



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 3104.1

G-3/5

04 AUG 2015

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 3104.1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR MARINE CORPS
INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
(MCIEAST-MCB CAMLEJ) COMBAT CAMERA (COMCAM)

Ref: (a) MCO 3104.1B
(b) MCO 5600.31A
(c) DoD Instruction 5040.02 of 27 October 2011, "Visual Information (VI)"
(d) DoD 5040.6-M-1 "Decision Logic Table Instructions for Recording and Handling Visual Information Material," October 21, 2002
(e) DoD 5040.6-M-2, "Instructions for Handling Visual Information (VI) Material," April 20, 2005
(f) DoD Instruction 5040.07 of 21 February 2013, "Visual Information (VI) Productions"
(g) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," August 13, 2014
(h) NAVMC 3500.77A
(i) Title 17, U.S.C., §107-118
(j) DoD Captioning Style Guide of 17 Oct 14

Encl: (1) Combat Camera Standing Operating Procedure
(2) Height/Weight Verification Letter

1. Situation. This Order establishes policy, procedures, and standards for the effective management and operation of MCIEAST-MCB CAMLEJ COMCAM and provides guidance concerning its mission and capabilities. Per references (a) through (j), the Marine Corps will maintain COMCAM resources and capabilities to provide assets for the planning and execution of operational imagery documentation before, during and after military engagements, operations, training and emergency actions.

2. Cancellation. BO 3104.1B.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited

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3. Mission. COMCAM provides MCB CAMLEJ, Marine Corps Air Station (MCAS) New River, and tenant activities with graphics support, still, and video imagery in support of unit training, missions and operations.

4. Execution

a. Commander's Intent

(1) Combat Camera. The COMCAM Section will provide MCB CAMLEJ, MCAS New River, and tenant activities with general and specialized visual information (VI) support. This support includes digital and traditional illustration, photographic and motion media documentation, print and reproduction products in a professional and cost-efficient manner per references (a) through (f).

(2) Augmented Support. Within resource constraints, COMCAM may support all Department of Defense organizations within the region on a reimbursable basis.

b. Concept of Operations. COMCAM is assigned to the MCIEAST-MCB CAMLEJ, G-3/5 Operations and Training (O&T) Department, Operations and Plans (O&P) Division. COMCAM supports a myriad of different operational requirements to include, but not limited to Information Operations, intelligence activities, civil affairs, historical documentation, legal, investigative, forensics, and public affairs.

c. Scheme of Maneuver. COMCAM personnel will support official requests to the maximum extent possible. COMCAM personnel will afford customers technical advice, when appropriate, in an effort to improve overall product quality. The following are the priorities of support:

- (1) Commanding General (CG), MCIEAST-MCB CAMLEJ
- (2) Commanding Officer, MCAS New River
- (3) Tenant CGs and Staff Sections
- (4) Tenant Organizations
- (5) Administrative COMCAM Requests

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(6) External Unit Requests

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the COMCAM Officer in Charge (OIC).

6. Command and Signal

a. Command

(1) This Order is applicable to MCB CAMLEJ, MCAS New River, and tenant activities.

(2) The Director, Operations and Plans (O&P), MCIEAST-MCB CAMLEJ G-3/5 has staff cognizance of COMCAM.

b. Signal

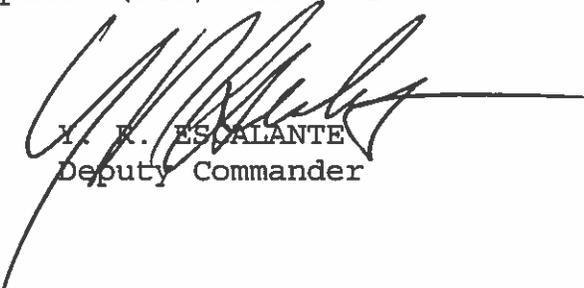
(1) This Order is effective the date signed.

(2) Primary COMCAM points of contact phone numbers are as follows:

(a) COMCAM OIC (910) 451-1237

(b) COMCAM SNCOIC (910) 451-4263

(c) Duty Photographer (910) 459-9031


Y. R. ESCALANTE
Deputy Commander

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

Definitions and Policy

1. General. This Order provides information and procedures for the management of audiovisual and reproduction resources at COMCAM.

