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Public Affairs

TOURS AND PHOTOGRAPHY

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OPR: 419 FW/PA (Capt James R. Wilson)
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This instruction establishes guidelines and procedures for tours and photography within the 419th Fighter Wing. It implements AFD 35-1, *Public Affairs Management*; AFI 11-209, *Air Force Participation in Aerial Events*; AFI 21-112, *Aircrew Egress Systems Maintenance*; AFM 91-201, *Explosives Safety Standards*; T.O. 00-80G-6, *Methods and Procedures Manual – Make Safe Procedures for Public Static Display*. These directions maintain control and security consistent with the F-16 mission of the 419th Fighter Wing. Definitions help reservists and civilians understand categories of visits and approval and coordination steps within the scope of each category. This instruction applies to all personnel assigned to the 419th Fighter Wing.

SUMMARY OF REVISIONS

Renumbered and expanded the guidance for obtaining photographic approval before visiting restricted areas within the unit (paragraph **2.1.2.1**). Deleted (paragraph 2.1.3.2). Switched paragraphs 2.1.4. and 2.1.5. to show priority and renumbered to **2.1.2.2**. and **2.1.2.3**. Deleted the requirement for notifying the wing security manager as part of the photographic approval process (paragraph **2.1.2.3**). Changed chief, public affairs to public affairs representative and wing security police to wing security forces and added vice commander and Logistics Group Commander as approving official (Note). Added new information outlining the responsibilities of the 466th Fighter Squadron maintenance (paragraph **2.2**. - 2.2.3.). Added **2.3**. 419th Maintenance Squadron and renumbered Wing personnel paragraph **2.2**. to paragraph **2.4**. Added impromptu tours to restricted areas within the 419th Fighter Wing are not authorized (paragraph **2.4.2**). A bar (|) indicates revisions from the previous edition.

1. Definitions:

- 1.1. Public Tours. Any group or person not internal to the government.

1.2. Official Visits/Tours. Persons who are civil service employees, DOD military, or other government agency employees.

1.3. Family Tours. Reservists or civilian family members and friends to include small groups such as scouts, sports teams, etc.

1.4. Foreign National Tours. Individuals, military or civilian, who operate for a government other than the United States or who are not U.S. citizens.

2. Responsibilities:

2.1. Public Affairs Officer:

2.1.1. Coordinates all public, family, foreign national and official tours.

2.1.2. Approves and coordinates the approval for photography by members of base tours. Initiates a HQFL-3, Restricted/Controlled Area Photography Letter of Authorization, (**Attachment 1**) to be carried by the person requesting photography while performing any photographic mission.

2.1.2.1. Ensures 419th Fighter Wing members have a current line badge authorizing visits to restricted areas. If the individual is not authorized access, he or she must find an escort and ensure the escort obtains photo approval from the public affairs office. No tour or visit will be conducted by anyone without proper clearance and approval by the above tasked office of primary responsibility (OPR)

2.1.2.2. Advises the base security police desk sergeant in advance of all approved photography and tours in restricted areas as the 419th Fighter Wing flightline and hangar.

2.1.2.3. Advises Maintenance Operations Center (MOC) in advance of all approved photography and tours.

NOTE: In the absence of a public affairs representative, the 419th Fighter Wing Commander, Executive Officer, Vice Commander, Operations Group Commander, Logistics Group Commander or wing security forces air force reserve technician (ART) may approve photography and issue a letter of authorization to be carried on the person requesting photography.

2.2. 466 Fighter Squadron Maintenance:

2.2.1. Provides open cockpit static displays each month enabling aircrew members the ability to demonstrate/discuss the mission of the F-16 and its numerous capabilities.

2.2.2. Schedules a crew chief, whenever possible, to explain their role in maintaining the wing's fleet of F-16s to the general public.

