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DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON WHITE SANDS
100 Headquarters Avenue
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002

17 AUG 2010

REPLY TO
ATTENTION OF

IMWE-WSM-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Letter #18: Photography

1. REFERENCES:

- a. AR 530-1, Operations Security, 19 April 2007
- b. AR 360-1, The Army Public Affairs Program, 15 September 2000
- c. White Sands Missile Range Installation Hunting Program Guidance, Policies, and Procedures, 14 September 2009

2. GENERAL:

- a. This policy applies to all White Sands Missile Range Army elements and tenant organizations conducting business on White Sands Missile Range.
- b. It is the responsibility of range sponsors to obtain permission for any official visitors, contractors, or foreign national entities to perform official photography on the missile range.

3. DEFINITIONS:

- a. Photography: Defined as the process of producing images of objects upon a photosensitive surface (as a film camera), still or motion, electronic filmless cameras (such as digital cameras, camera telephones), diskettes or video tape.
- b. Instrumentation Photography: Defined as extremely high speed motion photography and includes spatial and timing readouts when viewed or projected. Instrumentation photography may be on motion picture film, videotape or digital media such as compact disc or digital video disc. Instrumentation cameras are usually at fixed camera positions and are not usually handheld during operation. White Sands Missile Range photography permits are not required for the Instrumentation Photography

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Sections of Range Operations Directorate, Materiel Test Directorate and those contractors with support specific to instrumentation photography.

c. Official Photography: That photography, still and video, which is accomplished in support of mission testing on the range. Photography permits, which are necessary to accomplish photography on White Sands Missile Range, may be referred to as photography permits or photo permits in this publication and while they are outside the scope of instrumentation photography, still directly support the mission of White Sands Missile Range in an official capacity.

d. Personal Photography: Defined as photography for unofficial purposes on any of the image producing equipment defined in 1a and 1b, above, and photograph capable cellular phones and personal digital devices.

4. POLICIES:

a. I have designated the Security Division of the Directorate of Plans, Training, Mobilization and Security to manage the issuance of photography permits which are necessary to accomplish non-instrumentation photography on White Sands Missile Range.

b. Uprange Photography: Photography in the uprange areas, which includes all areas North of US Highway 70 and all areas east of the Cox Range Control Center on Nike Boulevard, is restricted to permit holders conducting official business. Use of non-standard cameras, such as cell phone cameras and personal digital devices, in the uprange areas is prohibited unless during an official hunt as defined in paragraph 3n, below.

c. Documentary Photography: All documentary photography of any projects or tests on White Sands Missile Range must be approved by the project manager for the appropriate project and will be accomplished by the White Sands Missile Range's Electronic Documentation Branch (TEDT-WS-DS-IE), or appropriate photography entity under contract to White Sands Missile Range. Exceptions to this policy must be approved by my Garrison Security Manager in the Directorate of Plans, Training, Mobilization and Security after coordination with the Electronic Documentation Branch. Use of cellular telephones and other devices generally known as personal digital devices with photographic capability will not be used to accomplish official photography.

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d. Release of Information: Any official photography that is intended to be outside of Department of Defense channels, to include descriptive verbiage accompanying such photography, must be reviewed by the Test Center's operations security officer, or my Garrison operations security officer, or both, depending on what is being photographed. The information must then be released by the White Sands Missile Range's Public Affairs Office. This requirement includes photographs, graphs, and charts of any sort, affixed to or integral to any project, scientific presentation, or information presented to groups at meetings, seminars and symposia, regardless of the intended audience. The Test Center operations security officer or Garrison operations security officer will be provided the presentation document, in its' entirety, to include photographs, graphs, charts, scientific formulas and the verbiage to accompany the photographs. If the subject includes equipment or tests under the protection of a security classification guide, the security classification guide will be provided by the requestor as a part of the operations security review packet. Photographs that are used in any presentation and then reused in any other presentation are subject to review prior to release.

