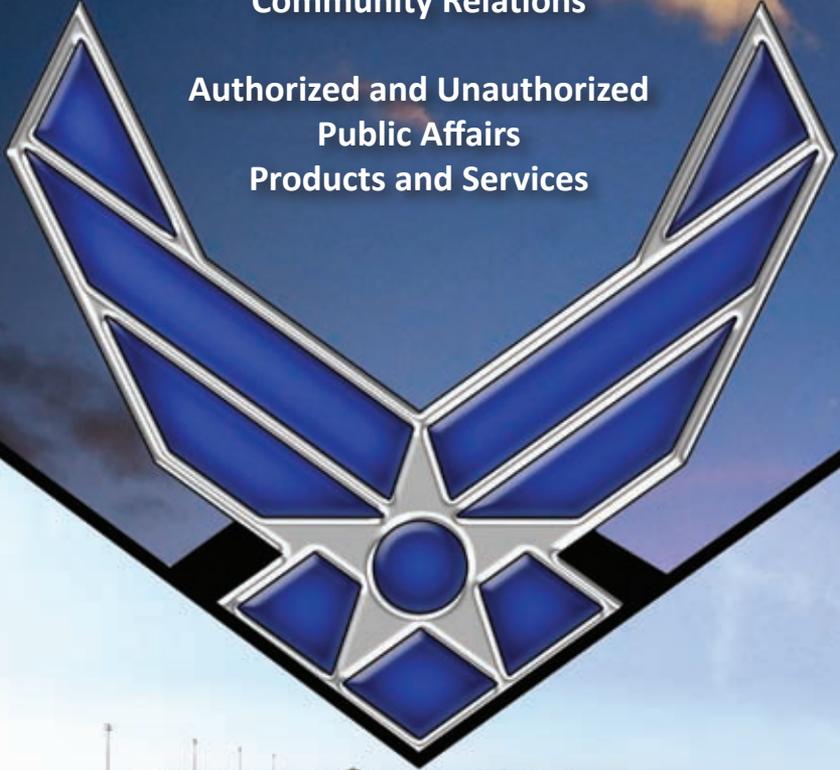


# Guidance for Public Affairs Support

Current as of: 20 September 2011

**Video • Broadcasting • Photography • Graphics  
Thunderbolt Newspaper • Visual Information Self-Help  
Community Relations**

**Authorized and Unauthorized  
Public Affairs  
Products and Services**



**Luke Air Force Base • Arizona**

# Table of Contents

Preface.....	4
Introduction.....	4
Audience .....	4
Purpose and Scope.....	4
Support.....	5
Requesting Support.....	5
Conclusion.....	5
<b>Support for Quarterly and Annual Awards.....</b>	<b>6</b>
Photography.....	6-7
Graphics.....	6
Presentation .....	6
Video/Broadcasting.....	7
Thunderbolt Newspaper .....	7
Sound Support.....	7
<b>Support for B-Course Fighter Squadron Graduation .....</b>	<b>8</b>
Photography.....	8-9
Graphics.....	8
Presentation .....	8
Video/Broadcasting.....	8
Thunderbolt Newspaper .....	8
Sound Support.....	9
<b>Support for Change of Command.....</b>	<b>10</b>
Photography.....	10-11
Graphics.....	10
Video/Broadcasting.....	10
Presentation .....	10
Sound Support.....	10
Thunderbolt Newspaper .....	11
<b>Support for Maintenance Professional Banquet .....</b>	<b>12</b>
Photography.....	12-13
Graphics.....	12
Presentation .....	12
Video/Broadcasting.....	12
Thunderbolt Newspaper .....	12
Sound Support.....	13
<b>Support for Retirement Ceremony.....</b>	<b>14</b>
Photography.....	14-15
Graphics.....	14
Presentation .....	14
Video/Broadcasting.....	14
Thunderbolt Newspaper .....	14
Sound Support.....	14
<b>Support for Memorial/Remembrance Ceremony .....</b>	<b>16</b>
Photography.....	16-17
Graphics.....	16
Presentation .....	16
Video/Broadcasting.....	17
Thunderbolt Newspaper .....	17
Sound Support.....	17
<b>Support for Senior NCO Recognition Ceremony.....</b>	<b>18</b>
Photography.....	18-19
Graphics.....	18
Presentation .....	18
Video/Broadcasting.....	18
Thunderbolt Newspaper .....	18
Sound Support.....	18

Support for Senior NCO Recognition Ceremony.....	18
Photography .....	18-19
Graphics.....	18
Presentation .....	18
Video/Broadcasting .....	18
Thunderbolt Newspaper .....	18
Sound Support.....	18
Support for Chief Recognition Ceremony.....	20
Photography .....	20-21
Graphics.....	20
Presentation .....	20
Video/Broadcasting .....	20
Thunderbolt Newspaper .....	20
Sound Support.....	20
Support for Dining In/Dining Out Banquet.....	22
Photography .....	22-23
Graphics.....	22
Video/Broadcasting .....	22
Presentation .....	22
Sound Support.....	22
Thunderbolt Newspaper .....	22
Support for Airman Leadership School (ALS) Graduation.....	24
Photography .....	24-25
Graphics.....	24
Presentation .....	24
Video/Broadcasting .....	24
Thunderbolt Newspaper .....	24
Sound Support.....	24
Support for CCAF Graduation .....	26
Photography .....	26-27
Graphics.....	26
Presentation .....	26
Video/Broadcasting .....	26
Thunderbolt Newspaper .....	26
Sound Support.....	26
Support for Heritage Month.....	28
Photography .....	28-29
Graphics.....	28
Presentation .....	28
Video/Broadcasting .....	28
Thunderbolt Newspaper .....	28
Sound Support.....	28
Community Relations Support .....	30
Speaker’s Bureau.....	30
Base Tours .....	30
Unauthorized Public Affairs Support .....	31
Guidance for General Support.....	32
Samples of Graphics Products .....	33-34
Public Affairs Support Priorities.....	35



# PREFACE

---

## Introduction

Welcome to the Luke Air Force Base Public Affairs Guide. This guide is designed to assist project officers in requesting 56th Fighter Wing Public Affairs support. The guide will identify some relevant information that should be included in your primary continuity book. The reader can then identify and include additional sections as appropriate for his particular duty position.

