



**DEPARTMENT OF THE AIR FORCE
56TH FIGHTER WING (AETC)
LUKE AIR FORCE BASE, ARIZONA 85309-1629**

20 September 2011

Authorized Visual Information (VI) Products and Services
Photo

A. Products

1. Images

- a. Caption/accession images IAW AFI 33-117 until replaced by AFI 35-101.
- b. Standard turn-around time 1-3 days

B. Services

1. Commander's Calls

- a. Wing level only*

*Unless WG/CC is presiding over or presenting award at Group/Squadron-level event, then photo will be taken of the presentation

2. Decoration Presentations

- a. Certain award presentations such as Bronze Star, Combat Action Medal and Air Medal
- b. Images provided to customer via Public Server

3. Awards/Command Board Portraits

- a. Squadron or higher awards
- b. Quarterly and Annual Award winners

4. Special Duty Packages

- a. Images provided to customer in format indicated in instructions

5. Biography Portraits

- a. Squadron commanders and above, chiefs, first sergeants, and ALS instructors only
- b. Images provided to customer via print, E-mail

6. Changes of Command

- a. Squadron and higher
- b. Images provided to customer(s) via CD media + one (8x10) print collage

7. Dining-In/Outs

- a. Wing level only
- b. Images provided to customer via Public Server and CD media

8. Quarterly/Annual Awards Banquets

- a. Group Level and above
- b. Images provided to customer via Public Server and CD media

9. CCAF/ALS Graduations
 - a. Images provided to customer via CD media
10. B-Course Graduations
 - a. Group/individual photos will be taken for use in base newspaper
 - b. Location is limited to on-base photo shoots only
 - c. Images provided to customer only by Public Server
11. Promotion Ceremonies
 - a. Wing level monthly promotion ceremonies only (WG/CC presides over event)
 - b. All E-9 or O-6 and above individual ceremonies will be covered if requested
 - c. Images provided to customer via Public Server and CD media
12. Memorial Services
 - a. Limited to active duty, guardsmen, and reservists assigned to Luke as well as Luke employed civilians upon request and per approval by family members
 - b. Portraits will be provided for memorial service if requested
 - c. Images provided to customer(s) via CD media
13. Distinguished Visitors
 - a. Images provided to customer(s) via CD media
 - b. Upon request from Public Affairs/Protocol
14. Retirements – Official ceremonies only
 - a. Images provided to customer via CD media + one (8x10) collage
15. Fini Flights (only E-9, O-6 and above)
 - a. Images provided to customer via CD media
16. Group Photos
 - a. One group photo per squadron commander tour
 - b. Images provided to customer via CD media + one official (8x10) print
17. Official Studios times
 - Studio - By appointment only
 - Times:
 - 0900-1040 and 1300-1600 Monday only (Head/Shoulders Only)
 - 0800-1040 Tuesday (Head/Shoulders Only)
 - 1300-1600 Tuesday (Full Length Only)
18. Alerts/Investigative Support
 - a. Directed by SFS, OSI, fire department, safety, command post or WG/CC
 - b. Process immediately upon completion of shoot
 - c. Images provided to customer via CD media
19. Self Help
 - a. Official use cameras available for checkout
 - b. Official images taken on camera can be downloaded and provided to customer via CD media

20. Historical Events

- a. Events that have been deemed historical by the WG/CC, WG/CV, Base Historian, or Chief of PA

Broadcast Products

A. Products

1. Video

- a. Caption/accession images IAW AFI 35-109, *Visual Information*
- b. Standard turn-around time based on project requested

B. Services

1. Wing Commanders Call

- a. Shot upon request of commander

2. Dining-In/Outs

- a. Wing Dining-In/Out
- b. Video provided to customer via DVD media
- c. Customer must provide own media for amount of copies requested (20 max)

