



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 5290.2C
4/PAO

SEP 6 2000

USNA INSTRUCTION 5290.2C

From: Superintendent

Subj: PHOTOGRAPHIC SERVICES

1. Purpose. To establish procedures for photographic services at the United States Naval Academy.
2. Cancellation. USNA Instruction 5290.2 B. This directive is a complete revision and should be reviewed entirely. No special markings appear because changes are extensive.
3. Scope. The Photography Branch of the United States Naval Academy Public Affairs Office provides OFFICIAL still photographic services to the Naval Academy.
4. Procedures. Any individual or group desiring photographic coverage must actively submit a Work Request in advance of the event. Do not assume that the Photography Branch will cover an event, regardless of scope. When requesting services from the Photography Lab, the following procedures apply:
 - a. All requests must be for official government business. Personal services cannot be accommodated.
 - b. Requests for photographic services, during normal working hours, must be sent to the Photography Branch in Nimitz Library, Room 20 (Mail Stop 10g). Requests will also be accepted by calling x3-3572 or x3-3091 or via email to Photo Lab listed in the Groupwise directory. Submit requests for new photography at least 5 working days before the event. Last-minute requests cannot be met. For photographic prints from existing negatives, submit requests 10 working days before the date the photographs are required. The Director, Photography Branch shall determine the validity of each request.
 - c. Send requests for photographic services involving overtime to the Director, Photography Branch. Requests for after-hours work require at least 2 hours of over time and must be approved and funded by PAO. Only limited, high priority requests are approved. As an option, the Photo Lab provides film, processing, and camera check-out to patrons for official events.
 - d. Official portraits, department rosters, and passport photographs are taken at the Photography Lab only on Wednesdays between 0830-1145. No appointment is necessary. A copy of official orders is required for passport photographs.
 - e. Full-length portraits for military personnel are taken by appointment only on Wednesdays between 1300-1600. Appointments may be made by calling the Photography Branch at x3-3572 or x3-3091 or via email to Photo Lab listed in the Groupwise directory.
 - f. Material submitted for copies must be delivered to the Photography Branch camera-ready and must adhere to copyright criteria. Plain paper color copies are limited by USNA instructions and by photo lab capabilities.
 - g. The time required to complete each request for photographic services will vary with the complexity

USNAINST 5290.C

SEP 6 2000

of the project, existing workload, and laboratory processing and printing requirements. Under normal circumstances, the Photography Branch will complete each request within 10 working days. Requests for immediate or rush jobs will be evaluated on a case-by-case basis. Photo work must be bonafide U.S. Naval Academy related business.

h. Photographs cannot be provided for wall decorations. Naval Academy negatives cannot be loaned.



M. E. McWATTERS
Deputy for Operations

Distribution:

AA

Public Affairs Office (2)

Photography Branch (5)