions of significant military, historical, or media importance.	Chapter 9 and provide DVIDS URL as needed to local and major commands.
	c. Other combat missions.	SAMPLE/SELECT. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	d. Non-combat missions.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local commands.
4. In-flight operations and activities of aircraft en-route to or from target areas (including interior shots, aerial shots of other aircraft on the mission, and aerial shots of enemy or near-target terrain).		NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
5. Search-and-rescue of military personnel that are:	a. Behind enemy lines or in enemy-controlled waters.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	b. Not behind enemy lines or in enemy-controlled waters.	SAMPLE/SELECT. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
6. Deployment of troops and weapons systems at or near the immediate site of combat or battle (including interior shots of vehicles or helicopters, shots of other helicopters/vehicles on the mission, and shots of battlefield terrain).		SAMPLE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.2.4. Consequences and Aftermath of Combat Imagery. The following table concerns imagery that records the physical, operational, human, environmental, and other consequences and aftermath of combat and combat operations. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.4. Consequences and Aftermath of Combat Imagery

Subject Description	Instructions
1. Military and civilian casualties (both dead and wounded), including in-the-field treatment of wounded and any evidence of chemical or biological weapons usage.	NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Combat or battle damage to buildings, weapons systems, or the physical environment.	
3. War-related acts against the environment (such as building/facility/cultural site demolitions, oil spills, arson fires).	
4. Surrender or capture of enemy personnel.	
5. The searching of captured enemy vehicles, weapons systems, bunkers, or facilities for either hidden enemy personnel, explosives, or material of intelligence value.	

A6.2.5. Post-Battle Activities Imagery. The following table concerns imagery that records the post-battle activities relating to casualties, unexploded ordnance, damaged/abandoned weapons, infrastructure, POWs, and "Clean up" of the battle site. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.5. Post-Battle Activities Imagery

Subject Description	Instructions
1. Evacuation and hospital treatment of wounded.	SAMPLE/SELECT. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Removal or burial of bodies.	
3. Transfer of enemy POWs to POW camps.	
4. Removal or destruction of mines and unexploded ordnance.	
5. Removal or destruction of damaged or abandoned vehicles, weapons systems, ordnance, bunkers, or facilities.	
6. Repair of damaged buildings, facilities, bridges, roads, or runways.	
7. POW interrogations.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.2.6. Termination of Conflicts Imagery. The following table concerns imagery that records events and activities relating to the termination of the conflict, such as truce signings and return of POWs. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.6. Termination of Conflicts Imagery

Subject Description	Instructions
1. Truce and armistice negotiations and signings.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Release and repatriation of U.S., Allied, and enemy POWs.	
3. Movements of U.S. and Allied troops, equipment, and weapons to cease-fire/armistice negotiation lines or zones.	NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
4. Arrival and deployment of third-party peacekeeping forces.	

A6.3. Imagery Relating to Peacetime Military Operations

A6.3.1. Sudden Event and Disaster Response Imagery. The following table concerns imagery that records military operations involving evacuations of civilians from trouble spots and responses to natural disasters. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.7. Sudden Event and Disaster Response Imagery

Subject Description	Instructions
1. Peaceful evacuation of U.S. citizens and foreign nationals from specific foreign trouble spots.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Live recordings of natural disaster events (e.g., earthquakes, fires, tornadoes, hurricanes, etc.).	
3. Peaceful evacuation of residents from the sites of actual or impending natural disasters.	
4. Rescue of injured and trapped victims from collapsed or damaged buildings or structures, or from the wreckage of damaged aircraft, trains, subways, or motor vehicles.	
5. On-site treatment of injured and MEDEVAC of injured to hospitals.	

