



UNITED STATES MARINE CORPS

MARINE CORPS BASE

PSC BOX 20004

CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 3104.1B

T&O

FEB 16 2007

BASE ORDER 3104.1B

From: Commanding Officer

To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR COMBAT CAMERA (COMCAM)

Ref: (a) CJCSI 3205.01
(b) DODI 5040.04
(c) DODD 5015.2
(d) DODI 5040.8
(e) MCO 3104.1
(f) DODI 4000.19
(g) DOD 5040.6-M-2
(h) MCO P5750.1G

1. Situation. This Order establishes Standing Operating Procedures (SOP) for the Combat Camera (COMCAM) section aboard Marine Corps Base (MCB) Camp Lejeune as directed by references (a) through (h).

2. Cancellation. BO 3104.1A.

3. Mission

a. The mission of COMCAM is to provide the NCA, the Chairman of the Joint Chiefs of Staff, the Military Departments, the Unified Combatant Commanders, and the on scene commander with direct image capability in support of operational and planning requirements during world crises, contingencies, exercises and wartime operations, per references (a) through (c).

b. COMCAM consists of three sections: Illustration, Photographic, and Video/Television Broadcast.

c. Provide general and specialized visual information support via the medium of digital and traditional graphic illustration, digital photographic documentation, digital video documentation and production with limited television

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distribution, and limited print and reproduction for MCB Camp Lejeune and designated tenant organizations in a professional cost-effective manner, per reference (d).

d. Ensure that COMCAM imagery of combat operations, crises operations, humanitarian operations, exercises, and joint-interest imagery is forwarded to the Department of Defense (DOD) Joint Combat Camera Center in the most expeditious manner possible (e.g. fast file transfer (FFT), file transfer protocol (FTP), E-mail attachment, etc.), per references (a) and (e).

e. Provide a 24-hour on call COMCAM Duty Specialist for the purpose of assisting investigators with timely photographic or video documentation involving matters of death, Class "A" mishaps, assault and/or indecent assault, substantial destruction of government property, or other related investigations of a significant nature as required by law.

f. Forward all COMCAM imagery having immediate or historical value to the Commanding General, Marine Corps Combat Development Command (CG, MCCDC) Attn: (C465VIM) for accessioning, per reference (e).

g. Serve as a central collection point and archive for all COMCAM products generated aboard MCB Camp Lejeune.

h. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Execution

a. Commander's Intent

(1) Combat Camera. Provide MCB Camp Lejeune and designated tenant organization customers with general and specialized visual information support via the medium of digital and traditional illustration, digital photographic documentation, digital video documentation and production with limited television distribution, and limited print and reproduction in a professional cost-effective manner.

(2) Augmented Support. COMCAM may support all DOD organizations and commands undesignated for MCB Camp Lejeune COMCAM support within the region on a reimbursable basis or through the establishment of an Inter-Service Support Agreement (ISSA) as required, per reference (f).

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b. Concept of Operations

(1) COMCAM personnel will support official requests to the maximum extent possible. COMCAM personnel will not support requests that are illegal, immoral or unethical in accordance with reference (e).

(2) In order to provide optimum support in filling customer requirements, customers will be apprised of lead times necessary for completion of requests. COMCAM personnel will afford customers technical advice, when appropriate, in an effort to improve overall product quality.

(3) The COMCAM Officer serves as the visual information executor and administers technical oversight for all audiovisual equipment purchased through the MCB Camp Lejeune Contracting Office in order to maximize regional interoperability, standardization, and supportability to include special equipment in support of military and non-military agencies aboard MCB Camp Lejeune, per reference (e).

(4) The following self-supported units are excluded from technical oversight:

(a) II Marine Expeditionary Force (MEF) units:

1. Special Operations Training Group (SOTG)

2. Marine Expeditionary Units (MEU)

(b) 2d Marine Division units:

1. G-3, 2d Marine Division Combat Camera

2. 2d Reconnaissance Battalion

(c) 2d Marine Logistics Group (MLG) Combat Camera

(d) Marine Corps Forces Special Operations Command
(MARSOC)

(5) Priority of support:

(a) Wartime or contingency production

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(b) 24-Hour Evidentiary Photography:

1. Naval Criminal Investigative Service (NCIS)
2. Provost Marshal's Office (PMO)
3. Criminal Investigative Division (CID)
4. MCB Camp Lejeune Fire Department

(c) CG, Marine Corps Installations East

(d) Commanding Officer, MCB Camp Lejeune

(e) Designated Tenant Commanding Generals and Staff
Sections

(f) Designated Tenant Organizations

(g) Administrative COMCAM requests

(6) Standard COMCAM business hours are from 0730-1630, Monday through Friday. Customer service hours are 0800-1130 and 1300-1600, Monday through Friday. Customer requests for support outside of normal business hours should be addressed to the COMCAM Officer, Operations and Plans Division (O&P), Training and Operations Department (T&O) for approval.

