

OPNAV INSTRUCTION 3104.

From: Chief of Naval Operations

Subj: NAVY COMBAT CAMERA (COMCAM) PROGRAM

Ref: (a) OPNAVINST 3104.1
(b) OPNAVINST 3501.320 (NOTAL)
(c) DODD 5040.5 of 29 Aug 95 (NOTAL)
(d) Joint Pub 5-03.1 (NOTAL)
(e) CJCSM 3122.04 "Joint Operation Planning and Execution System, Volume II" (NOTAL)

Encl: (1) Navy COMCAM Procedures
(2) Navy COMCAM Unit Type Codes (UTCs)
(3) Navy COMCAM Readiness and Resource Requirements
(4) Imagery Preparation
(5) Format of the VI Record Identification Number (VIRIN)
(6) IPTC Header Cross Reference Chart
(7) Form DD 2537 Visual Information Caption Sheet

1. Purpose

a. To implement the Navy COMCAM Program established in reference (a).

b. To further define policy, operational doctrine and assign responsibilities for the planning and execution of the Navy COMCAM mission in support of fleet and joint operations under reference (a).

c. To specify readiness, resources and equipment requirements Naval COMCAM forces must maintain.

2. General

a. Fleet Combat Camera Units are organized, expressly trained and equipped to provide rapid deployment COMCAM assets to support military exercises, operations, and emergencies of the operating forces. This includes providing real-time electronic imaging capabilities to document force deployments and activities of the Navy, and when tasked, other Services, before, during and after military engagements.

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b. COMCAM imagery is a valuable decision making tool provided to Fleet Commanders in Chiefs (CINCs), Naval Operating Forces Commanders and Combatant Commands. This imagery is simultaneously available and distributed to:

(1) National Command Authority (NCA).

(2) Chairman, Joint Chiefs of Staff (CJCS) and the Joint Staff.

(3) Combatant Commands.

(4) CINCs of Joint Task Forces, Functional Component Commands and Service Components.

c. The success of COMCAM depends on two primary factors, timely access to areas of operation and timely exploitation of collected imagery. Regardless of classification or sensitivity, operational events must be visually documented as they occur. COMCAM visual records are a vital and often only source of operational and technical information for decision-making at all levels, historical documentation, public affairs and other Navy mission purposes.

3. Applicability and Scope. This instruction applies to the Naval Operating Forces. The scope of the Navy COMCAM program includes still and motion imagery supporting military operations and the processes and resources that support the program.

4. Definitions

a. COMCAM. The acquisition and utilization of still and motion imagery in support of military operations. COMCAM does not include imagery specifically acquired by intelligence activities.

b. COMCAM Forces. U.S. military personnel trained and employed to acquire, process and transmit still and motion imagery in support of classified and unclassified air, sea, and ground military operations.

c. COMCAM Imagery. Still and motion images of military operations acquired by COMCAM forces, regardless of the medium in which the images are acquired, transmitted, or displayed.

d. Other VI Definitions. See enclosure (2) of reference (a).

5. Mission. The mission of Navy COMCAM is to provide the Navy, the NCA, the CJCS and the Unified Combatant Commands with a directed imagery capability in support of operational and planning requirements during worldwide crises, contingencies, exercises, and wartime operations.

6. Policy

a. COMCAM responds to tasking for Joint Operations initiated by the NCA, Joint Staff, Supported Combatant Commands and their component commanders via the appropriate Fleet CINC. (See enclosure (1)).

b. Navy COMCAM resources shall be maintained by the Naval Operating Forces to provide rapid deployment COMCAM force packages in accordance with Joint Operation Planning and Execution System (JOPEX), and identified by Unit Type Codes (UTCs) specified in reference (b) and in enclosure (2), to support all phases of military exercises, operations and emergencies.

c. Although COMCAM imagery is primarily an operational decision-making tool, it shall also be used to support public affairs, intelligence, historical documentation, information warfare (IW), training and other significant objectives.

d. Per reference (c), COMCAM forces shall never manipulate imagery to alter the physical reality of the subject portrayed.

e. Exploitation of COMCAM imagery shall be prioritized to support the local commander and each echelon of command in turn. Within the limits of technology, COMCAM imagery will be made available to all users simultaneously. Each command element shall be aware that other echelons have a comparable need for immediate access to COMCAM imagery to support their respective mission objectives.

f. The DoD Joint Combat Camera Center (JCCC), in the Pentagon, is the primary national center for receiving and distributing joint COMCAM imagery to the NCA, Joint Staff, Military Services, the Office of the Assistant Secretary of Defense (Public Affairs) (OASD (PA)), the Combatant Commands, and other authorized Agencies.

