

# PNS Photography and Digital Imaging Training 2012



# PNS Photography and Digital Imaging Training

## INTRODUCTION

- Control of photography, including digital imaging, is required in order to protect technical information, and to ensure that only authorized information is released to the public.
- NAVSHIPYD PTSMHINST 5510.27A, Shipyard Information and Personnel Security Manual, Chapter 9 provides requirements for the control of photography at Portsmouth Naval Shipyard.
- At a minimum, ANY image taken on the Shipyard must initially be controlled as "For Official Use Only" (FOUO).
- **The photographer is directly responsible** for ensuring that cameras, including digital imaging devices, are used per NAVSHIPYD PTSMH Instructions.
- Violation of this instruction may result in immediate revocation of the Official Photographer's Permit, confiscation of unauthorized photography equipment, and other disciplinary action, as warranted, per applicable regulations.

# PNS Photography and Digital Imaging Training

## DEFINITIONS

- ▣ **Photography** - using a camera to capture realistic images of existing objects to a storage medium; usually film, videotape, or digital file.
  - **"Photography" includes:**
    - ▣ Color, black-and-white, self-developing, infrared, and transparency (slide) films
    - ▣ Electronic (digital) images recorded on magnetic media, floppy disks, memory chips, or other electronic storage methods
    - ▣ Photographs or images that have been duplicated using conventional photographic techniques, copy machines, scanning, or electronic file duplication
  - **"Photography" does not include:**
    - ▣ Photomechanical processes used in the reproduction (printing) trade
    - ▣ Label making
    - ▣ Printed circuit manufacture
    - ▣ Other applications that use photosensitized materials to duplicate existing non-photographic documents.
- ▣ **Official Photography** is authorized to document progress, condition, personnel training, or historical documentation to complete objectives related to ship overhaul, conversion, repair, recycling, or research. This includes photography of awards, portraits, and public affairs subjects.
- ▣ **Unofficial Photography** is defined as audiovisual documentation through film, video, or digital capture completed on the Shipyard premises, which is not approved for authorized Shipyard objectives. **Unofficial photography or video documentation is not allowed inside the Shipyard.**

# PNS Photography and Digital Imaging Training

## ▣ PURCHASE OF PHOTOGRAPHIC/DIGITAL IMAGING EQUIPMENT

- The purchase of photographic and digital Imaging equipment is controlled by NAVSHIPYD PTSMH (Code 1230) memorandum Serial No. 1230/012, Information Technology Acquisition Approval Policy. Departments wishing to purchase such equipment must follow the process for obtaining concurrence from Code 1230.
- In particular, the purchase of digital cameras which retain images in resident (non-removable) memory is prohibited at the Shipyard.



# PNS Photography and Digital Imaging Training

## ▣ PERMITS

- A permit will not be issued until you have completed this training and signed a completion of training certification form.
- The Director of Security (Code 1700) is responsible for issuing all camera permits.
- All cameras for official photography must be registered with the Shipyard's Security Office (Code 1700) and a Camera Permit will accompany the camera **AT ALL TIMES**.



# PNS Photography and Digital Imaging Training

## ▣ PHOTOGRAPHY IN SHIPYARD SPACES

- Code 1700 must authorize, in writing, all photography within the Shipyard, including spaces outside the Controlled Industrial Area (CIA).
- All individuals taking photographs within the Shipyard must be in possession of a valid Photographer's Permit or Authorization of the Custodian of the Camera form.