Any Airman who has taken over a new duty position or additional duty knows the value of a good continuity book. It can provide a wealth of information including:

Points of Contact • Duties and Responsibilities  
Information on Common Tasks • Personnel and Equipment Data

Without it, an Airman may complete the tasks for their new position incorrectly. The purpose of this guide is to assist project officers in requesting Public Affairs support for your event.

For more information on Luke Air Force Base Public Affairs Support go to [www.luke.af.mil](http://www.luke.af.mil) and click on Visual Information Service Center for information on AFI 35.109 and Luke Instruction of Multimedia Support.

## Audience

The intended audience of this guide includes project officers both military and civilian. This guide was designed to save valuable time and resources during personnel transition and event coordination. This guide also gives directions on how to submit Public Affairs request forms that are electronically transferred to the appropriate departments.

## Purpose and Scope

The objectives of this guide include:

- Introducing you to support requirements Public Affairs and guidance if you need Communications or Protocol support.
- Providing you with easily understood, detailed information about Public Affairs products and guidance on how to use them.
- Providing you with references to other resources where you can learn more about Public Affairs.
- Understanding unauthorized Public Affairs products.

# Guidance for Public Affairs Support

## Support:

When requesting support from 56 FW/PA there are several sections that need your information in a timely manner in order for your event to be successful. Samples of what Public Affairs provides, including programs or posters, are included in this book. The individual preparing the event should keep several things in mind during planning and development.

## Requesting Support:

You can either fill out an Public Affairs Electronic Request Form by going to [www.luke.af.mil](http://www.luke.af.mil), scrolling down on the right side until you see Luke Public Affairs and click on the the form, or come by the Visual Information located in building 245 to our customer service desk. All highlighted areas of the form must be completed for submission. Once the form is filled out just click on the YELLOW submit button. You will receive a email confirmation of your request. The more information we receive from you (Who, What, When, Where and Why) the better able we will be to support your event.

## Conclusion:

In no way is this book's list of relevant information meant to be exhaustive. After all, every job in the Air Force has its own intricacies and details. The listing simply provides a point of departure for the reader to use in assembling his own continuity book. He/she may decide to leave off some of the recommended sections or add extra ones not mentioned in this article. The most important consideration to use when deciding what topics to include is usefulness to future project officers assuming these new duties and responsibilities.

The Air Force is smaller now than it has been in decades. To maintain our sharp cutting edge, we have to find ways to become more efficient in every facet of our operations. Without a doubt, a good continuity book can help greatly in boosting the productivity of the Air Force by reducing the amount of time new personnel spend in learning a new job.

# Guidance for Quarterly/Annual Awards Support

## Support Provided

VI provides photography and graphics support for Quarterly Awards.

*Presentation and video support is limited\* (Video support for 56th FW Annual Awards only)*

**Photography Section:** Will take photos of each individual nominee seated in front of the U.S. Flag in the studio. The nominee, upon notification, will call the Photography Section DSN 896-6168 to schedule a time to get their photo taken. Photos are only taken on Mondays and Tuesdays. If the nominee has taken a photo in the last year, we may be able to use the older photo, but only if the nominee knows what month their photo was taken. This is contingent on nominee earning no new rank, ribbons or change of name in this time frame. The nominee will bring their Service Dress Uniform; including jacket, all correct ribbons, badges, name tag, tie/tie-tab and all other needed items; with them to their appointment. If these items are not brought to the appointment, we will not be able to take the photo. The photographer will take your photo and save it into a high-resolution (jpeg) file. We will send the file to the needed points of contact. Photos will be kept on file for one year from the date the photo was taken. An Excel spreadsheet must be submitted to multimedia with names, unit and duty title.

**Graphics Section:** Will design/print a full-color program for Quarterly/Annual awards. One large seating chart for Annual Awards, and three large posters. Visual Information has already designed a professional program template that has been used for previous awards. Requestor must send following information in Word document to [graphics@luke.af.mil](mailto:graphics@luke.af.mil): Sequence of Events, Contributors, List of nominees, Bio of Guest Speaker. Protocol must review and approve all items prior to printing.

**Presentation:** Graphics will design a presentation PDF file for Wing Quarterly/Annual Awards to include all participants and winners. Seating chart presentation slide included with Annual Awards.

Visual Information will provide self help sign-out equipment only: projector and screen if requested. Requestor must fill out a AF MIT 1297 Form located at building 245. Pickup and set-up of equipment is performed by requestor. See VI manager or graphics specialist for assistance on setting up the large screens. Do not wait until the last minute since these items are issued on a first come first serve basis.

**VI needs one main point of contact and one alternate for your request:  
Requester must fill out Public Affairs Electronic Request form**

**Video Section:** Videographer/broadcaster will create a short (3-5 min.) Airman's Creed video presentation. Requestor needs to provide a detailed filming schedule of nominees. The nominees will recite lines from the creed, preferably at their duty location. Video schedule must be submitted before video editing begins. Use of copyrighted music is prohibited. If background music is desired, the video section will provide music from Visual Information's music library. The video script must be submitted before, the video can be started.

**Thunderbolt Newspaper:** The Thunderbolt office deadline is eight days prior to date of publication. The individual preparing the event brief should contact the Public Affairs Thunderbolt staff at [luke.thunderbolt@luke.af.mil](mailto:luke.thunderbolt@luke.af.mil) or DSN 896-5998/7996

**Quarterly awards:** The individual preparing the event should contact the Public Affairs Thunderbolt staff with the names, ranks and duty sections of winners.

