



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
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WgO 3104.1B  
COMCAM  
JUN 28 2011

WING ORDER 3104.1B

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING (2D MAW) COMBAT CAMERA (COMCAM)  
SUPPORT

Ref: (a) MCO P1070.12K W/CH 1  
(b) MCO 3104.1A  
(c) MCO P5600.31G W/CH 1-3  
(d) Title 17, U.S.C. Chap 1  
(e) MCWP 3-33.7  
(f) MCO 5750.1H  
(g) OPNAVINST 5030.4F  
(h) OPNAVINST 1710.7A  
(i) DoD Directive 5040.2

1. Situation

a. Role in War Fighting. Operationally, COMCAM acquires and disseminates useful imagery to Commanders, planners and staffs. As with combat operations, relative speed and concentration of effort are paramount so Commanders and staff receive the information needed to plan missions and identify critical information. Still and video imagery of critical events help shape operational and strategic-level objectives and perceptions by presenting visual information as proof to reports and briefings. In today's global information environment, tactical events have strategic impact. Imagery acquired and produced by COMCAM facilitates expedient decision-making. COMCAM capabilities significantly enhance/influence Information Operations (IO) by providing the 46XX Military Occupational Specialties (MOS) sets in support of IO missions and initiatives.

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distribution is unlimited.

b. Per the references, this Order revises and outlines support provided by COMCAM to the 2d MAW.

2. Cancellation. WgO 3104.1A.

3. Mission. 2d MAW COMCAM shall provide professional multimedia, photographic, video graphic and reproduction products and services to the 2d MAW which conducts air operations in support of Marine Forces to include air operations in support of Offensive Air Support, Antiair Warfare, Assault Support, Aerial Reconnaissance, Electronic Warfare and Control of Aircraft and Missiles.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. 2d MAW COMCAM goal is to support the warfighter on all levels with immediate and high-quality COMCAM products and services. COMCAM will be used as a communication discipline to exploit the power of horizontal information flow, speed, decision-making and facilitate execution at lower levels.

(2) Concept of Operations. COMCAM must be employed like any other weapon system, in a manner that best supports the main effort, operating within the scope of all orders and regulations in the accomplishment of its mission. The Commander's intent and focus of effort will define COMCAM support.

(3) Scheme of Maneuver. To best maximize COMCAM resources, it is essential to outline priorities of support, support examples, tactical capabilities, requesting procedures and turn-around times for products.

(a) Priorities of Support

1. Operations, contingencies and task oriented missions.

2. Training exercises and operations.

3. Historically significant events.

4. Investigations, briefs, conferences, etc.

5. Administrative (when deployed).

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(b) Support Examples

1. Intelligence, IO, counterintelligence, surveillance, aerial and visual reconnaissance, counter-drug missions, landing zone and beach studies, psychological operations, battle damage assessment.

2. Training support materials, publications, handbooks, imagery for briefs and critiques.

3. Historical still and video acquisition, command chronology, command/unit change of command/post and relief, activation/de-activation, after-action and turnover.

4. Legal support to include investigation, mishap and land-use imagery (before and after).

5. Command board, promotion photos, passport, visa, naturalization when in a deployed status. In garrison, this is a function of Station COMCAM.

(c) Tactical Capabilities. COMCAM tactical assets support the commander's imagery, printing and reproduction requirements. COMCAM task organizes Marines for any mission per the war fighter's request.

1. COMCAM Team. COMCAM assets typically deploy in two-man teams (still photographer and videographer) that are organized under the G-3/S-3. These teams embed and assimilate within the supported unit in order to become an extension of its war fighting capability. These teams have man-pack capabilities that provide the on-scene Commander with near real-time imagery through use of digital still and video equipment. The teams can be used during the training phase to document progression through events. These images can either be viewed at the training site or during the "hot wash." The team can also use the tactical Secret Internet Protocol Router (SIPR)/Nonsecure Internet Protocol Router (NIPR) network to transmit imagery from a forward position to the forward Command Post. This can be coupled with any intelligence effort to supply the Commander with more information to speed and better his decision making process. COMCAM will support the Commander's intent and focus of effort in any way possible.

