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# *VISUAL INFORMATION (VI) MANAGEMENT*

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 33-1, *Command, Control, Communications, and* Computer (C4) Systems; Department of Defense (DoD) Directive 5040.2, Visual Information (VI), December 7, 1987; with Change 1; DoD Instruction 5040.4, *Joint Combat Camera (COMCAM) Operations,* March 5, 1990; and DoD Directive 5040.5, *Alteration of Official DoD Imagery*, August 29, 1995. It identifies and describes Air Force visual information (VI) resources and functions, and tells how to manage and operate Air Force VI activities at all levels. Address technical questions on this instruction to Headquarters, Air Force Communications and Information Center, (HQ AFCIC/SYSM), 1250 Air Force Pentagon, Washington DC 20330-5190. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of their supplement to Headquarters Air Force Communications Agency, (HQ AFCA/XPXP). Refer suggested changes and conflicts between this and other publications on AF Form 847, **Recommendation for Change of Publication,** to HQ AFCA/XPXP, 203 W. Losey Street, Room 1065, Scott AFB IL 62225-5222. See **Attachment 1** for a list of references, acronyms, abbreviations, and terms used in this instruction. Violations of the prohibitions of paragraph **1.10.1.** by military members constitute a violation of Article 92, Uniform Code of Military Justice (UCMJ), and may result in punishment under the UCMJ. Violations of paragraph **1.10.1.** by civilian personnel may result in administrative or other disciplinary action under applicable civilian personnel regulations or instructions. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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**(USAFA)** AFI 33-117, 16 November 2001, is supplemented as follows: The OPR for this supplement is 10 CS/SCSQ (Ms. Marsha Taylor). This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-117, *Visual Information (VI) Management.* This supplement applies to all United States Air Force Academy (USAFA) and tenant units. This supplement also applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units and members when utilizing USAFA VI resources. Use AF Form 847, **Recommendation for Change of Publication**, to send proposed changes

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***SUMMARY OF REVISIONS***

This change incorporates interim change (IC) 2001-1. It affects the implementation and operation of Local Area Network (LAN)-based Video Teleconferencing (VTC) (LVTC) within the Air Force. LVCT is now authorized for limited use within the Air Force. Restrictions and limitations are in paragraph **2.3.1.2.**

**(USAFA)** This is the first issuance of this supplement. This supplement was formerly the USAFA Instruction USAFAI33-117. The entire instruction was renumbered to supplement paragraph **6.1.** of AFI33-117, no content was changed. Office Symbols were updated.

**Chapter 1— VISUAL INFORMATION RESOURCES AND FUNCTIONS 6**

1.1. Headquarters United States Air Force ..... 6
1.2. Headquarters Air Force Communications Agency (HQ AFCA) ..... 6
1.3. Air Components (USAF MAJCOM elements that transfer to a Joint Com ..... 6
1.4. Major Commands ..... 7
1.5. Headquarters Air Mobility Command ..... 8
1.6. Base Visual Information Manager ..... 8
1.7. Authorization and Control of Visual Information Activities and Functions ..... 9
1.8. Consolidating Visual Information Activities ..... 10
1.9. Review for Military Need ..... 10
1.10. Official Visual Information Products and Services ..... 11

**Chapter 2— BASE-LEVEL SUPPORT 12**

2.1. Base Visual Information Support Centers ..... 12
2.2. Base Cable Television Government Access Channel ..... 12
2.3. Video Teleconferencing ..... 13
2.4. Video Teletraining ..... 16
2.5. Work Orders. ..... 17
2.6. Support for Appropriated Fund Morale, Welfare, and Recreation (MWR) ..... 17
2.7. Contract Base Visual Information Support Centers ..... 17
2.8. Alteration of Official Photographic Images ..... 18

**Chapter 3— VISUAL INFORMATION EQUIPMENT MANAGEMENT PROCEDURES 19**

3.1. Tables of Allowance ..... 19

Table 3.1. Table of Allowance. ..... 19

3.2. Requesting Visual Information Equipment ..... 20

3.3. Programming for the Visual Information Equipment Plan (RCS: ..... 20

3.4. Weather Briefing, Video Surveillance, and Other Visual Information ..... 20

3.5. Video Standards ..... 20

3.6. Photographic Systems ..... 20

3.7. Emission Security (EMSEC) Requirements ..... 21

**Chapter 4— MANAGING VISUAL INFORMATION PRODUCTIONS 22**

4.1. Purpose of the Visual Information Production Program ..... 22

4.2. Exemptions ..... 22

4.3. Production Restrictions ..... 23

4.4. Visual Information Productions ..... 23

4.5. Responsibilities ..... 25

4.6. Contracting for New and COTS Visual Information Productions ..... 28

4.7. Production Authorization Number ..... 29

4.8. Production Identification Number ..... 29

4.9. Copyright License ..... 29

4.10. Public Clearance ..... 29

4.11. Air Force Support of Commercial Producers ..... 30

4.12. Air Force Personnel as Performers in Productions ..... 30

4.13. Legal Release From Persons Appearing in Air Force Productions ..... 30

4.14. Entering Air Force Products in Non-Department of Defense Visual Infor ..... 30

**Chapter 5— VISUAL INFORMATION DOCUMENTATION PROGRAM 32**

5.1. Purpose of the Visual Information Documentation (VIDOC) Program ..... 32

5.2. Sources of VIDOC ..... 32

5.3. Responsibilities ..... 32

5.4. Combat Camera Operations ..... 34

5.5. Shipping or Transmitting Visual Information Documentation Images ..... 34

5.6. Planning and Requesting Combat Documentation ..... 35

5.7. Readiness Reporting ..... 35

**Chapter 6— RECORDS LIFE-CYCLE MANAGEMENT PROGRAM 36**

6.1. Archival Policy ..... 36
6.2. Visual Information Records Materials ..... 38
6.3. Responsibilities ..... 38
6.4. Department of Defense Visual Information Records Centers ..... 39
6.5. Local Collections of Visual Information Material ..... 39
6.6. Submitting Visual Information Record Material ..... 39
6.7. Identifying Record Material ..... 39
6.8. Captions ..... 40
6.9. Submitting Still Media Material ..... 40
6.10. Submitting Motion Media Material ..... 41

**Chapter 7— REQUESTING VISUAL INFORMATION PRODUCTS 43**

7.1. Exceptions ..... 43
7.2. Release of Visual Information Materials ..... 43
7.3. Official Requests for Visual Information Productions or Materials ..... 43
7.4. Selling Visual Information Materials ..... 43
7.5. Customers Exempt From Fees ..... 44
7.6. Visual Information Product/Material Loans ..... 44
7.7. Collecting and Controlling Fees ..... 45
7.8. Forms Prescribed. ..... 45

**Chapter 8— AERIAL PHOTOGRAPHIC/VIDEO DOCUMENTATION OPERATIONS 46**

8.1. Purpose ..... 46
8.2. Responsibilities ..... 46
8.3. Requesting Aerial Photographic Support ..... 46
8.4. Coordinating Aircrew Requirements ..... 47
8.5. Aircrew Training and Prerequisites ..... 47

**Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 48**

**Attachment 2— PRODUCTION REQUEST, APPROVAL, AND ACQUISITION PROCEDURES 57**

**Attachment 3— INSTRUCTIONS FOR REQUESTING APPROVAL OF PRODUCTIONSCOSTING MORE THAN $100,000** 60

**Attachment 4— PUBLIC CLEARANCE REQUEST PROCEDURES** 62

**Attachment 5— INSTRUCTIONS FOR PREPARING THE VISUAL INFORMATION EQUIPMENT PLAN (VIEP) (RCS: HAF-SCM(A)8901)** 63

**Attachment 6— FORMAT FOR PREPARING THE VISUAL INFORMATION EQUIPMENT PLAN (VIEP) (RCS: HAF-SCM9A)8901** 64

**Attachment 7— VIDEO TELECONFERENCING REQUIREMENTS DEFINITION PROCESS** 65

**Attachment 8— IC 99-1 TO AFI 33-117, VISUAL INFORMATION (VI) MANAGEMENT** 67

**Attachment 9— INTERIM CHANGE 2001-1 TO AFI 33-117, VISUAL INFORMATION (VI) MANAGEMENT** 80

# Chapter 1

## VISUAL INFORMATION RESOURCES AND FUNCTIONS

**1.1. Headquarters United States Air Force** .

1.1.1. HQ AFCIC/SYSM manages the visual information program for the Air Force.

1.1.2. HQ AFCIC/SYSM:

1.1.2.1. Sets policy and procedures for VI activities and programs.

1.1.2.2. Helps plan the development and use of VI resources to ensure effective support of Air Force mission objectives.

1.1.2.3. Serves as the single Air Staff point of contact for VI systems and support to the Air Force, DoD, and other government agencies.

1.1.2.4. Manages the Air Force VI career field to ensure proper manning, training, and policy for the career field.

1.1.2.5. Monitors the Air Force VI planning, programming, and budgeting functions.

1.1.2.6. Manages access to the Defense Automated Visual Information System (DAVIS) data base.

1.1.2.7. Provides policy and oversight for procuring and using Air Force video teleconferencing and teletraining systems.

**1.2. Headquarters Air Force Communications Agency (HQ AFCA)** .

1.2.1. Video Teleconferencing and Video Teletraining (VTT). HQ AFCA/SYND:

1.2.1.1. Serves as the Air Force focal point for video teleconferencing and teletraining systems.

1.2.1.2. Provides MAJCOMs with architectural, engineering and technical support.

1.2.1.3. Serves as the Air Force point-of-contact for VI standards and interoperability.

1.2.1.4. Maintains the Air Force VTC data base and directory.

1.2.1.5. Performs studies and analyses for HQ AFCIC/SYSM.

1.2.2. Video Production. HQ AFCA/SYND:

1.2.2.1. Manages the Air Force visual information production program.

1.2.2.2. Serves as the Air Force focal point for obtaining visual information production support.

1.2.2.3. Serves as the Air Force single manager/editor for the DAVIS.

**1.3. Air Components (USAF MAJCOM elements that transfer to a Joint Command for Operational Control)**:

1.3.1. Establishes requirements for combat camera (COMCAM) and VI support.

1.3.2. Responsible for all air component COMCAM and VI activities in their areas of responsibility.

1.3.3. Coordinates with MAJCOM VI managers (Headquarters Air Mobility Command [HQ AMC] as lead) to plan VI documentation of war and contingencies.

**1.4. Major Commands** . Each MAJCOM designates a single office to manage VI activities within their communications and information staff. The MAJCOM VI management office, staffed with qualified VI personnel from Air Force specialty codes (AFSC) 33SX and 3VOXX career fields:

1.4.1. Sets VI policy to meet command mission needs at all levels and manages VI programs and activities to ensure personnel implement the VI policy.

1.4.2. Coordinates with other MAJCOM offices on program objective memorandum initiatives for new weapons systems, mission changes, communications and information systems, basing actions, and so on, to identify VI needs.

1.4.3. Begins programming and funding actions needed to maintain, upgrade, and enhance command VI capabilities to support mission needs.

1.4.4. Asks for and uses Air Force and command personnel standards and variances for VI activities.

1.4.5. Identifies and accounts for all authorized VI resources.

1.4.6. Helps the command inspection staff with command VI activities, and provides inspection criteria that are adequate, current, and consistent with Air Force guidance.

1.4.7. Fills the need for professional graphic arts and photographic expertise, either by an in-house facility or by contract.

1.4.8. Promotes computer graphics training for personal computer users at command bases and encourages cost-effective day-to-day basic graphics production at the unit-level by using PCs and graphics software.

1.4.9. Coordinates all Air Force VI war-planning needs, including VI unit type code (UTC) availability and resources, with continental United States (CONUS) and overseas commands (HQ AMC and Air Components).

1.4.10. Provides, trains, and equips VI forces.

1.4.11. Provides COMCAM documentation capabilities (HQs ACC, AMC, AETC, AFRES, and AFSPACECOM).

1.4.12. Handles manpower and equipment force packaging (MEFPAK) responsibilities for Base Visual Information Support Center (BVISC) UTCs (ACC).

1.4.13. Handles MEFPAK responsibilities for COMCAM UTCs (HQ AMC).

1.4.14. Provides liaison support and coordinates changes with MAJCOMs using or providing COMCAM UTCs (HQ AMC).

1.4.15. Develops criteria for portfolios and makes reasonable efforts to provide check-out equipment to potential retrainees to the VI career field so the retrainees can develop portfolios.

1.4.16. Maintains deployable theater support facility teams (UTC XFMAD) with the mission capability to manage armament delivery recording requirements above the aviation wing level. Armament Delivery Recording (ADR) support includes gathering, editing, copying and distributing of gun and

bomb damage assessment, collateral intelligence, training, historical, public, and other needs (HQs AMC, AFRES, and AETC). (See AFI 33-132, *Armament Delivery Recording (ADR) Program*.

1.4.17. Maintains the ability to support ADR for combat aviation units. Generally, this support includes the ability to train and deploy with the supported flying unit or wing headquarters element (HQs ACC, ANG, USAFE, AFSOC and PACAF).

**1.5. Headquarters Air Mobility Command** .

1.5.1. Coordinates all Air Force VI war-planning needs, including VI UTC availability and resources, with CONUS and overseas commands.

1.5.2. Coordinates changes with MAJCOMs using or providing the UTCs.

1.5.3. Provides COMCAM documentation capabilities.

1.5.4. Handles MEFPAK subsystem responsibilities for all VI UTCs, unless otherwise directed.

**1.6. Base Visual Information Manager** .

1.6.1. Each base or installation Communications - Information Systems Officer (CSO) names a Base VI Manager (BVIM) from AFSC 33SX or 3VOXX. Choose the best-qualified person as BVIM and make sure they attend the DoD Visual Information Managers Course, Ft Meade MD. Do not assign quality assurance evaluations to the BVIM, unless the workload of both positions is small enough for one person to handle.

1.6.2. The BVIM:

1.6.2.1. Provides VI services according to this instruction.

1.6.2.2. Sets clearly defined local policy and management controls for the support group or installation commander's approval to make sure personnel use VI resources most effectively and efficiently to complete official work.

1.6.2.3. Monitors and advises all VI activities, resources, and equipment on the installation, except for those this chapter specifically exempts.

1.6.2.4. Coordinates VI equipment requests from base and tenant non-VI activities when required by Table of Allowance (TA) 629 (see Air Force Manual [AFM] 67-1, Volume 2, *Base Procedures*).

1.6.2.5. Coordinates VI production needs by Air Force activities assigned to the host base.

1.6.2.6. Approves installation-level productions (see **Chapter 4**).

1.6.2.7. Keeps management records for VI products and nonproduction training aids produced with BVISC resources.

1.6.2.8. Reviews proposed Host-Tenant Support Agreements to make sure they correctly specify VI support.

1.6.2.9. Helps activities using the BVISC by:

1.6.2.9.1. Establishing product quality standards to satisfy customers.

1.6.2.9.2. Categorizing and publishing a list of services and expected turnaround time.

1.6.2.9.3. Setting up and publishing a priority system that considers urgency, mission impact, agencies supported, task complexity, and resources available.

1.6.2.9.4. Devising procedures for reviewing purchase requests for services that the BVISC does not offer.

1.6.2.9.5. Devising procedures for keeping base-level original record VI material as outlined in **Chapter 6**.

1.6.2.9.6. Performing searches in the DAVIS database of DoD visual information production for use by customers.

1.6.2.10. Establishes within the Visual Information Support Center (VISC):

1.6.2.10.1. A work order control system to track status and location of work.

1.6.2.10.2. A periodic work order audit to verify accuracy of required data and identify questionable work orders.

1.6.2.10.3. Physical safeguards for VISC equipment and supplies.

1.6.2.11. Sends AF Form 1340, **Visual Information Support Center Workload Report (RCS:HAF-SCM(M)9486)**, for all 327X Functional Account Codes (FAC) within the VISC as the MAJCOM VI manager directs.

1.6.2.11.1. This report is designated emergency status code C-3. Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but delay, if necessary, to allow the submission of higher precedence reports. Submit by non-electronic means, if possible.

1.6.2.12. Interviews candidates the base personnel office identifies for retraining to the VI career field. Makes recommendations based on technical or artistic ability, quality force criteria, personal presentation, and estimated probability of success.

1.6.2.12.1. Retrainees into the graphics, photographic, and video career fields must submit a portfolio of their work, proof of prior related experience, and academic background to the BVIM.

1.6.2.12.2. The BVIM's evaluation determines artistic, photographic, or video documentation aptitude or ability in the career field.

1.6.2.13. Processes an AF Form 1284, **Training Quality Report**, according to Air Force Instruction (AFI) 36-2201, *Developing, Managing, and Conducting, Training*, for each technical school graduate assigned to the BVISC.

1.6.2.14. Identifies potential BVIMs to the MAJCOM VI manager for assignment to BVIM school.

1.6.2.15. Manages government access channel video recording and playback equipment and helps the base commander and public affairs office with local government access channel video operation according to AFI 64-101, *Cable Television Systems on Air Force Bases*.

**1.7. Authorization and Control of Visual Information Activities and Functions** .

1.7.1. HQ AFCIC/SYSM issues each Air Force activity a defense VI activity number (DVIAN) authorizing them to perform specific VI functions.

1.7.2. Both the MAJCOM VI manager and HQ AFCIC/SYSM must approve requests for new VI activities, mission changes, or an additional FAC.

1.7.3. Units asking for new or changed VI authorizations must include the following information:

1.7.3.1. Mission statement or an extract from the governing document.

1.7.3.2. A list of functions performed or requested, cross-referenced to the appropriate Air Force FACs.

1.7.3.3. A brief list of primary units, agencies, activities, or locations to receive support. Include copies of interservice support agreements between the activity or host and any non-Air Force agencies.

1.7.3.4. A needs statement from a senior official of the organization needing support.

1.7.3.5. A statement of review by the support group or installation commander certifying that existing VI activities cannot support the new VI activity and that the new activity does not infringe on or duplicate contractor support.

1.7.3.6. A copy of previous documents authorizing the activity, including approval of in-house operations, etc.

**1.8. Consolidating Visual Information Activities** .

1.8.1. The BVIM:

1.8.1.1. Consolidates all VI activities on each Air Force base under single management and at a single location, where practical.

1.8.1.2. Sends requests for waivers through the support group or installation commander to the appropriate command VI managers and HQ AFCIC/SYSM. Requests must include:

1.8.1.2.1. DVIAN information described in paragraph **1.5.**

1.8.1.2.2. An explanation of why consolidation is not feasible or is inefficient; include an assessment of geographic, demographic, and economic factors, and plans and milestones for collocating facilities. ***NOTE:*** HQ AMC COMCAM units do not perform BVISC functions and do not require waivers.

1.8.1.2.3. VI facilities must meet technical data requirements and specifications for equipment operation, supplies, and material storage.

1.8.2. Command VI managers should periodically review progress toward collocation and centralization, and renew waivers if progress is satisfactory.

**1.9. Review for Military Need** . BVIMs review VI activities every five years to assess whether they are military essential and if continued in-house or contract operation is justified. AFI 38-203, *Commercial Activities Program*, defines most VI as commercial activities. As such, VI activities not assigned a mobilization or a wartime role in a combat or combat support mission, not in an overseas theater, or CONUS units that do not provide a base for overseas rotation, are subject to cost comparison studies and contract.

**1.10. Official Visual Information Products and Services** .

1.10.1. Air Force VI resources are government property for official Air Force mission support and historical documentation. Unofficial use of VI resources, or their products and services, is illegal and violators are subject to prosecution. Unofficial use by military personnel violates Article 92 of the UCMJ and may result in punitive action under the UCMJ. Unofficial use by civilian personnel may result in administrative or other disciplinary action under applicable civilian personnel regulations or instructions. The customer must certify an official need for products requested.

1.10.2. VI products that Air Force members and civilian employees produce or collect in their official duties become Air Force property. VI products that contractors produce or collect in their official duties become Air Force property, unless their contract states otherwise.

1.10.2.1. Make contractual exceptions only when they best serve the Air Force. Coordinate exception approval with the MAJCOM VI manager.

1.10.3. Photographic prints of awards and retirement presentations are appropriate and consistent with the traditions of the service and the USAF awards program. These uses are legitimate within the intent of this instruction. The use of video systems and personnel to document retirement or promotion ceremonies honoring MAJCOM, Numbered Air Force, Wing, and Vice Wing commanders and important historical figures such as Medal of Honor winners, aerial aces, etc., for historical and informational purposes are appropriate. Videos recording and editing of other retirement or promotion ceremonies are limited to self-help. When resources are available, VISCs should offer Video Handling System (VHS) video camcorders for self-help checkout to support unit recognition programs. MAJCOMs and Wing commanders may approve exceptions that meet the intent of this policy or that support the Air Force public affairs program.

## Chapter 2

## BASE-LEVEL SUPPORT

**2.1. Base Visual Information Support Centers** . The Air Force sets up BVISCs on Air Force installations to serve host base VI needs. Normally, a BVISC produces still photography and graphic arts. BVISCs may also provide presentation services, VTC, base cable television (CATV) operation, and video services (see **Chapter 4**), if needed. ***NOTE:*** Serving a MAJCOM, other headquarters, or a specific organization with VI products may call for other services.

