



# CJTF-OIR MEDIA CREDENTIALING AND VISIT PROCESS

## Visit Request Process

In order to request a visit, you must contact the Public Affairs section at [CJTF-OIRMEDIA@MAIL.MIL](mailto:CJTF-OIRMEDIA@MAIL.MIL), or via phone at 803-885-8265.

To receive Combined Joint Task Force- Operation Inherent Resolve (CJTF-OIR) credentials, you must present to the CJTF-OIR Public Affairs section the following:

- a. completed CJTF media visit application;
- b. a valid passport (with visa, as required);
- c. company I.D.;
- d. a letter (on company letterhead) from your news organization, verifying your status with the organization and providing a commitment of the intent to publish/air your resulting news story;
- e. a memo from the Iraqi Embassy that permits camera equipment to be brought into Iraq (Iraq visits only);
- f. signed CJTF OIR Media Ground Rules;
- g. CJTF Media Hold Harmless agreement (if applicable)

## Required Forms (use either .docx or .pdf)

*Please return the CJTF-OIR media visit application and ground rules in a timely manner in order that your visit request be processed expeditiously.*

## Approval Notification

The CJTF-OIR Public Affairs section will notify you if your request is approved, and they will keep you updated on the status of your visit. Please note your visit does not exist until you receive notice of approval.

Media representatives traveling to Iraq who interact with Coalition troops without being approved by the CJTF-OIR Public Affairs section may have restricted access to Coalition facilities and personnel. Failure to comply will result in a temporary or permanent ban from visiting the CJTF-OIR Area of Responsibility.

## Steps after Approval Notification

Once approved to visit by CJTF-OIR Public Affairs, you are responsible for your own logistics requirements such as lodging, security, transportation, food, clothing, equipment, etc.

When visiting Kuwait, the majority of media representatives choose to stay in Kuwait City.

If going to Iraq, you will fly via commercial means to Bagdad International Airport, and are responsible for your onward transportation. You will be provided with a PA point of contact with the unit that you are visiting.



## CJTF-OIR MEDIA CREDENTIALING AND VISIT PROCESS

*Note: Please Contact the Public Affairs section at [CJTF-OIRMEDIA@MAIL.MIL](mailto:CJTF-OIRMEDIA@MAIL.MIL) and inform them of your transportation and lodging choice no later than 48 hours after your visit is approved.*

### Travel Information

Obtain visa from Iraqi Embassy

Some helpful links:

US Visa: <http://travel.state.gov/content/passports/en/country/iraq.html>

UK Visa: <https://www.gov.uk/foreign-travel-advice/iraq/entry-requirements>

Ensure you have the required items for intra-theater travel

- Passport (s), visa;
- Other government issued ID;
- Memo to bring in camera equipment;
- Body armor and helmet - you **must** bring your own, but note that some countries may have restrictions on travelling with military equipment. Plan accordingly;
- Protective eyewear;
- Sturdy, closed-toe footwear and culturally-appropriate clothing (as well, do not wear military pattern clothing, as this identifies you as a member of a military organization);
- Adequate medical, travel and equipment insurance;
- Check with your health care provider to ensure that you arrive with the correct immunizations.
- NOTE: Please plan for your personal security needs appropriately. Many journalists choose to hire private security.

### Traveling to Kuwait

1. If the visit is approved, it may be possible to visit the Coalition's headquarters for interviews, but note that filming on base will be limited. There are no training locations in Kuwait. However, there are Air Force installations which may also be visited. Coordinate must be done separately through AFCENT Public Affairs ([afcent.pa@afcent.af.mil](mailto:afcent.pa@afcent.af.mil)).

2. You will need to fly to the Kuwait City International Airport: <http://www.kuwait-airport.com.kw>.

3. Depending on your transportation arrangements, you will either proceed in accordance with your self-support plan, or stand by for the CJTF-OIR Public Affairs team to pick you up at a pre-determined time and location. If using the latter option, please advise us in advance of your baggage load so that we can accommodate you appropriately with transportation.

