



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

5530  
G-3/5  
12 Jul 24

COMMANDER'S POLICY LETTER 003-24

From: Commander  
To: Distribution List  
Subj: REGIONAL PHOTOGRAPHY/VIDEO POLICY

Ref: (a) 18 U.S.C. §795, Photographing and Sketching Defense Installations  
(b) DoD Instruction 5200.08 Ch 3, "Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)," November 20, 2015  
(c) USNORTHCOM Instruction 10-222, "USNORTHCOM Force Protection (FP) Mission and Antiterrorism (AT) Program," November 10, 2021  
(d) MCIEAST-MCB CAMLEJO 3710.30C  
(e) MCO 5530.14A  
(f) MCIEAST-MCB CAMLEJO 5530.15B  
(g) MARADMIN 023/21  
(h) MCIEAST-MCB CAMLEJO 3070.1A

Encl: (1) Photography/Video Exemption Request Form

1. Purpose. To establish policy for image gathering and production activities including photography, video, sketches, drawings, and mapping overflights aboard Marine Corps Installations East (MCIEAST) Installations to ensure protection of designated air and surface based restricted areas, critical infrastructure, and operational security.

2. Cancellation. Commanding General's Policy Letter 008-23.

3. Information

a. In accordance with the references, MCIEAST is required to implement policies and procedures that ensure the security, safety and protection of personnel, equipment, and facilities located on MCIEAST Installations. MCIEAST policies must be developed to enhance security, provide flexibility to tenant commands to meet their operational requirements, and ensure residents/visitors of the Installations are not unnecessarily burdened.

b. The Commanding General (CG) MCIEAST is responsible for setting policy controlling photography/videos, official and unofficial, within the command, regardless of whether the photographers are attached to the Department of Defense (DoD) or are private citizens. This Policy defines where and when photography/video and other image gathering, or production activities are authorized. This Policy is applicable to military personnel, Government employees, contractors, family members, and visitors aboard MCIEAST Installations.

c. The taking of photographs/videos aboard MCIEAST Installations is forbidden, unless specifically authorized by the CG, respective Installation

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Subj: REGIONAL PHOTOGRAPHY/VIDEO POLICY

Commander, or the representative authorized by the Installation Commander to approve such requests.

d. Violations of this Policy by military personnel may result in disciplinary action under the Uniform Code of Military Justice. Non-military personnel found in violation of this policy may be debarred from further entry onto the Installations or prosecuted in accordance with reference (a).

e. In accordance with reference (a) and in the interest of national defense, it shall be unlawful to take, capture, transmit unauthorized photographs, videos, or images, or render sketches, drawings, maps, or geographical representations of a United States military installation or facility, or do the same of equipment without first obtaining the permission of the Installation Commander. This includes, but is not limited to, designated restricted areas such as airfields, critical infrastructure, and sites that contain classified material. Photography and video/image-gathering at Entry Control Points are considered surveillance activities and are prohibited. The photography and video/image-gathering of first responders executing response and actions to emergencies or calls for service is also prohibited.

f. Photography and video/image-gathering or transmission by civilian news media representatives must be approved by the Installation Communication Strategy and Operations (COMMSTRAT) office and media escorts must be coordinated with COMMSTRAT in advance. Tenant organizations with an assigned COMMSTRAT or Public Affairs Officer are authorized to grant approval for photography/video/image-gathering and transmission operations within their respective organizational areas provided they first coordinate with the Installation's COMMSTRAT Office.

g. Uniform military personnel and DoD civilian employees are authorized to take photographs/videos or capture images in unrestricted areas as part of their official duties, such as documenting discrepancies during inspections (safety, environmental, ect.).

h. Uniformed military personnel and DoD civilian employees are authorized to take photos/videos or capture images in designated restricted areas as part of their official duties when authorized by appropriate authority having jurisdiction over the restricted area.

i. In accordance with reference (c), the capture of 360-degree photography/video recordings and/or image (e.g., in support of Google Maps or other commercial mapping websites) of installation facilities and highways is prohibited. Furthermore, commercial vehicles suspected of having imaging or surveillance capabilities will be denied access to MCIEAST installations unless they obtain authorization by the Installation Commander.

j. The use of Removable Dash Cams in commercial or privately owned vehicles is strictly prohibited and must be removed from their position, deactivated, and stowed away.

k. In accordance with references (d) and (e), official Government sponsored sketches, drawings, maps, or geographical representations of MCIEAST Installations are authorized for Installation management. Sketches, drawings, maps, or geographic representation must be destroyed using a crosscut shredder, incineration, or other method that makes the original document unrecoverable. Do not dispose of sketches, drawings, maps, or geographic

Subj: REGIONAL PHOTOGRAPHY/VIDEO POLICY

representation containing Personnel Identifiable Information (PII) or aggregated data in the general refuse collection system (e.g., trash can, dumpster, etc.).