2. Definitions. Terms and definitions used in this Order are unique to COMCAM. These terms are listed as follows:

a. Audiovisual (AV) Production. An AV production is distinguished from other COMCAM productions by the combination of motion media and sound in a self-contained, complete presentation developed according to a plan or script for conveying information to or communication with an audience.

b. AV Equipment. Any equipment used for the production, processing and exhibition of sound and visual products.

c. COMCAM. The section consisting of all the facilities, equipment and personnel which provides COMCAM products and services.

d. Distribution. The COMCAM-initiated forwarding, sending or circulation of COMCAM products and information for internal use or to other governmental agencies.

e. Duplicating. All work produced on offset duplicators (maximum of 11 x 17 inches wide) high-speed copier/duplicators, digital duplicators and laser printers with rated speeds of 105 copies per-minute or faster or machine with a similar process.

f. Graphic Arts. Includes all phases of production of two and three dimensional computer graphics. Graphic arts is the design, development or improvement of graphic materials to include illustrations, artwork, PowerPoint, posters, displays, computer-based imagery and camera-ready artwork. This usually applies to high-end visuals (e.g., commanders' requirements, instructional packages, congressional briefs, etc.) involving artistic talent and skills in production, composition, and design.

g. Imagery. The imitation, copy or representation of a person, place, or entity captured, depicted, fixed, recorded,

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drawn, stored or distributed to communicate ideas or information.

h. Multimedia. The production of packages that incorporate visual and audio media such as CD-ROMs that contain graphics, audio and/or video designed for computer-based training.

i. Original. The initial photographic image, photographic or magnetic sound recording or video recording as compared with subsequent stages or duplication. This is frequently referred to as COMCAM recorded material or raw image.

j. Photography. The art of rendering optical images on sensitive surfaces by electronic means stimulated by light or other forms of radiant energy such as x-rays or infrared radiation.

k. Printing Production Unit. One sheet, size 8 1/2 x 11 inches, one side only and one color. The same criteria applies to printing on the reverse side of such piece of paper.

l. Reproduction. All work produced by electrostatic or photocopying and laser printers.

m. Reprographics. High-speed duplicating, reproduction and copying processes, to produce no more than 5,000 production units of any one page or 25,000 production units in the aggregate of multiple pages.

n. Reprographics Facility. Any location authorized by the Commandant of the Marine Corps (CMC), Defense Automated Printing Service, excluding all mobile printing units, which employs at least one person to operate reprographics equipment on a full-time basis.

o. Reproduction Printing. Includes and applies to the processes, mechanical and electronic, of composition, plate-making, presswork, binding, and the end items produced by such processes and equipment.

p. Still Photography. A function that includes all phases of still picture production, reproduction, digital manipulation and processing.

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q. Visual Arts. All material related to graphic arts, still photography, and motion picture photography.

r. COMCAM Services. Those functions performed in the production, utilization, distribution and storage of visual materials.

s. COMCAM Documentation. Motion media, still photography, and audio recordings of tactical and non-tactical events not usually controlled by the recording crew.

t. COMCAM Production. The process of combining or arranging any separate audio or visual product(s) in continuity in a self-contained, complete presentation that is developed according to a plan or script for conveying information to or communication with an audience. A COMCAM product is also the end item of the production process. The special kind of COMCAM production that combines motion media with sound is further defined as "AV" production. Used collectively, COMCAM production refers to the function or procurement, productions or adoption from all sources (i.e., in-house or contract production, off-the-shelf purchase, or adoption from another Federal agency).

u. COMCAM Products. Media elements such as still photography, audio/video recording, graphic models and exhibits. A COMCAM production is a unique form of COMCAM product and usually addressed separately.

3. Policy

a. Operation. COMCAM will be operated in compliance with applicable directives in the most cost effective manner with an emphasis on command support and combat readiness.

b. Support. COMCAM will be support-oriented, and every effort will be made to provide the equipment and services requested. Mission and combat essential requests take priority.

c. Fleet Assistance Program (FAP)/Permanent Personnel. There will be no distinction made between personnel assigned under the FAP with COMCAM Military Occupational Specialty (46XX) and permanent personnel.

d. Priority and Completion Dates of Request. The length of time for each type of priority is covered in this Order. This policy is defined in detail in chapter 5 of this Order.

