



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 3104.1B
COMCAM

AIR STATION ORDER 3104.1B

From: Commanding Officer
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR COMBAT CAMERA SUPPORT

Ref: (a) MCO 3104.1B
(b) MCO P7100.8K (c)
(c) MCO 5600.31G
(d) MCO 7040.11A
(e) MCWP 3-33.7
(f) SECNAVIST 5720.44B
(g) MARADMIN 003/09
(h) VI Managers Handbook

Encl: (1) Combat Camera Pamphlet
(2) Ceremonial Program
(3) Ceremonial Invitations
(4) Ceremonial booklet
(5) Purchase Approval for Audio/Video Gear

1. Situation. This Order establishes policy, procedures, and standards for the effective management and operation of the Marine Corps Air Station (MCAS) Beaufort Combat Camera (ComCam) section, per the references.

2. Cancellation. ASO 3104.1A.

3. Mission. Provide mission essential ComCam support to MCAS Beaufort and its tenant commands that directly promote the success of Marine Corps operations, enhances decision making processes, and develops situational awareness.

4. Execution. Enforce ComCam's policy and responsibilities for the administration of the program and specifies responsibilities for the conduct of MCAS Beaufort ComCam.

a. Commanders Intent and Concept of Operation

(1) Commanders Intent. Support the MCAS Beaufort and tenant command requests on all levels with immediate and high-quality Visual Information (VI) products. If the request meets the guidelines in accordance with the references outlined above, ComCam will support. The Commanding Officer will:

(a) Provide an adequate operational budget for ComCam, to include, but not limited to, funding for replacement of expendables and individual components (i.e. digital single lens reflex camera bodies, high definition video cameras, production computers/software, printers, etc), lifecycle management, operations, maintenance, local training and contracts.

(b) Submit requests for occupational field 4600 formal training and planning summary requirements per instructions provided by the Commanding

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General, Marine Corps Combat Development Command (C46) during annual call-ups.

(c) Ensure that all VI related imagery having immediate historical value is forwarded to the Defense Imagery management Operations Center (DIMOC) for accessioning.

(d) Ensure that ComCam and printing assets are included in all operational and deployment planning to ensure that each operation, exercise, contingency, or conflicts other than war is documented from beginning to end.

(e) Ensure that all imagery of combat, crisis operations, humanitarian operations, and exercises are forwarded to DIMOC in the most expeditious manner possible (i.e. FTP, e-mail, etc) per instruction provided in reference (a).

(2) Concept of Operations

(a) All imagery and products produced by ComCam are the sole property of the United States Marine Corps and will not be released to the public by any command. The Station Public Affairs (PAO) shall be the only releasing authority per reference (f), except when delegated as appropriate per reference (a). All imagery and products, at the Staff Noncommissioned Officer in Charge (SNCOIC) discretion, will be filed for a minimum of three years and will be screened for submission to Headquarters Marine Corps archives as outlined in reference (a).

(b) Copyrighted materials will not be reproduced in part or whole without the expressed written consent of the copyright holder. Public Law 94-553, section 107, "Fair Use Clause", may apply to materials used specifically for training purposes. Requests involving copyrighted material must be accompanied by the necessary copyrighted release as required by reference (b), and Public Law 94-553, section 107 and approved by the ComCam SNCOIC.

(c) Requests that require the use of material or quantities not normally stocked by ComCam must include the funds to purchase the requested materials.

(d) Tenant activities and other federal agencies aboard MCAS Beaufort may be supported on a reimbursable basis. These relationships usually involve an Inter-Service Agreement or Memorandum of Agreement.

(e) ComCam is not equipped and/or cleared for the reproduction and production of classified material. All classified material must be processed through the Station Mission Awareness Department.

(f) Requests for support will be submitted via a production request form. These forms are located at the ComCam customer service desk. The individual requesting support must sign each request, and certify the request is official in nature.

(g) ComCam personnel may be augmented to Operating Force units during contingency operations.

a. Subordinate Element Missions

(1) COMCAM SNCOIC. The Commanding Officer will designate a SNCOIC in writing. The SNCOIC will be assigned the primary responsibility of management and operation of ComCam. The SNCOIC will:

(a) Centrally manage, direct, and market the ComCam program within the command.

(b) Ensure that ComCam is operated in compliance with existing orders and directives.

(c) Develop and publish a local Standard Operating Procedure (SOP) for VI services and support.

(d) Ensure that ComCam functions are recorded and reported in accordance with applicable directives and orders, local SOP's and reference (a).

(e) Plan and budget for VI resources (i.e. materials, supplies, equipment, maintenance, contracts, training, conferences, and seminars) per reference (c) and applicable MCBul 7100 series.

(f) Advise commanders of ComCam capabilities, state of readiness, and the status of personnel and equipment.

(g) Publish a local information package (pamphlet/catalog or web page) which describes VI services and how to get them.