**Annual awards:** The individual preparing the event should contact the Public Affairs Thunderbolt staff with the names, ranks, duty sections and official photos of winners.

**For MAJCOM-level awards:** The Thunderbolt staff will need the individual's name, rank, duty section and the name of the award won within one week of award announcement.

**For Air Force-level Awards:** The Thunderbolt will run a short story and photo for individuals or units that win Air Force-level awards.

**Sound Support:** If needed, the individual preparing the event should contact the 56th FW Personal Wireless Communication Section (PWCS) at DSN 896-6826/9449 for support with sound equipment which includes: Wireless Microphone, podium, speakers, mixing board.

### Sample of studio shoot • Quarterly and Annual Awards



# Guidance for B-Course Fighter SQ Graduation Support

## Support Provided

VI provides photography and graphics support for B-Course Graduation.

*Presentation support is limited to self-help only*

**Photography Section:** Will take photos of each individual pilot seated in the jet to include a group photo of the class standing in front of the F-16. Make sure you check time of day for jet placement because of the sun's affect on photos. Early morning or late afternoon is preferred. For both photos make sure the sun is not behind but slightly in front of students. After photos have been taken, the pilots' information is needed for the graduation program and Thunderbolt newspaper story. The POC for the request is responsible for providing the individual photos and rank/name to the newspaper staff.

**Graphics Section:** Will design 2 page/8 sided full color program for your graduation. Visual Information has already designed a professional program template that has been used for previous graduations. Requestor must send following information in Word document to [graphics@luke.af.mil](mailto:graphics@luke.af.mil): Sequence of Events, Contributors, List of nominees, Bio of Guest Speaker. Protocol must review and approve all items prior to printing.

**Presentation:** Visual Information will provide self help sign-out equipment only: projector and screen if requested. Requestor must fill out a AF MIT 1297 Form located at building 245. Pickup and set-up of equipment is performed by requestor. See VI manager or graphics specialist for assistance on setting up the large screens. Do not wait until the last minute since these items are issued on a first come first serve basis.

**Video Section:** No Support Provided

**Thunderbolt Newspaper:** Information to the Thunderbolt is due three weeks prior to date of publication.

**Group photo:** A group photo of the graduating class will run on Page 1. A Word document must accompany the photo with each pilot's full name and rank in the order they stand in the photo.

**Individual photos:** Individual photos must be accompanied by a Word document that includes full name, rank, hometown and follow-on assignment.

**Article:** The squadron commander is to submit a 500-word article to run with the photos due eight days prior to date of publication.

Email: [luke.thunderbolt@luke.af.mil](mailto:luke.thunderbolt@luke.af.mil) • DSN: 896-5998/7996

**(PILOTS MUST BE IN FULL REGULATION IN ORDER FOR PHOTOS TO RUN)**

**Sound Support:** If needed, the individual preparing the event should contact the 56th FW Personal Wireless Communication Section (PWCS) at DSN 896-6826/9449 for support with sound equipment which includes: Wireless Microphone, podium, speakers, mixing board.

### Sample of photo shoot set-up inside a hanger



### Sample of photo shoot set-up on the flight line



Contact Photography Section DSN 896-6168/7030 for appointment and setup of jet 24hrs prior to scheduled shoot

**(PILOTS MUST BE IN FULL REGULATION IN ORDER FOR PHOTOS TO RUN)**

VI needs one main point of contact and one alternate for your request:  
Requester must fill out Public Affairs Electronic Request form

# Guidance for Change of Command Support

## Support Provided

VI provides photography and graphics support for all Squadron, Group and Wing CoC

*Video support Wing level only. Presentation support is limited\* (Self-Help)*

**Photography Section:** Will take photos of each incoming and outgoing commander. The Visual Information center will provide the outgoing commander with a CD of all images taken throughout the ceremony and an 8 x 10 collage highlighting the Change of Command. Images of the Change of Command will be used in the Thunderbolt newspaper. Key photos of the ceremony consist of: passing of the flag, outgoing commander medal citation, formation, outgoing/incoming speech, honor guard, and significant events.

**Graphics Section:** Graphics will provide 2 page/8 sided full color program for your change of command. Visual Information has already designed a professional program template that has been used for previous change of commands. Requestor must send following information in Word document to [graphics@luke.af.mil](mailto:graphics@luke.af.mil): Sequence of Events, Contributors, List of nominees, Bio of Guest Speaker. Protocol must review and approve all items prior to printing.

**Presentation:** Visual Information will provide self help sign-out equipment only: projector and screen if requested. Requestor must fill out a AF MIT 1297 Form located at building 245. Pickup and set-up of equipment is performed by requestor. See VI manager or graphics specialist for assistance on setting up the large screens. Do not wait until the last minute since these items are issued on a first come first serve basis.

**Video Section:** Limited to Wing change of command only.

**Sound Support:** If needed, the individual preparing the event should contact the 56th FW Personal Wireless Communication Section (PWCS) at DSN 896-6826/9449 for support with sound equipment which includes: Wireless Microphone, podium, speakers, mixing board.

VI needs one main point of contact and one alternate for your request:  
Requester must fill out Public Affairs Electronic Request form

**Thunderbolt Newspaper:** The individual preparing the event should contact the Public Affairs Thunderbolt staff at DSN 896-5998/7996 - COMM: 623-856-5998 or e-mail at [luke.thunderbolt@luke.af.mil](mailto:luke.thunderbolt@luke.af.mil) with the following information:

Change of Command: DEADLINE is three weeks prior to date of publication

Brief: An announcement will be placed in the newspaper for two weeks prior stating the squadron, name of the relinquishing commander, new commander, time and place of the ceremony. The information is due to the Thunderbolt three weeks prior to date of first announcement.

