

BY ORDER OF THE COMMANDER



**ANDREWS AIR FORCE BASE
INSTRUCTION 33-303**

23 APRIL 2002

Communications and Information

**ANDREWS AFB ALERT PHOTOGRAPHER
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policy and procedures for alert photographer support provided to Andrews Air Force Base and is applicable to all host and tenant units.

1. RESPONSIBILITIES:

1.1. 89th Airlift Wing/Command Post will:

1.1.1. Notify alert photographer in accordance with established command post checklists.

1.2. 89th Communications Squadron will:

1.2.1. Provide qualified still photographers to fulfill alert photography duties.

1.2.2. Provide pager for alert photographer.

1.2.3. Quarterly provide current alert photographer roster with pager number to 89th Security Forces Squadron Law Enforcement Desk and 89th Airlift Wing Command Post.

1.2.4. Provide self-help 35mm camera kit for Security Forces Investigations Section.

1.2.5. Ensure all photographers scheduled for alert photographer duty complete disaster control group training conducted by 89th Civil Engineering Squadron Readiness Section.

1.3. 89th Security Forces Squadron will:

1.3.1. Use issued self-help camera for photographic documentation of minor accidents and/or minor damage to government property.

1.3.2. Contact alert photographer for ALL major accidents/incidents.

NOTE: When in doubt, contact the alert photographer.

1.3.3. Transport alert photographer to accident/incident scene when possible.

1.4. 89th Civil Engineering Squadron will:

1.4.1. Provide disaster control group training for photographers identified by the 89th Communications Squadron.

1.5. 89th Transportation Squadron will:

1.5.1. Provide base taxi services when requested by alert photographer (on base only).

2. NOTIFICATION PROCEDURES:

2.1. Normal duty hours notification: contact the alert photographer during duty hours by calling Base Photo.

2.2. If unable to contact alert photographer at above extension, contact alert photographer at pager number indicated on alert photographer roster.

2.3. If notification procedures in 2.1. and 2.2. fail, contact the 89th Communications Group Help Desk.

2.4. Only security forces, the Command Post and the fire department are authorized direct contact with the alert photographer. All other agencies must use normal photographic assignment request procedures. Exceptions to this policy require approval of the 89th Communications Group commander, deputy commander, or 89th Communications Squadron commander.

3. DISASTER CONTROL GROUP AND ALERT PHOTOGRAPHER:

3.1. Alert photographer will be recalled with other disaster control group members for both real world and exercise scenarios and will report to the disaster control group assembly area. The on-scene commander will request the alert photographer from the assembly area. Under no circumstances will the alert photographer report directly to the entry control point.

3.2. Alert photographer will report to senior disaster control group communications representative.

3.3. Alert photographer will remain under disaster control group control until released by the on-scene commander along with other disaster control group members.

4. RESPONSE TIME AND REPORTING PROCEDURES:

4.1. During duty hours:

4.1.1. Alert photographer will answer pages within 10 minutes (if paged).

4.1.2. Alert photographer will arrive on scene within 30 minutes. This time is based on availability of transportation to the scene.

4.2. After duty hours:

4.2.1. Alert photographer will answer pages within 15 minutes and arrive on scene no later than 60 minutes from notification. Timely response is the criteria; hence the alert photographer will be allowed to report in respectable civilian clothes.

4.3. Reporting:

4.3.1. Alert photographer responses: Alert photographer reports to on-scene commander or senior investigating official.

4.3.2. Disaster Control Group responses: Alert photographer reports to disaster control group assembly area and to disaster control group communications representative.

5. OFF-BASE INCIDENTS:

5.1. Disaster Control Group incidents:

5.1.1. Alert photographer will follow the instructions in [4.3.2.](#)

5.2. All other off-base incidents:

5.2.1. Investigating agencies will provide transportation from Andrews Air Force Base to off-base incident scenes.

5.2.2. Alert photographer residing off base will report to Andrews Air Force Base and coordinate transportation with the investigating agency.

6. DISPOSITION OF ALERT PHOTOGRAPHER PRODUCTS:

6.1. Imagery of Security Forces investigated incidents will be delivered to 89th Security Forces Investigations Section.

6.2. Imagery of Air Force Office of Special Investigations investigated incidents will be delivered to Air Force Office of Special Investigations investigating agent(s).

6.3. Imagery of disaster control group controlled incidents will be delivered as directed by disaster control group commander or disaster control group communications representative.

GLENN F. SPEARS, Brigadier General, USAF
Commander, 89th Airlift Wing