2.1.1. Base Still Photographic Laboratories provide:

2.1.1.1. Professional photographers to expose, process, and print film, transparencies, and slides using chemical or electronic processes.

2.1.1.2. Studio photography for official portraits, special duty assignments (per AFI 36-2110, *Assignments*), official passports, and citizenship applications.

2.1.1.3. Alert photographic services for the emergency needs of the security police, Air Force office of special investigations, disaster preparedness, flying or ground safety offices, and other emergency response agencies.

2.1.1.4. Other photographic support as needed.

2.1.2. Graphic Arts provides:

2.1.2.1. Professional artists offering visualization and consultation services to help develop graphic arts or visual aids.

2.1.2.2. Professional design and creation of illustrations, charts, graphics, vugraphs, diagrams, cartoons, illustrations, posters, displays, exhibits, temporary or interior signs, and other artwork for managerial, operational, training, educational, and administrative purposes.

2.1.2.3. Assistance to other VI functions developing packaged presentations, including illustrations, camera-ready masters, and text or title cards used with VI productions or VI documentation clips.

2.1.2.4. A graphics self-help area for customers to use for official work.

2.1.3. Presentation Services. A presentation section performs a variety of tasks depending on local need, such as conference room scheduling, operating VI recording and playback equipment, advising and training command briefing teams, helping with presentation systems development, and facility modification or construction.

2.1.4. VTC Services. BVISC personnel may act as system facilitators, scheduling and operating the base VTC system as needed.

2.1.5. Self-help Services. BVISCs should provide self-help graphics, nonprofessional still cameras, video recording, and playback equipment to users the BVIM deems qualified.

2.1.6. Video Services: See **Chapter 4**.

**2.2. Base Cable Television Government Access Channel** . (***NOTE:*** his paragraph does not apply to locations serviced by the Armed Forces Radio and Television Service [AFRTS].) The standard Air Force

franchise agreement with CATV companies requires those companies to give the installation commander a dedicated reserve access channel at no cost to the Air Force or the subscriber (AFI 64-101).

2.2.1. Use this channel to support command internal information and public affairs programs at the commander's discretion.

2.2.2. The base public affairs officer decides programming and content.

2.2.3. Place video equipment for program origination and cable transmission of dedicated channel programming in the BVISC. BVISC personnel may operate this equipment to support the base public affairs office.

2.2.4. Use a private contractor or in-house staff to maintain the system.

2.2.4.1. If using in-house communications maintenance staff, include a staff assessment in the needs document per AFI 38-203.

2.2.4.2. To receive system maintenance by the local communications unit if VI is a tenant unit, make a formal agreement per AFI 25-201, *Support Agreements Procedures*.

2.2.5. Get CATV system components listed in TA 629 through Operations and Maintenance 3400 funds.

**2.3. Video Teleconferencing** .

2.3.1. Managing VTC Systems and Facilities.

2.3.1.1. Switched/Dedicated Circuit (SDC) VTC.

2.3.1.1.1. MAJCOMs, FOAs, and DRUs plan, program, budget, and fund for SDC VTC requirements.

2.3.1.1.2. Use allowance standard (AS) 629, Part ZB, to determine what SDC VTC equipment you are authorized.

2.3.1.1.3. Air Force organizations will not order, or obligate funds for SDC VTC equipment until they have received approval from their respective MAJCOM or superior FOA or DRU and received a validated technical solution/review of requirements documentation from HQ AFCA/SYND.

2.3.1.1.4. MAJCOMs, FOAs, and DRUs maintain a current listing of common-user SDC VTC facilities within their command. MAJCOMs, FOAs, and DRUs will:

2.3.1.1.4.1. Ensure all accountable equipment is processed through Base Supply, and property records accurately reflect the current inventory and condition of property through appropriate directives, instructions, or other means in accordance with AFI 23-111, *Management of Government Property in Possession of the Air Force*, AFI 33-112, *Automatic Data Processing Equipment (ADPE) Management*, and other directives as determined by the MAJCOM, FOA, or DRU commands.

2.3.1.1.4.2. Ensure the applicable custody account inventory is used to provide accountability of visual information (VI) systems resources assigned to that unit through appropriate directives, instructions, or other means as determined by the MAJCOM, FOA, or DRU commands.

2.3.1.1.4.3. Ensure accountability of VI systems acquired through any source through appropriate directives, instructions, or other means as determined by the MAJCOM, FOA, or DRU commands.

2.3.1.1.4.4. Ensure inventories of assigned VI systems are accomplished through appropriate directives, instructions, or other means as determined by the MAJCOM, FOA, or DRU commands at least annually.

2.3.1.1.5. MAJCOMs, FOAs, and DRUs collect and maintain system utilization data for all common-user SDC VTC systems and facilities within their command. Utilization data for common-user systems includes the average number of users turned away each duty day.

2.3.1.1.6. MAJCOMs, FOAs, and DRUs review their SDC VTC systems and facilities utilization at least annually to make sure the systems and facilities are still needed. Discontinue network connectivity and services for systems and facilities determined no longer needed.

2.3.1.1.7. Each major SDC VTC facility manager maintains a local inventory of major SDC VTC equipment items in their facility.

2.3.1.1.8. Using VI personnel as operators or facilitators of major SDC VTC facilities requires a DVIAN.

2.3.1.1.9. HQ AFCA/SYND maintains an Air Force VTC database and directory. All Air Force organizations notify HQ AFCA/SYND when installing new SDC VTC systems and facilities and provides a point of contact (POC) and other information for inclusion in the Air Force VTC database and directory.

2.3.1.1.10. MAJCOMs, FOAs, and DRUs establish secure operating procedures for their secure SDC VTC systems and facilities. Use AFI 31-401, *Managing the Information Security Program* and AFI 33-211, *Communications Security (COMSEC) User Requirements*, as guides.

2.3.1.2. Local Area Network (LAN)-based Video Teleconferencing (VTC) (LVTC).

2.3.1.2.1. Due to technology improvements and the expanding need for VTC communications, LVTC, compliant with the International Telecommunications Union (ITU-T) H.323 recommendation, *Visual Telephone Systems and Equipment for Local Area Networks which provide a Non-guaranteed Quality of Service*, is now authorized for limited use within the Air Force.

2.3.1.2.2. Send requests for H.323 LVTC systems to the CSO for action.

2.3.1.2.2.1. The CSO, working with the Systems Telecommunications Engineering Manager – Base Level (STEM-B), determines what impact the proposed LVTC operation will have on the intended LAN or LAN segments. Based on that impact, the CSO prepares a recommendation for approval or disapproval of the requirement.

2.3.1.2.2.2. The Base Commander, the owner of the LAN, approves/disapproves the CSO's recommendation.

2.3.1.2.2.2.1. In instances where an organizational LAN is not maintained by the host Base Commander, the recommendation goes to the LAN owner for approval/disapproval.

2.3.1.2.2.3. Neither the CSO nor the STEM-B may authorize the use of equipment to gateway between H.320, *Narrow-band Visual Telephone Systems and Terminal Equipment*, compliant, VTC systems and H.323 compliant VTC systems. Send all requests for gateway type operations to HQ AFCA/GCOV, 203 W. Losey St., Room 1100, Scott AFB IL 62225-5222, for action.

2.3.1.2.2.4. For systems intended to be used on the Secure Internet Protocol Router Network (SIPRNET), send requirements packages to the Designated Approval Authority (DAA) for the SIPRNET segment affected.

2.3.2. VTC Standards.

2.3.2.1. SDC VTC Standards.

2.3.2.1.1. The Federal Telecommunications Recommendation (FTR) 1080A-1998, incorporating the DoD VTC Profile, formally the Corporation for Open Systems International Profile, is the DoD standards specification for SDC VTC equipment. It employs International Telecommunications Union – Telecommunications Standardization Sector (ITU-T) H.320 standards suite for SDC VTC equipment specifications. Contact HQ AFCA/SYND, for information.

2.3.2.1.2. Defense Information Systems Network (DISN) Digital Video Services – Global (DVS-G) managed by Defense Information Systems Agency (DISA) is the DoD standard network for all SDC VTC requirements. DISA, through DISN DVS-G, ensures total network interoperability and access with Federal Government networks and commercial switched networks. Include connection of proposed systems with the DISN DVS-G. If not, explain why your system does not need to connect with existing networks or demonstrate that doing so is cost prohibitive. You must ask HQ AFCIC/SYSM for a waiver to DISN DVS-G connection.

2.3.2.1.3. Intelligence activities that need sensitive compartmented information-secure SDC VTC capability use the Joint Worldwide Intelligence Communications System fielded by the Defense Intelligence Agency.

2.3.2.2. LAN VTC Standards. FTR 1080A-1998 is the DoD standards specifications for LAN VTC equipment, software, and systems. It employs ITU-T H.323 standards suite for Transportation Communications Protocol/Internet Protocol (TCP/IP) LAN VTC equipment, software, and systems specifications. Contact HQ AFCA/SYND for information.

2.3.3. Configuration Management and Engineering and Technical Support.

2.3.3.1. HQ AFCA/SYND provides Air Force-wide configuration management for SDC VTC systems and facilities. Systems Telecommunications Engineering Manager-Base Level (STEM-B) provide configuration management for LAN VTC equipment, software, and systems.

2.3.3.2. MAJCOMs, FOAs, and DRUs send approved SDC VTC requirements to HQ AFCA/SYND for technical review or solution. HQ AFCA/SYND returns the validated technical solution to the MAJCOM, FOA, or DRU.

2.3.4. Processing Requirements.

2.3.4.1. Air Force organizations process all new SDC VTC requirements per AFI 33-103, *Requirements Development and Processing*, and this instruction. Send them to your parent MAJCOM, FOA, or DRU for approval and forwarding to HQ AFCA/SYND.

2.3.4.2. Perform a requirements survey before developing an operational concept for an SDC VTC system, facility, or network. **Attachment 7** explains the requirements definition process.

2.3.4.3. Analyze costs and benefits of proposed SDC VTC facilities and systems. Consider intangible benefits, e.g., reduced time away from work and reduced program lead times.

2.3.4.4. Share SDC VTC systems, facilities, and resources with collocated organizations as much as possible. Requirements documents proposing a need for additional SDC VTC systems and facilities at base or MAJCOM headquarters must prove that existing systems cannot meet the validated mission needs. Utilization data from existing common-user SDC VTC system and facilities (studio, mobile, and desktop) must show at least four hours average daily use before installing additional systems or facilities.

2.3.4.5. Use the Air Force VTC Implementers Guide developed by HQ AFCA/SYND to implement SDC VTC systems.

2.3.5. Acquisition and Maintenance.

2.3.5.1. MAJCOMs, FOAs, and DRUs send requests-for-service (RFS) to DISA Service Center (DSC), 604 Tyler St, Bldg. 3189, Scott AFB IL 62225-5421, for DISN DVS-G SDC VTC network service, per AFI 33-116, *Long-Haul Telecommunications Management*.

2.3.5.2. When available, use quantity discount contracts arranged by Electronic Systems Center/Audiovisual (ESC/AV), DISA or other DoD agencies for SDC and LAN VTC equipment.

2.3.5.3. Use contract maintenance unless the base CSO can provide support per AFI 38-203, *Commercial Activities Program*.

**2.4. Video Teletraining** .

2.4.1. Managing VTT Systems and Facilities.

2.4.1.1. AETC plans, programs, and budgets for VTT systems and facilities. Program Element 85790 funds VTT transmission studios and facilities with equipment programmed through Budget Program Activity Code 837240. The requiring MAJCOM funds VTT receive site facilities and classrooms.

2.4.1.2. Use TA 629 for VTT transmission studio equipment.

2.4.1.3. A DVIAN is required to operate the VTT studio facility. If the VTT studio is centrally managed by the VISC, then upgrade the VISC DVIAN to reflect the mission change.

2.4.1.4. The base education office operates the base level classrooms at receive sites.

2.4.2. Air Technology Network (ATN).

2.4.2.1. ATN is the Air Force standard video network for VTT.

2.4.2.2. Acquire ATN service under the Federal Telecommunications System (FTS) 2000 contract.

2.4.2.3. The ATN supports requirements for AETCs distance learning (DL) program.

2.4.2.4. HQ AETC/EDX, Maxwell AFB AL is the program manager for the ATN.

2.4.3. Engineering and Technical Support. Through HQ AFCA/SYND, HQ AFCA/TNSC provides engineering and technical support to AETC for VTT and ATN requirements.

2.4.4. Processing Requirements.

2.4.4.1. Process all new VTT requirements and changes per AFI 33-103 and this instruction. Then, send to HQ AETC/EDX for approval, and forwarding to HQ AFCA/SYND for technical support.

2.4.4.2. Share VTT facilities and resources with collocated organizations as much as possible. Requirements documents proposing a need for additional VTT facilities at a base must prove existing facilities cannot meet mission needs.

2.4.4.3. MAJCOMs validate all ATN VTT requirements prior to sending to HQ AETC/EDX.

**2.5. Work Orders.** Customers request VI work on AF Form 833, **Visual Information Support Request**.

2.5.1. They must:

2.5.1.1. Detail needs, including number, type, and size of prints, slides, vugraphs, composition needs, etc.

2.5.1.2. Describe the product's planned use and certify that the work is for official business.

2.5.1.3. Use AF Form 833 to describe the job if they want to use nonprofessional still camera and video recording equipment.

2.5.2. You may transmit Electronic AF Forms 833 via e-mail to the VISC, provided you have established proper certification procedures.

**2.6. Support for Appropriated Fund Morale, Welfare, and Recreation (MWR) Activities**. MWR activities are authorized VI support for category A, "Mission Sustaining" and category B, "Basic Community Support Activities." Category A programs are essential to the military mission and authorized all VI support. Category B activities are closely related to Category A activities and are essentially community support programs. Furnish support to these activities as long as the MWR activity does not generate any revenue. For additional clarification of MWR activities refer to AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*.

**2.7. Contract Base Visual Information Support Centers** .

2.7.1. When directed to contract for base VI services, the BVIM uses AFI 64-108, *Service Contracts*, to draw up a performance work statement and request for proposals.

2.7.2. In the performance work statement for a government-funded, contractor-operated, cost-comparison study or request for proposals, the government indicates that it will provide both BVISC facilities and equipment. The performance work statement must also say that the contractor will propose a 5-year equipment upgrade and replacement plan. The government decides whether to fund the plan.

2.7.3. The performance work statement requires the contractor to account for government-owned equipment on equipment authorization inventory data listings.

2.7.4. BVISCs that continue to operate after an AFI 38-203 cost-comparison study must operate under the terms of the government's bid against the cost-comparison study. Air Force standards and workload determine their staffing.

2.7.5. Quality assurance evaluators (QAE) evaluate contract support centers. QAEs are technically qualified in AFSC 33SX or 3VOXX, but are not BVIMs, unless the workload for both positions is small enough to support both functions.

2.7.5.1. BVIM and QAE functions are inherently governmental.

**2.8. Alteration of Official Photographic Images** .

2.8.1. Ensure absolute credibility of official photographic images. The alteration of a photographic or video image by any means for any purpose other than to establish the image as the most accurate reproduction of an event is prohibited. Exemptions include:

2.8.1.1. Using photographic techniques such as dodging, burning, color balancing, spotting, and contrast adjustment achieve the accurate reproduction of an event.

2.8.1.2. Photographic and video image enhancements such as color and contrast intensification, magnification, and sharpening used in support of unique cartography; intelligence; medical; and research, development, test, and evaluation (RDT&E) technical requirements. Associated captions specify the particular enhancement applied to the image.

2.8.1.3. The obvious masking of portions of a photographic image in support of specific security requirements.

2.8.1.4. The use of cropping or editing to selectively isolate a portion of an image; however, cropping or editing that has the effect of misrepresenting the circumstances or facts of the event as originally recorded by the image constitutes a prohibited alteration.

2.8.1.5. The digital conversion and compression of photographic and video images.

2.8.1.6. Photographic and video post-production enhancement, including animation, digital simulation, graphics, and special effects, used for dramatic or narrative effect in education, recruiting, safety and training illustrations, publications, or productions is authorized if the enhancement does not misrepresent the subject of the original image; or, it is clearly and readily apparent from the content of the image or accompanying test that the enhanced image is not intended to be an accurate representation of any actual event.

# Chapter 3

## VISUAL INFORMATION EQUIPMENT MANAGEMENT PROCEDURES

### 3.1. Tables of Allowance .

3.1.1. Use the Air Force equipment management system (AFEMS) TA to manage and control non-computer VI equipment. Include computer equipment that supports VI activities in the information processing management system AFI 33-112, *Automatic Data Processing Equipment (ADPE) Management*. Limit all allowances for VI equipment to TA 629, VI Support. The following TAs may also apply, when appropriate.

**Table 3.1. Table of Allowance.**

| TA NUMBER | TITLE |
|---|---|
| 136 | Special Electronic/Atmospheric Research Equipment |
| 410 | Morale, Welfare, Recreation and Physical Training |
| 428 | Training Aids Shop (HQs AETC, AMC, and ACC) |
| 538 | Security Police Activities, Organizational Small Arms Equipment, Military Dogs, Associated Equipment, Confrontation Management, Air Base Ground Defense Correction and Detention Equipment |
| 629 | Visual Information (VI) Support (Origination/Utilization Equipment) |
| 742 | Air Force/Joint Air Intelligence Organizations |
| 758 | Aerial Port/Combat Control/Special Tactics Group/Airlift Control Element |
| 789 | Air Weather Service |

3.1.2. Authorized VI equipment includes:

3.1.2.1. COMCAM and VI production equipment to support MAJCOM television production missions.

3.1.2.2. Equipment for base photo labs, graphics shops, and presentation sections, including electronic imaging equipment.

3.1.2.3. Nonprofessional VI equipment when BVISC support is not feasible.

3.1.2.4. Weather briefing and video surveillance equipment used for video presentation.

3.1.2.5. Distribution, area surveillance (child care centers and security police needs), and a variety of other needs.

3.1.3. You may also have the following VI equipment, in non-VI TAs, without HQ AFCIC/SYSM coordination:

3.1.3.1. Oscilloscope cameras included in TAs.

3.1.3.2. VI equipment in weapon systems and included in weapon system TAs.

3.1.3.3. Maintenance equipment directly supporting airborne VI systems and included in maintenance TAs.

3.1.3.4. VI equipment included in war readiness material TAs.

3.1.4. The BVIM and the MAJCOM VI manager identify changes to the TA for professional equipment and send change requests through the MAJCOM Equipment Management Office, HQ AFCIC/SYSM, and the 78 ABW/LGSE, 375 Perry St., Robins AFB GA 31098-1863.

**3.2. Requesting Visual Information Equipment** .

3.2.1. Request COMCAM, video, photographic, graphic arts, and video surveillance equipment on AF Form 601, **Equipment Action Request**, and send the form through the AFEMS.

3.2.1.1. Authorized VI units must write their DVIAN in Section A. DVIANs are not needed for TAs 410, 538, 758, and 789.

3.2.1.2. Describe how the VI equipment supports customer needs.

3.2.2. Request VI computer equipment according to AFI 33-103.

**3.3. Programming for the Visual Information Equipment Plan (RCS: HAF-SCM(A)8901)**.

3.3.1. Prepare the Visual Information Equipment Plan (VIEP) according to **Attachment 5** and **Attachment 6**.

3.3.2. Send the VIEP directly to the MAJCOM VI manager.

3.3.3. The MAJCOM VI manager prioritizes the VIEPs and sends to HQ AFCIC/SYSM by 1 December each year for the next calendar year.

3.3.4. Designate this reporting requirement as emergency status code C-2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed or as soon as possible after submission of priority reports.

**3.4. Weather Briefing, Video Surveillance, and Other Visual Information Equipment for Non-Visual Information Activities**. Do not include these systems in the VIEP.

**3.5. Video Standards** . Air Force video standards follow:

3.5.1. Scan Rate. Use National Television Systems Committee, Electronics Industries Association RS-170A for all video applications except in special cases.

3.5.2. Video Recording Standards for Production or COMCAM. For original videotape recordings, use 1-inch SMPTE, 3/4-inch U-Matic SP, 1/2-inch component video, or 8mm (Hi8 only) formats because VI images may become official records. You may record video services with VHS/SVHS or 8mm equipment.

3.5.3. Video Product Duplication, Distribution, and Playback Format. The standard Air Force format for reproduction, and distribution of video products is 1/2 inch VHS.

3.5.4. HQ AFCIC/SYSM must approve use of nonstandard video equipment.

**3.6. Photographic Systems** .

3.6.1. For non-VI activities requiring nonprofessional cameras, 35mm and self-developing film cameras, and related VI equipment, use applicable allowances in TA 629 after BVIM approval.

3.6.2. Personal Issue of Cameras. AFPD 23-1, *Requirements and Stockage of Materials*, authorizes personal issue of cameras to photojournalists.

