



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 3104.1E

G-3

18 APR 2016

DEPOT ORDER 3104.1E

From: Commanding General
To: Distribution List

Subj: COMBAT CAMERA (COMCAM) POLICIES AND PROCEDURES

Ref: (a) MCO 3104.1B
(b) MCO P5600.31A

Encl: (1) Combat Camera Standard Operating Procedures

1. Situation. This Order establishes policy, procedures, and standards for the effective management and operation of Combat Camera activities and provides guidance concerning the mission and capabilities of Combat Camera, Marine Corps Recruit Depot, Parris Island (MCRD PI), Eastern Recruiting Region (ERR), per references (a) through (b).

2. Cancellation. DepO 3104.1D.

3. Mission. To provide the commander with a digital and physical photographic, video, graphical, reproduction and archival capability in order to directly support mission requirements and achieve the Commander's desired effects. These requirements include Strategic Communication, training and readiness, administrative, operational and historical visual information services.

4. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose of this Order is to ensure the proper employment and utilization of Combat Camera assets.

(2) Concept of Operations

(a) Combat Camera will be assigned to the G-3, Operations and Training section.

(b) Combat Camera will provide organic imagery acquisition, design and development capabilities to support training initiatives and learning objectives for recruit training Programs of Instruction and the Eastern Recruiting Region. Combat Camera will integrate current and relevant imagery from forward-deployed units into the design and development of training and educational media.

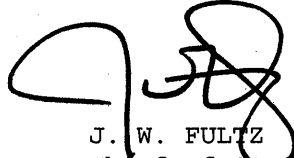
b. Subordinate Element Missions. MCRD PI, ERR, and Tri-Command personnel will familiarize and comply with the policies and procedures contained in this Order.

5. Administration and Logistics. Recommendations concerning the content of this Order may be forwarded to Assistant Chief of Staff, Operations and Training (G-3) via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to MCRD PI, ERR, and Tri-Command organizations, units, and activities.

b. Signal. This Order is effective the date signed.



J. W. FULTZ
Chief of Staff

DISTRIBUTION: A

LOCATOR SHEET

SUBJ: COMBAT CAMERA (COMCAM) POLICIES AND PROCEDURES ORDER

LOCATION: _____

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

General Operating Procedures

1. Organization. COMCAM is comprised of three work sections:
 - a. Photography Section
 - b. Videography Section
 - c. Reprographic Section
2. Daily Routine
 - a. The customer service desk, located in building 287, is manned from 0700-1700 Monday through Friday.
 - b. COMCAM normal operating hours are 0730 to 1630 Monday through Friday. After hours services must be coordinated with the Director, COMCAM.
 - c. COMCAM conducts training, preventive maintenance, and field day on Thursday from 1300-1630. Prior coordination is required for service during this timeframe.
 - d. COMCAM provides a 24 hour command duty photographer for emergencies and investigations. Further guidance is described in Chapter 3 of this Order.
3. Work Request Procedures
 - a. Requests for support should be made in writing to the Director, COMCAM, via Letter of Instruction (LOI) or in person at the Customer Service Desk. The request should be made with sufficient time as to allow Combat Camera to prepare resources and personnel for the upcoming requirement; requests must be submitted at a minimum of five working days prior to the date of event or required delivery date. Each request must undergo a validation process to ensure that a duplication of an existing requirement does not occur.
 - b. An official work request form must be completed for all support. Requests that exceed the capabilities/limitations or specifically can be categorized as Restricted Support as outlined in this Order must be submitted to the Director, COMCAM, via the G-3.
4. Priority System. Combat Camera works within (4) priority echelons based on valid needs of the customer:
 - a. While You Wait. Service is rendered while the customer waits.
 - b. Urgent. Service rendered within (8) work hours.
 - c. Priority. Service is rendered within (3) work days.
 - d. Routine. Service is rendered based on individual section turnaround times. Standard turnaround times for each section are as follows:

Photographic Section		(5) Working Days
Videographic Section		(7) Working Days
Reprographic Section		(10) Working Days

* **Note:** Some large projects and productions exceed these standard turnaround times and will be coordinated with the customer (e.g. - video productions, original artwork creation, etc.)

