



UNITED STATES MARINE CORPS  
MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LA 70146-5400

IN REPLY REFER TO:  
ForO 3104  
COMCAM

JAN 26 2003

FORCE ORDER 3104

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR COMBAT CAMERA (COMCAM)

Ref: (a) CJCSI 3205.01B  
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(g) MCO P5600.31G W/CH1-3  
(h) DOD 5040.6-M-2  
(i) MCO P5750.1G

1. Situation

a. This Order establishes Standing Operating Procedures (SOP) for the COMCAM section, Marine Forces Reserves (MARFORRES), New Orleans as directed by the references.

b. COMCAM consists of the following sections: COMCAM Operations (Ops), Print Repro/Graphics, Photographic, and Video.

2. Cancellation. ForO 5290.2 and 5600.2.

3. Mission. The mission of COMCAM is to provide the National Command Authority, the Chairman of the Joint Chiefs of Staff, the Military Departments, the Unified Combatant Commanders, and the on-scene commander with direct image capability in support of operational and planning requirements during world crises, contingencies, exercises, and wartime operations per references (a) through (c).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Provide dedicated specialized Visual Information (VI) support for activity operational and planning requirements during combat operations, contingencies, and exercises. Commanders will ensure that COMCAM imagery of combat operations, humanitarian

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operations, exercises, and joint-interest imagery is forwarded to the Defense Imagery Management Operations Center (DIMOC) in the most expeditious manner possible (e.g. fast file transfer (FFT), file transfer protocol (FTP), etc.), per references (a) through (c).

(b) Provide Headquarters (HQ) MARFORRES, Major Subordinate Commands (MSCs), Inspector-Instructor (I-I) sites, and designated customers with general purpose VI support via the medium of digital and traditional graphic illustration, digital photographic documentation, digital video documentation and production, and printing and reprographics in a professional cost-effective manner.

(2) Concept of Operations

(a) Combat Camera. COMCAM will support official requests to the maximum extent possible. COMCAM personnel will not support requests that are illegal, immoral, or unethical, per reference (e).

(b) Collateral Duties. The following are collateral duties performed by the Force COMCAM Officer:

1. Audiovisual (AV) Administrator. The Force COMCAM Officer serves as the AV executor and administers technical oversight for AV equipment acquisition throughout HQ MARFORRES, MSCs, and I-I sites in order to maximize Fleet Marine Force interoperability, AV equipment standardization, and supportability to include special equipment in support of military and non-military agencies, per reference (e). 4th Reconnaissance Battalion (Bn) is excluded from AV technical oversight.

2. Printing Management Officer. The Force COMCAM Officer holds the collateral duty of MARFORRES Printing Management Officer and is responsible for the interpretation and application of established policy designed to ensure the efficient, economical usage of all printing, duplication, and reprographic equipment. As the principal executor of the MARFORRES Print Management Program, the Force COMCAM Officer will seek to maximize printing and reprographics interoperability, equipment standardization, and supportability within HQ MARFORRES, MSCs, and I-I sites.

(c) Augment Support. COMCAM may support all Department of Defense (DoD) organizations and commands undesignated for MARFORRES COMCAM support within the region on a reimbursable basis or through the establishment of an Inter-Service Support Agreement (ISSA) as required, per reference (f).

b. Coordinating Instructions

(1) Standard COMCAM business hours are from 0730-1630, Monday through Friday. Customer requests for support outside of normal business hours should be addressed to the Force COMCAM Officer, COMCAM Ops, for approval.

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(a) Standard COMCAM Photographic Studio hours are 0800-1130, Monday, Wednesday and Friday for promotion board photography. Support is provided on a first-come-first-served walk-in basis. Though not required, customers are encouraged to call the Photographic Section in advance for support planning purposes. Customers requiring studio photographs are responsible for proper observance of appropriate regulations governing uniforms, grooming standards, and promotion board information. COMCAM personnel will not re-shoot promotion photographs for reasons of improper uniform items, weight standards, or grooming standards.