4. After your arrival, the CJTF-OIR Public Affairs section will assist you with your credentialing and in-brief process. This will include processing your documents and issuing a badge if required, and providing you an in-person brief on the media ground rules.



## CJTF-OIR MEDIA CREDENTIALING AND VISIT PROCESS

### Traveling to Iraq

1. We encourage you to fly via commercial means to Bagdad International Airport and arrange your onward transportation from there.
2. Military Air Travel to Iraq from Kuwait is possible but exceedingly rare, and is arranged in advance on a case-by-case basis. Furthermore, media representatives will only be able to travel on a stand-by basis, and can be removed from a flight if higher priorities should arise.
  - a. Should Military Air travel be approved, a CJTF-OIR PAO will advise you concerning your transportation arrangements from your hotel to the military airport, and an Invitational Travel Order (ITO) will be provided to you. The ITO authorizes military travel (on stand-by).
  - b. Depending on mission requirements, you will be escorted from the military airport in Kuwait by a representative from the CJTF-OIR Public Affairs section, or you will fly with your crew (if applicable) solo.
  - c. The flight will arrive at The Baghdad Diplomatic Support Center (BDSC), where an Embassy pass is required.

### Travel to Syria

Please note that travel to Syria is not an option at this time.

### Conclusion

We thank you for your journalistic contribution in telling the Combined Joint Task Force-Operation Inherent Resolve story. We look forward to working with you, and seeing your final product. Do not hesitate to ask us for further information or clarification at any stage of your visit planning process.



# CJTF-OIR Media Visit Request Application



Welcome to the **Combined Joint Task Force (CJTF)** located in Southwest Asia. **Please fill out all information below and return electronically within 48 hours so that we can facilitate your visit process quickly and efficiently.**

## PERSONAL DATA

Surname:		Given Name:		
Agency:		CJTF ID#		Expires:
E-mail:		Phone #		
Alt. E-Mail:		In-Country Phone #		
Date of Birth:	Weight (imperial):		Blood Type:	
Passport #	Expiration:		Country:	
Current Location:				
<b>Name(s) Of Other Personnel / Crew Traveling With You</b>				

## MEDICAL SCREENING

Are you allergic to any medications? (If "yes" please list)	
To your knowledge, do you have any heart conditions? (If "yes" please list)	
Do you have any disabilities that prohibit you from running?	
Are there any other medical conditions that may be of concern during your visit? (If "yes" please list)	

***In the event of an emergency, death or declared missing, please list next of kin or other person(s) you would like for us to contact on your behalf for notification.***

### First Contact

Name	Relationship
Address	
Phone Number	E-mail Address

### Second Contact

Name	Relationship
Address	
Phone Number	E-mail Address

## MANAGER'S INFORMATION

Name			
Title			
Address			
Email		Phone Number	

## VISIT INFORMATION

<b>Estimated Arrival Date in Theater of Operations</b>					
<b>REQUESTED START DATE:</b>			<b>REQUESTED END DATE:</b>		
What geographic location(s) or unit(s) are you requesting to visit? (If multiple locations are requested, prioritize based on importance for your story, assignment, or project. Talk with CJTF-OIR staff for requested start dates for each location)					
<b>Location/Unit 1</b>	<b>Location/Unit 2</b>	<b>Location/Unit 3</b>	<b>Location/Unit 4</b>	<b>Location/Unit 5</b>	
Print, broadcast, photographer, or other? (Please State)					
Areas covered by you/your agency?					
Date and location of last embed or visit (if applicable)					
Provide <b>FIVE</b> actual samples of your work. (articles in either <b>MS Word</b> or <b>.pdf</b> format; pictures in <b>.jpeg</b> format; transcripts for video products) <b>(THIS IS REQUIRED)</b>			<b>ATTACH SAMPLES TO APPLICATION EMAIL (NO WEB LINKS)</b>		
How many travel bags do you intend to bring? Please include weight, length, width and height of baggage (imperial measurements) for the purpose of planning for ground and air transportation. <small>(It is recommended that you only bring what you can carry)</small>					
I understand that I <b>MUST</b> bring my own body armor, Kevlar helmet, closed toe shoes and protective eyewear; these items are <b>required</b> ; and they will not be provided by coalition forces.					