3.6.2.1. Determine eligibility using special experience identifiers according to Air Force Manual (AFMAN) 36-2108, *Airman Classification*.

3.6.2.2. Make photographers accountable for the camera per AFPD 23-1.

**3.7. Emission Security (EMSEC) Requirements** .

3.7.1. Before working with classified information, make sure an EMSEC assessment is performed for VI facilities and equipment processing classified information by the wing information protection office according to AFI 33-203, *The Air Force Emission Security Program*.

3.7.2. The Air Force Information Warfare Center, 102 Hall Blvd, Kelly AFB TX 78243-7009, is the Air Force office of primary responsibility (OPR) for emission testing of VI facilities and equipment.

## Chapter 4

## MANAGING VISUAL INFORMATION PRODUCTIONS

**4.1. Purpose of the Visual Information Production Program** . HQ USAF designated television production activities usually accomplish VI productions. VI productions support the full range of Air Force training, education, corporate communications, and information requirements. They are differentiated from visual information documentation in that they are self-contained or complete, accomplished to a plan or script, produced under controlled circumstances, and for an intended audience.

4.1.1. Create Air Force VI productions for official purposes in support of Air Force missions.

4.1.2. Make sure lifecycle management products are available when needed. Ensure removal of products from service when obsolete, and preclude replication of subject matter.

**4.2. Exemptions** . Some VI products are not considered VI productions, so there is no need to prepare a RCS: DD-PA(AR)1381, VI Production Request and Report or DD Form 1995, **Visual Information Production Request and Evaluation and Approval Report**, or to enter them in the DAVIS. ***NOTE:*** If exempted VI products are used within another VI production, follow this instruction for the production and its distribution. To use contractor produced segments in another Air Force VI production, the contracting officer gives HQ AFCA/SYND the contract number and identifies any government limits on the production's use.

4.2.1. Exempt items normally do not benefit the public because their life is too short, (usually less than 1 year). These include:

4.2.1.1. “Quick look” VI reports such as after-action reports, RDT&E technical reports, reconnaissance reports, and intelligence reports.

4.2.1.2. Television and radio spot announcements, public service announcements, news clips, and information programs AFRTS funds.

4.2.1.3. Information programs funded and reported as recruiting advertising.

4.2.1.4. VI products resulting from criminal investigation and other legal fact finding efforts.

4.2.1.5. Commercial VI productions or programs purchased, leased, or rented for DoD dependent schools; MWR activities; education centers; libraries under DoD Directive 1015.1, *Establishment, Management, and Control of Nonappropriated Fund Instrumentalities*, August 19, 1981, with Change 1; and commercial entertainment the Army and Air Force Exchange Service acquires.

4.2.1.6. Mixed media packages with over 50 percent printed material and mixed media productions that need special projection equipment or electronic programmers.

4.2.1.7. VI productions about techniques, procedures, and management of DoD cryptological operations.

4.2.1.8. Leased or rented commercial VI productions.

4.2.1.9. Photomechanical reproductions, cartography, and microfilm and microfiche productions.

4.2.1.10. Command and control information displayed with weapons systems and in command and control centers and posts.

4.2.1.11. VI products collected solely for surveillance, reconnaissance, and intelligence.

4.2.1.12. Multimedia productions costing less than $2500 when visual and/or graphic content are less than 49% of the production.

4.2.1.13. VI products and productions for an educational activity made to support specific lessons unique to that activity. ***NOTE:*** Productions used outside the educational activity are not exempt.

**4.3. Production Restrictions** .

4.3.1. VI productions will not contain material that:

4.3.1.1. Shows DoD personnel in an unfavorable or undignified situation unless doing so is essential to the production's message.

4.3.1.2. Implies endorsement of a commercial product or service by including trademarks, logos, labels, distinctive packaging, or references to trade or brand names in narratives, dialogues, or titles.

4.3.1.3. Promotes an individual, activity, or organization, or provides a forum for opinions on a broad subject without referencing a specific program.

4.3.1.4. Is inaccurate or incompatible with Air Force policy or doctrine.

4.3.1.5. Discriminates, or appears to discriminate, against individuals because of sex, race, color, national origin, age, religion, or handicap.

4.3.1.6. May promote various industries.

4.3.2. Customers must not cut, re-edit, or otherwise alter or reproduce copies of VI products without permission of the OPR. You must coordinate requests for segments of VI production for briefings or other productions through HQ AFCA/SYND and the OPR. This procedure precludes inadvertent violation of copyright or legal restrictions.

4.3.3. Proprietary Production: Air Force VI production centers must not create VI productions on subjects that are the responsibility of another MAJCOM or Air Staff functional OPR, unless they first obtain permission from the functional OPR. This includes, but is not limited to:

4.3.3.1. Security.

4.3.3.2. Safety.

4.3.3.3. Drug and alcohol abuse.

4.3.3.4. Equal opportunity.

4.3.3.5. Human relations.

4.3.3.6. Chaplain, law enforcement, legal, and medical activities.

4.3.3.7. Fire protection.

**4.4. Visual Information Productions** . Visual information productions are either audiovisual (motion media with sound) or multimedia (i.e., video and slides, or some other media with sound). Account for these productions on DD Form 2054-1, **Visual Information (VI) Annual Report**. VI productions are

intended as permanent records and are managed for their entire life span. There are two categories of productions, local productions and Air Force productions.

4.4.1. Local productions are for local requirements (normally base use only), usually with a limited life span. They contain all the elements of a production (see **Attachment 1**). A DAVIS search is not mandatory nor is entry into the DAVIS database. You must assign a production authorization number (PAN) to a local production and accomplish a DD Form 1995.

4.4.2. Air Force productions are created for multi-base, command-wide or Air Force-wide, DoD-wide, and non-DoD use. They contain all the elements of a production and generally have an extended life (over 1 year). A DAVIS search and entry into the DAVIS database are mandatory. The VI production center manager approves requests for Air Force productions and coordinates the DD Form 1995 with the requester's command VI manager for validation. The MAJCOM VI manager then sends the DD Form 1995 to HQ AFCA/SYND for certification and production identification number (PIN) assignment for requests initiated by Air Force organizations. DoD organizations requesting Air Force production support send their DD Form 1995s to the Office of the Assistant Secretary of Defense for Public Affairs, American Forces Information Service/Defense Visual Information (OASD(PA)AFIS/DVI), 601 N Fairfax Street, Alexandria VA 22314-2007 for certification and PIN assignment.

4.4.2.1. The total cost of any production may not exceed $100,000 (exclusive of replication and distribution) without approval from HQ AFCIC/SYSM, OASD PA, and AFIS/DVI. See **Attachment 3** to request productions that cost more.

4.4.3. The OPR performs an obsolescence review of its productions on the fifth anniversary of the completion date and every third year after that. The OPR stops distribution of productions that contain outdated doctrine, policies, and procedures, using these criteria:

Is content consistent with current Air Force, DoD, and federal government policy statements and program objectives?

Are procedures, tactics, and techniques depicted current?

4.4.3.1. The OPR determines the production status and responds to Joint Visual Information Service Distribution Activity (JVISDA) through the MAJCOM VI manager. Air Staff OPRs respond directly to JVISDA.

4.4.3.2. Declare OPRs productions obsolete if they do not respond to the currency review within 90 days after date of JVISDA notification.

4.4.3.3. A user who finds an obsolete production that meets his or her organization's needs may ask to assume responsibility for currency review.

4.4.3.4. The production center and the requester of a local production are responsible for reviewing the currency of the production annually.

4.4.4. Video services are accomplished by base VI support centers with consumer quality equipment, and by HQ AFCIC/SYSM designated television production facilities. Video services are not in themselves productions. Video services have limited life spans or limited distribution and are not permanent record material. Normally, do not upgrade video services into a production status. DD Form 1995 data tracking is not required. You may assign video services authorization numbers for tracking and reporting purposes. Video services include:

4.4.4.1. Classroom recording (video lectures).

4.4.4.2. Media training.

4.4.4.3. Video Teleconferencing recordings.

4.4.4.4. Broadcasted Distance Learning products.

4.4.4.5. Briefings.

4.4.4.6. Video products intended for the units use only, made with consumer grade - non-professional video equipment the user owns or provided by the BVISC.

4.4.4.7. Command and control information displayed with weapons systems and in command and control centers and posts.

4.4.4.8. VI products for an educational activity made to support specific lessons unique to that activity. ***NOTE:*** You must treat as a video products created or used outside the services listed above as a production.

4.4.5. Requesting services or a production: See **Attachment 2**.

4.4.5.1. Requesters must determine the likelihood of hearing impaired personnel viewing the production and request to have the production closed or open captioned through JVISDA. Production centers must provide the JVISDA with a computer disk with the as-recorded script encoded in ASCII based text, MS-Word, or WordPerfect formats.

**4.5. Responsibilities** .

4.5.1. HQ AFCIC/SYSM coordinates funding and distribution for DoD use productions with the military services and OASD (PA).

4.5.2. HQ AFCA/SYND manages the Air Force VI production program:

4.5.2.1. Processes and coordinates joint interest VI production needs and production support with other military departments and DoD.

4.5.2.2. Manages and updates the Air Force portion of the DAVIS database to reflect new or obsolete products.

4.5.2.3. Processes all Air Force production needs.

4.5.2.4. Issues a PIN that identifies and controls Air Force and DoD-use productions through their life cycle.

4.5.2.5. Coordinates Air Force replication and distribution of all Air Force productions through JVISDA.

4.5.3. The parent command VI management office is responsible for oversight of command VI productions. They review and approve all VI production requests above the local level.

4.5.4. The requesters/OPRs are responsible for production costs for both local and Air Force productions to include:

4.5.4.1. Direct non-personnel expenses of the production unless a formal memorandum of agreement exists (AFI 25-201).

4.5.4.2. Cost of commercial off-the-shelf (COTS) productions for base, MAJCOM, Air Force or DoD-wide use.

4.5.4.3. Full cost for new contract productions contracted through Television-Audiovisual Support Activity March AFB CA.

4.5.5. The requester funds productions that require in excess of 25 copies and distribution within a single MAJCOM. JVISDA replicates and distributes after approval by HQ AFCA/SYND. JVISDA replicates and distributes Air Force use productions with Air Force central funding after approval by HQ AFCA/SYND.

4.5.6. For a production, the BVIM searches the DAVIS to determine if there is an existing production to satisfy the requester's requirements. If none, the BVIM refers the request either to a VI production center (if one exists locally) or to HQ AFCA/SYND. HQ AFCA/SYND coordinates with the requester in establishing contact with an Air Force VI production center that can satisfy customer requirements.

4.5.7. Air Force VI Production Activities assist in the preparation of the DD Form 1995 for all Air Force productions. VI production center managers:

4.5.7.1. Assign a PAN described in paragraph **4.7.** for local productions and send Air Force production DD Form 1995's to HQ AFCA/SYND for the assignment of a PIN described in paragraph **4.8.**

4.5.7.2. Track and record direct costs for all productions (and video services). Direct costs (including travel), regardless of funding source, include:

4.5.7.2.1. Costs incurred as a direct result of the production; for example; labor for scripting, story boarding, production staff, animation, outside talent, technical crew, sets, music, equipment rental, purchases and services, travel and subsistence.

4.5.7.2.2. Personnel costs according to AFI 65-603, *Official Representation Funds—Guidance and Procedures.*

4.5.7.2.3. Direct, non-personnel initial reproduction and distribution costs.

4.5.7.2.4. Total production unit overhead and indirect costs. (Do not allocate these costs to an individual production, account for them on unit basis.)

4.5.7.3. Track indirect costs, including expenses not affiliated with any specific production such as administrative support, management, utilities, rent, etc.

4.5.7.4. Keep a master production file for each VI production. The file contains all documents from initial production request and approval through completion and distribution. Include:

4.5.7.4.1. DD Form 1995.

4.5.7.4.2. A DAVIS subject search printout, including search parameters.

4.5.7.4.3. An approved script, as recorded.

4.5.7.4.4. Initial and later subsequent distribution plans, including number of copies required.

4.5.7.4.5. Contracts.

4.5.7.4.6. Production costs.

4.5.7.4.7. Talent and legal releases.

4.5.7.4.8. Copyright licenses.

4.5.7.4.9. Public clearance or exhibition requests and legal review certification.

4.5.7.4.10. HQ AFCA/SYND Assignment Letter.

4.5.7.5. Use the PAN, until you receive a PIN, on production related correspondence.

4.5.7.6. Keep master production files for local productions. Refer to AFMAN 37-139, *Records Disposition Schedule*, for disposition.

4.5.7.7. The production activity sends the master production file for Air Force productions, with all original materials, to JVISDA (see paragraph **7.6.** for address). Also, include a final video master in one of the following formats: Betacam, Betacam SP, 1 inch Helical Scan, or 3/4 inch U-Matic, for replication purposes. The JVISDA updates DAVIS, and replicates, distributes, and sends master materials to the Defense Visual Information Center (DVIC) for permanent storage.

4.5.8. Command Representative and Technical Advisor Production Responsibilities.

4.5.8.1. The Command representative is responsible for the information a production conveys and for the additional support needed to complete production. The command representative:

4.5.8.1.1. Reviews and coordinates the script with Air Force organizations or other military and government agencies. Makes sure the content of the script does not conflict with policies and objectives of the supported command or the Air Force.

4.5.8.1.2. Approves scripts before production begins.

4.5.8.1.3. Makes sure personnel, facilities, and support are available from the organization and outside resources.

4.5.8.1.4. Provides an initial distribution list with the DD Form 1995 that includes current addresses.

4.5.8.1.5. Validates each addressee's need for the production.

4.5.8.2. The technical advisor is responsible for accurate technical information in the script and production, but not the technical quality, media selection, treatment, or other items that fall under the producer's or production activity's responsibilities. The technical advisor:

4.5.8.2.1. Makes sure procedures, concepts, and ideas reflect current Air Force and MAJ-COM policies, plans, and objectives.

4.5.8.2.2. Approves the script before production begins.

4.5.8.2.3. Gives the production activity the technical data, directives, training aids and devices, and other equipment it needs.

4.5.8.2.4. Attends planning conferences, on-location surveys, recording sessions, approval screenings, and post-production events.

4.5.8.2.5. Reviews story boards and helps select technically correct footage.

4.5.8.2.6. Determines the security classification, downgrading, and reviewing instructions for material. Tells the producer or project officer the classification of all production elements such as story boards, research documents, scripts, still photos, slides, graphics, and props.

4.5.8.2.7. Makes sure the production portrays Air Force personnel in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel.*

4.5.9. JVISDA: The JVISDA at Tobyhanna Army Depot duplicates, inventories, controls, circulates, and distributes Air Force VI products.

4.5.9.1. The JVISDA identifies Air Force productions for OPRs to perform obsolescence reviews.

**4.6. Contracting for New and COTS Visual Information Productions** .

4.6.1. Only the T-ASA March contracting center at March AFB, CA may contract for creating new Air Force VI productions. T-ASA March also provides contract production services such as narrators, scripting services, etc. If you determine that a production requires commercial support, HQ AFCA/SYND coordinates the requirement with T-ASA March and provides necessary required administrative support for the production.

4.6.2. New productions. If HQ AFCA/SYND determines that an Air Force production activity is unable to support a valid Air Force production request, HQ AFCA/SYND assigns a PIN to the requester prepared DD Form 1995 and coordinates the form with the T-ASA March Contracting Office, to handle contracting for the new production, using requester funds.

4.6.3. COTS productions. BVIMs may approve the purchase of up to five copies per title of COTS productions. T-ASA March serves as the contracting agency for purchasing more than five copies per title of COTS productions. Document all COTS purchases of 5 copies or more with DoD reproduction rights, on a DD Form 1995 and send it to HQ AFCA/SYND for DAVIS input. Limit exemptions to:

4.6.3.1. Recruiting programs whose productions are part of an overall advertising agency contract.

4.6.3.2. Mixed media contracts if non-VI media (such as print) cost is more than 50 percent of the total.

4.6.3.3. Programs that support intelligence and reconnaissance missions.

4.6.3.4. COTS AV works purchased for non-appropriated fund activities (including base book and technical libraries).

4.6.3.5. COTS productions leased or rented for the base only.

4.6.4. Some contracts are also exempt from T-ASA March contracting. The MAJCOM VI manager reviews and approves the production portions before contract award to make sure the contractor follows the Visual Information Records Preservation Management Program and that costs are reasonable and do not duplicate existing efforts.

4.6.4.1. Research and development, weapons systems, and similar contracts, when the production is a provision of the contract for status reporting and new equipment training.

4.6.4.2. Curriculum development contracts (such as interactive courseware and instructional systems development) when the project needs a qualified curriculum development contractor (rather than an AV producer) unless the VI production costs more than 50 percent of the total.

4.6.4.3. BVIMs and MAJCOM VI management offices should coordinate all requests for contract production with T-ASA March.

**4.7. Production Authorization Number** .

4.7.1. After approval of a local production, the producing organization assigns a PAN. A PAN consists of the letter F, the production group's DVIAN, the last two digits of the fiscal year, and a sequentially assigned four-digit number. A hyphen separates each element except F. For example:

| DVIAN | FISCAL YEAR | SEQUENTIAL NUMBER |
|---|---|---|
| F3023 | 95 | 0053 |

4.7.2. Video production center managers keep a PAN log containing the PAN, production title, media, customer, and customer's organization and telephone number. The PAN appears electronically at the beginning of all productions.

**4.8. Production Identification Number** .

4.8.1. A PIN is a permanent number that identifies and controls Air Force productions over its life span.

4.8.2. HQ AFCA/SYND issues PINs to Air Force designated television production activities after HQ AFCA/SYND has received a DD Form 1995, a subject search verification and distribution plan. You must record the PIN at the beginning of each production by the production center or if unable to do so, on a case-by-case basis, HQ AFCA/SYND requests JVISDA to do so.

**4.9. Copyright License** . Using copyrighted materials always requires a separate license. Generally, both music and programs recorded off air are copyrighted. Having the source recording or score does not confer any right to reproduce, transfer, or otherwise use or perform the recorded material, either as a whole or in part. Get a specific clearance for each use from the copyright owner. A clearance may:

4.9.1. Give the government the perpetual right to duplicate, distribute, publish, exhibit, use, or transmit all or any part of the copyrighted material in the production that the Air Force received license to use, or any future use incorporating part or all of the production. Do not assume perpetual right. The local Judge Advocate Office must certify each effort to invoke the fair use provision of the copyright law.

4.9.2. State that the conveyed license to use benefits the U.S. Government and its officers, agents, servants, and employees acting in their official capacities and any other persons lawfully reproducing, distributing, exhibiting, or using a part or all of the production that the Air Force received the license to use.

**4.10. Public Clearance** . Productions produced or contracted for by the Air Force, intended for public exhibition or public release (i.e., anyone outside the DoD), need an authorization to exhibit. See **Attachment 4** and the local public affairs office for information on public clearance of VI productions. All productions intended for public viewing must also have a legal review.

**4.11. Air Force Support of Commercial Producers** .

4.11.1. For an Air Force contract, the contract monitor makes the request, provides the contract number, and verifies that the contract's terms entitle the contractor support.

4.11.2. For contracts with another service or government agency, the contracting officer asks HQ AFCIC/SYSM for approval before providing support.

4.11.3. A commercial company not under government contract seeking Air Force support addresses requests to HQ AFCIC/SYSM through the Secretary of the Air Force, Office of Public Affairs (SAF/PA), 1690 Air Force Pentagon, Washington DC 20330-1690.

**4.12. Air Force Personnel as Performers in Productions** .

4.12.1. Air Force personnel, including active duty military, only play dramatic roles, or narrate, in Air Force productions when:

4.12.1.1. They perform their jobs.

4.12.1.2. A production's sole purpose is internal communications or training and Air Force personnel play roles developed to teach others to do their jobs.

4.12.1.3. Professional actors lack the skills or knowledge needed to do their jobs.

4.12.2. Production managers may waive these restrictions when doing so results in an effective and economic production.

4.12.3. Government personnel never play roles that are more hazardous than their jobs.

**4.13. Legal Release From Persons Appearing in Air Force Productions** .

4.13.1. The Air Force must avoid liability under laws protecting people and their property from invasion of privacy, trespass, and violation of rights.

4.13.2. VI personnel must get signed releases for materials used in productions from people:

4.13.2.1. Who appear or speak in a production.

4.13.2.2. Whose minor children, real estate, or other private property appear in a production. ***NOTE:*** No release is required from active duty military personnel, including cadets or midshipmen of the United States military academies or DoD civilians performing official duties.

4.13.2.3. Who have an expectation of privacy, such as:

4.13.2.3.1. People shown in secluded or commonplace situations.

4.13.2.3.2. Central figures in a scene regardless of its brevity.

4.13.3. A release is not needed from:

4.13.3.1. People involved in newsworthy and public events.

4.13.3.2. People who are part of a crowd.

**4.14. Entering Air Force Products in Non-Department of Defense Visual Infor mation Events**.

4.14.1. Send requests for Air Force participation in non-DoD VI events through MAJCOM VI manager channels to HQ AFCIC/SYSM.