(b) COMCAM may close during normal business hours for the purposes of major equipment repairs, information system upgrades, command-directed liberty or functions, emergency maintenance, unit training, or as directed by the Force Director (Dir), Public Affairs Office (PAO). Information regarding COMCAM closure will be posted in advance, when possible, to facilitate customer planning.

(2) In order to provide optimum support in filling customer requirements, customers are apprised lead times necessary to complete their requests. COMCAM personnel will afford customers technical advice, when appropriate, in an effort to improve overall product quality.

(3) Requests for AV equipment procurement are referred to the Force COMCAM Officer for review and certification. An approved AV waiver from the Force COMCAM Officer is required for AV equipment procurement.

(4) Authorization must be obtained from the Force COMCAM Officer prior to procurement, rental, exchange, relocation, or disposal of printing and/or reprographic equipment.

(5) Requests for contract printing via other government agencies (e.g., Defense Automated Printing Service Detachment Office (DAPSDO), and Government Printing Office (GPO)), or a commercial vendor must be referred to the Force COMCAM Officer for review and certification.

(6) Requests for VI special projects support are referred to the Force COMCAM Officer for review and approval.

(7) COMCAM may provide photographic and video evidentiary documentation and technical assistance in support of investigations involving matters of death, Class "A" mishaps, assault and/or indecent assault, substantial destruction of government property, or other related investigations of a significant nature as required by law. To request evidentiary documentation support, contact the Force COMCAM Staff Noncommissioned Officer-in-Charge (SNCOIC), COMCAM Ops.

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(8) Issues regarding higher-level review should be addressed with the Force Dir, PAO. Although the MARFORRES COMCAM is under the cognizance of the PAO, Commanders and customers should be made aware that COMCAM and PAO have two distinct and separate missions with respect to the support/function they provided to the Commander.

(9) Undesignated organizations, seeking MARFORRES COMCAM augment support, may be supported on a reimbursable basis or through the establishment of an ISSA, per references (e) and (i). The resident COMCAM/VI Officer for the requesting organization must coordinate or make liaison with the Force COMCAM Officer for possible production augment support in cases where a request exceeds the capability of a requesting COMCAM/VI unit.

## 5. Administration and Logistics

### a. Administration

(1) COMCAM is funded to support HQ MARFORRES, MSCs, and I-I Staff requirements within reason. Customer requests that involve large quantities, high cost, or specific supplies not normally stocked by COMCAM, may be required to provide materials, reimbursement, or transfer of additional funds in order to obtain support.

(2) In cases where a support request exceeds MARFORRES COMCAM capability, the Force COMCAM Officer will conduct coordination or make liaison with other DoD COMCAM/VI units or agencies for additional manning, supply, or contracted support to fill the request, per reference (f). The Force COMCAM Officer will seek commercial outsourcing of a customer request as a last resort.

(3) Undesignated organizations, seeking MARFORRES COMCAM augment support, may be supported on a reimbursable basis or through the establishment of an ISSA. The resident COMCAM/VI Officer for the requesting organization must coordinate or make liaison with the Force COMCAM Officer for possible production augment support in cases where a request exceeds the capability of a requesting COMCAM/VI unit. The Deputy, G-3, or equivalent official of the requesting COMCAM/VI unit, is the authorizing agent when requesting MARFORRES COMCAM support. No coordination for support will be conducted between MARFORRES COMCAM and customers of an undesignated organization.

(4) The Force COMCAM Officer will generate and maintain a list identifying designated organizations that have established a reimbursable account or an ISSA; these designated organizations are authorized MARFORRES COMCAM support.

(5) Customers of designated organizations will coordinate requests for support through the COMCAM customer service desk.

(6) The following are specific limited support services:

#### (a) Change of Commands

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1. Bn, or higher level
2. Commanding General, MSCs
3. Designated Command-level organizations

(b) Group Photographs. Historically significant group photographs (e.g., activation, deactivation, major deployments, etc.) are supported in accordance with references (e) and (i).

(c) Promotion Ceremonies. Support of promotion ceremonies is limited to E7, CWO5, and O5 and above. An exception is made for requests wherein the presiding officer is a Commanding Officer, or an O6 or higher.

