



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
3312 A AVENUE, SUITE 208
FORT LEE, VA 23801-1720

FEB 28 2014

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FORT LEE POLICY NO: 02-14

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Photography and Videography

1. REFERENCES.

- a. 50 U.S.C. §797, Penalty for Violation of Security Regulations and Orders, as amended.
- b. 18 U.S.C. §795, Photographing and sketching defense installations, as amended.
- c. AR 360-1, The Army Public Affairs Program, 25 May 2011.
- d. AR 190-13, The Army Physical Security Program, 25 February 2011.

2. PURPOSE. To identify authorized image gathering activities and provide uniform procedures for requesting permission to take photographs or videos, or make sketches, drawings, maps, or geographical representations of Fort Lee, including restricted facilities and equipment.

3. APPLICABILITY. This policy applies to all persons entering Fort Lee, including permanent party personnel, those in a temporary duty status and any dependents or guests on the installation. Violation of this policy by military personnel may result in disciplinary action under the UCMJ. Non-military personnel found violating this policy may be barred from further entry onto the installation.

4. POLICY. In accordance with U.S.C. Title 18 and in the interest of national defense, it is unlawful to take photographs, or render sketches, drawings, maps, or geographical representations in any media format of restricted areas.

a. News/Commercial Media: Photo and video gathering by civilian news and commercial media representatives must be approved by the appropriate Public Affairs Office (PAO) and conducted only with a PAO escort. Fort Lee organizations with dedicated PAOs authorized to grant such approval for their respective areas, and conduct their own photo/video gathering operations, are: U.S. Army Garrison, Fort Lee; U.S. Army Combined Arms Support Command; Kenner Army Health Clinic; Defense Commissary Agency; and Defense Contract Management Agency. Vehicles designed

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to capture imagery for commercial surveillance purposes will be denied installation access unless approved by the Garrison Commander or designee.

b. Official Photography: Uniformed military personnel and Department of Defense (DOD) civilian employees are authorized to take photos/videos in unrestricted areas as part of their official duties. The Fort Lee Visual Information Service Center (VISC) provides official photography and video services – including Department of the Army photos, command portraits and event documentation – that may be scheduled online at www.lee.army.mil/visc/visual.information.aspx or by calling (804) 734-7327/3899/7323.

c. Government Contractors: Photography by contractors working for the government must be approved in advance by the Garrison PAO in coordination with the Directorate of Plans, Training, Mobilization and Security (DPTMS). The government organization with the contract requirement is responsible for obtaining approval by contacting PAO no later than five (5) working days prior to the photography start date at (804) 734-7451 or ArmyFortLee.pao@mail.mil. PAO requires the following information for approval: start/end dates of photography period, name(s) of photographer(s), name(s) of contractor organization(s), location of photography, purpose of photography and the name of the Contracting Officer Representative (COR) or other point of contact with the proponent agency. Government Quality Assurance personnel and CORs do not require prior approval to take photographs for the purpose of documenting observations during inspection of contractor work. All personnel must be able to present government-issued photographic identification while on the installation, and a copy of approval documentation issued by the Garrison PAO when taking photographs.

d. DOD ID Cardholders: Unofficial or personal photography is authorized for Fort Lee residents and personnel, and other DOD ID cardholders, at recreational activities and facilities (e.g. gyms, restaurants, golf course), family housing areas, military billets, official military functions and events open to the general public. Photos and videos of housing areas must not include name identification, rank or address. Requests to take photos in a restricted area must be coordinated through the unit's chain of command and as otherwise specified in this policy.

e. General Public: Unless otherwise specified, there is no restriction on photography at events open to the general public, such as graduations and holiday celebrations.

f. Communication/Information Technology Areas: Areas designated by the Garrison Commander as "Restricted Access Areas" such as communication closets, node rooms, vaults, switch rooms and other information technology (IT) sites, may only be photographed with the approval of the of the Director of Network Enterprise Center-Fort Lee or the Installation Information Assurance Manager. Local commander or director approval of their respective areas does not include approval for the areas listed in this paragraph.

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g. Mission Essential Vulnerable Areas (MEVA): Photography in all MEVAs requires approval by the appropriate PAO in coordination with the MEVA facility manager and DPTMS antiterrorism or force protection officer. MEVAs are resources, facilities or activities that, by virtue of their function, are designated by the Garrison Commander as vital to the successful accomplishment of Fort Lee's mission. They include, but are not limited to: critical infrastructure, high risk targets, key command posts and headquarters buildings, communication facilities, arms/ammunition storage areas, medical facilities, field maintenance shops, motor pools, consolidated supply/storage operations and utility distribution centers. DPTMS maintains a complete list of all MEVAs on Fort Lee.

h. Enforcement: In accordance with 50 U.S.C. Chapter 23 § 797 (a)(1), whoever willfully violates any defense property security regulation shall be fined under title 18 or imprisoned not more than one year, or both. In accordance with AR 190-13, military law enforcement officials are authorized to seize photographic or other visual imagery equipment from individuals suspected of using the equipment to take/produce unauthorized photographs, sketches, pictures, drawing, maps or geographical representations of restricted locations or equipment on Fort Lee. In the case of news/commercial media, law enforcement will not seize equipment or products, but will contact PAO to resolve the situation. All unauthorized photographic activity will be reported to the Installation Operations Center, (804) 734-1584.

5. **PROPONENT.** The proponent for this policy is the Garrison Public Affairs Officer, (804) 734-7451 / ArmyFortLee.pao@mail.mil.

6. This policy becomes effective immediately upon signature.



PAUL K. BROOKS
COL, LG
Commanding

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