

The DoD Visual Information (VI) Records Schedule



What is the DoD Visual Information (VI) Records Schedule?

Background: The VI Records Schedule replaces/rescinds the previous DODM Manual 5040 (Decision Logic Table (DLT)). VI creators within DoD are responsible for documenting DoD activities, operations, exercises and U.S. military Services. This imagery is an official record that must be managed and maintained, for which the VI Records Schedule provides guidance.

1. What is the "records schedule?"

A "records schedule" identifies records as either temporary or permanent. All records schedules must be approved by the National Archives and Records Administration (NARA). A records schedule provides mandatory instructions for the disposition of the records (including the transfer of permanent records and disposal of temporary records) when they are no longer needed by the agency. As part of the ongoing records life cycle, disposition should occur in the normal course of agency business. All federal records must be scheduled (44 U.S.C. 3303) either by an agency schedule or a General Records Schedule (GRS).

2. Why are the records schedules necessary?

Records schedules:

- Ensure that the important records are organized, maintained, and preserved in such a way as to be easily retrieved and identifiable as evidence of the program's activities, especially in the event of an audit, a Freedom of Information Act (FOIA) request, or a discovery in a lawsuit.
- Conserve office space and equipment by using filing cabinets to store only active paper records and conserves server space by using tapes, disks, and other off-line storage media for electronic records.
- Save money by moving inactive files to off-site storage areas until they are ready for final disposition.
- Help preserve those records that are valuable for historical or other research purposes.
- Control the growth of records in offices through the systematic disposition of unneeded records.

3. How does the Defense Media Activity employ the DoD VI Records Schedule?

DMA uses the VI Records Schedule in two methods. First, the guidance provides the creators of the VI records with descriptions for when their content should be sent to DMA. The second is the actual schedule of records to be transferred from DMA to NARA to meet the scheduled requirements for each visual information item within the records schedule. This work-flow specifically includes the disposition of records as "permanent" or "tempo-

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rary” and what should subsequently be done with either category of records.

Permanent records are those determined by NARA as having sufficient value to warrant continued preservation by the Federal Government as part of the National Archives of the United States.

Temporary records are those determined by NARA for either immediate disposal or for disposal after a specified time or event.

DMA’s VI Records Center uses a tiered approach to the disposal of records. Before actual destruction of temporary records. The VI Records Center attempts to place these records with institutions that could find them useful. These institutions include the US Military Services academies, museums and libraries. When these official institutions decline, DMA considers unofficial organizations such as various museums and libraries specializing in the pertinent subject matter of the records in question. When there is no other recourse, the VI Records Center will destroy the record per NARA guidelines.

See [DoD-VI Records Schedule](#)

See [EXECUTIVE SUMMARY](#) for a summary of the document.



Flight crew from the 351st Air Refueling Squadron conduct pre-flight checks prior to a flight supporting exercise Point Blank at RAF Mildenhall, England, Jan. 30, 2020. Point Blank is a recurring, low-cost exercise initiative designed to increase tactical proficiency of U.S. Air Forces in Europe – Air Forces Africa and Ministry of Defence forces. (U.S. Air Force photo by Tech. Sgt. Emerson Nuñez)



Arabian Gulf-Chief Intelligence Specialist Jonathan Gaul, stands a visual information watch on the port bridge wing aboard the guided-missile destroyer USS Carney (DDG 64), Jan. 28, 2020. Carney is deployed to the U.S. 5th Fleet area of operations in support of naval operations to ensure maritime stability and security in the Central Region, connecting the Mediterranean and Pacific through the Western Indian Ocean and three strategic choke points. (U.S. Navy photo by Mass Communication Specialist 1st Class Fred Gray IV)



U.S. Air Force Senior Airman Brittany Yates, 366th Healthcare Operations Squadron medical logistics technician, takes a photo Feb. 10, 2020, at Mountain Home Air Force Base, Idaho. Yates spent the day working as Public Affairs Airman to better understand how other agencies on base contribute to the overall mission. (U.S. Air Force photo by Airman 1st Class Andrew Kobialka)