6. Post-disaster humanitarian relief activities, such as feeding victims, providing housing for those made homeless, reuniting families, providing emergency communications, and clearing away debris.	SAMPLE/SELECT. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
7. Damage to buildings, structures, and the physical environment resulting from the disaster.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
8. Post-disaster rebuilding and resettlement activities.	SAMPLE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.3.2. Peacekeeping and Peace Enforcement Operations Imagery. The following table concerns imagery that records events and activities relating to peacekeeping and peace enforcement operations. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.8. Peacekeeping and Peace Enforcement Operations Imagery

Subject Description	Instructions
1. Deployment of U.S. and other peacekeeping troops, weapons systems, and equipment at or near the immediate site of peacekeeping or peace enforcement operations.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Separation of combatants, gathering up and storing/destroying of weapons, setting up demarcation lines, establishment and operation of checkpoints.	
3. Post-war humanitarian and reconstruction activities, such as caring for refugees, restoring energy/communications /transportation facilities, and de-mining operations.	
4. Meetings of U.S. and Allied military commanders with warring-party commanders on peacekeeping-related matters.	
5. Damage to buildings, structures, and the physical environment resulting from the war.	SAMPLE/SELECT. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
6. Movement of warring troops to demarcation lines and designated cantonment areas.	

A6.3.3. Major Overseas Exercises Imagery. The following table concerns imagery that records major overseas joint or combined forces training and war simulation exercises. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.9. Major Overseas Exercises Imagery

Subject Description	Instructions
1. Pre-exercise and post-exercise interviews, briefings, and video reports.	NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Events and activities taking place during the exercise.	SAMPLE/SELECT. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.4. Imagery Relating to Combat Service Support. Includes imagery related to preparation for military operations, unit security, everyday life-in-the-field, and related activities.

A6.4.1. Physical Appearance of Significant Sites and Structures Imagery. The following table concerns imagery that records the physical appearance of, security protections

surrounding, entrances and routes into, and exits from facilities, buildings, sites, and infrastructures that are likely or probable sites of military operations or terrorist attack. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.10. Physical Appearance of Significant Sites and Structures Imagery

Subject Description		Instructions
1. Military headquarters, bases, installations, and facilities.	That are likely or potential sites of: a. U.S. and allied military actions and combat operations b. Enemy military actions or combat operations c. Sabotage d. Terrorist or guerrilla attack	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Politically, economically, or culturally significant buildings sites, facilities, or places (including those undergoing construction).		
3. Transportation and communications links and facilities such as roads, bridges, railways, airports, and telecommunication links.		

A6.4.2. Physical Environment Features Imagery. The following table concerns imagery that records the physical appearance of the terrain, vegetation, ecology, and environment of sites and areas where future military or terrorist operations are planned or expected. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.11. Physical Environment Features Imagery

Subject Description	Instructions
1. U.S. and allied military operations and actions are planned or expected.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Enemy military operations, attacks, and actions are expected or likely.	
3. Terrorist or guerrilla attacks are likely.	
4. Ecological or environmental consequences are expected or likely in the event of enemy action (such as areas at, near, downwind, or down current from sites of environmental attacks or biological/chemical weapons usage).	

A6.4.3. Visit and Meeting Imagery. The following table concerns imagery that records VIP visits and meetings in-theater. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.12. Visit and Meeting Imagery

Subject Description	Instructions
1. Visits of high-level officials (President, Vice President, Congressmen, Cabinet members, Secretary of Defense/Assistant Secretaries of Defense, Chairman of the Joint Chiefs of Staff, Commanders in Chief), host-country equivalents, foreign-equivalent dignitaries to:	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
a. In-country and in-theater U.S. military units, air bases, and hospitals. b. In-country and in-theater U.S. military commanders.	

	c. Troops in the field	
2. Meetings of high-level officials (President, Vice President, Congressmen, Cabinet members, Secretary of Defense /Assistant Secretaries of Defense, Chairman of the Joint Chiefs of Staff, Commanders in Chief), host-country equivalents, foreign-equivalent dignitaries with:	a. U.S., host-country, and allied military commanders, and host-country political leaders.	
3. Visits of entertainers, sports stars, political candidates, and other media celebrities.		NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.4.4. Combat Service Support Imagery. The following table concerns imagery that records various combat service support activities such as logistics, medical support, transportation, and information support. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.13. Combat Service Support Imagery

Subject Description	Instructions
1. Logistical re-supply (including cargo loadings and unloadings, maintenance of logistics facilities, stored equipment supplies/weaponry, and transport of material to troops in the field).	SAMPLE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Airlift of troops, equipment, weapons, and supplies into, from, and within the theater (including civilian reserve air fleet (CRAF) operations).	
3. Medical support, medical treatment, and medical evacuation activities (exclusive of medical treatment on the battlefield or Medical Evacuation (MEDEVAC) of wounded from the battlefield).	
4. Command, control, communications, computer, and information support activities (including air traffic control and COMCAM support).	
5. Other combat service support activities, such as food preparation and feeding of troops, mail distribution, etc.	