(d) Electronic File Delivery. Release of COMCAM products via e-mail is restricted due to limitations of activity server capability. The Force COMCAM Officer is the approving agent for requests involving electronic file output delivery.

(7) The following are specific services not supported but in some cases may be contracted out on a case-by-case basis:

(a) Classified Material. MARFORRES COMCAM does not support requests for reproduction of classified material.

(b) Chemical Film Processing. MARFORRES COMCAM does not support chemical processing of black and white film, color film (C-41), or slide film (E-6).

(8) Priority of support:

(a) Wartime and contingency production

(b) Evidentiary documentation support:

1. Naval Criminal Investigative Service (NCIS)

2. Provost Marshal's Office (PMO)

3. Criminal Investigation Division (CID)

(c) Commander, MARFORRES, and Staff Sections

(d) Commander, U.S. Northern Command, and Staff Sections

(e) Commanding General (CG), MSCs, and Staff Sections

(f) Designated Command-level Organizations

(g) Administrative COMCAM requests

(9) COMCAM will forward COMCAM imagery produced in support of combat operations, contingencies, exercises, and imagery having significant or joint-interest value to DIMOC in the most expeditious manner possible.

(10) COMCAM will forward all COMCAM imagery having immediate or historical value to the Commanding General, Marine Corps Combat Development Command (CG, MCCDC) Attn: (C465VIM) for accessioning, in accordance with reference (e).

(11) Per reference (h), all imagery produced by the COMCAM must have the following byline included in the cutline or labeling: (U.S. Marine Corps photograph by Rank, First and Last Name, MARFORRES COMCAM).

Byline Example: (U.S. Marine Corps photograph by Sgt. Joe B. Puller, MARFORRES COMCAM)

(12) MARFORRES COMCAM does not support requests for reproduction of classified material. Customers must inform COMCAM personnel of the classification of work before requesting support. Material deemed sensitive but not classified must be coordinated through the Force COMCAM Officer, and/or Force Dir, PAO.

(13) Hazardous material, hazardous waste, and safety procedures will be in compliance with existing orders, directives, and laws.

(14) COMCAM marketing is the identification of COMCAM products with standardized packaging, labeling, or simple identification to inform customers how to contact the COMCAM for future support. COMCAM marketing does not imply buying or selling products. When compared to commercial vendors, comparable COMCAM products are more cost effective for most military applications. Proper product identification aids in educating military personnel of COMCAM capabilities.

(a) Incorporate the COMCAM logo into as many products as possible, unless the logo otherwise detracts from the product or is inappropriate for the products provided (e.g. investigative photography, command publications, mandated productions etc.).

(b) In cases where the COMCAM logo is inappropriate for incorporating within the product, COMCAM personnel will place requested material in marketing folders, or other similar packaging, marked with the COMCAM logo and contact information.

(c) COMCAM personnel must communicate with the customer for the inclusion of COMCAM contact information in materials provided. COMCAM personnel will exercise best judgment when incorporating identifying information such as the COMCAM logo.

(d) COMCAM products generated, such as photographs, layout and design, or multi-media, are considered official property of the United States Marine Corps and must be identified as such.

(e) Copyrighted material (e.g. music, video, photo, artwork, etc.) shall not be utilized without the expressed written consent of the copyright owner or an authorized agent.

(15) Requests for AV equipment procurement must be referred to the Force COMCAM Officer for review and certification. AV equipment consists of any machine or information technologies (IT) related nomenclature that is used to produce an image or develop an image or motion media to include animation.

(a) The following are examples of AV equipment:

1. Digital and Traditional Film Still Cameras
2. Digital and Traditional Film Video Camera
3. Photographic Processing Equipment (lenses, flash units, software, etc.)
4. Photographic Processing Software
5. Video Editing Equipment (CD, DVD, VHS, etc.)
6. Large Format Printers/Plotters (Larger than 8.5 inches by 11 inches)
7. Projectors
8. Projection Screens
9. Televisions/Monitors
10. Audio or Video Media Equipment

(b) In cases where the Force COMCAM Officer deems procurement of equipment redundant, not cost effective or sustainable, the request will be denied with recommendations for alternative procurement or development.

