

**BY ORDER OF THE COMMANDER  
AIR FORCE PUBLIC AFFAIRS  
AGENCY**



**AIR FORCE PUBLIC AFFAIRS  
AGENCY INSTRUCTION 35-101**

**24 MAY 2024**

**Operations**

**MOBILE LIVE OPERATIONS**

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This Air Force Public Affairs Agency (AFPAA) Instruction implements DAFPD 35-1, *Public Affairs Management*. This instruction provides standard operating procedures for all Airmen and civilians involved in Mobile Live Operations (MoLO) under or with AFPAA/AOX, to include 2d Audiovisual Squadron (AVS) and 3d AVS. This instruction provides guidance to all members on requests, deciding factors, and augmentee requirements. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**1. Request.** Requests for MoLO must be submitted by the customer via an AF 833, *Multimedia Workorder* or in the P3 database (once fully implemented) and routed through the host public affairs office for validation. If the request is validated but cannot be completed at the local level, the host public affairs office routes the request to the appropriate MAJCOM/FLDCOM public affairs directorate. If the MAJCOM/FLDCOM cannot meet the requirement, the request is sent to AFPAA for review and approval. AOX will follow up with the requester to acquire further information using the MoLO Questionnaire and then assign to either the 2 AVS or 3 AVS. If neither can support, AOX will assist the customer with contracted options.

1.1. The questionnaire will provide AOX with all the required information to decide what capability will be utilized, i.e. requirements (screen projection, audio etc.), venue/location, and budget.

1.2. Once the questionnaire is complete, AOX will reference the Decision Flow Chart to decide what equipment will be used and determine what squadron will be tasked.

1.3. AOX will inform the customer that a funded site survey is required for all MoLO capabilities and will provide them with a preliminary budget.

1.4. AOX, 2d AVS, and 3d AVS will meet via the weekly AFPAA Tracker teleconference or through a separate scheduled conference to confirm the assignment of MoLO, considering each squadron's availability.

1.5. If the squadron assigned to a MoLO decides that another capability would better suit the mission requirements, they will reconvene with AOX and the squadrons to adjust.

**2. Capabilities.** AFPAA has three MoLO capabilities at its disposal: the video production truck, portable solution, and fly-away kit. The production truck provides the most flexibility and modular support for customers with extensive or emerging requirements. The portable solution offers reduced capability than that of the video production truck but prioritizes mobility and a smaller footprint. The fly-away kit prioritizes both mobility and cost-effectiveness, but capability is less than the portable solution or video production truck.

2.1. Video Production Truck (2d AVS). Operation of the video production truck requires personnel with commercial driver's licenses, network management, and specialized production training. Familiarity with the equipment and the team is critical for operational risk management and successful mission accomplishment. The 2d AVS is responsible for the upkeep, maintenance, and deployment of the video production truck. If the production truck will be used for a MoLO:

2.1.1. A minimum of eight personnel must be assigned.

2.1.2. The 2d AVS must fill the seven minimum required positions: Director, Technical Director, Audio, Camera Operators, Engineer-in-Charge (EiC), Streaming Technician, and a Cyber Technician.

2.1.2.1. An augmentee can fill a non-required position in order to meet the 8 personnel minimum or meet mission requirements. Any augmentees needed to meet mission requirements must be confirmed prior to accepting the mobile broadcast with the customer. See Section 3 for information on augmentees.

- 2.1.2.2. The 2d AVS must fill any specialized equipment positions (graphics, replay, etc.)
- 2.1.3. The Producer/Director (P/D), EiC and Assistant Director (AD) will be assigned within a week of the confirming the MoLO with the customer.
- 2.1.4. The Producer/Director will send budget updates to the customer as soon as possible; the first one sent within two weeks of the assignment.
- 2.1.5. A full crew should be assigned roughly 90 days prior to the departure date.
- 2.2. Portable Solution (3d AVS). The portable solution offers full live event video support utilizing a customizable, flexible, and transportable modular setup. Multiple wheeled cases, along with cameras and video support equipment are typically transported in a large panel van or cargo trailer. However, the portable solution can be transported on most military transport or commercial freight airframes. Setups can range from a typical 3-camera to a 20-camera setup using a variety of signal transmission methods. The portable solution can support livestream, live switch recorded, and image magnification requests.
  - 2.2.1. For a 3-camera setup, a minimum of seven personnel is required to operate. This may increase depending on mission requirements.
  - 2.2.2. The 3d AVS members will fill five of the required seven minimum positions: Director, Technical Director, Audio, Video Engineer, and Lead Camera Operator
    - 2.2.2.1. An augmentee can fill a non-required position in order meet the seven personnel minimum or meet mission requirements. Any augmentees needed to meet mission requirements must be confirmed prior to accepting the mobile broadcast with the customer. See Section 3 for information on augmentees.
  - 2.2.3. Assigned Producer/Director coordinates all internal and requester requirements.
- 2.3. Fly-away Kit (2d AVS). The fly-away kit is a compact switcher that includes all items necessary for a basic MoLO. This kit can be hand-carried onto a military or commercial aircraft to support live operations that the portable solution or video production truck are too large to support.
  - 2.3.1. The minimum assigned crew for a fly-away kit is three personnel.
  - 2.3.2. The 2d AVS must fill two of the minimum required positions: Director/Technical Director, Camera Operator, Streaming Technician.
    - 2.3.2.1. An augmentee can fill in as a camera operator to help meet the three personnel minimum. Any augmentees needed to meet mission requirements must be confirmed prior to accepting the mobile broadcast with the customer. See Section 3 for more information on augmentees.

**3. Augmentees.** Augmentees are defined as any personnel who are not a part of the assigned squadron conducting the MoLO and/or are not filling required positions for mission. Augmentees can be:

- 3.1. The 3d AVS/2d AVS (active, civilian, Reserve, or IMA) personnel or customer- provided personnel.

3.2. Augmentees can fill a variety of positions including Producer, Camera Operator, Teleprompter, Video Shader, Remote Camera Operator, Floor Director, Audio Assistant (A2), Digital Video Replay Operator, and Jib Operator (experience dependent).

3.3. In the interest of team building, planning, and continuity, augmentees will arrive a minimum of three days prior to TDY departure to attend one training day, the crew brief and the packing day. Augmentees are generally expected to travel with the rest of the crew. If this requirement cannot be met, augmentees must be on site for the entirety of the build-up, dress rehearsal, execution, and tear down of the MoLO.

**4. Operational Risk Management.** Operational risk management is crucial to executing a MoLO successfully. This can affect travel dates accrue extra cost to the customer.

4.1. The team lead will make final decisions considering operational risk management and should be assessing weather, vehicle maintenance and other safety concerns until the MoLO is complete.

4.2. The team lead is required to update the customer and their respective commander on any decisions affecting arrival date, departure date, and/or cost changes of MoLO.

TONY M. WICKMAN, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***Reference***

DAFPD 35-1, *Public Affairs Management*, 23 December 2020

***Adopted Form***

AF 833, *Multimedia Workorder*

***Abbreviations and Acronyms***

**AFPAA**—Air Force Public Affairs Agency

**AVS**—Audiovisual Squadron

**EiC**—Engineer-in- Charge

**MoLO**—Mobile Live Operations