A6.4.5. Preparation for Combat Imagery. The following table concerns imagery that records activities relating to preparation for combat such as in-country training and unit security and perimeter defense actions. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.14. Preparation for Combat Imagery

Subject Description	Instructions
1. Unit/base war readiness preparation activities.	SAMPLE/SELECT. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Base ground defense and security activities.	
3. In-country/AOR training of troops (including live-fire exercises and combat simulations).	
4. Digging of trenches/building of bunkers.	

A6.4.6. Deployment Activities Imagery. The following table concerns imagery that records deployment activities. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.15. Deployment Activities Imagery

Subject Description		Instructions
1. Deployment (including airlift/ground transport) of troops, aircraft, weapons systems, and equipment from outside the AOR to the AOR for the following:	a. Initially deployed combat units and aircraft.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	b. Subsequently deployed combat units and aircraft.	NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Redeployment or return of troops, weapons, and supplies from the AOR to outside-AOR base sites for the following:	a. Initially deployed combat units and aircraft.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	b. First-returned combat units and aircraft.	
	c. Last-returned combat units and aircraft.	
	d. Those not listed in items 2.a., 2.b., or 2.c., above, this table	SAMPLE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
3. Local within AOR deployments (including airlift/ground transport) and redeployments of troops, weapons, and supplies (exclusive of deployment directly into combat).		SELECT. Accession according to Chapter 9 and provide DVIDS URL to as needed local and major commands.

A6.4.7. Aspects of Everyday Life Imagery. The following table concerns imagery that records aspects of everyday in the theater/area of responsibility for both deployed military and native in-country civilians. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.16. Aspects of Everyday Life Imagery

Subject Description		Instructions
1. Civilian inhabitants residing in the AOR that includes:	a. Social behavior, customs, social institutions, life-styles, and clothing.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	b. Everyday life and living conditions.	

A6.4.8. In-Theater Equipment, Weapon, & Aircraft Imagery. The following table concerns imagery that records the physical appearance, use, operation, repair, and maintenance of in-theater U.S. and foreign military equipment, weaponry, and aircraft. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.17. In-Theater Equipment, Weapon, Ship, & Aircraft Imagery

Subject Description		Instructions
1. Weaponry such as guns, artillery,	a. Used by the U.S. or its allies	FILE. Accession according to

mines, bombs, or ordnance (exclusive of planes, helicopters, and missiles that are:	within the AOR. b. Used by the enemy or its potential allies within the AOR.	Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Military and commercial aircraft and helicopters that are used by:	a. U.S. military forces within the AOR. b. Host-country and Allied military forces within the AOR. c. Enemy or potential enemy military forces within the AOR. d. Airlines of countries within the AOR.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Capture imagery that includes take-off, landing, and flight.

A6.4.9. Investigative/Evidentiary Imagery. The following table concerns imagery that records investigative, fact-finding, and evidentiary data relating to sites and scenes of war crimes, acts of terrorism, airplane crashes, and weapons systems mishaps. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.18. Investigative/Evidentiary Imagery

Subject Description	Instructions
1. Depicting sites or scenes where war crimes, sabotage, and acts of terrorism have taken place (including related shots of victims or witnesses of the above).	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Relating to in-AOR aircraft accidents, accidental firing/launching of major weapons, and nuclear weapons mishaps.	