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g. COMCAM personnel must, as a minimum, receive the following specialized training: COMCAM management, Survival, Evasion, Resistance & Escape (SERE), basic field training, small arms training, environmental survival appropriate to projected operational environment and basic firefighting. In addition, COMCAM personnel must have completed the Naval Enlisted Classification (NEC) generating courses in photojournalism, video production, electronic imaging or motion media appropriate to the billet they are filling. For specific training requirements and course numbers see enclosure (3).

h. The Navy Combat Camera Planning Group (NCCPG), established as a working group of the Navy VI Steering Committee by reference (a), will function as the deliberative body that advises and assists OPNAV, Fleet CINC and COMNAVRESFOR staffs in preparing and updating COMCAM plans, in determining resource requirements and in developing standards.

7. Action

a. Special Assistant for Public Affairs Support (N09C), per reference (a), in addition to other duties:

(1) Serves as the flag officer to provide oversight and to manage the Navy COMCAM Program.

(2) Serves as warfare sponsor for COMCAM.

(3) Provides policy oversight for COMCAM within the Navy.

(4) Provides a representative to the NCCPG.

b. The Assistant for Naval Media (CNO (N09C1)) shall, in addition to other duties:

(1) Appoint an Office of the Chief of Naval Operations (OPNAV) COMCAM Officer from the Office of the Assistant for Naval Media (CNO (N09C1)) to interface with Fleet CINC N3 staffs regarding COMCAM issues and to represent the Navy as a member of the JCCPG.

(2) Identify, through the JCCPG, applicable standards for interoperable COMCAM equipment, procedures and training.

(3) Coordinate efforts among VI functional and training managers to ensure the adequacy and effectiveness of COMCAM training.

(4) Through the NCCPG, advise and assist Fleet CINC and Commander Naval Reserve Force (COMNAVRESFOR) staffs, as required, to prepare and update operational plans for proper tasking of COMCAM support as required.

c. Commander in Chief, Atlantic Fleet (CINCLANTFLT) and Commander in Chief, Pacific Fleet (CINCPACFLT), and Commander, Naval Reserve Force (COMNAVRESFOR) per reference (a) shall, in addition to other duties:

(1) Develop, maintain, train and equip COMCAM resources to provide rapid deployable COMCAM assets for the planning and execution of operational imagery documentation of force deployments and activities before, during and after military engagements, operations and emergency actions, that will be available for tasking by:

(a) Fleet and cognizant commanders of the Operating Forces of the Navy and their staffs;

(b) The Unified Combatant Commands, the Sub-unified Commands and Joint Task Force Commanders and their staffs, and;

(c) The National Command Authority (NCA), Joint Staff and other Federal Agencies, as directed.

(2) Identify to the Supported Combatant Commands and Joint Task Force (JTF), via the appropriate chain of command, those Navy specific IW objectives, military actions, or specified areas of interest to be visually documented during joint operations.

(3) Ensure Navy COMCAM resources are made available to Navy and Joint commanders at all echelons to meet Joint requirements such as State Funeral Plans and augmentation of the Joint Combat Camera Center.

(4) Integrate planning concerned with implementing operations and management actions (Deliberate Planning) for Navy COMCAM Program with other Navy planning systems.

(5) Ensure sufficient COMCAM resources are available to fulfill Force Package requirements to support military operations

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detailed and tasked via the Joint Operations Planning and Execution System (JOPES).

d. Commander in Chief, Atlantic Fleet (CINCLANTFLT) and Commander in Chief, Pacific Fleet (CINCPACFLT) shall, in addition to other duties, designate a senior VI officer to act as the Fleet COMCAM representative to:

(1) Provide oversight of Fleet operational plans to ensure Navy Operating Forces have established appropriate levels of COMCAM tasking in worldwide crisis, operations other than war, exercises and wartime operations;

(2) Ensure an experienced COMCAM staff officer participates in all exercise/operational development processes;

(3) Ensure that the organization, training, resources and equipment are adequately maintained to provide COMCAM documentation in support of the Navy's complete Joint Strategic Capabilities Plan (JSCP) tasking;

(4) Ensure that subordinate COMCAM units employ compatible still and motion media and related equipment, as identified by the JCCPG and the NCCPG, to ensure maximum interoperability within the Navy and with other Military Services to support operational requirements.

(5) Provide Fleet representation to the JCCPG and NCCPG, when tasked by CNO (N09C1).

(6) Designate an officer to serve as Fleet COMCAM Officer as defined in paragraph 7d below.

(7) Coordinate with the OPNAV COMCAM Officer to implement this instruction.

(8) Plan for employment of Fleet and COMNAVRESFOR COMCAM resources to support naval and joint visual imagery requirements.

(9) Ensure coordination between COMCAM units and tasking originator on requirements for workspace, billeting, messing, field communications, imagery transfer capability (i.e., SIPRNET, NIPRNET, INMARSAT, POTS, etc.), tactical transportation, and on mission prioritization in support of deployed Navy COMCAM forces.

(10) Provide a copy, when appropriate, of Fleet policies, plans and significant correspondence pertaining to naval COMCAM issues to the OPNAV COMCAM Officer (CNO (N09C1)).