Squadron Change of Command: A stand alone photo of the squadron change-of-command will run in the first reasonable issue after the event depending on deadlines and date of event.

Wing/group-level Change of Command: A story and photo will run for group-level or above.

Squadron Change of Command: A stand alone photo of the squadron change-of-command will run in the first reasonable issue after the event depending on deadlines and date of event.

Group/Wing-level Change of Command: A story and photo will run for group-level or above CoCs with the same deadlines.

Articles/briefs for publication in Thunderbolt – due to the Thunderbolt office eight days prior to date of publication.

### Sample of location shoot • Change of Command



# Guidance for Maintenance Professional Banquet Support

## Support Provided

VI provides photography and graphics support for  
Maintenance Professional Banquet  
*Video and Presentation support is limited\* (Self-Help)*

**Photography Section:** Will take photos of each individual nominee in location scheduled by the point of contact. The POC will call the Photography Section DSN 896-6168 to schedule a time to get these photos taken. POC will collect names of nominees in order in which they had their photographs taken (the photographer is NOT responsible for collecting the names of the nominees). The photographer will take the photos and save it into a high-resolution (jpeg) file. The photography section will NOT produce any prints. Images of the banquet will be used in the Luke Thunderbolt newspaper. Key photos of the ceremony consist of: nominees with the MXG commander before ceremony, presentations to winners, a group photo at the end of ceremony, and significant events.

**Graphics Section:** Graphics will provide a 2 page/8 sided full color program for your Maintenance Professional Banquet. Visual Information has designed previous professional programs for this event. Requestor must send following information in Word document to [graphics@luke.af.mil](mailto:graphics@luke.af.mil): Sequence of Events, Contributors, List of nominees, Bio of Guest Speaker. Protocol must review and approve all items prior to printing. Contact the Graphics Section or VI Manager prior to designing of coin and front and back cover of program. Presentation slide is also provided for this event.

**Presentation:** Visual Information will provide self help sign-out equipment only: 2 x Projectors and 2 x Extra Large Screens are required for this event. Requestor must fill out a AF MIT 1297 Form located at building 245. Pickup and set-up of equipment is performed by requestor. See VI manager or graphics specialist for assistance on setting up the Extra Large Screens.

**Video Section:** Videographer/broadcaster will create a short (3-5 min) video presentation. Requestor needs to provide a detailed script/outline of what the video will look like. Video script must be submitted before video editing begins. Use of copyrighted music is prohibited. If background music is desired, the video section will provide music from Visual Information's music library. In some cases, customer may need to provide video and/or photos.

**Thunderbolt Newspaper:** The individual preparing the event should contact the Public Affairs Thunderbolt staff at DSN 896-5998/7996 - COMM: 623-856-5998 or e-mail at [luke.thunderbolt@luke.af.mil](mailto:luke.thunderbolt@luke.af.mil) with the following information: Articles/briefs for publication in the Thunderbolt are due to the editorial staff eight days prior to the publication date.

**Sound Support:** If needed, the individual preparing the event should contact the 56th FW Personal Wireless Communication Section (PWCS) at DSN 896-6826/9449 for support with sound equipment which includes: Wireless Microphone, podium, speakers, mixing board.

**Sample of location shoot • Maintenance Professional Banquet**



VI needs one main point of contact and one alternate for your request:  
Requester must fill out Public Affairs Electronic Request form

# Guidance for Retirement Ceremony Support

## Support Provided

VI provides photography and graphics support for all retirements (E-9 and O-6 and above).

*Video and Presentation support is limited\* (Self-Help)*

**Photography Section:** Will take photos of retiree's ceremony. Multimedia center will provide the retiree with a CD of all images taken throughout the ceremony and an 8x10 collage highlighting the Retirement Ceremony. Key photos of the ceremony consist of: pinning on of any DoD medal, retirement certificate, wing leadership certificates, presidential certificate, spouse's certificates, pinning on of the retirement pin, and other miscellaneous certificates.

**Graphics Section:** Will design/print a full color program for all Chiefs, Group and Wing Commanders. Visual Information has already designed a professional template that has been used for previous awards. Requestor must send the following information in a Word document to [graphics@luke.af.mil](mailto:graphics@luke.af.mil): Sequence of Events, Bio of Guest Speaker. Protocol must review and approve all items prior to printing.

## Presentation: Self-Help Only

Visual Information will provide self help sign-out equipment only: projector and screen if requested. Requestor must fill out a AF MIT 1297 Form located at building 245. Pickup and set-up of equipment is performed by requestor. See VI manager or graphics specialist for assistance on setting up the large screens. Do not wait until the last minute since these items are issued on a first come first serve basis.

**Video Section:** Official ceremonies (only E-9, O-6 and above) Customer must provide DVD media up to 20 copies.

**Thunderbolt Newspaper:** The individual preparing the event should contact the Public Affairs Thunderbolt staff at DSN 896-5998/7996 - COMM: 623-856-5998 or e-mail at [luke.thunderbolt@luke.af.mil](mailto:luke.thunderbolt@luke.af.mil) with the following information: Briefs will run in two issues prior to the event for command chiefs and base commander retirements.

**Sound Support:** If needed, the individual preparing the event should contact the 56th FW Personal Wireless Communication Section (PWCS) at DSN 896-6826/9449 for support with sound equipment which includes: Wireless Microphone, podium, speakers, mixing board.

Sample of location shoot • Retirement • Collage



VI needs one main point of contact and one alternate for your request:  
Requester must fill out Public Affairs Electronic Request form

# Guidance for Memorial/Remembrance Ceremony Support

## Support Provided

VI provides photography and graphics support for all civilian/service member Memorials, POW/MIA and Holocaust Days of Remembrance  
*Video and Presentation support is limited\* (By request of family)*

**Photography Section:** The photographer will take photos of the memorial service of active duty, guardsmen, and reservists assigned to Luke as well as Luke-employed civilians upon request and per approval by family members. The photographer will take photos of the service at the base chapel, local church or religious building. The photographer will take photos of the casket, family, and speakers at the service. No flash photography will take place during the memorial service. The photographer will limit their movements to only capturing the necessary photos. Within five duty days the family will be presented with a CD of all the photographs that the photographer took during the event. The photos will be kept on file for one calendar year from the date they were taken.