2020 CALENDAR

March 31-April 2	Coast Guard Public Affairs Seminar	DC Headquarters
April TBD	Joint COMCAM Working Group (Global Force Management)	Norfolk, VA
April 1-3	DINFOS Social Media Forum	DMA Studio 1
April 14-16	Joint Tactical Communications Exchange Forum (JTCEF)	Macdil, FL
April 22-24	Marine Corps Operational Advisory Group	Quantico, VA
May 10-15	SPC. Hilda Clayton Best Combat Camera Competition 2020	Ft. Meade/ Quantico
May 11-15	Air Force Public Affairs Professional Development Seminar	Orlando, FL
May 18-19	Navy Public Affairs Worldwide	San Diego, CA
End May	Nominations accepted for Advanced Visual Information Program	
August 18-20	Joint Staff GFM Requirements Workshop	Norfolk, VA
October 20-23	9th Annual Pacific Information Operations Symposium	Honolulu, HI

DMA wants to preserve your historical media

If your unit, ship or organization has DoD-produced physical imagery taking up valuable space (i.e. prints, slides, films, tapes, negatives, discs, etc.), DIMOC can digitize it and make it available to you through the www.dimoc.mil web portal at no cost!

Regardless of the media's age, such imagery is still an official DoD record, and must be properly archived according to Federal law and DoD regulations. Please do not throw it away or attempt to send scanned items to DVIDS or DIMOC.

For more information on submitting imagery to DIMOC, go to <http://www.dimoc.mil/Submit-DoD-VI/Preparing-Physical-legacy-VI/>. Once you have inventoried your physical imagery, contact our archivists at DMA-Archivists@mail.mil.

EYE ON VI SUBMISSIONS

If you have a story or idea you think should be included, please email us your content.

All story submissions must follow these standards:

- 1) Typed in Microsoft Word;
- 2) All images must be in the original JPEG format, submitted separately from the Word document, with required caption, attribution and metadata;
- 3) No more than 350 words.

DIMOC on the web

Contact us:
www.dimoc.mil



DIMOC on Facebook

www.facebook.com/DoD.Imagery



Introducing CCMD Imagery Highlights



The active duty 388th and Reserve 419th Fighter Wings conducted an F-35A Combat Power Exercise at Hill Air Force Base, Utah, Jan. 6, 2020. The exercise, which was planned for months, demonstrated their ability to employ a large force of F-35As--testing readiness in the areas of personnel accountability, aircraft generation, ground operations, flight capability against air and ground targets. A little more than four years after receiving their first combat-coded F35A Lightning II aircraft, Hill's fighter wings have achieved full warfighting capability. (U.S. Air Force photo by R. Nial Bradshaw)

In this edition we would like to introduce you to a product called CCMD Imagery Highlights. In collaboration with DMA's Joint Mission Center, LCDR Nick Sherrouse, Joint Combat Camera Program Manager, compiles imagery from Geographic Combatant Commands and provides it to the Joint Staff, the Combatant Commands PA and IO staffs.

The Imagery is collected from Monday-Monday and the final product is distributed on Wednesday. To ensure your VI has a chance of making it to the weekly highlight slide show, LCDR Sherrouse suggest that every VI product contain the name of the CCMD where it was acquired. Reminder: IAW DoD guidance, include photographer's credit (rank and name) at the end of all captions. Do not use unit names or release status in caption credits.

The CCMD imagery highlights file is uploaded to the Joint Staff portal at the link provided below (CAC required). There is a link included above each image that will take readers to the original and related imagery on the Defense Visual Information Distribution Service (DVIDS).

