



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 3104.2A
TPS

MAY 12 2006

BASE ORDER 3104.2A

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR TELEVISION PRODUCTION
SECTION (SHORT TITLE: SOP FOR TPS)

Ref: (a) DoDI 5040.2
(b) SECNAVINST 5720.44B
(c) MCO 3104.1
(d) BO 3104.1A Ch 1
(e) BO P3440.6E
(f) BO P5720.7G

1. Situation. In accordance with references (a) through (e), the Commanding Officer has consolidated the missions of Television Broadcast and Video Production to better facilitate quality support for MCB, Camp Lejeune and its communities, and tenant commands.

2. Cancellation. BO 3104.2.

3. Mission. To publish Standing Operating Procedures (SOP) for the Television Production Section (TPS) Marine Corps Base (MCB), Camp Lejeune.

4. Execution

a. Commander's Intent

(1) Channel 10. The Commanding Officer, Marine Corps Base, Camp Lejeune has a continuing obligation to promote public understanding of MCB, tenant Commands and the Marine Corps and foster strong community relationships per reference (b). One tool to aide in this mission is LCTV-10.

(2) Channel 97. Used to facilitate an internal (on-base) vehicle for the Fire Department to conduct up-to-date video-based training for its personnel. Channel 97 is scrambled due to the graphic nature of the content.

(3) Channel 98. Used to facilitate an internal (on-base) vehicle for Dir, T&O to conduct up-to-date video training for military and civilian personnel aboard the base.

(4) Video Production. All requests for video productions must be coordinated through the ComCam OIC in accordance with reference (d). For the best service, deadlines are required for support. Exact deadlines will be established when service is requested. TPS will advise or offer recommendations when support requested cannot be provided in accordance with reference (d).

b. Concept of Operations

(1) Delegation of release authority from Director CPAO to TPS OIC for airing content on LCTV-10.

(2) The TPS OIC is a public affairs officer, 4302.

(3) Priority of support.

(a) Provide a 24-hour, 7-day signal over all channels.

(b) Broadcast live emergency information over channel 10.

(c) Daily local news programming.

(d) Daily regular programming.

(e) Broadcast Fire Department training over channel 97.

(f) Broadcast video training over channel 98.

(g) Create local video productions and historical documentation.

(h) Maintain records and other administrative video requirements.

(4) Destructive Weather (DW) SOP FOR LCTV-10. In accordance with reference (e), within 30 minutes of notification of the potential for DW by the Base Operations Center (BOC), Command Duty Officer (CDO), or weather service, the LCTV-10 duty

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broadcaster will report to Building #54. Upon assuming duty, they will notify the BOC, CDO, and CPAO duty of their location and phone number. The following are responsibilities of the LCTV-10 duty broadcaster:

(a) Contact BOC for weather advisories, forecasts and updates.

(b) Interrupt the current programming and implement the destructive weather information on the broadcast.

(c) Report all updated information to the BOC Watch Officer.

(d) Inform the Director of Public Affairs via the chain-of-command as directed.

(e) If channel 10 goes off the air, the LCTV-10 duty may utilize assets from channels 97 and 98 to bring the signal back on-line.

(5) LCTV 10's local news program is titled "The Morning Report". During normal operations and non-emergency hours of programming "The Morning Report" will be a structured half-hour daily live broadcast. During times of DW or wartime augmentation, TPS OIC may adjust programming to match operational tempo.

c. Coordinating Instructions

(1) TPS OIC will ensure all media content broadcast on channel 10 is authorized for public release. Releasing authority is delegated from the Commanding Officer to the Director, CPAO and further delegated to the TPS OIC for LCTV-10 programming.

(2) TPS OIC will ensure all guidelines mandated by the references and FCC regulations are strictly followed for LCTV-10.

(3) All LCTV-10, (CPAO) 4300, personnel are assigned to Alpha Co, HqSptBn, MCB for duty with the LCTV-10 section and report to the Director CPAO.

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(4) All production, (T&O, ComCam) (4) 4671, personnel are assigned to Bravo Co, HqSptBn, MCB for duty with the Video Production Section of ComCam and report to the Dir, T&O.

