



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MD 20670-1154

NASPAXRIVINST 5290.1E
N00P
17 Dec 2021

NAS PATUXENT RIVER INSTRUCTION 5290.1E

From: Commanding Officer, Naval Air Station Patuxent River

Subj: PHOTOGRAPHIC POLICIES AND PROCEDURES

Ref: (a) OPNAVINST 5290.1A
(b) DOD Directive 5040.5
(c) OPNAVINST 3710.7U
(d) SECNAVINST 5720.44C
(e) SECNAV 5510.36A
(f) OPNAVINST 5215.17A
(g) OPNAV 5215.1, May 2016

1. Purpose. To establish photographic policy and procedures for Naval Air Station (NAS) Patuxent River, Maryland Complex, including Solomons Navy Recreation Center, and Webster Outlying Field.

2. Cancellation. NASPAXRIVINST 5290.1D

3. Background. Photographic Imaging Services was established to centralize management of Naval Visual Information activities. The scope of Naval imaging includes still and motion imagery, digital media, audio, graphic arts, displays, visual presentation services, and the processes and resources that support them, and encompasses the Department of Defense (DoD) term "Visual Information (VI)."

4. Policy. As a rule, the NAS Patuxent River Public Affairs Office and/or VI office take the lead on day-to-day photography of installation assets. Tenant commands communicate with NAS Patuxent River Public Affairs Officer (PAO) to coordinate installation access and photography of NAS Patuxent River tenant assets. All photography taken on the NAS Patuxent River complex is considered Navy property and is subject to screening for security purposes and possible confiscation. Personal/unofficial photography is limited to residential and designated recreational areas. Unofficial photography is allowed during periods of general visiting (e.g., air shows, open house events), and other approved events of public interest in which classified equipment, sensitive unclassified material, or controlled unclassified information is not involved. Unofficial photography for events that foster morale, such as promotions, awards ceremonies, or command functions are authorized; providing the area is clear of any sensitive or classified material and the Commanding Officer or supervisor has approved photography for that event. All classified information, regardless of its physical form or characteristics must be protected and safeguarded per reference (a) to include digital cameras.

5. Request to Conduct Photography. Requests for photography on NAS Patuxent River will be conducted through the installation PAO for approval and coordination of installation access for visitors if necessary.

a. Requests to photograph assets belonging to tenant commands on the installation will be coordinated through the tenant command PAO and installation PAO. The PAO of the command that owns the asset being photographed will have release authority.

b. Cognizant authority of facility to be photographed shall be notified in advance of photography to take place.

c. Photography of existing security posture and movement of security personnel is prohibited.

d. Propriety photography, to include use of vehicle dash cams and cellphone cameras, by all that enter the installation is prohibited in operational areas. Cellphone cameras are also prohibited unless specifically approved by the overseeing public affairs representative of the asset being photographed/videoed.

6. Public Release of Photographic Media. The release of media to organizations outside the NAS Patuxent River complex will only be made through an established PAO; as prescribed by reference (d). Copies of unclassified, official photographic media are available to all DoD activities. These materials may be made available to the public after review and approval by the PAO. If still photographs are to be used for advertising, the proposed advertising layout and accompanying copy must be submitted to NAS Patuxent River Public Affairs Office:

Naval Air Station Patuxent River
Public Affairs Officer
22268 Cedar Point Road
Building 409, Room 211
Patuxent River, MD 20670

7. Duplication of Copyrighted and Other Materials. U.S. Code Title 17, Section 107 states (in part) that reproduction for purposes such as teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright. Reproduction of all other copyrighted material is protected by law and will not be done without expressed, written permission of the copyright holder or a release statement from the requester certifying that the material is within public domain or its use constitutes a "fair use" under copyright regulations.

8. Records Management.

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

9. Review. Per reference (f), the PAO will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in reference (f), paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in reference (g).



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via <https://g2.cnmc.navy.mil/NASPATUXENTRIVERMD/SitePages/Home.aspx>