1. The Regional Commander has authorized the following exemptions.

(1) The use of permanently mounted Original Equipment Manufacturer cameras are authorized when operated in a manner to assist in blind spot monitoring, collision avoidance, and recording significant vehicle events caused by erratic driving or vehicle accidents. Enclosure (1) Photography/Video Exemption Request Form is not required.

(2) Official photographs taken by contractors on the jobsite, or captured by construction equipment, only if expressly required in the contract language and in compliance with the Division 1 specifications to support the project Quality Control Program and workplace safety. Photography/video recording and/or the capture of images by contractors working for the Government must be requested in advance by the respective Government organization being supported by the contract. The Government organization and Contracting Officer Representative (COR) must coordinate with the Office of Primary Responsibility (OPR) assigned by the Installation Commander for approving requests, as required. The Government organization and COR with the contract requirement is also responsible for obtaining approval for any release of information outside of the Government in accordance with reference (d) and utilizing the MCIEAST-MCB CAMLEJ G-3/5 PLANS 1 Form, or other form, as designated by the Installation OPSEC Program Policy. The Photography/Video Exemption Request Form must contain: start/end dates of photography/video recording and/or image capturing period, name(s) of photographer(s), name(s) of contractor organization(s), location of photography/video recording and/or image capturing, purpose of contract and effort, name of the COR or other Government point of contact, device(s) used, method of collection, planned media storage, procedures to prevent unauthorized disclosure, and frequency and method of periodic Government reviews. All photography will remain the property of the Government, and if retained for the contract period, must be stored on a local jobsite computer and are not authorized on a company cloud database, public facing website, or company newsletter. All photographs shall be formally submitted to the Government at established timelines and upon contract completion. These companies will submit detailed information on enclosure (1) Photography/Video Exemption Request Form to allow for vetting by appropriate staff. The named photographer/videographer must complete OPSEC Training available at <https://www.cdse.edu/Training/elearning/GS130/>. Copies of the completed OPSEC Training Certificates will be attached to the enclosure (1) Photography/Video Exemption Request Form. The Photography/Video Exemption Request Form must be kept on-hand to present upon request.

(3) Authorized cameras on construction equipment used at construction sites as long as these cameras activate only when erratic movement or accident occurs. This is in support of work site safety and personnel protection. Enclosure (1) Photography/Video Exemption Form is not required.

(4) Commercial over-the-road vehicles with detachable or aftermarket cameras that do not record continuously and only activate when erratic movement or accident occurs. Companies in this case may request permission to operate vehicles with cameras aboard the Installation. These companies will submit detailed information on enclosure (1) Photography/Video Exemption Request Form to allow for vetting by appropriate staff. The exemption request

Subj: REGIONAL PHOTOGRAPHY/VIDEO POLICY

form must be on-hand to present to gate sentries upon entry to the Installation.

(5) The Jacksonville Police Department (JPD) and Onslow County Sheriff's Office (OCSO) are authorized to use dashcams and personal body cameras in the performance of their official duties aboard Marine Corps Base (MCB) Camp Lejeune and Marine Corps Air Station (MCAS) New River. However, if entering a restricted area, the dash cam and/or personal body camera must be turned off. The video footage is not releasable to the public except under provisions of the State Freedom of Information Act. JPD and OCSO will inform our Commstrat Department before releasing any video footage taken aboard MCB Camp Lejeune or MCAS New River pursuant to the State Freedom of Information Act. Enclosure (1) Photography/Video Exemption Request Form is not required.