A6.4.10. Man-made Structure and Site Imagery. The following table concerns imagery that records the physical appearance and immediate environment of man-made sites and structures (including related defenses, entrances, exits, and security protected or concealment areas) that are potential sites of military operations or terrorist attack or where attacks, if they occurred, would have major medical or environmental consequences. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.19. Man-made Structure and Site Imagery

Subject Description	Instructions
1. Military headquarters, bases, installations, and facilities within the AOR.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.4.11. Natural Terrain and Site Imagery. The following table concerns imagery that records the natural terrain, vegetation, ecology, and physical environment of sites and areas of interest to the Department of Defense. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.20. Natural Terrain and Site Imagery

Subject Description	Instructions
1. Where construction of airfields, bases, and military facilities is planned or proposed.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Where U.S. and allied military land operations and actions	

are planned or expected.	
3. Where enemy troops and military bases, installations, facilities, and airfields are currently located.	
4. Where future enemy military operations or attacks are likely.	
5. Where the site or area is of vital or important strategic interest to the United States (such as commanding terrain, narrow straits, or mountain passes).	
6. That could be subject to major water or air pollution, oil or chemical spills, radiation fallout, or conflagrations or firestorms because they are near, downwind, or downstream from sites that could cause such consequences if destroyed or seriously damaged by an attack.	

A6.5. Imagery Recording Routine Peacetime Events and Activities. Images unrelated to either war overseas combat service support, or major peacetime operations.

A6.5.1. Training Exercise Imagery. The following table concerns imagery that records training exercises and activities that take place outside the joint or combined environment. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.21. Training Exercise Imagery

Subject Description	Instructions
1. Major exercises involving more than one branch of service, such as a combined Army infantry and armored exercise or a combined Navy air and submarine exercise.	SAMPLE/SELECT. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Major exercises involving large-size units of a service.	
3. Other training exercises, exclusive of 1 and 2 above, this table, and joint or combined forces exercises described in Table A6.10.	LOCAL. Record only if needed by local or major commands and accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.5.2. DoD-related Life and Culture Imagery. The following table concerns imagery that records on-duty and off-duty aspects of DoD-related life and culture as well as the local culture of host country people living near overseas DoD facilities. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.22. DoD-related Life and Culture Imagery

Subject Description	Instructions
1. The on-duty work activities, individual or small unit training, and personal behavior of DoD personnel that:	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. The off-duty activities, life-styles, and behavior of DoD personnel that:	
3. The on-duty work activities, individual or small unit training, and personal behavior of DoD	LOCAL. Record only if needed by local commands or major commands and accession according

personnel that: 4. The off-duty activities, life-styles, and behavior of DoD personnel that:		to Chapter 9 and provide DVIDS URL as needed to local and major commands.
5. The life-styles, daily activities, and local culture of persons residing near DoD facilities that:	a. Would be useful for training, orientation, or internal/public information purposes concerning the host country and its citizens.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
6. The institutions, amenities, and scenic or tourist attractions of areas near DoD facilities that:	b. Would not serve any obvious training, orientation, or internal/public information purpose	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.5.3. Ceremonial and Routine Event Imagery. The following table concerns imagery that records ceremonial or routine peacetime events such as parades, military ceremonies, athletic events, conferences, and normal daily activities. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.23. Ceremonial and Routine Event Imagery

Subject Description		Instructions
1. Parades, color guard ceremonies, honor ceremonies, and related activities that are:	a. Reviewed or attended by the President, Vice President, Secretary of Defense, or foreign equivalent of the above officials.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	b. Attended by or involve the Chairman of the Joint Chiefs of Staff, Vice Chairman of the Joint Chiefs of Staff, Service Chiefs, or Commanders of Combatant Commands.	
	c. Not attended by any officials listed in 1.a. or 1.b., above.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Award, promotion, change of command, and retirement ceremonies that are:	a. Reviewed or attended by the President, Vice President, Secretary of Defense, or foreign equivalent of the above officials.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	b. Attended by or involve the Chairman of the Joint Chiefs of Staff, Vice Chairman of the Joint Chiefs of Staff, Service Chiefs, or Commanders of Combatant Commands.	
	c. Not attended by any officials listed in 2.a. or 2.b., above, this table.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
3. Funerals and memorial ceremonies that:	a. Involve the interest of the mass media due to either the rank or celebrity of the deceased, or the involvement of the deceased in a historical or mass media event.	NORMAL. Accession according to Chapter 9 and provide DVIDS URL needed as needed to local and major commands.

