



DEPARTMENT OF THE AIR FORCE  
86TH AIRLIFT WING (USAFE)

30 December 2011

MEMORANDUM FOR RECORD

FROM: 86 AW/CC

SUBJECT: Multimedia Support Guidance

1. Due to realignment of the photographic career field and recent budget cuts, we must eliminate and reduce some still photographic support. Public Affairs multimedia personnel will continue to cover required events as prescribed in AFI 35-109, Public Affairs Visual Information, including mission-essential assignments, such as training exercises, deployment training, Material Deficient Reports, alert photographs, and specific support outlined in current Host Tenant Support Agreements. Photographic prints will not be provided for these programs; if the units have a need for prints, it will be their responsibility and at their expense. To offset the workload here at Ramstein the 86th Airlift Wing Public Affairs office will cover the following events on a case-by-case basis.

- a. Change of Command Ceremony support will be limited to group commanders and above.
- b. Group photos will be limited to one Group Level photo, per year.
- c. Commander's/All Call support will be limited to wing commanders and above.
- d. Retirement Ceremony support will be limited to E-9/O-6 and above.
- e. Decoration Ceremony support will be limited to Bronze Star, Legion of Merit, Air Force Cross and Purple Heart presentations determined on a news value case-by-case basis.
- f. POV to POV damage photographic support will be limited to accidents involving a totaled vehicle or injuries requiring hospitalization.
- g. All government property damage valued at \$2,000 or greater will be covered.
- h. Studio Portraits will be offered for Commanders, Vice Commanders and First Sergeants use in Chain of Command Boards or as dictated by Air Force Instruction/Directive.
- i. Studio Portraits will be offered for winners only of quarterly and annual awards programs, special duty packages and official biographies.

2. To offset the void created with unit morale and recognition programs, PA can provide consumer-grade self-help digital cameras on a first come, first served basis. With PA approval, units also have the option of purchasing a consumer-grade camera not to exceed \$500 in value.

Self-help photo and support is authorized, below are the responsibilities of requestors:

- a. Coordinate with Public Affairs Assignment Desk (480-5533) to ensure equipment is available.
- b. Equipment must be used for official purposes only.
- c. Cameras are inspected and in operating order prior to issue and upon return.
- d. Customers must complete an AF Form 1297 in order to sign out equipment.
- e. Cameras can be issued for a maximum of 24 hours; exceptions can be made for weekends or other off-duty periods.
- f. Customers are not authorized to perform equipment maintenance.
- g. Customers are solely responsible for equipment in their possession, should items be lost, stolen or damaged the customer will be held financially and legally responsible.

3. All multimedia products will be delivered electronically. All location assignments must be requested no later than 72 hours in advance by filling out an official AF 833. Send photography requests to 86 AW/PA Assignments (86aw.paassignments). Send broadcasting requests to 86 AW/PA Broadcasting (86aw.pabroadcasting). Advance notice provides us the ability to ensure the necessary equipment and personnel are available to cover the event. Failure to coordinate in advance will reduce our ability to support your request.

4. This guidance will be reviewed annually and updated as necessary. Please contact 86 AW/PA for questions DSN 480-9196.

X *Charles K. Hyde*  
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