**Distinguished transfer ceremony:** The photographer will take photos of the memorial service of active duty, guardsmen, and reservists assigned to Luke as well as Luke-employed civilians upon request and per approval by family members. The ceremony will take place on the Luke AFB flight line, and two photographers will document the ceremony. The photographers will take photos of the casket being taken off of the aircraft until it is placed in the hearse. Photos will also be taken of Luke members in formation, family members, and the honor guard. All proper honors will be rendered when the photographer is not taking photos. The photographer will limit their movements to only capturing the necessary photos. Within five duty days the family will be presented with a CD of all the photographs that the photographer took during the event. The photos will be kept on file for one calendar year from the date they were taken.

**Graphics Section:** Will design/print a full color program for all Memorials and Remembrance Days. Requestor must send the following information in a Word document to [graphics@luke.af.mil](mailto:graphics@luke.af.mil): Sequence of Events, Bio of Guest Speaker. Protocol must review and approve all items prior to printing.

**Presentation:** See Base VI Manager or graphics specialist for assistance on setting up the Extra Large Screens. DSN 896-7030 for Memorial.

Visual Information will provide self help sign-out equipment only: projector and screen if requested. Requestor must fill out a AF MIT 1297 Form located at building 245. Pickup and set-up of equipment is performed by requestor. See VI manager or graphics specialist for assistance on setting up the large screens. Do not wait until the last minute since these items are issued on a first come first serve basis.

**Video Section:** Limited to active duty members and Luke-employed civilians upon request and per approval by family members in some cases, video and photos may need to be provided by the requester. (Video section can document service/event for member's unit and/or family. Video section will provide DVD media up to 20 copies).

**Thunderbolt Newspaper:** The individual preparing the event should contact the Public Affairs Thunderbolt staff at DSN 896-5998/7996 - COMM: 623-856-5998 or e-mail at [luke.thunderbolt@luke.af.mil](mailto:luke.thunderbolt@luke.af.mil) with the following information: Articles/briefs for publication in the Thunderbolt are due to the editorial staff eight days prior to the publication date.

**Sound Support:** If needed, the individual preparing the event should contact the 56th FW Personal Wireless Communication Section (PWCS) at DSN 896-6826/9449 for support with sound equipment which includes: Wireless Microphone, podium, speakers, mixing board.

### Sample of location shoot • Memorial/Burial Ceremony



VI needs one main point of contact and one alternate for your request:  
Requester must fill out Public Affairs Electronic Request form

# Guidance for Senior NCO Ceremony Support

## Support Provided

VI provides photography and graphics support for Senior NCO Ceremony  
*Presentation support is limited\* (Self-Help Only)*

**Photography Section:** Will take photos of: the new SNCOs with the commander, command chief, and guest speaker before the ceremony, individuals after walking through the cordon, presentations, and other significant events. Images of the banquet may be used in the Luke Thunderbolt newspaper.

**Graphics Section:** Will design/print a full color program and one large seating chart for Senior NCO Recognition Ceremony. Visual Information has already designed a professional program template that has been used for previous awards. Requestor must send the following information in a Word document to [graphics@luke.af.mil](mailto:graphics@luke.af.mil): Sequence of Events, Contributors, List of nominees, Bio of Guest Speaker. Protocol must review and approve all items prior to printing.

**Presentation:** Graphics will design a presentation PDF file for Wing Quarterly/Annual Awards to include all participants and winners. Seating chart presentation slide included with Annual Awards.

Visual Information will provide self help sign-out equipment only: projector and screen if requested. Requestor must fill out a AF MIT 1297 Form located at building 245. Pickup and set-up of equipment is performed by requestor. See VI manager or graphics specialist for assistance on setting up the large screens. Do not wait until the last minute since these items are issued on a first come first serve basis.

**Video Section:** No Support provided

**Thunderbolt Newspaper:** No Support provided

**Sound Support:** If needed, the individual preparing the event should contact the 56th FW Personal Wireless Communication Section (PWCS) at DSN 896-6826/9449 for support with sound equipment which includes: Wireless Microphone, podium, speakers, mixing board.

VI needs one main point of contact and one alternate for your request:  
Requester must fill out Public Affairs Electronic Request form

## Sample of Photos for Senior NCO Recognition Ceremony



# Guidance for Chief Recognition Ceremony Support

## Support Provided

VI provides photography and graphics support for Chief Recognition Ceremony  
*Presentation support is limited\* (Self-Help Only)*

**Photography Section:** Will take photos of each individual seated in front of the U.S. Flag in the studio. Point of contact will call the Photography Section DSN 896-6168 to schedule time(s) to get the photo taken. If the nominee has already taken a photo in their new rank, we may be able to use the photo, but only if the individual knows what month their photo was taken. This is contingent on individual earning no new Ribbons or Change of Name in this time frame. The individual will bring their Service Dress Uniform (including jacket, all correct ribbons, badges, name tag, tie/tie-tab and all other needed items) with them to their appointment. If these items are not brought to the appointment, we will not be able to take the photo. The photographer will take your photo and save it into a high-resolution (jpeg) file. We will send the file to the needed points of contact. The photography section will NOT produce any prints. Photos will only be kept on file for one year from the date the photo was taken. The photography section will also take photos of the ceremony. These photos consist of: the inductees after walking through the cordon, presentations, candle lighting, and other significant events. Images of the banquet may be used in the Luke Thunderbolt news paper.