(a) COMCAM self-help hours are 0800-1100 and 1300-1600, Monday, Wednesday, and Friday.

(b) Standard COMCAM Photographic studio hours are 0800-1130 and 1300-1600, Monday through Friday. Customers requiring studio photographs are responsible for proper observance of appropriate regulations governing uniforms, grooming standards, and promotion board information. COMCAM personnel will not re-shoot promotion photographs for reasons of improper uniform items, weight standards, or grooming standards.

(c) COMCAM may close during normal business hours for the purposes of major equipment repairs, information system upgrades, command-directed liberty or functions, emergency maintenance, unit training, or as directed by Dir, O&P, T&O. Information regarding unit closure will be posted in advance, when possible, to facilitate customer planning.

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(7) A 24-hour on call COMCAM Duty Photographer will provide timely documentation assistance in support of NCIS, PMO, CID, and MCB Camp Lejeune Fire Department as required. This includes holiday periods. The Duty Photographer will be contacted via the PMO Desk Sergeant at 451-3004 for significant incidents involving matters of death, Class "A" mishaps, assault and/or indecent assault, destruction of government property, or other related investigations of a significant nature as required by law.

(a) Emergency video support is provided on a case-by-case basis.

(b) The Duty Photographer responds to all calls, regardless of time of day. The Duty Photographer maintains a duty log and enters the following information for each investigation:

1. Duty Photographer's Visual Information Record Identification Number (VIRIN) which consists of the following information: two digit year, month, day - service of the photographer - last four digits of the photographer's SSN followed with the first letter of the photographers' last name - three digit image sequence number, per reference (g).

(VIRIN Example: 060826-M-9876P-001)

2. Arrival time on location
3. On-scene investigator's name
4. Investigating Unit (e.g. NCIS, PMO, etc.)
5. Case Number
6. Location of incident
7. Brief description of incident
8. Total number of images taken
9. Time mission complete

(8) In cases where a support request exceeds MCB Camp Lejeune COMCAM capability, the COMCAM Officer will conduct coordination or make liaison with other DOD COMCAM units or

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civilian organizations within the local geographic region for additional manning, supply or contracted support to fill the request, per reference (f). The COMCAM Officer will seek commercial outsourcing of a customer request as a last resort.

(9) The following are specific, limited services provided by COMCAM:

(a) Change of Commands

1. MCB Camp Lejeune, Battalion, or higher level.
2. Designated tenant command CG level.

(b) Group Photographs. Historically significant group photographs in accordance with references (e) and (h) (e.g. activation, deactivation, major deployments, etc).

(c) Release of COMCAM products via e-mail is restricted due to limitations of MCB Camp Lejeune's server capability. The COMCAM Officer is the approving agent for requests involving electronic file delivery.

(d) Special Projects with approval by the COMCAM Officer, O&P, T&O prior to production.

(10) The following are specific services not provided by COMCAM but in some cases may be contracted out on a case-by-case basis:

(a) Classified Material. MCB Camp Lejeune COMCAM does not support reproduction of classified material.

(b) Chemical Film Processing. MCB Camp Lejeune COMCAM does not support chemical processing of black and white film, color film (C-41), or slide film (E-6).

(11) COMCAM marketing is the identification of COMCAM products with standardized packaging, labeling, or simple identification to inform customers how to contact the COMCAM for future support. COMCAM marketing does not imply buying or selling products. When compared to commercial vendors, comparable COMCAM products are more cost effective for most military applications. Proper product identification aids in educating military personnel of COMCAM capabilities.

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(a) Incorporate the COMCAM logo into as many products as possible, unless the logo otherwise detracts from the product or is inappropriate for the products provided (e.g. investigative photography, command publications, mandated productions etc.).

(b) In cases where the COMCAM logo is inappropriate for incorporating within the product, COMCAM personnel will place requested material in marketing folders, or other similar packaging, marked with the COMCAM logo and contact information.

(c) Per reference (g), all imagery produced by the COMCAM must have the following byline included in the cutline or labeling: (U.S. Marine Corps photograph by Rank, First and Last Name, MCB Camp Lejeune COMCAM).

