



DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES CENTRAL COMMAND (AFCENT)
AL UDEID AIR BASE, QATAR

20 May 2015

MEMORANDUM FOR ALL AFCENT PERSONNEL

FROM: AFCENT/PA

SUBJECT: AFCENT Photography Procedures

1. Public Affairs photography and videography capabilities are official government resources funded to document operational missions, important historical events and, most importantly, enable DoD strategic-level communication to national and international publics. These capabilities are extremely limited and must be used in accordance with established instructions to meet mission needs.
2. The AFCENT Public Affairs Directorate or wing Public Affairs Officers are the OPR for all photography within AOR. AFI 35-101, and AFI 35-109 govern Public Affairs (PA) photography procedures. Air Force Visual Information (VI) resources are government property for official mission support only. IAW AFI 35-109, government-funded VI resources will NOT be used to (not all inclusive):
 - a. Provide souvenirs, personal gifts, mementos, or farewell gifts to include digital photos (e.g. Hero photos)
 - b. Support or document farewell parties or social events (e.g. commander going away parties)
 - c. Create products used primarily for entertainment (e.g. greatest hits videos)
 - d. Support MWR- or services programs to include recognition ceremonies unless newsworthy
 - e. Support or document awards programs at or below the Group level
3. The installation PA office's video function provides limited retirements, promotions, or Change of Command ceremonies. Videographers and broadcasters are limited to documenting ceremonies 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 winners, Order of the Sword recipients, or aerial aces for accessioning or for media dissemination.
4. Photographic prints are not available for personal use. Digital files may be made available to customers for printing at their own expense within the guidelines of the restrictions above.
5. PA Offices offer a sign-out digital camera for self-help use. PA will not provide imagery editing for non-official purposes. The PA office must review all self-help imagery prior to release including posting on the shared drive.
6. Photography in areas that process classified/sensitive information is restricted to designated personnel only as established by the local commander. PA photographers can assist with mission related classified imagery if they have the appropriate clearance level or if the area is sanitized to the appropriate level. It is the requestor's personal responsibility to coordinate sanitization of the area, to the greatest extent possible, prior to photography. Military identification cards, restricted area badges, or host nation personnel MUST NOT be photographed. PA personnel *cannot* sanitize imagery after capture. PA will coordinate review of images with the appropriate Security Program Manager, if the images are for release.
7. Wing Public Affairs offices are the lead OPR for all official imagery for an installation. Any photographic requests should be directed to the wing PA office for support. Wing PA may make rare exceptions to this guidance to meet exigent operation needs.


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