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e. Legality and Necessity. No printing, binding, or blank book work shall be done unless authorized by law. All printed matter issued shall be devoted exclusively to the mission, which base reproduction is required to undertake. It shall not contain matter which is unnecessary in the transaction of public business or matter relating to work, which any other branch of the government services is authorized to perform. All printing and binding shall be done only upon certification that such work is necessary for public service. The content, editorial and physical format, production, procurement and distribution of duplicated or copied publications must comply with the printing laws and this Order.

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Chapter 2

Authority and Responsibility

1. General. This chapter identifies the responsibilities of COMCAM and assigns responsibility for the conduct of COMCAM Management activities per reference (a).

2. Responsibility. COMCAM is responsible for all COMCAM support for MCB CAMLEJ, MCAS New River, and tenant activities.

a. The CG, MCIEAST-MCB CAMLEJ provides operational intent and guidance to meet COMCAM requirements per reference (a).

b. Assistant Chief of Staff, G-3/5 (AC/S G-3/5) shall:

(1) Provide an operational budget to COMCAM, which funds the replacement of non-programmed equipment of record, consumables, life-cycle management, operations and maintenance, local training, temporary additional duties, and contracting.

(2) In accordance with reference (a), designate COMCAM OIC/SNCOIC as the reviewing/approving authority for MCIEAST-MCB CAMLEJ and MCAS New River procurement of all audio visual/high capacity reproduction equipment directly related to acquisition and production of photographic and motion media imagery or multimedia products.

(3) Designate the COMCAM OIC as the releasing authority for all MCIEAST-MCB CAMLEJ COMCAM products and imagery per references (a) and (g).

(4) Designate the COMCAM OIC as the Command Printing Officer (CPO), MCIEAST-MCB CAMLEJ per reference (b).

(a) The CPO will review and provide technical advice to the command regarding all requests for procurement, rental, transfer, storage, disposal, and use of high volume and specialty printing reprographics equipment.

(b) High volume reprographic equipment is defined as 55 pages per minute color and 65 pages per minute black and white.

(c) Specialty reprographic equipment include large format printers (18 inches and wider) and any finishing

equipment that is either attached to the printing device or a stand-alone device (e.g, binding equipment, book stitching, drill presses/industrial hole punchers).

(d) The CPO will review all printing requests for legality and necessity and certify all requisitions/contracts for commercial printing.

(e) These reviews of the procurement of reprographic equipment and printing services/products ensure that unnecessary procurement is avoided and that customers utilize the COMCAM services that are established aboard the Installation.

c. COMCAM OIC. The COMCAM OIC will advise the AC/S, G-3/5 and the Director, O&P on policy, guidance, administration, budgeting, training and direct supervision of all COMCAM operations and personnel.

(1) In accordance with reference (a), the COMCAM OIC serves as the visual information executor and administers technical expertise and review for all AV equipment purchased through the MCIEAST Regional Contracting Office to maximize regional interoperability, standardization and supportability. This includes special equipment in support of military and non-military agencies aboard MCB CAMLEJ.

(2) The following units with organic COMCAM capability are excluded from technical oversight:

(a) II Marine Expeditionary Force (MEF)

(b) Expeditionary Operations Training Group (EOTG)

(c) Marine Expeditionary Units (MEU)

(3) 2d Marine Division (2d MarDiv) Units:

(a) G-3, 2d MarDiv Combat Camera

(b) 2d Reconnaissance Battalion

(4) 2d Marine Logistics Group (MLG) Combat Camera

(5) U.S. Marine Corps Forces, Special Operations Command (MARSOC)

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(6) Training and Education Command (TECOM) schools:

(a) School of Infantry-East

(b) Marine Corps Combat Service Support Schools

d. COMCAM SNCOIC. The COMCAM SNCOIC will advise the COMCAM OIC and Director, O&P on COMCAM capabilities and ensure policy, guidance, and training requirements are satisfied.

3. Organizational Structure. COMCAM is under operational control to the Director, O&P, which has staff cognizance. All COMCAM personnel are assigned under administrative control to Company B, Headquarters and Support Battalion, MCIEAST-MCB CAMLEJ.

4. COMCAM Equipment, Facilities, and Materials. COMCAM assets are to be used for official purposes only. COMCAM products are the exclusive property of the Marine Corps until properly released to the public, at which time products become "public domain" and, as such, are subject to rules and regulations outlined in reference (c).

a. COMCAM personnel may utilize COMCAM assets and equipment for training per reference (d) on a no cost to the government basis when authorized by the OIC or SNCOIC.

b. All equipment used by COMCAM personnel will be transported via government-owned vehicles unless the COMCAM OIC or SNCOIC approves an alternate method beforehand.

c. All property will be listed on the COMCAM Consolidated Memorandum Receipt (CMR) account. All new equipment will be added to the CMR through the Operations and Training (O&T) supply section in a timely manner.

