

JOINT COMBAT CAMERA (COMCAM) / VISUAL INFORMATION (VI)

SMART BOOK



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INTRODUCTION

BLUF (Bottom Line Up Front) - this book is meant only as a reference/guide for the Service Member at the customer/user/tactical level.

The Smart Book provides checklists and general Combat Camera (COMCAM) / Visual Information (VI) operational guidance designed to be best practices and not prescriptive instructions. A group of quick reference materials is provided exposing personnel to additional joint information and points of contact. This book is intended as a guide to support military personnel engaged in providing Combat Camera/VI assets for exercises and operations. It highlights commonly used practices and formats for deployed operations. It reduces COMCAM/VI policies to their most relevant details for ease of use. Service Members are encouraged to use this information to supplement or create a unit specific "Smart Book."

Combat Camera/VI imagery is an information resource that provides a timely, accurate, "you-are-there" perspective on military operations. This handbook has been designed to help COMCAM/VI Service Members better perform their critical mission of providing essential battlefield information in support of strategic, operational, and tactical mission objectives. This in turn provides commanders and staffs with visual tools to accomplish operational assessments, reconnaissance, decision making, and terrain analysis. In an age of increasing information density, providing timely and concise imagery to on-scene commanders is essential to conducting proper Civil Affairs, MISO, and Information Operations. More specifically, this Joint Combat Camera (COMCAM)/ Visual Information (VI) "Smart Book" supports planners and warfighters at the tactical level by providing them with straightforward essential information.

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Joint Combat Camera Program
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CHAPTER 1 – READINESS CHECKLISTS**1. TRAIN-UP/PREPARATION CHECKLIST**

- a. Gather all tasking messages, requests, Request for Forces (RFFs), deployment orders, amendments, and documentation on the deployment.
- b. Review DoDI 5040.02, Multi-service Tactics, Techniques and Procedures (MTTP) for Combat Camera operations, DoDI 5040.07, and the Joint Visual Information (VI) CONOPS.
- c. Identify VI/COMCAM team personnel, particularly the leader, then establish/verify VISION ID accounts for the team.
- d. Establish contact with the replacing unit and inquire about:
 - (2) Mission, concept of operations, locations, and intelligence update, After Action Reports (AARs), and lessons learned.
 - (3) Themes and messages.
 - (4) What activities are to be documented/priorities of documentation? Points of contact, dates, times, place, duration, etc.
 - (5) Billeting/messing (male/female), transportation, office space,
 - (6) Equipment storage, internet access, resupply, equipment requirements, uniform and weapons requirements.
 - (7) Verify pre-deployment training requirements from theater through unit.
 - (8) Procedures for shipping/transmitting imagery and release authority.
- e. Begin processing foreign travel requirements, shots, passports, customs/security clearance, special access requirements, IT access requirements, operator licenses, and government travel card.
- f. Create and execute deployment training plan. Schedule unit leave as appropriate.
- g. Begin gathering AAR and Lessons Learned comments.

- h. Conduct training on all weapon systems in theater (as applicable).
- i. Ensure receipt of digital and hard copies of brief from unit commander explaining the advantage of COMCAM and what they bring to the fight:
 - (2) Mission
 - (3) Capabilities
 - (4) Equipment and Training
 - (5) List of common missions
 - (6) Logistic support requirements
 - (7) Imagery Workflow

2. PRE-DEPLOYMENT CHECKLIST

- a. Update personal and family wills.
- b. Update Power of Attorney (POA) as needed.
- c. Update and deploy with ID Card, personal passport, official passport, and visas.
- d. Update Defense Enrollment Eligibility Reporting System (DEERS) information concerning TRICARE for family members.
- e. Update DD Form 93 (Record of Emergency Data).
- f. Update VA Form SGLV 8286S (Service Member's Group Life Insurance).
- g. Conduct medical, dental, vision, and lab screening/briefings to include Pre-Deployment Health Assessment Questionnaire (DD Form 2795). Draw 30 day supply of medication. Some medication can be drawn up to 180 days out. Have coordinated plans with doctors or POC for resupply at major FOBs during deployment. If pre-existing conditions exist (especially behavioral health conditions), require an outline of condition to provide doctors if condition develops downrange.
- h. Complete or update DD Form 2766C (Vaccine Administration Record).
- b. Set up appointments to store personal property and personal vehicle. Begin process to closeout barracks or housing and forward mail/bills.
- c. Conduct Family Readiness Group (FRG) briefs/training, deployment counseling, and Family Care Plans. Ensure unit has family point of contact information. Brief additional financial/tax benefits.
- d. Update personnel record with all awards, evaluations, training, and professional military education. I. Qualify on all assigned weapon systems.
- e. Pass service-specific physical fitness test.

-
- f. Schedule travel itinerary (include excess baggage authorization), shipping of equipment, customs/hazardous cargo inspections.
 - g. Conduct body armor, NBC mask, and specialized deployment equipment issue.
 - h. Update and deploy with copies of hand receipts and Central Issue Facility (CIF) records. q. Complete Isolated Personnel Report (ISOPREP).
 - i. Conduct Pre-Combat Checks and Pre-Combat Inspections (Don't deploy to find out the equipment doesn't work). (1) Camera
 - (1) Lens with case and cleaning equipment
 - (2) Computer with software (Bring a back-up Image of the HD) (4) Internal and external Hard Drives (HD)
 - (3) Batteries
 - (4) Extra cables
 - (5) Memory cards
 - j. Conduct command climate survey and unit risk inventory analysis.
 - k. Complete required annual Information Assurance training (expedites access to theater backbone).

3. REDEPLOYMENT/POST-DEPLOYMENT/REINTEGRATION CHECKLIST

- a. Clean, turn in for repair, and account for/inventory weapons, camera equipment, personal equipment, and sensitive items. Begin investigation for any losses.
- b. Submit AAR and Lessons Learned. (Note key issues and recommended solutions and courses of action (COAs) for future ops.)
- c. Safety Brief/Reintegration Brief. Conduct vehicle, license, registration, and insurance inspection. d. Conduct redeployment ceremony with an awards presentation (Include the families).
- d. Conduct medical, dental, vision, and lab screening/briefings to include Post-Deployment Health Readiness Assessment Questionnaire (DD Form 2795). Screen for TB.
- e. Remove personal property and personal vehicle from storage. Reoccupy barracks or housing and stop forwarding mail/bills. Inspect stored items for damage and submit claims as needed.
- f. Conduct Family Readiness Group (FRG) briefs/training and reintegration counseling. Brief again about additional financial/tax benefits.
- g. Update personnel record with all deployment awards, evaluations, training, and professional military education.
- h. Schedule leave.
- i. Conduct command climate survey and unit risk inventory analysis.
- j. Baseline laptops, hard drives, and flashcards used for imagery processing as needed. Ensure all imagery is archived and sensitive imagery is stored correctly.

4. GENERAL GUIDANCE

- a. The purpose of this section is to provide a list of best practices to effectively conduct COMCAM missions.
- b. Spend as much time as possible on dismounted and mounted patrols.
- c. Gain access to all military events, regardless of mission sensitivity. Ensure commanders and staff realizes all.
- d. COMCAM personnel have a clearance and the commander determines what is released.
- e. Coordinate with the unit communications section to allocate COMCAM bandwidth for sending imagery. Find out when bandwidth is being used the least and make that COMCAM's time to transmit. Access to dedicated data and voice communications for imaging support requirements depends on the size and scope of the operation, COMCAM forces may produce up to 1 GB of data which must be transmitted on any given day. In addition, access is required to Secure Internet Protocol Router Network (SIPRNET) and Nonsecure Internet Protocol Router Network (NIPRNET) to expedite imagery transmission. Planners should also write redundant commercial Internet requirements into supporting plans to allow for transmission of imagery.
- f. Meet with the supported unit's senior enlisted advisor, senior officers, J/G/S-4, Task Force Commander, Chief of Staff, J/G/S-3.
- g. Attend the Current Operations meeting to sync COMCAM operations. Influence and assist commanders and staff to plan for, task, sustain, and employ COMCAM.
- h. Imagery that should be considered for submission is imagery that depicts subjects of known or probable interest to the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, or more than one DoD component. Examples of this type of imagery include:
 - i. Current operations.
 - ii. Contingencies of all types.

- iii. Major exercises, especially joint and combined exercises.
- iv. Deployment/redeployment of troops, equipment and weapons systems
- v. Weapons systems in use (especially new systems).
- vi. Significant events happening within the Area of Operations that would be of interest to others.
 - 1. Major accidents.
 - 2. Major construction projects, from start to finish.
 - 3. Good images of daily life in the military, particularly for deployed forces.

j. Find the Information Operations (IO) officer. The IO officer should provide the themes and messages and also tells COMCAM what not to document. COMCAM needs a clear understanding of themes and messages that need to be communicated. Do not go on a mission without a solid plan to meet the Information Operations (IO) officer's objective. Discuss in advance with IO/PA/OGA/operational command leadership to ensure all parties are clear on why COMCAM is being sent on the mission and the mission requirements. (Provide/present the COMCAM/VI capabilities briefing which is part of this Smart Book to inform leadership.)

k. Know the Commander's priorities, the Commander's Critical Information Requirements (CCIR), and the Commander's Priority Information Requirements (PIR).

l. COMCAM personnel need to arrive for missions prior to and participate in pre-mission rehearsals to include actions on the objective. The goal for COMCAM participants is to get the patrol leader to acknowledge them and incorporate them into the rehearsals and missions.

5. VI PLANNING/OPERATIONS SNAPSHOT TEMPLATE

a. The purpose of this template is to assist COMCAM/VI personnel in planning for an operation and briefing senior leadership. The template consists of basic headings to allow any COMCAM/VI personnel to develop and brief VI guidance at their level.

b. The information in the snapshot can also be inserted into a FRAGO and/or provided to documenters and leadership personnel as VI guidance.

- c. There are VI planners (at the COCOM level) and a Joint Combat Camera Program Manager who can help identify
- d. VI requirements and facilitate implementing the VI plan.

VI Planning/Operations Snapshot Template

Theater Public Affairs Guidance (PAG): Use Visual Information to highlight timely effective civil support provided; unity of effort with mission and international partners
Themes and Messages: Domestic audiences informed; mission partners assured and policy makers informed; interagency coordination effective and mutually supportive
Commander's Intent: Visually inform public and mission partners of (COCOM) operations that save lives, mitigate human suffering and facilitate response operations

Imagery Requirements

(Specific imagery needs – still, video? What events?)
 - Visually communicate the story of Hurricane relief operations conducted as a team effort among federal, state, tribal, local governments, private sector and non-governmental organizations
 - **Imagery targets:**
 - DoD forces actively assisting in a disaster response
 - Coast Guard OPS; National Guard and civilian authorities working together
 - **Sensitive imagery topics:**
 - Full face shot of Tier 1 Special Forces personnel.

Imagery Flow/Release Authority

Transmission of Imagery

Transmit video and still imagery to:
DVIDShub.net or Dimoc.mil

Images/Video Acquired	Images/Video Transmitted

Points of Contact

- VI Planner –
- Joint Combat Camera Program Coordinator – CDR Tom Cotton
 NIPR: (EMAIL of POC)
 SIPR: (EMAIL of POC)
 DSN: 733-6516 or COMM: 301-222-6516
- Defense Imagery Management Operations Center (DIMOC)
 NIPR: (EMAIL of POC)
 DSN: 733-4938 or COMM: 301-833-4932 or 703-675-9521
- Unit Public Affairs (PA) Officer -
- Unit Information Operations (IO) Officer –
- Team Leader –

Name	Rank	Duty	Location	Status

Assets

Operations

- Past 24hrs:
- Next 24hrs:

POC for Release:

- Name
- Unit
- Duty Position
- Email
- Phone

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PAG is the overall guidance that can be found with the Public Affairs Officer.

This is the overarching guidance the Information Operations (IO) officer wants COMCAM to document.

This is how the Commander wants operations to be focused on. Commander's Intent and Themes/Messages can be used to derive COMCAM's Imagery Requirements.

Place specific Imagery requirements/needs and events in this section. Also identify what the Commander doesn't want documented. Identify whether imagery needs to be still or video.

Explain the stages imagery will flow from Requirement to the Customer and DIMOC. A timeframe for when imagery is due and steps for Public Release should be incorporated into the flow. This template is for the ideal situation. It can be modified based on the Commander's guidance.

Outline the Primary, Alternate, Contingency, and Emergency methods imagery will be transmitted to DIMOC. If mailing imagery, ensure to contact DIMOC IOCC first and Attention imagery to a particular IOCC Point of Contact.

Discuss how much imagery has been acquired by COMCAM and transmitted to DIMOC. This can be done on a weekly or total basis.

Insert the Point Of Contact information for the individual authorized to release COMCAM imagery. The POC information

The heading should be changed to fit a particular operation and unit.

In this section, place names and phone numbers for all major points of contact.

In this section, place name and rank of all assets available for documenting (COMCAM/MPAD).
The Duty column should identify which Service Members are in a leadership roles or particular positions.
Location can either be a specific place or unit COMCAM is with.
Status is a color code system (Red, Amber, and Green). Each color quickly presents whether a particular asset is operational or non-operational due to equipment, transportation, downtime, etc.

In this section, explain what COMCAM has accomplished in the past 24 hours and what COMCAM plans to accomplish in the next 24 hours. Relate this to particular missions or themes/messages captured, etc.

An editable version of this document is available on www.dimoc.mil website.

CHAPTER 2 – DEPLOYED OPERATIONS

1. REQUEST FOR FORCES (RFF) TEMPLATES

a. Combat Camera Team RFF Template

(NOTE: This is a template only and does not contain actual FOUO information.)