e. Instrumentation Photography: All instrumentation type photography for projects and programs will be accomplished by organizations within the White Sands Missile Range directorate structure and whose mission it is to provide optical photographic support for range missions. Optics Branch of the Range Operations Directorate, and their contractors, will be the normal support organizations for mission photography. Exceptions must be approved by the Test Center's Security office, Range Operations' Optics Branch, and Electronic Documentation Branch.

f. Aerial Photography: All aerial photographic missions accomplished within White Sands Missile Range restricted airspace will normally be scheduled on days when the range has been declared as a photo day by the Range Scheduling Office of the Range Operations Directorate. Aerial photography will not be approved unless the Range Scheduling Office has received assurance from all range users that no classified information is or will be visible to aerial photographic exposure.

g. Classified Photography: Any photographs that are determined to contain classified information will be appropriately marked and stored in accordance with AR 380-5. This includes the photographs, images, and data files on which the photographs are stored, such as discs, hard drives, film, or negatives. Cellular telephones and personal digital devices with photographic capability will not be introduced into any area in which classified information is processed, utilized or being handled, including approved open storage areas and Sensitive Compartmented Information Facilities.

h. For Official Use Only: The use of the White Sands Missile Range photography permit is limited to official use only. Use of the permit for any other purpose may result

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in revocation of the permit and require the holder to return the permit to the Security Division of the Directorate of Plans, Training, Mobilization and Security.

i. Photographic Icon: Specified support personnel will have a photographic icon added to the White Sands Missile Range security badge in lieu of issuing a White Sands Missile Range photo permit. The photography icon gives authority for official use only and not for personal photography. The following listed support positions are authorized the permanent photo icon on the White Sands Missile Range security badge:

(1) Electronic Documentation Branch photographers and contract personnel under direct contract to the Electronic Documentation Branch.

(2) Police, police investigators, firefighters, and fire inspectors for use only when in uniform and performing official duties in support of their respective professions.

(3) Explosive ordnance disposal technicians, government and contract.

(4) Public affairs office specialists, photographers, and television technicians and editors.

(5) New Mexico Department of Game and Fish enforcement officers in support of law enforcement duties.

(6) U.S. Fish and Wildlife Service rangers in support of their duties in the San Andres Wildlife Refuge

(7) National Park rangers in support of duties at White Sands National Monument when in the co-use areas of White Sands Missile Range/White Sands National Monument.

j. Personal photography: Personal photography on White Sands Missile Range is prohibited, except in the following areas:

(1) The family housing areas.

(2) Areas generally open to the public, to include the Museum and Missile Park on Headquarters Boulevard, all dining facilities, the community club, and the golf course.

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(3) In the vicinity of the Nord Youth Services facility, the Day Care Center, Post Exchange, and Volunteer Park.

(4) Personal photography is allowed inside buildings during parties, celebrations and ceremonies, such as retirement or promotion, as long as sensitive or classified information are removed from any areas that could be photographed.

k. Prohibited Photography:

(1) Technical Area bounded by Martin Luther King Boulevard on the south, Aberdeen Avenue on the north, Wesson Street on the east, the raised dirt berm to the west of the buildings for Center for Countermeasures and Navy areas.

(2) Personal photography of any missile, aircraft, rocket, or ground equipment that is located on the installation for test purposes is prohibited, except as defined by this policy letter.

l. Hunt Photography (Reference c, above): Limited still photography will be allowed on the range during general public big game hunts and during restricted access hunts under the supervision of a volunteer sponsor with a current White Sands Missile Range photo permit. Photography is limited to photographs of hunters, guests and their own kills. Photographs of hunters and their kills by range personnel with official photography permits are also permitted during general public big game and restricted access hunts. Photography of general landscapes, wildlife, or manmade features is strictly prohibited. Photographs are subject to review by White Sands Missile Range officials upon demand and any photography deemed sensitive will be deleted or confiscated.

m. Event Photography: In the case of an event such as a terrorist attack, major accident or incident, the importance of which must be preserved as close to the moment of the incident as possible, photography should be accomplished by any employee with any recording device at hand. In that case, the pictures, digital images or images on a personal digital device or cell phone will become the property of the United States Government and those images will be surrendered to the appropriate authority as soon as possible. For the purposes of this policy, the Garrison's security manager, or the Director of the Directorate of Plans, Training, Mobilization and Security is deemed as the appropriate authority. As the garrison commander, I am always deemed as appropriate authority and may direct surrender to anyone I deem appropriate.

n. Prohibition: Persons observed taking photographs or collecting images in any area other than those listed in subparagraph m, above, and who do not have an approved White Sands Missile Range photography permit are subject to arrest,

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confiscation of any film or camera related equipment, and possible prosecution under the provisions of Title 18, Section 795, United States Code.