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Chapter 3

Concept and Function

1. Concept. COMCAM will coordinate and consolidate all common COMCAM requirements for maximum utilization of all resources. Policies concerning priority of requests will be in accordance with the references.

a. Organic COMCAM Support. COMCAM is budgeted to support MCB CAMLEJ, MCAS New River, and tenant activities with the following capabilities:

- (1) Administrative Photography;
- (2) Still and Motion Media Acquisition and Production;
- (3) Multimedia Layout, Design and Development;
- (4) Original Conventional Art;
- (5) Reproduction and Print Products;
- (6) Archival of Imagery; and

(7) Production requests that do not fall under normal requirements will be coordinated with the COMCAM OIC/SNCOIC.

b. Non-Organic COMCAM Support. Units outside of MCB CAMLEJ and MCAS New River will request and obtain support on a case-by-case basis. If authorized, COMCAM will support on a reimbursable basis.

2. COMCAM Services. COMCAM services will be provided to MCB CAMLEJ, MCAS New River, and tenant activities.

a. All requests for COMCAM support will be submitted at Building 54, Post Lane, MCB CAMLEJ.

b. Requesting organizations may be required to fund COMCAM requests that involve large quantities, high production costs, Temporary Additional Duty expenses, or supplies not normally stocked by COMCAM.

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c. Tenant organizations and other Federal agencies within the Eastern North Carolina region may be supported on a reimbursable basis.

d. Customers may be required to provide transportation to and from an event site for COMCAM personnel and equipment used in support of a request.

e. Material provided for duplication or for inclusion in a COMCAM product deemed not released must be coordinated and approved through the COMCAM OIC or SNCOIC prior to executing the request.

f. Hours of Operation. COMCAM's hours of operation at MCB CAMLEJ, Building 54 are 0730 to 1630, Monday-Friday, with the exception of Tuesday and Thursday. On Tuesday and Thursday at 1300, COMCAM is closed for field day and training.

g. Administrative Studio Hours of Operation. COMCAM's studio hours of operation at MCB CAMLEJ, Building 54 are 0730 to 1100 and 1300 to 1430, Monday, Wednesday and Friday. The studio is open from 0730 to 1100 on Tuesday and Thursday. Studio hours of operation for MCAS New River, Building AS-425, are Monday, Wednesday, and Friday, from 0800 to 1100.

3. Photographic Capabilities. Combat Photographers are trained to support imagery requirements at all levels within the Marine Air-Ground Task Force (MAGTF). Combat Photographers support an array of different requirements to include, but not limited to: information operations, intelligence activities, battle damage assessment, civil affairs, historical documentation, legal, investigative, forensics and public affairs. In garrison, all administrative photography will be conducted at the local base COMCAM facility, Building 54 aboard MCB CAMLEJ and Building AS-425 aboard MCAS New River.

a. It is the responsibility of the requesting party to provide or make arrangements for the necessary logistics required to accomplish the desired photography. This includes the transportation to and from the shoot location designated by the requester and any meals and billeting needs of the COMCAM personnel.

b. Photographic work requests will be assigned and prioritized per chapter 5 of this Order.

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c. Administrative photography consists of the following requests:

(1) Command Board Display Photographs. The following procedures will be followed for command board display photographs. These procedures pertain to all requests by commands and units within MCB CAMLEJ, MCAS New River, and tenant activities. These procedures ensure legal and fair support to all authorized units and avoid unauthorized or additional expense incurred by COMCAM. Requests will not be accepted for any individual section or any other type of unauthorized command boards. Photographs can be provided as needed for specific display boards. The requester must state the specific size when the request is submitted. If a new command board photograph is required due to a promotion, a new photograph will be provided. Requests for command board display photographs will be accepted for the following personnel:

- (a) Commanding Officers (company level and above)
- (b) Executive Officers (battalion level and above)
- (c) Sergeants Major/Command Master Chiefs
- (d) First Sergeants
- (e) Equal Opportunity Representatives (battalion level and above)
- (f) Unit Victim Advocates (battalion level and above)
- (g) Chaplains (battalion level and above)
- (h) Retirees for the completion of their retirement program
- (i) Family Readiness Officers
- (j) Winner of the Marine or Noncommissioned Officer of the Quarter boards (battalion level and above)
- (k) Winner of the Sailor or Petty Officer of the Quarter boards (battalion level and above)

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(2) Promotion, Selection, and Special Board Photographs. Only official promotion and selection boards or "special" boards will be supported with full length promotion board photographs.

