



UNCLASSIFIED//FOR OFFICIAL USE ONLY

DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

REPLY TO
ATTENTION OF

APVG-G2-SSO

6 March 2017

MEMORANDUM FOR RECORD

SUBJECT: Photography Policy for DIV SCIF and Secure areas

References:

- (a) DoDM 5200.1, Information Security Program, Vol 1-4 February 2012
- (b) DoD 5200.2-R, Personnel Security Program, January 1987
- (c) AR 380-5, DA Information Security Program, September 2000
- (d) AR 380-67, Personnel Security Program,
- (e) 25th Infantry Division Foreign Disclosure Standard Operating Procedures, 19 January 2016

1. The Special Security Office may approve **UNCLASSIFIED//FOR OFFICIAL USE ONLY** photography request inside a SCIF or restricted/secure area. The Special Security Office will process all Division Staff requests. BDE/BN S2s will submit all completed request to the Special Security Office and upon approval will escort and clear the area for photography. BDE/BN S2s will ensure the area is clear of visible classified information prior to any photographs taken and must monitor all photography actions to help the requestor prevent the inadvertent photography of classified information. Authorizations not validated through the Special Security Office can lead to security infractions or violations. All photographs will be reviewed by the security managers before submitting for publication.

2. Security Managers shall ensure photographic equipment used within the SCIF restricted/secure area complies with electronic devices policy and all submissions will have the serial number, make and model of the photographer's camera.

3. Photography Request template can be found on the DIV main page under helpful resources/Command Security Policies. Security Managers will archive request for reference.

4. The POC for this action is the 25th ID Special Security Officer/Command Security Manager CW3 Evonne Stewart, at 808-655-0632 or usarmy.schofield.25-id.list.25th-g2-ssso@mail.mil.

Encl 1
Template Request

//ORIGINAL SIGNED//
EVONNE STEWART
CW3, CI Tech
25ID Special Security Officer

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BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-SSO

6 March 2017

MEMORANDUM FOR RECORD

SUBJECT: Photography of Classified/Restricted Areas Request

1. References:

- (a) DoDM 5200.1, Information Security Program, Vol 1-4 February 2012
- (b) DoD 5200.2-R, Personnel Security Program, January 1987
- (c) AR 380-5, DA Information Security Program, September 2000
- (d) AR 380-67, Personnel Security Program,
- (e) 25th Infantry Division Foreign Disclosure Standard Operating Procedures, 19 January 2016

2. On 9 April 2017 at 1000 the PAO or respective section is requesting approval for taking UNCLASSIFIED pictures FOR OFFICIAL USE ONLY of the (type of classified area and location) for the (give reasons/justification) with the following camera (make/model/serial number).

3. If any changes are made to the above time/date/escort/camera then a new request will need to be submitted. Request for taking pictures in classify/restricted areas can ONLY be for official use.

4. The POC for this action is the 25TH ID Special Security Officer, CW3 Evonne Stewart, at 808-655-4041 or usarmy.schofield.25-id.list.25th-g2-ssso@mail.mil.

BDE/BN Security Manager

SSO/SSR
25ID Command Security Manager

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