5. Priority of Support. Combat Camera will provide support to all official support requests based on the following priority:

- a. Operational Forces
- b. Recruit Training
- c. Recruiting and Retention
- d. Command Investigations
- e. Military Training
- f. Civilian Training
- g. Historical Documentation
- h. Morale and Welfare

6. Compliance with Copyright Laws. Compliance with restrictions on copyrighted materials is essential. Commercially and privately produced photographs, papers, recordings, and other nonpublic materials will not be reproduced by COMCAM. Express written consent is necessary for the reproduction from the copyright holder, artist, original photographer, or heirs. Use of copyrighted materials in Department of the Navy publications, motion pictures, audio and video tapes, and similar work is prohibited. The requester is responsible for providing COMCAM with the current copyright authorization prior to initiating the production.

a. Copyrighted material is defined by Section 102, Copyright Act of 1976 as, "Original works of authorship fixed to any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device."

Electronic video, audio, and motion picture recordings are included within the guidelines for protection by copyright law. Copyright extends to the owner for life plus 50 years.

b. COMCAM cannot duplicate copyrighted material unless a letter from the copyright owner is received granting permission to duplicate the copyrighted work. Consideration must be given to the request if it falls within the guidelines for fair use.

c. In order for Combat Camera to duplicate copyrighted material under the guidelines of the Fair Use Doctrine, a statement of understanding must be signed by the requester stating that he understands the provisions of Fair Use, and that he accepts full liability for any copyright infringement that may result from the duplication of the copyrighted material. Refer to figure 1-1.

7. Classified Materials. All classified material will be routed through the G-3 (Attn: Depot Security Manager). Classified material will not be accepted by COMCAM except from the Security Manager. All classified material will be properly receipted for and handled in compliance with the current edition of OPNAVINST 5510.1.

8. Releasing Authority. As per reference (a), the Combat Camera Officer in Charge will be designated as the releasing authority for all COMCAM products and imagery.

9. Support Capabilities Brochure. COMCAM publishes an annual brochure containing information on products and services provided to the Depot. Additionally, it contains a price list for materials & labor. Copies are available upon request.

10. Technical Reviews and Research. These services are provided to assist in the development, design, and procurement of visual information systems, equipment, software, and devices.

LETTERHEAD

Title 17, U.S. Code - COPYRIGHT OWNERSHIP. Original works of authorship fixed to any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Electronic video, audio, and motion picture recordings are included within the guidelines for protection by copyright law. Copyright extends to the owner for life plus fifty years.

Title 17 U.S. Code, Section 107 - LIMITATIONS ON EXCLUSIVE RIGHTS: FAIR USE. Notwithstanding the provisions of §106, the fair use of a copyrighted work, including such use by reproduction in copies of phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include -

- a. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
- b. The nature of the copyrighted work
- c. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- d. The effect of the use upon the potential market for or value of the copyrighted work

In general, copyright infringement occurs when a duplicate is made of any copyrighted work without the expressed written approval or consent from the copyright owner.

I, the undersigned, understand the limitations for reproduction of copyrighted material under Title 17 U. S. Code, Section 107. I assume liability for all products delivered on _____.

Job# _____

Printed Name _____ Signature _____

Rank _____ SSN _____ Date _____

Figure 1-1.--Statement of Understanding Concerning Copyright and the Fair Use Doctrine.

Chapter 2

Customer Service Desk

1. Purpose. The Customer Service Desk (CSD) provides centralized management for COMCAM work requests. The CSD is the sole point for submitting work requests to COMCAM sections.
2. Location. The CSD is located in the front of building 287.
3. Work Requests. The CSD is limited to accepting only those requests that meet official Marine Corps requirements. All work requests must be signed by the customer stating that the requested support is official in nature. Work requests in support of training recruits will generally have a higher priority over other requests.
4. Procedures for Requesting Support. All requests of a conventional nature will be immediately processed. The CSD personnel will direct any requests that are unusual in nature or requiring a higher degree of technical expertise to the corresponding work section or the Staff Noncommissioned Officer in Charge of COMCAM (SNCOIC COMCAM). The following steps will be taken to ensure prompt, courteous service:
 - a. The appropriate work order will be completed and signed by the requester.
 - b. CSD personnel will assign the appropriate work priority.
 - c. CSD personnel and/or the customer will consult with the appropriate section, if required, to discuss format, design, assistance, capabilities, etc.
 - d. Work is performed by the appropriate COMCAM section(s).
 - e. CSD personnel notifies customer of completed work.
 - f. Customer picks up and receipts for completed work.
5. Receipt of Completed Work. Completed work will be available at the CSD. Completed work will not be forwarded by guard mail or delivered by COMCAM personnel. The requesting unit has the responsibility to pick-up completed work within three working days for routine requests and no later than the due date for prioritized requests. Completed work that has not been picked up by thirty days after the due date will be canceled and the products will be destroyed.

