

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND
HEADQUARTERS OPERATING
INSTRUCTION 33-101**

15 January 1999

Communications and Information

**GUIDE FOR PHOTOGRAPHIC
NEWS COVERAGE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFRC LAN InfoBase and subordinate unit InfoBases. If you lack access, go to the HQ AFRC WWW site at <http://www.wrbfs01.afrc.mil/scsi>.

OPR: HQ AFRC/PAN (MSgt M. Gail Floyd)
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This operating instruction implements AFD 33-1, *Command, Control, Communications, and Computers (C4) Systems*. It provides responsibilities for requesting photographic support for newsworthy events/activities at Headquarters Air Force Reserve Command.

SUMMARY OF REVISIONS

This revision deletes the requirement to provide justification and deletes the requirement for an impact statement for requests for color or oversized prints (previous paragraph 2.6).

1. Procedures. Directors, heads of special staff officers, and Commander, 951st RSPTS, ensure strict adherence to the responsibilities set forth in this operating instruction. Make all requests for photographic support using AF Form 833, **Visual Information Support Request**.

2. Responsibilities:

2.1. HQ AFRC/PA: Has approval authority for news photographic support within HQ AFRC. Lead time of not less than 72 hours before the scheduled news event is desired.

2.2. AFRC/CSP:

2.2.1. Schedules through the base photo lab photographic coverage of retirements, awards and decorations, and other documentation deemed appropriate for activities involving AFRC CC/CV/CS held at headquarters.

2.2.2. Prepares and submits AF Form 833 for such coverage.

2.2.3. Forwards copies of photos to recipients/participants.

2.3. HQ AFRC Staff Agencies:

2.3.1. Ensure each request (AF Form 833) reflects an official requirement, supported by full justification for photographic coverage. Such events as awards, decorations, reenlistments, quarterly awards, promotions, etc., are considered newsworthy events. Events such as outstanding performance ratings, years of service (less than 30 years) pins/awards social gatherings, etc., are not considered newsworthy events.

2.3.2. In conjunction with HQ AFRC/CSP ensure recipients involved in awards, decorations, reenlistments, retirements, etc., are in place no later than 15 minutes before the ceremony. If photographic coverage cannot be scheduled, schedule recipients for a portrait photo at the base photo lab or to be photographed in their work environment.

2.4. Audiovisual Monitors. Requests for photographs for other than publicity purposes should be processed through the appropriate HQ AFRC audiovisual monitor.

2.5. Requests for Photographs During Non-duty Hours. If the photographic requirement involves work to be performed during non-duty hours, the requester includes complete justification on the AF Form 833. If overtime money is required for a civilian photographer, the photo lab initiates an AF Form 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time**, after receipt of AF Form 833. The photo lab coordinates overtime requests with the appropriate agencies for funding purposes.

JAMES E. SHERRARD III, Maj Gen, USAF
Commander