(a) The definition of "special" board is any type of board (e.g., Marine of the Quarter/Year, or meritorious promotion) sponsored by a command where the individual Marine(s) cannot personally report to the commanding officer or president of the board. In such cases, tasking for photographs must be made through the board's written order.

(b) Photographs for Headquarters, U.S. Marine Corps (HQMC) Manpower Management sponsored promotion and selection boards will be taken. Marines may have their photographs taken up to 12 months before the date of the board. Photographs are sent to MMRP via the MMRP/COMCAM website. These procedures are outlined in paragraph 3 below. Hard copies of photographs for boards sponsored by HQMC will not be produced unless requested by that specific board's message.

(c) A hard copy photograph will be provided for any official or special board not sponsored by HQMC if digital capabilities are not available for the board. It is the responsibility of the requesting Marine to allow at least three working days between the request submission and the date the photograph is due to the board. Special cases in which photographs are needed immediately will be brought to the COMCAM SNCOIC for authorization.

(d) All Navy personnel assigned to MCB CAMLEJ, MCAS New River, and tenant activities may request photography support with COMCAM. These requests will be supported with hard copy photographs. It is the responsibility of the individual Sailor to allow at least three working days between the request submission and the date the photograph is due to the board. Special cases in which photographs are needed immediately will be brought to COMCAM SNCOIC for authorization.

(3) Procedures for Photograph Submission. All photographs for boards sponsored by HQMC will be submitted via the MMRP/COMCAM photograph submission website. COMCAM personnel will assist with the submission process. The following procedures will be followed to ensure proper and timely submissions of promotion photographs.

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(a) The individual Marine requesting a photograph is responsible for correctly filling out the height/weight verification sheet to be entered electronically on the photograph. A height and weight verification sheet must be signed off in accordance with enclosure (2).

(b) All promotion photographs and height/weight verification sheets will be kept on file for one year.

(c) No hard copies of official promotion photographs will be given to the customer. Unofficial promotion photographs required by personnel that do not require photograph submission to MMRP can be provided to the customer. These prints will contain a watermark across the photograph labeled "NOT FOR MMRP."

(4) Naturalization Photographs for Military Personnel. Naturalization photographs for military personnel on official military orders will be provided by COMCAM. COMCAM will provide naturalization photos to military personnel assigned to MCB CAMLEJ, MCAS New River, and tenant activities. It is the customer's responsibility to provide the Form N-400 for verification.

(5) Passport Photographs. Passport photographs for military personnel and their dependents on official military orders will be provided by COMCAM. COMCAM will provide no-fee passport photos to military personnel assigned to MCB CAMLEJ, MCAS New River, and tenant activities. It is the customer's responsibility to provide the DD Form 1956 for verification.

4. Video Capabilities. Combat Videographers are trained to support the imagery requirements of all levels within the MAGTF. Combat Videographers support an array of different requirements to include but not limited to: information operations, intelligence activities, battle damage assessment, civil affairs, historical documentation, legal, investigative, forensics, and public affairs.

a. It is the responsibility of the requesting party to provide or make arrangements for the necessary logistics required to accomplish the desired video photography. This includes transportation to and from the area designated by the requester and any meals and billeting needs of the COMCAM personnel.

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b. It is the responsibility of the requesting party to provide all production support for any requests. This includes but is not limited to scripting, story boards, talent, identifying and securing shoot locations and gaining proper releases for talent and material used. COMCAM will provide guidance and assistance with the requirements, but the requester is ultimately responsible for fulfilling these requirements.

c. Videography work requests will be assigned priorities per chapter 5 of this Order.

d. COMCAM is prohibited by law from copying, duplicating or reproducing any item covered by copyright. The only exceptions are identified in reference (c).