4.B. (U/FOUO) UNIT CAPABILITY REQUESTED: ONE (1) COMBAT CAMERA TEAM. FIVE PAX TEAM CONSISTING OF ONE NONCOMMISSIONED OFFICER IN CHARGE (NCOIC – E-6 to E-8), TWO VIDEOGRAPHERS (ONE AERIAL QUALIFIED), AND TWO PHOTOGRAPHERS (ONE AERIAL QUALIFIED) WITH A RAPID INDEPENDENT TRANSMISSION MEANS FOR VISUAL INFORMATION (BGAN AND FFT), AS REQUIRED. UNIT TYPE CODE:

***CONSULT WITH A COMCAM REPRESENTATIVE TO GAUGE ACTUAL REQUIREMENT. BE VERY SPECIFIC ON WHAT CAPABILITIES ARE REQUIRED OF THE COMCAM TEAM (E.X. NIGHT VISION DEVICE TYPE, WEAPON TYPE, RATIO OF FEMALE AND MALE, CLEARANCE LEVEL, TRAINING, ETC).**

4.B.1. (U/FOUO) DESTINATION: TBD, DCO LOCATION, VARIATIONS AUTHORIZED.

4.B.2. (U/FOUO) DEPLOYMENT DATES: REQUEST XX HOUR PTDO.

4.B.3. (U/FOUO) DEPLOYMENT DURATION: UNTIL RELIEVED BY CDR (COCOM). NOT EXPECTED TO EXCEED XX DAYS.

4.B.4. (U/FOUO) MISSION JUSTIFICATION: SUPPORT AREA ASSESSMENT AND OPERATIONAL DOCUMENTATION OF DOD EFFORTS IN SUPPORT OF CIVIL AUTHORITIES.

4.B.4.A. (U/FOUO) TASK: CONDUCT VISUAL DOCUMENTATION (VIDOC) OPERATIONS IN SUPPORT OF DOD (TITLE 10 FORCES) SUPPORT TO CIVIL AUTHORITIES.

4.B.4.B. (U/FOUO) PURPOSE: TO SUPPORT AREA ASSESSMENT, OPERATIONAL DOCUMENTATION, DOCUMENT DOD INTERACTION WITH LOCAL, STATE, AND FEDERAL OFFICIALS, AND ANY NECESSARY PUBLIC INFORMATION NEEDS.

4.B.4.C. (U/FOUO) COMMAND AND CONTROL: COMCAM TEAMS WILL BE OPCON TO COCOM AND TACON TO THE DCO.

ON ORDER, OPCON TO A JTF, IF A JTF IS ESTABLISHED. INITIALLY COMCAM TEAMS WILL REPORT DIRECTLY TO THE DCO AND BE AUTHORIZED DIRLAUTH WITH THE DCE, PUBLIC INFORMATION OFFICER (PIO) AND OTHER ENTITIES AS REQUIRED. IN THE EVENT A JTF IS ESTABLISHED, THE COMCAM TEAMS WILL MAINTAIN THE AFOREMENTIONED DIRLAUTH.

***COMCAM TEAMS WILL BE OPCON TO COCOM AND TACON TO THE JTF J3 AND JIMOC. FURTHER DELEGATION OF CONTROL WILL BE DESIGNATED VIA FRAGO.**

4.B.4.D. (U/FOUO) REPORTING INSTRUCTIONS: COMCAM TEAM LEAD WILL PROVIDE DAILY SITREPS TO COCOM VIA THE DCO. COMCAM TEAMS WILL PROVIDE DAILY SITREPS TO COCOM J39 THROUGH THE JIMOC.

***NEED TO ARTICULATE THE COMM REQUIREMENT FOR COMCAM IN THE INITIAL FLOW OF FORCES. INSERT COMMS PARAGRAPH IN OPORD OR EXORD.**

***ENSURE DAILY (ROUTINE) CONTINUOUS REPETITIVE DEDICATED COMMUNICATION CAPABILITY TO SUPPORT RAPID VISUAL INFORMATION (IMAGES AND VIDEO) DISSEMINATION VIA FAST FILE TRANSFER (FFT)(PREFERRED) OR SECURE FILE TRANSFER PROTOCOL (SFTP) TO DESIGNATED IMAGERY MANAGEMENT SITE (I.E. JIMOC OR DIMOC JCCC). RELATIVE FILES RANGE FROM 10 TO 300 MB.**

4.B.4.E (U/FOUO) COORDINATING INSTRUCTIONS: SUPPORTED UNIT WILL PROVIDE ALL CLASS I AND V SUPPLY, BILLETING, OFFICE SPACE, STORAGE SPACE, IMAGERY TRANSMISSION CAPABILITY, ACCESS TO NIPR, SIPR, CENTRIX, AND VOIP, TRANSPORTATION, ARRANGEMENT OF ATO'S FOR AERIAL MISSIONS, ADMIN SUPPORT.

b. Joint Imagery Management Operations Cell (JIMOC) RFF **Template**

4.B. (U/FOUO) UNIT CAPABILITY REQUESTED: ONE (1) JOINT IMAGERY MANAGEMENT OPERATIONS CELL (JIMOC) TO MANAGE COMCAM TEAMS, RECEIVE, CLEAR, GAIN RELEASE AND TRANSMIT VISUAL INFORMATION. FIVE PAX TEAM CONSISTING OF ONE OFFICER IN CHARGE (OIC – O1 to O3)(COMCAM

QUALIFIED), FOUR IMAGERY MANAGEMENT PERSONNEL, WITH A RAPID INDEPENDENT TRANSMISSION MEANS FOR VISUAL INFORMATION (BGAN AND FFT), AS REQUIRED. UNIT TYPE CODE:

***USE SAME FORMAT AS ABOVE FOR REST OF RFF.**

c. VI Planner RFF **Template**

4.B. (U/FOUO) UNIT CAPABILITY REQUESTED: ONE COMCAM/VI PLANNER/LNO (O-3 TO O-4 CAN SUBSTITUTE WITH E-7 TO E-8), UNIT TYPE CODE: (for example.)

4.B.1. (U/FOUO) DESTINATION: TBD (COCOM), VARIATIONS AUTHORIZED.

4.B.2. (U/FOUO) DEPLOYMENT DATES: REQUEST XX HOUR PTDO

4.B.3. (U/FOUO) DEPLOYMENT DURATION: UNTIL RELIEVED BY CDR (COCOM). NOT EXPECTED TO EXCEED XX DAYS.

4.B.4. (U/FOUO) MISSION JUSTIFICATION: PROVIDE COMCAM/VI PLANNING SUPPORT TO STAFF FOR AREA ASSESSMENT AND OPERATIONAL DOCUMENTATION OF DOD EFFORTS VIA COMCAM AND VI ACTIVITIES.

4.B.4.A. (U/FOUO) TASK: MANAGE COMCAM/VI OPERATIONS IN SUPPORT OF COCOM IN ORDER TO CONDUCT DOCUMENTATION OPERATIONS AND IMAGERY MANAGEMENT IN SUPPORT OF DOD OPERATIONS.

4.B.4.B. (U/FOUO) PURPOSE: TO SUPPORT AREA ASSESSMENT, OPERATIONAL DOCUMENTATION, STRATEGIC COMMUNICATION, DOCUMENT DOD INTERACTION WITH LOCAL, STATE, AND FEDERAL OFFICIALS, AND ANY NECESSARY PUBLIC INFORMATION AND/OR IMAGERY NEEDS.

4.B.4.C. (U/FOUO) COMMAND AND CONTROL: COMCAM OFFICER WILL BE OPCON TO COCOM.

4.B.4.D. (U/FOUO) REPORTING INSTRUCTIONS: REPORT TO J39.

4.B.4.E (U/FOUO) COORDINATING INSTRUCTIONS: SUPPORTED UNIT WILL PROVIDE ALL CLASS I AND V SUPPLY, BILLETING, OFFICE SPACE, STORAGE SPACE, IMAGERY TRANSMISSION CAPABILITY, ACCESS TO NIPR, SIPR, CENTRIX, AND VOIP, TRANSPORTATION, ARRANGEMENT OF ATO'S FOR AERIAL MISSIONS, ADMIN SUPPORT.

d. A sample RFF can be found at: <http://www.defenseimagery.mil/dms/comcam-documents/COMCAM-Team-RFF-Language.pdf>

2. STANDARD CONTINGENCY DOCUMENTATION PLAN (SCDP)

a. The Standard Contingency Documentation Plan (SCDP) will be used as a guide until the theater COMCAM/IO/PAO/Commander's representative provides further guidance or the Theater Public Affairs Guidance (PAG) is published with key DoD themes and messages. The SCDP applies to documenting combat, combat support operations, humanitarian missions, or exercises. From this information, deploying documentation teams should be able to adapt operations to almost any similar situation. COMCAM does not usually support Public Affairs (PA) missions such as awards, promotions or ceremonies unless directed by the Commander.

b. General Themes

(1) Operations Support: Visual imagery to support presentations to, and by, higher echelon commands, DOD, the Joint Staff, supporting MAJCOMS, unified commands, and the National Command Authority (NCA).

(2) Support Force Documentation: Still and motion imagery to assess and illustrate support shortfalls, such as environmental equipment, aircraft ramp space, water, fuel, munitions, host nation support, and other support.

(3) Intelligence Presentation Support: Non-covert still and motion imagery to support intelligence presentations.

(4) Training Support: Documentation imagery supports the training of Combat Support Forces participating in the operation.

(5) Historical Record: Imagery supports archival requirements to depict the significant operational and support efforts of the Department of Defense.

(6) MISO, MILDEC, PA, CMO, and BDA/measures of effectiveness (MOEs) analysis, and Lines of Operations. COMCAM can also provide records of IO actions for subsequent rebuttal proceedings.

c. Key Interest Items

(1) US/Host Nation Interface: US forces working with host nation (if any) personnel, planning, operations, and support.

(2) Mass: Show the weight of effort of US forces, i.e., the number of aircraft, amount of cargo, number of troops, ships, tanks, etc.

(3) Intensity of Operations: Show the urgency of the operation, action, effort, emotion, fatigue, and how the environment is affecting deployed forces.

(4) Field Assessments: When possible, record field commanders' or key operations officers' assessments of current operations, mission effectiveness, lessons learned, and significant events.

(5) Logistics: Show all possible aspects of base support functions, including messing, billeting, mortuary affairs (only with guidance from PAO), medical, engineering, POL, transportation, security, spare parts and field maintenance support, etc.

(6) Pre-deployment/Train-Up: Uniform inspections, weapons storage, packing & marking boxes, classes & training, vehicle staging, briefings, loading equipment, goodbyes to families.

(7) Operations: Water purification ops, Field Mess operations, Physical fitness, Mail operations, Operational Briefings, Weapons training/ops, Maintenance trends, Rehearsals, Medical operations, Situational Awareness, NBC Operations, Fuel points, Aerial Recon, Communications set-up, Environmental effects on equipment and personnel.

(8) Redeployment/Post-Deployment/Reintegration: Pack-up, Vehicle readiness, Homecoming, Equipment cleaning, Retrograde, After Action briefs.

d. Airlift Operations:

(1) Inter-theater delivery of mission-impact cargo and personnel.

(2) Inter-theater delivery of Army, USMC, and USAF ABGD combat forces.

(3) Tactical airlift of combat and key support forces to forward bases.

(4) Assault strip operations, securing the airstrip, follow-on cargo shipments.

(5) Airdrop/Airland preparations, troop and equipment loading, jumping/air-landing.

(6) Tanker Airlift Control Element (TALCE) operations- Cargo handling maintenance, flight following and communications.

(7) Crew briefings, boarding aircraft, in-flight operations.

e. Ground Combat Operations:

(1) Combat Control Team (CCT) operations- Controlling landing and airdrop zones, cross-country tactical movement, link up with airdrop/airland forces.

(2) Combat airdrop and airland operations-Photograph of drop zone and airfield assault and capture. Preferably, photographers will jump or airland with the first echelon of assault forces.

(3) Drop zone or assault strip security operations, patrols, and air defense measures.

(4) Military Security Police in base ground defense support, base perimeter security, boundary patrols, use of heavy weapons, communications, point air defense operations.

(5) Port operations conducting loading, unloading, cargo handling, processing and distribution of supplies.

(6) Motor Pool operations

f. Base Support Operations:

(1) Civil engineering - Base camp construction, including tents, latrines, command centers, roads, and aircraft parking areas.

(2) Messing facility - Troops dining, food preparation, dining facilities. Troops eating MREs when issued.

(3) Marshaling area activities - Arrival and breakdown of pallets, equipment, and supplies.

(4) Area security - Air base defense, security police, and/or host nation security and inter-operability.

(5) POL (Petroleum, Oil, Lubricants) - Aircraft fuel pits, trucks, and refueling operations.

(6) Host nation/DOD support - Transportation, supplies, security, or air defense. Show inter-operation between different branches of the DOD or Host nation.

(7) EOD operations - To include bomb disposal, UXO ordnance recon, EOD operations center and any other explosive related duties.

(8) Combat Camera operations - Imagery of documentation teams in the field performing acquisition and in their living area to include daily area activities.

g. Command and Control:

(1) Arrival and establishment of headquarters (BDOC, etc.) - Setting up operations centers.

(2) Arrival, setup, and operation of communications systems, including antenna construction.

(3) Command and operations planning/execution.

(4) Interface between US and allied or host nation Soldiers in planning and mission execution.

(5) Periodic "video situation reports"- Commanders describe recent operations, problems, lessons learned.

(6) Joint/Interagency aspects of operations - Interface with other Service staffs, joint headquarters, other government agencies (FBI, DEA, State Department, etc.) and joint operations between different branches of the DOD.

h. Emergency Evacuation Airlift: Show evacuation operations at on-load and off-load point, including site security, US participation in area security and air cover, and evacuees. Include interviews with key people when appropriate.

3. STORYTELLING AND THE 5 C'S OF PHOTOGRAPHY AND VIDEOGRAPHY

a. Telling the DoD story is an integral part of Combat Camera's mission. Whether documenting training exercises for critique or capturing images of a humanitarian relief effort, COMCAM must be able to tell a complete story for the audience. The following technical and creative techniques should help complete any mission.

(1) Video. The basic sequence contains a long shot (LS), medium shot (MS) and close-up (CU). Putting these together tells a pictorial story of an event. Adding the Reestablishing Shot (RS) and sometimes Extreme Close-ups (XCU) makes the Extended Sequence. Many times the LS is referred to as the Establishing Shot when used to establish the scene. This is still part of the basic sequence.