Chapter 3

Photographic Section

1. Purpose. The Photographic Section is responsible for providing still imagery acquisition, editing, printing, and archiving.

2. Support Available. All requests for photographer support will be routed through the NCOIC of the photo section. The photo section is staffed and equipped to provide a full spectrum of photographic services to the Depot to include:

a. Administrative Photography. Includes photos for promotion boards, tattoos, warrant and commissioned officer packages, weight control, meritorious promotions, command boards, officer registry, and Marine/NCO/Drill Instructor of the quarter/year selection boards.

(1) The individual being photographed is responsible for his or her own appearance. The photographer is responsible for ensuring the photo is technically correct. Photographers are authorized to recommend or make minor uniform adjustments but they will not use artificial devices (e.g., tape, clips, staples, clothes pins, etc.) to improve the individual's appearance. Individuals arriving for photographs in uniforms that do not fit may be turned away at the discretion of the Director, COMCAM.

(2) Promotion type photographs are taken digitally and will be forwarded to the Commandant of the Marine Corps, Code MMSB, within two days to be filed in the Marine's Official Military Personnel File. Photographs will not be printed without permission from the Director of COMCAM. Prints will be provided for Depot boards; i.e., meritorious promotion boards, drill instructor of the year, enlisted to officer programs, etc.

(3) Command Board portraits are reserved for: Commanding General Staff members, commanders, executive officers, sergeants major, first sergeants, Chief Drill Instructors, Senior Drill Instructors, Family Readiness Officer, Chaplains, Equal Opportunity Representatives, Uniform Victim Advocates, Substance Abuse Control Officers, Colors NCO and additional civilian and military personnel required by DoD, Navy and Marine Corps policy. As per reference (a) all Command Board photographs will be cropped at 8x10 and will only be printed at equivalent dimensions.

b. No-Fee Passport Photos. Provided to military personnel, their dependents, and employees of the Federal Government on official orders only. All passport photos must be taken in appropriate civilian attire.

c. Historical & Documentary Photography

(1) Photographs used in support of education and training, mission briefs, or historical documentation for the Marine Corps.

(2) Documentation of Battalion level ceremonies, parades, and Commanding General level events.

d. Printing

(1) Standard Sizes. Color or black and white prints up to 16x20 inches.

- (2) Large Format. Color or black and white prints up to 60" wide.
3. Restricted Support. COMCAM will not cover promotions, reenlistments, retirements, or other social ceremonies, unless they are presided over by a Flag Grade officer. The Director, COMCAM, will consider photographic support for these events on a case-by-case basis when justification can be made to align imagery to be captured with achieving commander's desired effects.

a. Group Photos. COMCAM will take group photos at the company level or higher, no more than (2) times per calendar year (semi-annual). COMCAM will provide the requesting unit with (1) hard copy photograph for their command chronology and a CD with the digital image. The Director, COMCAM, will consider photographic support for other group photos on a case-by-case basis.

4. Photo Studio

a. Photos are taken on a walk-in basis; first come, first served.

1. Appointments are accepted for Commanders, primary staff members, and ERR personnel who are not stationed on Parris Island or the Tri-command area.

b. Electronic copies of any administrative photographs will not be provided via email. Electronic copies will only be given via a compact disc provided by the customer.

c. Hours of operation are Monday through Friday from 0800 through 1130 and again from 1300 through 1600.

d. The photo studio will be closed on Thursday afternoons for training, preventive maintenance, and cleaning.

5. Photographic Archive. Photographs taken by COMCAM personnel are the property of the United States Marine Corps. Images will be properly captioned as per current DOD standards; captioned photographs will be maintained on file in the photo section

archive. This archive is designed to provide a ready base of images that may have a recurring use aboard the Depot and is managed in the following manner:

a. Digital File. Contains digital imagery media deemed appropriate for recurring use.

b. Chain of Command Photos. Company level and above, senior enlisted and commanders' images will be kept on file at COMCAM and will be available for reprints as necessary.

c. Review and Disposition. When imagery has been on file for two years, it will be screened and either forwarded to the Marine Corps Component Accession Point or archived locally.

6. Duty Photographer. COMCAM provides a 24-hour duty photographer on call to the Provost Marshal's office to provide investigative photography. This duty photographer is designated monthly on a Duty Photographer roster and will not stand any other watches (Depot Duty Non-Commissioned Officer, Battalion/Company Duty Non-commissioned Officer, Assistant Duty Non-commissioned Officer, etc).

CHAPTER 4

Videographic Section

1. Purpose. The Videographic Section is responsible for providing motion imagery/audio acquisition, editing, production, and archiving.

