



UNITED STATES MARINE CORPS

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

BO 5750.1

O&T

27 MAR 2008

BASE ORDER 5750.1

From: Commanding Officer

To: Distribution List

Subj: CAMP LEJEUNE ORAL AND PHOTOGRAPHIC HISTORY PROGRAM
POLICY, PROCESS AND PROCEDURES

Ref: (a) MCO P5750.1
(b) BO 3104.1B
(c) SECNAVINST 5720.44B
(d) DOD Directive 5122.10

Encl: (1) Oral History Program Summary Form
(2) Release Form

1. Situation. This Order establishes policy, process and procedures to establish and institutionalize an Oral and Photographic History Program for Marine Corps Base (MCB), Camp Lejeune.

2. Mission

a. To establish policy to institutionalize the Camp Lejeune Oral and Photographic History Program.

b. To obtain and preserve personal narratives of noteworthy professional experience and observations of historic value from active duty and retired Marines for future use as reference source material. Civilians holding noteworthy and/or prominent billets will also be included in the Oral History Program, per reference (a).

c. To provide general and specialized visual information support via the medium of digital photographic and video documentation in accordance with reference (b).

3. Execution

a. Commander's Intent

(1) To obtain interviews of eyewitness impressions and personal experiences of historical importance recorded on tape

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in order to amplify and supplement official records (such as the Command Chronology) and to provide a significant research source.

(2) To provide a searchable and retrievable database of images to individuals and organizations for historical and research purposes.

b. Concept of Operations. The Operations and Training Department (Combat Camera) and the Public Affairs Office (PAO) will provide the personnel and equipment support to execute this Program.

(1) Oral History Program

(a) At a minimum, Combat Camera will interview senior commands, staff officers, and other key individuals who participate in, or direct, one or more of the following types of activities:

1. Combat, combat support, and combat service support;
2. Contingency deployment;
3. Major exercises and maneuvers;
4. Important staff planning or decision-making;
5. Institution of new programs and procedures or development of new doctrine;
6. Development of new equipment and weapons;
7. Significant civic action projects;
8. Unusual assignments or missions; or
9. Significant/newsworthy events.

(b) Combat Camera will interview commanders and Sergeants Major of Marine divisions/wings, regiments/aircraft groups, combat logistics groups, bases, and stations upon the end of their tours.

(c) Combat Camera will interview heads of MCB Camp Lejeune major departments at least every two to three years in order to get their perspective on base initiatives and changes impacting their areas.

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(d) Combat Camera will record significant speeches, retirements, briefings, and presentations.

(e) PAO will incorporate imagery that is relevant to the historical program for archiving and release.

(f) All interviews and recordings in support of this Program will be noted in the Command Chronology and forwarded to the Commandant of the Marine Corps (CMC) (HDH-3) in accordance with reference (a).

(g) All Oral History Program recordings will have appropriate documentation to allow for archiving into and retrieving from the Combat Imagery Searchable Archive Database (CISAD):

1. Summary Form which allows for classification and entry into the archival and retrieval system. This form is also required for submissions to CMC (HDH-3). Refer to enclosure (1) for the format.

2. Release Form for all interviews conducted with persons not on active duty. This form is also required for submissions to CMC (HDH-3). Refer to enclosure (2).

(2) The Photographic Historical Program. Combat Camera will provide documentation for all digital images to be placed into the CISAD.

4. Administration and Logistics

a. Administration

(1) All Oral History Program recordings and digital imagery will be archived into the CISAD.

(2) The Combat Camera Officer In Charge (OIC) will ensure that all interviews and images are conducted in accordance with this Order.

(3) The Combat Camera OIC will be appointed in writing as the release authority for Combat Camera Imagery. The process listed below will be followed to ensure released imagery is in accordance with reference (c) as well as Commander's guidance.

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(a) OIC Combat Camera will initially review imagery for historical and technical value

(b) PAO will review recommended imagery in accordance with references (c) and (d) and established security, accuracy, propriety and policy (SAPP) guidelines.

(c) O&T will conduct final review and pass to OIC Combat Camera for release

(4) PAO will publish a link to released imagery on their website.