# PNS Photography and Digital Imaging Training

## ▣ REVIEW AND RELEASE OF PHOTOGRAPHY

- Any digital image which may include classified information must be reviewed by the cognizant Department Head, Shop, or Code on the Secret Network (SECNET) Local Area Network (LAN) or on a stand-alone computer.
- **All images** must be reviewed by Security and Public Affairs Office prior to release off the Shipyard.
- A Photography Release Form must be submitted for all images intended for release outside of the Shipyard (whether to other Department of Defense (DoD) activities/government contractors or to the public).
- **All images intended for public release** must also be reviewed by the Public Affairs Office (PAO), Naval Nuclear Propulsion Information Control Officer (NNPICO), and Operations Security (OPSEC) Coordinator.
- The Shipyard has limited local authority to publicly release general interest photography of non-sensitive, unclassified subjects. Reviews of photographs must be done, at a minimum, by the cognizant shop or code, the Director of Security and PAO prior to being released to the public.

# PNS Photography and Digital Imaging Training

## ▣ REVIEW AND RELEASE OF PHOTOGRAPHY (cont.)

- Any images depicting areas/actions where protective equipment and worker safety apply must also be reviewed and approved for release by the Shipyard's Safety Officer (Code 106).
- In addition, images depicting submarine and nuclear facilities must also be reviewed and approved for release by the Radiological Controls (RadCon) Officer (Code 105).
- Images that may include sensitive information, classified information, occupational safety and health issues, poor work practices, inappropriate signs (i.e., radiological control signs), potential security vulnerabilities, and any other photographs considered politically sensitive or that carry adverse liability to the Navy or the Shipyard must be submitted to NAVSEA for review prior to public release.

# PNS Photography and Digital Imaging Training

## ▣ REVIEW AND RELEASE OF PHOTOGRAPHY (cont.)

- Public release is **prohibited** of any image that reveals:
  - Classified information.
  - NNPI, classified, and unclassified.
  - Technical information, classified, and unclassified.
- Images which have not been cleared for public release must not be transmitted electronically outside of the Naval Shipyards' trusted Local Area Network (e.g., NAVSEA, SUBMEPP, NUWC, General Dynamics Electric Boat, Newport News Northrop Grumman, and other global addressees are NOT part of the trusted network).

# PNS Photography and Digital Imaging Training

## ▣ PHOTOGRAPHY RELEASE FORM

- Photography includes all images recorded digitally, electronically on videotape, discs or other media.
- Per NAVSEAINST 5510.2B
  - ▣ Official photographs of naval nuclear-powered ships and related nuclear support facilities will be classified in accordance to the information revealed therein. Photographs containing U-NNPI will be marked "NOFORN" . All other photographs must be classified according to content or marked "For Official Use Only" until approved for Public Release.
  - ▣ Unofficial photography is prohibited within the shipyard.
  - ▣ Photography within the CIA for official use only will be reviewed and approved by the Shipyard's Security Office (Code 1700). Photographers must possess a valid camera permit issued by the Shipyard. Shipyard's Security Office will review and release photographs to other DOD activities and to contractors who have legitimate requirements. Release of photographs to any other party, taken of or within the CIA, may require NAVSEA (SEA OOD) approval, coordinated by the PAO.

# PNS Photography and Digital Imaging Training

## ▣ PHOTOGRAPHY RELEASE FORM (cont.)

- Photography of areas other than the CIA, including other posted restricted areas must be reviewed and approved by the PAO and the Shipyard's Security Office; and when appropriate Safety, Environmental, or Radiological Control offices prior to public release. This restriction also applies to release to federal, state, and local agencies. If there is a question as to the sensitivity of the photograph, they must be forwarded by Code 1700 to NAVSEA (SEA 104).
- Complete the "Request for Release of Visual Information Products" prior to releasing any photographs.
- There is a check box for each of the three types of release. Simply check the desired release block, complete all other information on the form, and submit to specific offices for review and approval.