2.3. 419th Maintenance Squadron:

2.3.1. Ensures all static displays, whether open or closed, are dearmed in accordance with AFI 11-209, *Air Force Participation in Aerial Events*; AFI 21-112, *Aircrew Egress Systems Maintenance*; Technical Order 00-80G-6, *Methods and Procedures Manual – Make Safe Procedures for Public Static Display*; AFM 91-201, *Explosives Safety Standards*.

2.4. 419th Fighter Wing Personnel:

- 2.4.1. Ensure compliance with the rules and responsibilities of tours and photographs in restricted and controlled areas as prescribed by ([Attachment 2](#)).
- 2.4.2. Coordinate and receive approval for all tours and photography as prescribed by ([Attachment 2](#)). Impromptu tours to restricted areas within the 419th Fighter Wing are not authorized.
- 2.4.3. Advise 419th Fighter Wing security manager when receiving requests for visits from Official U.S. government agencies.
- 2.4.4. 419th Fighter Wing Security Manager. Authenticates entry approval list before arrival of trainees or visitors.

F.C. WILLIAMS
Brigadier General, USAFR
Commander

Attachment 1

SAMPLE LETTER

MEMORANDUM TO WHOM IT MAY CONCERN

FROM: 419 FW/PA

SUBJECT: Restricted/Controlled Area Photography

1. (Rank/Name) _____ is authorized to take photographs or shoot video tape at (time) _____ on (date) _____ at (location) _____. Photography outside the approved time frame, date, location, or that violates any of the safety and security rules outlined on the reverse, is not authorized and may be subject to appropriate action.

2. The photographer agrees to the following provisions: I will not knowingly photograph or videotape any classified or sensitive equipment or information. If there is concern about what I have photographed or taped, I will readily give my film/tape to security police personnel or a designated representative for processing and/or screening. I'm aware the film/video tape will be returned to me after screening if security hasn't been violated. Photographs or video taken will not be used in any publication or given to any publication without written permission of the 419th Fighter Wing Public Affairs Officer or representative. Photographs will not be used in any form for unauthorized advertising. (See additional rules on reverse). I will carry this letter, with signed approval, with me at all times during the period when I'm using a camera in a restricted/controlled area. I acknowledge that I have read and understand the provisions of this letter and will abide by the rules and responsibilities outlined.

Photographer's Signature: _____

Line Badge Number of Photographer or Escort: _____

Duty Phone of Photographer or Escort: _____

Signature of Escort (if other than photographer): _____

Number in group, including escort: _____

JAMES R. WILSON, Capt, USAFR
Chief of Public Affairs
HQFL-3

Attachment 2**419TH FIGHTER WING RULES AND RESPONSIBILITIES FOR PERSONAL PHOTOGRAPHY IN RESTRICTED/CONTROLLED AREA**

A2.1. No photos are allowed of the cockpit of any aircraft.

A2.2. No photos are allowed of any open avionics panels of any aircraft.

A2.3. No flash photos are allowed in any areas where flammable gasses, vapors, combustible dust, ignitable fibers or exposed explosives may be present.

A2.4. No photos are allowed of the loading or unloading of classified cargo.

A2.5. Photographers who do not have their own restricted or controlled area badge must be escorted and that individual must sign the front of this letter. Public affairs will not responsible for providing an escort for photography in these areas.

A2.6. Photographers must stay a minimum of 50 feet away from any aircraft that is taxiing or has its engines running.

A2.7. Photographers will not take privately owned or unauthorized vehicles onto the flight line at any time.

QUICK READ**APPROVAL/COORDINATION FOR VISITS**

	Primary	Alternates
Public Tours	419 FW/PA	N/A
Family Members	419 FW/PA	419 FW/CCE 419 OG/CC 419 SFS
Foreign Nationals	419 FW/PA	419 FW/CC 419 FW/CCE 419 SFS
Active duty/guard/reserve members, civil service employees not affiliated with 419 th Fighter Wing (professional visits for training/observations)	Area function OPR With PA/CC "courtesy" notification	