4.14.2. SAF/PAS reviews Air Force VI productions selected for film festivals and exhibitions to determine whether to release them. OASD/PA clears them for public release. See **Attachment 4**.

4.14.3. Individuals, on their own, may not enter Air Force-funded VI products in festivals or other competition.

## Chapter 5

## VISUAL INFORMATION DOCUMENTATION PROGRAM

**5.1. Purpose of the Visual Information Documentation (VIDOC) Program** . Using various visual and audio media, the Air Force VIDOC program records important Air Force operations, historical events, and activities for use as decision making and communicative tools. VIDOC of Air Force combat operations is called COMCAM documentation.

**5.2. Sources of VIDOC** .

5.2.1. Primary sources of VIDOC materials include:

5.2.1.1. HQ AMC active and reserve COMCAM forces, both ground and aerial, whose primary goal is still and motion media documentation of Air Force and air component combat and combat support operations, and related peacetime activities such as humanitarian actions, exercises, readiness tests, and operations.

5.2.1.2. Visual information forces with combat documentation capabilities from other commands: HQs ACC, AETC, AFRES, and AFSPACECOM.

5.2.1.3. Communications Squadron BVISCs.

5.2.1.4. ADR images from airborne imagery systems, such as heads up displays, radar scopes, and images from electro-optical sensors carried aboard aircraft and weapons systems.

5.2.1.5. Photography of Air Force RDT&E activities, including high speed still and motion media optical instrumentation.

**5.3. Responsibilities** .

5.3.1. HQ AFCIC/SYSM:

5.3.1.1. Sets Air Force VIDOC policy.

5.3.1.2. Oversees USAF COMCAM programs and combat readiness.

5.3.1.3. Makes sure Air Force participates in joint actions by coordinating with the Office of the Secretary of Defense staff, Joint Chiefs of Staff (JCS), executive departments, and other branches of the United States Government.

5.3.1.4. Approves use of Air Force COMCAM forces in non-Air Force activities.

5.3.2. Air Components:

5.3.2.1. Manage air component COMCAM and visual information support within their areas of responsibility. Documents significant events and operations for theater and national-level use.

5.3.2.2. Sets requirements for COMCAM and VI support. Includes requirements in operations plans (OPLAN) force lists, concept plans (CONPLAN), operations orders (OPORD), and similar documents. See AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*.

5.3.2.3. Coordinate with MAJCOM VI managers to plan and source VIDOC forces for war, contingencies, and exercises.

5.3.2.4. Provide input (VI and COMCAM requirements) to HQ AMC/SCMV as required to develop the annual VI Exercise Support Plan. Include requirements to exercise VI forces to refine operational procedures and meet defined objectives.

5.3.3. HQ AMC:

5.3.3.1. Provides primary Air Force ADR theater support to the air component commanders.

5.3.3.2. Maintains a deployable theater support UTC to manage ADR requirements above the aviation wing level. This includes the gathering, editing, copying, and distribution of ADR images from combat aviation squadrons for operational analysis, bomb damage assessment, collateral intelligence, training, historical, public affairs, and other needs.

5.3.3.3. Sets combat training standards and develops programs for all Air Force COMCAM personnel (includes both formal classroom and field readiness training).

5.3.3.4. Coordinates and meets COMCAM needs in war, operations, and concept plans.

5.3.3.5. Provides the Air Force's primary COMCAM capability and assists air component and joint commands with deliberate and crisis action planning for USAF's COMCAM assets.

5.3.3.6. Provides component and theater commands COMCAM planning assistance and expertise for contingencies, humanitarian actions, exercises, and combat operations.

5.3.3.7. Acts as MEFPAK manager for COMCAM UTCs.

5.3.3.8. Funds HQ AMC COMCAM personnel and equipment for contingency or wartime deployments. (The requester funds temporary duty and supply costs for planned events, such as non-JCS exercises and competitions.)

5.3.3.9. Develops and monitors the annual Air Force-wide VI Exercise Support Plan for the Air Staff, with assistance from air components and supporting MAJCOMs. (Use criteria contained in paragraph **5.4.5.1.** and provide equitable deployment opportunity for tasked commands' VI resources.)

5.3.4. MAJCOM VI Managers:

5.3.4.1. Plan and set policy for documenting activities of operational, historical, public affairs, or other significance within their commands.

5.3.4.2. Train and equip VIDOC forces to document war, contingencies, major events, Air Force and joint exercises, and weapons tests.

5.3.4.3. Make sure COMCAM and BVISC forces meet their wartime tasking and identify and resolve deficiencies. Refer significant deficiencies and problems and proposed resolution to HQ AFCIC/SYSM.

5.3.4.4. Allow documentation of significant Air Force activities and events, regardless of their sensitivity or classification. Protect materials as the supported command directs. Safeguard classified images or handle them according to DoD Directive 5200.1, *DoD Information Security Program*, June 7, 1982, with Changes 1 and 2, and AFI 31-401. The authority in charge of the event or operation approves documentation distribution.

5.3.4.5. Update UTC availability in MAJCOM information systems.

5.3.4.6. Assist Air Force Operations Group, in identifying the command's capability to support COMCAM and VI requirements.

5.3.4.7. Provide inputs to HQ AMC/SCMV for the annual VI Exercise Support Plan for JCS exercises.

5.3.4.8. Make sure units that have deployable VI teams have Status of Resources and Training System (SORTS)-reportable designed operational capability (DOC) statements that accurately reflect their mission and taskings.

5.3.4.9. Develop and oversee measurements, such as operational readiness inspection criteria, to evaluate VI force readiness at DOC-tasked units.

**5.4. Combat Camera Operations** .

5.4.1. Air Force COMCAM forces document Air Force and air component activities.

5.4.2. The supported unified command or joint task force commander, through the air component commander (when assigned), controls Air Force COMCAM forces in a joint environment. If an air component is assigned, the air component normally manages documentation of its operations. Air Force COMCAM and visual information support for joint operations will be proportionate to USAF combat force participation. In airlift operations, HQ AMC may be the supported command.

5.4.3. During contingencies, exercises, and other operations, the Air Force provides its share of Unified Command headquarters COMCAM and visual information support forces for still photographic, motion media, graphics, and other VI services.

5.4.4. COMCAM and VI forces take part in Air Force and joint exercises to test procedures and overall readiness. COMCAM and VI forces also provide VI products to command, operations, public affairs, historical, and other significant customers.

5.4.5. Sourcing COMCAM forces. See AFMAN 10-401 for specific procedures.

5.4.5.1. When VI support teams are required, the lead wing's VI UTC deploys as primary, whenever possible. If lead wing VI support is not available, the providing command sources the requirement from other active or reserve component forces, or coordinates with other MAJCOMs for assistance.

5.4.5.2. Air Force VI personnel who assist supported commands in determining COMCAM and VI requirements and sourcing consider the total USAF VI community as a resource. Planners consider employing USAF deployable VI support teams, augmentation combat documentation teams from AFSPACECOM, AETC, and ACC, as well as active and reserve COMCAM teams.

**5.5. Shipping or Transmitting Visual Information Documentation Images** .

5.5.1. COMCAM Images. Send COMCAM images to the DoD Joint Combat Camera Center, Room 5A518, Pentagon, Washington DC 20330-3000, by the fastest means possible, following the approval procedures that on-scene and theater commanders set.

5.5.2. Other Non-COMCAM Images. After use, send significant non-COMCAM images to the appropriate DoD media records center through the Air Force record center accessioning point. Follow the instructions in **Chapter 6**.

5.5.3. Identification of VIDOC Materials. Clearly identify all VIDOC and COMCAM material with slates, captions, and cover stories.

**5.6. Planning and Requesting Combat Documentation** .

5.6.1. Planned Combat Documentation. Air Components identify documentation needs as early as possible in OPLANs, CONPLANs, and OPORDs and send copies of these plans to HQ AMC/SCMV. Include the contact for planning and support.

5.6.2. MAJCOMs may request that HQ AMC document their activities. Send information copies of requests to HQ AFCIC/SYSM and HQ AMC/SCMV. When a supporting component command operationally controls HQ AMC COMCAM units, other organizations that need support must coordinate requests with the supported command.

5.6.3. Unplanned Combat Documentation. Send short notice requests to the supported operational commander as soon as possible, with information copies to HQ AFCIC/SYSM and HQ AMC/SCMO. Identify end product requirements, media formats, and deadlines.

5.6.4. Humanitarian, Disaster Relief, and Contingencies. Theater commanders normally task the supporting component through the Joint Operation Planning and Execution System, that in turn, requests support from HQ AMC. HQ USAF can directly task HQ AMC to document humanitarian, disaster relief, or contingency activities if it does not receive other tasking(s). In these cases, coordinate with the supported unified command.

**5.7. Readiness Reporting** . All Air Force units assigned a DOC statement report readiness status through the SORTS process. See AFI 10-201, *Status of Resources and Training System,* for specific information and reporting criteria.

## Chapter 6

## RECORDS LIFE-CYCLE MANAGEMENT PROGRAM

**6.1. Archival Policy** . Under Public Law 754, Title 5, *Federal Records Act of 1950*, the Air Force gathers, accessions, maintains and archives VI record material. Because VI recording produces a valuable and irreplaceable account of Air Force activities, personnel must properly archive and preserve these records.

6.1.1. (Added-USAFA) **Administering USAFA Historical Archive Policy and Procedure:**

6.1.1.1. (Added-USAFA) Determining the scope and treatment of the imagery retained for archiving on the USAFA will be the responsibility of the Base Multimedia Manager (10 CS/SCS) and the current USAFA Point of Contact (POC) for Special Collections (HQ USAFA/DFSELSC).

6.1.1.1.1. (Added-USAFA) The 10 CS Photo Lab (10 CS/SCRVP) will be responsible for implementing the procedures determined in this document and maintaining an ongoing repository for retained images.

6.1.2. (Added-USAFA) **USAFA Historical Imagery Archive Location:**

6.1.2.1. (Added-USAFA) Imagery archives for USAFA shall be maintained in a designated file in the customer service area of 10 CS/SCRVP, located on the first floor of Fairchild Hall.

6.1.2.2. (Added-USAFA) The aforementioned archives will be accessible by USAFA Library Special Collections Representatives (HQ USAFA/DFSELSC) for the purpose of adding to their holdings of historical USAFA images and documentation, as required by AFI 37-138/Sup 1, *Records Disposition-Procedures and Responsibilities,* paragraph 3.2.2.1. (Added).

6.1.3. (Added-USAFA) **Proper Format and Presentation of Historical Imagery:**

6.1.3.1. (Added-USAFA) The majority of retained images will be in digital format, stored on Compact Disc Read Only Media (CD ROM), to include a printed proof sheet of thumbnail images to show the content of the Compact Disc (CD).

6.1.3.2. (Added-USAFA) Archives may include images retained on film negatives.

6.1.3.3. (Added-USAFA) All CD ROM's, proof sheets and negatives will be properly stored in brown envelopes and filed in the "Special Collections" file maintained in the customer service area of 10 CS/SCRVP.

6.1.4. (Added-USAFA) **Proper Labeling and Identification of Retained Images:**

6.1.4.1. (Added-USAFA) Labels for image archives will include proper identification.

6.1.4.1.1. (Added-USAFA) Brief description of the image.

6.1.4.1.2. (Added-USAFA) Date of the photo shoot.

6.1.4.1.3. (Added-USAFA) Photographer's name.

6.1.4.1.4. (Added-USAFA) 10 CS/SCRVP work order number.

6.1.5. (Added-USAFA) **Image Retention Plan.** The image retention plan is a way of categorizing Air Force Academy images and deciding what events are historically significant enough to archive in the USAFA Special Collections Department. The following categories serve as guides to determine what is kept and what is returned to the customer.

6.1.5.1. (Added-USAFA) **Retained Images:**

6.1.5.1.1. (Added-USAFA) Portraits:

6.1.5.1.1.1. (Added-USAFA) Colonel and higher or Squadron Commanders:

6.1.5.1.1.1.1. (Added-USAFA) Filed alphabetically by officer's last name; when new commander arrives the outgoing commander's negatives are released to Special Collections.

6.1.5.1.2. (Added-USAFA) Department and Group Photos:

6.1.5.1.2.1. (Added-USAFA) Includes Cadet Wing and Group Staff:

6.1.5.1.2.1.1. (Added-USAFA) Filed alphabetically by department; when new photos are taken the old are transferred to Special Collections.

6.1.5.1.3. (Added-USAFA) Special Ceremonies:

6.1.5.1.3.1. (Added-USAFA) All graduation week events (except concerts).

6.1.5.1.3.2. (Added-USAFA) Change of Command Ceremonies (active duty only).

6.1.5.1.3.3. (Added-USAFA) Distinguished Visitor's Tours and Special Events.

6.1.5.1.3.4. (Added-USAFA) Lecture Series.

6.1.5.1.3.5. (Added-USAFA) Annual Awards Banquets.

6.1.5.1.3.6. (Added-USAFA) Prep School Basic Cadet Training (BCT) and Graduation.

6.1.5.1.3.7. (Added-USAFA) Mission Related Documentation (i.e., Academic Classes, Basic Cadet Training, Combat Survival Training, Global Engagement, etc).

6.1.5.1.3.8. (Added-USAFA) Parades.

6.1.5.1.3.9. (Added-USAFA) Basewide New Construction and Renovation.

6.1.5.1.3.10. (Added-USAFA) Ribbon Cutting Ceremonies.

6.1.5.1.3.11. (Added-USAFA) Dedications.

6.1.5.1.4. (Added-USAFA) Athletic Events.

6.1.5.1.4.1. (Added-USAFA) Officially requested imagery of USAFA Athletics captured by 10 CS/SCRVP will be retained.

6.1.5.1.4.2. (Added-USAFA) Other imagery related to USAFA Athletics is properly available through Athletics (HQ USAFA/AH) archive by separate agreement with HQ USAFA/AH.

6.1.5.2. (Added-USAFA) **Images Returned to the Customer (do not retain for historical purposes):**

6.1.5.2.1. (Added-USAFA) Retirements.

6.1.5.2.2. (Added-USAFA) Promotion Ceremonies.

6.1.5.2.3. (Added-USAFA) Director's and Commander's Calls.

6.1.5.2.4. (Added-USAFA) Quarterly Award Ceremonies.

6.1.5.2.5. (Added-USAFA) Golf Tournaments.

6.1.5.2.6. (Added-USAFA) Awards (unless historically significant or in conjunction with USAFA Graduation work orders).

6.1.5.2.7. (Added-USAFA) Chorale Concerts.

6.1.5.2.8. (Added-USAFA) Blue Bards Productions.

6.1.5.2.9. (Added-USAFA) Sports (given to the Athletic Department).

6.1.5.2.10. (Added-USAFA) Studio (below colonel).

6.1.5.2.11. (Added-USAFA) Self-help Film.

6.1.6. (Added-USAFA) **Exceptions:**

6.1.6.1. (Added-USAFA) Exceptions to this policy may be requested by the POC for USAFA Special Collections and will be considered on a case-by-case basis by the Base Multimedia Manager (10 CS/SCS).

6.1.6.2. (Added-USAFA) Exceptions to this policy may also be mandated by order of the Commander, 10th Communications Squadron (10 CS/CC); the Commander, 10th Air Base Wing (10 ABW/CC); or the USAFA Superintendent (HQ USAFA/CC).

6.1.7. (Added-USAFA) **USAFA Special Collections Library:**

6.1.7.1. (Added-USAFA) The Special Collections Library is located on the 6th floor of Fairchild Hall on the north end of the building (next to the Gimbel Library).

6.1.8. (USAFA) **Forms Adopted** : (Added) AF Form 847, **Recommendation for Change of Publication.**

**6.2. Visual Information Records Materials** .

6.2.1. Consider still and motion media VI products on these subjects as record materials:

6.2.1.1. Air Force participation in combat, contingencies, humanitarian relief, and civic activities.

6.2.1.2. Significant special projects, exercises, and test activities in all phases of RDT&E, and operational test and evaluation activities. This may include representative high speed motion picture instrumentation photography and video recordings showing a significant point in development (i.e., a missile's first launching or an aircraft's first flight).

6.2.1.3. Air Force military and civilian personnel at work.

6.2.1.4. Significant command activities, personalities, and events of general interest.

6.2.1.5. Military construction.

6.2.1.6. Air Force VI productions.

**6.3. Responsibilities** .

6.3.1. MAJCOM VI managers make sure record VI materials produced within their command are identified, collected, and submitted according to this instruction. This includes in-house or contractor activities.

6.3.2. BVIMs set up local procedures to identify, gather, and submit significant VI material that may have record value. The BVIM works with representatives from operations, history, public affairs, and others to identify this material.

**6.4. Department of Defense Visual Information Records Centers** .

6.4.1. The DoD VI records centers used by the Air Force are:

6.4.1.1. DoD Central Still Media Records Center, managed by the United States Navy at the Anacostia Naval Yard, Washington DC.

6.4.1.2. The DVIC, managed by OASD (PA) AFIS-DVI, at March AFB CA.

**6.5. Local Collections of Visual Information Material** .

6.5.1. To meet recurring local needs, BVIMs may collect official Air Force VI material. These collections must not:

6.5.1.1. Contain original record VI material, except when its subject matter is entirely of local interest or when it duplicates the records center's material.

6.5.1.2. Substitute for collections in the DoD records center.

6.5.2. HQ AFCIC/SYSM must authorize local retention of original record VI material to meet specific, short-term needs.

**6.6. Submitting Visual Information Record Material** .

6.6.1. Who Submits. Each Air Force activity originating VI material, either in-house or by contract, is responsible for initially identifying and shipping record material.

6.6.1.1. The BVIM oversees this effort at base level.

6.6.1.2. The COMCAM squadron commanders oversee this effort for those units.

6.6.2. Frequency of Record Material Submission.

6.6.2.1. Send still media at least quarterly. Send material more often, depending on the amount of material coming from subordinate units.

6.6.2.2. Send original photographs when local needs are met, but within 90 days after development. If you need the material beyond 90 days, duplicate it and send the originals within 90 days.

6.6.2.3. Send motion media materials within 120 days. Units completing VI production per **Chapter 4** may keep original materials for 1 year.

**6.7. Identifying Record Material** .

6.7.1. Camera operators slate all still and motion camera originals at the beginning of each roll by using caption cards containing:

6.7.1.1. Classification.

6.7.1.2. Roll/videotape number.

6.7.1.3. Visual Information Record Identification Number (VIRIN).

6.7.1.4. Exercise/Operator/Project Number.

6.7.1.5. Last name, First name of the camera operator.

6.7.1.6. Date (of photography).

6.7.2. A VIRIN identifies each nonproduction motion media, still media, and other record material medium generated by COMCAM or VI documentation projects. The VIRIN is the life cycle number of each unit of media.

6.7.2.1. The motion media and still records centers use VIRINs to access, store, and retrieve media.

6.7.3. The following example shows how to create a VIRIN:

| DATE IMAGE ACQUIRED | SERVICE DESIGNATOR | LAST FOUR OF CAMERA OPERATORS | 1ST LETTER OF OPERATORS LAST NAME | NUMBER GENERATED BY ORIGINATOR FROM 001-999 |
|---|---|---|---|---|
| YYMMDD | X | XXXX | X | XXX |

***NOTE:*** The VIRIN of the 24th unclassified color still photo negative sent by SRA Joe Dodge would be inscribed with the VIRIN: 951127F9617D024.

6.7.3.1. The first 6 VIRIN numbers represent the date on which the imagery was acquired, or created with the first two numbers equaling the last two numbers of the year; the third and fourth number equal to the numeric sequences of the month; and the fifth and six numbers equaling to the day. Always use a zero in front of single digit dates.

6.7.3.2. The seventh space applies to the services of the image acquirer/originator: F = Air Force; N = Navy; A = Army; M = Marine Corps; G = Coast Guard; J = Joint/Unified/Defense (applies to civilian personnel only, military personnel use your own services designator); C = Coalition forces imagery.

6.7.3.3. The next four spaces represent last four numbers of the acquirer/originators social security number.

6.7.3.4. The 12th space represents the first letter of the acquirer/originators last name.

6.7.3.5. The last three spaces are generated by the originator starting with 001 and going up to 999 for each discrete image. At the start of a new day, the last three numbers would revert back to 001. These numbers are sequenced consecutively.

**6.8. Captions** . Include captions on all VI material sent to the central records centers. Captions explain the significance of the material and identify the originating unit and persons pictured who are important to the event. Use DD Form 2537, **Visual Information Caption Sheet**, to caption material.

**6.9. Submitting Still Media Material** .

6.9.1. Send original still photography that meets this instruction's criteria to the Air Force Still Media Accessioning Office, 11 CS/SCUA, Bldg. 3720 Fetchet Avenue, Andrews AFB MD 20762-5157.

When sending electronic images on disc, include a 35mm slide for each image created with maximum resolution and quality.