(6) Photographs taken by authorized ground delivery services to document Picture Proof of Delivery (PPOD) for non-signature, driver released deliveries aboard the installation. PPOD photographs may show the package in its released location, include the delivered package in the image, and include surroundings showing where the package was placed (gate, floor mat, front door, ect.). The PPOD photographs will not capture the recipient, other people, address, other label information, or other personally identifiable information.

m. Installation Commanders may approve photographic/video and/or image capturing overflight of the Installation when requested by adjacent jurisdictions, provided they have a Government sponsor and the videos or images requested are limited for use by the requesting jurisdiction and only for the intended purpose(s) which was vetted via appropriate staff and approved by the Installation Commander. The produced images shall not be available for access or use by others including through public access or sale. Additionally, Installation Commanders will develop procedures to review photographs/videos/images to identify any visual representations of restricted areas that are required to be censored or blocked from inclusion in the hard or soft copy files, e.g., image products, database, etc.

n. Except as previously specified, there are no restrictions on unofficial personal photography/videos/image capturing by DoD Identification cardholders on MCIEAST Installations of non-restricted areas. Per reference (f), a DoD Identification Card is a widely accepted identity source document issued to servicemembers, retirees, military dependents, and, in some cases, contractors. While a Defense Biometric Identification System card or DBIDS Temporary Pass is also considered an identity source document for the purpose of obtaining installation access, it is not considered a DoD Identification card. DoD identification card holders must ensure that photography/video/image capturing devices do not inadvertently capture images of restricted areas or capture images that could violate OPSEC concerns and the Installation Commander's Critical Information and Indicator List. Photography in and around base housing is authorized, but care must be taken to exclude sensitive information such as unauthorized images of children, and PII such as names and addresses of Service Members and their families. Further, individuals' images may be protected by publicity and privacy rights. This Policy does not waive any publicity or privacy rights of any individuals.

o. Unless otherwise specified or described herein, the general public may take photographs at open-to-public special events for their duration and within the venue area of the special event. Photography outside the venue of

Subj: REGIONAL PHOTOGRAPHY/VIDEO POLICY

the special event is forbidden. Moreover, Military Department and other DoD component names, insignia, seals, symbols, and similar marks may be protected as trademarks or service marks and may not be used in commerce without prior written permission. DoD Component Trademark Licensing Office contacts may be found at <https://dod.defense.gov/Resources/Trademarks/>.

p. Enforcement of this Policy is the responsibility of Installation Commanders, directors, tenant commanders, and other agencies. Suspected violations involving Marines and/or employees shall be dealt with at the lowest level, by immediately stopping the unauthorized activity and providing appropriate guidance. If the unauthorized activity is suspicious, or involves an unknown individual(s), the incident shall be immediately reported to the Provost Marshal Office (PMO) or Marine Corps Police Department (MCPD). Per reference (b), law enforcement officials are authorized to seize photographic or other visual imagery equipment from individuals suspected of violating this Policy. In accordance with reference (a), willful violation of defense security regulations may result in prosecution in Federal court.

(1) Reporting Suspicious Activity. Eagle Eyes (EE) is the official Marine Corps community awareness suspicious activity reporting program. The program allows anyone to report suspicious activity through the EE website, [www.usmceagleeyes.org](http://www.usmceagleeyes.org).

(2) All reports submitted through the EE website are automatically uploaded into the Marine Corps Suspicious Activity Information Portal (MCSAIP) and analyzed by designated and specially trained personnel. Personnel with MCSAIP access can enter the report directly into MCSAIP or via the TrapWire mobile application.

q. Within the Region, requests for clarification on where or when photography/videos and/or image capturing can be taken on the Installation shall be submitted to the appropriate installation staff as determined by the Installation Commander.

r. In accordance with reference (d), the capture of video or other images, whether still or otherwise, using small unmanned aerial systems (such as, but not limited to, commercial drones) is prohibited unless specifically approved by the Installation Commander.

4. Scope. MCIEAST Installation Commanders will ensure all personnel comply with this Policy.

#### 5. Regional Tasks

a. MCIEAST Installation Commanders, MCIEAST-MCB CAMLEJ Department Heads, Tenant Commanders and other agencies shall:

(1) Implement the provisions of this Policy and develop appropriate internal photography/video/image capturing policies and procedures to enhance the security of the Installation and designated restricted areas such as airfields, critical infrastructure, and sites that contain classified material.



Subj: REGIONAL PHOTOGRAPHY/VIDEO POLICY

(2) Establish an OPR within your command to receive official photography requests and coordinate the review and approval/disapproval process.