(2) Photography. Photography uses wide shots (WS), medium shots (MS), and close-ups (CS). Photographs freeze a moment in space. Sequencing photographic moments in much the same manner videographers use scenes tells the complete story. Just like the flag rising on Iwo Jima, one picture may tell it all. Looking for one special image results in the missing of many smaller events that make a complete story.

(3) Uncontrolled Action. For the most part COMCAM will find itself in an uncontrolled environment. It is unrealistic to stage or capture shots during a live-fire maneuver or actual combat. Sometimes the environment during the training phase can be controlled, but most commanders do not have the time or patience for this. Use a Wide or Establishing Shot during the initial part of the event. For instance, during WWII the Combat Cameramen established the scene of an amphibious landing by documenting their ride to the beach aboard the amtracks or Navy boats. When they hit the beach all they could do was dodge bullets until they found a safe place from which to document.

(4) The Complete Story. While documenting an event, try to find numerous stories to tell. These range from a basic story on how a Soldier mounts the .50-caliber machine gun to its tripod to a complex one on a humanitarian relief effort from beginning to end. Complex stories are usually made up of smaller, simpler stories that happen along the way. Document as much as possible from the work-up phase to debarkation or to the end of the exercise. Think about what happens during each phase of the event. Use this to tell the complete story. Besides the actual operation/exercise, the following ideas should help while documenting an event:

b. The Five C's of Photography & Videography will assist Combat Cameramen in the basic principles of capturing a good image. They are: Camera Angles, Continuity, Cutting, Close-ups, and Composition.

(1) Camera Angles are more than just shooting higher or lower than the subject. It also encompasses the subjects within the shot. Remember to look for the following when documenting events.



Extreme Wide/Long-Shot



Wide or Long-Shot



Medium Shot



Close-up



Extreme Close-up



High Angle



Low Angle



Eye or Subject Level



Objective (Documenting the action, majority of shots)

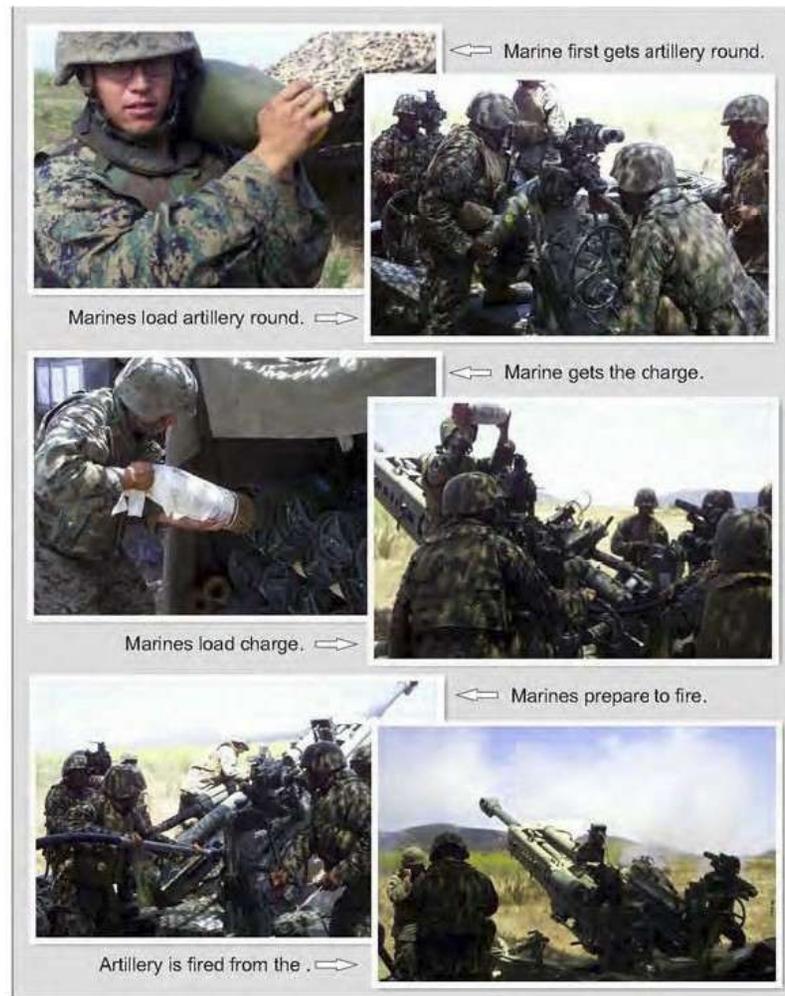


Subjective (Subject looks into camera)



The Point of View (Looking through the sites of a weapon)

(2) Continuity is the continuous, smooth logical flow of visual images, depicting the event in a coherent manner. When shooting a picture story or videotaping a sequential event, continuity provides a complete story for the audience.



(3) Culling takes out the unwanted images or scenes. It is accomplished by removing bad shots or takes, extra scenes or images, duplicated action, or any superfluous information. This is done preferably during the acquisition phase through shot selection.



The above image was cut because it was repetitive.

The above image was cut because it was a superfluous shot.



The remaining images that were shot are placed together to complete the story.

(4) Close-ups are a part of camera angles but stand alone as a tool to transport the viewer into the image or scene. Close-ups add feeling, show detail, clarify an event, and isolate specific actions or ideas. A single close-up can tell the entire story, but should never be COMCAM's only tool during documentation.



(5) Composition is the arrangement of pictorial elements to form a unified, harmonious whole. The four previous C's can be interchanged between photography and videography almost without exception. Composition, however, has unique attributes when independently applied to photography and videography. A still image freezes a moment in space only, while video is composed in both space and time. In other words, a still image does not tell how long the event took or will take, but if composed correctly can suggest movement or change. A videographer can turn on a camera to record an event and hold the audience's attention by movement alone. A simple snap shot without composition will leave an audience unmoved. The audience wants to see a story. This does not preclude a videographer from good composition, but rather challenges the Service Member to maintain good composition throughout the movement of the subject. The photographer is challenged to initiate good composition, which tells a story in order to maintain the audience's attention.



4. LIST OF COMMON JOINT OPERATIONS PLANNING AND EXECUTION SYSTEM (JOPES) ANNEXES

a. The following is a list of annexes from the Joint Operations Planning and Execution System (JOPES) that may include information needed in the field.

b. The annexes are not cross-referenced, so personnel should review each annex and apply the relevant information to the COMCAM and Visual Information mission. Synchronize with other annexes/appendices.

ANNEXES (JOPES)

**Appendix 10 to Annex C – COMCAM (Previously was Appendix 11)

- Annex A – Task Organization
- Annex F – Public Affairs
- Annex G – Civil–Military Operations
- Annex K – Communications
- Annex Y – Strategic Communication
- Annex V – Interagency (Source: JP 5.0 page A-7)

Annexes:

- A—Task Organization
- B—Intelligence
- C—Operations
- D—Logistics
- E—Personnel
- F—Public Affairs
- G—Civil–Military Operations
- H—Meteorological and Oceanographic Operations

J—Command Relationships
K—Communications Systems
L—Environmental Considerations
M—Geospatial Information and Services
N—Space Operations
P—Host-Nation Support
Q—Medical Services
R—Reports
S—Special Technical Operations
T—Consequence Management
U—Notional Counter proliferation Decision Guide
V—Interagency Coordination
W—Contingency Contracting
X—Execution Checklist
Y—Strategic Communication
Z—Distribution

Note: Annexes A–D, K, and Y are required annexes for a CAP OPORD per APEX. All others may either be required by the JSCP or deemed necessary by the supported.

(Source: JP 5.0 page A-9)

5. SITUATIONAL REPORT (SITREP).

Situational reports provide key information for day-to-day COMCAM operations. The data can also serve as a tracking tool for personnel, equipment and requirements. Whether leadership requires SITREPS or not, units should generate SITREPS for their own use and management of resources.

HEADQUARTERS**OPERATION XXX****DATE**

MEMORANDUM FOR COMBAT CAMERA UNITS

FROM: JOINT COMBAT CAMERA OPERATIONS CELL AND IMAGERY MANAGEMENT TEAM

SUBJECT: DAY 1 SITUATION REPORT

1. GENERAL**a. Disposition of Forces:**

#	Name	Rank	Duty	Location
1	Doe, John	CPT	OIC	Camp Player, (Ops)
2	Doe, Jane	TSgt	Still	Camp Player (JTF Gryphon)
3	Joe, G.I.	MC1	S/V	Camp Eden (JTF Digger)

b. Disposition of Forces:

- i. *EXAMPLE: Any future degradation in available personnel will affect mission readiness; OIC is currently drafting an RFF for an additional eight personnel to preempt any backfill requirements.*

2. SITUATION OVERVIEW

EXAMPLE: The COMCAM element arrived in theatre last night as one of the first elements on the ground. Teams offloaded and inspected all equipment. J39 tasked COMCAM to capture imagery in aerial supply operations, engineer route clearance, civil affairs activities and airfield operations. Transportation for COMCAM teams pushing out with their assigned units was arranged and all COMCAM assets were prepared to begin documentation operations immediately. COMCAM operations are generally occurring in accordance with the COMCAM plan, with only minor deviations, which currently have minimal impact to mission readiness. However, if documentation of combat engagements turns into ongoing daily requirement, additional COMCAM personnel will be required to accomplish our mission.

3. OPERATIONS

a. Status / Past 24 Hours:

Army Team 1	•
Army Team 2	•
Navy Team 1	•
Navy Team 2	•
AF Team 1	•
AF Team 2	•

b. Planned / Next 24 Hours:

Army Team 1	•
-------------	---

Army Team 2	•
Navy Team 1	•
Navy Team 2	•
AF Team 1	•
AF Team 2	•

- c. Total Flying Hours
- d. INMARSAT Hours
- e. Products Shipped:

Since Last Report:

Total:

Still Images Acquired:	0	Still Images Acquired:	0
Video Minutes Acquired:	0	Video Minutes Acquired:	0
Still Images Transmitted:	0	Still Images Transmitted:	0
Video Minutes Transmitted:	0	Video Minutes Transmitted:	0
FOUO CDs Sent:	0	FOUO CDs Sent:	0
Video Tapes Sent:	0	Video Tapes Sent:	0

4. LOGISTICS

- a. **Consumables:** GREEN
- b. **Equipment:** GREEN
 - i. NOTE EQUIPMENT ISSUES HERE.
- c. **Closed Items:** None.

5. PERSONNEL

- a. **Authorized:** NUMBER (ie: 13)
- b. **Assigned:** Number
- c. **Gains/Losses Since Last Report:** 0
- d. **General Comments:**

- i. *(For example: One Service Member from Army Team 2 was caught by and briefly trapped under a collapsing well. He is unhurt and fully mission capable.*

6. CONTACT INFORMATION

Full NAME and RANK

Joint Combat Camera OIC

DSN: Phone number

NIPR: XXX@nipraddress.mil

SIPR: XXX@sipraddress.mil

7. DISTRIBUTION

6. AFTER ACTION REPORT (AAR) CONTENT

The AAR provides details that can be shared within the unit and used to improve processes and tactics for future operations. The below information provides key points to be discussed during an in-person AAR.

- a. Introduction and Rules.
- b. Review of Objectives and Intent.
- c. Training objectives.
- d. Commander's mission/intent (what was supposed to happen).
- e. Enemy commander's mission/intent.
- f. Summary of Recent Events (what actually happened).
- g. Discussion of Key Issues.
- h. Chronological order of events (Train-up, Pre-deployment, Deployment, Redeployment, Reintegration).
- i. Key events/themes/issues.
- j. Discussion of Optional Issues:
- k. Tasks to sustain/improve (The intent is to focus training on mission-essential tasks and supporting Service Member, leader, and collective tasks which need improvement rather than training to known strengths).
- l. Discuss all incidents or near incidents of fratricide, whether inflicted by direct fire, indirect fire, or close air support (CAS).
- m. Service Members/leader skills.
- n. Statistics (measure, collect, and quantify performance. Identify critical trends or issues and reinforce teaching points).
- o. Discussion of Force Protection (Safety).

- p. Closing Comments (Summary).
- q. AAR Report Format (This format should be used for writing a formal AAR).
 - (1) Report cover page:
 - (a) Classification
 - (b) Preparing Headquarters or Organization
 - (c) Location of Report Preparation
 - (d) Date of Preparation
 - (e) After Action Report Title
 - (f) Period Covered: (Date to Date)
 - (2) Preface or foreword signed by the commander.
 - (3) Table of contents:
 - (4) Executive summary and chronology of significant events:
 - (a) Briefly summarize operations for all phases and include key dates for each phase starting with deployment and ending with redeployment.
 - (b) Include numbers of Service Members deployed.
 - (c) Summarize task organization.
 - (d) Summarize casualty information.
 - (e) Summarize the key lessons learned.
 - (f) What was the single greatest success and the single greatest shortcoming

or challenge from the unit's perspective?

- (5) Detailed task organization. Include any significant changes/dates as appropriate:
 - (a) Wiring diagram including attached units/elements and named task forces.
 - (b) Relationship to higher headquarters and list of subordinate elements.
- (6) Pre-deployment phase with dates:
 - (a) Unit's training focus.
 - (b) What should have been accomplished during pre-deployment that was not accomplished?
 - (c) What was helpful to know when planning the deployment?
 - (d) Wish list (i.e. Training, Equipment, Personnel)?
 - (e) Discuss logistics and personnel shortages, if appropriate.
 - (f) Discuss planning for rear detachment operations.
 - (g) Discuss pre-deployment lessons learned in the observation-discussion-recommendation format.
- (7) Deployment/reception, staging, onward movement and integration (RSOI) with dates:
 - (a) Summarize deployment/RSOI operations.
 - (b) Discuss RSOI lessons learned in the observation-discussion-recommendation format.
- (8) Operations phase with dates:
 - (a) Summarize tactical and non-tactical operations (sometimes beneficial to do this by staff section or warfighting function).
 - (b) Include unit participation in named operations.

