

Multimedia Work Orders and Self-Help Cameras

[The Air Force Form 833](#) is used to request photo support for unit events. Each unit should have a public affairs representative (UPAR) who should be your first person of contact to provide the photo support required. If Wing Public Affairs support is required, use Form 833 to request that support. In accordance with Air Force Instruction 35-109 *Visual Information* please provide the following:

4.7.1.1. Detailed needs, including number, type, and size of products and services.

4.7.1.2. Description of the product's planned use and certification that the work is for official business. The customer's signature (electronic or physical) indicates that the request is for official purposes.

4.7.1.3. Any need for self-help equipment.

Due to limited manning in our Public Affairs office, there is a possibility that not every request will get supported. Requests will be processed on a first-come first-serve basis. The 70th ISR Wing Public Affairs Office has a duty to support Wing-level and Commander-endorsed events and level of support will be subject to Wing precedence. In case of scheduling conflicts, the PA office can provide photography equipment to qualified users, depending on supply and resources.

AFI 35-109 prohibits the use of government-funded VI resources to:

2.2.4.1. Provide souvenirs, personal gifts, mementos, or farewell gifts.

2.2.4.2. Support or document farewell parties or social events unless certified as newsworthy or having historical significance by the base historian or chief of PA.

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

2.2.4.4. Support MWR- or services-sponsored recognition programs.

As a reminder, visual information materials generated or acquired by Air Force members, employees, or contractors in conducting official duties are the property of the United States Air Force. As such, these materials must be preserved as official records, according to public law. Personal use of VI materials for sale or any other reason not directly related to an official Air Force activity is prohibited. This prohibition also applies when Air Force members or employees use personally-owned equipment or supplies while performing official duties. Note: Use of personally-owned or self-help equipment requires users to adhere to operational security, PA, historical archiving, and information security guidelines.

Completed Requests can be forwarded to the Public Affairs Org box: 70isrw.pa@us.af.mil