***Please provide a brief but detailed purpose of why you are requesting a visit, your story angle(s) and the intent of your coverage. (THIS IS REQUIRED)  
THIS IS YOUR STORY PITCH TO THE REQUESTED UNIT:***

***Please give a brief but detailed biography of yourself to include photograph:***



DEPARTMENT OF THE ARMY  
COMBINED JOINT TASK FORCE- OPERATION INHERENT RESOLVE  
APO AE 09306

REPLY TO  
ATTENTION OF:

September 16, 2016

CJTF-OIR-PA

MEMORANDUM for Visiting Media to CJTF-OIR, CJOA

SUBJECT: CJTF-OIR Media Ground Rules

1. References:

- a. AR 360-1, chapter 5, paragraph 5-9c.
- b. CJTF-HQ, Standard Operating Procedure (SOP) number 12, Media Visit

2. General: For the safety and security of Coalition forces, media visitors and embarked/embedded media, all media will adhere to established ground rules. Ground rules will be agreed to in advance and signed by media prior to visits, embarks and embeds in Kuwait and Iraq. (There are currently no visits to Syria.) Violation of the ground rules may result in the immediate termination of your embed/military transit/visit. These ground rules recognize the right of the media to cover military operations, while simultaneously protecting the interests of CJTF-OIR. The public affairs representative/escort will also explain the regional sensitivities that media are requested to respect when reporting in Kuwait, Iraq or Syria.

3. Standard ground rules:

a. All interviews with Coalition service members, U.S. DOD civilians, contractors, and any other interviews associated with CJTF-OIR personnel will be conducted with a public affairs representative and will be on the record, unless otherwise agreed prior to the interview.

**Background interviews MUST/WILL be pre-approved by the primary Public Affairs point of contact (POC).** All interviews with Coalition personnel must be approved by the respective nation, and should be arranged in advance. Interviews with pilots and aircrew members are authorized upon completion of mission, although release of information must conform to these media ground rules. Lastly, media interested in photographing or interviewing Iraqi Security Forces (ISF) or Kurdish Security Forces (KSF) personnel must receive approval from the respective Iraqi Ministry of Defense (MoD) or Kurdish MoD as well as the individual beforehand.

b. Print or broadcast stories will be datelined according to local ground rules.

c. Visiting or embedded media, or media transiting through Kuwait via military travel, are not permitted to carry personal firearms or weapons of any kind.

d. Media will not possess or consume illegal drugs or alcoholic beverages, or possess pornographic materials while working with coalition forces or transiting through Kuwait via military transport.

e. "Light discipline" restrictions will be followed as operations dictate. Visible light sources, including flash or television lights and flash cameras will not be used when operating with forces at night unless specifically approved in advance by the on-scene commander.

f. Embargoes may be imposed to protect operational security. Embargoes will only be used for reasons of operational security (OPSEC), and will be lifted as soon as the operational security issue has passed.

g. Every attempt will be made to ensure good OPSEC is maintained. A public affairs officer (PAO) or designated escort will be assigned to escort the media representative at all times, and to enforce OPSEC, ensuring any information is publicly releasable before it is released.

h. No access will be granted to classified briefings, documents etc. No filming or discussion of contingency plans/briefings will be allowed (breakdown procedures, emergency procedures etc.).

i. No 'man on the street' interviews are to be conducted without prior consent from the PAO.