(11) Ensure Fleet components have adequate policy and procedures to rapidly task, mobilize and deploy naval COMCAM resources in support of naval and joint operations using the JOPES system.

(12) Regularly monitor the readiness of Fleet COMCAM forces by using the Status of Resource and Training System (SORTS) and evaluate real-world performance in wartime operations, contingencies, or exercises to ensure optimum organization, equipage, and training of COMCAM resources of the Fleet CINCs and the Operating Forces.

(13) Ensure COMCAM forces; Naval Reserve Imaging/Audiovisual Unit forces; and, when tasked by the Fleet CINCs through the appropriate type commander(s), all visual information resources aboard fleet shipboard visual information support centers (VISCs) and shorebased VISCs comply with this instruction during joint and Fleet operations.

(14) Ensure Time Phased Force Deployment Data (TPFDD) for COMCAM units are accurately entered into the GCCS system for deployments using strategic lift.

(15) Ensure all subordinate VI activities, both shipboard and shorebased, support COMCAM forces as required for exercises and operations.

e. Fleet COMCAM Officers shall:

(1) Maintain, equip and train adequate deployable COMCAM personnel to meet Navy VI requirements and to augment Combatant Commands, JTF staffs and JCCC, with image acquisition, processing, and COMCAM force planning and management in extended crisis situations.

(2) Ensure COMCAM forces have adequate UTCs registered in the JCS type unit characteristics (TUCHA) file to meet the full spectrum of Fleet component operational requirements and to integrate into a Joint COMCAM management team, JTF staff, or a Combatant Command staff.

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(3) Develop policy and procedures to ensure COMCAM forces are identifiable, visible, and reported in the SORTS system (reference (e)).

(4) Ensure all COMCAM imagery is properly identified, captioned and expeditiously forwarded to JCCC or CHINFO per reference (a). Assure properly documented originals are forwarded to the Component Accessioning Point when all local requirements have been met.

(5) Ensure COMCAM forces meet all Personnel Tempo (PERSTEMPO) requirements.

(6) Ensure Navy COMCAM forces deploy with sufficient functional equipment, spares, supplies and other resources to accomplish their mission tasking for a 30-day period, unless specifically tasked otherwise. This does not include workspace, billeting, field communications, messing, or dedicated transportation (tactical vehicles) support required by deployed Navy COMCAM forces and provided by tasking originators.

8. **Procedures.** See enclosure (1).

9. **Form.** DD 2537 (Feb 94), Visual Information Caption Sheet is provided in enclosure (7).

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Distribution:

SNDL Parts 1 and 2

NAVY COMBAT CAMERA PROCEDURES

1. Purpose. COMCAM imagery, acquired using still photo and video cameras, provides command, control, and management authorities, who may not necessarily be on the scene of deployment, the ability to visualize the essence of ongoing activities. COMCAM records of Navy activities are an important, and often the only, source of operational and technical imagery and information for decision-making at all levels and for informing the public via dissemination by public affairs (PA). COMCAM requirements should not be confused with PA or press media pool requirements. While COMCAM imagery may eventually be used for PA purposes, its primary use is as an operational decision-making tool. COMCAM personnel must be allowed access to information and areas that might otherwise be denied to PA and media personnel. COMCAM personnel must be allowed to photograph all aspects of an operation or event; decisions on classification, sensitivity, or public release may be made afterward through intelligence, operations, and PA staff coordination. COMCAM imagery requirements include, but are not limited to:

- a. Key actions before during and after mobilization, deployment force generation, and force employment.
- b. Assessing the effectiveness of force preparations, support operations, and attainment of objectives; problem identification; evaluating the effectiveness of weapons systems, intelligence-related activities; medical support and intelligence; PA purposes; and countering enemy propaganda.
- c. Historical documentation.
- d. Stock imagery.

2. Dissemination Of Imagery. The use of COMCAM imagery during a conflict shall be prioritized, as follows:

- a. On-scene commander.
- b. Joint Task Force (JTF) Commander.
- c. Supported Combatant Command.
- d. National Command Authority (NCA), Joint Chiefs of Staff (JCS), Joint Staff, and Military Services.

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e. PA, when appropriate.

f. After-action requirements, historical record, and training. In every situation, expeditious distribution of imagery to recipients is essential. Properly captioned digital still imagery and video compilations with properly documented run sheets will be forwarded to Joint Combat Camera Center (JCCC) by fastest means. Original negatives, transparencies, digital still image files and video tapes will be retained and forwarded with proper documentation to the Component Accessioning Point as soon as practical.