9.12.2 Request for Release of Visual Information Products

Date Taken:	Subject of Photographs/Video:	Tracking No. (1700 use)	
<b>Distribution Requested: (check one)</b>			
Distribution Statement A: <input type="checkbox"/> Approved for public release; distribution is unlimited.			
Distribution Statement B: <input type="checkbox"/> Distribution authorized to U.S. Government Agencies only; to protect technical information as required by SECNAVINST M-5510.36.			
Distribution Statement D: <input type="checkbox"/> Distribution authorized to DoD and DoD contractors only; to protect technical information as required by SECNAVINST M-5510.36.			
Distribution Statement __: <input type="checkbox"/> (See SECNAVINST M-5510.36 Exhibit 8A).			
Taken in CIA, NWA or CNIA or other sensitive areas? (Please specify with Bldg #)			
Photographer's Name:	Phone #:	Camera Pass #:	
Photograph Number(s):		Image Format:	
Intended Audience/Purpose of Release of images:			
Code Images requested by:	Requestor's Name:	Requestor's Phone #:	
<b>Note: Reviewer's use back of form to mark images not cleared for distribution.</b>			
<b>Routing Codes/Shops</b>	<b>Approved</b>	<b>Not Approved</b>	<b>Signature and Date</b>
<b>Cognizant Code or Shop</b> (Review for Technical Information)			
<b>CO</b> , _____  (CO of Ship/Submarine (if applicable))			
<b>106</b> (Review for safety violations/concerns (if applicable))			
<b>105</b> (Review for sub in CIA/nuclear facilities (if applicable))			
<b>1700 OPSEC Coordinator</b> NNPICO Approval Required: <input type="checkbox"/> YES <input type="checkbox"/> NO (Review for security concerns/Security Director Approval)			
<b>NNPICO</b> (Review for NNPI if applicable)			
<b>PAO</b> NAVSEA Approval Required: <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, forward to NAVSEA and Notify Requestor and File Sheet)			
<b>Photographer</b> (Photo/Video Disposition/File Sheet)	Images properly labeled and provided requestor		

# PNS Photography and Digital Imaging Training

## ▣ CLASSIFICATION

- Images of naval nuclear-powered ships in operation or under construction, conversion and repair, images showing installed equipment, construction details, damage, etc., and images of construction sites and related industrial facilities - even if unclassified - could be of intelligence value to a potential enemy.
- Therefore, such images must be classified in accordance with the information revealed therein or, if unclassified, marked, as a minimum, "For Official Use Only" (FOUO) and handled accordingly.
- Special care must be taken to guard against the release of Unclassified Naval Nuclear Propulsion Information (U-NNPI) - images that contain U-NNPI must be marked "NOFORN", in addition to any other markings.

# PNS Photography and Digital Imaging Training

## ▣ MARKING

- At a minimum, images taken on the Shipyard (other than those intended specifically for public release) must be marked "For Official Use Only" (FOUO). Storage media (i.e., flash cards) must also be marked.
- If the image is classified, it must be marked accordingly.
- If the image contains U-NNPI, it must be marked "NOFORN".
- Standard Photographs
  - Permanent labels, with the appropriate markings as described above, may be affixed to the backside of standard photographs.
  - Any reproduction of the photograph (i.e., photocopy) must include the information contained on the reverse side.
- Digital Images
  - Label digital images, as a minimum: "For Official Use Only."
  - Digital images must have the appropriate markings text embedded into the image.
  - The markings must be large enough to be legible when opened and viewed normally on a computer monitor.

# PNS Photography and Digital Imaging Training

## ▣ SAFEGUARDING IMAGES/EQUIPMENT

- The Photographer is directly responsible for the safeguarding of images and photographic equipment.
- When classified subjects are photographed, the negatives, storage media, and prints are to be handled according to the security requirements of the classification involved. The Department/Office that ordered the photograph(s) to be taken will maintain accountability over each print, negative, and storage media.
- When photographic equipment such as the Polaroid® camera is used and classified subjects are photographed, caution must be exercised since the negative of the last exposure may remain in the camera. All component parts of the last exposure must be removed and destroyed as classified waste or the camera must be protected as classified material.