	b. Do not meet the criteria in a, above, this table.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
4. Athletic, sporting, and entertainment events (excluding the Olympics or other international competitions that are described in Table A6.35.).		LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
5. Conferences, meetings, and seminars that:	a. Either receive wide media publicity or include flag-rank officers or professional experts in their field as presenters.	NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	b. Do not meet the criteria in 5.a., above, this table.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
6. Briefings, speeches, lectures, and presentations that:	a. Are directed to the public or receive wide publicity and distribution within the Department of Defense and focus on the activities of the Department of Defense, life within the Department of Defense, or events involving the Department of Defense.	NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	b. Do not meet the criteria in 6.a., above, this table.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
7. Base, facility, or installation inspections, visits, or open houses that:	a. Include high-level VIPs (e.g., 3- or 4-star flag officers, cabinet members, Deputy and Assistant Secretaries of Defense, Congressmen, and foreign equivalents).	NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	b. Show newly created or acquired facilities, equipment, weaponry, aircraft, or missiles.	NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	c. Do not meet the criteria in a or b, above, this table.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
8. Routine basic and advanced training activities, such as:	a. Classroom scenes, lab scenes, field scenes, weapons practice, drills, marches, calisthenics, and obstacle course running.	NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
9. Routine activities unrelated to any specific military operation, deployment to an overseas trouble spot, or large-scale peacetime exercise, such as:	a. Cargo loading and unloading, embarkations and debarkations, small unit exercises, transport of men and equipment, unit redeployments, and routine flight-line activities.	NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.5.4. Weaponry-related Imagery. The following table concerns imagery that records the physical appearance, use, manufacture, and operation of weaponry (exclusive of planes, helicopters, and missiles) and military vehicles. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.24. Weaponry-related Imagery

Subject Description		Instructions
1. Weaponry, such as guns, artillery, mines, bombs, or ordnance (exclusive of planes, helicopters, and missiles) that:	a. Are in current U.S. or foreign military inventory.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Include a representative sampling of each category, type, or model.
	b. Are obsolete and not in any current inventory, but were used in past wars or combat operations involving the United States.	
	c. Do not meet the criteria of 1.a. or 1.b., above, this table.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Military vehicles that:	a. Are unique to, used in a unique manner by, or used primarily by either the U.S. military or foreign armed forces (e.g., tanks, armored vehicles, troop carriers, and self-propelled guns).	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Include a representative sampling of each category, type, or model.
	b. Are used extensively in civilian life and used in the military in basically the same manner as used in civilian life (e.g., cars, trucks, vans).	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
3. Equipment that:	a. Is unique to, used in a unique manner by or used primarily by the U.S. military or foreign armed forces (e.g., radar, surveillance, night vision, etc.).	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Include a representative sampling of each category, type, or model.
	b. Is used extensively in civilian life and used in the military in basically the same manner as used in civilian life (e.g., personal computer, video editing, etc.).	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.5.5. Repair and Maintenance Imagery. The following table concerns imagery that records the repair and maintenance of weaponry (exclusive of planes, helicopters, and missiles), military vehicles, and equipment. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.25. Repair and Maintenance Imagery

Subject Description		Instructions
1. Weaponry, such as guns, artillery, mines, bombs, or ordnance (exclusive of planes, helicopters, and missiles) that:	a. Are in current U.S. or foreign military inventory.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Include a representative sampling of each category, type, or model
	b. Are obsolete and not in any current inventory, but were used in past wars or combat operations involving the U.S.	
	c. Do not meet the criteria of 1.a. or 1.b., above, this table	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major

		commands.
2. Military vehicles that are: 3. Equipment that is:	a. Unique to, used in a unique manner by, or used primarily by either the U.S. military or foreign armed forces (e.g., tanks, armored vehicles, troop carriers, and self-propelled guns, radar, surveillance, night vision, etc.).	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Include a representative sampling of each category, type, or model.
	b. Used extensively in civilian life and used in the military in basically the same manner as used in civilian life (e.g., jeeps, trucks, automobiles, vans, and motorcycles, personal computers, video editing equipment, etc.).	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.5.6. Rescue, Salvage, and Evidence-gathering Imagery. The following table concerns imagery that records military involvement in rescue, salvage, and evidence-gathering activities relating to airplane crashes. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.26. Rescue, Salvage, and Evidence-gathering Imagery