**Graphics Section:** Will design/print a full color program for Chief Recognition Ceremony. One large seating chart and two large posters. Visual Information has already designed a professional program template that has been used for previous awards. Requestor must send the following information in a Word document to [graphics@luke.af.mil](mailto:graphics@luke.af.mil): Sequence of Events, Contributors, List of nominees, Bio of Guest Speaker. Protocol must review and approve all items prior to printing.

**Presentation:** Seating chart presentation slide

Visual Information will provide self help sign-out equipment only: projector and screen if requested. Requestor must fill out a AF MIT 1297 Form located at building 245. Pickup and set-up of equipment is performed by requestor. See VI manager or graphics specialist for assistance on setting up the large screens. Do not wait until the last minute since these items are issued on a first come first serve basis.

**Video Section:** No Support provided

**Thunderbolt Newspaper:** No Support provided

**Sound Support:** If needed, the individual preparing the event should contact the 56th FW Personal Wireless Communication Section (PWCS) at DSN 896-6826/9449 for support with sound equipment which includes: Wireless Microphone, podium, speakers, mixing board.

## Sample of Photos for Chief Recognition Ceremony



VI needs one main point of contact and one alternate for your request:  
Requester must fill out Public Affairs Electronic Request form

# Guidance for Dining In/Out Banquet Support

## Support Provided

VI provides photography and graphics support for Dining In/Out  
*Presentation support is limited\* (Self-Help Only)*

**Photography Section:** Will take photos of events that occur during the ceremony to include guests, guest speaker, grog bowl, official party, distinguished guests, special recognition, etc. The photographer will take the photos and save them into a high-resolution (jpeg) file. The photography section will NOT produce any prints. Images of the event will be used in the Luke Thunderbolt newspaper.

**Graphics Section:** Will design/print a full color program for all Dining In/Out. One large seating chart and one large poster. Visual Information has already designed a professional program template that has been used for previous awards. Requestor must send the following information in a Word document to [graphics@luke.af.mil](mailto:graphics@luke.af.mil): Sequence of Events, Contributors, List of nominees, Bio of Guest Speaker. Protocol must review and approve all items prior to printing.

**Presentation:** No support provided

Visual Information will provide self help sign-out equipment only: projector and screen if requested. Requestor must fill out a AF MIT 1297 Form located at building 245. Pickup and set-up of equipment is performed by requestor. See VI manager or graphics specialist for assistance on setting up the large screens. Do not wait until the last minute since these items are issued on a first come first serve basis.

**Video Section:** No Support provided

**Thunderbolt Newspaper:** No Support provided

**Sound Support:** If needed, the individual preparing the event should contact the 56th FW Personal Wireless Communication Section (PWCS) at DSN 896-6826/9449 for support with sound equipment which includes: Wireless Microphone, podium, speakers, mixing board.

## Sample of Photos for Dining In/Out Banquet



VI needs one main point of contact and one alternate for your request:  
Requester must fill out Public Affairs Electronic Request form

# Guidance for ALS Graduation Support

## Support Provided

VI provides photography for Airmen Leadership School graduation  
*Presentation support is limited\* (Self-Help Only)*

**Photography Section:** Will take photos of each individual seated in front of the U.S. and Air Force flags in the ALS building. The group photograph will be taken on the ALS building drill pad. The POC will call the Photography Section DSN 896-6168 to schedule a time to have these photos taken. The photographer will save them into a high-resolution (jpeg) file and drop the photos into a designated space on the network where the POC may access them. The photography section will NOT produce any prints. The photography section will also take photographs of all presentations during the graduation.

**Graphics Section:** Will print a full color seating chart if requested

**Presentation:** No support provided

Visual Information will provide self help sign-out equipment only: projector and screen if requested. Requestor must fill out a AF MIT 1297 Form located at building 245. Pickup and set-up of equipment is performed by requestor. See VI manager or graphics specialist for assistance on setting up the large screens. Do not wait until the last minute since these items are issued on a first come first serve basis.

**Video Section:** No Support provided

**Thunderbolt Newspaper:** The individual preparing the event should contact the Public Affairs Thunderbolt staff at DSN 896-5998/7996 - COMM: 623-856-5998 or e-mail at [luke.thunderbolt@luke.af.mil](mailto:luke.thunderbolt@luke.af.mil) with the following information: Name and rank of graduates are due to the Thunderbolt eight days prior to publication date.

**Sound Support:** If needed, the individual preparing the event should contact the 56th FW Personal Wireless Communication Section (PWCS) at DSN 896-6826/9449 for support with sound equipment which includes: Wireless Microphone, podium, speakers, mixing board.

## Sample of Photos for ALS Graduation



VI needs one main point of contact and one alternate for your request:  
Requester must fill out Public Affairs Electronic Request form

# Guidance for CCAF Graduation Support

## Support Provided

VI provides photography and graphics support for CCAF graduation  
*Presentation support is limited\* (Self-Help Only)*

**Photography Section:** We will take photos of events that occur during the ceremony to include guests, guest speaker, official party, distinguished guests, special recognition, etc. The photographer will take the photos and save them into a high-resolution (jpeg) file. The photography section will NOT produce any prints.

**Graphics Section:** Will design/print a full color program for CCAF Graduation. Visual Information has already designed a professional program template that has been used for previous awards. Requestor must send the following information in a Word document to [graphics@luke.af.mil](mailto:graphics@luke.af.mil): Sequence of Events, Contributors, List of nominees, Bio of Guest Speaker. Protocol must review and approve all items prior to printing.

**Presentation:** No support provided

Visual Information will provide self help sign-out equipment only: projector and screen if requested. Requestor must fill out a AF MIT 1297 Form located at building 245. Pickup and set-up of equipment is performed by requestor. See VI manager or graphics specialist for assistance on setting up the large screens. Do not wait until the last minute since these items are issued on a first come first serve basis.