4. The following categories of information are releasable.

a. Approximate friendly force strength figures.

b. Approximate friendly casualty figures. Media may, within OPSEC limits, confirm unit casualties they have witnessed. Media must confirm if this is releasable prior to sharing this information. (See also 5v.)

c. Confirmed figures of enemy personnel detained or captured.

d. Size of friendly forces participating in an action or operation can be disclosed using approximate terms. Specific force or unit identification may be released when it no longer warrants security protection.

e. Information and location of military targets and objectives previously under attack.

f. Generic description of origin of air operations, such as "land-based."

g. Date, time or location of previous conventional military missions and actions, as well as mission results, are releasable only if described in general terms.

h. Types of ordnance expended in general terms.

i. Number of aerial combat or reconnaissance missions or sorties flown in CENTCOM's area of operations.

j. Types of forces involved (e.g. Air Defense, Infantry, Armor).

k. Allied participation by type (ships, aircraft, ground units, etc.) after approval of the allied unit commander.

l. Operation code names.

m. Names and hometowns of U.S. military units.

n. Service member's names and hometowns, only after receiving the individual verbal or written consent; at media's discretion to record.

5. The following categories of information are **NOT** releasable, since their publication or broadcast could jeopardize operations and endanger lives.

a. Information about deployed troops or specific locations is usually classified and should be afforded a greater level of protection.

b. Names of military air bases or specific geographic locations of military units in the CJTF-OIR CJOA unless specifically released by the Department of Defense or authorized by the CJTF-OIR commander. News and imagery products that identify or include identifiable features of these locations are not authorized for release.

c. Due to host nation sensitivities, the country name and host of the CJTF headquarters is not to be publicly disclosed, but will simply be described as being in Southwest Asia

d. Specific number of aircraft in units at or below the Air Expeditionary Wing level.

e. Specific numbers regarding other equipment or critical supplies (e.g. artillery, tanks, landing craft, trucks water, etc.).

f. Specific numbers of ships in units below the carrier battle group level.

g. Troop capacities or specific strength numbers of troops in units below Corps/Marine Expeditionary Force level, or specific strength numbers at military facilities.

h. Information regarding future operations.

i. Information regarding force protection measures at military installations or encampments (except those which are visible or readily apparent).

- j. Photography showing level or security at military installations or encampments, especially aerial and satellite imagery which would reveal the name or specific location of military units or installations.
- k. Details of the rules of engagement (ROE) or escalation of force measures.
- l. Information on intelligence collection activities, targeting, and methods of attack which may compromise tactics, techniques or procedures (TTPs).
- m. Extra precautions in reporting will be required at the commencement of hostilities to maximize operational surprise. Live broadcast from airfields, on the ground or afloat, are prohibited until the safe return of the initial strike package, or until authorized by the unit commander and flight line security officer.
- n. During an operation, specific information on friendly force troop movements, tactical deployments, and dispositions that would jeopardize operational security or lives. Information on ongoing engagements will not be released unless authorized for release by on-scene commander.
- o. Information on special operations units, unique operations methodology or tactics. General terms such as “low” or “fast” may be used.
- p. Information on effectiveness of enemy electronic warfare.
- q. Information identifying postponed or canceled operations.
- r. Information on missing or downed aircraft or missing vessels while search and rescue and recovery operations are being planned or underway.
- s. Information on effectiveness of enemy camouflage, cover, deception, targeting, direct and indirect fire, intelligence collections, or security measures.
- t. Photographs or other visual media showing an enemy prisoner of war or detainee’s recognizable face, nametag or other identifying feature. No interactions or interviews with enemy detainees will be permitted.
- u. Still or video imagery of custody operations or interviews with persons under custody unless coordinated through CJTF PAO and approved by ASG-KU Detention Facility Commander.
- v. Names of service members killed, missing or injured until next of kin notification is completed, and permission through the PAO or appropriate authority to divulge this information is granted.
- w. Discussion of arming stance.