Subject Description	Instructions
1. Civilian airline crashes, including: scenes of wreckage, casualties, and debris; rescue, emergency medical treatment, and MEDEVAC of aircraft crew, passengers, and impact site casualties; and salvage activities relating to the recovery of wreckage and/or flight data recorders.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.5.7. Aircraft, Unmanned Aircraft System (UAS), Helicopter, and Dirigible Imagery. The following table concerns imagery that records the physical appearance, configuration, take-off, landing, flight, and operation of U.S. and foreign military airplanes, unmanned aircraft systems, helicopters, and dirigibles. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.27. Aircraft, Unmanned Aircraft Systems, Helicopter, and Dirigible Imagery

Subject Description	Instructions
1. On the ground stationary.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Include imagery containing a representative sampling for each make, model, and version in inventory. The sampling should include: medium and close-up front, side, front/side, top/front, top/side and rear views of the aircraft for each country that has that aircraft make/model/version in its current inventory. For aircraft carrying ordnance, the sampling should include shots both with and without ordnance.
2. Taking off or landing.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Include imagery containing a representative sampling for each make, model, and version. The sampling should include: front, side, and front/side views of landings; and side, top, and rear views of takeoffs for each country that has that aircraft make/model/version in its current inventory.

3. In-flight.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Include imagery containing a representative sampling for each make, model, and version. The sampling should include: front, side, front/side, top/front/side, top/side, rear, bottom, bottom/front/side, bottom/rear, and bottom/rear/side views of the aircraft for each country that has that aircraft make/model/ version in its current inventory. For video, include scenes of the aircraft in level flight and also performing various combat maneuvers (e.g., diving, sharp turning, spiral climbing, peeling, rolling, looping, or firing ordnance.)
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A6.5.8. Aircraft Repair, Maintenance, and Manufacturing Imagery. The following table concerns imagery that records the repair, maintenance, manufacture, or final assembly of U.S. and foreign airplanes, UAS, dirigibles, helicopters, missiles, or rockets (including major component systems thereof). The table also lists the priority assigned to each category of imagery and provides handling instructions.

Table A6.28. Aircraft Repair, Maintenance, and Manufacturing Imagery

Subject Description	Instructions
1. Aircraft, UAS, dirigibles, helicopters, missiles, or rockets in the current inventory of either the U.S. or foreign countries.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Include imagery containing a representative sampling of each category, type, or model
2. Aircraft, UAS, dirigibles, helicopters, missiles, or rockets not in any current inventory.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.5.9. Aircraft Ceremonial Imagery. The following table concerns imagery that records aircraft-related ceremonies, such as rollouts of the aircraft off the production line, first flight, and unique achievement ceremonies. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.29. Aircraft Ceremonial Imagery

Subject Description	Instructions
1. "Rollout" ceremonies of the first and last production model. 2. First flight of the aircraft. 3. Last flight of the aircraft. 4. Acceptance of the aircraft into the first wing/carrier air group to receive the aircraft. 5. The final retirement ceremony for a front-line aircraft that is being phased out of the current inventory of active aircraft. 6. Ceremonies honoring an aircraft (and crew) for some unique achievement (e.g., breaking a speed or distance record, an action or feat in wartime, etc.).	NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
7. All other aircraft-related ceremonies.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.5.10. Missile, Rocket, and Space Satellite Imagery. The following table concerns imagery that records the physical appearance, configuration, and operation of U.S. and foreign missiles, rockets, and space satellites prior to and during launch. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.30. Missile, Rocket, and Space Satellite Imagery

Subject Description	Instructions	
1. On the ground stationary. 2. Rockets and missiles during launching.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Include imagery containing a representative sampling for each make, model, and version. The sampling should include: medium and close-up front, side, front/side, and rear/side of the missile, rocket, or satellite for each country that has that item make/model/version in its current inventory.	
3. Being transported on the ground to launch or launch vehicle site, and consist of:	a. U.S. missiles that are not mobile surface launched missiles.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	b. U.S. ground mobile missiles and all foreign missiles.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Include imagery containing a representative sampling of each category, type, or model.