- (c) List of key operations orders (OPORDs) and fragmentary orders (FRAGOs).
 - (d) Discuss operations phase lessons learned in the observation-discussion-recommendation format (sometimes beneficial to address by warfighting function).
- (9) Relief in place/transfer of authority (RIP/TOA) with dates:
- (a) Discuss planning and overlap.
 - (b) List or discuss key discussion topics between outgoing and incoming organizations.
 - (c) Include (either here or as an Appendix) any standing operating procedures, TTP, or checklists.
 - (d) Discuss RIP/TOA lessons learned in the observation-discussion-recommendation format.
- (10) Redeployment activities with dates:
- (a) Summarize redeployment activities and highlight planning guidance either developed or received from higher headquarters.
 - (b) Cover how long did redeployment take? What was salvaged or destroyed (battle losses and personnel losses—killed in action, wounded in action, missing in action, and Service Members classified as duty status whereabouts unknown) during the unit's time in theater?
 - (c) Include (either here or as an Appendix) any list of instructions, TTP, or checklists developed.
 - (d) Discuss redeployment lessons learned in the observation-discussion-recommendation format.
- (11) Post-deployment activities:
- (a) Discuss combat stress planning and reintegration activities.
 - (b) Discuss plans and priorities used in reconstituting and resetting the unit.

(c) Discuss Family Support Group operations.

(d) Discuss post-deployment lessons learned in the observation-discussion-recommendation format.

(12) Provide an index/listing of all mid-tour and final unit AAR products, significant command briefings, or reports published separately:

(a) Include classification, titles, and distribution/disposition of such reports.

(b) Include a staff point of contact or section for follow-up coordination.

(13) Distribution (of this report).

(14) Appendices (as appropriate):

(a) List of each named operation or major event with dates.

(b) Applicable maps.

(c) Photographs.

(d) Copies of key OPORDs and FRAGOs.

(e) Particularly useful TTP or unit products developed.

(f) Pre-deployment site survey information.

(g) Rear detachment operations.

(h) Unit daily journals.

7. JOINT UNIVERSAL LESSONS LEARNED (JULLS) FORMAT

JULLS provides leadership with key information to improve processes and operational planning for the Joint Force. A sample Lessons Learned is below.

OBSERVATION: <i>(What is the issue?)</i>
DISCUSSION: <i>(Discuss the Issue)</i>
RECOMMENDATION: <i>(What is a recommendation for improvement?)</i>
Doctrine Organization Training Materials Leadership Personnel Facilities
IMPLICATIONS: <i>(What happens if the recommendation is not adopted? What if it is?)</i>
EVENT DESCRIPTION: <i>(What specific event or series of events were the motivation to write this lesson? Please include as much information as possible to include time, date, specific weather, etc.)</i>

8. SENSITIVE SITE EXPLOITATION (SSE) GUIDE

a. There are situations (examples below) when "Forensic Photography" techniques will need to be utilized in order to document the scene correctly. The following are just a few examples of a situation where Investigative Photography techniques could be used:

- (1) Mishaps (Air and Ground)
- (2) Suicide/Homicide, Accidents, Fatality
- (3) Mass Graves
- (4) Weapons Caches
- (5) Torture Chamber/ Weapons Manufacturing Facilities.
- (6) Post IED/IDF scenes
- (7) Enemy Safe House
- (8) Mission Objectives



b. The following is a list of general rules and techniques that need to be utilized while compiling the images necessary for the investigation.

(1) Always shoot an "establishing" photo. This image will most often be a wide-angle view of the ENTIRE scene that will have clearly identifiable landmarks, structures, signs, etc. that will show the location of the incident.

(2) Start at the farthest point outside the scene and work inward. Photograph evidence in relation to the overall scene. Be sure to use a large depth of field in order to show all parts of the scene clearly.

(3) Working at the outer perimeter, conduct a 360 degree rotation around the entire scene being sure to shoot overlapping information in the shots. At a minimum, document front, left, rear, and right side images. Once the entire scene is documented in 360 degrees, start moving in toward the center or focus of the scene.



(4) Move toward the center of the scene documenting each piece of evidence in clear detail. Show identifying marks, nomenclature, dog tags, points of impact, entrance and exit wounds, spray patterns (blood, rounds, & explosions), etc. If unsure whether or not something needs to be documented, ask the investigating officer or senior person on scene.



(5) Be sure to put pertinent information in the images utilizing a slate, ruler, or recognizable object for scale when necessary. It's always better to have more information/images than less when dealing with sensitive sites.

9. CONVOY OPERATIONS GUIDE

a. Combat Cameramen on convoy operations may encounter many situations that may be unfamiliar. This list of guides should provide some guidance in handling the situation.

(1) Stay Safe - Ensure to take every safety precaution when conducting business around tactical vehicles. Ensure when moving around running vehicles COMCAM is seen. Vehicles are sometimes high and restrictive of sight, so ensure whoever is operating the vehicle is aware of COMCAM's presence intentions. When inside a moving vehicle always keep body parts inside the vehicle. Shoot with the camera lens out but keep inside. There is a major threat in this day and age with IED's. STAY SAFE and prevent Injury.



(2) Shoot from a Passengers Perspective - The best way to tell what it's like to be in a tactical vehicle while on operations is to shoot from a passenger view. Photograph the subjects inside as well as the scenery looking out of a vehicle. It may sometimes be difficult to hold the camera steady, so use something to brace the camera as much as possible and remember to keep body parts inside.

(3) Use Wide Angles When Possible - When shooting inside a vehicle, whether it be in the passenger's seat or in the back of a truck, space will be limited. Use wide angles to capture as much as possible in the shot/scene. Setting the camera to shoot wide angle shots will also help prevent camera shake when moving. It doesn't solve the problem completely, so ensure to still stabilize the camera.



(4) Pay Attention to Briefings - Always attend the convoy briefs which provide the "meat and potatoes" of the operation. Most briefings will explain the route to include distinguishing features as well as what the convoy will encounter along the route. Pay close attention to the route in order to know what is available to shoot.

10. LOW LIGHT OPERATIONS GUIDE

a. Shooting in low light is difficult. If available, use a night vision kit. Here are some tips to keep in mind when shooting in low light.



(1) Use Long Exposures - Successful night photography lies in a long exposure. When a long exposure is used, more light is allowed into the camera, allowing details in the photo to be captured, also known as shutter speed.

(2) Make the Camera Stable - Keep the camera as still as possible, or the image may be blurred.

(3) Delay the Capture - If possible, put the camera on a time delay so the camera won't take a picture right away and there is time to move fingers and not disturb the image.

(4) Capturing Motion - With a long exposure, there are many creative options. This includes capturing motion, because of the long exposure; objects that move across the camera will leave a trail. Keep this in mind the next time taking a night photo, and don't be restricted to just still images.

(5) Setting the Aperture - In addition to shutter speed (which determines exposure time), it's possible to play around with the aperture size of the digital camera. There are two scenarios. One, set a long exposure with a small aperture to avoid over exposing any stationary lights in the picture. Two, set a short exposure using a larger aperture to avoid any motion in the shot.

(6) Never Use a Flash - This can give a position away. Try to use other sources of light that exist in the area. If no light source exists, then the best option is to use a night vision kit.

(7) Setting ISO - Most digital cameras have an option to set the ISO. The higher the ISO the better the camera does in low light situations. The higher the ISO, the more picture noise is made visible. Do not set the camera on the AUTO option for the ISO because this will make the image useless. Use the ISO when the situation warrants.



11. COUNTER-NARCOTERRORISM OPERATIONS GUIDE

a. Counter-Narcoterrorism Operations disrupt the flow of illegal drugs into the United States and support host nation efforts to combat the narco-terrorism, threats to legitimate governments and dangers to their citizens associated with the production and sale of those drugs. Below is a list of recommended imagery requirements.

- (1) U.S. military leaders planning/talking/meeting
- (2) U.S. military forces training (on land and/or at sea)
- (3) U.S. military on computers
- (4) Host nation aviators and ground crews
- (5) U.S. & host nation aviation maintainers working on planes
- (6) U.S. military planes and ships
- (7) U.S. Coast Guard cutters, boats, and personnel
- (8) Packs of seized drugs, cash, weapons, etc.
- (9) Map of host nation
- (10) Traffickers being arrested
- (11) Drug-sniffing dogs
- (12) Drug ships / drug planes
- (13) Host nation's citizens in everyday life (shopping /walking downtown)
- (14) Wanted gang members/traffickers



12. HUMANITARIAN ASSISTANCE GUIDE

a. Humanitarian Assistance and disaster relief programs build the capacity of host nations to respond to disasters and build their self-sufficiency while also empowering regional organizations. Below is a list of recommended imagery requirements.

(1) U.S. military deploying: troops getting onto or off planes, troops walking with gear, troop's face, troop equipment.

(2) U.S. military medical teams: Surgical teams, dental services, vision services, veterinary services, doctors and nurses checking on patients; hospital equipment.

(3) U.S. military construction: Construction, disaster relief warehouses, emergency operation centers, shelters, schools, clinics, water wells, troop working on part of building equipment, villagers watching.

(4) U.S. military deliveries of food, medical supplies, communications equipment; plane flying or landing; cargo inside planes; labels on cargo.

(5) U.S. military talking to villagers.

(6) Host nation's military/security working rural village/surrounding environment.

(7) U.S. military helicopters and aircraft.



13. INTERAGENCY (IA) OPERATIONS GUIDE

a. Interagency Operations integrates non-DOD expertise into military exercises, deliberate planning and crisis action planning, and execution/operations. Additionally, it establishes and maintains habitual relationships and facilitates information sharing/support with interagency partners (e.g. FBI, CIA, DEA, DHS, ICE, etc.). Below is a list of recommended imagery requirements.

- (1) Agency leaders planning/talking/meeting.
- (2) Agency forces training/working together (on land/air/or at sea).
- (3) Federal, state and local organizations operating in the AOR and/or training together.
- (4) Both U.S. military and civilian workers, scientists, biologists, etc.
- (5) Environmental improvement, safety checks, energy management, renewable energy, mobile water purification units, scientific-looking labs.

14. GENERAL RULES FOR SHIPBOARD OPERATIONS

- a. Contact and coordinate with the Public Affairs Officer (PAO) and/or the Photo Division Officer.
- b. Do NOT go on the flight deck without a guide (escort) and NO FLASH photography on the flight deck.
- c. Shipboard Terms
 - (1) Port – left side of ship
 - (2) Starboard – right side of ship
 - (3) Bow – front of ship
 - (4) Stern – back of ship
 - (5) Galley – where personnel eat (cafeteria)
 - (6) Head – bathroom
 - (7) Berthing – where personnel sleep
 - (8) Ladder – stairs
- d. Frame number 0 is the bow (front) and everything after is sequentially higher.
- e. The hangar deck is the main deck, all decks above it are 01, 02, 03, etc., going up and all decks below it are 1, 2, 3, etc., going down.

f. All frames on the port (left) side are even numbers, 0 is the center of the ship, starboard (right) side are odd numbers. Example:

6-150-0-E in order of:

Deck Number (six decks below the main deck)

Frame Number (150)

Position in relation to centerline of ship (center)

Compartment use (in this case: Engineering)

g. Ship ladders (stairs) are always slippery! Use hand rails.

h. Know General Quarters (GQ) stations and how to respond.

i. Blue tile is the CO's (Commander's) passageway, KEEP OUT.

j. Coordinate with the VI Planner – Fleet VI OPTASK (Joint messages from Fleet Forces and Pacific Fleet) and the ship PAO.

15. VIP/DISTINGUISHED VISITOR GUIDE

- a. Combat Camera project officers and team chiefs must ensure that
 - (1) The scope of the job is fully understood by everyone.
 - (2) The final use of the product is considered in planning.
 - (3) Equipment/supplies are in top condition and adequate.
 - (4) Backups are available for cameras and other equipment.
 - (5) Team members are fully competent to do the job.
 - (6) Team members' appearance and conduct is well within regulation.
 - (7) Team members understand any limitations on coverage and do not violate decorum in trying to get the best shots.
 - (8) A report will be made to the Commander within 24 hours if a problem occurs with equipment, image quality or personnel on any assignment. The report will include:
 - (a) Complete details of how and why the problem occurred.
 - (b) Possible ways to accomplish the assignment or resolve the problem.
 - (c) Actions to preclude similar instances in the future.
- b. Below is a list of recommended imagery requirements.
 - (1) Not just a picture of the senior leader – but the interaction he/she has with others.
 - (2) Focus on requisite shots such as awards.
 - (3) Handshakes.
 - (4) Crowd/attendee reaction shots.

16. FALLEN COMRADE CEREMONY GUIDE

- a. This is a very sensitive and solemn duty that requires a minimum of three personnel (1 x Photographer & 2 x Videographers). Before conducting a ceremony gain approval from the chain of command and the PAO. Fallen Comrade Ceremonies are more appropriate for Public Affairs detachments to conduct.
- b. Fallen Comrade Ceremony imagery is never released to the public. COMCAM personnel will create one multimedia presentation (video>still>video) with no propriety audio included. The multimedia presentation will be reviewed by the PAO and given to the Casualty Assistance Calls Officer (CACO) to give to the family of the deceased.
- c. Procedures

(1) The First Videographer (V1) is stationed at the end of the cordon facing toward the convoy with the transfer case moving to the aircraft.

(2) The Second Videographer (V2) is stationed by the band and aircraft where the transfer case stops.

(3) Once the convoy passes by and stops, V1 films the transfer case being removed from the convoy. Once the transfer case moves out of V1's field of view, V1 runs around and up the ramp into the aircraft. V1 stations himself next to the Chaplain at the nose end of the hull.

(4) V2 continues to video the transfer case out of the convoy and by the band and up into the aircraft.

(5) This entire time, the First Photographer (P1) is rotating around taking still photos of everything without offending anyone. Once V1 boards the aircraft, P1 follows and stations himself next to V1. P1 and VI remain on aircraft collecting imagery until the Chaplain leaves the aircraft.

17. FAST FILE TRANSFER (FFT) & FILE TRANSFER PROTOCOL (FTP) INSTRUCTIONS

Fast File Transfer (FFT) is the best solution for transmission in poor network conditions, in particular from ships at sea. JCCC does not support regular FTP because it is a security risk. If you do not have FFT, or cannot make FFT work, you have two options:

1. Upload via the DIMOC web upload at <https://insight.dimoc.mil> (CAC login required.)
2. Secure FTP. An SFTP client is required, DIMOC does not provide this software. An application that works, and does not require IT support for installation, is FireFTP, and add-on for FireFox. Otherwise contact your IT support staff.

