



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

5530
G-3/5
17 OCT 2022

COMMANDING GENERAL'S POLICY LETTER 009-22

From: Commanding General
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)," December 10, 2005 (Incorporating Change 3 of November 21, 2015)
(c) U.S. NORTHCOM Force Instruction 10-222
(d) MCIEAST-MCB CAMLEJO 3710.30B
(e) MCO 5530.14A
(f) MARADMIN 023/21
(g) MCIEAST-MCB CAMLEJO 3070.1A

Encl: (1) Photography/Video Waiver 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 001-21.

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

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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 is considered surveillance activities and is 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 Communication Strategy and Operations (COMMSTRAT) and conducted only with a COMMSTRAT escort. 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 Director or authorized directorate representative.

g. 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.

h. 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. The government organization and COR with the contract requirement is responsible for obtaining approval by contacting the OPR with information for approval: 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, and the name of the COR or other government point of contact.

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 are 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.

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k. 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 Waiver Request Form is not required.

(2) 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 Waiver Request Form is not required.

(3) Authorized commercial over the road vehicles with cameras that don't 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 Waiver Request Form to allow for vetting by appropriate staff. The waiver request form must be on-hand to present to gate sentries upon entry to the installation.

1. 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.

m. 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. 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 Personnel Identifiable Information (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.

n. 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 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/>.

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o. 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.

(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.

p. 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.

q. 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.

r. 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, map, or geographic representation must be destroyed using a cross cut shredder, incineration, or other method that makes the original document unrecoverable. Do not dispose of sketches, drawings, maps, or geographic representation containing PII or aggregated data in the general refuse collection system (e.g., trash can, dumpster, etc.).

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

5. Regional Tasks

a. MCIEAST 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.

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(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.

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

(5) Ensure notification of the 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, ensure that it is reviewed annually and updated as needed. In coordination with the AC/S, G-7, assign personnel from 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 will 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 member 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. 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.

d. COMMSTRAT shall: Serve as the OPR within MCB CAMLEJ to receive official and unofficial photography/video/image capturing requests and coordinate the review and approval/disapproval process. 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 installations. Requests must be received within five working days prior to start date at (910) 451-5655. Ensure all media representatives granted access to MCIEAST installations are aware of this policy. Provide escorts for all authorized media representatives to ensure only authorized photographs are taken. Conduct a local media campaign using the base newspaper and social media 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

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recordings and/or image capturing on MCB CAMLEJ and Marine Corps Air Station, New River. Assign personnel from Physical Security as working group member 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.



ANDREW. M. NIEBEL

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MARINE CORPS INSTALLATION EAST-MARINE CORPS BASE CAMP LEJEUNE

Photography/Video Waiver Request Form

Submitted by:

Name: _____ Date: _____

Company: _____

Camp Lejeune Contracting Officer Representative (COR)/Project Manager/Base Sponsor Information (Must be a government employee)

Name: _____ Organization: _____

Phone: _____ Email: _____

Contract Information:

Contract Number: _____

Other (i.e. MCIEAST/MCB CamLej G-7): _____

The following policy applies to all personnel/vehicles entering MCB Camp Lejeune:

1. It is unlawful to take capture, transmit unauthorized photographs, videos, or images, or render sketches, drawings, maps, or geographical representations of United States military installations or facilities, or do the same of equipment without first obtaining permission of the installations Commander. This includes but is not limited to, designated restricted areas such as airfields, critical infrastructure, and sites that contain classified material.

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 are prohibited. Further, 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 Dash Cams in commercial or privately owned vehicles is strictly prohibited and must be deactivated or covered prior to entry to the installation.

I acknowledge and will comply with the above policy. _____ (initial)

The Regional Commander has authorized the following exemptions:

3. Authorized cameras on construction equipment used at construction sites as long as these cameras activated only when erratic movement or accident occurs. This is in support of work site safety and personnel protection.

Does this exemption apply: _____ Yes _____ No

4. Commercial vehicles with cameras that don't record continuously and only activate when erratic movement or accident occurs.

Does this apply: _____ Yes _____ No

If yes to either above, then please provide the following information:

Company: _____

Point of Contact: _____ Position/Title: _____

Phone: _____ Email: _____

Company Acknowledgement (to be signed by the point of contact listed above): The cameras mounted on the vehicles/equipment with access to the installation are for safety monitoring and only activated when erratic movement or accidents occur. Further, the above driver does not have access to any surveillance video captured.

Signature: _____ Date: _____

5. Photograph/video recording and/or video recording exemption:

Photography/video recording and/or image capturing by contractors working for the government with an authorized contract requirement.

Does this exemption apply: _____ Yes _____ No

If yes, provide the following information:

Photography start date: _____ Photography end date: _____

Name(s) of photographer(s) _____

Name(s) of contractor organization(s) _____

Location: _____

Purpose of contract and effort: _____

6. The use of Closed Circuit Television (CCTV):

Make: _____

Model: _____

Serial Number: _____

(CCTV use must be approved by Provost Marshal's Office, Physical Security)

7. Approval of COR in coordination with the office of primary responsibility:

Signature: _____ Date: _____