6.9.2. In permanent ink, stamp or write the VIRIN in the widest clear margin of the exposed original on the base side of the negative or on the top of the slide mount, beginning at the left. For 35mm exposures in strips, place the VIRIN on the protective sleeve, and leave the unit sequential number blank. "X" out unusable exposures and write the remaining exposures' individual unit sequential numbers on the protective sleeve. Another method for 35mm negatives is mounting them in standard slide mounts and numbering like 35mm slides.

6.9.3. 11th Communications Squadron:

6.9.3.1. Evaluates materials to decide whether they are suitable for the DoD Central Still Media Records Center.

6.9.3.2. Identifies particularly significant images with potential for further use by the OASD(PA), SAF/PA, the Air Staff, and other agencies.

6.9.3.3. Keeps material for at least 6 months, to access and market them.

6.9.3.4. Returns material to the originating unit, unless the MAJCOM authorizes another disposition.

**6.10. Submitting Motion Media Material** .

6.10.1. VI functions must send these types of record VI motion media materials to the DVIC:

6.10.1.1. Selected documentary materials made up of motion picture originals, audio tapes, videotapes, and film transferred from videotape. Include a matching print if the motion picture original is on negative film stock.

6.10.1.2. Motion media materials from completed Air Force productions produced or procured according to **Chapter 4**.

6.10.1.3. The edited master.

6.10.1.4. A dub of additional scenes or sequences that meet submission criteria.

6.10.1.5. A 1/2-inch Beta video copy of the product, final script, original DD Form 1995, production records, captions, talent releases, and music clearance.

6.10.1.6. Motion picture and video of RDT&E activity, including high speed optical instrumentation.

6.10.2. Label. VI personnel should always label:

6.10.2.1. Motion picture film and videotape on the cassette or can. Include identification number, title, security classification, date recorded, and running time.

6.10.2.2. The front cover of the videotape container identically to the cassette's label.

6.10.2.3. The edge below the handle on 1-inch videotape shipping containers and the hinge edge of original cartons and cassette cases with project identification numbers and titles.

6.10.2.4. Motion picture containers' lid, with the project identification numbers, titles, security classifications, and footage.

6.10.3. Wind motion picture materials onto standard 3-inch cores and package them securely. Use the original protective cases for videocassettes.

6.10.4. Number containers of one subject and VI media related to that subject and ship in consecutive order.

6.10.4.1. If the shipment is a part of an ongoing project and there are additional shipments, note that on the transmittal documents.

6.10.4.2. Prepare DD Form 1149, **Requisition and Invoice/Shipping Document**, for each shipment and identify separate shipping boxes (for example, 1 of 4, 2 of 4).

6.10.5. Change original motion media materials:

6.10.5.1. As needed to produce a film or video during the regular production.

6.10.5.2. To remove poor quality imagery.

6.10.5.3. To remove repetitious coverage of a subject from the same camera angle.

6.10.6. When changing a motion picture or video edited master, send a print or dub of it along with the edited master. Send motion media materials to DVIC/OM-PA, 1363 Z Street, Bldg. 2730, March AFB CA 92518-1508.

## Chapter 7

## REQUESTING VISUAL INFORMATION PRODUCTS

**7.1. Exceptions** . This chapter does not apply to:

7.1.1. VI materials made for the Air Force Office of Special Investigations for use in an investigation or a counterintelligence report. (See AFI 90-301, *The Inspector General Complaints*, describes who may use these materials.)

7.1.2. VI materials made during Air Force investigations of aircraft or missile mishaps according to AFI 91-204, *Safety Investigations and Reports*. (See AFI 90-301.)

**7.2. Release of Visual Information Materials** .

7.2.1. Only the SAF/PA clears and releases Air Force materials for use outside DoD, according to AFI 35-205, *Air Force Security and Policy Review Program*.

7.2.2. The SAF/LL arranges the release of VI material through SAF/PA when a member of Congress asks for them for official use.

7.2.3. The International Affairs Division (HQ USAF/CVAII) or, in some cases, the MAJCOM Foreign Disclosure Office, must authorize release of classified and unclassified materials to foreign governments and international organizations or their representatives.

**7.3. Official Requests for Visual Information Productions or Materials** .

7.3.1. Send official Air Force requests for productions or materials from the DoD Central Records Centers by letter or message. Include:

7.3.1.1. Descriptions of the images needed, including media format, dates, etc.

7.3.1.2. VIRIN, production, or RDT&E identification numbers, if known.

7.3.1.3. Intended use and purpose of the material.

7.3.1.4. The date needed and a statement of why products are needed on a specific date.

7.3.2. Send inquiries about motion picture or television materials to the DVIC.

7.3.3. Send Air Force customer inquiries about still photographic materials to 11 CS/SCUA (the Air Force accessioning point).

7.3.4. Send Non-Air Force customers' inquiries about still photographic materials to the DVIC.

**7.4. Selling Visual Information Materials** .

7.4.1. Air Force VI activities cannot sell materials.

7.4.2. HQ AFCIC/SYSM may approve the loan of copies of original materials for federal government use.

7.4.3. Send requests to buy:

7.4.3.1. Completed, cleared, productions, to the National Archives and Records Administration, National Audiovisual Center, Information Office, 8700 Edgeworth Drive, Capitol Heights MD 20722-3701.

7.4.3.2. Nonproduction VI motion media to the DVIC. The center may sell other Air Force VI motion picture and television materials, such as historical and stock footage. When it sells VI motion media, the DVIC assesses charges, unless paragraph **7.5.** exempts the requesting activity.

7.4.3.3. VI still media to the DoD Still Media Records Center (SMRC). When SMRC sells VI still media, the SMRC assesses charges, unless paragraph **7.5.** exempts the requesting activity.

**7.5. Customers Exempt From Fees** . Title III of the 1968 Intergovernmental Cooperation Act exempts some customers from paying for products and loans. This applies if the supplier has sufficient funds and if the exemption does not impair its mission. The requesting agency must certify that the materials are not commercially available. When requests for VI material do not meet exemption criteria, the requesting agency pays the fees. Exempted customers include:

7.5.1. DoD and other government agencies asking for materials for official activities (see DoD Instruction 4000.19, *Interservice, and Intergovernmental Support*, August 9, 1995, and DoD Directive 5040.2).

7.5.2. Members of Congress asking for VI materials for official activities.

7.5.3. VI records center materials or services furnished according to law or Executive Order.

7.5.4. Federal, state, territorial, county, municipal governments, or their agencies, for activities contributing to an Air Force or DoD objective.

7.5.5. Nonprofit organizations for public health, education, or welfare purposes.

7.5.6. Armed Forces members with a casualty status, their next of kin, or authorized representative, if VI material requested relates to the member and does not compromise classified information or an accident investigation board's work.

7.5.7. The general public, to help the Armed Forces recruiting program or enhance public understanding of the Armed Forces, when SAF/PA determines that VI materials or services promote the Air Force's best interest.

7.5.8. Incidental or occasional requests for VI records center materials or services, including requests from residents of foreign countries, when fees would be inappropriate. AFI 16-101, *International Affairs and Security Assistance Management*, tells how a foreign government may obtain Air Force VI materials.

7.5.9. Legitimate news organizations working on news productions, documentaries, or print products that inform the public on Air Force activities.

**7.6. Visual Information Product/Material Loans** .

7.6.1. You may request unclassified and classified copies of current Air Force productions and loans of DoD and other Federal productions from JVISDA, ATTN: ASQV-JVIA-T-AS, Bldg. 3, Bay 3, 11 Hap Arnold Blvd., Tobyhanna PA 18466-5102.

7.6.1.1. For unclassified products, use your organization's letterhead, identify subject title, PIN, format, and quantity.

7.6.1.2. For classified products, use your organization's letterhead, identify subject title, PIN, format, and quantity. Also, indicate that either your organization commander or security officer, and MAJCOM VI manager approve the need.

7.6.2. You may request other VI materials, such as, still images and motion media stock footage, from DVIC/OM-PA.

**7.7. Collecting and Controlling Fees** .

7.7.1. The DoD records centers usually collect fees in advance. Exceptions are sales where you cannot determine actual cost until work is completed (for example, television and motion picture services with per minute or per footage charges).

7.7.2. Customers pay fees, per AFR 177-108, *Paying and Collecting Transactions at Base Level*, with cash, treasury check, certified check, cashier's check, bank draft, or postal money order.

**7.8. Forms Prescribed.** AF Form 833, AF Form 1340, DD Form 1995, DD Form 2054-1, and DD Form 2537 are prescribed by this publication.

## Chapter 8

## AERIAL PHOTOGRAPHIC/VIDEO DOCUMENTATION OPERATIONS

**8.1. Purpose** . Department of Defense Directive 5040.4, *Joint Combat Camera (COMCAM) Program*, September 30, 1996, specifies the requirement for airborne qualified COMCAM personnel to document airborne and operational missions. This chapter establishes guidance to ensure the identification of airborne requirements and availability of qualified airborne photographers to support Air Force and DoD operations worldwide. This chapter is written specifically for aerial photographic management, and applies to all 3V0XX Air Force Specialty Code (AFSC) personnel required to perform airborne duties. These duties are to perform photographic or videographic documentation in-flight as part of an authorized aircrew complement according to AFI 65-503, *US Air Force Cost and Planning Factors*, and AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*. No other Air Force Specialty is authorized to perform aerial photographic duties.

**8.2. Responsibilities** .

8.2.1. HQ AFCIC/SYS ensures the availability of qualified aircrew prefixed 3V0XX personnel to support worldwide COMCAM operations.

8.2.2. HQ AMC/SCYV is designated the executive agent for all aerial documentation issues.

8.2.3. MAJCOMs.

8.2.3.1. Identify and coordinate requirements for aircrew authorizations within their command.

8.2.3.2. Fund all required training and equipment.

8.2.3.3. Coordinate training quotas (i.e., life support and survival school).

8.2.3.4. Process and coordinate requests for aerial documentation support.

8.2.3.5. Appoint aircrew flight examiners to properly manage their aircrew standardization evaluation program according to AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*.

8.2.3.6. Ensure all personnel perform aircrew duties according to the appropriate AFI 11-series.

8.2.3.7. Ensure the development of standardized procedures for airborne duties.

8.2.4. Subordinate Units.

8.2.4.1. Appoint training managers, flight examiners, and instructors to manage their aircrew training program according to AFI 11-202, Volume 1, *Aircrew Training*.

8.2.4.2. Ensure the qualification of aerial photographers/videographers. (See paragraph **8.5.**)

8.2.4.3. Ensure only tested and approved photographic/videographic equipment as approved in Table of Allowance (TA) 629 is utilized for aerial documentation.

8.2.4.4. Coordinate host base support for all aircrew requirements.

8.2.4.5. Develop and maintain aerial documentation operating instructions in coordination with local unit of attachment.

**8.3. Requesting Aerial Photographic Support** .

8.3.1. Coordinate requests for COMCAM aerial documentation support according to paragraph **5.4.**

8.3.2. Request non-COMCAM aerial documentation support through the Base Visual Information Manager (BVIM).

8.3.2.1. If local airborne-qualified personnel are not available, or cannot perform/support the request, the BVIM sends the request to the MAJCOM VI Manager.

8.3.2.2. MAJCOM VI managers coordinate and request aerial support from the nearest unit possessing qualified personnel within their command.

8.3.3. Use only identified and qualified personnel for aerial documentation missions.

**8.4. Coordinating Aircrew Requirements** .

8.4.1. Coordinate requests for aircrew-prefixed positions through the 3V0XX MAJCOM functional managers, to the Air Force Career Field Manager (HQ AFCIC/SYS) In Turn to HQ USAF/XOOT according to AFI 11-401, *Flight Management*.

**8.5. Aircrew Training and Prerequisites** .

8.5.1. Personnel identified to perform aircrew duties should receive:

8.5.1.1. A Class III Flying Physical according to AFI 48-123, *Medical Examination and Standards*.

8.5.1.2. Physiological training according to AFI 11-403, *Aerospace Physiological Training Program*.

8.5.1.3. Survival training according to AFI 36-2209, *Survival and Code of Conduct Training*.

8.5.1.4. Life support and survival equipment training according to AFI 11-301, *Aircrew Life Support (ALS) Program*.

8.5.1.5. Aircraft-specific and egress training according to AFI 11-2 Mission Design Series Specific, Volume 1 (e.g., AFI 11-2C-141V1, C-141 *Aircrew Training*).

WILLIAM J. DONAHUE, Lt General, USAF
Director, Communications and Information

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

DoD Directive 1015.1, *Establishment, Management, and Control of Nonappropriated Fund Instrumentality's*, with Change 1, August 19, 1981

DoD Directive 5040.2, *Visual Information (VI)*, with Change 1, December 7, 1987

DoD Directive 5040.5, *Alteration of Official DoD Imagery*, August 29, 1995

DoD Directive 5200.1, *DoD Information Security Program*, with Changes 1 and 2, June 7, 1982

DoD Instruction 4000.19, *Interservice, and Intergovermental Support*, August 9, 1995

DoD Instruction 5040.4, *Joint Combat Camera (COMCAM) Operations*, September 30, 1996

ITU-T H.320, *Narrow-band Visual Telephone Systems and Terminal Equipment*

ITU-T H.323, *Visual Telephone Systems and Equipment for Local Area Networks Which provide a Non-guaranteed Quality of Service*

Subscribe for ITU publications at: **http://www.itu.int/home/index.html**

AFPD 23-1, *Requirements and Stockage of Material*

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*

AFI 10-201, *Status of Resources and Training System*

AFI 11-2C-141, Volume1, *C-141 Aircrew Training*

AFI 11-202, Volume 1, *Aircrew Training*

AFI 11-202, Volume2, *Aircrew Standardization/Evaluation Program*

AFI 11-301, *Aircrew Life Support (ALS) Program*

AFI 11-402, *Aviation and Parachutists Service, Aeronautical Ratings and Badges*

AFI 11-403, *Aerospace Physiological Training Program*

AFI 23-111, *Management of Government Property in Possession of Air Force*

AFI 25-201, *Support Agreements Procedures*

AFI 31-401, *Managing the Information Security Program*

AFI 33-103, *Requirements Development and Processing*

AFI 33-112, *Automatic Data Processing Equipment (ADPE) Management*

AFI 33-116, *Long-Haul Telecommunications Management*

AFI 33-132, *Armament Delivery Recording (ADR) Program*

AFI 33-203, *The Air Force Emission Security Program*

AFI 33-211, *Communications Security (COMSEC) User Requirements*

AFI 35-205, *Air Force Security and Policy Review Program*

AFI 36-2110, *Assignments*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 36-2209, *Survival and Code of Conduct Training*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 38-203, *Commercial Activities Program*

AFI 48-123, *Medical Examination and Standards*

AFI 64-101, *Cable Television Systems on Air Force Bases*

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*

AFI 65-503, *US Air Force Cost and Planning Factors*

AFI 65-603, *Official Representation Funds—Guidance and Procedures*

AFI 90-301, *Inspector General Complaints*

AFI 91-204, *Safety Investigations and Reports*

AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*

AFMAN 16-101, *International Affairs and Security Assistance Management*

AFMAN 36-2108, *Airman Classification*

AFMAN 37-139, *Records Disposition Schedule*

AFMAN 64-108, *Service Contracts*

AFR 177-108, *Paying and Collecting Transactions at Base Level*

Public Law 754, Title 5, *Federal Records Act of 1950*

The Federal Telecommunications Recommendations (FTR) 1080A-1998

***Abbreviations and Acronyms***

**ADR—**Armament Delivery Recording

**AFEMS—**Air Force Equipment Management System

**AFI—**Air Force Instruction

**AFIS—**Armed Forces Information Service

**AFM—**Air Force Manual (old designation)

**AFMAN—**Air Force Manual (new designation)

**AFPD—**Air Force Policy Directive

**AFRTS—**Armed Forces Radio and Television Service

**AFSC—**Air Force Specialty Code

**AS—**Allowance Standard

**ASCII—**American Standard Code for Information Interchange

**ATN—**Air Technology Network

**AV—**Audiovisual

**BVIM—**Base Visual Information Manager

**BVISC—**Base Visual Information Support Center

**C4—**Command, Control, Communications, and Computers

**CATV—**Cable Television

**CDV—**Compressed Digital Video

**COMCAM—**Combat Camera

**COMSEC—**Communications Security

**CONPLAN—**Concept Plan

**CONUS—**Continental United States

**COTS—**Commercial Off-The-Shelf

**CSO—**Communications and Information Systems Officer

**DAA—**Designated Approval Authority

**DAVIS—**Defense Automated Visual Information System

**DCTN—**Defense Commercial Telecommunications Network

**DISA—**Defense Information Systems Agency

**DISN—**Defense Information Systems Network

**DL—**Distance Learning

**DOC—**Designed Operational Capability

**DoD—**Department of Defense

**DPIC—**DISA Provisioning and Implementation Center

**DRU—**Direct Reporting Agency

**DSC—**DISA Service Center

**DVI—**Defense Visual Information

**DVIAN—**Defense Visual Information Activity Number

**DVIC—**Defense Visual Information Center

**DVS-G—**Digital Video Services - Global

**EMSEC—**Emission Security

**FAC—**Functional Account Code

**FSC—**Federal Stock Class

**FTR—**Federal Telecommunications Recommendation

**FTS-2000—**Federal Telecommunications System-2000

**FOA—**Field Operating Agency

**HQ AFCA—**Headquarters Air Force Communications Agency

**HQ AMC—**Headquarters Air Mobility Command

**HQ USAF—**Headquarters United States Air Force

**JCS—**Joint Chiefs of Staff

**JVISDA—**Joint Visual Information Service Distribution Activity

**LAN—**Local Area Network

**LVCT—**LAN based Video Teleconferencing

**MAJCOM—**Major Command

**MEFPAK—**Manpower and Equipment Force Package

**MWR—**Morale, Welfare, and Recreation

**OASD—**Office of the Assistant Secretary of Defense

**OPLAN—**Operation Plan

**OPORD—**Operation Order

**OPR—**Office of Primary Responsibility

**PA—**Public Affairs

**PAN—**Production Authorization Number

**PIN—**Production Identification Number

**POC—**Point of Contact

**RDT&E—**Research, Development, Test, and Evaluation

**RFS—**Request for Service

**SAF—**Secretary of the Air Force

**SDC—**Switched/Dedicated Circuit

**SIPRNET—**Secure Internet Protocol Router Network

**SMRC—**Still Media Records Center

**SORTS—**Status of Resources and Training System

**STEM-B—**Systems Telecommunications Engineering Manager-Base Level

**T-ASA—**Television-Audiovisual Support Activity

**TA—**Table of Allowance

**TCP/IP—**Transportation Communications Protocol/Internet Protocol

**UCMJ—**Uniform Code of Military Justice

**UTC—**Unit Type Code

**VHS—**Video Handling System

**VI—**Visual Information

**VIDOC—**Visual Information Documentation

**VIEP—**Visual Information Equipment Plan

**VIRIN—**Visual Information Record Identification Number

**VISC—**Visual Information Support Center

**VTC—**Video Teleconferencing

**VTT—**Video Teletraining

***Terms***

**Air Force Production—**The end product of the production process (refer to VI productions) for MAJCOM or Air Force-wide use which has a life span of more than a year.

**Air Technology Network (ATN)—**The standard Air Force Video Teletraining network. A satellite based system that includes uplink broadcast facilities and receives downlink sites at Air Force bases. Provides one-way video and two-way audio transmission. Satellite service is obtained from the FTS 2000 contract.

**Armament Delivery Recording—**Motion picture, still photography, and video recordings showing the delivery and impact of ordnance. This differs from reconnaissance imagery in that it records the act of delivery and impact and normally is done by the weapon system delivering the ordnance. Armament delivery recording is used primarily for evaluating strike effectiveness and for combat crew training. It is also one of the principal sources of over-the-target documentation in force employments, and may be used for public affairs purposes.

**Audiovisual Productions—**See VI Production.

**Cable Television System—**Transmits one or more television programs by modulated radio frequency or other signals through a cable distribution system to standard television or radio receivers.

**Combat Camera—**Visual information documentation covering air, sea, and ground actions of armed forces in combat and combat support operations, and in related peacetime training activities such as exercises, war games, and operations. Also see visual information documentation.

**Commercial VI Production—**A completed VI production, purchased off-the-shelf, from a vendor.

**Communications and Information Systems Officer (CSO)—**Identifies the supporting communications and information systems officer at all levels. At base-level, this is the commander of the communications unit responsible for carrying out base communications and information systems responsibilities. At MAJCOM, and other activities responsible for large quantities of communications and information systems, it is the person designated by the commander as responsible for overall management of communications and information systems budgeted and funded by the MAJCOM or activity. The CSO function uses the office symbol “SC” and expands it to three and four letters to identify

specific functional areas. CSOs are the accountable officer for all automated data processing equipment in their inventory.

**Defense Automated Visual Information System (DAVIS)—**The standard DoD automated data processing system that the Armed Forces Information Service, Defense Audiovisual Policy Office, manages for VI purposes. The system contains a computerized catalog of VI productions in a database of the information from DD Form 1995. The Air Force restricts access to DAVIS to authorized VI activities. HQ USAF/SCMOM manages DAVIS.