- x. Discussion of convoy escort procedures.
  - y. Filming landmarks that can be used for indirect fire targeting (i.e. water tower).
  - z. Publication of bumper numbers on tactical vehicles.
  - aa. Filming or photographing personnel while wearing identification badges or passes.
  - bb. Video/photography of battle-damaged vehicles or equipment.
  - cc. Specific knowledge of enemy Improvised Explosive Device (IED) Tactics, Techniques and Procedures (TTPs) and analysis of terrorist vulnerabilities.
  - dd. Information pertaining to Coalition IED defeat TTPs, technology, or organizational activities.
  - ee. Technological, organizational, operational, or equipment vulnerabilities of friendly forces.
  - ff. Any other information not authorized for release by specific national regulations – must coordinate with national PAOs for specific details (i.e. use of full facial imagery, use of full names, etc.).
6. Regulations on what is releasable regarding ISF/KSF and other local forces in the CJOA can differ. Media can contact the respective Ministries of Defense for more information. If in doubt, contact CJTF-OIR PAO for further coordination.
7. Unless otherwise advised by the host unit PAO or commander, the following procedures and policies apply to coverage of wounded, injured, and ill personnel.
- a. Media Representatives who witness the deaths and injuries of coalition service members will not disclose – through video, photos, written or verbal description—the identities of the individuals until the military service branch has made appropriate notification to the next of kin, and official announcement by the national authority.
  - b. Media visits to medical care facilities must be approved by the medical facility commander and attending physician, and must not interfere with medical treatment. Such visits will be in accordance with applicable regulations, standard operating procedures, operations orders and instructions by attending physicians. Service or medical facility personnel must escort media at all times.
  - c. Patient welfare, patient privacy, and next of kin/family considerations are the governing concerns with respect to news media coverage of wounded, injured, and ill personnel.
  - d. Reporters will not be allowed in operating rooms during operating procedures.

e. Permission to interview or photograph a patient will be granted only with the consent of the attending physician or facility commander and with the patient's informed consent, witnessed by the escort.

f. "Informed consent" means the patient understands his or her picture and comments are being collected for news media purposes, and may appear nationwide in news media reports.

g. The attending physician or escort should advise the service member if Next of Kin have been notified.

If you agree to adhere to the ground rules, please fill in the blanks to the below statement of understanding and sign.

"I (insert name) \_\_\_\_\_, am (insert Job description) \_\_\_\_\_ an employee of (insert news organization) \_\_\_\_\_, have read the aforementioned media ground rules and agree, with my signature, to abide by them. I also understand that any violation of these ground rules is cause for the revocation of my media accreditation with CJTF-OIR, and immediate dismissal from the area of operations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, affiliate, address and phone number

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer: Printed Name, address and phone number

\_\_\_\_\_  
Employer: Signature and official mark (if available)

\_\_\_\_\_  
Date



## **Hold Harmless/Release From Liability Statement**

1. I realize that covering security and security operations carries with it certain inherent risks to life, limb and equipment.
2. I recognize that CJTF-OIR forces, in pursuing the successful accomplishment of their missions, cannot guarantee my personal safety or the safety of my equipment.
3. In my capacity as an authorized representative, I understand and agree that I, and the business, company or enterprise that I represent, will indemnify, defend, and hold harmless and release, acquit and forever discharge the CJTF-OIR Forces of any liability for any injuries I may suffer or any damage to any equipment that may occur as a result of my presence in the Iraqi theater of operations.

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Employer \_\_\_\_\_

**I have read the aforementioned media ground rules and agree to abide by them. I also understand that violation of these ground rules may result in suspension or revocation of my CJTF-OIR media credentials and expulsion from CJTF-OIR operational areas and installations. I further understand that if I violate these terms, the media organization I am representing may be held accountable for my actions, which could include forfeiting the privilege of sponsoring media for CJTF-OIR press credentials in the future.**

Signature \_\_\_\_\_

Date \_\_\_\_\_