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Public Affairs

TOURS AND PHOTOGRAPHY



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 419 FW/PA (Capt Dennis J. Mehring)
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Certified by: 419 FW/CCE (Mr. Bruce L. Miller)

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This instruction establishes guidelines and procedures for tours and photography within the wing. It implements AFRPD 35-1, *Public Affairs Management*. These directions maintain control and security consistent with the F-16 mission of the wing. Definitions help reservists and civilians understand categories of visits and approval and coordination steps within the scope of each category. This instruction applies to all personnel assigned to the 419th Fighter Wing.

SUMMARY OF REVISIONS

Changed paragraph 2.1.2. approves and coordinates the approval for photography by members of base tours. A | indicates revisions from the previous edition.

1. Definitions:

- 1.1. Public Tours. Any group or person not internal to the government.
- 1.2. Official Visits/Tours. Persons who are civil service employees, DOD military, or other government agency employees.
- 1.3. Family Tours. Reservists or civilian family members and friends to include small groups such as scouts, sports teams, etc.
- 1.4. Foreign National Tours. Individuals, military or civilian, who operate for a government other than the United States or who are not U.S. citizens.

2. Responsibilities:

- 2.1. Public Affairs Officer:
 - 2.1.1. Coordinates all public, family, foreign national and official tours.

2.1.2. Approves and coordinates the approval for photography by members of base tours. Initiates a HQFL-3, Restricted/Controlled Area Photography Letter of Authorization, (Attachment 1) to be carried by the person requesting photography while performing any photographic mission.

2.1.3. Approves walk-in tours by wing members escorting family members or small groups of people providing the following criteria is met:

2.1.3.1. The location to be visited is willing to provide an escort. The employee requesting the visit may be cleared to handle this duty by the unit commander. No tour or visit will be conducted by anyone without proper clearance and approval by the above tasked OPRs.

2.1.3.2. The impromptu visit, must not interfere with work processes or detract employees from accomplishing their mission requirements.

2.1.4. Advises maintenance operations center and the wing security manager in advance of all approved photography and tours.

2.1.5. Advises the base security police desk sergeant in advance of all approved photography and tours in restricted areas as the wing flightline and hangar.

NOTE: In the absence of the chief, public affairs, the wing commander, executive officer, operations group commander, or wing security police ART may approve photography and issue a letter of authorization to be carried on the person requesting photography.

2.2. Wing Personnel:

2.2.1. Ensure compliance with the rules and responsibilities of tours and photographs in restricted and controlled areas as prescribed by (Attachment 2).

2.2.2. Coordinate and receive approval for all tours and photography as prescribed by (Attachment 2).

2.2.3. Advise wing security manager when receiving requests for visits from Official U.S. government agencies.

2.3. Wing Security Manager. Authenticates entry approval list before arrival of trainees or visitors.

DAVID E. TANZI, Brigadier General, USAFR
Commander

Attachment 1

SAMPLE LETTER

MEMORANDUM TO WHOM IT MAY CONCERN

FROM: 419 FW/PA

SUBJECT: Restricted/Controlled Area Photography

1. (Rank/Name)_____ is authorized to take photographs or shoot video tape at (time) _____ on (date) _____ at (location) _____. Photography outside the approved time frame, date, location, or that violates any of the safety and security rules outlined on the reverse, is not authorized and may be subject to appropriate action.

2. The photographer agrees to the following provisions: I will not knowingly photograph or videotape any classified or sensitive equipment or information. If there is concern about what I have photographed or taped, I will readily give my film/tape to security police personnel or a designated representative for processing and/or screening. I'm aware the film/video tape will be returned to me after screening if security hasn't been violated. Photographs or video taken will not be used in any publication or given to any publication without written permission of the 419th Fighter Wing Public Affairs Officer or representative. Photographs will not be used in any form for unauthorized advertising. (See additional rules on reverse). I will carry this letter, with signed approval, with me at all times during the period when I'm using a camera in a restricted/controlled area. I acknowledge that I have read and understand the provisions of this letter and will abide by the rules and responsibilities outlined.

Photographer's Signature: _____

Line Badge Number of Photographer or Escort: _____

Duty Phone of Photographer or Escort: _____

Signature of Escort (if other than photographer): _____

Number in group, including escort: _____

DENNIS J. MEHRING, Capt, USAFR

Chief of Public Affairs, 419 FW

HQFL-3

Attachment 2

419 FW RULES AND RESPONSIBILITIES FOR PERSONAL PHOTOGRAPHY IN RESTRICTED/CONTROLLED AREA

A2.1. No photos are allowed of the cockpit of any aircraft.

A2.2. No photos are allowed of any open avionics panels of any aircraft.

A2.3. No flash photos are allowed in any areas where flammable gasses, vapors, combustible dust, ignitable fibers or exposed explosives may be present.

A2.4. No photos are allowed of the loading or unloading of classified cargo.

A2.5. Photographers who do not have their own restricted or controlled area badge must be escorted and that individual must sign the front of this letter. Public affairs will not necessarily provide an escort for photography.

A2.6. Photographers must stay a minimum of 50 feet away from any aircraft that is taxiing or has its engines running.

A2.7. Photographers will not take privately owned or unauthorized vehicles onto the flight line at any time.

QUICK READ

APPROVAL/COORDINATION FOR VISITS

	Primary	Alternates
Public Tours	419 FW/PA	N/A
Family Members	419 FW/PA	419 FW/CCE 466 FS/DOI
Foreign Nationals	419 FW/PA	419 SPS 419 FW/CC 419 FW/CCE
Active duty/guard/reserve members, civil service employees not affiliated with 419 FW (professional visits for training/observations)	Area Function OPR With PA/CC "courtesy" notification	