2. Tactical Imagery Production System (TIPS). The TIPS is a large footprint deployable COMCAM asset available to the Commander. The TIPS is comprised of two expandable

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8'x8'x20' shelters and an 8'x20' support skid. If deployed, the TIPS requires a minimum of three photographers, three videographers, three Reproduction (REPRO)/graphics Marines, at least one COMCAM Marine with the MOS 4616 (Xerox repair designation) and either a MOS 4602 COMCAM Officer or MOS 4691 COMCAM Chief to operate. The TIPS can be fully self-contained/supported while deployed or operated in garrison to support garrison units and multiple COMCAM teams in separate forward deployed areas. The TIPS capabilities include:

a. Photographic/video production and duplication.

b. Full graphics production and duplication.

c. High volume black/white, color, large format printed products.

(d) Requesting Procedures. COMCAM customers will make all efforts to request support in person at building 1790 or via official e-mail or phone. COMCAM personnel are required to complete job/work request with all pertinent information and signature of customer before any work begin. Exceptions can be allowed when it is not feasible for customer to physical sight job/work request.

(e) Turn-Around Times. All requesting customers and units will adhere to established turn-around times. These times are established in order for COMCAM to prioritize request and allocate resources turn-around times are as follows:

1. Routine - 10 working days.

2. Priority - 3 working days.

3. Emergency - Same day (Officer In Charge (OIC)/Staff Non-Commissioned Officer In Charge (SNCOIC) approval).

## (2) Tasks

(a) Commanding General (CG), 2d MAW. Is responsible for COMCAM and will:

1. Provide an operational budget for COMCAM funding the replacement of: non-programmed equipment,

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consumables, life-cycle management, operations and maintenance, local training, temporary additional duties and contracting.

2. Designate COMCAM Officer/Chief as the reviewing/approving authority for the procurement of all Audio Visual (AV)/high capacity reproduction equipment directly related to acquisition and production of photographic and video imagery or multi-media products.

3. Designate the COMCAM Officer as the releasing authority for all 2d MAW COMCAM products and imagery.

4. Designate the COMCAM Officer as the Print Management Officer or Copier Control Point Officer for the 2d MAW.

(b) AC/S G-3. Responsible for all COMCAM within the 2d MAW. Assign the COMCAM Officer or in absence of a COMCAM Officer the COMCAM Chief to manage and direct all operational activities of the COMCAM section.

(c) OIC. Will provide policy, guidance, administration, budgeting, training and direct supervision of all COMCAM operations and Marines. Ensure that all 4XXX MOS's will maintain a current portfolio that reflect in accordance with the 46XX Training and Readiness (T&R) and Appendix C of reference (b).

(d) COMCAM Chief. Will supervise all COMCAM Marines ensuring all policy, guidance and training is being adhere to and will assume all duties in absence of the OIC.

(e) Production/Operations Chief. Will supervise and oversee all production within COMCAM and coordinate with requesting units to ensure: proper product creation, timeliness of production and overall customer satisfaction. Will assume all duties in absence of COMCAM Chief.

(f) COMCAM Marines. Accessioning of COMCAM graphics, video and still imagery is first priority. Product provided to requesting customer is second order of effect. All COMCAM Marines will review and understand all policy and procedures directed by the SNCOIC or OIC.

(g) Customer. Ensure requests directly support the mission requirements and are requested per COMCAM turn-around times. All requests will be submitted to COMCAM in person.

c. Coordinating Instructions

(1) Higher Headquarters. COMCAM support for all 2d MAW or higher command-driven events shall be coordinated through the 2d MAW G-3. This includes Marine Expeditionary Unit (MEU) support as directed through II Marine Expeditionary Force (II MEF). Joint COMCAM Operations shall be coordinated in the same manner.