**Video Section:** No Support provided

**Thunderbolt Newspaper:** The individual preparing the event should contact the Public Affairs Thunderbolt staff at DSN 896-5998/7996 - COMM: 623-856-5998 or e-mail at [luke.thunderbolt@luke.af.mil](mailto:luke.thunderbolt@luke.af.mil) with the following information: Name and rank of graduates are due to the Thunderbolt eight days prior to publication date.

**Sound Support:** If needed, the individual preparing the event should contact the 56th FW Personal Wireless Communication Section (PWCS) at DSN 896-6826/9449 for support with sound equipment which includes: Wireless Microphone, podium, speakers, mixing board.

## Sample of Photos for CCAF Graduation



VI needs one main point of contact and one alternate for your request:  
Requester must fill out Public Affairs Electronic Request form

# Guidance for Heritage Month Support

## Support Provided

VI provides photography and graphics support for all Heritage Months Asian Pacific, Black History, Native American Indan, Women's History  
*Presentation support is limited\* (Self-Help Only)*

**Photography Section:** Requestor will contact the 56th FW Public Affairs office to request publication in the Thunderbolt Newspaper/Luke.af.mil web site. Photographer will take photos of event requested on AF 833 or Public Affairs Request Form. The photography section will only cover two requested events for the heritage month, usually the luncheon and one other event (i.e. luau, retreat, etc.). Photographer will send photos to the proper outlet for disposition. Requester can contact the Visual Information after the story has run to request a copy of the images.

**Graphics Section:** Will design/print a full color program for all Heritage Months. Requestor must send the following information in a Word document to graphics@luke.af.mil: Sequence of Events, Contributors, List of nominees, Bio of Guest Speaker. Protocol must review and approve all items prior to printing.

**Presentation:** No support provided

Visual Information will provide self help sign-out equipment only: projector and screen if requested. Requestor must fill out a AF MIT 1297 Form located at building 245. Pickup and set-up of equipment is performed by requestor. See VI manager or graphics specialist for assistance on setting up the large screens. Do not wait until the last minute since these items are issued on a first come first serve basis.

**Video Section:** No Support provided

**Thunderbolt Newspaper:** The individual preparing the event should contact the Public Affairs Thunderbolt staff at DSN 896-5998/7996 - COMM: 623-856-5998 or e-mail at luke.thunderbolt@luke.af.mil with the following information: Thunderbolt will run a story and photo of the main event. Briefs outlining the events will be run two weeks prior to the event and are due to the Thunderbolt office eight days prior to first date for publication.

**Sound Support:** If needed, the individual preparing the event should contact the 56th FW Personal Wireless Communication Section (PWCS) at DSN 896-6826/9449 for support with sound equipment which includes: Wireless Microphone, podium, speakers, mixing board.

## Sample of Photos for Heritage Month



VI needs one main point of contact and one alternate for your request:  
Requester must fill out Public Affairs Electronic Request form

## Community Relations offers the following Programs

### The Speaker's Bureau:

The speaker's bureau gives Air Force people the chance to directly interact with its neighbors in the community, professional organizations, schools, businesses and civic organizations. We need speakers from a wide-array of job descriptions and include personnel from the rank of Airman First Class to Colonel. Most organizations request speakers to talk about the F-16, Luke's mission, specific job descriptions or personal experiences in the Air Force.

Active-duty personnel wishing to join the speaker's bureau can call Community Relations at (623) 856-7994.

### Base Tours:

Airmen here at Luke are understandably proud of their base and may want to show it off to groups they belong to. The 56th Fighter Wing offers organized group tours Tuesdays and Thursdays between the hours of 9 a.m. to 12 p.m. Visitors must provide their own transportation and are limited to one bus load. Certain conditions and restrictions apply to all base tours, which can be discussed with a community relations representative. Here are a few to consider: Tours are booked on a first-come, first-served basis. Tours are limited to groups no smaller than 15 and no larger than 40. Tours are not provided to individuals, non-organized groups, or groups under the age of 13. To schedule a tour, please call (623) 856-6011.

*Community Relations is also looking for tour guides.  
If interested, call the number above.*



## Unauthorized Public Affairs Support

Although we are customer-oriented service, there are limits to the products and services we can provide due to AFI 35-109, public law and local policy.

Souvenirs, personal gifts, mementos, scrapbooks, farewell gifts, office pictures and other items for personal use are unauthorized. Chain of command prints below Squadron Commander are not authorized.

PA resources are not authorized to document farewell parties or social events unless certified as newsworthy or have historical value.

PA resources are not authorized to create products used for entertainment during farewell parties or social events.

Copyrighted materials cannot be reproduced without permission of the copyright holder, unless cleared in writing as "fair use" by the legal office.

PA imagery is not altered IAW DODI 5040.05, Alteration of Official DOD imagery unless exempted.

Drafting, architectural drawings, maps, or permanent outdoor signs is the responsibility of 56 CES.

Use of PA for MWR programs and other activities that involve revenue generating activities is not authorized.

### **The following priority system will be used when determining availability of services provided:**

Priority I: Emergency incidents requiring immediate response

Priority II: Mission-essential or urgent conditions

Priority III: Normal day-to-day mission requirements

Priority IV: Necessary, routine requirements

Requestors must understand that the primary role of Public Affairs/VI services is to support Strategic Communication objectives for Luke, AETC and the Air Force. Supporting those objectives will take priority over the products and services - with the exception of emergency services - outline in the attached list. Commanders may request an exception to policy with justification to the Chief of Public Affairs.

*All requestors must submit Public Affairs electronic service request requesting VI service available at [www.luke.af.mil](http://www.luke.af.mil) or come to building 245 to submit online.*

References: AFI 35-102, AFI 35-105, AFI 35-109 and AFI 35-113

## Guidance for General Support

Requestors must understand the primary role of Public Affairs services is to support Strategic Communication objectives for Luke, AETC and the Air Force. Supporting those objectives will always take priority over other products and services – with the exception of emergency services. Contact the Public Affairs Visual Information Manager at DSN 896-7030/6168 or email MultiMediaCustSvc@luke.af.mil if you have any questions.