3. Wing Annual Awards/Air Force Ball

- a. Airman's Creed video product provided to show at event
- b. Provide live feed of ceremony if manning and technical requirements available
- c. Video provided to customer via DVD media
- d. Customer must provide own media for amount of copies requested (20 max)

4. Fini Flights (only E-9, O-6 and above)

- a. Video provided to customer via DVD media
- b. Customer must provide own media for amount of copies requested (20 max)

5. Duplication Services

- a. Capable of duplicating CD/DVD/DV/DVCAM/HDV/VHS media
- b. Customer must provide own media for amount of copies requested (20 max)

6. Local Educational/Training Productions

- a. Approved by VI Manager
- b. Script provided and approved by OPR

7. Changes of Command

- a. Wing change of command
- b. Video provided to customer via DVD media
- c. Customer must provide own media for amount of copies requested (20 max)

8. Memorial Services

- a. Limited to active duty, guardsmen, and reservists assigned to as well as Luke employed civilians upon request and per approval by family members

- b. Video provided to customer via DVD media (20 max)
9. Retirements – Official ceremonies (only E-9, O-6 and above)
 - a. Official use video cameras on hand for checkout when broadcaster is not available due to mission priorities
 - b. Video provided to customer via DVD media
 - c. Customer must provide own media for amount of copies requested (20 max)
 10. Alerts/Investigative Support
 - a. Directed by SFS, OSI, fire department, safety, command post or WG/CC
 - b. Process immediately upon completion of shoot
 - c. Video provided to customer via CD/DVD media (20 max)
 11. Self Help
 - a. For services not listed, official use video cameras available for checkout
 - b. Official video can be downloaded and provided to customer via CD/DVD media
 - c. Customer must provide own media for amount of copies requested (20 max)

Graphics/Presentations

A. Products

1. Images

- a. Accession artwork IAW AFI 35-109, Visual Information.
- b. Standard turn-around time 3-5 days

B. Services

1. Commander's Calls

- a. Presentations Setup (2x large screens and 2x projectors) Wing level only

2. Changes of Command

- a. Squadron level or higher
- b. Print programs (200 max) only if designed by VI personnel

3. Dining-In/Outs

- a. Group level or higher
- b. Print programs (120 max) only if designed by VI personnel

4. Quarterly/Annual Awards/Maintenance Pro/Medical Banquets

- a. Wing Level
- b. Presentation slide of nominee and winners
- c. Print Annual Awards programs (200 max) only if designed by VI personnel

5. CCAF Graduation

- a. Print Annual Awards program (200 max) only if designed by VI personnel

6. B-Course Graduations

- a. Print programs (180 max) only if designed by VI personnel

7. Memorial Services
 - a. Limited to active duty members and Luke-employed civilians upon request and per approval by family members
 - b. Printed portraits will be provided for memorial service if requested
8. Retirements – Official ceremonies only Group/Wing level only
 - a. Print programs (250 max) only if designed by VI personnel
9. NCO/Chief Recognition Ceremony
 - a. Print programs (275 max) and up to 10 (18" X 24") posters
10. Senior NCO/Chief Recognition/POW/MIA Ceremony
 - a. Print programs (200 max) and up to 10 (18" X 24") posters
11. Heritage Month
 - a. Print programs (200 max) and up to 5 (18" X 24") posters
12. Women's History/National Prayer
 - a. Print programs (200 max)
13. Senior NCO/Chief Recognition Ceremony
 - a. Print programs (275 max) and up to 10 (18" X 24") posters
14. General Posters/certificates/table-tents/logos/checks
 - a. Contact VI Manager for assistance to include off-base printing

Those in need of programs that exceed the max will be responsible for providing supplies to complete the work order.

C. Self Help/Sign out presentations equipment

1. Official use only for presentation screens and projectors for checkout
 - a. Large screens (20' X 14') for wing events of more than 400 people in attendance
 - b. Contact VI Manager for assistance for rental or purchase
 - c. Self-help projectors and screens are limited and subject to availability



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