3. Command Relationships and Tasking Authority. COMCAM resources shall be under the operational control of the supported Combatant Commander. Navy specific tasking for all COMCAM resources should be requested via the supported CINC. Joint tasking should be requested via the applicable J3 with info copies as follows:

a. Atlantic Fleet

TO: CINCLANTFLT NORFOLK VA//N3/N3VI//
INFO: FLTCOMBATCAMLANT NORFOLK VA//00//

b. Pacific Fleet

TO: CINCPACFLT HONOLULU HI//N3/N315//
INFO: COMNAVAIRPAC SAN DIEGO CA//N3/N37//
FLTIMAGCOMPAC SAN DIEGO CA//00/30//

c. Joint Tasking

TO: USACOM NORFOLK VA//J36//
INFO: CINCLANTFLT NORFOLK VA//N3/N3VI//
FLTCOMBATCAMLANT NORFOLK VA//00//

TO: USCINCPAC HONOLULU HI//J3/J32/J325//
INFO: CINCPACFLT HONOLULU HI//N3/N315//
COMNAVAIRPAC SAN DIEGO CA//N3/N37//
FLTIMAGCOMPAC SAN DIEGO CA//00/30//

4. Navy Combat Camera Planning Group (NCCPG). The NCCPG is an established working group of the Navy VI Steering Committee headed by CNO (N09C1) and comprised of representatives from CINCLANTFLT, CINCPACFLT, CHINFO and COMNAVRESFOR. The NCCPG will

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meet on an as-needed basis to advise and assist OPNAV, Fleet CINC and COMNAVRESFOR staffs in preparing and updating COMCAM plans, determining resource requirements and developing standards, as well as to assist and advise the OPNAV COMCAM Officer who sits on the Joint Combat Camera Planning Group (JCCPG).

5. Joint COMCAM Teams. Regardless of source or composition, COMCAM teams deployed in response to tasking by the JCS, Joint Staff, or by a Unified or Specified Command shall be considered a joint COMCAM team. While COMCAM personnel shall normally document the activities of their own military service, this may not always be practical or possible. Forming joint multi-service COMCAM teams, however, must be done only when preparations and training of all team members are adequate and suitable for the deployment environment and mission type. The senior COMCAM officer or Non Commissioned Officer (NCO) shall serve as an ad hoc member of the J-3 staff and shall be responsible for coordinating COMCAM requirements and directing the activities of the joint COMCAM team.

6. Motion Media Procedures. COMCAM personnel should be selective when videotaping an event, but also must ensure that the substance of the event is documented. VI is important for the field commander's immediate use, and may be used in its unedited state. Higher authorities, i.e., NCA, JCS, etc., need loosely edited versions of key aspects of events. More specific coverage may be obtained as directed. All materials must be forwarded to JCCC by the most expeditious means.

7. Imagery Preparation. No image enhancement (cropping, color balance, contrast, etc.) is to be done prior to transmitting imagery from the field. Standards for preparing imagery for transmission are in enclosure (4). Each unit of media which is distributed to On Scene, JTF or Supported Combatant Commanders, or that is transferred to JCCC shall be assigned a Visual Information Record Identification number (VIRIN). Format of the VIRIN is described in enclosure (5). Each VI/COMCAM record produced must be properly documented prior to distribution and/or transmission. Still photo captions and video run sheets must identify what is happening, who is depicted, equipment nomenclatures, when and where the action is occurring, and by whom the imagery was recorded. Slating of all COMCAM material is mandatory. Digital still imagery caption data will be entered into imbedded IPTC headers per enclosure (6). Use of DD 2537 (enclosure (7)) is mandatory for all hard copy still images forwarded to JCCC or CHINFO.

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8. Joint Combat Camera. The JCCC is the single center in the national capitol region for ensuring that COMCAM imagery is received, processed and distributed to the Joint Staff, Military Services, and other Agencies, as required. COMCAM teams must transfer imagery by fastest means possible to JCCC. Both still and video imagery should be digitized and transmitted electronically. COMCAM Officers shall coordinate with JCCC and/or CHINFO (OI-22) prior to deployment on primary and secondary file transfer methods and protocols.

9. Records Disposition. Once all local requirements are met, COMCAM units shall forward all original VI record material to the Component Accessioning Point at the Naval Media Center for accessioning to the Defense Visual Information Center (DVIC).

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NAVY COMBAT CAMERA UNIT TYPE CODES (UTCs)

1. Purpose. To establish the rapid deployment COMCAM force packages in accordance with the Joint Operation Planning and Execution System, Volumes II (Supplemental Planning Formats and Guidance) and IV (Crisis Action Procedures)(NOTAL). Navy COMCAM force packages shall be developed from the following UTCs:

a. N26CM (Combat Camera Management). Provides command and control, functional management, and/or staff assistance of combat camera resources. Capable of overseeing combat camera operations including: managing tasking, compiling sitreps, ensuring product transmission, still, video and digital editing and duplication, staff and training support. Monitors the arrival and redistribution of subordinate units, maintenance and spares program, budget and supply, equipment distribution, transportation and personnel. Capable of coordinating Navy COMCAM issues. Tactical radios included. Small arms capable. Can augment any N26 series UTC.