(2) Subordinate Units. Any unit within the 2d MAW can coordinate directly for COMCAM support. Units requesting COMCAM teams for deployments, exercises, operations, etc shall be coordinated through the 2d MAW G-3. The 2d MAW G-3 and COMCAM OIC/SNCOIC will determine supportability considering operational tempo, manpower availability and internal training requirements.

(3) Adjacent Units. Marine Division (MarDiv), Marine Logistics Group (MLG) and Station/Base units can request support in writing via the 2d MAW G-3. Once the support is approved and identified, COMCAM will work these requests directly with the requesting unit(s). Fiscal support is identified in paragraph 5b of this Order.

5. Administration and Logistics

a. Organic Support. COMCAM is budgeted to support the 2d MAW with products for garrison support, historical still and video acquisition and education requirements that fall within standard fiscal year operations. Production requests that do not fall under normal requirements can be coordinated with the COMCAM OIC/SNCOIC. For the Tactical Commander, products can be utilized before, during and after the operation/exercise in order to support the mission.

b. Non-Organic Support. Units outside of 2d MAW shall obtain support on a case by case basis. COMCAM shall provide material ordering guidance for each request. If authorized, COMCAM will support on a reimbursable basis only.

c. Sustainment International Standard Organization (ISO) deployments. COMCAM will ensure COMCAM teams have the necessary supplies to accomplish their specific mission. Careful planning considerations will be given to extend deployments, ensuring complete sustainment throughout the completion of the operation, exercise or contingency. Commands assigned COMCAM teams during deployments, exercises and contingency will provide quarters,

rations, Uniform Code of Military Justice (UCMJ), transportation and other unique service logistical support.

d. Classified Materials. COMCAM is not authorized to hold classified material overnight. Units that request classified support must provide a Marine to stay with the job through the course of the workday. Commands that require classified material support will submit their request through the 2d MAW Classified Material Control Center. All COMCAM Marines will have "SECRET" level clearance or at minimum interim Secret clearance level status.

e. Job Database. COMCAM will use a centralized job order database provided by COMCAM Management.

f. Reporting. COMCAM will provide annual production reports encompassing all fiscal production activity to the CG, 2d MAW, Occupational Field Sponsor and COMCAM Management.

## 6. Command and Signal

### a. Command

#### (1) Command Relationships

(a) Joint COMCAM Operations. COMCAM shall provide support for Joint COMCAM Operations per reference (b) and paragraph 4c of this Order.

(b) Higher Headquarters. COMCAM shall provide imagery and reports to higher headquarters to include: II MEF, U.S. Marine Corps Forces Command, Marine Corps Combat Development Command and Plans, Policies and Operations, per reference (b).

(c) Marine Corps Air Station. COMCAM shall provide liaison for administrative photography with 2d MAW units.

(d) Staff Judge Advocate (SJA) and Copyright Laws. COMCAM is prohibited by law to copy, duplicate or reproduce any item protected by copyright. The only exceptions are identified under the "Fair Use Act", per reference (d). COMCAM shall provide guidance to any customer requesting support on copyright material.

(e) Public Affairs. All imagery and products produced by COMCAM is the sole property of the United States

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Marine Corps. The CG, 2d MAW, Public Affairs Officer and the COMCAM OIC shall be the only releasing authority per reference (b).

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

  
R. W. REGAN  
Chief of Staff

DISTRIBUTION: A

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## Chapter 1

Reproduction/Graphics Section Procedures

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities and procedures associated with print, reproduction and graphics support to the 2d MAW.

2. Background. 2d MAW need for large volume printing warrants organic COMCAM support tailored to the special needs of the command. COMCAM provides professional black-and-white and color printed products in support of the 2d MAW in accordance with the references.