**Distance Learning (DL)—**The process of providing instruction to students geographically separated from the instructor. DL includes all types of video, computer, and paper based media used in exportable training and education.

**Electronic Imaging—**The collection, processing, storage, retrieval and exploitation of images through electronic means. The term includes digital photography, computer generated graphics and video projection.

**Graphic Arts—**The design, creation, and preparation of two- and three-dimensional visual aid products. Includes charts, graphs, posters, and visual materials for brochures, covers, television, motion pictures, printed publications, displays, presentations, and exhibits.

**Interagency Support—**The support a military department or federal agency gives to another military department or federal agency.

**Joint-Interest Production—**A VI production where two or more DoD organizations share interest, support, and planned use.

**Joint VI Services—**VI services a DoD military department operates and maintains to support more than one DoD organization.

**Local Production—**The end result of the production process (refer to AV productions) used at the local level, base use, and has a life span of less than a year.

**Motion Media—**A series of images taken with a motion picture or video camera, which, when viewed, gives the illusion of motion.

**Multimedia—**A combination of more than one VI medium used in a single production.

**Non Record VI Material—**Material that does not qualify for submission to the records centers. It may have inferior quality or inappropriate subject matter, duplicate already submitted material, or serve local interest only.

**Performers—**People who play dramatic roles, narrate on screen or off screen, pose, or otherwise perform in AV productions.

**Photojournalism—**Conveying a story, through still photography, of a significant DoD event. Normally, this method helps commanders report on their operations and may also support Public Affairs (PA) or internal DoD publications.

**Production—**The process of bringing together separate audio or visual products to develop a self contained, complete presentation that follows a plan or script and conveys information to an audience. The term "production" is also the end product of the production process. A VI production combining motion media with sound is an AV Production. VI production refers to all aspects of the production process, including: procuring, producing, or adopting in-house, contract, or off-the-shelf materials or

adapting materials produced by another Federal agency.

**Production Files—**The written records of each VI production.

**Record VI Material—**VI records of significant mission and support activities of current interest or historical value to the Air Force.

**Reproduction—**Copying earlier VI materials.

**Systems Telecommunications Engineering Manager—**A communications and information systems engineer who provides technical engineering planning services in support of communications and information systems and base infrastructures. The Base-Level STEM (STEM-B) has technical responsibility for engineering management and assists the base CSO in system engineering and configuration control. The Command-Level STEM (STEM-C) provides technical assistance to the MAJCOM and coordinates with STEM-Bs on future MAJCOM mission changes, programs and efforts at the MAJCOM-level. The Joint STEM (STEM-J) is assigned to Commander's in Chief, Joint Staff and the Defense Information Systems Agency to promote interoperability by providing an interface between those activities and the Air Force MAJCOMs and bases. The Telecommunications Manager (STEM-TM) assists the STEM-B and-C.

**Still Photography—**The medium for recording still images, including negative and positive images.

**Supporting Documentation—**Caption data, cover stories, scripts, contracts, supplemental agreements, VI annexes to operational plans, and other information that helps personnel to identify and use the material.

**Video Classes—**The two classes are video services and products. Both are readdressed as local or Air Force-wide use.

**Video Services—**Video services for local use only with limited lifespans. Examples are simple video segments (stand alone segments that may or may not require editing), unscripted materials/events, capturing of unrehearsed, spontaneous events, off-air recordings (segments recorded off broadcast TV or satellite transmission), and audio recording and editing.

**Video Teleconferencing (VTC)—**A two-way, electronic form of communications that permits two or more people in different locations to engage in face-to-face audio and visual communications for the purpose of conducting meetings, seminars and conferences. A VTC system typically includes a telecommunications system, video compression equipment, and video, audio, and graphics components. DoD VTC equipment must conform to standards in the Corporation for Open Systems International VTC profile that incorporates international standards (i.e., ITU H.320) for VTC.

**Video Teletraining (VTT)—**An electronic form of communications that uses high quality video, audio and graphics equipment for the purpose of conducting training and education programs for students geographically separated from the instructor. ATN is the Air Force standard VTT network.

**Visual Information (VI)—**Use of one or more of the various visual media with or without sound; generally, visual information. Includes still photography, motion picture photography, video or audio recording, graphic arts, visual aids, models, display, visual presentation services, and the support processes.

**VI Activity—**An organizational element or a function within an organization where one or more individuals are functionally classified as using VI, or whose principal responsibility is providing VI services. VI activities include: exposing and processing original photography; recording, distributing,

and broadcasting electronically (video and audio); reproducing or acquiring VI products; providing VI services; distributing or preserving VI products; preparing graphic artwork; creating VI aids, models, and displays; providing or managing presentation services or any of these activities.

**VI Documentation—**Motion media, still photography, and audio recording of technical and non-technical events while they occur, usually not controlled by the recording crew. Visual information documentation encompasses COMCAM, operational documentation, and technical documentation.

**VI Equipment—**Visual information, audiovisual, television and photographic equipment and systems primarily from Federal Stock Classes (FSC) 5820, 5836, and 6700. The Air Force is increasingly integrating photographic and graphic systems with computer equipment from the FSC 7000 series (computer). VI equipment needed to directly support RDT&E is authorized for the Headquarters Air Force Materiel Command. TA 629 authorize other VI equipment. When items that could otherwise be called VI equipment are an integral part of a non-VI system or device (existing or under development), manage them as a part of that non-VI system or device.

**VI Facility—**A Federally owned or operated building or a space within a building or ship that houses an approved VI activity. Transportable or portable VI equipment, such as a video recording van or portable VI equipment used in temporary housing, is also a VI facility.

**VI Functions—**Air Force VI activities that acquire or process original still or motion picture photography; record or transmit (non-broadcast) video, audio, and digital images; reproduce still and motion picture photography; copy and distribute electronic recordings; produce VI products; process armament delivery images; provide graphic arts, non-engineering drafting, illustration, art work, or other VI products; perform presentation services, conference room scheduling, and script writing, or contract for these products or services; and maintain equipment. Exclude certain activities, products, and equipment from this instruction if they are exclusively used. Certainly products, personnel, or equipment, if used for purposes of this instruction, become reportable VI assets needing justification and approval. They include: (1) Commercial entertainment productions and equipment of a VI nature acquired and distributed by the Army and Air Force Exchange Service. (2) Facilities, services, and products that the Armed Forces Radio and Television Service operates or maintains. (3) Products or productions Armed Forces Radio and Television Service acquire and distribute for exhibition overseas. (4) VI collected solely for reconnaissance, intelligence, criminal and legal investigation, medical diagnosis, and surveillance. (5) VI equipment embedded in training devices, weapons systems, or other integrated systems that operates independently for a non-VI purpose. (6) VI equipment that does not perform a VI function, or VI equipment for RDT&E. (7) VI cryptological operations. (8) Photomechanical reproduction, cartography, X-ray, and microfilm or microfiche production. (9) Command and control information display systems used with weapon systems and in command and control centers. Equipment of a VI nature bought with nonappropriated funds.

**Visual Information Equipment Plan—**The document that establishes needs for new or replacement VI equipment (FSC 5820, 5836, and 6700) for Air Force-wide audiovisual production and COMCAM documentation missions, and base VI support. Authorized Air Force VI activities (identified by a valid DVIAN and approved by HQ USAF/SCMOM for VIEP participation) use the VIEP as a primary way to plan for centrally procured COMCAM, video production, photographic, graphic arts, and electronic equipment. It is a master source document used for planning and procuring funds for the VI Program through the Planning, Programming, and Budgeting System. The VIEP is a 5 year plan.

**VI Library—**A VI activity that loans and keeps VI media and equipment.

**VI Management Office—**A staff office at a DoD component, MAJCOM, or other management level that ensures compliance with policies and procedures and reviews operations.

**VI Personnel—**Military and civilian personnel with AFSC 33SX, 3VOXX, and other specialty codes in FAC 32XX and 29XX functions, and civilian personnel in occupational series 1001, 1010, 1020, 1021, 1056, 1060, 1071, or 1084 (except those in positions in FAC 35XX or 2933) are VI personnel. Personnel coded 32XX or directly supporting VI activities (administrative, supply, contract monitors, etc.), are also VI personnel. The Air Force manager for VI personnel resources is HQ USAF/SC.

**VI Production—**A combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for conveying information to, or communicating with an audience.

**VI Products—**VI media such as still photography (photographs, transparencies, slides, and filmstrips), audio and video recordings (tape or disc), graphic arts (including computer-generated products), models, and exhibits. VI production is a unique form of VI product usually addressed separately.

**VI Records—**VI materials in any format, and related written records.

**VI Records Center—**A facility, sometimes specially designed and constructed, for the low-cost and efficient storage and referencing of semicurrent records before disposal.

**VI Support Center (VISC)—**VI activities that generally support all installation, base, facility, or site organizations or activities. Typically, VISCs provide laboratories, graphic arts, and presentation services. A combat VISC is a base VISC sent to a theater of operations.

## Attachment 2

## PRODUCTION REQUEST, APPROVAL, AND ACQUISITION PROCEDURES

**A2.1. Production Request and Approval Procedures** . Requesters thoroughly review Air Force and DoD productions before asking for a new production. DAVIS has a data base for this review. Visit the BVIM for assistance in requesting a production. The BVIM searches the DAVIS to determine if there is an existing production to satisfy the requesters requirements. If none is found, the BVIM may refer the requester to a VI production center (if one exists locally) or to HQ AFCA/SYND. HQ AFCA/SYND coordinates with the requester in establishing contact with an Air Force video production center that can satisfy the requester's requirements.

A2.1.1. Use the DD Form 1995 for requesting all local, Air Force, and DoD use VI Productions. The BVIM or production center manager assists the requester in the preparation of the DD Form 1995 and sends it to the requester's command VI authority for validation. In turn, the command VI manager sends the form to HQ AFCA/SYND for certification, PIN assignment, and DAVIS entry.

A2.1.2. For productions with estimated direct costs of up to $100,000, contact HQ AFCA/SYND. For approval in direct costs of more than $100,000, contact HQ AFCIC/SYSM for approval. HQ AFCIC/SYSM sends these requests to DoD for review.

A2.1.3. The production center manager must send the initial DD Form 1995, DAVIS search printout, and production distribution list with number of copies required to HQ AFCA/SYND, 203 West Losey Street, Room 3065, Scott AFB IL 62225-5234.

A2.1.4. HQ AFCA/SYND certifies that all pre-production approval actions are complete, assigns a PIN, and tasks the appropriate video production activity.

**A2.2. DAVIS Subject Search** . DAVIS subject search prevents replication of VI productions.

A2.2.1. The BVIM or production center assists the requester in conducting and documenting a search of the DAVIS when first asking for a VI production or commercial purchase.

A2.2.2. A search number assigned by the organization conducting the search identifies each DAVIS search. The number consists of the DAVIS user name, followed by a 4 digit sequential number reflecting the searches made during the current fiscal year, the date (year, month, day) of the search, and either “A” to indicate no production was found, or “B” to indicate a production was found. Separate each part of the search number with a hyphen:

| User Name | Sequential Number | Date | Result |
|---|---|---|---|
| ATC/SCMC | 0026 | 60209 | A |
| HQ AFCA/SYN | 0033 | 60806 | B |

***NOTE:*** You must record the search number on DD Form 1995 and attach a print out of the search parameters to the DD Form 1995.

A2.2.3. To conduct a DAVIS search, extract all fields from the DAVIS data base.

A2.2.4. When a DAVIS search finds a production on the subject searched, the organization conducting the search determines the appropriate action.

A2.2.5. The DAVIS subject search printout, including search parameters, accompanies each DD Form 1995 through the approval process and becomes part of the master production file.

A2.2.6. These productions are exempt from DAVIS search.

A2.2.6.1. Classified productions.

A2.2.6.2. Material whose subject matter and use interests only a specific DoD organization or functional area; for example, a training film for an equipment system unique to an organization or a commander's message to personnel.

A2.2.6.3. Multi-image productions using extensive or specialized projection equipment and special electronic programmers.

A2.2.6.4. Local productions, except commercial off-the-shelf productions.

**A2.3. PINs** . To obtain a PIN, the Air Force VI Production Center Manager sends HQ AFCA/SYND a copy of the approved DD Form 1995, DAVIS subject search, distribution lists with the number of copies required, and other related materials.

A2.3.1. You may obtain a PIN by telephone, on a case-by-case basis, for an urgent mission critical Air Force production.

A2.3.2. HQ AFCA/SYND assigns all PINs.

**A2.4. Production Tasking** . HQ AFCA/SYND:

A2.4.1. After receiving the completed DD Form 1995, HQ AFCA/SYND telephonically advises the Air Force video production center and unofficially assigns the requirement. This is based on center workload, equipment/facility/remote capabilities, staff expertise, and center geographic location to the requirement. ***NOTE:*** MAJCOM VI management offices may require their review and approval prior to HQ AFCA/SYND receiving the DD Form 1995.

A2.4.2. After the Air Force production center verbally accepts the requirement, HQ AFCA/SYND officially assigns the production to the center by an assignment letter that includes the Title, PIN, requester responsibilities, production center responsibilities, JVISDA responsibilities, and any additional guidance (i.e., make sure public clearance is obtained, if necessary [refer to paragraph **A4.1.**]).

A2.4.3. If contracting the production is required or funding for replication and distribution is necessary, HQ AFCA/SYND informs the requester by letter how to proceed.

**A2.5. Acquiring Existing COTS Productions** . Purchase COTS products meeting local and Air Force VI production needs. Ask for these products with DD Form 1995:

A2.5.1. For local COTS use production, the BVIM confirms that the product is not available through the JVISDA by searching DAVIS. The requester or BVIM may contact HQ AFCA/SYND to conduct searches on a case-by-case basis, until the BVIM has DAVIS access.

A2.5.1.1. BVIMs approve purchase, lease, or rent of COTS products for local use and a total cost of under $2,500 per title through the base contracting office with local funds.

A2.5.1.2. Upon receipt, the BVIM inspects the COTS product and accepts it if it meets specifications.

A2.5.2. COTS products with Air Force distribution whose total number of copies exceeds 5 per title, or whose total cost exceeds $2,500.00 per title, require MAJCOM/FOA/DRU VI manager (for use within their respective commands) or HQ AFCA/SYND and HQ AFCIC/SYSM (for Air Force-wide use) approval prior to HQ AFCA/SYND coordination with the T-ASA March Contracting Office for contracting actions. The requester prepares a DD Form 1995 that is approved by the BVIM and MAJCOM VI managers after a subject search is conducted by the BVIM. The BVIM sends the DD Form 1995 to HQ AFCA/SYND for assignment of an internal HQ AFCA COTS control number and DAVIS entry, only if the product has DoD reproduction rights. The MAJCOM funds for these products and identifies the funding source to HQ AFCA/SYND for use by the T-ASA March Contracting Office.

A2.5.2.1. MAJCOM VI managers plan for productions in their annual budget requests.

A2.5.2.2. The T-ASA March contracting activity,1363 Z Street, Bldg. 2730, March AFB CA 92518- 2717, contracts for all commercial productions.

A2.5.3. Do not change, modify, or alter commercial productions in any way unless the copyright holder assigns the government all rights. Send requests for changes, modifications, or alterations to commercial productions to: JVISDA, ATTN: ASQV-JVIA-T, Bldg. 3, Bay 3, 11 Hap Arnold Blvd., Tobyhanna PA 18466-5102.

## Attachment 3

## INSTRUCTIONS FOR REQUESTING APPROVAL OF PRODUCTIONS COSTING MORE THAN $100,000

**A3.1. New Productions** . Air Force production activities proposing new productions that cost over $100,000 need HQ AFCIC/SYSM approval before production begins. Send the following information to HQ AFCA/SYND for coordination with HQ AFCIC/SYSM:

A3.1.1. A letter signed by the MAJCOM VI manager explaining and justifying the cost.

A3.1.2. A copy of DD Form 1995, (with pen and ink changes initialed and dated). Include the DAVIS search results and distribution plan.

A3.1.3. Detailed summary of cost estimates, including scripting, associated travel, production, post-production, contract administration, reproduction, and so on. List separately any associated costs not described earlier. Use the format at the end of this attachment as a guide; however, each request may have different cost elements.

A3.1.4. A copy of the script, script outline, or treatment.

**A3.2. Productions in Progress** . Before production continues, HQ AFCIC/SYSM must also approve productions in progress that originally were estimated to cost under $100,000, but now cost over $100,000, or 20 percent more than estimated. Send HQ AFCA/SYND a letter signed by the MAJCOM VI Manager that explains and justifies which costs in paragraph **A3.1.** increased. HQ AFCA/SYND coordinates this information with HQ AFCIC/SYSM.

**OVER $100,000 PRODUCTION COST COMPARISON SUMMARY**

| Original Cost Estimate | New Cost Estimate |
|---|---|
| Direct Material | |
| Tape & Film Stock | |
| Tape Replication & Transfer Direct Labor | |
| Script Costs | |
| Storyboard | |
| Production Staff | |
| Animation | |
| Studio Crew | |
| Outside Talent | |
| Technical Crew | |
| Sets | |
| Miscellaneous Labor | |
| Other Direct Costs | |
| Music | |
| Equipment Rental | |
| Purchases and Services | |
| Miscellaneous | |
| Travel & Subsistence | |

Total Direct Costs
Indirect Costs
Total Cost

***NOTE:*** If necessary, break down elements to give further detail.

## Attachment 4

## PUBLIC CLEARANCE REQUEST PROCEDURES

**A4.1. Requesting Public Clearance** . Normally, VI productions should be cleared for public consumption upon completion. Public clearance is required when a production is intended for release to the public (anyone outside of DoD). Public clearance includes the authority for public exhibition and sale through the National Audiovisual Center.

A4.1.1. The VI facility keeping the official production file sends public clearance requests to its local PA office or, if appropriate, directly through its MAJCOM PA office.

A4.1.2. Send copies of the following documentation with the request for public clearance:

A4.1.2.1. Approved script (or recorded script if production is complete).

A4.1.2.2. DD Form 1995 (or both DD Form 1995-1 and DD Form 1995-2 for older productions).

A4.1.2.3. Written legal releases.

A4.1.2.4. Copyright releases.

A4.1.2.5. Legal review (that the local Judge Advocate General's office conducted to certify that copyright and legal releases are proper).

A4.1.2.6. Completed production.

A4.1.3. Send clearance requirements that, in the local public affairs office's opinion, are too complex for the local clearance authority, through your local PA office to the MAJCOM or SAF/PA for final determination.

## Attachment 5

## INSTRUCTIONS FOR PREPARING THE VISUAL INFORMATION EQUIPMENT PLAN (VIEP) (RCS: HAF-SCM(A)8901)

**A5.1. The Visual Information Equipment Plan** . This 5-year programming document is tied to the Future Years Defense Plan. Equipment it identifies is centrally procured and consists of single pieces of equipment or equipment systems that cost more than $100,000. The VIEP enables:

A5.1.1. The VI activity to identify, plan, and organize equipment to meet mission needs.

A5.1.2. HQ AFCIC/SYSM to identify, plan, and budget for centrally procured VI equipment. As such the VIEP assesses VI needs and priorities and helps allocate funds for needs.

**A5.2. Funding Levels** . Each execution year, HQ AFCIC/SYSM targets equipment and equipment systems identified in the VIEP against the funding allocated for that year. If funding falls below needs, then equipment not funded carries over into the next year as validated unfunded needs. HQ AFCIC/SYSM uses these unfunded needs to justify additional funding for the next year.

**A5.3. Equipment Quality** . Make sure equipment requested does not exceed the minimum quality and quantity levels needed to accomplish the task. Most applications require industrial grade equipment.

**A5.4. Format** . Complete each item of the VIEP in **Attachment 6**. Provide clear, concise information.

## Attachment 6

## FORMAT FOR PREPARING THE VISUAL INFORMATION EQUIPMENT PLAN (VIEP) (RCS: HAF-SCM9A)8901

(SAMPLE)

1. FY94 VIEP Submission.

2. MAJCOM PRIORITY: HQ AMC 94-001, that is, number one priority for Air Mobility Command in FY 94.

3. RECEIVING UNIT: For example, 1 CTCS, Charleston AFB SC.

4. UNIT MISSION DESCRIPTION:

a. FORMAL WARTIME MISSION TASKING: For wartime tasked units, cite only the DOC statement or other mobility or in-place wartime tasking, for example: HQ AMC/XP DOC Statement 1 Jul 95, XFMAD.

b. PEACETIME COMBAT READINESS SUPPORT MISSION: Describe how each unit supports combat readiness training or war operations on station. List customers and describe any specialized support (such as interactive video disk premastering), not wartime tasked.

5. REQUESTED EQUIPMENT IDENTIFICATION:

| **MANUFACTURER** | **DESCRIPTION** |
|---|---|
| (for example: Sony) | (for example. Video Converter) |
| PART # | NSN |
| (for example: XYZ-0123) | (self-explanatory) |

6. JUSTIFICATION AND IMPACT. Concisely describe the equipment need, and the impact on the unit and customer if the equipment is not funded.