Title	NEC	Rank	Number
Combat Camera Officer	647X	03-01	1
Leading Chief	PH8144/8148	E7-E6	1

b. N26DT (Combat Camera Documentation Detachment). Provides independent documentation of service combat operations, contingencies, and significant events. Augments battle staff to provide functional management of combat camera resources and coordinates activities of organic photo assets when required. Can document in day/night, nuclear, biological, chemical (NBC), ground, at-sea and aerial environments. Capabilities include: video documentation; video editing with distribution in VHS, Betacam SP or HI-8; acquisition and processing of still film-based and digital images; imagery transmission services using portable/installed secure/non-secure equipment; logistic and management functions for detachment, including maintenance, supply, spares, equipment and transportation. Maintenance capability is limited to cleaning, field inspection and minor repair. Tactical radio and small arms capable. If assigned ashore, UTC must be provided two 4WD vehicles by operational commander to support ground mobile operations. This UTC is a combat trained field unit.

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Title	NEC	Rank	Number
Crew Chief	PH 8144/8148	E7-E6	1
Videographer/Editor	PH 8144	E6-E5	1
Videographer	PH 8143	E6-E4	1
Videographer	PH 8143(8288)	E6-E4	1
Photojournalist	PH 8148/8147	E6-E5	2
Electronic Imaging Specialist	PH 8193	E6-E4	1
Aerial Photographer	PH 8288	E5-E4	1
Broadcast Engineer	IC 4747	E6-E5	1
Broadcast Operations Specialist	JO 3221	E5-E4	1

c. N26ED (Video Editing). Capabilities include: video editing and duplication with distribution in VHS, Betacam SP or HI-8. Maintenance capability is limited to cleaning, field inspection and minor repair. Tactical radio and small arms capable.

Title	NEC	Rank	Number
Videographer/Editor	PH 8144/8143	E7-E6	1
Videographer/Editor	PH 8143	E6-E5	1
Journalist	JO 3221	E5-E4	1
Broadcast Engineer	IC 4747	E6-E5	1

d. N26VA (Video Documentation Team). Capable of providing video documentation of combat operations, contingencies, exercises and significant events. Can document in day/night, NBC, ground, at-sea and aerial environments. Operator maintenance limited to cleaning and field inspection. Tactical radio and small arms capable. If assigned ashore, UTC must be provided one 4WD vehicle by operational commander to support ground mobile operations. This UTC is a combat trained field unit.

Title	NEC	Rank	Number
Videographer	PH 8144	E7-E5	1
Videographer	PH 8144/8143	E6-E5	1
Videographer	PH 8144(8288)	E5	1

e. N26SA (Still Documentation Team). Provides still documentation of combat operations, contingencies, exercises and significant events. Can document in day/night, NBC, ground, at-sea and aerial environments. Images acquired in 35mm film, slide and digital format. Limited processing. Transmission by

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installed/portable secure/non-secure equipment. Operator maintenance limited to cleaning and field inspection. Tactical radio and small arms capable. If assigned ashore, UTC must be provided one 4WD vehicle by operational commander to support ground mobile operations. This UTC is a combat trained field unit.

Title	NEC	Rank	Number
Photojournalist	PH 8148	E6-E5	1
Photojournalist	PH 8148/8147	E5-E4	1
Electronic Imaging Specialist	PH 8193	E6-E4	1

f. N26UW (Underwater Combat Documentation Team). Capable of providing imaging and documentation support of multi-service underwater operations (Underwater Construction Teams, Explosive Ordinance Disposal (EOD), Special Operation Commands, mobile diving and salvage units) including: still digital and 35mm film-based systems; HI-8 motion video; digital imaging and transmission; and limited motion video editing. Members are qualified Navy divers (NEC 5342 or 5343). Members have secondary specialties of Electronic Imaging Specialist, NEC 8193; Videographer, NEC 8143; or Videographer/Editor, NEC 8144. Tactical radio and small arms capable. Can deploy alone or can augment any N26 series UTC as required.

Title	NEC	Rank	Number
Diving Supervisor/ Underwater Photographer	PH 5342	E7	1
First Class Diver/ Underwater Photographer	PH 5343	E6-E5	2
Second Class Diver/ Underwater Photographer	PH 5343	E5-E4	2

