



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK  
6661 WARRIOR TRAIL, BLDG 350  
FORT POLK, LOUISIANA 71459-5339

06 JUL 2011

IMSE-POL-PLS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #6 - Installation Photography and Other Media Renderings

1. REFERENCES

- a. AR 360-1, The Army Public Affairs Program, 15 September 2000
- b. AR 190-13, The Army Physical Security Program, 30 September 1993
- c. AR 525-13, Antiterrorism, 11 September 2008
- d. AR 380-5, DA Information Security Program, 29 September 2000
- e. Message, VCSA, Subject (U) Sensitive Photos (U/FOUO), DTG 141637Z Feb 05

2. PURPOSE: To outline and provide uniform procedures for requesting permission to take photographs, videos, make sketches, drawings, maps, or geographical representations of the JRTC and Fort Polk military installation or equipment.

3. APPLICABILITY: IAW USC Title 18 this policy applies to all military, civilian, government civilian, and contractors within the JRTC and Fort Polk installation.

4. Procedures: IAW USC Title 18 and in the interest of National Defense, it is unlawful to take any photographs, render sketches, drawings, maps, or geographical representations of any media type of the JRTC and Fort Polk military installation or equipment without first obtaining approval of the commanding officer or his representative (an example of the format for requesting approval is located on pages 4 and 5). The following procedures will be strictly adhered to in requesting authorization:

a. Media and Public Affairs Photography: Requests of this category must have prior approval of the JRTC and Fort Polk Public Affairs Office (PAO). Personnel requesting the taking of these types of photographs or rendering of any type of media will be escorted and regulated by PAO. NOTE: All media personnel (newspaper, television, radio) must wear appropriate photo identification while on the installation.

b. Official Photography: Requests for official photography, to include DA Official Photos, Chain of Command, and field photography, will be scheduled through the Directorate Plans, Training, Mobilization, and Security (DPTMS) - Visual Information branch.

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These photographs are accomplished by the government services contractor with oversight by the government Visual Information Manager and will be reviewed by PAO for public release and submission to DA for archival purposes. All photos and digital files will be marked "For Official Use Only" prior to release to the requesting agency. All personnel must be able to present appropriate photographic identification while on the installation.

c. Contractor Photography: This category must have prior approval of the Chief, Installation Security and Intelligence Office DPTMS, Antiterrorism (AT), DPTMS, Visual Information Branch DPTMS and Directorate of Emergency Services Physical Security Office. This Photography is accomplished by contractors working for the government and the approval documentation will be the responsibility of the Directorate Agency that has the contract requirement. Government Quality Assurance personnel and the Contracting Officer Representatives (COR) do not require prior approval. These personnel take photographs for use in documenting observations during inspection of contractor's work. All personnel must be able to present appropriate photographic identification while on the Installation.

d. Soldier/Family Member Photography: Request for photos in a unit area or of a unit activity must be coordinated with the unit S2 for approval. Requests for photos elsewhere on the installation, other than recreational activities/facilities, and Family housing area or within a Soldier's billets must be coordinated with the sponsoring agencies director.

e. General public/civilian workforce requests to photograph specific areas on the installation must be facilitated and coordinated through the supporting agency in conjunction with Chief, Installation Security and Intelligence Office DPTMS, Antiterrorism (AT) DPTMS, Visual Information Branch DPTMS and Directorate of Emergency Services Physical Security Office such as ceremonies, special events and festivities. All personnel must be able to present appropriate photographic identification while on the installation.

f. Photographs of Communication/Information Technology areas designated as "Restricted Access Areas" by the Garrison Commander are: Communication Closets, Node Rooms, Vaults, Switch Rooms and other Information Technology (IT) Communication sites. These areas require Approval of the Director of the DOIM or the Installation Information Assurance Manager prior to photographing. Local commander or director approval of their respective areas DOES NOT include COMs/IT area approval. Personnel visiting these sites will also be required to present photographic identification while on the installation.

g. Mission Essential Vulnerable Areas (MEVA): All MEVAs are designated as "Restricted Areas"; Photographs in these areas require approval by the MEVA Facility Manager and the Chief, Installation Security and Intelligence Office DPTMS, Antiterrorism (AT), DPTMS, Visual Information Branch DPTMS and Directorate of Emergency Services Physical Security Office.

5. Law enforcement officials have the authority to seize photographic or other equipment from individuals that are suspected of using the equipment to take unauthorized photographs, sketches, Pictures, drawing, maps or geographical representations of activities, locations or equipment on Fort Polk. Personnel will receive a receipt for any confiscated equipment. In the case of media, law enforcement will not seize equipment or products, but will contact PAO to resolve the situation

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All unauthorized photographic activity will be reported to the Emergency Operations Center (EOC).

6. This policy letter does require that individuals taking photographs, recording videos, producing sketches, rendering drawings, maps, or geographical representations to have in their possession the approved photo memo at all times.

7. This policy will remain in effect until superseded or officially rescinded



ROGER L. SHUCK  
COL, IN  
Commanding

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FORT POLK, LOUISIANA 71459-5339

(Your office symbol)

Date

MEMORANDUM THRU

Antiterrorism DPTMS - (AT) Cell  
Training Division, DPTMS - Visual Information Manager  
Directorate of Emergency Services (DES) – Physical Security Office

FOR Chief, Installation Security and Intelligence Office, (ISIO), DPTMS

SUBJECT: Request approval to photograph (*Describe what will be photographed, sketched, drawn, maps rendered or geographical representation*).

1. Request approval for the following employees of (insert company name and their intent) (*sample: Jane Smith of XYZ Cable Company to draw renderings of the proposed recreational facility*)...
2. This photograph pass covers the following time frame (*enter time frame*).
3. Before any photographs can be published to the public, you must have approval from PAO,  
**POC: SCOTT STEARNS, MEDIA RELATIONS OFFICER 531-7203.**
4. Point of contact for this request is (name, position, phone & email).

Signature Block

(Your office symbol)

SUBJECT: Approval to Take Photographs

ISIO, DPTMS \_\_\_\_\_ DATE \_\_\_\_\_

DPTMS ANTITERRORISM (AT) CELL \_\_\_\_\_ DATE \_\_\_\_\_

DPTMS, VISUAL INFORMATION MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

DES, PHYSICAL SECURITY OFFICER \_\_\_\_\_ DATE \_\_\_\_\_