For information on how to use FFT and connection information please follow this link:

<http://www.dimoc.mil/quick/fft.html>

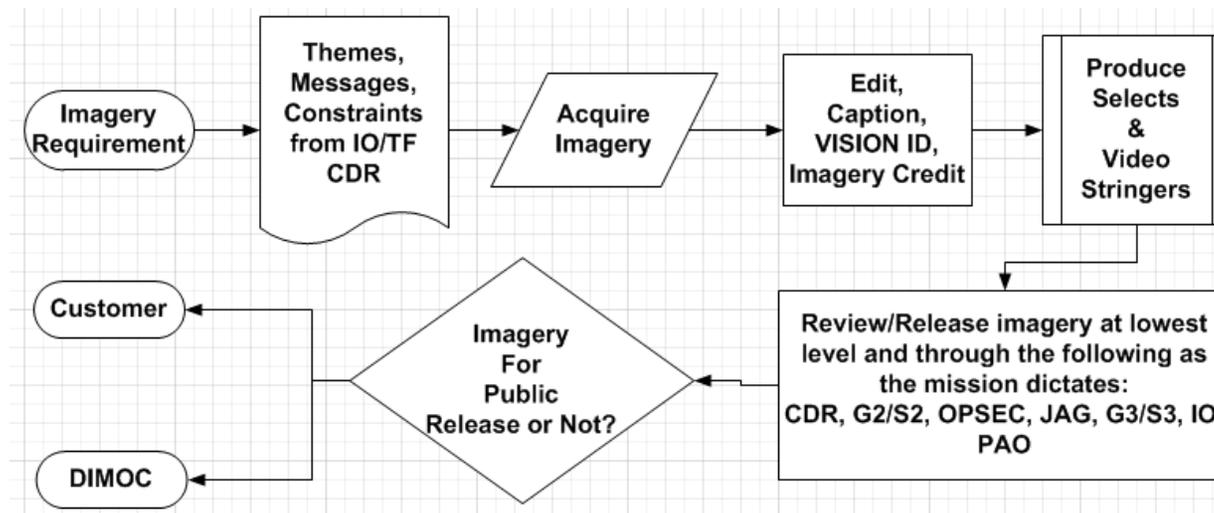
If you need additional information please contact:

DIMOC JCCC
COMM: (301) 833-4932
DSN: 733-4938
After Hours: (703) 675-9521

DIMOC Customer Service
Toll Free: (888) PH-DIMOC (743-4662)
COMM: (570) 895-9872
DSN: 795-9872
Website: www.dimoc.mil
Email: askdimoc@dma.mil

19. IMAGERY WORKFLOW AND RELEASE INSTRUCTIONS

a. Find the Public Affairs Officer (PAO) to verify classification, release authority level and dissemination control (For Official Use Only) of imagery. The designated representative (from the Commander) or releasing authority at the lowest approved level will review all unclassified imagery for possible Public Release unless otherwise directed by public affairs guidance or higher authority. COMCAM imagery may be specifically identified as “For Official Use Only” at any level in the review process to prevent inadvertent release of sensitive imagery to the public. All imagery designated as For Official Use must have a justification and a review date within one year of the date shot. A review process should be established in advance to ensure imagery movement is not delayed. Reviewing and clearing imagery at the lowest possible level will expedite the movement of imagery to customers who have an immediate need for “cleared” imagery. Public Release procedures must be spelled out in the applicable OPLAN/operation order/supporting annexes and coordinated with the Release Authority. Below is a typical workflow of capturing and releasing imagery; however this can change per the Commander’s orders and mission requirements.



b. All imagery, regardless of classification, must be transmitted expeditiously to the DIMOC JCCC unless restricted by the on-scene commander. The JCCC serves as the DoD's central reception and distribution point for joint-interest imagery. The JCCC has a primary mission of distributing operational imagery to the Joint Staff for JCS briefings. In addition, unclassified imagery cleared for Public Release by the appropriate authority is provided to OSD(PA) for potential release to internal and external media. Imagery may be provided to Service headquarters staffs, and other government agencies.

c. Enter the release status of the image (Released or For Official Use Only (FOUO) for unclassified imagery and the appropriate classification level for classified imagery) as well as the name, duty position, phone number and/or E-mail address of the releasing authority. Note: The releasing authority will be a person's name and contact information; just a title or unit name is unacceptable. Releasing officials must be assigned by the commander in writing, photographer's cannot release their own imagery, or other photographer's imagery, unless they are delegated that authority in writing by the appropriate authority.

(1) Released: The image has been sent to DVIDS and is cleared for public release.

(2) FOUO: The image has been sent to DIMOC (NOT DVIDS), but is for official use by DoD or other governmental agencies. Not cleared for public release.

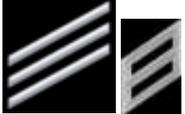
(3) Classified imagery: DIMOC can only accept up to Secret imagery submitted via SIPERNET. Coordinate with DIMOC prior to transmission.

CHAPTER 3 – QUICK REFERENCE

1. SERVICE RANK CHARTS

a. Enlisted Rank Insignia

U.S. Marine Corps Enlisted						
E1	E2	E3		E4		E5
Private (Pvt)	Private (PFC)	Lance Corporal (LCpl)		Corporal (LCpl)		Sergeant (Sgt)
No Insignia						
E6	E7	E8		E9		
Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt)	First Sergeant (1stSgt)	Sergeant Major (SgtMaj)	Master Gunnery Sergeant (MGySgt)	Sergeant Major of the Marine Corps (SgtMajMC)
						
Different styles of rank insignia are worn on different Marine uniforms:						
						
L to R: Evening Dress uniform, Dress Blue uniform, Service Dress Alpha coat, Service Dress Bravo and Charlie shirt, and combat utility pin-on insignia for a Staff Sergeant						

U.S. Navy Enlisted				
E1	E2	E3	E4	E5
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)
No Insignia	 Sleeve Collar	 Sleeve Collar	 Sleeve Collar	 Sleeve Collar

E6	E7	E8	E9
Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)
 Sleeve Collar	 Sleeve Collar	 Sleeve Collar	 Sleeve Collar

E9		
Command Master Chief Petty Officer (CMCPO)	Fleet/Force Master Chief Petty Officer (FMCPO)	Master Chief Petty Officer of the Navy (MCPON)
 Sleeve Collar	 Sleeve Collar	 Sleeve Collar

U.S. Army Enlisted				
E1	E2	E3	E4	E5
Private	Private (PV2)	Private First Class (PFC)	Corporal (CPL) Specialist (SPC)	Sergeant (SGT)
No Insignia				
E6	E7	E8	E9	
Staff Sergeant (SSGT)	Sergeant First Class (SFC)	Master Sergeant (MSG) First Sergeant (1SG)	Sergeant Major (SGM) Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)
				

U.S. Air Force Enlisted				
E1	E2	E3	E4	E5
Airman Basic	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)
No Insignia				
E6	E7	E8	E9	
Technical Sergeant (TSgt)	Master Sergeant (MSgt)	Senior Master Sergeant (SMSgt)	Chief Master Sergeant (CMSgt)	Command Chief Master Sergeant (CCM)
	Master Sergeant (1 st Sgt) (MSgt)	Senior Master Sergeant (1 st Sgt) (SMSgt)	Chief Master Sergeant (1 st Sgt) (CMSgt)	Chief Master Sergeant of the Air Force (CMSAF)
				
				

b. Warrant Officer Chart

Warrant Officers					
Rank → ↓Service	Warrant Officer 1	Chief Warrant Officer 2	Chief Warrant Officer 3	Chief Warrant Officer 4	Chief Warrant Officer 5
Army	 WO1	 WO2	 WO3	 WO4	 1991-2004 2004 WO5
Navy	None (discontinued in 1975)	 CWO2	 CWO3	 CWO4	 CWO5
Marine Corps	 CWO1	 CWO2	 CWO3	 CWO4	 CWO5
Air Force (No Warrant Officers)					

c. Officer Rank Chart

Air Force										
										
2nd Lieutenant (2nd Lt.)	1st Lieutenant (1st Lt.)	Captain (Capt.)	Major (Maj.)	Lieutenant Colonel (Lt. Col.)	Colonel (Col.)	Brigadier General (Brig. Gen.)	Major General (Maj. Gen.)	Lieutenant General (Lt. Gen.)	General (Gen.)	General of the Air Force (reserved for wartime only)

Army										
										
2nd Lieutenant (2LT)	1st Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (reserved for wartime only)

Marine Corps										
										
2nd Lieutenant (2nd Lt.)	1st Lieutenant (1st Lt.)	Captain (Capt.)	Major (Maj.)	Lieutenant Colonel (Lt. Col.)	Colonel (Col.)	Brigadier General (Brig. Gen.)	Major General (Maj. Gen.)	Lieutenant General (Lt. Gen.)	General (Gen.)	

Navy (sleeve insignia)										
										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (reserved for wartime only)

2. SERVICE COMMAND STRUCTURES

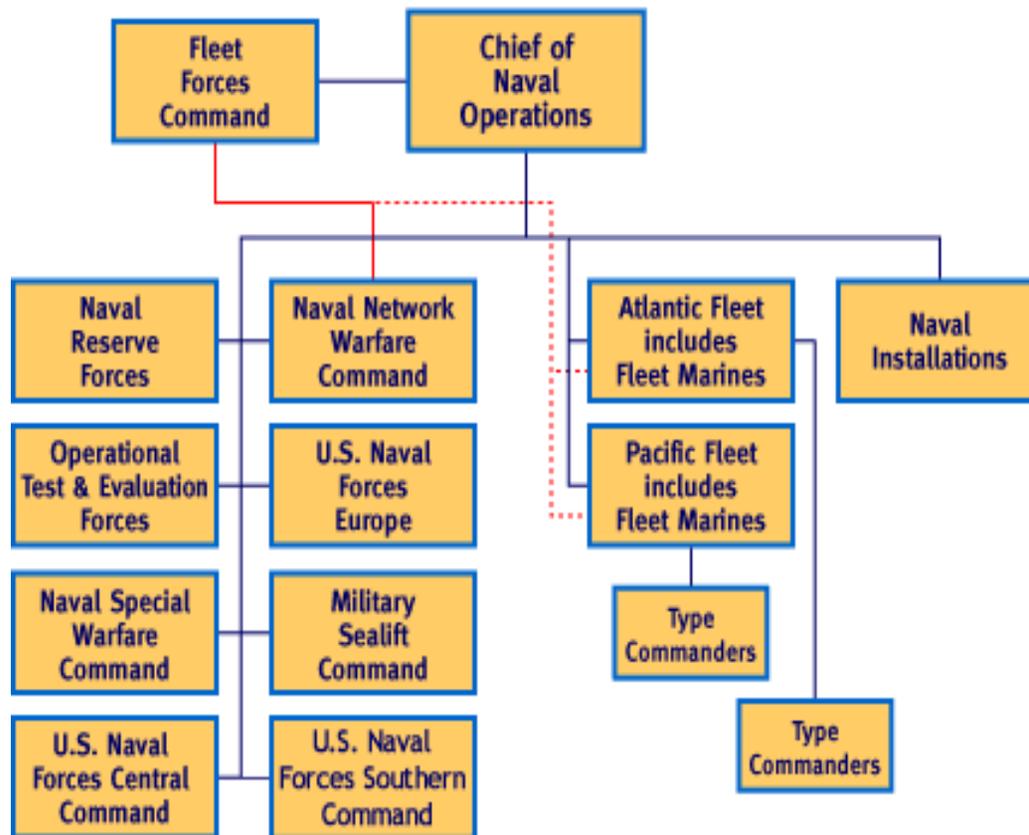
a. The following table provides the basic force structure of the four Services, listing units of demarcation from smallest to largest groupings of Service members. Other organizational groupings do occur within each Service. This table is designed only to act as a guide to help the writer list unit designations within a caption.

Branch	Element	Consists of
U. S. Army	Service Member	individual
	Squad/section	9 to 10 Service Members (SMs)
	Platoon	16 to 44 Service Members; 2 to 4 squads
	Company (or battery/troop)	62 to 190 SMs ; 3 to 5 platoons
	Battalion (or squadron)	300 to 1,000 SMs; 4 to 6 companies
	Brigade (or group/regiment)	3,000 to 5,000 SMs; 2 to 5 battalions
	Division	10,000 to 15,000 SMs; 3 brigades
	Corps	20,000 to 45,000 SMs; 2 to 5 divisions
	Army	50,000+ Service Members
U. S. Air Force <i>(continued on next page)</i>	Airman	individual
	Section	2 or more Airmen
	Flight	2 or more sections
	Squadron	2 or more flights

Air Force (cont.)	Group	2 or more squadrons
	Wing	2 or more groups
	Numbered Air Force (NAF)	2 or more wings
	Major Command (MAJCOM)	1 or more NAFs
	Air Force	MAJCOMs report to Headquarters, Air Force
U. S. Marine Corps	Marine	individual
	Team	4 Marines
	Squad	3 teams
	Platoon	3 squads
	Company/battery	3 platoons
	Battalion	3 companies/batteries
	Regiment/brigade	3 battalions
	Division	3 regiments/brigades
	Marine Corps	3 or more divisions
USMC Aviation	Squadron	4-24 aircraft
	Group	3 or more squadrons
	Wing	3 or more groups

b. The Navy does not list unit designations in the same way as the other Services. While a Sailor may be assigned to a ship, which belongs to a carrier strike group, which falls under a fleet, all of those levels are not listed within a caption. Identify the ship or onshore unit to which a Sailor is assigned. Also identify lower-level unit demarcations, such as squadrons or detachments. Identify the strike group to which a ship is assigned only if it is currently deployed with the strike group. More information on Navy structure can be found at:

<http://www.navy.mil/navydata/organization/orgopfor.asp>



The five U.S. Navy Fleets:

- Commander, Second Fleet (COMSECONDFLEET) Atlantic
- Commander, Third Fleet (COMTHIRDFLEET) Eastern Pacific
- Commander, Fifth Fleet (COMFIFTHFLEET) Arabian Gulf & Indian Ocean
- Commander, Sixth Fleet (COMSIXTHFLT) Mediterranean
- Commander, Seventh Fleet (COMSEVENTHFLT) Western Pacific

3. VISUAL INFORMATION WEBSITES & SOCIAL MEDIA HANDBOOK LINKS

- a. Defense Media Activity (DMA) <http://www.dma.mil/>
- b. Defense Imagery Management Operations Center (DIMOC) <http://www.dimoc.mil>
- c. Defense Information School <http://www.dinfos.dma.mil/>
- d. Defense Video & Imagery Distribution Systems (DVIDS) <http://www.dvidshub.net>

Social Media Handbook Links

- a. Air Force

<http://www.af.mil/news/socialmedia/index.asp> then read Social Media and the Air Force. An instructional guide for Airmen communicators.