3. Examples of Support. The Reproduction/Graphics Section will be employed in a manner that best supports the fluctuating needs of the 2d MAW and subordinate units. Listed below are some of the print services provided:

a. High Volume printing. 400 total single or double sided pages or more, black and white prints up to 11x14, color prints up to 11x14. Material/documents printable will include but is not limited to: large volume standardized text, maintenance manuals, flight manuals, educational courses, pamphlets, T&R Manuals and Professional Military Education (PME) Briefs.

b. Small Volume printing. 400 total single or double sided pages or less, black and white prints up to 11x14 or color prints up to 12x18.

c. Large format printing. Large format printing is defined as any product over the size of 12x18 not to exceed 44" wide for instructional, educational or informational purposes which are operational and/or mission critical.

d. Specialty Items and Finishing Options. Stapling, paper drilling (two and three hole) paper cutting, folding, (handbill and tri-fold) pro-click binding, tape binding card stock cover and dividers.

e. Graphics products. Layout, creation or editing of any product using graphics software including but not limited to: logos, patches, handbills, tri-folds, programs and invitations.

f. Lamination. Up to 24" wide for re-usable field products, used for pre-deployment or deployment; such as but not limited to: maps, smart packs, fire cards, fire support maps.

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4. Exemptions. All standard requests will be submitted to COMCAM in person.

a. COMCAM will not produce products that would be in violation of the Fraud, Waste and Abuse Act and/or items that support social functions, such as mess nights and fund raisers. This includes but is not limited to: Marine Corps Pubs printed by Department of Defense (DoD) affiliates, Navy and Marine Corps (NAVMCS), internet print outs, personal medical or legal documents, promotion warrants, copy written material produced by an outside civilian agency.

b. All text items submitted for printing will be in digital format and proofed by the requesting command. COMCAM will not be responsible for errors in text discovered after the customer has proofed the product and verified content for production.

c. Reproduction requests will be brought to COMCAM in digital format. Customers will submit electronic documents either from an official USMC.MIL e-mail account or a CD holding the digital media in one of the following formats: PDF, JPEG, PPD, PSD, DOCX and TIFF.

d. High Volume printing of black and white and color documents will be defined as any work requests that exceeds 400 total prints. Job requests of fewer total prints (400 or less) will not warrant a faster turnaround time and will be processed as received.

e. Large format printing of imagery for the sole purpose of beautification of office spaces will not be supported by COMCAM.

## Chapter 2

Photographic Section Procedures

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities and procedures associated with photographic support to the 2d MAW.
2. Background. COMCAM provides school trained professional photographers for acquisition of still imagery accordance with the references.
3. Examples of Support. The photographic section will be employed in a manner that best supports the fluctuating needs of the 2d MAW and subordinate units. Listed below, but not limited to, are some of the photographic services provided:
  - a. Digital still photographic acquisition during operations/exercises, change of commands, post and reliefs and group photographs.
  - b. Digital color/black-and-white printing from 2"x2" up to 44" wide.
  - c. Copies of acquired still imagery on CD or DVD.
  - d. Hard copy to digital conversion (scanning).
  - e. Photographic prints of requested special/historical event.
  - f. CD or DVD duplication.
  - g. Photographic restoration or photographic manipulation on an as required basis per OIC/SNCOIC approval.
4. Products of Support. Of the examples of support listed above, the following products will be available to customer to request:
  - a. Change of Command/Relief and Appointment. Three 5x7 of key imagery during event will be provided to customer. One set for off-going, incoming and command/unit. Three CD's or DVD's will be burned of all imagery acquired during event.
  - b. Group Photographs. One 8x10 or two 5x7 prints will be provided. Information, data, logo can be added at the customer's request.

c. Retirement Ceremony. Two 5x7 of key imagery during event will be provided to customer. One CD or DVD will be burned of all imagery acquired during event.

d. Operation/exercises. All imagery selects during operation or exercise will be provided on CD or DVD for the customer upon completion.