(16) The Nation-wide Copier Contract (NWCC) is managed by the Force COMCAM Officer as part of the MARFORRES Printing Management Program. The NWCC exists to provide activity elements with a light organic reprographics capability. The NWCC is not intended to be an end-all support tool but works in conjunction with, and is an extension of the MARFORRES COMCAM Program. The Force COMCAM Officer may, at his/her discretion, employ assistance from DAPS in managing the NWCC.

(17) The following are Printing Management Program responsibilities, per reference (g):

(a) Maintain technical direction over the preparation, production, and/or procurement of printing and/or reprographics.

(b) Review all printing requests for policy compliance and necessity, and certify all requisitions/contracts for commercial printing: Requests for contract printing through other government agencies (e.g., (DAPSDO) or (GPO)), or commercial vendor must be referred to the Force COMCAM Officer for approval and referral to the most economical printing and reprographics agency. In cases where COMCAM and the servicing DAPSDO cannot meet a requested printing deadline, waiver requests for commercial direct-purchase printing may be submitted to the Force COMCAM Officer for authorization. Commercial direct-purchase printing costing 1,000 dollars or less will be considered on a case-by-case basis.

(c) Maintain technical direction over printing and reprographics equipment under the jurisdiction of the activity or organization.

(d) Establish and maintain a scheduled preventive maintenance program for all printing and reprographics equipment under the jurisdiction of the activity or organization.

(e) Maintain an inventory of all printing and reprographics equipment authorized as part of the fielded deployable printing unit or reprographic facility, and ensure the timely submission of any requested equipment and production reports to the Commandant of the Marine Corps (CMC) Publishing and Logistics Systems Management Branch (ARD).

(f) Review and provide technical advice to the command regarding all requests for procurement, rental, transfer, storage, disposal, and use of printing reprographics equipment.

(18) COMCAM may provide photographic and video assistance with evidentiary documentation in support of NCIS, PMO, and CID in cases of 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. To request evidentiary documentation support, contact the Force COMCAM SNCOIC, COMCAM Ops.

(a) When providing evidentiary documentation assistance, COMCAM personnel will maintain a duty log and enter the following information for each investigation:

1. Duty Photographer's Visual Information Record Identification Number (VIRIN) which consists of the following information: two digit year, month, day - service of the photographer - last four digits of the photographer's Social Security Number followed by the first letter of the photographer's last name - three digit image sequence number, per reference (h).

VIRIN Example: 060826-M-9876P-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/time recorded video
9. Time mission complete

(19) All COMCAM production requests will be recorded using a central job order database.

(20) COMCAM will maintain a production archive of all products generated.

(21) COMCAM will maintain internal SOPs.

b. Logistics

(1) All garrison property is listed on the COMCAM Consolidated Memorandum Receipt (CMR) account. All new equipment will be added to the CMR through the Headquarters Battalion Supply Section in a timely manner.

(2) All equipment used by COMCAM personnel will be transported via government-owned vehicles unless the Force COMCAM Officer or Force COMCAM SNCOIC approves an alternate method beforehand.

(3) COMCAM is funded to support HQ MARFORRES, MSCs, and I-I Staff requirements within reason. Customer requests that involve large quantities, high cost, or specific supplies not normally stocked by COMCAM, may be required to provide materials, reimbursement, or transfer of additional funds in order to obtain support.

(4) Customers are required to provide transportation for COMCAM personnel.

6. Command and Signal

a. Command

(1) The Force Dir, PAO, has staff cognizance of COMCAM.

(2) All COMCAM personnel are assigned to HQ Bn, MARFORRES, for duty.

(3) This Order is applicable to HQ MARFORRES, MSCs, I-I sites, and all designated organizations who utilize MARFORRES COMCAM.

b. Signal

- (1) This Order is effective the date signed.
- (2) COMCAM phone numbers:
  - (a) Force COMCAM Officer (504)678-1268
  - (b) Force COMCAM SNCOIC (504)678-6597
  - (c) Print Repro/Graphics (504)678-1985
  - (e) Photography (504)678-1992
  - (f) Video (504)678-1402

  
J. D. TURLIP  
Chief of Staff