- b. Navy

<http://www.slideshare.net/USNavySocialMedia/navy-command-social-media-handbook-web>

- c. Army

<http://www.slideshare.net/USArmySocialMedia/army-social-media-handbook-2011>

- d. Marine Corps

<http://www.marines.mil/News/SocialMedia.aspx>

4. MEDIA FORMATS/SPECIFICATIONS

a. This information is gathered from industry. However, send the best available quality possible, based on the transmission capability situation.

b. Motion Formats/Specifications

	Tier 1 High End Production	Tier 2 Professional COMCAM/PA	Tier 3 Consumer
Capture Formats			
Movie	35mm Film RedCam		iPhone Cam Digital/Tape CamCorders 720P
Broadcast	1080P 1080I	1080P 1080I 720p 720I	
Documentation	1080P 1080I	1080P 1080I 720p 720I	iPhone Cam Digital/Tape CamCorders 720P
Production		1080P 1080I 720p 720I	

	Tier 1 High End Production	Tier 2 Professional COMCAM/PA	Tier 3 Consumer
Transmission Formats			
Movie	Proxy Sneakernet Hard Drives		
Production	Proxy Sneakernet Hard Drives	1080I/Harddrive Tape Master	
Broadcast	SMPTE 274M-2003	FFT 720P 1080I/Harddrive Tape Master	Upload YouTube/Vimeo
Documentation	SMPTE 274M-2003	FFT 720P	Upload YouTube/Vimeo

c. Still Formats/Specifications

Environment	Tier 1 High End Production		Tier 2 Professional COMCAM/PA		Tier 3 Consumer
Capture Formats					
Publication	RAW		RAW		Various
Documentation	RAW/JPEG 12		RAW/JPEG 12		Various
Base/Post	JPEG 12		JPEG 12		Various
Individual	JPEG 12		JPEG 12		Various
Transmission Formats					
Publication	JPEG 12		JPEG 12		Various
Documentation	JPEG 12		JPEG 12		Various
Base/Post	JPEG 12		JPEG 12		Various
Individual	JPEG 12		JPEG 12		Various
Graphics Formats					
Publication	InDesign Pagemaker Photoshop	Layered	InDesign Pagemaker Photoshop	Layered	Various
Documentation	InDesign Pagemaker Photoshop	Layered	InDesign Pagemaker Photoshop	Layered	Various
Base/Post	InDesign Pagemaker Photoshop	Layered	InDesign Pagemaker Photoshop	Layered	Various
Scanned Graphic	JPEG 12		JPEG 12		Various

d. DIMOC Imagery Transmission (FFT/FTP) Specifications

(1) NTSC (Standard Definition)

- Resolution: 720 x 480
- Pixel Ratio: D1/DV NTSC (0.9)
- Field Order: Lower Field First (Interlaced)
- Frame Rate: 29.97
- Bit Rate: 2-Pass
- Variable Bit Rate; 3,000 kbps (for low bandwidth capability) or 10,000 kbps (for high bandwidth capability)
- Audio: Stereo 48 kHz

(2) High Definition (HD)

- Resolution: 1280 x 720 or 1920 x 1080
- Pixel Ratio: Square Pixels
- Field Order: Progressive/Interlaced
- Frame rate: 29.97
- Bit Rate: 2-Pass
- Variable Bit Rate; 3,000 kbps (for low bandwidth capability) or 10,000 kbps (for high bandwidth capability)
- Audio: Stereo 48 kHz

(3) Even though the DIMOC system can accept any of the common file types (MOV, WMV, AVI, MPG), our experience is that the Quicktime MOV with H.264 compression provides a good quality video with decent amount of compression for transmission.

(4) Considerations when transmitting imagery include how large is the file and is the video desirable for editors.

e. Archival Formats/Specifications

a. Agreed upon by DIMOC and the National Archives and Records Administration (NARA) Special Media Services.

Media Type	Specifications
Motion: Standard Definition	
Format	H.264
Resolution	640x480
Color Bit Rate	10
Frames	10fps
Data Rate	1.5 MB/s
Compression Ratio	83:1
Sampling	4:2:2
Motion: High Definition	
Format	H.264
Resolution	1280x720
Color Bit Rate	12
Frames	29.97fps
Data Rate	6 MB/s
Compression Ratio	180:1
Sampling	4:2:2

Media Type	Specifications
Still Imagery	
Format	JPEG 12 Baseline Standard
Magazine	
Format	PDF-A OCR, Flattened
Graphic	
Format	JPEG 12 Baseline Standard
Audio	
Format	PCM (WAV/AIFF)
Sampling	48kHz

5. DVI – DIMOC CONTACT LIST

Defense Visual Information (DVI)

Deputy Director, DVI

COMM: (301) 222-6499

DSN: 733-6499

DIMOC Joint Combat Camera Center (JCCC)

Director of Operations

Joint Combat Camera Center (JCCC) COMM:

(301) 833-4945

DSN: 733-4945

Cell: (703) 932-9280

Deputy Director, DIMOC

Joint Combat Camera Center (DIMOC)

COMM: (301) 833-4939

DSN: 733-4939

DIMOC Joint Combat Camera Center Operations Chief

Joint Combat Camera Center (DIMOC)

COMM: (301) 833-4938

DSN: 733-4938

DIMOC JCCC

COMM: (301) 833-4938

DSN: 733-4938

After Hours: (703) 906-8247

NIPRNET Email: stills@defenseimagery.mil

DIMOC Customer Service

Email: askdimoc@dma.mil

Toll Free: (888) PH-DIMOC (743-4662)

COMM: (570) 895-9872

DSN: 795-9872

Phone: (301) 833-4937/38 (Main) (DSN: 733)

Webpage: www.dimoc.mil

Manager, Joint Combat Camera Program

DMA Office

Phone: (301) 222-6516

Cell: (703) 695-9732

Pentagon Office

Phone: (703) 697-0216

Cell: (703) 695-9732

Defense Video & Imagery Distribution System (DVIDS) 24-Hour Media Hotline:

678-421-6612

877-DVIDS-247

DSN: 312-367-1792/1761

Address:

Defense Media Activity

6700 Taylor Avenue, Fort Meade, MD 20755

Website (imagery): <http://www.dimoc.mil>

CHAPTER 4 –JOINT COMBAT CAMERA/VISUAL INFORMATION (VI) GUIDANCE

(Note: Below are only summaries; recommend reading the entire document.)

1. CJCS 3205.01 (POLICY AND PROCEDURES FOR TASKING AND USING COMCAM)

CJCS Instructions link: http://www.dtic.mil/cjcs_directives/cjcs/instructions.htm

a. CJCSI 3205.01C, 27 January 2010, establishes policy and defines procedures for tasking and using COMCAM assets. COMCAM imagery serves as a visual record of an operation and is of immeasurable value to decision makers in the OSD, Joint Staff, and combatant commands. COMCAM imagery is also significant for public affairs, public diplomacy and Military Information Support Operations (MISO).

b. The mission of COMCAM is to provide the Office of the Secretary of Defense (OSD), the Chairman of the Joint Chiefs of Staff (CJCS), the Military Departments (MILDEPs), the combatant commands, and the joint task forces (JTFs) with a directed imagery capability in support of operational and planning requirements during wartime operations, worldwide crises, contingencies, and joint exercises. This instruction provides direction on execution oversight of COMCAM mission requirements.

c. Commanders involved in wartime operations, worldwide crises, contingencies, joint exercises, and other events involving DoD components having significant national interest will plan for, task, sustain, and employ COMCAM forces. Commanders will also expeditiously the movement of imagery through their respective Joint Imagery Management Operations Cell (JIMOC) and forward COMCAM imagery with captions to the Defense Imagery Management Operations Center (DIMOC). The DIMOC is the central DoD reception and distribution point for COMCAM imagery.

2. DoDI 5040.02 VISUAL INFORMATION (VI)

a. The most recent revision of [DoDI 5040.02, "Visual Information,"](#) on October 27, 2011, consolidated five instructions, in particular DoDI 5040.04 Joint COMCAM Program. The instruction also made significant changes to long-standing non-alteration policy in Enclosure 10. To begin with, paragraph 1 adds a definition and examples of the term alteration; "Prohibited alterations include the addition, removal, or changing of photographic details." This new definition directly addresses "faked" images such as the infamous 2008 altered photograph of Gen. Dunwoody, which led to the Associated Press suspending the use of all Department of Defense photographs. Much like earlier policy versions, certain modifications or enhancements to official DoD images for specific purposes are still authorized but must be disclosed. However, enclosure 10 significantly revises previous issuances in that:

(1) The undisclosed modification or enhancement of official DoD Imagery by persons acting for or on behalf of the DoD is prohibited.

(2) Modifications or enhancements must be disclosed in the caption data so that the image does not mislead or deceive.

(3) When DoD official imagery requires modification or enhancement for specific uses, an original source image will be preserved in the most native or camera raw format available.

(4) The modified or enhanced image caption must indicate that the image is not the original source image.

b. The reissuance incorporates and cancels:

(1) DoDI 5040.02 Visual Information, Aug 30, 2005

(2) DoDI 5040.04 Joint Combat Camera (COMCAM) Program, Jun 6, 2006

(3) DoDI 5040.05 Alteration of Official DoD Imagery, Aug 29, 1995

(4) DoDI 5040.6 Life-Cycle Management of DoD Visual Information, Apr 10, 2001

(5) DoDI 5040.8 Visual Information (VI) Activity Management, Jan 26, 2005

c. The reissuance:

(1) Incorporates the Joint VI CONOPS as a web-based “living document” and identifies the DIMOC functions and imagery processes.

(2) Clarifies the prohibition on alteration of official DoD imagery and provides guidelines.

(3) Establishes the VI Professional Identifier (Vision ID).

(4) Identifies the requirement for a Joint Imagery Management Operations Cell (JIMOC).

(5) Identifies the Joint imagery Management Officer (JIMO).

(6) Adds requirement for JIMOC to have a deployable imagery management capability for the JFC.

3. DODI 5040.07 VISUAL INFORMATION (VI) PRODUCTIONS

DoD Issuances link: <http://www.dtic.mil/whs/directives/corres/ins1.html>

a. Consolidates:

- (1) DoDI 5040.07 Visual Information Production Procedures
- (2) DoDI 5040.09 Department of Defense Productions

b. The reissuance:

- (1) Requires intellectual property rights obtained and documented.
- (2) Identifies Federal regulations and codes governing VI (AV).
- (3) Identifies the required components for a production folder.
- (4) Identifies roles and procedures for OPR, the supporting VI activity, the VI production activity, the VI contracting activity and the DIMOC.
- (5) Identifies documents and materials that must be provided for legal and PA review.

4. MTTP FOR COMBAT CAMERA OPERATIONS

Air Land Sea Application Center (ALSA) link: <http://www.alsa.mil/>

a. This MTTP publication supports planners and warfighters by establishing tactics, techniques, and procedures (TTP) for Combat Camera (COMCAM) missions, capabilities, responsibilities, and relationships. It highlights COMCAM assets and capabilities available to the combatant commander. It describes DoD, joint and Service COMCAM roles to request, manage, and employ COMCAM forces. It provides methods, tools and procedures to integrate imagery and multi-media products with warfighting staffs throughout the full spectrum of military operations.

b. This revision includes:

(1) Expands upon COMCAM Service-specific assets and capabilities (chapter II) by defining Service-unique capabilities.

(2) Provides a greater level of specificity to roles and responsibilities.

(3) Updates descriptions of COMCAM support to operations and use of assets to assist the commander in determining when and how best to employ COMCAM forces.

(4) Integrates joint concept of operations (CONOPS) and joint planning design elements to guide the COMCAM planner to achieve improved operational end states.

(5) Eliminates outdated tasking procedures and replaces them with Joint Force Tasking and the Global Force Management (GFM) process as it relates to COMCAM.

(6) Eliminates Joint COMCAM Training Matrices. Training is addressed in chapter V.

(7) Adds chapter V training section citing Service-specific training requirements to ensure COMCAM force capabilities are known in order to achieve optimal asset integration with tactical forces.

(8) Adds specific imagery examples citing operations supported by COMCAM in appendix B.

5. JOINT PUBLICATIONS

- a. (JP 3-61) Public Affairs (Currently under revision)

http://www.dtic.mil/doctrine/new_pubs/jointpub_operations.htm

(1) This publication provides fundamental principles and guidance for PA support to joint operations. It also addresses PA operations and the role of PA in strategic communication. It adds a discussion of joint PA in domestic operations.

(2) Discusses capabilities of “visual information” and Combat Camera in support of the joint force commander’s operational and planning requirements.

(3) Modifies the terms and/or definitions in JP 1-02 for American Forces Radio and Television Service, Combat Camera, command information, external audience, internal audience, message, PA, public affairs guidance, public diplomacy, public information, security review, and visual information.

- b. (JP 5-0) Joint Operation Planning. http://www.dtic.mil/doctrine/new_pubs/jointpub_operations.htm

(1) This publication reflects the current doctrine for conducting joint, interagency, and multinational planning activities across the full range of military operations. This keystone publication forms the core of joint warfighting doctrine and establishes the framework for our forces’ ability to fight as a joint team.

6. DOD CAPTIONING STYLE GUIDE

<http://www.dimoc.mil/resources/resourcesHome.html>

a. This publication provides a standard method of writing captions for DoD imagery. The guidance provided will help photographers, videographers and all who produce or manage DoD imagery write and edit captions that are accurate, clear, concise and meet DoD style standards. However, this document is a supplement to the Associated Press (AP) Style Guide.

b. **When** gathering information to include in a caption, keep the following questions in mind: who, what, when, where and why. All questions must be answered to accurately communicate the story of a still image or video clip.

c. **Who** or what is the subject of the image?

