# 460th Space Wing Public Affairs

#### **Office Hours**

MONDAY & WEDNESDAY & FRIDAY
0730-1530
TUESDAY & THURSDAY
0730-1630

NEED MORE INFORMATION OR HAVE SOMETHING REQUIRING PA SUPPORT? CALL 720-847-9226 OR EMAIL 460SW.Photo@US.AF.MIL

#### **Studio**

#### **Head and Shoulders**

Monday: 0830-1030 & 1300-1430 Wednesday: 1300-1430

### Full Length

Tuesday:0830-1030

#### Department of the Army (DA)

Tuesday: 1300-1500 Wednesday: 0830-1030

#### **Production Guidelines**

#### IAW DODI 5040.05 & AFI 35-109

We can only provide official mission support
We cannot provide souvenirs, gifts or mementos
We cannot document parties or social events
At no point can we alter any official images
We provide services established within AFI 35-109

Customers requesting photography or video support may request one CD/DVD unless otherwise stated by an authorized form or government package submission

## Self Help

Self-help cameras are checked out on a first-come, first-served basis

Please call us to discuss your requirements and to schedule a pickup time to use our self-help equipment.

End products for video self-help requests will be completed in two days

End products for photography self-help requests will be completed in one day