



REPLY TO  
ATTENTION OF

**DEPARTMENT OF DEFENSE  
UNITED STATES NORTHERN COMMAND  
JOINT TASK FORCE-NATIONAL CAPITAL REGION  
102 THIRD AVENUE, BLDG 39, SUITE 2  
FORT LESLEY J. MCNAIR, DC 20319-5031**

JTF-NCR PAO

30 November 2012

MEMORANDUM FOR Department of Defense Media Members Desiring to Cover the 57<sup>th</sup> Presidential Inauguration on 21 January 2013

SUBJECT: Department of Defense (DoD) Military Media Credential Requests

1. **Purpose:** The Joint Task Force – National Capital Region plans, coordinates and provides authorized Department of Defense ceremonial and public affairs support to the 57<sup>th</sup> Presidential Inauguration. JTF-NCR also serves as the DoD liaison to the Joint Congressional Committee on Inauguration Ceremonies (JCCIC) and the Presidential Inaugural Committee (PIC). Therefore, the JTF-NCR Public Affairs Office (PAO) compiles and submits all requests for internal military media credentials for the 2013 Presidential Inauguration for all DoD services. All credentials are approved by the United States Secret Service (USSS) and the United States Capitol Police (USCP). The deadline to submit all applications to JTF-NCR PAO is Friday, 7 December, 2012.

2. **Process:** Complete the enclosed Excel spreadsheet for all requests. Fill out all personal data, to include desired area of operation. All applicants are placed within the Parade Zone. There are three areas within that zone: Pentagon staging area, assembly area on the National Mall, and the parade starting point near 4<sup>th</sup> Street and Pennsylvania Avenue NW. It may be possible to work in more than one zone, and we will accommodate such requests as capacity allows. Capitalize all information. Ensure detailed information is submitted to include: full name, SSN, date of birth, place of birth, gender, race, unit, and base. All personnel participating or supporting Inaugural events inside the security zones must have a USSS-issued photo credential. Everyone must adhere to the following criteria when submitting photos for credential requests:

- a. Photos must be 100kb (1mb) or less in JPEG files.
- b. All photos must be a CLOSE UP photo from the NECK UP ONLY.
- c. Photo background must be white or light gray.
- d. Store all photos, using the individual's SSN with JPEG extension (example: if SSN is 123-45-6789, then the file should be named 123456789.jpg).
- e. File photos in a separate folder on a CD-ROM or email them with the completed spreadsheet.
- f. USSS and USCP will not issue credentials if the photo does not meet the above guidelines.

JTF-NCR PAO

SUBJECT: 2013 Inaugural Credential Requests

3. **Policy:** Defense Media Activity will provide coverage of all active-duty services during the Presidential Inauguration. Reserve and National Guard media must also submit credential requests through JTF-NCR PAO in order to cover their components.

4. **Non-Media Public Affairs Personnel:** Public affairs personnel will not be credentialed as media unless that request comes from a DoD media outlet, such as a television program, magazine or newspaper. If unit PA personnel are credentialed by their units and included in their unit's marching formations, NO PHOTOGRAPHERS OR OTHER PERSONNEL WILL BREAK FORMATION during the parade and presidential escort. JTF-NCR Visual Information teams will document every aspect of inaugural events, and units wanting specific images should send a list of requested shots to JTF-NCR VI branch, no later than 14 December, 2012. All imagery will be uploaded to Defense Imagery Management Operations Center (DIMOC) once cleared and released by JTF-NCR. All photos and stories about inaugural participation must be cleared through the JTF-NCR Public Affairs Office, in accordance with OASD-PA-approved Public Affairs Guidance (attached).

5. **Exception:** General public viewing areas are open to uncredentialed, unticketed photographers, but uncredentialed military members may not use their uniformed status to obtain head of the line privileges at security checkpoints or to obtain access to areas unavailable to the civilian populace. Imagery and releases obtained from these areas must also be cleared through JTF-NCR.

6. Point of contact for this memorandum is MAJ Chevelle Thomas, Media Branch Chief, at [chevelle.thomas2.mil@mail.mil](mailto:chevelle.thomas2.mil@mail.mil) or CPT Jonathan J. Springer, Credentialing Officer, at [jonathan.j.springer.mil@mail.mil](mailto:jonathan.j.springer.mil@mail.mil) or via telephone at 202-685-2523/2525 or CPT Russell Gordon, Visual Information Branch Chief at [Russell.M.gordon4.mil@mail.mil](mailto:Russell.M.gordon4.mil@mail.mil) or 202-685-3526. On Jan. 21, 2013, submissions of imagery and articles should be sent to the Public Affairs Operations Center at [usarmy.mcnair.mdw.mbx.jfhqncr-pao-omb@mail.mil](mailto:usarmy.mcnair.mdw.mbx.jfhqncr-pao-omb@mail.mil), phone 202-685-8231.

7. Further credentialing instructions are found in attachments F and G.



MICHELLE L. ROBERTS  
COL, USA  
Director of Public Affairs