Folder:

[https://intelshare.intelink.gov/sites/jsj3/39/strat effects/CCMD%20 Weekly%20Imagery%20Highlights](https://intelshare.intelink.gov/sites/jsj3/39/strat%20effects/CCMD%20Weekly%20Imagery%20Highlights)

Additionally, the file can be found by navigating to the Joint Staff Portal

<https://jsportal.sp.pentagon.mil/default.aspx>

<Directorates<J3-Operations Directorate<J39<Divisions(J39) Strategic Effects Division <CCMD Weekly Imagery Highlights>



GULF OF ADEN (Jan. 31, 2020) Lance Cpl. Frank Sailor assigned to the Blue Knights of Marine Medium Tiltrotor Squadron (VMM) 365 (Reinforced), does maintenance on life saving equipment in the cabin of a CH-53E Super Stallion aboard the amphibious assault ship USS Bataan (LHD 5). Bataan is the flagship for the Bataan Amphibious Ready Group and, with the embarked 26th Marine Expeditionary Unit, is deployed to the U.S. 5th Fleet area of operations in support of maritime security operations to reassure allies and partners and preserve the freedom of navigation and the free flow of commerce in the region. (U.S. Navy photo by Mass Communication Specialist 1st Class Jaq Renard)

Photographers-Suggested “Shot List”

When you are out photographing, here are possible additional subjects to keep in mind that should be documented in both still and motion media:

Facilities and people:

Galley/ Mess Hall

Leadership-Senior enlisted and command group

Command Master Chief/ Sgt Major

Living quarters/Berthing

Cleaning stations

Navigation

Flight control

Marine Corps dets

National Guard dets

Seebies

Navy Divers

Air Crew

Master at Arms

Ready Rooms

Radar Shops

Engine room and spaces

Jet shop

Fire Fighting lockers

Security

Cargo & fueling stations

Supply

Weapons dept

Training dept

Laundry

Ward room

Medical and dental (get HIPPA)

Sea/Shore power rigging

Chapel

TV studio

Post office

Machine shop

Library/Gym

Must reads for VI content producers:

[National Security 2020 Budget Fact Sheet](#)

[FY2020 NDAA Summary](#)



75th WWII Anniversary Commemorations Continue

Staff Reports

Across the military, 75th anniversary commemorations of major World War II battles and campaigns have been taking place, and in accordance with Public Law 115-433, will continue to take place through 2021. DVIDS has created a resource page at <https://www.dvidshub.net/feature/WWII75> to collect video, photos, and stories highlighting observances, memorials,

and celebrations occurring in the U.S. Additionally, official DoD WWII 75th anniversary logos, are available for download for inclusion in your commemoration VI production materials. For more articles about specific 75th anniversary events, see:

https://www.dvidshub.net/feature/index/date_modified?search-term=75th+anniversary



Iwo Jima Marine veteran Thomas H. Begay, center, a Navajo Code Talker, shares his scrapbook photos from his time as a Marine to Lt. Gen. Joseph L. Osterman, right, commanding General of I Marine Expeditionary Force, and Maj. Gen. Robert F. Castellvi, left, commanding general of 1st Marine Division, before the start of the 75th Commemoration of the Battle of Iwo Jima sunset ceremony at Marine Corps Base Camp Pendleton, California, Feb. 15, 2020. (U.S. Marine Corps photo by Staff Sgt. Royce Dorman)

VI POLICY UPDATES



U.S. Marine Corps Pfc. Micah Eldridge, Left, Lance Cpl. Earvin Cales, center, and Lance Cpl. Spencer Cook, riflemen with 3rd Battalion, 4th Marine Regiment, 1st Marine Division, post security in a defensive position during exercise Steel Knight (SK20) at Marine Corps Air Ground Combat Center Twentynine Palms, California, Dec. 6, 2019. (U.S. Marine Corps photo by Cpl. Alexa M. Hernandez)

DoD Issuances

DoD 5040.02 – Visual Information – Oct. 27, 2011/April 20, 2018 (Draft Revision is in staffing at DMA, then formal staffing with WHS)