# PNS Photography and Digital Imaging Training

- ▣ **SAFEGUARDING IMAGES/EQUIPMENT (cont.)**
  
- ▣ Particular care must be taken with digital cameras. Digital cameras are available with a variety of removable memory cards. When removal of the memory card eliminates retention of the image from the camera, then only the memory card must be treated as classified and secured at the appropriate classification in an approved security container. The camera itself would not require additional security controls.
  
- ▣ However, if a camera does retain a classified image, then the entire camera must be stored in an approved security container at the highest classification level for images contained within the camera. It is the responsibility of the photographer to understand where images are stored for the particular camera in use and to ensure that the images are properly safeguarded.

# PNS Photography and Digital Imaging Training

## ▣ CAMERA/PHOTOGRAPHER'S PERMIT

- Anyone taking photographs within the Shipyard must be in possession of a valid Photographer's Permit or an Authorization of the Custodian of the Camera form.
- Requests for permits must be submitted, in writing, to the Director of Security and must be signed by the Department/Office/Shop Head. Requests must justify why an individual Photographer's Permit is required.
- Individuals must complete this on-line training module and sign the completed certificate of training prior to submitting the Application for a Camera Permit/Photography Permit.
- The Shipyard's Security Office will issue the Photographer's Permit once all requirements have been met.

# PNS Photography and Digital Imaging Training

## ▣ CAMERA/PHOTOGRAPHER'S PERMIT (cont)

- **Photographer's Permits are issued for one year.** Renewal requests for Photographer's Permits must follow the same requirements and must be submitted to the Director of Security at least one month prior to the expiration date.
- Any expired Photographer's Permit must be turned in at the time the new one is issued.
- Civilian or military personnel who have been issued a Photographer's Permit must return them to the Shipyard's Security Office prior to termination of employment or detachment from the Shipyard.

# PNS Photography and Digital Imaging Training

## ▣ AUTHORIZATION OF THE CUSTODIAN OF THE CAMERA

- The Custodian of a camera may grant temporary authorization to take photographs/digital images to an individual who does not hold a Photographer's Permit.
- The individual requesting temporary authorization must have completed this Shipyard Photography/Digital Imaging Training and follow all requirements herein.
- The Authorization of the Custodian of the Camera form and camera/digital imaging equipment must be returned to the Custodian upon completion of temporary authorization.
- The person granted temporary authorization must have the following "Authorization of the Custodian of the Camera" form on them at all time while taking photographs.

## AUTHORIZATION OF THE CUSTODIAN OF THE CAMERA

DATE:	CAMERA SERIAL #	PHOTO PASS #
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THE PERSON USING THE CAMERA IS RESPONSIBLE FOR THE FOLLOWING:

1. THE CAMERA IS USED FOR OFFICIAL BUSINESS WITHIN THE SHIPYARD CONSISTENT WITH HIS/HER NORMALLY ASSIGNED DUTIES.
2. THE CAMERA PASS FOR THE CAMERA IS IN HIS/HER POSSESSION.
3. CLASSIFYING THE PHOTOGRAPHS AND APPLYING APPROPRIATE MARKINGS.
4. ACCOUNTING FOR ALL PHOTOGRAPHS TAKEN.

The person using the camera has read and understands the shipyard requirements in Chapter 9 of NAVSHIPYD PTSMHINST 5510.27A for taking photographs (and digital images). Shipyard employees must have **has successfully completed** the applicable Shipyard, Computer Based Training. All photos/videos must be reviewed and approved by Security, Code 1700 prior to release off-yard. Prior to public release or being put of the Internet, photos must be reviewed and approved by Codes 1700, 100 PAO and 106, and in some cases by NAVSEA, using "Photo Release Form", Enclosure (1).

The applicant understands that the photos (except for public release) shall be appropriately marked as: FOUO, NOFORN, or CONF-RD and controlled accordingly. The storage media e.g. film CD, memory stick, tape and case will also be marked, handled and controlled as applicable. Classified Images will only be down loaded to an appropriately controlled computer. The photographer's security clearance must meet the level required for photo content.