(h) Establish production control procedures with a priority system.

(i) Establish and supervise the Quality Control (QC) process for all ComCam imagery and products.

(j) Establish and maintain local archives of video, photo, graphic products, and artwork in support of customer's requests. All VI products should be reviewed annually. In the case a VI product has outlived its usefulness locally then it should be forwarded to DIMOC for archiving purposes.

(k) Produce instructional and informational products within local capabilities and per the references (i.e. video productions, and multimedia productions in various formats).

(l) Establish and maintain a continuous mission oriented training (MOT) program. Each Officer-in-charge is encouraged to seek intermediate and advanced VI training at local entities and installations (i.e. college, technical school, workshops, etc).

(m) Seek regional support for requests that exceed local capabilities.

(n) Serve as the technical expert for all things relating VI.

(2) Still Photography. Still photographic support will be provided to accomplish mission requirements and documentation of mission related training events, command investigations, historical events (Change of Command, Relief and Appointments of Command Sergeant Major, unit activations and deactivation, Marine Corps birthday cake cutting, funerals and memorial services), and administrative/studio photographic requirements. The following support is authorized:

(a) Official digital still photography.

(b) Digital scanning and reproduction of original official

photographs up to 11" x 14".

(c) Color printing of digital official photographs, from 1" x 1" up to 12" x 18".

(d) Official promotion style photographs.

(e) Official command-board photographs (squadron level and higher, key-billet holders).

(f) Chronological and historical group photos (squadron level and higher).

(g) Duplication and burning of imagery into storage media (CD/DVD only).

(h) Provide a 24 hour on-call Duty Photographer for accident, aircraft mishap, or any official command investigation (coordination through Station provost Marshal Office is required).

(3) Video Production. Video support is provided to accomplish mission requirements with documentation and/or creation of video production in support of mission related training events and historical events (Change of Command, Relief and Appointment of Command Sergeant Major, unit activation/deactivation, Marine Corps birthday cake cutting, funerals and memorial services). The following support is authorized:

(a) Official digital video production.

(b) Official video products provided on CD/DVD in requested format (i.e. MPEG-4, AVI, DVD-authoring, etc).

(c) Digital conversion of official DoD productions from format to format (i.e. VHS-DVD).

(d) Video editing/dubbing of official DoD footage.

(e) Duplication of official DoD products.

(f) Script writing analysis for official productions.

(4) Reprographics. Reprographics support is provided to accomplish mission requirements by producing master products in support of mission related training events, official command-level ceremonies (Change of Command, Relief and Appointment of Command Sergeant Major, unit activation/deactivation, Marine Corps birthday cake cutting, funerals and memorial services). The following support is authorized:

(a) Computer generated illustration/design and page layout.

(b) Interactive CD/DVD creation.

(c) Printed instructional and training material.

(d) Vector based logo art (creation/re-creation).

(e) Lamination (self-help service available).

(f) Official command level (Change of Command, Relief and

Appointment of Command Sergeant Major, Unit activation/deactivation, Marine Corps Birthday Ball held by unit, and PME school graduations) eight page programs.

(g) Single and double-sided and/or head-to-head black and white copies.

(h) Departmental blank forms for instructional use (i.e. NAVMC, OPNAV, etc).

(i) Color reproduction is reserved for imagery depicting legends, graphs and charts.

(j) Tri-fold pamphlet layout for individual retirement ceremony (Marine and Navy).

(k) Saddle Stitching.

(l) Paper drilling (one, two and three hole).

(m) Paper-padding.

(n) Mounting (only for maps other field operational needs).

(5) VI Equipment Procurement

(a) Per the references, all garrison VI equipment aboard the Air Station is centrally managed by the ComCam SNCOIC. Requests for VI equipment procurement must be submitted to the ComCam SNCOIC in writing using Enclosure (1), such request shall focus on justification for purchase. Procurement justification is not limited to, but will include the following:

(b) Justify as why ComCam assets cannot be utilized to accomplish the mission.

(c) Units procuring VI equipment with government funds must follow Government Commercial Purchase Card, Marine Corps Property policies and SOPs. Approval to purchase VI equipment must be submitted to ComCam before procurement.

(d) VI equipment, facilities, and materials are to be used for official purposes only. All VI products are the exclusive property of the Marine Corps. VI resources are not authorized to be used to duplicate commercial entertainment products, stamps, and obscene/pornographic material or to support unit functions deemed as social events (i.e. mess night, dining in, etc). Refer to station legal office for guidance on how and when to apply the Fair Use Clause of the Copyright Law.

5. Administration and Logistics. For information concerning contents of this Order, contact the Combat Camera SNCOIC at (843)228-7447.

6. Command and Signal. This policy is applicable to all permanently and temporarily assigned personnel aboard Marine Corps Air Station Beaufort. This Order is effective the date signed.


B. C. MURTHA

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