NAVY COMBAT CAMERA READINESS AND RESOURCE REQUIREMENTS

- 1. Purpose.** COMCAM imagery, acquired using still photo and video cameras, provides command, control, and management authorities, who may not necessarily be on the scene of deployment, the ability to visualize the essence of ongoing activities.
- 2. Response Capability.** COMCAM team readiness shall be equal to and consistent with the forces with which they are tasked to deploy. COMCAM managers shall be provided access to secure voice communications, as needed, to support mission coordination.
- 3. Motion Video Capability.** COMCAM teams shall employ equipment with compatible technical formats or ensure their ability to interface for interoperability with other service COMCAM units while deployed in joint COMCAM operations.
- 4. Field Videotape Editing and Duplicating Capability.** COMCAM teams shall have a field videotape editing and duplicating capability. Besides providing the capability to support on-scene briefings presented in joint and/or combined operations centers, this will also facilitate approval of COMCAM imagery by host-nation officials when deployed outside the CONUS.
- 5. Still Photography.** COMCAM teams shall deploy with a digital imaging capability to facilitate expeditious transmission of COMCAM imagery to the JCCC. Commercial transportable satellite communications systems are available in CONUS for deployment. Digital files, used with these systems or with commercial telephone, Defense Switched Network (DSN), INMARSAT, etc., provide rapid point-to-point transmission of images from virtually anywhere in the world. Images transmitted in this manner via non-secure means must be cleared by appropriate officials before transmission.
- 6. Film-Based Backup.** COMCAM teams shall consider deploying with film-based still cameras to serve as a backup capability to ensure mission accomplishment consistent with the operational environment and forces with which COMCAM teams are deployed. Camera types shall be coordinated to ensure interoperability and to meet mission requirements.
- 7. Tempest Secure Video and Communications Equipment.** To the maximum extent possible, TEMPEST consideration shall be given to video and communications equipment.

8. Personnel Readiness. COMCAM units and personnel assigned the mission of rapid response shall have sufficient organic field equipment to sustain themselves in hostile and austere environments and, when tasked by higher authority, to integrate themselves in the joint combat force environment.

9. Personnel Clearances. COMCAM personnel shall maintain at least a SECRET security clearance.

10. Passports. COMCAM personnel shall maintain a current official passport that shall be carried with them during a deployment.

11. Travel Clearances. Navy VI managers shall ensure that COMCAM teams obtain or be provided all required U.S., foreign government, and military command clearances, as needed, before departure and employment for any tasking. Ensuring that these clearances are granted before deployment will avoid problems for the team and prevent potential embarrassment for the United States.

12. Weapons. COMCAM personnel who may be deployed into a hostile fire environment shall be small arms qualified. COMCAM units shall maintain mobility stocks of these weapons to accompany COMCAM teams deployed with combat forces. The COMCAM team must have a sufficient capability to protect itself while integrated into a combat environment.

13. Training. Deployments on crisis situations or deployments to areas where a U.S. presence is politically sensitive present special challenges to COMCAM personnel -- especially those deployed first and especially if the environment is austere, there are airlift constraints within the theater, and the COMCAM team size is limited. In these instances, COMCAM personnel must be experienced in all aspects of their mission. Maximum field training shall be conducted to acquire and hone these skills. COMCAM teams should train to operate in the type environment and with the operational forces with which they are tasked to deploy.

a. Training requirements:

(1) Survival, Evasion, Resistance & Escape (SERE) training. Course number D-2G-0025.

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(2) Combat Camera Readiness Training Course (AMC CTCRT) (E-2 to E-6). Course number 353 (AMC), Quota management: HQ AMC/SCMV, DSN 576-4600/4609.

(3) AMC Combat Camera Officer Course (AMC CTCOT)(E-7 to 0-4). Course number 352 (AMC), Quota management: HQ AMC/SCMV, DSN 576-4600/4609.

(4) Broadcast Operations Director (NEC 3251). Course CIN: S-570-3251-01 (Selected members only).

(5) Broadcast Engineering Technician (NEC 4747). Course CIN: S-198-0053 (Selected members only).

(6) Diver First Class (NEC 5342). Course CIN: A-433-0025 (Selected LANTFLT members only).

(7) Diver Second Class (NEC 5343). Course CIN: A-433-0022 (Selected LANTFLT members only).

(8) Motion Media Cameraman (NEC 8143). Course CIN: S-400-2010 (Selected members only).

(9) Motion Media Director/Editor (NEC 8144). Course CIN: S-400-2014 (Selected members only).

(10) Photojournalism Specialist (NEC 8147). Course CIN: S-570-0017-02 (Selected members only).

(11) Photojournalist (NEC 8148). Course CIN: S-400-2013 (Selected members only).

(12) Aerial Cameraman (NEC 8288/8201). Course CIN: None. NEC awarded after OJT (Selected PH's with NEC 8201 only).

b. COMCAM Unit Personnel Qualifications Standards (PQS)(Training after arriving at gaining command):

(1) General Shipboard Firefighting. Course number: J-495-0412.

(2) Nuclear, Biological and Chemical warfare familiarization. (No specific course available.)

(3) Shipboard Security Engagement Tactics (SSET). Course number: K-830-2213.

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(4) Shipboard Security Engagement Weapons (SSEW).
Course number: K-830-2223.

(5) Desert Survival Training (DEST). Course number:
E-2D-0052. (As needed.)

(6) Cold Weather Environment Survival. Course number:
D-2G-0012. (As needed.)

14. Organic Workspace. Hard quarters are desirable to support field video editing and maintenance for COMCAM teams. However, COMCAM teams shall maintain organic equipment to allow them to operate in austere environments when hard quarters are not available.