5. PROCEDURES:

a. My Chief of the Security Division of the Directorate of Plans, Training, Mobilization and Security, is responsible for the issuance and control of special photography permits. IMWE-WSM-DPTMS Form 11E will be used as the hard copy photo permit.

b. All requests for special photography permits, which includes placement of the photo icon on security badges, will be forwarded to the Security Division of the Directorate of Plans, Training, Mobilization and Security, via e-mail, which must be e-signed for validity. **Request forms for permanent and temporary permits are located on the 'Z drive' at DPTMS.** The current Approve-It Software or successors will be considered valid for signature purposes. Paper requests are also acceptable but require more time to process. The request must be signed by the requestor's supervisor or designated official of the organization applying for the permit, and forwarded to **WSMRINFOSEC@us.army.mil** from the organizational security manager, security coordinator, or facility security officer.

(1) The request for a permit must include the following personal information:

- Name: (Last, First, Middle Initial)
- Social Security Number: (Last 4 Only)
- Date of Birth:
- Height:
- Weight:
- Hair Color:
- Eye Color:
- Organization Name:
- Photography: (Unclassified only)
- Type Equipment Used: (Digital Still Camera, Polaroid, Video, Optical)
- Areas on the installation where photography will be accomplished:
- Inclusive Dates required for Government: (Maximum length is 3 years)
- Inclusive Dates required for Contractors: (Maximum length is 2 years)

(2) The request for a permit must include a complete justification as to why the permit should be issued and why photography that is to be accomplished cannot be accomplished by the Electronic Documentation Branch personnel or Contract Photography Office personnel. Requests that cite the fact that a particular office has no

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money budgeted to accomplish photography through the Electronic Documentation Branch will not be considered as appropriate justification.

c. Personal Information is required for positive identification of the individual who is or may be in possession of the photography permit. Possession of individual information will be used for no other purpose. Permit requestors may opt to not provide personal information; however, permit issue may be delayed or refused.

d. For permits that support the test mission, or Army Research Laboratory, the Directorate of Plans, Training, Mobilization and Security Division will forward the request to the Test Center or Army Research Laboratory's security offices and to the Electronic Documentation Branch for concurrence or comments. If the Test Center or Army Research Laboratory security offices or Electronic Documentation Branch does not concur with the request, the permit will not be issued and the request will be returned to the requestor with the reason that the request was not approved. The requestor may, at that time, elect to contact the Test Center, Army Research Laboratory security offices or Electronic Documentation Branch in person and attempt to justify the requirement with that office. If the Test Center, Army Research Laboratory security offices or Electronic Documentation Branch then concurs, Test Center Security Office/Army Research Laboratory or Electronic Documentation Branch will notify the Security Division of the Directorate of Plans, Training, Mobilization and Security, who will then issue the permit. For permit requests supporting the Garrison mission, or other tenants, the Test Center or Army Research Laboratory Security Offices will not be asked to concur.

e. Once the Test Center, Army Research Laboratory (if required) or Electronic Documentation Branch concurs or otherwise supports the request, the Security Division of the Directorate of Plans, Training, Mobilization and Security will notify the requestor that the permit request is approved and will make arrangements with the permit holder to issue the permit.

f. If the permit request is for a permit renewal, the old permit must be returned before a new permit is issued. If the old permit has been lost or misplaced, the holder must write a statement as to how the permit was lost, to include when it was last used or seen and send the statement through his/her director to the Security Division of the Directorate of Plans, Training, Mobilization and Security.