Joint Issuances

CJCSI Joint Public Affairs Proponent (awaiting final review and signature by CJCS)

Worth Reading:

DOD Visual Information Style Guide (VISG) – January 2020. New Updated version now available. The VISG will continue to be available via the DIMOC.mil web-page:

<https://www.dimoc.mil/VI-Training/DoD-VI-Style-Guide/>

DoD VI Records Schedule

<https://www.dimoc.mil/References/DoD-VI-References/VI-Records-Schedule/>

JCOIE – Joint Concept for Operating in the Information Environment – July 25, 2018

[Joint Concept for Operating in the Information Environment \(JCOIE\)](#)

Joint Publication 3-61 (JP 3-61) Public Affairs

https://www.jcs.mil/Portals/36/Documents/Doctrine/pubs/jp3_61.pdf

See Chapter V on Visual Information

Joint Lessons Learned Information System (JLLIS)

Find out more about JLLIS at: <https://www.jllis.mil/> (registration and justification required)

Training POC: Ms. Jane Russell; Jane.a.russell7.ctr@mail.mil; 757-203-7216

Example of info Operational VI issues entered on their page:

<https://www.jllis.mil/apps/?do=lessons:lessonview&doit=view&disp=lms&lmsid=211879>

Limited-Time Arrangement to Transfer Physical Media

Service VI and PA representatives should encourage units that are holding physical media records to transfer them to DMA Defense VI Records Center as quickly as possible. This contract is available for a limited time and enables physical media to be transferred at minimal cost to units. Use guidance at:

<https://www.dimoc.mil/Submit-DoD-VI/Preparing-Physical-legacy-VI/>

Personal Electronic Devices For Deployers

This article regarding policy related to personal electronic devices can impact all of us. It is also a strategy consideration for that part of the world.

[82nd Airborne Paratroopers Just Deployed Without Their Phones](#)

DINFOS TRAINING AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Basic TV Equipment Maintenance (BTVM)**

Class 040-20 - Mar 30 - Oct 13, 2020
Class 050-20 - May 21 - Dec 4, 2020

Broadcast Radio and Television Systems Maintenance (BRTSM)*

Class 020-20 - Mar 15 - July 6, 2020
Class 030-20 - July 14 - Oct 29, 2020

Coast Guard Public Affairs (CGPAC-CG)**

Class 010-20 - Mar 3 - Mar 6, 2020
Class 020-20 - May 31 - June 5, 2020

Combat Camera Leadership Course (CCLC)

Class 010-20 - May 31 - June 12, 2020

Combat Management Course (CMC)

Class 020 - April 26 - May 26, 2020
Class 020 - July 15 - July 31, 2020

Content Management Course-Distance Learning (CMC-DL)

Class 010-20 - Aug 10 - Oct 8, 2020

Digital Multimedia Course (DMC)

Class 020-20 - Mar 31 - May 21, 2020
Class 030-20 - July 13 - Sept 2, 2020

Intermediate Motion Media Course (IMMC)**

Class 030-20 - Mar 15 - April 17, 2020
Class 040-20 - May 17 - June 24, 2020

Intermediate Public Affairs Course (IPASC)**

Class 020 - 20 - Mar 15 - Mar 27, 2020
Class 030 - 20 - May 3 - May 15, 2020

Intermediate Photojournalism Course (IPC)**

Class 020-20 - Mar 18 - May 7, 2020
Class 030-20 - May 10 - July 15, 2020

Joint Intermediate Public Affairs Course (JIPAC)

Class 020-20 - April 26 - June 4, 2020
Class 010-21 - Oct 19 - Dec 11, 2020

Mass Communication Foundations (MCF)**

Class 150-20 - Mar 11 - Aug 28, 2020
Class 160-20 - Mar 16 - Sept 2, 2020

Mass Communication Foundations-Broadcast Journalism (MCF-BJ)**

Class 010-20 - April 29 - June 9, 2020
Class 020-20 - June 12 - July 27, 2020

Mass Communication Foundations-Graphic Design (MCF-GD)**

Class 010-20 - April 17 - May 21, 2020
Class 020 - 20 - June 5 - July 15, 2020

Mass Communication Foundations-Visual Documentation (MCF-VD)**

Class 010-20 - April 17 - May 21, 2020
Class 020-20 - June 19 - July 15, 2020

Mass Communication Foundations-Photography (Marines)