15. Organic Tactical Transportation. In most crisis situations, it can be anticipated that contract or host-nation transportation assets will not be available. Optimum transportation for COMCAM teams is a four-wheel drive, camouflaged, six-passenger cargo vehicle (or similar suitable alternative) with a covered cargo area. The vehicle should be equipped with a field radio. Lack of four-wheel drive capability will severely limit the ability of the COMCAM team to document visually the activities of deployed combat units. If COMCAM unit/UTC is assigned ashore, four-wheel drive vehicles must be provided by operational commander to support ground mobile operations.

Enclosure (3)

IMAGERY PREPARATION

1. Purpose. To issue standards and procedures for preparing, captioning and transmitting imagery to JCCC and to CHINFO News Photo. The intent is to produce high quality, properly captioned imagery that is optimized for efficient transmission while meeting the needs of decision-makers, news organizations and accessionists.

2. Image preparation

a. Scanning. Recommend use of a 32-bit, three color scanner utilizing area array technology. Scan imagery using the below settings:

Resolution: 2000 pixels/in (PPI - not DPI)
Sharpening: Off
Cropping: Crop slide mounts or negative mask areas only. Do not crop image areas.

b. Cropping. Minimize cropping to allow end users to crop according to their needs. Do not resize or resample the image.

c. Color/brightness correction. Due to variations in monitors and field conditions, and to allow end users maximum flexibility in satisfying end-use specifications, do not make adjustments to brightness or color.

d. Captioning. All caption information shall be imbedded in standard IPTC data fields utilizing the cross-reference table in enclosure (5).

e. File Format. Save all images as JPEG files. Compression should be 10:1 (image quality "8" (High) in Photoshop 4). Format should be "Baseline," or "Standard" vice "Optimized."

f. File name convention. Use the VI Record Identification Number (VIRIN) (see enclosure (5)) as the filename, with no spaces, and with ".jpg" as the extension. Ex. 970718-F-1207R-001.jpg

**FORMAT OF THE VISUAL INFORMATION RECORD IDENTIFICATION NUMBER
(VIRIN)**

1. The VIRIN is the life-cycle number used for accessioning, storing, and retrieving of all DoD media. Each unit of media, which satisfies the definition of an official Navy VI record shall be assigned a VIRIN. For example, unless discarded, each original 35mm transparency or negative, each original digital still image file, each original roll of motion picture film, or each original videotape cassette recorded or produced by persons acting for or on behalf of Navy activities, functions or missions shall be assigned a VIRIN.

2. **Format.** The VIRIN shall consist of 15 data elements, in four fields, separated by three hyphens, for a total of 18 characters, organized in the alphanumeric format NNNNNN-A-NNNNA-NNN.

a. **Field 1 (NNNNNN):** The year, month and day of acquisition or origination.

b. **Field 2 (A):** The Service affiliation or status of the acquirer or originator. Consult the following table for the appropriate abbreviation.

A	Uniformed member, civilian or contract employee of the Army
C	Uniformed member, civilian or contract employee of the Coast Guard
N	Uniformed member, civilian or contract employee of the Navy
F	Uniformed member, civilian or contract employee of the Air Force
M	Uniformed member, civilian or contract employee of the Marine Corps
G	Uniformed member, civilian or contract employee of the Coast Guard
D	Other Civilian or contract employee of the DoD
O	To indicate a person not falling into one of the categories above

c. **Field 3 (NNNNA):** In the case of all categories above except O, the last four numbers of the acquirer's or originator's Social Security Number, followed by the first letter of his or her last name. In the case of category O above, 9999 followed by the first letter of the acquirer's or originator's last name.

d. **Field 4 (NNN):** The approximate order in which each unit of media was acquired or originated by the person identified in Fields 3 and 4 on the day identified in Field 1, starting with 001 and continuing consecutively as necessary up to 999. Field 4 of the VIRIN shall reflect the approximate order of a given person's image acquisition or origination activities on a given day, without regard to variables such as media, so that no two

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units of media are assigned identical VIRINs.

3. Example of a VIRIN: The fourth image or video segment created and not discarded by PH1(AW) John Doe, SSN 123-45-6789, on March 23, 1998, would be assigned the VIRIN 980323-N-6789D-004.

4. Fields 2 and 3 of the VIRIN for a unit of media created by more than one individual shall reflect the individual who was the lead creator or head of the team responsible for creating the item.

5. Copies shall bear the VIRIN of the original, even if conversions between analog and digital, or changes in medium, format, compression, or size occur during the copying process.

6. Imagery or other units of media that are derived from existing, VIRIN-bearing materials, but which differ significantly in appearance relative to that from which derived, shall, upon creation and unless discarded, be assigned their own VIRIN.

7. The "Image Number" field of any embedded IPTC caption shall reflect the image's VIRIN.

8. Motion Imagery Procedures. A slate which includes the VIRIN, the date, location, videographer, and subject matter shall be recorded immediately prior to any subject matter, whenever possible, and another slate shall be recorded immediately prior to any change in subject matter, videographer, or day on the same videotape.

9. Compilations of motion imagery, that substantially reflect the original appearance of their components, shall bear the VIRINs of those components. For other compilations, assign a new VIRIN.