5. Graphics/Multimedia and Reproduction Capabilities. Combat Illustrators and Visual Information specialists provide a full range of digital/traditional graphic design and reproduction capabilities. This includes black and white high volume reproduction up to 12" x 18", color reproduction up to 12" x 18", booklet making (two and three fold), binding, handbills, paper drilling (two and three hole), and lamination up to 60" wide for field products.

a. Requests for graphics or multimedia work will be submitted to COMCAM Section and conform to the following requirements:

(1) Requests must contain a complete description of the work desired with attached sketches and directions when applicable. COMCAM will recommend improvements as needed to provide a finished product.

(2) No "proof-read" editing (of original text) will be performed by graphic arts personnel. It is the customer's responsibility to ensure that all content is provided to COMCAM for inclusion for the work request. The information contained in all work requests must be accurate. All customer requests will be provided a hard copy/digital file for proofing purposes. The requester must review and approve the proof prior to production being started.

(3) All requests will be reviewed and approved by the reproduction and graphics section head who will assign a priority for completion.

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(4) Requests for items considered personal in nature or use will not be considered.

(5) The requester shall obtain a copyright release letter before submitting any copyrighted material requiring the exact duplication of material taken from periodicals or other sources.

(6) Graphic design and multimedia work will be assigned priorities per this Order.

(7) Legality and Necessity. No printing, binding or blank book work shall be done unless authorized by law.

b. Printed Products

(1) Programs. To ensure that COMCAM provides a professional product to all requesters, program templates have been created and can be accessed on the G-3/5 COMCAM SharePoint page under Customer Jobs/Program Templates. The requester may select one of the two templates for use. Programs will be standard in height and width, 8 1/2" x 5 1/2", folded and stapled, and in color. Programs will not exceed twelve pages including cover (three 8 1/2" x 11" sheets folded). Retirement ceremony programs will not exceed eight pages including cover (two 8 1/2" x 11" sheets folded).

(2) Invitations. Requested invitations are reserved for the official party (i.e., guest of honor) and will not exceed 50.

(a) Invitations are standard in height and width, 4 1/4" x 5 3/8", black and white. An Eagle, Globe and Anchor or unit logo, 3/8" in size, will be printed in color and will be 1/2" from the top edge and centered.

(b) All text will be printed in black. The number of copies will not exceed 50. A digital copy will be provided for e-mailing purposes.

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Chapter 4

Duplication and Reproduction of Classified Material

1. General. COMCAM is not authorized to produce classified material within the COMCAM facility located at Building 54, but COMCAM can document classified briefs up to SECRET and provide the imagery directly to a courier within a secured environment. An official courier will be present with all classified materials at all times per reference (e).

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Chapter 5

Request for Services Management

1. Request for Services Management. All approved production requests will be supported on a priority basis.

a. Support Priority System. The following procedures will be utilized for the proper management of all production requests within COMCAM. This system assigns four priorities to requested COMCAM support and is used to provide the best support of COMCAM services to all units and commands aboard MCB CAMLEJ, MCAS New River, and tenant activities.

b. The following priorities and dates will be used to assign completion or "due dates" for turn-around times:

(1) Routine. Requires five working days. Large productions requiring scripts, imagery acquisition, research, editing or advanced graphics will take longer - sometimes several weeks. For large productions of any kind, the COMCAM SNCOIC will set the completion date.

(2) Priority. Requires three working days. If requested, the section SNCOIC will grant authorization.

(3) Urgent. Requires 48 hours. Other than operational requirements, only command directed investigations, mishaps, death or injury investigations, Legal Services Support Section East, or Staff Judge Advocate will be given this priority. If requested by any other section, the COMCAM SNCOIC or OIC will grant authorization.

(4) Immediate. Is performed while the customer waits. The COMCAM OIC or SNCOIC will determine if a request is for "Immediate" completion.

c. Photography and videography requests that require combat camera personnel to be on-location must be made a minimum of ten business days in advance. This allows COMCAM to plan the request (if approved) and coordinate logistics and requirements. Units should incorporate COMCAM in their planning process and be sure to contact COMCAM in advance to verify support capabilities.

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d. Project Review. Upon approval of the project request, project review with the customer will be conducted. The customer will then be contacted to approve the final version before being produced. All corrections and changes will be done at this time. Additional changes will not be made after the project has been delivered.