(1) If the subject of a sentence is a person or persons, provide the rank, first and last name, title and military unit for each person. List units from smallest to largest (e.g., U.S. Marines with Kilo Company, 3rd Battalion, 1st Marine Regiment, 1st Marine Division).

(2) When identifying Service members, include the Service to which he or she belongs. This is not necessary when Service members are not individually identified. Every effort should be made to identify the subject of a photo. People appearing in the background need not be identified unless they are essential to the story of the image.

Examples:

U.S. Air Force Tech. Sgt. John Brown inspects an aircraft.

U.S. Airmen prepare for an operational readiness inspection.

(3) Do not include the names of minor dependents of military members. Do not include the names of American citizens, to include Service members, receiving medical treatment without the express written consent of the patient.

(4) If the subject of the sentence is an object, provide the equipment name and model, name and ship hull number, or name and model of the aircraft or vehicle. Include both the name of the object (e.g., C-5 Galaxy) as well as what kind of object it is (e.g., aircraft). If not familiar with a piece of equipment, aircraft, vehicle, ship, weapon or anything else

shown in an image, ask someone.

Examples:

A C-5 Galaxy aircraft taxis down the runway.

The aircraft carrier USS Dwight D. Eisenhower (CVN 69) gets under way.

Note: Do not include a hyphen between the letters and numbers in the hull number.

Active Voice vs. Passive Voice

Active: U.S. Service Members destroy confiscated ordnance.

Passive: Confiscated ordnance is destroyed by U .S. Service Members.

d. **What:** Describe the action captured by the imagery. Use active voice when describing the action. When writing in active voice, the subject is doing something, while in passive voice, something is being done to the subject. When describing the what, do not over-describe the action; let the image speak as well.

e. **When:** Provide the date and, if pertinent, the time of day when the image was captured. Include the date within the caption. Do not use datelines, which are headers placed before the start of the caption, often containing the date and location of the image.

(1) Use the following format: Aug. 21, 2011. Spell out months March through July and abbreviate months August through February.

(2) When writing just a month and year with no day, do not abbreviate the month: “Feb. 27, 2011,” but “February 2011.”

f. **Where** Provide the geographic location as well as the name of the base, facility or organization, if applicable. Consult the Associated Press Stylebook “datelines” entry to determine if a city stands alone in captions.

(1) If there is no city, give a region or general area (e.g., “near the Syrian border” or “off the coast of Southern California”).

(2) If the imagery was captured on a ship, provide the ship name as well as where it is moored or under way. For example: “off the coast of ... ,” or “under way in the Pacific Ocean.”

(3) If it is an undisclosed location, state that within the caption and metadata.

(4) Spell out state names when they stand alone within the caption. Use abbreviations when paired with a city or base/installation. Do not use postal codes. DO NOT USE “here” in a dateline. Use either an identifiable location or “undisclosed location.”

g. **Why** Explain the purpose of the event, exercise or operation depicted in the image. This gives context to the image and answers the question as to why the image matters. This explanation should be brief, in most cases consisting of no more than one sentence.

h. Constructing a caption

(1) The first sentence contains the 5 W’s and is always written in the present tense using active voice. A caption describes the moment the image is captured, not what came before or after, so the first sentence will be written as if from that moment.

(2) The second sentence should almost always be written in past tense. This sentence gives background information on the image. It explains why the image is significant and places it in a larger context. When providing background information in a caption, include information that explains the significance of the action in the image.

Example:

U.S. Air Force Tech. Sgt. Art Brown demonstrates proper CPR techniques during his unit’s safety day at Fort Meade, Md., July 5, 2011. Brown’s unit was training in advanced first aid techniques in preparation for an upcoming deployment.

Include the photographer’s credit and the release status of the image at the end of the caption. Use the following format: (U.S. Marine Corps photo by Sgt. John Doe/Released) or (U.S. Army photo/Released)

i. Motion Imagery Caption Slate

(1) Caption information will appear on both the slate and a caption sheet such as DD Form 2537 (Visual Information Caption Sheet) or in a similar format (also known as a run sheet). A DD Form 2830 (General Talent Release) should be used to allow the Government to use an individual in the imagery.

(2) All video slate sequences should include a slate at the front of the sequence that contains:

1. VIRIN
2. Videographer name and rank
3. Videographer contact information (e-mail and/or phone)
4. The release status of the video: Released, Not Released, FOUO or Not Reviewed
5. The name, rank and contact information of the releasing authority
6. A brief description of the sequence (examples follow)

(3) The placement of a slate on the video sequence does not replace the requirement to send a caption sheet with the video, either using DD Form 2537 or embedding the metadata in the video file header using Adobe Bridge.

Sample DD Form 2830 (General Talent Release) (download [here](#)):

GENERAL TALENT RELEASE		
<p>The United States Government has requested that I grant, release, and discharge certain rights arising from my participation, or the participation of an infant or minor child for whom I exercise custody, in a video or audio recording or presentation entitled:</p> <p>_____</p> <p>PIN _____ or PAN _____ which is being made by or produced for the United States Government.</p> <p>This grant, release, and discharge of said rights to the United States Government is made freely and without expectation of recompense of any kind, in full cognizance of the risks inherent in the operational techniques employed in the production, including, but not limited to, the focusing of lights upon me or the infant or minor child; and in contemplation of the reliance by the United States Government upon the rights herein granted and released.</p> <p>I hereby grant and release to the United States Government the following rights:</p> <p>a. To use my name, or that of said infant or minor child, in any manner; photographs, likenesses, acts, poses, plays, and appearances made in connection with the said production to record, reproduce, amplify, simulate, filter or otherwise distort my voice or the child's voice and all instrumental, musical, and other sound effects produced by me or by the child; and to reproduce, duplicate, publish, exhibit, use or transmit the same or any parts thereof, by any means, in any manner and for any purpose whatsoever; and to do the same perpetually.</p> <p>b. To "double" or "dub" my voice, acts, poses, plays, and appearances; or those of the infant or minor child, and all instrumental, musical and/or other sound effects produced by me or said infant or minor child to such extent as may be desired by the United States Government.</p> <p>This voluntary grant and release will not be made the basis of a future claim of any kind against the United States Government. I release and discharge the United States Government from any cause of action arising from my participation or the participation of the infant or minor child in the production.</p> <p>This grant, release, and discharge shall inure to the benefit of the United States Government, and its officers, agents, servants, and employees when acting in their official capacities; and to persons, firms or corporations contracting with the United States Government, and their heirs, executors, administrators, successors, or assigns; and to any other persons lawfully reproducing, distributing, exhibiting, or otherwise using the said production or any portion thereof.</p> <p>The person or persons granting and releasing the rights set forth above are as follows:</p>		
1. TALENT		
a. TYPED OR PRINTED NAME (Last, first, middle initial)	b. SIGNATURE (If under 18 years of age, parent or guardian must sign below.)	c. DATE (YYYYMMDD)
2. PARENT OR LEGAL GUARDIAN (Complete if talent is under 18 years of age.)		
a. TYPED OR PRINTED NAME (Last, first, middle initial)	b. SIGNATURE	c. DATE (YYYYMMDD)
3. WITNESS		
a. TYPED OR PRINTED NAME (Last, first, middle initial)	b. SIGNATURE	c. DATE (YYYYMMDD)
<p>DD FORM 2830, OCT 2000 Revised Admin Professional 1.0</p>		

Note: Various release forms can be found at: <http://www.dimoc.mil/resources/references.html>

Sample sequence caption slates:

:Unclassified and NOT RELEASED: Dec. 26, 2010

101226-A-OU812-001 RT 02:17

Defense Language Institute graduates Arabic class 10-006

00:02:01 MS – U.S. Army Lt. Col. John Smith, the 229th Military Intelligence Battalion commander, presents a diploma to Pvt. Joe Dean. (Released)

00:02:08 MS – U.S. Army Col. John Smith presents a diploma to Seaman Frank Smith. (Released)

00:02:15 LS – Graduates march in review. (Not Released)

VI Professional: Davy Jones
Presidio of Monterey Public Affairs Office
831-236-4230
davy.jones@address.mil

Cleared by: Tom Jones
Presidio of Monterey PAO
831-236-4230
davy.jones@address.mil

:Unclassified and RELEASED:

Dec. 26, 2010

101226-F-ZZ999-001

RT 02:17

2-12 Field Artillery On Patrol

U.S. Service Members assigned to Bravo Company, 2nd Battalion, 12th Field Artillery Regiment conduct a routine foot patrol in Khost province, Afghanistan, Dec. 26, 2010. The unit routinely conducts joint patrols with their Afghan National Army counterparts. (U.S. Air Force Staff Sgt. Sarah Smith/Released)

VI Professional: Cleared by:

Cleared by:

Staff Sgt. Sarah Smith

Sgt. Rob Davis, MNCI

1st Combat Camera Squadron

PAO/28th PAD DSN

318-855-5921

DSN 318-822-1111

sarah.smith@address.mil

rob.davis@address.mil

7. JOINT VISUAL INFORMATION CONCEPT OF OPERATIONS (VI CONOPS)

http://www.defenseimagery.mil/learning/vi_conops.html.

- a. The Joint Visual Information Concept of Operations (VI CONOPS) explains the Joint VI enterprise concept by sharing procedures, doctrine, proven processes, case studies, lessons learned and VI-planning templates. The Joint VI CONOPS is intended to be a road map/guidebook to inform, transform, standardize and strengthen DoD imagery processes at every level. The goal is to providing the right image, at the right time, at the right place.
- b. Joint VI CONOPS includes identifying and listening to audiences including customer and stakeholder viewpoints; identifying COCOM VI needs and requirements; facilitates sharing and adoption of VI planning and best practices across.

8. DIMOC JOINT COMBAT CAMERA CENTER (JCCC)

- a. COMCAM imagery is consolidated for global distribution at the Joint Combat Camera Center. The JCCC falls under the DIMOC and is the DoD central collection point for all joint-interest still and motion imagery. The JCCC coordinates the acquisition, creation, transmission, replication, distribution, storage, and preservation of visual information (VI) created during joint operations.
- b. The JCCC electronically processes and edits imagery acquired by DoD personnel, primarily operating in joint and Service COMCAM teams deployed in wartime; contingency and humanitarian operations; joint exercises; and other operations or events involving US military forces. (See DIMOC contacts on p. 51)
- c. A distribution of imagery is made available online, via www.dimoc.mil. It contains still and motion imagery in various formats and resolutions accessible to a worldwide-customer base of registered users.

JCCC VI Planning and Subject Matter Expert (SME) Support.

- a. The Joint Combat Camera Center coordinates directly with the Combatant Commands, the Joint Staff, and the Services to acquire, create, transmit, replicate, distribute, store, and preserve VI created during military operations.

The JCCC's coordination and operational support mission for VI includes planning and tracking VI to facilitate timely and accurate acquisition and distribution of imagery for DOD.

- b. The JCCC provides SME assistance to Joint Force planners for employment of various VI acquisition capabilities up to the SECRET level. Assistance to the joint planning and execution community includes:
 - 1) Writing VI-related requirements into joint operation plans and strategic guidance.
 - 2) Coordinating strategic imagery requirements within the APEX system.
 - 3) Locating and coordinating with JFC resources and VI-producing forces.
 - 4) VI transmission recommendations.
 - 5) Establishing and managing the DOD VI professional registration site.
 - 6) Acquiring/receiving VI and preserving VI for historical records.
 - 7) Distributing VI to authorized defense and public activities.
 - 8) Coordinating with the Joint Combat Camera (COMCAM) Program Manager to provide additional support, including RFFs, templates, and coordinating requests.

Contact the Joint Combat Camera Center

Comm: 301-833-4937 DSN: 733-4937

NIPR: JCCC@mail.mil

SIPR: DMA.JCCC@smil.mil

9. VIRIN INSTRUCTIONS AND SAMPLE

a. Obtaining a VISION ID

(1) A VISION ID is required for submission of imagery to DIMOC, including DVIDS. All visual information, public affairs, graphic artists and broadcaster professionals should obtain a VISION ID. VISION ID eliminates the use of an individual's social security number previously used in the old VIRIN (Visual Information Record Identification Number) process. The web site <https://vipro.defenseimagery.mil/>, was created to provide the VISION ID. Access to the site is restricted to holders of the DoD Common Access Card (CAC). Users must also have an account with the Defense Imagery website, if no account, the user must register. If a VISION ID is needed, login to the [VI Professional](#) registration site.

b. VIRIN Structure

(2) While to many, the VIRIN is a single number, from a structural point of view it has four discrete elements separated by hyphens that create a unique number. Those elements, or fields, are:

- (a) Field one: Date (YYMMDD)
- (b) Field two: Service
- (c) Field three: Photographer
- (d) Field four: Sequence



- (3) Old VIRIN

The VISION ID reverses the arrangement of letters and numbers, and uses 2 letters instead of one, with three numbers instead of four. Since the VISION ID contains the same number of characters as the original field three, automation systems are easily modified to handle it, and most would not need modification at all.

- (4) VISION ID (New VIRIN)



The combination of two letters and three numbers gives a total of 676,000 combinations. The Defense Imagery Server currently has fewer than 10,000 photographers (those that use the VISION ID), so this numbering scheme ensures the VISION ID remains unique for many years to come.

10. ARCHIVAL INFORMATION

a. DIMOC is the official DoD Visual Information Records Center. Per DoD Instruction 5040.02, all imagery created throughout the Department is required (mission essential) to be sent to the DIMOC for distribution and archiving. The new DoDI 5040.02 changes from having Component Accessioning Point (CAP) to the Component Coordinating Point (CCP), which is the point of contact to direct the flow of imagery to the DIMOC. Both physical and digital imagery should be sent to the DIMOC.

b. DIMOC works in conjunction with the National Archives and Records Administration (NARA) to ensure imagery of permanent value to the Department is transferred for the Federal historical records.

(1) Required Metadata:

- (a) Photographer/Videographer Name and Rank
- (b) VIRIN
- (c) Date Shot
- (d) Caption

Imagery with accurate metadata is more likely to be found in a search and therefore more likely to be used in the media.

