

PHOTO REQUEST LETTER

1. Situation. Photos being taken aboard MCLB Barstow from outside agencies must be controlled. Inappropriate or inadvertent exposure of the MCLB Barstow or the tenants is of immense force protection concern and could be catastrophic in nature if not properly contained and controlled.

2. Policy.

a. Requests for photographic clearance must be submitted from the requesting organization to either Communications Strategy and Operations (COMSTRAT) Office, S-7/Physical Security, the Mission Assurance Division, or the tenant activity's security manager prior to taking photographs. Only individuals and equipment listed on the photo request letter will be allowed to take photos.

Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

Name of Photographer(s) \_\_\_\_\_

Name of company photographer is employed with: \_\_\_\_\_

Justification of Photography \_\_\_\_\_  
\_\_\_\_\_

Organization and point of contact being visited: \_\_\_\_\_  
\_\_\_\_\_

Make, Model, and license plate of vehicle being driven by photographer: \_\_\_\_\_  
\_\_\_\_\_

Location(s) where photos will be taken: \_\_\_\_\_

Photography Equipment make, model, and serial number: \_\_\_\_\_  
\_\_\_\_\_

b. Authentication must be accomplished by a COMSTRAT, S-7/Physical Security, a Mission Assurance, or the tenant activity's security manager.

Authenticated by: \_\_\_\_\_ Office \_\_\_\_\_ Date: \_\_\_\_\_

Authentication Signature \_\_\_\_\_ Phone # \_\_\_\_\_

3. Understanding.

a. The below list of areas, items and resources, may not be photographed without prior authorization and strict supervision by MCLB Barstow S-3 Mission Assurance Division or the COMSTRAT Office. This list should not be considered final; additional areas may be added to it depending upon circumstances.

- (1) Access Control Points
- (2) Fence Lines
- (3) Fence Line Gates
- (4) Drainage ditches running into the fence line
- (5) Police Officers
- (6) Emergency Services Operations
- (7) Military Formation
- (8) Military Movements/Operations
- (9) Military Equipment
- (10) Critical Infrastructure (CI)
- (11) Locations of CI
- (12) Barrier Plan
- (13) Large gathering locations, e.g., barracks
- (14) Command gathering locations: e.g., Commander vehicle, offices, quarters.

b. All cameras will be reviewed prior to and after photos are taken to ensure compliance with the above standards.

Photographer Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone # \_\_\_\_\_