

**BY ORDER OF THE  
WING COMMANDER 919TH SPECIAL  
OPERATIONS WING**



**919TH SPECIAL OPERATIONS WING  
INSTRUCTION 31-102**

**11 OCTOBER 2005**

Certified Current on 26 September 2012

**Security**

**BASE WIDE CAMERA SYSTEM**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 919 SOW/CP

Certified by: 919 SOW/CP  
(Lt Col Charles E. Busch)

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This instruction implements AFPD 31-1, Physical Security. This instruction supports AFI 33-117 USAFSUPA1-1, Visual Information Management and DoD 5040.76-M-1, Decision and Logic Table Instructions for Recording and Handling Visual Information Material. It establishes procedures for personnel working with components of the Base Wide Camera System using the AF Form 3215, IT/NSS Requirements Document. It establishes procedures for the general use, funding, maintenance, warranty issues and additions to and deletions from the Base Wide Camera System. Military personnel in violation of this instruction may be prosecuted under the Uniform Code of Military Justice (UCMJ). This instruction applies to all units assigned to the 919<sup>th</sup> Special Operations Wing (919 SOW).

**1. Definition:** A Base Wide Camera System (BWCS) is installed at Eglin Field 3, (Duke Field) to provide security for mission critical assets. These assets can be actively monitored and recorded by agencies providing the appropriate justification for these capabilities.

**2. Responsibilities:**

2.1. The 919 SOW Commander will act as final approval authority for any additions to, deletions from or major changes to the BWCS. The 919 SOW/CC will also be final approval authority for any BWCS surveillance requests.

2.2. The 919 SOW Command Post (CP) Systems NCOIC will provide continuity for the BWCS. Systems NCOIC will also coordinate on all deletions and requests to move components of the BWCS. Systems NCOIC will coordinate on all contracting requests for additions and deletions to the BWCS.

2.3. The 919<sup>th</sup> Communications Squadron Communications & Information (CS/SCB) will report and insure network connectivity and compliance with Eglin's Network Security Requirements.

2.4. Group Client Support Administrators (CSA), formerly known as Workgroup Managers (WGM), will provide troubleshooting, updating, and warranty modifications for all BWCS components within their group. CSAs will go through the contractor for any required troubleshooting or warranty issues. Any issues that can not be resolved will be upchanneled to 919 CS/SCB.

2.5. Users will report any outages or problems to their Group CSA. Any user with an operational need for software or additional BWCS components must submit their request in writing. Requests will be routed through the 919 SOW/CP Systems NCOIC for coordination. Once coordinated, requests will be forwarded to the 919 SOW Commander for final approval.

**3. Workplace Privacy:** Cameras will not be placed in a way that could impede workplace privacy. Cameras will only be positioned in areas where employees have no reasonable expectation of privacy. However, if any illegal or unauthorized activity is detected by the BWCS, members can be expected to be prosecuted under the UCMJ.

**4. Funding:** If a camera or component of the BWCS fails and no warranty of the system exists, the primary user of that camera/component is responsible for the cost of replacing or repairing the inoperative part of the BWCS.

**5. Recorded Material:**

5.1. BWCS records activities captured by all cameras. This visual information (VI) will be handled in accordance with AFI33-117 USAFSUP1-1, Visual Information Management. As the lifetime of these recorded images are command and control information displayed with weapons systems used normally less than one year, they are not considered Visual Information Products and therefore do not require the associated reports.

5.2. According to DoD 5040.76-M-1, Decision and Logic Table Instructions for Recording and Handling Visual Information Material, a portion of the VI captured by BWCS will be routine appearance, configuration, and operations of aircraft that may be used in future operations and is considered FILE material by Decision Logic Table C5.T12. Copies will be provided to local and major commands, as requested. FILE images will be kept no longer than 30 days unless requested by higher headquarters.

5.2.1. The majority of VI recorded by BWCS will be of routine local operations and is considered LOCAL. This VI is not sent forward and may be destroyed when appropriate. LOCAL VI will be kept for no longer than 30 days. All FILE and LOCAL VI will automatically be recorded over after the 30 day period, unless otherwise requested before the 30 days expires.

**6. Purpose:** Primary purpose of the BWCS is to provide security for wing assets. Camera operators must focus their effort on capturing specific imagery related to security, and avoid expending time and resources recording other imagery.

6.1. The use of the AF Form 3215 will be used for miscellaneous requests (employee monitoring, illegal activities, etc). Use of BWCS monitoring and recorded VI will be

handled on a case-by-case basis. If a request does not involve the physical security of a wing asset, special approval must be requested. Specific instructions for completing the AF Form 3215 can be found in AFI 33-103, Requirements Development and Processing, attachment 4.

6.2. An AF Form 3215 must be completed and signed by unit commander stating the specific reason for camera monitoring or research into past recorded VI. For past recorded VI, please include specific time(s), location(s) and date(s). Include a statement that the request for recorded VI is for official use only and no private purpose for viewing the material exists. These requests will be submitted to the 919 SOW Commander for approval. Upon approval, 919 SOW/CP Systems NCOIC will provide the camera assets or recorded VI as requested.

MARK A. KYLE, Colonel, USAFR  
Commander