

1 August 1996

Communications

BASE VISUAL INFORMATION SERVICES



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: 913 CF/VI (SSgt Alvin Farrow)
Supersedes 913 TAGR 700-1, 1 March 1990

Certified by: 913 CF/CC (Major David W. Kaylor)
Pages: 2
Distribution: F

This instruction implements Air Force Policy Directive 33-1. This instruction outlines policy, procedures, and provides guidance in obtaining facilities, services, or materials from the Base Visual Information Services Center (BVISC). It also provides a central reference for all users of visual information services.

SUMMARY OF REVISIONS

This revision has been globally revised to reflect new procedures.

1. General. The 913 Communications Flight is authorized the establishment of a Base Visual Information Service Center (BVISC) under the provisions of AFPD 33-1.

2. Responsibilities. The Base Visual Information Service Center has three basic functions: still photographic support, graphic arts, and base visual information library.

2.1. Still photographic support. Provides photographic support to the base for public affairs, training aids, investigative needs, and photographic services for emergency requirements. Also produces official portraits and passport photographs. An AF Form 833, **Visual Information Support Request**, is required to request photographic services that are official in nature. Therefore, our maximum capability exists during periods of active and inactive duty training. During normal weekday operation, photographic services are limited to still photography requirements generated by other government agencies must be coordinated with the 913th Communications Flight Air Reserve Technician.

2.2. Graphic Arts. Provide services such as designing and producing charts, posters, graphics, view graphs, cartoon illustrations and other artwork for official use. Also provide artistic expertise to assist in graphic arts or visual aid development. Uses computer-assisted graphics equipment and a variety of devices to produce drawings and charts. Our primary graphics resource is our assigned reservists who are available to provide services during periods of inactive and active duty tours. During normal

weekday operation photographic services are limited to still photography. Requirements generated by other government agencies must be coordinated with the 913th Communications Flight Air Reserve Technician.

2.3. Base Visual Information Library (BVIL). Provide support to the base through the requisition, distribution, and accountability of visual information productions; also storage, and playback equipment for short-term loans. Provide training on equipment when needed. Pick up, set up, operation, and return of equipment are the responsibility of the customer.

3. Management . Commanders of non-visual information activities using/owning VI equipment and supplies must make sure those items and supplies are properly controlled. Also, managers at all levels must ensure adequate controls to prevent unauthorized use of VI resources.

4. Visual Information Facilities . The 913 SPTG/SC controls and schedules the auditorium in building 203. The use of VI facilities should be scheduled in writing at least one month in advance. When the facility is to be used during non-duty hours or by non-913 AW personnel, the SC will notify the Building Manager, DOD Guard facilities and Civil Engineering. Users of Visual Information facilities are responsible for set up, obtaining support furnishings or equipment, and the cleanliness of the space upon conclusion of the program. Additionally, they are responsible for the conduct and safety of all participants involved in the session for which space reservation was made. Smoking policies must be followed.

RICHARD R. MOSS, Col, USAFR
Commander