



DEPARTMENT OF THE AIR FORCE  
70TH INTELLIGENCE, SURVEILLANCE AND  
RECONNAISSANCE WING (AF ISR AGENCY)  
FORT GEORGE G. MEADE MARYLAND

24 July 14

MEMORANDUM FOR VISUAL INFORMATION CUSTOMERS

FROM: 70 ISRW/CV  
9805 Love Road  
Ft. Meade, MD, 20755

SUBJECT: Guidance memorandum for customer support of photographic requests

1. This memorandum states the basic products and services provided by the 70th ISR Wing Public Affairs Office in regard to member requested photographic support. Wing PA has a duty outlined in AFI 35-101 *Public Affairs Responsibilities and Management* to create visual products that communicate strategic, operational, and tactical mission requirements efficiently and effectively. Public affairs' primary responsibility is in support of Wing-level events and communicating command-level messaging across a global audience. Wing photographic capabilities directly support providing these audiences with visual products and act as a catalyst for effective communication. PA's photography function also provides professional photographers to support Wing-level photographic requirements for managerial, operational, training, educational, historical archiving, investigative, and administrative purposes and alert photographic services supporting security forces, Air Force Office of Special Investigations, civil engineer readiness, ground safety offices, and other emergency response agencies.

2. Dependent upon mission priority, the 70th ISR Wing Public Affairs Office may extend photographic services requested outside of these criteria. In the interests of maintaining all public affairs mission requirements, requests will be submitted and reviewed following a priority system used in determining availability of services:

**Priority 1:** Emergency incidents requiring immediate response

**Priority 2:** Mission-essential or urgent conditions requiring 1 or 2 day response time

**Priority 3:** Normal day-to-day mission requirements needed in 5 working days, official work orders completed in 7 to 10 duty days; all work orders are considered routine unless a higher priority is approved.

3. In accordance to AFI 35-109 *Visual Information*, organizations and individuals may request the support of Wing photographers using AF Form 833, *Multimedia Workorder* and will include:

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. Air Force Visual Information resources are government property for official mission support. Requests will be considered based on the priorities of the commander and discretion of the Wing

PAO. If 70th ISR Wing Public Affairs cannot support a request with one of our photographers, we may provide self-help cameras to capable users.

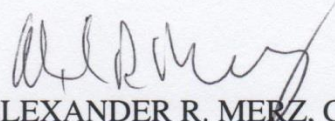
5. Visual Information materials generated or acquired by Air Force members, employees, or contractors in conducting official duties are the property of the United States Air Force. As such, protect these materials and preserve as official records, according to public law. Personal use of VI materials for sale or any other reason not directly related to an official Air Force activity is prohibited. Contact the local staff judge advocate for guidance or clarification. This prohibition also applies when Air Force members or employees, by choice or agreement, use personally-owned equipment or supplies while performing official duties.

6. Public Affairs will not support or provide government-funded resources to:

1. Provide souvenirs, personal gifts, mementos, or farewell gifts.
2. Support or document farewell parties or social events unless certified as newsworthy or having historical significance by the Wing historian or chief of PA.
3. Create products used primarily for entertainment during farewell parties or social events.
4. Support MWR- or services-sponsored recognition programs.
5. Support organizations external to the 70th ISR Wing. Exceptions may apply to mission precedence or items considered newsworthy.
6. Support events outside of normal business hours excluding PME graduations, SNCO/Chief Inductions, annual awards, and general events considered newsworthy or significant determined by the PAO.

7. Customers can route their completed AF form 833, *Multimedia Workorder* to 70th Wing Public Affairs at 70isrw.pa@us.af.mil. Customers who require assistance filling out the form should call 410-854-1169 for assistance.

8. Any questions regarding this memorandum should be referred to SrA Samuel Daub, acting NCOIC 70th ISR Wing Public Affairs at 410-854-1169.



ALEXANDER R. MERZ, Col, USAF  
Vice Commander