(5) Director, Business Logistics Support Department will provide system certification and accreditation, connectivity, and technical support when requested.

b. Logistics. Combat Camera will provide for maintenance and any upgrades necessary for the CISAD.

5. Command and Signal

a. Command

(1) O&T has staff cognizance of the Oral History Program.

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

b. Signal

(1) This Order is effective the date signed.

(2) Applicable phone numbers:

(a) Base Historian 451-7391

(b) OIC Combat Camera 451-1237

(c) PAO 451-7440


W. A. MEIER
By direction

DISTRIBUTION: A



UNITED STATES MARINE CORPS

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

IN REPLY REFER TO:
5720
O&T
27 MAR 2008

From: Commanding Officer, Marine Corps Base, Camp Lejeune
To: CWO-2 Keith A. Stevenson 9917/4602 USMC

Subj: APPOINTMENT AS THE RELEASE AUTHORITY FOR COMBAT CAMERA
IMAGERY

Ref: (a) MCO 3104.1
(b) MCWP 3-33.7
(c) MTPP for Joint Combat Camera Operations

1. Effective immediately, in accordance with the references, you are hereby appointed as the release authority for Marine Corps Base, Camp Lejeune Combat Camera Imagery.
2. You will be guided in the performance of your duties by the references. This appointment will remain in effect until you are relieved or upon transfer.


W. A. MEIER
By direction

FIRST ENDORSEMENT

From: CWO-2 Keith A. Stevenson 9917/4602 USMC
To: Commanding Officer, Marine Corps Base, Camp Lejeune

1. I have read and understand the references and have assumed all the duties in conjunction with my appointment as the release authority for Combat Camera Imagery.


K. A. STEVENSON

27 MAR 2008

**UNITED STATES MARINE CORPS HISTORY DIVISION
ORAL HISTORY PROGRAM SUMMARY FORM**

**ORAL HISTORY INTERVIEW
WITH**

Interviewee's Name (Rank First MI Last) (Branch if not USMC)

Conflict(s)

Date of Interview

Unit

Billet

Dates Covered in Interview

Interviewer:

Location of interview:

Length: *(hour:min:sec)*

Individual completing summary:

Recording format and number of recordings:

Documents submitted with interview:

Related material:

Classification:

Transcription priority:

Abstract:

Key Words:

Interview Log:

(Note to researchers: Except for words in quotes, this is not a verbatim account of the interview. The recording itself should be used to verify this summary.)

00:00-15:00

15:00-30:00

30:00-45:00

45:00-1:00:00

1:00:00-1:15:00

RELEASE FORM

As a participant in the Marine Corps' Oral History Program (MCOHP), I, _____, understand that the purpose of the MCOHP is to collect audio- and video-taped oral histories, and selected related documentary materials such as photographs, manuscripts, journals and diaries, of individuals whose experiences are pertinent to Marine Corps history. These histories and materials are offered by me for inclusion in repositories maintained by the Marine Corps and the Library of Congress. The materials offered by me will serve as a record of the Marine Corps' history and I understand they may be used for exhibition and publication, including possible presentation on the World Wide Web and successor technologies, as well as for promotion of the Marine Corps and its activities in any medium. I grant to the Marine Corps sole ownership of my recorded interview and to the physical property delivered to historical agencies of the Marine Corps, and the right to use any property that is the outcome of my participation; for example, my recorded interview, any photographs, and any written materials, such as letters, diaries, and accounts I may provide the MCOHP. By granting this permission, I understand I do not give up any copyright or performance rights that I may hold. I also grant to the Marine Corps my absolute and irrevocable consent for any photograph(s) provided by me or taken of me in the course of my participation in the MCOHP to be used, published, and copied by the Marine Corps and its assignees, in any medium. Finally, I agree the Marine Corps may use my name, my video or photographic likeness, my statements, and voice reproduction without further approval being required of me. I release the Marine Corps, and its assignees and designees, from any and all claims and demands arising out of, or in connection with, the use of such recordings, documents, and artifacts, including but not limited to, any claims for defamation, invasion of privacy, or right of publicity.

ACCEPTED AND AGREED

Signature: _____ Date: _____

Printed Name: _____

Address: _____

Telephone: _____