



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 3104.1A  
6CDE  
14 APR 2011

STATION ORDER 3104.1A

From: Commanding Officer  
To: Distribution List

Subj: COMBAT CAMERA SUPPORT

Ref: (a) Visual Information Manager's Handbook (NOTAL)  
(b) MCO 3104.1A  
(c) MCO P7100.8K  
(d) MCO P5600.31G  
(e) MCWP 3-33.7

1. Situation. To establish policy, procedures, and standards for the effective management and operation of the Marine Corps Air Station (MCAS) Yuma Combat Camera (ComCam) Section, per the references.

2. Cancellation. StaO 3104.1.

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

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

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Support the MCAS Yuma and tenant commands' requests on all levels with immediate and high-quality Visual Information (VI) products. If the request is legal, moral and ethical, ComCam will find a way to support. The Commanding Officer will:

(a) Provide an adequate operational budget for ComCam, to include, but not be limited to, funding for replacement of expendables and individual components (Examples: camera bodies, video camcorder, televisions, video recorders, etc.), lifecycle management, operations and maintenance, local training, and contracts.

(b) Submit requests for Occupational Field 4600 formal training and planning summary requirements per instructions provided by Commanding General, Marine Corps Combat Development Command (C46) during annual call-ups.

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

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

(e) Ensure that all imagery of combat, crisis operations, humanitarian operations, and exercises are forwarded to the Joint Combat Camera Center in the most expeditious manner possible (e.g. file transfer protocol (FTP), E-mail attachment, etc.) per instructions provided in reference (a).

## (2) Concept of Operations

(a) All imagery and products produced by the ComCam are the sole property of the United States Marine Corps and will not be released to the public by any command. The Base Public Affairs Officer (PAO) shall be the only releasing authority per reference (a). These products, at the Staff Noncommissioned Officer-in-Charge's (SNCOIC) discretion, will be filed for a minimum of one year and will be screened for submission to Headquarters Marine Corps archives as outlined in reference (b).

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

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

(d) Tenant activities and other federal agencies within MCAS Yuma may be supported on a reimbursable basis. These relationships usually involve an Inter-Service Support Agreement or memorandum of agreement.

(e) ComCam is not equipped or cleared for classified material reproduction/production. All requests must be cleared through the Mission Assurance Department.

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

(g) ComCam personnel augment ComCam Operating Force Units during contingency operations.

b. Subordinate Element Missions

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

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

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

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

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

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

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

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

(h) Establish production control procedures with priority system. A detailed explanation of production control procedures will be provided in reference (a) and shall be incorporated into local SOP and orders.

(i) Establish and supervise the quality control program within the ComCam.

(j) Establish a program to ensure the safety of personnel when handling hazardous materials or equipment. The proper posting and use of manufacturer's instructions, material safety data sheets (MSDS), and safety equipment and supplies will help to avoid accidents.

(k) Establish and maintain local archives of video, photographic, graphic products, and artwork in support of customer's requests. All VI products should be reviewed annually. If a VI

product has outlived its usefulness locally, it should be forwarded to DIMOC for archiving purposes.

(l) Produce instructional and informational products within local capabilities and per the references (Examples: video products, video productions, and multi-media productions in various formats (e.g. CD, DVD, computer file, etc.)).

(m) Establish and maintain a continuous mission oriented training (MOT) program. Each Officer-in-Charge is encouraged to seek intermediate and advanced VI training at local colleges and workshops.

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

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

(p) Ensure the availability of qualified Contracting Officers' Representatives for contractor support efforts within ComCam.

(2) Still Photography. Still photographic support will be provided to accomplish mission requirements. The Photo Section will provide documentation of mission related training events, command investigations, historical events, and administrative/studio photographic requirements. The following support is available but not limited to:

(a) Digital still photography.

(b) Digital scanning and reproduction of original photographs up to 11"x14".

(c) Color printing of digital imagery, (1"x1" up to 11"x17").

(d) Digital promotion style photographs.

(e) Official command board photographs (squadron level and higher).

(f) Group photos (squadron level and higher done annually).

(g) Copy of imagery on CD, zip, or floppy.

(h) Large format poster collage (SNCOIC approval).

(i) Provide a 24 hour on call Duty Photographer for accident, aircraft mishap, or any official command investigation (coordination through Provost Marshal's Office is required).

(3) Instructional Television/Video (ITV) production. ITV support is provided to accomplish mission requirements. The ITV section will provide documentation and/or creation of video production in support of mission related training events and historical events. The following support is available but not limited to:

(a) Digital video productions.

(b) Video products provided on CD/DVD in MPEG and QuickTime format.

(c) Digital conversion of video productions.

(d) Video editing.

(e) Duplication of video products.

(f) Script writing analysis.

(4) Reprographics. Reprographics support is provided to accomplish mission requirements. The Reprographics section will produce master products in support of mission related training events, official command level briefs, and Secretary of the Navy or Commandant of the Marine Corps sanctioned official command level ceremonies. The following support is available but not limited to:

(a) Computer generated design/layouts (master).

(b) Interactive CD creation.

(c) Instructional and training materials.

(d) Mounting.

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

(f) Official command level ceremonial programs.

(g) Self Help production area.

(h) Single and double sided black and white copies.

(i) Head to head black and white copies.

(j) Instructional use departmental blank forms (NAVMC, OPNAV, etc).

(k) Color copies (limited).

(l) Multi page programs.

(m) Tape binding.

(n) Padding.

(5) VI Equipment Procurement

(a) Per the references, all garrison VI equipment aboard the air station is centrally managed by the ComCam, SNCOIC. Requests for VI equipment procurement must be submitted to the ComCam, SNCOIC in writing. Requests will contain justification of purchasing VI equipment, how equipment will be utilized, and training for equipment, maintenance, and life cycle management. Units must also state why ComCam assets cannot be utilized to accomplish the mission. Units desiring to utilize unit funding must have the supply documents pre-approved by the ComCam SNCOIC prior to procurement, this includes use of IMPACT card.

(b) VI equipment, facilities and materials are to be used for official purposes only and VI products are the exclusive property of the Marine Corps. VI resources should not be used to duplicate entertainment products, stamps, and obscene/pornographic material or to support social functions (example: mess nights). Refer to the legal office for instructions on when and how to apply the Fair Use Clause of the copyright law.

5. Administration and Logistics. For information concerning the contents of this Order, contact the ComCam SNCOIC at (928)269-5728.

6. Command and Signal

a. Command. This policy is applicable to all personnel permanently assigned to and visitors of MCAS Yuma.

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

  
M. A. WERTH

DISTRIBUTION: B