### Public Affairs: Hours of Operation

Monday - Friday 0730 -1630

DSN: 896-6011

### Visual Information Manager

Email: MultiMediaCustSvc@luke.af.mil • DSN: 896-7030-6596

### Photography Section

Email: photo@luke.af.mil • DSN: 896-7030-6168

### Studio Section: Hours of Operation

Monday - 0900 - 1030 & 1300 - 1600 (Head & Shoulders) only

Tuesday - 0800 - 1030 (Head & Shoulders) only

Tuesday - 1300 -1600 (Full Length) only

### Graphics Section & Presentations

Email: graphics@luke.af.mil • DSN: 896-7030-6168

### Video Section

Email: video@luke.af.mil • DSN: 896-7030-6168

### Community Relations

Email: 56fw.pa@luke.af.mil • DSN: 896-7994

### Thunderbolt Newspaper

Email: luke.thunderbolt@luke.af.mil • DSN: 896-5998/7996

### Hours of Operation

Monday - Friday 0730 -1630

*Articles/briefs for publication in the Thunderbolt are due to the editorial staff eight days prior to the publication date.*

## Sample of Graphics Products



# Sample of Graphics Products



## HISTORY

The 56th Logistics Support Squadron was first activated on 20 May 1943 as the 56th Station Complement Squadron at Altamonte Army Air Field, Indiana. On 10 August 1943 the squadron was reassigned to Camp Patrick Henry, Virginia, where it remained for less than one month while awaiting reassignment to the air war in Europe. The squadron joined the Allied war effort in Europe on 15 September 1943 when it arrived at Watlington, England. The unit was involved in supporting Allied combat operations against a varied opposing enemy force. After the total defeat of the Axis Powers and the end of World War II the unit was inactivated, its inactivation date was 21 November 1945 while assigned to Hitcham, England.

The unit was activated again on 1 November 1991 as the 56th Logistics Support Squadron at MacDill AFB, Florida, and assigned to the 56th Logistics Group, under the command jurisdiction of the 56th Fighter Wing. The unit was involved in providing support for the combat crew training operations of its parent wing.

As part of a move by senior USAF leadership to ensure the most highly decorated units in the service's history remained part of the active fighter force during a time of Department of Defense-wide drawdowns, the squadron, as well as all 56th Fighter Wing units, were reassigned to Luke AFB, Arizona, on 1 April 1994. The Logistics Support Squadron was subsequently redesignated the Maintenance Operations Squadron and is integrally involved in a mission that has been identified with Luke AFB for more than 68 years: training combat aircrew second to none!

## SIGNIFICANCE

Blue and yellow are the Air Force colors. Blue alludes to the sky, the primary theater of Air Force operations. Yellow refers to the sun and the excellence required of Air Force personnel. The stars represent the fighter squadrons directly supported by the unit. The eight symbols orbiting the globe denote the unit's support of the Wing's mission of "Global Reach, Global Power."

56th MOS 2009

## WELCOME TO THE 56TH FIGHTER WING SENIOR NCO RECOGNITION CEREMONY 2010




"Leaders Leading by Example"  
LUKE AFB, ARIZONA



## Welcome to the 56th Fighter Wing



## 2010 Days of Remembrance

Stories of Freedom: What You Do Matters



Featuring Andrei Cherney  
Founder and Co-Editor of Democracy:  
A Journal of Ideas

## Women's History Month Observance Luncheon

*Women's History Month*




**4 March 2010  
Luke Air Force Base**

# 56th Fighter Wing Public Affairs Support Priorities



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

MEMORANDUM FOR DISTRIBUTION

FROM: 56 FW/CC

SUBJECT: Public Affairs Support Priorities

1. Below is the policy governing Public Affairs Support for the men and women serving at Luke Air Force Base. This AFL-based priority system ensures mission-essential tasks and emergency situations are taken care of while still providing excellent public affairs customer service for day-to-day mission requirements.

The following priority system will be used when determining availability of services provided:

Priority I: Emergency incidents requiring immediate response

Priority II: Mission-essential or urgent conditions

Priority III: Normal day-to-day mission requirements

Priority IV: Necessary, routine requirements

The primary role of PA is to support the Strategic Communication objectives of Luke Air Force Base, Air Education Training and Command and the Air Force. Supporting those objectives will take priority over the products and services, with the exception of emergency services.

Commanders may request an exception to policy with justification to the Chief of Public Affairs.

2. Although PA is a customer-oriented service, there are limits to the products and services they are authorized to provide. Unauthorized support includes souvenirs, personal gifts, mementos, scrapbooks, farewell gifts, social entertainment or office pictures. PA resources are not authorized to document farewell parties or social events unless certified as newsworthy or historical. Copyrighted material cannot be reproduced without permission of the copyright holder, unless cleared in writing as "fair use" by the legal office. PA imagery will not be altered in accordance with DODI 5040.05, *Alteration of Official DoD Imagery*, unless exempted. Use of PA for revenue-generating MWR programs is not authorized.

3. Direct questions regarding this policy to the Chief of Public Affairs at 856-7033.

  
JERRY D. HARRIS, JR.  
Brigadier General, USAF  
Commander

## Visual Information Mission Statement

Our mission is to provide timely, dynamic multimedia services and products in support of the 56th Fighter Wing, tenants, and local DoD agencies. We will remain on the forefront of cutting edge technology to better serve the multimedia needs of world class F-16 pilots, crew chiefs and mission ready warfighters. Our vision is to reshape training, presentation and recognition programs in an astonishing way by implementing multimedia technologies.