A6.5.11. In-flight Interior Imagery. The following table concerns imagery that records the interior, significant operations within, and crew-related activities for aircraft, rockets, and missiles in-flight. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.31. In-flight Interior Imagery

Subject Description	Instructions
1. Equipment operations that take place during a flight, significant activities within the craft, and related crew reactions.	SELECT. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Include imagery containing major events or malfunctions, or unusual activity.
2. Routine surveillance or telemetry imagery recorded for the purpose of detecting equipment malfunctions, and other imagery not meeting the criteria of 1, above, this table.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.5.12. Research, Development, Test and Evaluation (RDT&E) and Telemetry Imagery. The following table concerns imagery that records RDT&E source data and visual telemetry and measurement data. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.32. RDT&E and Telemetry Imagery

Subject Description	Instructions
1. RDT&E source data imagery generated during scientific experiments and observations.	SELECT. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands. Include imagery containing each major event, malfunction, or unusual activity.
2. Research data recorded as either source data or study documentation for research project reports.	
3. Visual telemetry and	a. New aircraft, rockets, and SELECT. Accession according to

measurement data recorded during launch, flight, or target impact to monitor the performance of a vehicle or its key components during launch, flight, or target impact of:	missiles that are in the testing or experimental phase.	Chapter 9 and provide DVIDS URL as needed to local and major commands. Include imagery containing each major event, malfunction, or unusual activity.
	b. All other vehicles and components thereof.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.5.13. **Public Appearance and Interview Imagery.** The following table concerns imagery that records the public appearances or video history interviews of high-level present or former DoD officials and flag-rank officers, or of DoD personnel involved in significant events and technological developments. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.33. Public Appearance and Interview Imagery

Subject Description		Instructions
1. The televised press conferences, TV program guest appearances, public speeches, and Congressional or other testimony of high-level DoD officials, flag-rank officers, or DoD media celebrities.		HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Video history interviews with present and former DoD personnel who were either:	<ul style="list-style-type: none"> a. High-level DoD officials or flag-rank military officers. b. Persons who had an impact on the history of significant technologies. c. Persons who took part in or witnessed past historically important events. d. Persons who achieved media distinction or notoriety. 	NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
3. Attendance or appearance at routine DoD ceremonial events.		See Table A6.23. above.

A6.5.14. **Personal Physical Appearance and Voice Imagery.** The following table concerns imagery that records the physical appearance, activities, and voice of significant officials, flag-rank officers, and other personalities. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.34. Personal Physical Appearance and Voice Imagery

Subject Description	Instructions
1. The President of the United States, the Vice-President, Secretary of Defense and Assistant secretaries, Cabinet members, Senators, Congressmen, Heads of DoD Agencies, and 3- and 4-star flag-rank officers.	FILE. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Foreign heads of state, heads of government, cabinet ministers, members of parliaments or national legislative bodies, foreign equivalents of high-level DoD officials and flag-rank officers.	
3. Leaders or key people of organizations or groups that might be the targets of U.S. military actions (such as communist or other totalitarian-type parties, large	

corporations, fanatic religious groups, revolutionary organizations, guerrilla armies, terrorist groups, criminal organizations, and politically oriented mass groups and movements).	
4. U.S.-elected and -appointed officials other than those listed in 1, above, this table.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
5. Foreigners other than those listed in 2 and 3, above, this table.	

A6.5.15. Athletic and Sports Event-related Imagery. The following table concerns imagery that records DoD support for, and involvement in, international athletic and sports events. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.35. Athletic and Sports Event-related Imagery

Subject Description		Instructions
1. The participation of individual U.S. Military Service personnel and DoD employees in competitive events in:	a. The Olympics and Pan American games.	HIGH. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
	b. Other international athletic and sports events, that are of major media interest.	
2. The providing of Logistical, medical, security, communications, and related-type support to:	c. Games and events not meeting the criteria of 1.a. or 1.b., above, this table.	LOCAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.

A6.5.16. Unidentified Flying Object (UFO) and Other Aerial Phenomena Imagery. The following table concerns imagery that records UFOs and other aerial phenomena not obviously identifiable as conventional aircraft or missiles. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table A6.36. UFO and Other Aerial Phenomena Imagery

Subject Description	Instructions
1. Aerial flying objects not obviously identifiable as conventional aircraft	NORMAL. Accession according to Chapter 9 and provide DVIDS URL as needed to local and major commands.
2. Aerial phenomena (including moving lights and similar phenomena)	