Byline Example: (U.S. Marine Corps photograph by Sgt. Joe B. Puller, MCB Camp Lejeune COMCAM)

(d) COMCAM personnel must communicate with the customer for the inclusion of COMCAM contact information in materials provided. COMCAM personnel will exercise best judgment when incorporating identifying information such as the COMCAM logo.

(e) COMCAM Products generated, such as photographs, layout and design, or multi-media, are considered official property of the United States Marine Corps and must be identified as such.

c. Coordinating Instructions

(1) All COMCAM personnel are assigned to Company B, Headquarters Support Battalion, MCB Camp Lejeune, for duty.

(2) All garrison property is listed on the COMCAM consolidated memorandum receipt (CMR) account. All new equipment will be added to the CMR through the T&O Supply Section in a timely manner.

(3) All equipment used by COMCAM personnel will be transported via government-owned vehicles unless the COMCAM Officer or COMCAM Chief approves an alternate method beforehand.

(4) Customers of designated organizations will coordinate requests for support through the COMCAM customer service desk.

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(5) In cases where a support request exceeds the capability of a resident COMCAM unit, the COMCAM Officer of the resident COMCAM must coordinate or make liaison with the MCB Camp Lejeune COMCAM Officer for possible augmented production support. The Deputy, G-3, or equivalent official of the requesting COMCAM unit, is the authorizing agent when requesting MCB Camp Lejeune COMCAM support. Augmented production support of an undesignated organization is provided on a reimbursable basis or through the establishment of an ISSA as required, per references (e) and (f). No coordination for support will be conducted between MCB Camp Lejeune COMCAM and customers of an undesignated organization.

(6) Issues regarding higher-level review should be addressed with the MCB Camp Lejeune Dir, O&P, T&O.

5. Administration and Logistics

a. Administration

(1) The COMCAM Officer will generate and maintain a list identifying tenant organizations that have established reimbursable accounts or an ISSA; these designated organizations are authorized MCB Camp Lejeune COMCAM support.

(2) All COMCAM production requests will be recorded using a central job order database.

(3) When requesting duplication of copyrighted material, COMCAM customers will solicit written release authority from copyright owners (e.g. music, video, photo, artwork, etc.).

(4) COMCAM will maintain a local archive.

(5) Establish internal SOPs.

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b. Logistics

(1) COMCAM is funded to support designated MCB Camp Lejeune tenant requirements within reason.

(2) Requesting organizations may be required to fund COMCAM requests that involve large quantities, high costs, TAD expenses, or supplies not normally stocked by COMCAM.

(3) Tenant organizations undesignated for MCB Camp Lejeune COMCAM support and other federal agencies within the Eastern North Carolina region may be supported on a reimbursable basis or through the establishment of an ISSA.

(4) Customers are required to provide transportation for photographic support.

(5) COMCAM does not support requests for duplication of classified material. Customers must inform COMCAM personnel of the classification of work before requesting support.

(6) Material deemed sensitive but not classified must be coordinated through the COMCAM Officer and MCB Camp Lejeune Dir, O&P, T&O.

(7) Hazardous material, hazardous waste, and safety procedures will be in compliance with existing orders, directives, and laws.

(8) Oversight of audiovisual equipment procurement via MCB Contracting consists of any machine or Information Technologies (IT) related nomenclature that is used to produce an image or develop an image or motion media to include animation.

(a) Following are examples of audiovisual equipment:

1. Digital and Traditional Film Still Cameras
2. Digital and Traditional Film Video Camera
3. Photographic Processing Equipment (lenses, flashes, software, etc.)
4. Photographic Processing Software

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5. Video Editing Equipment (CD, DVD, VHS, etc.)
6. Large Format Printers/Plotters (Larger than 8.5 inches by 11 inches)
7. Projectors
8. Projection Screens
9. Televisions/Monitors
10. Audio or Video Media Equipment

(b) In cases where the COMCAM Officer deems procurement of equipment redundant, not cost effective or sustainable, the request will be denied with recommendations for alternative procurement or development.

6. Command and Signal

a. Command

- (1) The Dir, O&P, T&O has staff cognizance of COMCAM.
- (2) This Order is applicable to MCB Camp Lejeune and all tenant organizations who utilize COMCAM.

b. Signal

- (1) This Order is effective the date signed.
- (2) COMCAM phone numbers:

(a) COMCAM Officer	451-1237
(b) COMCAM Chief	451-4263
(c) Archives	451-4261
(d) Illustration	451-4266

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(e) Photography 451-4262

(f) Video/Television Broadcast 451-1239


W. A. MEIER
By direction

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