I have read and understand the above and have successfully completed the required training:

Photographer Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Badge # \_\_\_\_\_

The person named above is authorized to use the above camera to take official photographs in the performance of his/her duties.

Camera Custodian: \_\_\_\_\_ Date: \_\_\_\_\_ Badge # \_\_\_\_\_

PERSONNEL USING CAMERA EQUIPMENT WILL COMPLETE THE FOLLOWING:

1. Reason/Incident Requiring Photo:

THIS AUTHORIZATION AND CAMERA MEDIA WILL BE RETURNED TO THE CAMERA CUSTODIAN  
UPON COMPLETION OF PHOTOGRAPHY

# PNS Photography and Digital Imaging Training

## ▣ UNAUTHORIZED PHOTOGRAPHY

- If you should encounter anyone taking photographs without a Shipyard Official Photographer's Permit, contact Central Dispatch immediately at ext. 2230, and they will dispatch a Naval Security Force member to investigate.
- The Naval Security Force may confiscate any film, media, or equipment determined to be unauthorized.

# PNS Photography and Digital Imaging Training

## ▣ PHOTOGRAPHY OUTSIDE THE SHIPYARD

- Authorization to conduct off-yard photography at another activity is obtained from the host activity in advance. The shop or code requiring the photography is responsible for obtaining that authorization. All off-yard photography is to be conducted following local security regulations and with the endorsement of the Commander/Commanding Officer of that activity or vessel.
- Any Shipyard employee may accomplish simple off-yard documentation that can be satisfied by the use of a simple digital camera. When a job requires more specialized equipment or is of a complex nature, photographic support may be arranged through PAO.

# PNS Photography and Digital Imaging Training

- ▣ Additional guidelines may be found in the following document: NAVSEA STANDARD OPERATING PROCEDURE (SOP) Guidelines For Use Of Portable Electronic Devices (PEDs) NSCA-1A-INFOSEC, Version 1.0, of 06 Aug 04
  - PED: is any non-stationary electronic apparatus with the capability of recording, storing, and/or transmitting information. PEDs covered by the above policy include but is not limited to the following:
    - ▣ PED such as laptop or handheld computers
    - ▣ Cellular/Personnel Communications System (PCS) devices, including telephones with digital imaging capabilities or audio recording capabilities
    - ▣ Messaging devices including those with e-mail capabilities (e.g., Blackberry)
    - ▣ Digital Cameras (Still and Video)
    - ▣ Personal Digital Assistants (PDAs) (e.g., Palm Pilots)

# PNS Photography and Digital Imaging Training

- ▣ Cameras and cell phones with camera capability are not authorized inside the Controlled Industrial Area (CIA).
- ▣ Cameras and cell phones with camera capability are not authorized inside Nuclear Work Areas (NWA), Controlled Nuclear Information Areas (CNIA), Security Islands or Restricted Areas.

# PNS Photography and Digital Imaging Training

## Cell Phones That Take Pictures:

NAVSEA CIO Policy Letter 12-02, dated 15 April 2002 NAVSEA Enterprise policy on Portable Electronic Devices (PEDs)

Subj.: NAVSEA Enterprise Policy on Portable Electronic Devices (PEDs), cellular phones are not authorized for use/possession at NAVSEA facilities without written authorization.

Cellular phones with digital cameras pose an unacceptable security risk as determined by the Office of Homeland Security. Personal owned equipment with this capability is not authorized at the Shipyard and as such this type of cellular phone is prohibited.

NAVSHIPYD PTSMH INST 5510.27A CH-1, 5 Nov 2010, Chapter 9, Control of Visual Information products

Personal photography is prohibited.

# PNS Photography and Digital Imaging Training for NAVFAC-MIDLANT PWD-ME

Name: \_\_\_\_\_

Badge Number: \_\_\_\_\_

Dept: \_\_\_\_\_

Date: \_\_\_\_\_