2. Support Available. All requests for motion media support will be routed through the NCOIC of the video section. The video section is staffed and equipped to provide a full spectrum of motion media services to the Depot to include:

a. Original Recordings:

(1) Motion media used in support of education and training, mission briefs, or historical documentation for the Marine Corps.

(2) Documentation of Battalion level ceremonies, parades, and Commanding General level events.

b. Editing of video and audio products.

c. Duplication of video and audio products.

d. Production consultation for all video and audio productions. This will include script writing, story boarding, and media consultation services.

3. Restricted Support. COMCAM will not cover promotions, reenlistments, retirements, or other social ceremonies, unless they are presided over by a Flag Grade officer. The Director, COMCAM, will consider motion media support for these events on a case-by-case basis when justification can be made to align imagery to be captured with achieving commander's desired effects.

4. Video Archive. Video footage and audio recordings taken by COMCAM personnel are the property of the United States Marine Corps. All media will be properly captioned as per current DOD standards; captioned media will be maintained on file in the video section archive. This archive is designed to provide a ready base of imagery that may have a recurring use aboard the Depot and is managed in the following manner:

a. Digital File. Contains digital imagery and audio media deemed appropriate for recurring use.

b. Command Productions. Locally produced products will be kept on file at COMCAM and will be available for reproduction as necessary. COMCAM will maintain a catalog of local productions available.

c. Review and Disposition. When imagery has been on file for two years, it will be screened and either forwarded to the Marine Corps Component Accession Point or archived locally.

CHAPTER 5

Reprographic Section

1. Purpose. The Reprographic Section is responsible for providing black & white and color printing and duplicating services. Additionally, the reprographic section is responsible for the creation of digital and two and three-dimensional visual aids in direct support of Depot training and mission-oriented informational needs.

2. Service Available. The Reprographic section provides the following services:

a. Printing:

1. Black & White: Up to 12 x 18.
2. Color: Up to 12 x 18.
3. Posters & Charts: Up to 36" x 300".

b. Finishing:

1. Hole punch - Custom one; two; or three holes.
2. Collate - Up to 240 original pages.
3. Staple - Up to 50 pages at one time.
4. Cutting - As small as 2" x 2".
5. Padding - Stacks of 50 to 100 sheets.
6. Folding - Up to 8 pages thick; Bi/Tri/C/V folds.

c. Layout & Design:

1. Programs
2. Invitations
3. Logos & Emblems
4. Maps & Signs
5. Forms & Certificates

d. Large Format Scanning: Scan originals up to 36" wide.

e. Vinyl Lettering

f. Illustrations, line, or color original artwork.

3. Restricted Support. The Reprographic Section cannot reproduce the following:

a. Support of non-mission oriented requests, or requests that may be construed to be of a personal nature.

b. Production of calling, business, or greeting cards; except those personnel identified in writing by the Commanding General and as per reference (b).

c. Forms that are stocked at LCI; carried in the supply system; or available at the Defense Automated Printing Service (DAPS).

d. Production of calendars, letterhead, or other office-related supplies carried as "off-the-shelf" stock items normally procured through GSA or non-governmental agencies.

e. Social function invitations, announcements, programs and other material (i.e., dining-in and mess nights). As per reference (b), printing of these products are not authorized in government printing facilities, nor are government funds permitted for printing.

f. Printing of recruit knowledge packages, official and unofficial local forms and higher headquarters forms; these items will be submitted to the Assistant Chief of Staff, Administration and Personnel (G-1), Central Files for verification of authenticity and authorization to reproduce.

g. Printing of RTR forms are to be screened by RTR S-3 and requested via RTR S-4 in order to ensure standardization of recruit training printed products.

h. A minimum of 2000 single impression count per job/customer is required for support; requests under 2000 single impressions will use alternate unit production assets as staffed.

i. Copying, duplicating, or reprinting material (to include topographical maps and instructional manuals) originally supplied by other governmentally authorized printing units and/or reprographic facilities.

4. Reprographic Archive. Multimedia created by COMCAM personnel are the property of the United States Marine Corps. All media will be properly captioned as per current DOD standards; captioned media will be maintained on file in the reprographics section archive. This archive is designed to provide a ready base of imagery that may have a recurring use aboard the Depot and is managed in the following manner:

a. Digital File. Contains digital imagery media deemed appropriate for recurring use.

b. Reproduction Masters. Locally produced master products will be kept on file at COMCAM and will be available for reproduction as necessary.

c. Review and Disposition. When imagery has been on file for two years, it will be screened and either forwarded to the Marine Corps Component Accession Point or archived locally.