7. TABLE OF ALLOWANCE AND/OR LOGDET AUTHORIZATION. Indicate who authorized the requested equipment. Use the 7 digit code on the unit custodian account/custody receipt listing or in the table of allowance. Also enter the information about the requested equipment.

| **QTY AUTH** | **QTY ON HAND** | **QTY TO TURN IN** | **QTY REQ** | **UNIT COST** | **TOTAL COST** |
|---|---|---|---|---|---|

8. OTHER COMMENTS.

## Attachment 7

## VIDEO TELECONFERENCING REQUIREMENTS DEFINITION PROCESS

**A7.1. Documentation** . Conduct the following survey and provide this information with the VTC requirements document.

**A7.2. Recurring Travel** . Identify travel to recurring meetings:

A7.2.1. Meeting locations and security required.

A7.2.2. Host organizations and personnel attending.

A7.2.3. Known or average frequency of meetings.

A7.2.4. Estimated average meeting length.

A7.2.5. Average travel time, not including actual meeting time.

**A7.3. One-Time Travel** . Identify the most likely place for one-time meetings and with whom unit members would meet.

A7.3.1. Estimate number of annual one-time meetings and security level required.

A7.3.2. Assess which meetings could use VTC, which require personnel attendance, and the travel destination.

**A7.4. Additional Video Teleconferencing Use** . Survey organization for the potential to meet using VTC for meetings you would not normally attend.

A7.4.1. Estimate the number of meetings and their location.

A7.4.2. Estimate the average length of VTC meetings and the security level required.

**A7.5. Operational Concept** . Analyze the information to develop a VTC operational concept that addresses:

A7.5.1. Purpose or mission supported.

A7.5.2. Type of services needed, for example:

A7.5.2.1. Point-to-point video teleconferencing (two stations with two-way video and two-way audio).

A7.5.2.2. Multi-point video teleconferencing (more than two locations take part in a teleconference with full interactive audio and video transmission from two locations on a rotating basis).

A7.5.3. Conference locations.

A7.5.4. Level of security required.

A7.5.5. Safeguards for systems with command and control missions.

A7.5.6. Minimum acceptable motion (compressed video) quality relative to transmission speed.

A7.5.7. Type of terminal equipment needed, for example:

A7.5.7.1. Full conference studio.

A7.5.7.2. Rollaround.

A7.5.7.3. Desk-top.

A7.5.8. Projected use (hours per week, time per conference, number of simultaneous conferences per week, need for a reservation based system, etc.).

**A7.6. Perform a Cost-Benefit Analysis** .

A7.6.1. Identify projected cost avoidance and savings.

A7.6.2. Identify expected efficiency gains.

## Attachment 8

## IC 99-1 TO AFI 33-117, VISUAL INFORMATION (VI) MANAGEMENT

18 MAY 1999

### SUMMARY OF REVISIONS

This change incorporates IC 99-1 (**Attachment 8**). It updates the Video Teleconferencing (VTC) section (paragraphs **2.3.**) and incorporates a new **Chapter 8**, Aerial Photographic/Video Documentation Operations; updates the Glossary of References and Supporting Information (**Attachment 1**). See the last attachment of the publication, IC 99-1, for the complete IC. A star (H) indicates revision from the previous edition.

**2.3. Video Teleconferencing**.

2.3.1. Managing VTC Systems and Facilities.

2.3.1.1. Switched/Dedicated Circuit (SDC) VTC.

2.3.1.1.1. MAJCOMs, FOAs, and DRUs plan, program, budget, and fund for SDC VTC requirements.

2.3.1.1.2. Use allowance standard (AS) 629, Part ZB, to determine what SDC VTC equipment you are authorized.

2.3.1.1.3. Air Force organizations will not order, or obligate funds for SDC VTC equipment until they have received approval from their respective MAJCOM or superior FOA or DRU and received a validated technical solution/review of requirements documentation from HQ AFCA/SYND.

2.3.1.1.4. MAJCOMs, FOAs, and DRUs maintain a current listing of common-user SDC VTC facilities within their command. MAJCOMs, FOAs, and DRUs will:

2.3.1.1.4.1. Ensure all accountable equipment is processed through Base Supply, and property records accurately reflect the current inventory and condition of property through appropriate directives, instructions, or other means in accordance with AFI 23-111, *Management of Government Property in Possession of the Air Force*, AFI 33-112, *Automatic Data Processing Equipment (ADPE) Management*, and other directives as determined by the MAJCOM, FOA, or DRU commands.

2.3.1.1.4.2. Ensure the applicable custody account inventory is used to provide accountability of visual information (VI) systems resources assigned to that unit through appropriate directives, instructions, or other means as determined by the MAJCOM, FOA, or DRU commands.

2.3.1.1.4.3. Ensure accountability of VI systems acquired through any source through appropriate directives, instructions, or other means as determined by the MAJCOM, FOA, or DRU commands.

2.3.1.1.4.4. Ensure inventories of assigned VI systems are accomplished through appropriate directives, instructions, or other means as determined by the MAJCOM, FOA, or DRU commands at least annually.

2.3.1.1.5. MAJCOMs, FOAs, and DRUs collect and maintain system utilization data for all common-user SDC VTC systems and facilities within their command. Utilization data for common-user systems includes the average number of users turned away each duty day.

2.3.1.1.6. MAJCOMs, FOAs, and DRUs review their SDC VTC systems and facilities utilization at least annually to make sure the systems and facilities are still needed. Discontinue network connectivity and services for systems and facilities determined no longer needed.

2.3.1.1.7. Each major SDC VTC facility manager maintains a local inventory of major SDC VTC equipment items in their facility.

2.3.1.1.8. Using VI personnel as operators or facilitators of major SDC VTC facilities requires a DVIAN.

2.3.1.1.9. HQ AFCA/SYND maintains an Air Force VTC database and directory. All Air Force organizations notify HQ AFCA/SYND when installing new SDC VTC systems and facilities and provides a point of contact (POC) and other information for inclusion in the Air Force VTC database and directory.

2.3.1.1.10. MAJCOMs, FOAs, and DRUs establish secure operating procedures for their secure SDC VTC systems and facilities. Use AFI 31-401, *Managing the Information Security Program* and AFI 33-211, *Communications Security (COMSEC) User Requirements*, as guides.

2.3.1.2. Local Area Network (LAN) VTC IS NOT AUTHORIZED.

2.3.2. VTC Standards.

2.3.2.1. SDC VTC Standards.

2.3.2.1.1. The Federal Telecommunications Recommendation (FTR) 1080A-1998, incorporating the DoD VTC Profile, formally the Corporation for Open Systems International Profile, is the DoD standards specification for SDC VTC equipment. It employs International Telecommunications Union – Telecommunications Standardization Sector (ITU-T) H.320 standards suite for SDC VTC equipment specifications. Contact HQ AFCA/SYND, for information.

2.3.2.1.2. Defense Information Systems Network (DISN) Digital Video Services – Global (DVS-G) managed by Defense Information Systems Agency (DISA) is the DoD standard network for all SDC VTC requirements. DISA, through DISN DVS-G, ensures total network interoperability and access with Federal Government networks and commercial switched networks. Include connection of proposed systems with the DISN DVS-G. If not, explain why your system does not need to connect with existing networks or demonstrate that doing so is cost prohibitive. You must ask HQ AFCIC/SYSM for a waiver to DISN DVS-G connection.

2.3.2.1.3. Intelligence activities that need sensitive compartmented information-secure SDC VTC capability use the Joint Worldwide Intelligence Communications System fielded by the Defense Intelligence Agency.

2.3.2.2. LAN VTC Standards. FTR 1080A-1998 is the DoD standards specifications for LAN VTC equipment, software, and systems. It employs ITU-T H.323 standards suite for Transportation Communications Protocol/Internet Protocol (TCP/IP) LAN VTC equipment, software, and systems specifications. Contact HQ AFCA/SYND for information.

2.3.3. Configuration Management and Engineering and Technical Support.

2.3.3.1. HQ AFCA/SYND provides Air Force-wide configuration management for SDC VTC systems and facilities. Systems Telecommunications Engineering Manager-Base Level (STEM-B) provide configuration management for LAN VTC equipment, software, and systems.

2.3.3.2. MAJCOMs, FOAs, and DRUs send approved SDC VTC requirements to HQ AFCA/SYND for technical review or solution. HQ AFCA/SYND returns the validated technical solution to the MAJCOM, FOA, or DRU.

2.3.4. Processing Requirements.

2.3.4.1. Air Force organizations process all new SDC VTC requirements per AFI 33-103, *Requirements Development and Processing*, and this instruction. Send them to your parent MAJCOM, FOA, or DRU for approval and forwarding to HQ AFCA/SYND.

2.3.4.2. Perform a requirements survey before developing an operational concept for an SDC VTC system, facility, or network. **Attachment 7** explains the requirements definition process.

2.3.4.3. Analyze costs and benefits of proposed SDC VTC facilities and systems. Consider intangible benefits, e.g., reduced time away from work and reduced program lead times.

2.3.4.4. Share SDC VTC systems, facilities, and resources with collocated organizations as much as possible. Requirements documents proposing a need for additional SDC VTC systems and facilities at base or MAJCOM headquarters must prove that existing systems cannot meet the validated mission needs. Utilization data from existing common-user SDC VTC system and facilities (studio, mobile, and desktop) must show at least four hours average daily use before installing additional systems or facilities.

2.3.4.5. Use the Air Force VTC Implementers Guide developed by HQ AFCA/SYND to implement SDC VTC systems.

2.3.5. Acquisition and Maintenance.

2.3.5.1. MAJCOMs, FOAs, and DRUs send requests-for-service (RFS) to DISA Service Center (DSC), 604 Tyler St, Bldg 3189, Scott AFB IL 62225-5421, for DISN DVS-G SDC VTC network service, per AFI 33-116, *Long-Haul Telecommunications Management*.

2.3.5.2. When available, use quantity discount contracts arranged by Electronic Systems Center/Audiovisual (ESC/AV), DISA or other DoD agencies for SDC and LAN VTC equipment.

2.3.5.3. Use contract maintenance unless the base CSO can provide support per AFI 38-203, *Commercial Activities Program*.

2.4.2.2. Acquire ATN service under the Federal Telecommunications System (FTS)- 2000 contract.

## Chapter 8, AERIAL PHOTOGRAPHIC/VIDEO DOCUMENTATION OPERATIONS

**8.1. Purpose**. Department of Defense Directive 5040.4, *Joint Combat Camera (COMCAM) Program*, September 30, 1996, specifies the requirement for airborne qualified COMCAM personnel to document airborne and operational missions. This chapter establishes guidance to ensure the identification of airborne requirements and availability of qualified airborne photographers to support Air Force and DoD operations worldwide. This chapter is written specifically for aerial photographic management, and applies to all 3V0XX Air Force Specialty Code (AFSC) personnel required to perform airborne duties. These duties are to perform photographic or videographic documentation in-flight as part of an authorized aircrew complement according to AFI 65-503, *US Air Force Cost and Planning Factors*, and AFI 11-402,

*Aviation and Parachutist Service, Aeronautical Ratings and Badges*. No other Air Force Specialty is authorized to perform aerial photographic duties.

**8.2. Responsibilities**.

8.2.1. HQ AFCIC/SYS ensures the availability of qualified aircrew prefixed 3V0XX personnel to support worldwide COMCAM operations.

8.2.2. HQ AMC/SCYV is designated the executive agent for all aerial documentation issues.

8.2.3. MAJCOMs.

8.2.3.1. Identify and coordinate requirements for aircrew authorizations within their command.

8.2.3.2. Fund all required training and equipment.

8.2.3.3. Coordinate training quotas (i.e., life support and survival school).

8.2.3.4. Process and coordinate requests for aerial documentation support.

8.2.3.5. Appoint aircrew flight examiners to properly manage their aircrew standardization evaluation program according to AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*.

8.2.3.6. Ensure all personnel perform aircrew duties according to the appropriate AFI 11-series.

8.2.3.7. Ensure the development of standardized procedures for airborne duties.

8.2.4. Subordinate Units.

8.2.4.1. Appoint training managers, flight examiners, and instructors to manage their aircrew training program according to AFI 11-202, Volume 1, *Aircrew Training*.

8.2.4.2. Ensure the qualification of aerial photographers/videographers. (See paragraph **8.5.**).

8.2.4.3. Ensure only tested and approved photographic/videographic equipment as approved in Table of Allowance (TA) 629 is utilized for aerial documentation.

8.2.4.4. Coordinate host base support for all aircrew requirements.

8.2.4.5. Develop and maintain aerial documentation operating instructions in coordination with local unit of attachment.

**8.3. Requesting Aerial Photographic Support**.

8.3.1. Coordinate requests for COMCAM aerial documentation support according to paragraph **5.4.**

8.3.2. Request non-COMCAM aerial documentation support through the Base Visual Information Manager (BVIM).

8.3.2.1. If local airborne-qualified personnel are not available, or cannot perform/support the request, the BVIM sends the request to the MAJCOM VI Manager.

8.3.2.2. MAJCOM VI managers coordinate and request aerial support from the nearest unit possessing qualified personnel within their command.

8.3.3. Use only identified and qualified personnel for aerial documentation missions.

**8.4. Coordinating Aircrew Requirements**.

8.4.1. Coordinate requests for aircrew-prefixed positions through the 3V0XX MAJCOM functional managers, to the Air Force Career Field Manager (HQ AFCIC/SYS) In Turn to HQ USAF/XOOT according to AFI 11-401, *Flight Management*.

**8.5. Aircrew Training and Prerequisites**.

8.5.1. Personnel identified to perform aircrew duties should receive:

8.5.1.1. A Class III Flying Physical according to AFI 48-123, *Medical Examination and Standards*.

8.5.1.2. Physiological training according to AFI 11-403, *Aerospace Physiological Training Program*.

8.5.1.3. Survival training according to AFI 36-2209, *Survival and Code of Conduct Training*.

8.5.1.4. Life support and survival equipment training according to AFI 11-301, *Aircrew Life Support (ALS) Program*.

8.5.1.5. Aircraft-specific and egress training according to AFI 11-2 Mission Design Series Specific, Volume 1 (e.g., AFI 11-2C-141V1, *C-141 Aircrew Training*).

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

DoD Directive 1015.1, *Establishment, Management, and Control of Nonappropriated Fund Instrumentality's*, with Change 1, August 19, 81

DoD Directive 5040.2, *Visual Information (VI)*, with Change 1, December 7, 87

DoD Directive 5040.5, *Alteration of Official DoD Imagery*, August 29, 95

DoD Directive 5200.1, *DoD Information Security Program*, with Changes 1 and 2, June 7, 82

DoD Instruction 4000.19, *Interservice, and Intergovermental* Support, August 9, 95

DoD Instruction 5040.4, *Joint Combat Camera (COMCAM) Operations*, September 30, 96

AFPD 23-1, *Requirements and Stockage of Material*

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*

AFI 10-201, *Status of Resources and Training System*

AFI 11-2C-141, Volume1, *C-141 Aircrew Training*

AFI 11-202, Volume 1, *Aircrew Training*

AFI 11-202, Volume2, *Aircrew Standardization/Evaluation Program*

AFI 11-301, *Aircrew Life Support (ALS) Program*

AFI 11-402, *Aviation and Parachutists Service, Aeronautical Ratings and Badges*

AFI 11-403, *Aerospace Physiological Training Program*

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AFI 33-116, *Long-Haul Telecommunications Management*

AFI 33-132, *Armament Delivery Recording (ADR) Program*

AFI 33-203, *The Air Force Emission Security Program*

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Public Law 754, Title 5, Federal Records Act of 1950

The Federal Telecommunications Recommendations (FTR) 1080A-1998

***Abbreviations and Acronyms***

**ADR--**Armament Delivery Recording

**AFEMS--**Air Force Equipment Management System

**AFI--**Air Force Instruction

**AFIS--**Armed Forces Information Service

**AFM--**Air Force Manual (old designation)

**AFMAN--**Air Force Manual (new designation)

**AFPD--**Air Force Policy Directive

**AFRTS--**Armed Forces Radio and Television Service

**AFSC--**Air Force Specialty Code

**AS--**Allowance Standard

**ASCII--**American Standard Code for Information Interchange

**ATN--**Air Technology Network

**AV--**Audiovisual

**BVIM--**Base Visual Information Manager

**BVISC--**Base Visual Information Support Center

**C4--**Command, Control, Communications, and Computers

**CATV--**Cable Television

**CDV--**Compressed Digital Video

**COMCAM--**Combat Camera

**COMSEC--**Communications Security

**CONPLAN--**Concept Plan

**CONUS--**Continental United States

**COTS--**Commercial Off-The-Shelf

**CSO--**Communications-Information Systems Officer

**DAVIS--**Defense Automated Visual Information System

**DCTN--**Defense Commercial Telecommunications Network

**DISA--**Defense Information Systems Agency

**DISN**--Defense Information Systems Network

**DL**--Distance Learning

**DOC**--Designed Operational Capability

**DoD**--Department of Defense

**DPIC**--DISA Provisioning and Implementation Center

**DRU**--Direct Reporting Agency

**DSC**--DISA Service Center

**DVI**--Defense Visual Information

**DVIAN**--Defense Visual Information Activity Number

**DVIC**--Defense Visual Information Center

**DVS-G**--Digital Video Services - Global

**EMSEC**--Emission Security

**FAC**--Functional Account Code

**FSC**--Federal Stock Class

**FTR**--Federal Telecommunications Recommendation

**FTS-2000**--Federal Telecommunications System-2000

**FOA**--Field Operating Agency

**HQ AFCA**--Headquarters Air Force Communications Agency

**HQ AMC**--Headquarters Air Mobility Command

**HQ USAF**--Headquarters United States Air Force

**JCS**--Joint Chiefs of Staff

**JVISDA**--Joint Visual Information Service Distribution Activity

**LAN**--Local Area Network

**MAJCOM**--Major Command

**MEFPAK**--Manpower and Equipment Force Package

**MWR**--Morale, Welfare, and Recreation

**OASD**--Office of the Assistant Secretary of Defense

**OPLAN**--Operation Plan

**OPORD**--Operation Order

**OPR**--Office of Primary Responsibility

**PA**--Public Affairs

**PAN**--Production Authorization Number

**PIN**--Production Identification Number

**POC**--Point of Contact

**RDT&E**--Research, Development, Test, and Evaluation

**RFS**--Request for Service

**SAF**--Secretary of the Air Force

**SDC**--Switched/Dedicated Circuit

**SMRC**--Still Media Records Center

**SORTS**--Status of Resources and Training System

**STEM-B**--Systems Telecommunications Engineering Manager-Base Level

**T-ASA**--Television-Audiovisual Support Activity

**TA**--Table of Allowance

**TCP/IP**--Transportation Communications Protocol/Internet Protocol

**UCMJ**--Uniform Code of Military Justice

**UTC**--Unit Type Code

**VHS**--Video Handling System

**VI**--Visual Information

**VIDOC**--Visual Information Documentation

**VIEP**--Visual Information Equipment Plan

**VIRIN**--Visual Information Record Identification Number

**VISC**--Visual Information Support Center

**VTC**--Video Teleconferencing

**VTT**--Video Teletraining

***Terms***

**Air Force Production**--The end product of the production process (refer to VI productions) for MAJ-COM or Air Force-wide use which has a life span of more than a year.

**Air Technology Network (ATN)**--The standard Air Force Video Teletraining network. A satellite based system that includes uplink broadcast facilities and receives downlink sites at Air Force bases. Provides one-way video and two-way audio transmission. Satellite service is obtained from the FTS 2000 contract.

**Armament Delivery Recording**--Motion picture, still photography, and video recordings showing the delivery and impact of ordnance. This differs from reconnaissance imagery in that it records the act of delivery and impact and normally is done by the weapon system delivering the ordnance. Armament delivery recording is used primarily for evaluating strike effectiveness and for combat crew training. It is also one of the principal sources of over-the-target documentation in force employments, and may be used for public affairs purposes.

**Audiovisual Productions**--See VI Production.

**Cable Television System**--Transmits one or more television programs by modulated radio frequency or other signals through a cable distribution system to standard television or radio receivers.

**Combat Camera**--Visual information documentation covering air, sea, and ground actions of armed forces in combat and combat support operations, and in related peacetime training activities such as exercises, war games, and operations. Also see visual information documentation.

**Commercial VI Production**--A completed VI production, purchased off-the-shelf, from a vendor.

**Defense Automated Visual Information System (DAVIS)**--The standard DoD automated data processing system that the Armed Forces Information Service, Defense Audiovisual Policy Office, manages for VI purposes. The system contains a computerized catalog of VI productions in a database of the information from DD Form 1995. The Air Force restricts access to DAVIS to authorized VI activities. HQ AFCIC/SYSM manages DAVIS.

**Distance Learning (DL)**--The process of providing instruction to students geographically separated from the instructor. DL includes all types of video, computer, and paper based media used in exportable training and education.