Class 010-20 - Nov 1 - Dec 4, 2020

Mass Communication Foundations-Videography (Marines)

Class 010-20 - Nov 1 - Dec 4, 2020

Mass Communication Foundations-Writing (MCF-W)**

Class 010-20 - May 5 - May 19, 2020
Class 020-20 - May 31 - June 12, 2020

Public Affairs Course For International Students (PACIS)

Class 010-20 - May 19 - June 26, 2020

PA Qualification Course (PAQC)**

Class 030-20 - April 6 - June 12, 2020
Class 040-20 - July 6 - Sept 11, 2020

PA Qualification Course-ADL-NR (PAQC-ADL-NR)

Class 010-21 - Nov 2 - May 14, 2020

PA Qualification Course-ADL-R (PAQC-ADL-R)

Class 020-20 - April 22 - May 8, 2020
Class 010-21 - July 26 - August 7, 2020

Visual Information Management (VIM)

Class 030-20 - July 12 - July 24, 2020
Class 010-21 - Nov 29 - Dec 11, 2020

Visual Information Management-Distributed Learning (VIM-DL)

Class 010-20 - Mar 9 - April 7, 2020

Additional information available at:

(**indicates that more class times are offered on website)
<http://www.dinfos.dma.mil/Academics/DINFOS-Course-Catalog/>



U.S. Army Maj. Gen. Thomas Pugh, 7th Signal Command (Theater) commander, left, presents a challenge coin to Cpl. Tescia Mims, assigned to 55th Signal Company (Combat Camera), at Fort George G. Meade, Md., Jan. 8, 2020. (U.S. Army photo by Pfc. Matthew Layumas)



PHOTO HIGHLIGHTS



The Independence-variant littoral combat ship USS Montgomery (LCS 8), left, conducts a replenishment-at-sea with the dry-cargo and ammunition ship USNS Alan Shepard (T-AKE 3), while an MH-60S Sea Hawk helicopter of Helicopter Sea Combat Squadron (HSC) 23 is airborne, Jan. 20, 2020. (U.S. Navy photo by Mass Communication Specialist 2nd Class Chris Roys/Released)



CARIBBEAN SEA (February 18, 2020) Lt.j.g. Daniel Coley stands officer of the deck watch under instruction on the bridge of the Freedom-class littoral combat ship USS Little Rock (LCS 9). The USS Little Rock is deployed to the U.S. Southern Command area of responsibility in support of Joint Interagency Task Force South (JIATF-S) Campaign MARTILLO targeting counter illicit drug operations. (U.S. Navy photo by Mass Communication Specialist 3rd Class Marianne Guemo/Released)



U.S. Airmen assigned to the 435th Contingency Response Squadron and the 37th Airlift Squadron load a Humvee on to a C-130J Super Hercules during exercise Agile Wolf at Ramstein Air Base, Germany, Feb. 19, 2020. Together, the two squadrons provide the European theater's only airlift, airdrop, and aeromedical evacuation capability. The exercise is designed to give the 435th CRS and 37th AS a chance to simulate mobility operations in a contingent environment. (U.S. Air Force photo by Staff Sgt. Jourdan Barrons)



ARABIAN SEA (Sept. 16, 2019) Aviation Machinist's Mate 3rd Class David Lowe stabilizes an engine to a winch in the intermediate maintenance department jet shop aboard the aircraft carrier USS Abraham Lincoln (CVN 72). (U.S. Navy photo by Mass Communication Specialist 3rd Class Tristan Kyle Labuguen/Released)