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Chapter 6

Imagery Flow and Management

1. Imagery Flow. All imagery acquired, created and legally manipulated is assigned a Visual Information Record and Identification Number (VIRIN) and processed in accordance with references (a) and (d). Once the imagery has been reviewed and assigned release instructions by the OIC or SNCOIC, it is accessioned to Defense Video and Imagery Distribution System (DVIDS). Physical holdings will be mailed to Combat Camera Management.
2. Releasing Authority. The COMCAM OIC is the releasing authority for COMCAM imagery. In the absence of the OIC, the SNCOIC has releasing authority.
3. Web-Based Imagery Collections. COMCAM imagery can be viewed at the following websites:
 - a. DVIDS: <http://www.dvidshub.net/unit/MCB-CL-COMCAM>.
 - b. Official USMC website: <http://www.lejeune.marines.mil/OfficesStaff/CombatCamera.aspx>.
 - c. DefenseImagery.mil: <http://www.defenseimagery.mil/index.html>.

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Chapter 7

COMCAM Support to MCIEAST-MCB CAMLEJ Crisis
and Emergency Operations

1. General. COMCAM can support a wide array of operations. In the event of a crisis or emergency within MCIEAST-MCB CAMLEJ, the AC/S, G-3/5 will provide guidance and tasking to COMCAM based on determined requirements. The following list of MCIEAST-MCB CAMLEJ Orders can be supported by COMCAM:

- a. MCIEAST-MCB CAMLEJO 3040.1B - Personnel Casualty Reporting (PCR) and Serious Incident Reporting (OPREP-3 SIR) Notification Procedures
- b. MCIEASTO and BO 3070.1 - Operational Security (OPSEC)
- c. MCIEAST-MCB CAMLEJO 3440.1A - Destructive Weather Operations
- d. MCIEAST-MCB CAMLEJO 3440.6B - Destructive Weather Procedures

2. MCAS New River Support. In the event of a crisis or emergency within MCAS New River, the MCIEAST-MCB CAMLEJ AC/S, G-3/5 will provide guidance and tasking to COMCAM based on determined requirements. The following Air Station Orders can be supported by COMCAM:

- a. Air Station Order 3141.1T - Destructive Weather Manual
- b. Air Station Order 3730.1D Ch 1 - Aircraft Crash Bill

3. Destructive Weather Concept of Operations

a. Tropical Cyclone Condition (TCC) III - AC/S, G-3/5. COMCAM is notified to prepare COMCAM team(s) for potential photographic and videographic support of Emergency Operations Center operations. The COMCAM OIC liaises with COMCAM units aboard MCAS New River, SOI-E, and Camp Johnson to establish imagery management plan.

b. TCC II, I, IC - AC/S G-3/5. COMCAM team(s) are placed on stand-by status within barracks or workplaces.

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c. TCC IE, IR - AC/S G-3/5. COMCAM support and imagery management is directed by AC/S, G-3/5 requirements.

4. Duty Photographer. A 24-hour on call COMCAM Duty Photographer will provide timely documentation assistance in support of Naval Criminal Investigative Service (NCIS), Provost Marshal Office (PMO), Criminal Investigation Division, MCIEAST-MCB CAMLEJ Fire Department, and MCAS New River mishap investigations as required. This includes holiday periods. The Duty Photographer will be contacted via the PMO Desk Sergeant at (910) 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 VIRIN which consists of the following information: two digit year, month, day - service of the photographer - assigned Vision ID. - three digit image sequence number, per reference (a) (VIRIN Example: 140826-M-ZZ999-001)

(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

UNIT HEADING

04 AUG 2015

Height/Weight Verification Letter

3104
G-3/5

Date

MEMORANDUM

From: _____
To: Combat Camera, G-3/5, Marine Corps Installations East-Marine
Corps Base Camp Lejeune
Subj: CERTIFICATION OF HEIGHT/WEIGHT AND BODY FAT PERCENTAGE IN THE
CASE OF: _____

Ref: (a) MCO P1070.12K Ch 1
(b) MARADMIN 463/01 of 15 Jul 08
(c) MARADMIN 498/13 of 26 Sep 13

1. The following information is hereby certified true and is
submitted for display in SNM/SNO's official photograph, per references
(a) through (c):

LAST NAME: _____
FIRST NAME/MI: _____
RANK: _____
PRIMARY MOS: _____
EDIPI: _____
HT/WT: _____
BODY FAT %: _____
BILLET ASSIGNMENT/UNIT: _____
NAME/RANK AND COMMAND TITLE OF CERTIFYING OFFICIAL:
(1stSgt, CO, BN SgtMaj, XO, BN CO)

2. Point of contact is the undersigned at (910) _____

Certifying Official

Enclosure (2)