**UNITED STATES MARINE CORPS**
MARINE CORPS AIR STATION
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ASO 3104.1C
OPS

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AIR STATION ORDER 3104.1C

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: MARINE CORPS COMBAT CAMERA SUPPORT

Ref: (a) MCO 3104.1B
(b) MCO P1070.12K w/Ch 1
(c) MCO 5600.31A

1. Situation. Reference (a) establishes policy for the Marine Corps concerning Combat Camera (ComCam) and sets forth command responsibilities, procedures, and functions for the conduct of ComCam. Reference (b) provides information concerning the production of official administrative photographs, video motion media, graphics, and desktop publishing. Reference (c) establishes policy for Marine Corps printing operations.

2. Cancellation. ASO 3104.1B

3. Mission. The mission of the ComCam Center is to provide high quality photographs, graphic arts, video motion media, printing, and desktop publishing capabilities to Marine Corps Air Station (MCAS) Cherry Point and tenant appropriated fund Commands. Per the references, MCAS Cherry Point shall maintain ComCam resources to provide:

a. General purpose ComCam support that satisfies DON and DoD requirements for audiovisual documentation, production, distribution, records centers, and installation-level support.

b. Dedicated ComCam support of such activities as medical and intelligence functions; and for research, development, testing, and evaluation.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To provide visual information services via photography, graphic arts, video, printing, desktop publishing, and Commander's Channel Broadcasting to MCAS Cherry Point and all appropriated fund tenant Commands.

(b) This Order delineates guidance required for the effective management and operation of ComCam. MCAS Cherry Point will comply with the intent and content of this Order.

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(2) Concept of Operations

(a) ComCam activities shall be authorized and managed per the references; operated in the most cost-effective manner; and shall support all DoD organizations and Commands within a region through Memorandums of Agreement, Inter-Service Support Agreements, and on a reimbursable basis. ComCam is the primary center for photographs, graphic arts, video motion media, printing, and desktop publishing capabilities at MCAS Cherry Point.

(b) ComCam services include but are not limited to still photography (digital and conventional), video, graphic arts, computer-based training, desktop publishing, video productions, printing, and Commander's Channel Broadcasting.

(c) All forensics and crime scene photography is within the scope of duties for ComCam personnel as they are trained for this purpose. All forensic crime scene photography shall be accomplished by ComCam Marines to ensure admissibility in court.

(d) ComCam productions shall be used to support mission requirements per reference (a) when they have been justified by front-end analysis and are cost-effective.

(e) All ComCam products will be used for "Official Purposes" only. No lewd, lascivious, immoral, illegal, or personal requests will be supported.

(f) If a request is not immoral, illegal, or unethical, ComCam will attempt to find a way to support provided it is for "Official Purposes" only.

b. Subordinate Element Mission

(1) Director ComCam. Will be assigned the primary responsibility of management and operation of the ComCam. The Director will:

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

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

(c) Develop and publish local standard operating procedures (SOP) for visual information (VI) services and support.

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

(e) Plan and budget for ComCam resources (e.g., materials, supplies, equipment, maintenance, contracts, training, conferences, and seminars)

(f) Advise the Commanding Officer (CO), MCAS Cherry Point on 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 a priority system. A detailed explanation of production control procedures will be incorporated into local SOP and orders.

(i) Establish and supervise the quality control program within 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, safety equipment, and supplies will help to avoid accidents.

(k) Produce instructional and informational products within local capabilities per applicable directives, orders, and SOP. Examples include: video products, video productions, and multi-media productions in various formats (e.g., CD, DVD, computer file).

(m) ComCam equipment, facilities, and materials are to be used for official purposes only and ComCam products are the exclusive property of the Marine Corps. ComCam resources will not be used to duplicate entertainment products, stamps, obscene/pornographic material, or to support social functions (Examples: Mess Nights and anything other than the ceremony portion of the Marine Corps Ball). Refer to the local legal office for instructions on when and how to apply the Fair Use Clause of the copyright law.

(n) Serve as the technical expert for all things relating to ComCam and as such provide approval waivers for the purchase of any and all still camera, video, broadcast, editing, or any other VI production equipment from Station activities outside of ComCam.

(o) Serve as the Command Printing Officer (CPO) and coordinate all printing requirements through ComCam and the Defense Logistics Agency (DLA) Document Services. All requests to print forms however, shall be approved by the Forms Management Officer in addition to the CPO.

c. Coordinating Instructions

(1) MCAS Cherry Point ComCam is prohibited from photocopying or duplicating copyrighted material without written permission from the copyright owner(s). The Marine Corps Training and Audiovisual Support Manual (copyright law info) authorizes the use of copyrighted material for one time use for teaching, scholarship, and research purposes, and is permissible in the Marine Corps under "fair use" guidelines. Copyrighted materials to be reproduced will be staffed through the Staff Judge Advocate's Office accompanied by justification for approval under "fair use" guidelines. Written approval will accompany the request for reproduction and be a permanent attachment to the job request.

(2) ComCam is not authorized to process classified material higher than SECRET. No classified materials will remain in the possession of ComCam for extended periods as there is no secure storage available.

(3) A duty photographer is available 24 hours a day, seven days a week. The photographer is trained for investigation and documentation/photographic missions and shall be the source for these responsibilities. All requests for the duty photographer must be routed through the Security and Emergency Services

Desk Sergeant. The duty photographer's primary responsibilities are to provide photographic coverage for the following:

(a) Aircraft Mishaps

(b) Disasters

(c) Motor vehicle accidents involving government vehicles or serious injury

(d) Industrial accidents

(e) Investigations (e.g., theft, arson, assault, abuse)

The responsibilities of the duty photographer are not limited to the above.

5. Administration and Logistics. The CO, MCAS Cherry Point is the authority for this Order.

6. Command and Signal

(a) Command. This Order is applicable to MCAS Cherry Point and its subordinate and tenant Commands.

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

C. PAPPAS III

DISTRIBUTION: A