(5) All garrison property will be added to the Television Memorandum Receipt account, issued to the Television Production Section. All equipment purchased by CPAO will be designated with the letter "P" after the serial number and all equipment purchased by Dir, T&O will be designated with the letter "C" after the serial number.

(6) All equipment used by LCTV-10 will be transported via government-owned vehicle unless the TPS OIC or SNCOIC approves an alternate method beforehand.

(7) All TPS personnel are responsible for monitoring the broadcast of all channels and notifying the TPS duty of any problems.

(8) The official address for

(a) LCTV-10:

COMMANDING OFFICER
(ATTN: CONSOLIDATED PUBLIC AFFAIRS OFFICE, LCTV-10)
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

(b) Television Production:

COMMANDING OFFICER
(ATTN: Dir/S T&O, COMBAT VISUAL INFORMATION CENTER)
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

(9) All production personnel will coordinate with customers and ComCam OIC to ensure requests for VI support and services are legal and support valid mission requirements, to include productions for broadcast.

(10) All issues requiring higher-level review should be addressed to Executive Officer, MCB, Camp Lejeune.

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d. Tasks(1) Director, Training and Operations (Dir, T&O)

(a) Provide Visual Information Equipment and Facilities for TPS operations.

(b) Provide a 24-hour, 7-day per week, scrambled, closed-circuit signal on channel 97 for MCB Fire Department to deliver up-to-date video training to each fire station.

(c) Provide a 24-hour, 7-day per week broadcast on channel 98, as a platform for up-to-date training video programming.

(d) Provide HISTORICAL documentation of command significant events, in accordance with reference (a).

(e) Provide limited video production services for mission essential and training requirements.

(f) Provide on-site technical expertise to tenant commands to set up video assets, develop video productions, acquire video imagery, and train non-visual information (VI) personnel.

(g) Augment Combat Camera per reference (d).

(2) Director of Consolidated Public Affairs (CPAO)

(a) Provide a 24-hour, 7-days per week broadcast signal on Public, Educational, Government (PEG) Leatherneck Cable Television channel 10 (LCTV-10), to deliver up-to-date news and information, destructive weather warnings/updates, and emergency information.

(b) Provide military and civilian members, tenant commands and family members residing on and off base, information on missions, organizations, and Marine Corps activities in the Camp Lejeune area and report this information accurately and promptly within the limits of military security and propriety.

(c) Augment FMF or Joint commands with combat operations with Military Occupational Specialty Field 4300 personnel in accordance with reference (b).

5. Administration and Logistics

a. Administration

(1) Establish a Memorandum of Agreement (MOA) between Dir, T&O and Dir, CPAO to delineate the following:

- (a) Budget;
- (b) Responsibilities;
- (c) Personnel;
- (d) Mission de-confliction.

(2) Report all work for both department's missions through the ComCam Job Order Data Base to calculate equipment use and life cycle.

(3) Ensure all work for both missions will be reported on PAO's Monthly Releasing Totals Report, to track the number of productions released.

(4) Establish internal SOPs.

b. Logistics

(1) Ensure requesting activities are responsible for providing release of copyrighted material and fair use prior to any broadcast over any channel.

(2) Maintain an internal video library of material broadcast by TPS channels. Library materials will not be temp-loaned.

6. Command and Signal

a. Signal

(1) This Order is effective the date signed.

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(2) TPS phone numbers are:

a OIC	451-5371
b SNCOIC	451-7064
c Broadcast Engineer	451-1529
d Newsroom	451-1239
e NCO Hut	451-1480
f Duty	526-9702
g Broadcast Engineer Cell Phone	(910) 459-9035

b. Command

(1) Dir, CPAO has staff cognizance over content of LCTV
10.

(2) Dir, T&O has staff cognizance over channel 97,
channel 98, and Video Production.

(3) Executive Officer, MCB has cognizance over both
functions.

(4) This Order is applicable to Marine Corps Base, Camp
Lejeune.


W. A. MEIER
By direction

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distribution is unlimited.