g. Requests for permits from contractors must be staffed through the contracting officer representative or the contracting officer technical representative and the sponsoring White Sands Missile Range director for action. The contracting officer or the contracting officer technical representative must cite the contract, by number, and

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the portion of the contract which calls for the contractor to accomplish photography in support of the contractual agreement. If there is no contractual obligation on the part of the government or contractor, full justification must be given prior to issuance of any permit. Routing for approval will be the same as described in paragraph 4d, above.

h. Short term photographic permits may be handled by issuance of a permit for the duration of the request by either a hard copy memorandum, or an e-mail short term permit. If an e-mail permit or memorandum is issued, the permit holder will be required to have a hard copy of the e-mail or memorandum with him/her during any photography sessions.

6. AERIAL PHOTOGRAPHY:

a. All requests for aerial photography will be submitted to the Range Scheduling Office of the Range Operations Directorate a minimum of 30 days prior to the requested photography date.

b. The Range Scheduling Office will utilize the range scheduling committee to ensure that all White Sands Missile Range organizations and tenants with an interest are notified of the requested mission, to include all particular data to be collected.

(1) The Range Scheduling Office will establish a suspense for each committee member to respond to the mission request, and use that information to determine if the mission will be approved, changed, or disapproved.

(2) The Range Scheduling Office will inform the White Sands Missile Range Test Center Security Office and the Directorate of Plans, Training, Mobilization and Security's Security Division of all aerial photography mission requests.

c. If aerial photography must be accomplished under emergency conditions or to document emergency conditions such as wildfires, terrorist activity or environmentally damaging occurrences, the resultant photography must be reviewed by both the Test Center's security operations security officer and the Garrison's operations security officer. If any information is planned or anticipated to be released outside Department of Defense Channels, it must go to the Army Public Affairs Office for approval and release.

d. If other agencies, such as the U.S. Bureau of Land Management, Defense Mapping Agency, The Nature Conservancy or others who are not regular customers of White Sands Missile Range desire to accomplish aerial photography missions on White Sands Missile Range, they must obtain a White Sands Missile Range sponsor and

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request permission through that range sponsor. The range sponsor must be present and supervise all aerial photography missions by non-range users. All resultant photography will require an operations security review prior to release of the photography to the requestor.

7. PHOTOGRAPHY BY FOREIGN NATIONALS:

a. Photography is more severely restricted for foreign national range users than for other visitors due to differences in language and understanding of White Sands Missile Range rules and regulations.

b. Foreign national persons are not allowed to have in their possession any cameras or photographic capable personal digital devices in any uprange area.

c. Foreign nationals are not allowed to have in their possession any cameras or photo capable personal digital devices in any controlled or restricted areas.

d. Foreign national visitors will be personally briefed on these restrictions prior to being allowed into any uprange, restricted or controlled area.

e. The foreign national visitor will be required to sign a statement, in English and their native language, that they understand the restrictions. This briefing and statement must be accomplished prior to issuing a visitor badge to the visitor, and will be required by the badge office prior to issuance of the badge. The range sponsor will be responsible for the preparation of the briefing in English and the visitor's native language.

f. The foreign national briefing certificate will be maintained by the range sponsor for the duration of the visit and may be required for proof of knowledge concerning possible expulsion of the individual(s) or confiscation of his/her photographic equipment.

g. Foreign national escorts, in their official capacity, are authorized to inspect personal-carry luggage, purses, backpacks, bags and automobiles to verify that photo capable equipment is not being introduced into the uprange areas, or controlled or restricted areas. Searches of persons (to include under or inside clothing) must be accomplished by law enforcement if personnel escorts or other personnel suspect that acts of espionage may have occurred or may be in progress.

8. This policy letter is effective immediately and remains in effect until rescinded or superseded.

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9. The point of contact for this policy letter is Mr. Russell K. Fitzroy, Garrison Security Manager of the Directorate of Plans, Training, Mobilization and Security, (575) 678-5026.



C. J. WICKER
COL, LG
Commanding

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