**Electronic Imaging**--The collection, processing, storage, retrieval and exploitation of images through electronic means. The term includes digital photography, computer generated graphics and video projection.

**Graphic Arts**--The design, creation, and preparation of two- and three-dimensional visual aid products. Includes charts, graphs, posters, and visual materials for brochures, covers, television, motion pictures, printed publications, displays, presentations, and exhibits.

**Interagency Support**--The support a military department or federal agency gives to another military department or federal agency.

**Joint-Interest Production**--A VI production where two or more DoD organizations share interest, support, and planned use.

**Joint VI Services**--VI services a DoD military department operates and maintains to support more than one DoD organization.

**Local Production**--The end result of the production process (refer to AV productions) used at the local level, base use, and has a life span of less than a year.

**Motion Media**--A series of images taken with a motion picture or video camera, which, when viewed, gives the illusion of motion.

**Multimedia**--A combination of more than one VI medium used in a single production.

**Non Record VI Material**--Material that does not qualify for submission to the records centers. It may have inferior quality or inappropriate subject matter, duplicate already submitted material, or serve local interest only.

**Performers**--People who play dramatic roles, narrate on screen or off screen, pose, or otherwise perform in AV productions.

**Photojournalism**--Conveying a story, through still photography, of a significant DoD event. Normally, this method helps commanders report on their operations and may also support Public Affairs (PA) or internal DoD publications.

**Production**--The process of bringing together separate audio or visual products to develop a self contained, complete presentation that follows a plan or script and conveys information to an audience. The term “production” is also the end product of the production process. A VI production combining motion

media with sound is an AV Production. VI production refers to all aspects of the production process, including: procuring, producing, or adopting in-house, contract, or off-the-shelf materials or adapting materials produced by another Federal agency.

**Production Files**--The written records of each VI production.

**Record VI Material**--VI records of significant mission and support activities of current interest or historical value to the Air Force.

**Reproduction**--Copying earlier VI materials.

**Still Photography**--The medium for recording still images, including negative and positive images.

**Supporting Documentation**--Caption data, cover stories, scripts, contracts, supplemental agreements, VI annexes to operational plans, and other information that helps personnel to identify and use the material.

**Video Classes**--The two classes are video services and products. Both are readdressed as local or Air Force-wide use.

**Video Services**--Video services for local use only with limited lifespans. Examples are simple video segments (stand alone segments that may or may not require editing), unscripted materials/events, capturing of unrehearsed, spontaneous events, off-air recordings (segments recorded off broadcast TV or satellite transmission), and audio recording and editing.

**Video Teleconferencing (VTC)**--A two-way, electronic form of communications that permits two or more people in different locations to engage in face-to-face audio and visual communications for the purpose of conducting meetings, seminars and conferences. A VTC system typically includes a telecommunications system, video compression equipment, and video, audio, and graphics components. DoD VTC equipment must conform to standards in the Corporation for Open Systems International VTC profile that incorporates international standards (i.e., ITU H.320) for VTC.

**Video Teletraining (VTT)**--An electronic form of communications that uses high quality video, audio and graphics equipment for the purpose of conducting training and education programs for students geographically separated from the instructor. ATN is the Air Force standard VTT network.

**Visual Information (VI)**--Use of one or more of the various visual media with or without sound; generally, visual information. Includes still photography, motion picture photography, video or audio recording, graphic arts, visual aids, models, display, visual presentation services, and the support processes.

**VI Activity**--An organizational element or a function within an organization where one or more individuals are functionally classified as using VI, or whose principal responsibility is providing VI services. VI activities include: exposing and processing original photography; recording, distributing, and broadcasting electronically (video and audio); reproducing or acquiring VI products; providing VI services; distributing or preserving VI products; preparing graphic artwork; creating VI aids, models, and displays; providing or managing presentation services or any of these activities.

**VI Documentation**--Motion media, still photography, and audio recording of technical and non-technical events while they occur, usually not controlled by the recording crew. Visual information documentation encompasses COMCAM, operational documentation, and technical documentation.

**VI Equipment**--Visual information, audiovisual, television and photographic equipment and systems primarily from Federal Stock Classes (FSC) 5820, 5836, and 6700. The Air Force is increasingly integrating

photographic and graphic systems with computer equipment from the FSC 7000 series (computer). VI equipment needed to directly support RDT&E is authorized for the Headquarters Air Force Materiel Command. TA 629 authorize other VI equipment. When items that could otherwise be called VI equipment are an integral part of a non-VI system or device (existing or under development), manage them as a part of that non-VI system or device.

**VI Facility**--A Federally owned or operated building or a space within a building or ship that houses an approved VI activity. Transportable or portable VI equipment, such as a video recording van or portable VI equipment used in temporary housing, is also a VI facility.

**VI Functions**--Air Force VI activities that acquire or process original still or motion picture photography; record or transmit (non-broadcast) video, audio, and digital images; reproduce still and motion picture photography; copy and distribute electronic recordings; produce VI products; process armament delivery images; provide graphic arts, non-engineering drafting, illustration, art work, or other VI products; perform presentation services, conference room scheduling, and script writing, or contract for these products or services; and maintain equipment. Exclude certain activities, products, and equipment from this instruction if they are exclusively used. Certainly products, personnel, or equipment, if used for purposes of this instruction, become reportable VI assets needing justification and approval. They include: (1) Commercial entertainment productions and equipment of a VI nature acquired and distributed by the Army and Air Force Exchange Service. (2) Facilities, services, and products that the Armed Forces Radio and Television Service operates or maintains. (3) Products or productions Armed Forces Radio and Television Service acquire and distribute for exhibition overseas. (4) VI collected solely for reconnaissance, intelligence, criminal and legal investigation, medical diagnosis, and surveillance. (5) VI equipment embedded in training devices, weapons systems, or other integrated systems that operates independently for a non-VI purpose. (6) VI equipment that does not perform a VI function, or VI equipment for RDT&E. (7) VI cryptological operations. (8) Photomechanical reproduction, cartography, X-ray, and microfilm or microfiche production. (9) Command and control information display systems used with weapon systems and in command and control centers. Equipment of a VI nature bought with nonappropriated funds.

**Visual Information Equipment Plan**--The document that establishes needs for new or replacement VI equipment (FSC 5820, 5836, and 6700) for Air Force-wide audiovisual production and COMCAM documentation missions, and base VI support. Authorized Air Force VI activities (identified by a valid DVIAN and approved by HQ AFCIC/SYSM for VIEP participation) use the VIEP as a primary way to plan for centrally procured COMCAM, video production, photographic, graphic arts, and electronic equipment. It is a master source document used for planning and procuring funds for the VI Program through the Planning, Programming, and Budgeting System. The VIEP is a 5 year plan.

**VI Library**--A VI activity that loans and keeps VI media and equipment.

**VI Management Office**--A staff office at a DoD component, MAJCOM, or other management level that ensures compliance with policies and procedures and reviews operations.

**VI Personnel**--Military and civilian personnel with AFSC 33SX, 3VOXX, and other specialty codes in FAC 32XX and 29XX functions, and civilian personnel in occupational series 1001, 1010, 1020, 1021, 1056, 1060, 1071, or 1084 (except those in positions in FAC 35XX or 2933) are VI personnel. Personnel coded 32XX or directly supporting VI activities (administrative, supply, contract monitors, etc.), are also VI personnel. The Air Force manager for VI personnel resources is HQ USAF/SC.

**VI Production**--A combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for conveying information to, or communicating with an audience.

**VI Products**--VI media such as still photography (photographs, transparencies, slides, and filmstrips), audio and video recordings (tape or disc), graphic arts (including computer-generated products), models, and exhibits. VI production is a unique form of VI product usually addressed separately.

**VI Records**--VI materials in any format, and related written records.

**VI Records Center**--A facility, sometimes specially designed and constructed, for the low-cost and efficient storage and referencing of semicurrent records before disposal.

**VI Support Center (VISC)**--VI activities that generally support all installation, base, facility, or site organizations or activities. Typically, VISCs provide laboratories, graphic arts, and presentation services. A combat VISC is a base VISC sent to a theater of operations.

## Attachment 9

## INTERIM CHANGE 2001-1 TO AFI 33-117, VISUAL INFORMATION (VI) MANAGEMENT

16 NOVEMBER 2001

**SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2001-1. It affects the implementation and operation of Local Area Network (LAN)-based Video Teleconferencing (VTC) (LVTC) within the Air Force. LVCT is now authorized for limited use within the Air Force. Restrictions and limitations are in paragraph **2.3.1.2.**

2.3.1.2.1.Due to technology improvements and the expanding need for VTC communications, LVTC, compliant with the International Telecommunications Union (ITU-T) H.323 recommendation, *Visual Telephone Systems and Equipment for Local Area Networks which provide a Non-guaranteed Quality of Service*, is now authorized for limited use within the Air Force.

2.3.1.2.2.Send requests for H.323 LVTC systems to the CSO for action.

2.3.1.2.2.1.The CSO, working with the Systems Telecommunications Engineering Manager – Base Level (STEM-B), determines what impact the proposed LVTC operation will have on the intended LAN or LAN segments. Based on that impact, the CSO prepares a recommendation for approval or disapproval of the requirement.

2.3.1.2.2.2.The Base Commander, the owner of the LAN, approves/disapproves the CSO's recommendation.

2.3.1.2.2.2.1.In instances where an organizational LAN is not maintained by the host Base Commander, the recommendation goes to the LAN owner for approval/disapproval.

2.3.1.2.2.3.Neither the CSO nor the STEM-B may authorize the use of equipment to gateway between H.320, *Narrow-band Visual Telephone Systems and Terminal Equipment*, compliant, VTC systems and H.323 compliant VTC systems. Send all requests for gateway type operations to HQ AFCA/GCOV, 203 W. Losey St., Room 1100, Scott AFB IL 62225-5222, for action.

2.3.1.2.2.4.For systems intended to be used on the Secure Internet Protocol Router Network (SIPRNET), send requirements packages to the Designated Approval Authority (DAA) for the SIPRNET segment affected.

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

DoD Directive 1015.1, *Establishment, Management, and Control of Nonappropriated Fund Instrumentality's*, with Change 1, August 19, 1981

DoD Directive 5040.2, *Visual Information (VI)*, with Change 1, December 7, 1987

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DoD Instruction 4000.19, *Interservice, and Intergovermental* Support, August 9, 1995

DoD Instruction 5040.4, *Joint Combat Camera (COMCAM) Operations*, September 30, 1996

ITU-T H.320, *Narrow-band Visual Telephone Systems and Terminal Equipment*

ITU-T H.323, *Visual Telephone Systems and Equipment for Local Area Networks* W*hich provide a Non-guaranteed Quality of Service*

***NOTE***: Subscribe for ITU publications at: **http://www.itu.int/home/index.html**

AFPD 23-1, *Requirements and Stockage of Material*

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**AFEMS--**Air Force Equipment Management System

**AFI--**Air Force Instruction

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**DVIC**--Defense Visual Information Center

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**EMSEC**--Emission Security

**FAC**--Functional Account Code

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**FTS-2000**--Federal Telecommunications System-2000

**FOA**--Field Operating Agency

**HQ AFCA**--Headquarters Air Force Communications Agency

**HQ AMC**--Headquarters Air Mobility Command

**HQ USAF**--Headquarters United States Air Force

**JCS**--Joint Chiefs of Staff

**JVISDA**--Joint Visual Information Service Distribution Activity

**LAN**--Local Area Network

**LVCT**--LAN based Video Teleconferencing

**MAJCOM**--Major Command

**MEFPAK**--Manpower and Equipment Force Package

**MWR**--Morale, Welfare, and Recreation

**OASD**--Office of the Assistant Secretary of Defense

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**Commercial VI Production**--A completed VI production, purchased off-the-shelf, from a vendor.

**Communications and Information Systems Officer (CSO)**--Identifies the supporting communications and information systems officer at all levels. At base-level, this is the commander of the communications unit responsible for carrying out base communications and information systems responsibilities. At MAJCOM, and other activities responsible for large quantities of communications and information systems, it is the person designated by the commander as responsible for overall management of communications and information systems budgeted and funded by the MAJCOM or activity. The CSO function uses the office symbol "SC" and expands it to three and four letters to identify specific functional areas. CSOs are the accountable officer for all automated data processing equipment in their inventory.

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**Distance Learning (DL)**--The process of providing instruction to students geographically separated from the instructor. DL includes all types of video, computer, and paper based media used in exportable training and education.

**Electronic Imaging**--The collection, processing, storage, retrieval and exploitation of images through electronic means. The term includes digital photography, computer generated graphics and video projection.

**Graphic Arts**--The design, creation, and preparation of two- and three-dimensional visual aid products. Includes charts, graphs, posters, and visual materials for brochures, covers, television, motion pictures, printed publications, displays, presentations, and exhibits.

**Interagency Support**--The support a military department or federal agency gives to another military department or federal agency.

**Joint-Interest Production**--A VI production where two or more DoD organizations share interest, support, and planned use.

**Joint VI Services**--VI services a DoD military department operates and maintains to support more than one DoD organization.

**Local Production**--The end result of the production process (refer to AV productions) used at the local level, base use, and has a life span of less than a year.

**Motion Media**--A series of images taken with a motion picture or video camera, which, when viewed, gives the illusion of motion.

**Multimedia**--A combination of more than one VI medium used in a single production.

**Non Record VI Material**--Material that does not qualify for submission to the records centers. It may have inferior quality or inappropriate subject matter, duplicate already submitted material, or serve local interest only.

**Performers**--People who play dramatic roles, narrate on screen or off screen, pose, or otherwise perform in AV productions.

**Photojournalism**--Conveying a story, through still photography, of a significant DoD event. Normally, this method helps commanders report on their operations and may also support Public Affairs (PA) or internal DoD publications.

**Production**--The process of bringing together separate audio or visual products to develop a self contained, complete presentation that follows a plan or script and conveys information to an audience. The term "production" is also the end product of the production process. A VI production combining motion media with sound is an AV Production. VI production refers to all aspects of the production process, including: procuring, producing, or adopting in-house, contract, or off-the-shelf materials or adapting materials produced by another Federal agency.

**Production Files**--The written records of each VI production.

**Record VI Material**--VI records of significant mission and support activities of current interest or historical value to the Air Force.

**Reproduction**--Copying earlier VI materials.

**Systems Telecommunications Engineering Manager**--A communications and information systems engineer who provides technical engineering planning services in support of communications and information systems and base infrastructures. The Base-Level STEM (STEM-B) has technical responsibility for engineering management and assists the base CSO in system engineering and configuration control. The Command-Level STEM (STEM-C) provides technical assistance to the MAJCOM and coordinates

with STEM-Bs on future MAJCOM mission changes, programs and efforts at the MAJCOM-level. The Joint STEM (STEM-J) is assigned to Commander's in Chief, Joint Staff and the Defense Information Systems Agency to promote interoperability by providing an interface between those activities and the Air Force MAJCOMs and bases. The Telecommunications Manager (STEM-TM) assists the STEM-B and -C.

**Still Photography**--The medium for recording still images, including negative and positive images.

**Supporting Documentation**--Caption data, cover stories, scripts, contracts, supplemental agreements, VI annexes to operational plans, and other information that helps personnel to identify and use the material.

**Video Classes**--The two classes are video services and products. Both are readdressed as local or Air Force-wide use.

**Video Services**--Video services for local use only with limited lifespans. Examples are simple video segments (stand alone segments that may or may not require editing), unscripted materials/events, capturing of unrehearsed, spontaneous events, off-air recordings (segments recorded off broadcast TV or satellite transmission), and audio recording and editing.

**Video Teleconferencing (VTC)**--A two-way, electronic form of communications that permits two or more people in different locations to engage in face-to-face audio and visual communications for the purpose of conducting meetings, seminars and conferences. A VTC system typically includes a telecommunications system, video compression equipment, and video, audio, and graphics components. DoD VTC equipment must conform to standards in the Corporation for Open Systems International VTC profile that incorporates international standards (i.e., ITU H.320) for VTC.

**Video Teletraining (VTT)**--An electronic form of communications that uses high quality video, audio and graphics equipment for the purpose of conducting training and education programs for students geographically separated from the instructor. ATN is the Air Force standard VTT network.

**Visual Information (VI)**--Use of one or more of the various visual media with or without sound; generally, visual information. Includes still photography, motion picture photography, video or audio recording, graphic arts, visual aids, models, display, visual presentation services, and the support processes.

**VI Activity**--An organizational element or a function within an organization where one or more individuals are functionally classified as using VI, or whose principal responsibility is providing VI services. VI activities include: exposing and processing original photography; recording, distributing, and broadcasting electronically (video and audio); reproducing or acquiring VI products; providing VI services; distributing or preserving VI products; preparing graphic artwork; creating VI aids, models, and displays; providing or managing presentation services or any of these activities.

**VI Documentation**--Motion media, still photography, and audio recording of technical and non-technical events while they occur, usually not controlled by the recording crew. Visual information documentation encompasses COMCAM, operational documentation, and technical documentation.

**VI Equipment**--Visual information, audiovisual, television and photographic equipment and systems primarily from Federal Stock Classes (FSC) 5820, 5836, and 6700. The Air Force is increasingly integrating photographic and graphic systems with computer equipment from the FSC 7000 series (computer). VI equipment needed to directly support RDT&E is authorized for the Headquarters Air Force Materiel Command. TA 629 authorize other VI equipment. When items that could otherwise be called VI equip-

ment are an integral part of a non-VI system or device (existing or under development), manage them as a part of that non-VI system or device.

**VI Facility**--A Federally owned or operated building or a space within a building or ship that houses an approved VI activity. Transportable or portable VI equipment, such as a video recording van or portable VI equipment used in temporary housing, is also a VI facility.

**VI Functions**--Air Force VI activities that acquire or process original still or motion picture photography; record or transmit (non-broadcast) video, audio, and digital images; reproduce still and motion picture photography; copy and distribute electronic recordings; produce VI products; process armament delivery images; provide graphic arts, non-engineering drafting, illustration, art work, or other VI products; perform presentation services, conference room scheduling, and script writing, or contract for these products or services; and maintain equipment. Exclude certain activities, products, and equipment from this instruction if they are exclusively used. Certainly products, personnel, or equipment, if used for purposes of this instruction, become reportable VI assets needing justification and approval. They include: (1) Commercial entertainment productions and equipment of a VI nature acquired and distributed by the Army and Air Force Exchange Service. (2) Facilities, services, and products that the Armed Forces Radio and Television Service operates or maintains. (3) Products or productions Armed Forces Radio and Television Service acquire and distribute for exhibition overseas. (4) VI collected solely for reconnaissance, intelligence, criminal and legal investigation, medical diagnosis, and surveillance. (5) VI equipment embedded in training devices, weapons systems, or other integrated systems that operates independently for a non-VI purpose. (6) VI equipment that does not perform a VI function, or VI equipment for RDT&E. (7) VI cryptological operations. (8) Photomechanical reproduction, cartography, X-ray, and microfilm or microfiche production. (9) Command and control information display systems used with weapon systems and in command and control centers. Equipment of a VI nature bought with nonappropriated funds.

**Visual Information Equipment Plan**--The document that establishes needs for new or replacement VI equipment (FSC 5820, 5836, and 6700) for Air Force-wide audiovisual production and COMCAM documentation missions, and base VI support. Authorized Air Force VI activities (identified by a valid DVIAN and approved by HQ USAF/SCMOM for VIEP participation) use the VIEP as a primary way to plan for centrally procured COMCAM, video production, photographic, graphic arts, and electronic equipment. It is a master source document used for planning and procuring funds for the VI Program through the Planning, Programming, and Budgeting System. The VIEP is a 5 year plan.

**VI Library**--A VI activity that loans and keeps VI media and equipment.

**VI Management Office**--A staff office at a DoD component, MAJCOM, or other management level that ensures compliance with policies and procedures and reviews operations.

**VI Personnel**--Military and civilian personnel with AFSC 33SX, 3VOXX, and other specialty codes in FAC 32XX and 29XX functions, and civilian personnel in occupational series 1001, 1010, 1020, 1021, 1056, 1060, 1071, or 1084 (except those in positions in FAC 35XX or 2933) are VI personnel. Personnel coded 32XX or directly supporting VI activities (administrative, supply, contract monitors, etc.), are also VI personnel. The Air Force manager for VI personnel resources is HQ USAF/SC.

**VI Production**--A combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for conveying information to, or communicating with an audience.

**VI Products**--VI media such as still photography (photographs, transparencies, slides, and filmstrips), audio and video recordings (tape or disc), graphic arts (including computer-generated products), models, and exhibits. VI production is a unique form of VI product usually addressed separately.

**VI Records**--VI materials in any format, and related written records.

**VI Records Center**--A facility, sometimes specially designed and constructed, for the low-cost and efficient storage and referencing of semicurrent records before disposal.

**VI Support Center (VISC)**--VI activities that generally support all installation, base, facility, or site organizations or activities. Typically, VISCs provide laboratories, graphic arts, and presentation services. A combat VISC is a base VISC sent to a theater of operations.