(3) Ensure personnel are familiar with reporting procedures concerning violations of this policy, or other suspicious photographic activity to the local PMO/MCPD or Eagle Eyes website [www.usmceagleeyes.org](http://www.usmceagleeyes.org).

(4) Ensure restricted areas are posted with signage as delineated in reference (e).

(5) Ensure notification of union representatives concerning this Policy guidance.

b. Recommended changes to this Policy shall be submitted to the Assistant Chief of Staff (AC/S), G-3/5.

#### 6. Marine Corps Base Camp Lejeune Tasks

a. AC/S, G-3/5 shall: Maintain the MCIEAST-Marine Corps Base Camp Lejeune (MCB CAMLEJ) photography/video policy and ensure that it is reviewed annually and updated as needed. In coordination with the AC/S, G-7, assign personnel from the Installation Protection (IP) Branch and Aviation Plans and Policy (APP) Branch to serve as members of the base Aerial Overflight/Photography Working Group (AOPWG) to review requests to conduct overflights for the purpose of geospatial data collection/aerial photography. Coordinate with local tenant commands and other agencies to clarify issues related to the photography/video policy.

b. AC/S, G-7 shall: Serve as the OPR for the AOPWG and coordinate, review, and staff installation requests of aerial overflights for aerial data collection, photography, or video by external agencies with the assigned AOPWG members from Regional Geographic Information and Services (RGIS), APP, IP, and Physical Security.

c. AC/S, G-F shall: Assign personnel from RGIS as members of the base AOPWG to review requests for GIS data collection/aerial photography. Ensure construction contractors request approval prior to any ground based or aerial photography of their sites and conduct periodic inspection of worksites to ensure compliance with the contract language, applicable security policies, and intended purpose of the exception that was vetted via appropriate staff. The Environmental Management Division (EMD) is authorized to sponsor/escort contractors who are required to obtain imagery of sites or projects as part of their contract supporting EMD. Forward completed enclosure (1) Photography/Video Exemption Request Forms to COMMSTRAT for review and approval, as required.

d. COMMSTRAT shall: Serve as the OPR within MCB CAMLEJ to receive completed official and unofficial photography/video/image capturing requests and coordinate the review and approval/disapproval process for any photography/video/image release in accordance with reference (h). Additionally, serve as the OPR to receive and vet requests from a COR to authorize contractors to take photography/videos and/or otherwise capture images on MCIEAST-MCB CAMLEJ and MCAS New River. Requests must be received within ten working days prior to start date at [mcieastcommstrat@usmc.mil](mailto:mcieastcommstrat@usmc.mil). Ensure all media representatives granted access to MCIEAST-MCB CAMLEJ and MCAS New River are aware of this policy. Coordinate escorts for all authorized

Subj: REGIONAL PHOTOGRAPHY/VIDEO POLICY

media representatives to ensure only authorized photographs are taken. Conduct a local media campaign to ensure public awareness of this Policy. Inform PMO/MCPD when conducting activities of official news media presence to limit suspicious activity calls concerning unauthorized photography.

e. Commanding Officer, Headquarters and Support Battalion shall: Respond to and investigate reports of unauthorized or suspicious photography/video recordings and/or image capturing on MCB CAMLEJ and MCAS New River. Assign personnel from Physical Security as working group members of the base AOPWG to review requests to conduct aerial overflights for the purpose of geospatial data collection/aerial photography.

7. Point of contact concerning this Policy is the MCIEAST-MCB CAMLEJ AC/S, G-3/5, IP Branch (910) 451-1454.

  
R. J. RIZZO, JR.  
Acting

DISTRIBUTION: A/B

Copy to: CG, II MEF  
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**MARINE CORPS INSTALLATIONS EAST - MARINE CORPS BASE CAMP LEJEUNE**  
**Photography/Video Exemption Request Form**

Requester Name: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Contract name/number/location/brief description:

**ACKNOWLEDGEMENT**

The following policy applies to all personnel/vehicles entering MCIEAST Installations:

1. It is unlawful to take, capture, transmit unauthorized photographs, videos, or images, or render sketches, drawings, maps, or geographical representations of a United States military installation or facility, or do the same of equipment without first obtaining the permission of the Installation Commander. This includes, but is not limited to, designated restricted areas such as airfields, critical infrastructure, and sites that contain classified material. Photography and video/image-gathering at Entry Control Points are considered surveillance activities and are prohibited. The photography and video/image-gathering of first responders executing response and actions to emergencies or calls for service is also prohibited.
2. Capture of 360 degree photography/video recordings and/or image (e.g., in support of Google Maps or other commercial mapping websites) of installation facilities and highways is prohibited. Furthermore, commercial vehicles suspected of having imaging or surveillance capabilities will be denied access to MCIEAST installations unless they obtain authorization by the Installation Commander. The use of Removable Dash Cams in commercial or privately owned vehicles is strictly prohibited and must be removed from their position, deactivated, and stowed away.
3. Official photographs taken by contractors on the job site, or captured by construction equipment, is authorized only if expressly required in contract language and in compliance with the Division 1 specifications to support the project QC Program and workplace safety. Photography/video recording and/or the capture of images by contractors working for the Government must be requested in advance by the respective Government organization being supported by the contract. All photography will remain the property of the Government, and if retained for the contract period, must be stored on a local job site computer and not authorized on a company cloud database, public facing website, or company newsletter. All photographs shall be formally submitted to the Government at established timelines and upon contract completion. These companies will submit detailed information on Enclosure (1) Photography/Video Exemption Request Form to allow for vetting by appropriate staff. The exemption request form must be on-hand to present upon request.
4. Photographs taken by authorized ground delivery services to document Picture Proof of Delivery (PPOD) for non-signature, driver released deliveries aboard the installation. PPOD photographs may show the package in its released location, include the delivered package in the image, and include surroundings showing where the package was placed (gate, floor mat, front door, ect.). The PPOD photographs will not capture the recipient, other people, address, other label information, or other personally identifiable information.

I acknowledge and will comply with the above policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## EXEMPTION PURPOSE

Photography/video is required by contract for the following purposes and specifications:

Photography/videography start date: \_\_\_\_\_

Photography/videography end date: \_\_\_\_\_

Name(s) of photographer(s)/videographer(s): \_\_\_\_\_

Description of device(s) used, method of collection, media storage, and procedures to prevent unauthorized disclosure:

### CONTRACTING OFFICER REPRESENTATIVE (COR)/PROJECT MANAGER/BASE SPONSOR ENDORSEMENT (Must be a Government Employee)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I concur with this requirement and acknowledge the following:

1. Photography/video shall remain the property of the Government unless expressly authorized for release in accordance with local policy and upon completion of an OPSEC review in accordance with MCIEAST-MCB CAMLEJO 3070.1A utilizing the MCIEAST-MCB CAMLEJ G-3/5 PLANS 1 Form, or other form, as designated by the Installation OPSEC Program Policy.
2. I will ensure compliance with contract language, applicable policy, and intended purpose of the exception which was vetted via appropriate staff.
3. I will conduct reviews of photography/video at regular intervals.
4. I will report all deviations and violations of Installation photography/video policy to the assigned Installation office of primary responsibility.
5. The named photographer/videographer completed the required OPSEC Training (<https://www.cdse.edu/Training/elearning/gs130/>). I have attached a copy of the individual's Training Certificate to this Photography/Videography Exemption Request Form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## STAFF RECOMMENDATION ON THE PHOTOGRAPHY/VIDEO EXEMPTION REQUEST

### MISSION ASSURANCE/INSTALLATION PROTECTION

Name/Position: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Recommend the request be:

Approved

Denied

Signature: \_\_\_\_\_

### OPERATIONS SECURITY (OPSEC) Monitor, Coordinator, or Program Manager

Name/Position: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Recommend the request be:

Approved

Denied

Signature: \_\_\_\_\_

### COMMUNICATION STRATEGY & OPERATIONS (COMMSTRAT)

Name/Position: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Recommend the request be:

Approved

Denied

Signature: \_\_\_\_\_

DEPARTMENT NAME (IF REQUIRED) :

Name/Position: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Recommend the request be:

Approved

Denied

Signature: \_\_\_\_\_

DEPARTMENT NAME (IF REQUIRED):

Name/Position: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Recommend the request be:

Approved

Denied

Signature: \_\_\_\_\_

### PHOTOGRAPHY/VIDEO REQUEST APPROVAL/DENIAL DECISION

(Please check decision and provide date)

☐ **APPROVED**    **Date:** \_\_\_\_\_

☐ **DENIED**    **Date:** \_\_\_\_\_