CHAPTER 5 – SERVICE COMCAM CAPABILITIES

1. ARMY/NAVY/MARINE CORPS/ AIR FORCE/COAST GUARD

COMCAM Capabilities				
	Air Force	Army	Navy	Marine Corps
Video/still acquisition and editing	X	X	X	X
Product development layout and design	X	X	X	X
Imagery transmission	X	X	X	X
Large scale production	X			X
Night imagery acquisition	X	X	X	X
Aerial still/video imagery acquisition	X	X	X	X
SERE	X	X	X	X
Dive (SCUBA)			X	
Aircrew qualified	X		X	X
Airborne/HALO		X		

COMCAM Capabilities				
VBSS			X	X
HRST	X	X	X	X
<p>SERE: Survival, evasion, resistance, and escape.</p> <p>VBSS: Visit, board, search, and seizure.</p> <p>HALO: high-altitude low-opening parachute technique.</p> <p>HRST: Helicopter rope suspension technique.</p> <p>SCUBA: Self-contained underwater breathing apparatus.</p>				

a. Air Force capabilities.

(1) Air Force COMCAM units provide in-flight (fixed or rotary) and ground personnel capable of day or night, all-weather imagery (i.e., still or video) acquisition, processing, and rapid transmission. Forces are trained and equipped to operate from locations to support all military units (conventional and special operations forces). When not deployed, COMCAM units are under the operational control of the Director, Air Force Public Affairs Agency.

(2) Air Force capabilities include the following.

- (a) Rapid Response (i.e., XFFG1, XFFGG and XFFGF, XFFGM, XFFG5).
- (b) Day or night, still or video imagery acquisition.
- (c) Still or video imagery transmission services.
- (d) Aerial still or video imagery acquisition. Qualified aircrew (fixed and rotary wing).
- (e) Full video editing services.

b. Army capabilities

(1) Army COMCAM units provide still and video acquisition of all operations to include land, static airborne, and air assault operations. They are trained and equipped to operate under all weather and lighting conditions with both conventional and special operations units. They maintain airborne qualified Service Members and conduct other advanced tactical training to include air assault, combat lifesaver, and advanced marksmanship techniques.

(2) Army COMCAM Reserve Component units are under the operational control of US Army Forces Command (FORSCOM) until they are deployed. Army COMCAM Active Component units are under the operational control of US Army Cyber Command/Second Army until they are deployed. The units can deploy on short notice and may be tailored to support any level of combat force projection.

(3) Army capabilities include the following:

(a) Tactical digital media.

(b) Editing capabilities.

(c) Transmission for conventional, non-conventional and airborne operations.

(d) High definition camera equipment (this allows for one person to shoot still and video images which is an important consideration for small-unit planning, such as special operations, ranger, and pathfinder operations).

(e) Graphics design.

(f) Camera equipment repair.

c. Navy capabilities.

(1) Navy COMCAM units provide specialized day or night all-weather hand-held imagery support to maritime and expeditionary operations. COMCAM units provide a quick-reaction force capable of imagery acquisition and transmission from austere and remote locations. Assets include aircrew and dive-qualified personnel. When not deployed, Expeditionary Combat Camera unit is under the operational control of the Commander, US Fleet Forces Command and Fleet Combat Camera Group Pacific is under the operational control of the Commander, US Pacific Fleet.

(2) Navy capabilities include the following:

- (a) Day/night still/video imagery acquisition, including infrared thermal imaging.
- (b) Still/video imagery transmission capability.
- (c) Aerial still/video imagery acquisition. Qualified naval air crewmen (fixed and rotary wing platforms).
- (d) Underwater still/video photography capability.

(e) Full video editing capabilities (Navy underwater photographers are SCUBA qualified (NEC 5345) Mass Communication Specialists (MC) capable of integrating with military diving operations. They use open-circuit SCUBA and are limited to normal working depths of 130 feet of sea water and do not normally participate in decompression diving operations).

- (f) Full video editing capabilities.
- (g) Fast Rope Insertion Extraction System operations.
- (h) Maritime Interdiction Operations.
- (i) Amphibious reconnaissance.

d. Marine Corps capabilities.

(1) Marine Corps COMCAM units are organized and tasked to support VI requirements at all levels within the Marine air ground task force (MAGTF). COMCAM officers at the Marine Corps component level coordinate and task Marine specific and joint requirements within their area of operations (AO). COMCAM officers assigned to the Marine expeditionary force(s) (MEFs) staff plan and coordinate COMCAM mission requirements for a variety of operations. Tactical COMCAM assets are organic to all major subordinate commands to include the ground combat elements, aviation combat elements, logistics combat elements, and the Marine expeditionary brigades and Marine expeditionary units. Additionally, COMCAM personnel are assigned to supporting establishments and training commands.

(2) Marine COMCAM units can acquire directed images, prepare and design a designated product to support a specific theme or message and print the product as hand-bills, leaflets, or other print products the commander

determines necessary to fulfill the mission requirement. Units equipped with a Tactical Imagery Production System (TIPS) table of authorized material control number (TAMCN) C7110, employ high volume print production equipment as well as photographic and video graphic components to produce products, and productions, specific to support mission and internal/external requirements.

(3) Marine Corps capabilities include the following:

- (a) Digital still and motion imagery/video acquisition and production.
- (b) Multi-media creation and production.
- (c) Mass print production/reproduction.
- (d) Graphics design.
- (e) Low light acquisition.
- (f) All-weather operations.

e. Coast Guard (TBD)

2. GENERIC CAPABILITIES BRIEF [AVAILABLE ON DIMOC.MIL]

a. This brief is a baseline and should be tailored for specific services and mission requirements. Ultimately, this brief is to inform commanders and staff about COMCAM/VI and what they bring to the fight. Notes and hints are provided in the notes section on each page. (download [here](#))

ABBREVIATIONS AND ACRONYMS

A

AFB	Air Force base
AFI	Air Force instruction
AFTTP	Air Force tactics, techniques, and procedures
AO	Area of operations
AR	Army regulation
AAR	After Action Report
ATTP	Army tactics, techniques, and procedures
ATO	Air Transport Order
AVI	Audio Video Interleave

B

BDA	Battle damage assessment
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C

C2	Command and control
CAC	Combined Arms Center
CCIR	Commander's critical information requirement
CCM	Combat Camera Management
CHINFO	Chief of Navy Information
CMO	Civil Military Operations
CNO	Chief of Naval Operations
CIO	Chief information officer

CIF	Central Issue Facility
CJCS	Chairman Joint Chiefs of Staff
CJCSI	Chairman Joint Chiefs of Staff Instruction
COCOM	Combatant Command
COMCAM	Combat Camera
COG	Center of gravity
CONOPS	Concept of operations

D

DA	Department of the Army
DD FORM	Defense Department Form
DEERS	Defense Enrollment Eligibility Reporting System
DIMOC	Defense Imagery Management Operations Center
DINFOS	Defense Information School
DVIDS	Defense Video & Imagery Distribution System
DMA	Defense Media Activity
DoD	Department of Defense
DoDI	Department of Defense Issuances
DSN	Defense Switch Network
DVI	Defense Visual Information
EOD	Expert Ordnance Disposal

FM Field manual

E-F

FORSCOM United States Army Forces Command

FOUO For Official Use Only

FFT Fast File Transfer

FTP File Transfer Protocol

FRG Family Readiness Group

G

GFM Global Force Management

GFMAP Global Force Management Allocation Plan

G2 Division or higher Intelligence Section

G3 Division or higher Operations Section

G4 Division or higher Logistic Section

H

HADR Humanitarian assistance and disaster relief

HALO High-altitude low-opening parachute
technique

HQ Headquarters

HRST Helicopter Rope Suspension Techniques

HD Hard Drive or High Definition

I

IDF Indirect Fire

IO Information Operations

IT Information Technology

ISOPREP Isolated Personnel Report

JAG Judge Advocate General

J-K

JCCC Joint Combat Camera Center

JCCPG Joint Combat Camera planning group JCCPM

Joint Combat Camera Program Manager

JCCT Joint Combat Camera team

JCCMT Joint Combat Camera management team

JCRM Joint capabilities and requirements manager

JCS Joint Chiefs of Staff

JFC Joint force commander

JIMOC Joint Information Management Operations
Center

JOA Joint operations area

JOPE System
Joint Operation Planning and Execution

JOPP Joint operation planning process

JP Joint publication

JPEG Joint Photographic Experts Group

JTF Joint task force

JULLS Joint Universal Lessons Learned

J39 Information Operations at Joint Chiefs of Staff

L

LOO Line of operation

M

MAGTF	Marine air-ground task force MAJCOM Major Command
MARFORCOM	United States Marine Corps Forces Command
MARFORPAC	United States Marine Corps Forces, Pacific
MARFORRES	United States Marine Corps Forces Reserve
MB	Megabyte
MC	Mass Communication Specialists; Army term synonymous with C2
MCCDC	Marine Corps Combat Development Command
MCRP	Marine Corps reference publication
MEF	Marine expeditionary force
MPEG	Moving Picture Experts Group
MILDEC	Military Deception
MISO	Military information support operations (formerly PSYOPS)
MOEs	Measures of Effectiveness
MSN	Mission
MTTP	Multi-Service tactics, techniques, and procedures

N

NARA	National Archives and Records Administration
NBC	Nuclear/Biological/Chemical

NCO	Non-commissioned Officer
NCOIC	Non-commissioned Officer-In-Charge
NIPRNET	Non-secure Internet Protocol Router Network
NMCC	National Military Command Center
NTTP	Navy tactics, techniques, and procedures
NWDC	Navy Warfare Development Command

O

OASD(PA)	Office of the Assistant Secretary of Defense (Public Affairs)
OGA	Other Government Agencies (FBI, CIA, DEA, etc)
OPCON	Operational control
OPLAN	Operation plan
OPSEC	Operation Security
OSD	Office of the Secretary of Defense

P

PA	Public affairs
PAG	Public Affairs Guidance
PAO	Public Affairs Officer
PCN	Publication control number
PIR	Priority Information Requirement
POTUS	President of the United States
RFF	Request for forces

Q-S

SAF/PAR	Air Force Office of Public Affairs
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Requirements and Development Division
 SCUBA apparatus Self-contained underwater breathing apparatus
 SecDef Secretary of Defense
 SERE Survival, evasion, resistance, and escape
 SIPRNET Secure Internet Protocol Router Network
 SITREP Situational Report
 SM Service Member
 SOF Special operations forces
 SCDP Standard Contingency Documentation Plan
 SSE Sensitive Site Exploitation
 S2 Brigade or below Intelligence Section
 S3 Brigade or below Operations Section
 S4 Brigade or below Logistics Section

T

TACON Tactical control
 TAMCN Table of authorized material control number
 TECOM Training and Education Command
 TF CDR Task Force Commander

TIPS Tactical Imagery Production System
 TTP Tactics, techniques, and procedures
 TUCHA Type unit characteristics file
 TO&E Table of organization and equipment
 TPFDD Time-phased force deployment and data
 TRADOC United States Army Training and Doctrine Command

U

ULN Unit line number US United States UTC
 Unit type code
 VI Visual Information
 VIP Very Important Person

V - Z

VIRIN Visual Information Record Identification
 Number
 VBSS Visit, board, search, and seizure
 VI CONOPS Joint Visual Information Concept of Operations
 WMV Windows Media Video

TERMS AND DEFINITIONS

Activity – 1. A unit, organization, or installation performing a function or mission. 2. A function, mission, action, or collection of actions. Also called ACT (JP 1-02. Source: JP 3-0).

Acquisition – In visual information, the process of recording VI in a camera; creating it by hand, mechanically, or on a computer; or obtaining it by purchase, donation, or seizure. (Source: DODI 5040.02).

Clearance – The procedures used to determine release authority for visual information products or information proposed for public dissemination. This involves determination the product or information has no classification, policy, legal, or copyright restrictions that would preclude public access.

Combat Camera – The acquisition and utilization of still and motion imagery in support of operational and planning requirements across the range of military operations and during joint exercises. Also called COMCAM or Documenters. (JP 1-02. Source: JP 3-61)

Imagery – A likeness or presentation of any natural or man-made feature or related object or activity, and the positional data acquired at the same time the likeness or representation was acquired, including: products produced by space-based national intelligence reconnaissance systems; and likeness and presentations produced by satellites, airborne platforms, unmanned aerial vehicles, or other similar means (except that such term does not include handheld or clandestine photography taken by or on behalf of human intelligence collection organizations). (JP 1-02. Source: JP 2-03).

Information operations – The integrated employment, during military operations, of information-related capabilities in concert with other lines of operation to influence, disrupt, corrupt, or usurp the decision-making of adversaries and potential adversaries while protecting our own. Also called IO. (JP 1-02. Source: SecDef Memo 12401-10).

JIMOC – During deployed operations a Joint Imagery Management Operations Center stands-up in theater to coordinate VI actions and store imagery for the theater.

.mov – filename extension for the QuickTime multimedia file format.

NTSC – Named for the National Television System Committee, is the analog television system that is used in most of North America.

Strategic communication – Focused United States Government efforts to understand and engage key audiences to create, strengthen, or preserve conditions favorable for the advancement of United States Government interests, policies, and objectives through the use of coordinated programs, plans, themes, messages, and products synchronized with the actions of all instruments of national power. Also called SC. (JP 1-02. Source JP 5-0).

Video – Motion imagery that is recorded or transmitted as either a digital or analog electromagnetic signal. (Source: DODI 5040.02).

Visual information – Various visual media with or without sound. Generally, visual information includes still and motion photography, audio video recording, graphic arts, visual aids, models, display, and visual presentations. Also called VI. Source: (JP 1-02. Source JP 3-61).

Visual information documentation – Motion, still, and audio recording of technical and non-technical events that is made while occurring, and not usually under, the production control of the recording element. Visual information documentation includes documentation by COMCAM forces. (Source: DODI 5040.02).

Visual information management office – A headquarters staff level office that typically prescribes visual information policies and procedures and supervises or oversees visual information functions. (Source: DODI 5040.02).

Visual information products – A copy of a VI record, or a collection, compilation, or composite of such copies (Source: DODI 5040.02).