5. Exemptions

a. All text items submitted for addition to any photo product will be in digital format and proofed by the requesting command. COMCAM will not be responsible for errors in text discovered after the customer has proofed the product and verified content for production.

## Chapter 3

Video-Graphic Section Procedures

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities and procedures associated with video support to the 2d MAW.

2. Background. COMCAM provides school trained professional videographers for acquisition of video imagery accordance with the references.

3. Priorities of Support. The video section will be employed in a manner that best supports the fluctuating needs of the 2d MAW and subordinate units. Listed below but not limited to be some of the video-graphic service provided:

4. Examples of Support. The video section will be employed in a manner that best supports the fluctuating needs of the 2d MAW and subordinate units. Listed below, but not limited to, are some of the video-graphic services provided:

a. Digital video acquisition during operations/exercises, change of commands, post and reliefs and briefings.

b. Historical video acquisition of command/unit special events/functions.

c. Video CD or DVD duplication.

d. Video conversion from tape to digital format.

5. Products of Support

a. Raw Video. Unedited video imagery.

b. Prime Cuts. Edited video imagery with intent to remove/omit non-essential footage. Intended for archival purposes and later uses in productions, can be used in support of Operations Intelligence Briefings or in other unit capacities where highly edited video imagery is not required.

c. Ceremonies. Multi-camera acquisition of event which will be edited to conserve time and provide professional grade product. Products will contain subtle editing effects and text captions.

d. Briefings. Video acquisitions of briefings supported by PowerPoint are redundant. All requests for briefing support must be approved by OIC.

e. Productions. Complex products that require scripts, storyboards, actors, on-site production personnel and extensive editing. Productions are intended for command messages, public service announcements and training. All productions must be pre-approved by the OIC/SNCOIC.

6. Exemptions. All text items submitted for addition to any video project will be in digital format and proofed by the requesting command. COMCAM will not be responsible for errors in text discovered after the customer has proofed the product and verified content for production.

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## Chapter 4

Combat Camera Duty

1. General. This chapter provides detailed information on the conduct and responsibilities of the COMCAM duty. The COMCAM duty is a weeklong post that requires the Marine to prepare the section for daily operations.
2. Background. COMCAM Marines stand a week long duty. Outlined below are the roles and responsibilities of the COMCAM duty.
3. Morning. The duty Marine will be in the shop at 0700 to open the building. COMCAM will open for business at 0730. The Duty is responsible for the following:
  - a. Opening front hatch.
  - b. Turning on all lights.
  - c. Starting up all computers and printers.
  - d. Powering the TIPS and server.
  - e. Preparing the shop for the business day.
  - f. Man customer service area.
4. Afternoon. The duty is responsible for picking up mail each afternoon from G-3 by 1330. The duty will remain in the building until the last Marine has left the shop, unless otherwise instructed by the OIC or NCOIC. The duty will be responsible for the following items:
  - a. Taking out the trash all recycling.
  - b. Turning off all lights.
  - c. Ensure physical security of building before departing.
5. Responsibilities
  - a. COMCAM Marines assigned to duty will include those dates as non-availability for squadron duty for the month.

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b. The duty will also be responsible for recycling. Recycling will be properly disposed of on Thursday mornings prior to the duty posting for early chow at the recycling center.

c. The duty will be responsible for the shop over the weekend and will remain in a duty status all weekend. COMCAM Marines are prohibited from consuming alcohol while in a duty status.

6. Duty Timetable and Weekly Turnover

a. Turnover will be conducted Close Of Business on Friday. The off-going duty will be responsible for completing all tasks for that evening before being relieved.

b. The on-coming shop duty will remain at the shop with the off-going duty until the COMCAM building has been secured for the weekend.

c. The Marine assuming duty will be on-call during the weekend. The duty will maintain the shop keys and will not leave the general area.