Enclosure (5)

IPTC HEADER CROSS REFERENCE CHART

1. Use this chart to determine which caption data to place in the standard IPTC data fields imbedded in JPEG files.

IPTC Field Name	DoD Required Data/ PhotoGrid Field Name	Explanation																								
Object Name	VIRIN	Enter the Visual Information Record Identification Number. Format: Date in YYMMDD format - Service letter (use the codes shown in the service shown field below) - SSAN (last four only) – First letter of photographer's last name - Sequence number of image for that photographer on that day starting with 001. Ex: 980317-N-1207G-001																								
Urgency	Not Used	Make no entry in this field.																								
Category Code	Service Shown	Enter the code for the service branch of the <u>subjects</u> in the image. The codes are:																								
		<table border="1" data-bbox="727 848 1448 1293"> <thead> <tr> <th data-bbox="727 848 808 884">Code</th> <th data-bbox="808 848 1091 884">Meaning</th> <th data-bbox="1091 848 1179 884">Code</th> <th data-bbox="1179 848 1448 884">Meaning</th> </tr> </thead> <tbody> <tr> <td data-bbox="727 884 808 1010">A</td> <td data-bbox="808 884 1091 1010">Army</td> <td data-bbox="1091 884 1179 1010">L</td> <td data-bbox="1179 884 1448 1010">Multi-national (Troops from more than one nation shown in photo)</td> </tr> <tr> <td data-bbox="727 1010 808 1041">C</td> <td data-bbox="808 1010 1091 1041">Coast Guard</td> <td data-bbox="1091 1010 1179 1041">M</td> <td data-bbox="1179 1010 1448 1041">Marine Corps</td> </tr> <tr> <td data-bbox="727 1041 808 1073">D</td> <td data-bbox="808 1041 1091 1073">DoD Civilian</td> <td data-bbox="1091 1041 1179 1073">N</td> <td data-bbox="1179 1041 1448 1073">Navy</td> </tr> <tr> <td data-bbox="727 1073 808 1104">F</td> <td data-bbox="808 1073 1091 1104">Air Force</td> <td data-bbox="1091 1073 1179 1104">O</td> <td data-bbox="1179 1073 1448 1104">Other</td> </tr> <tr> <td data-bbox="727 1104 808 1293">J</td> <td data-bbox="808 1104 1091 1293">Multi-Service (more than one service shown in photo, such as Sailors boarding an Air Force aircraft)</td> <td data-bbox="1091 1104 1179 1293"></td> <td data-bbox="1179 1104 1448 1293"></td> </tr> </tbody> </table>	Code	Meaning	Code	Meaning	A	Army	L	Multi-national (Troops from more than one nation shown in photo)	C	Coast Guard	M	Marine Corps	D	DoD Civilian	N	Navy	F	Air Force	O	Other	J	Multi-Service (more than one service shown in photo, such as Sailors boarding an Air Force aircraft)		
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Supl Categories (Note: Photoshop allows more entries in this area. Limit your entries to these three.)	Classification (Mandatory for classified imagery)	This should normally be UNCLASS. JCCC can handle up to SECRET, however you must make arrangements prior to transmitting classified files.																								
	Classification Authority & Downgrade Schedule (Mandatory for classified imagery)	Cite the authority authorizing the classification of an image. Normally left blank.																								
	Email/Phone #	The Email address or phone number of the photographer at the TDY location.																								
Keywords	Keywords	Single word entries. Leave this blank under normal circumstances. When images are classified as Multi-service (Code J), note the services shown as individual keywords.																								
Special Instructions	Public Release Instructions	Enter the name and rank of the releasing authority for images approved for public release by a field PAO.																								
Date Created	Shot	The date the image was taken. This date must match the date in the VIRIN.																								

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IPTC Field Name	DoD Required Data/ PhotoGrid Field Name	Explanation
Byline	PH Rank & Name	The photographer's rank and name.
Byline Title	PH Home Unit	The photographer's home unit.
City	Base/Locale	The base or locale of the shoot.
Province-State	State/Prov.	The state or province of the shoot, use the two letter code.
Country	Cntry/Area	The country or area of the shoot, use the three letter code.
Headline	Operation/Exercise Name	The name of the operation or exercise. If not part of an operation or exercise leave blank.
Credit	PH TDY Unit	The unit to which the photographer was temporarily assigned (must be on official orders). If not on orders then leave blank.
Source	Image Source	The media used to capture the image, either Digital or Film. (Do not enter film type or format)
Caption	Caption	Enter caption information here. Do not repeat information entered elsewhere in this header. Ensure the names of recognizable individuals are listed. Identify recognizable equipment and weapons systems.
Caption Writer	Caption Writer	The name of the individual who wrote or edited the caption if other than the photographer.
Original Transmission Reference No.	Command Shown	Enter the Major Command of the unit photographed. Ex: CINCLANT or FORCECOM.