

**FM 6-02.40**

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**VISUAL INFORMATION OPERATIONS**

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**10 MARCH 2009**

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# VISUAL INFORMATION OPERATIONS

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**\*This publication supersedes FM 6-02.40, 24 January 2002.**

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## Preface

This manual provides the visual information activities, roles, management and support from the operational through the tactical levels of war. This manual describes the capabilities and components of visual information assets and defines the organizational structure and responsibilities of visual information activities at each level. When applicable, the reader is referred to supporting publications for more detailed information.

This publication applies to Active Army, the Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS), and the United States Army Reserve (USAR) unless otherwise stated. The proponent of this publication is the United States Army Training and Doctrine Command (TRADOC). The preparing agency is the United States Army Signal Center, approved by Combined Arms Doctrine Directorate. Send comments and recommendations on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Forms) directly to: Commander, United States Army Signal Center and Fort Gordon, ATTN: ATZH-IDC-CB (Doctrine Branch), Fort Gordon, Georgia 30905-5075, or via e-mail to [signal.doctrine@conus.army.mil](mailto:signal.doctrine@conus.army.mil) or [signal.doctrine@us.army.mil](mailto:signal.doctrine@us.army.mil).

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

## Chapter 1

# Visual Information Overview

Visual Information is the use of one or more of the various visual media with or without sound. Generally, visual information includes still photography, motion picture photography, video or audio recording, graphic arts, visual aids, models, display, visual presentation services, and the support processes. Also called VI. Joint Publication (JP) 1-02. This chapter defines and addresses VI, its mission, support, the Defense Imagery Management Operations Center, VI responsibilities, and activities.

### MISSION

1-1. The mission of VI activities and Soldiers is to acquire and provide the President, Office of the Secretary of Defense (OSD), Joint Staff (JS), military departments, and Army commanders with record documentation, multimedia/VI products, and services to satisfy official requirements. Security classification, operations security or subject sensitivity should not be used to prevent visual information documentation (VIDOC), since VI products can be classified at any level required.

1-2. The official requirements, which VI Soldiers can provide support to may include, but are not limited to, command and control (C2), training, education, logistics, human resources, special operations, information operations (IO), psychological operations (PSYOP), public affairs (PA), and intelligence to effectively convey accurate intelligence, surveillance, and reconnaissance to the Soldier, decision-makers, and supporting organizations. However, because these Soldiers have specific missions that require special training, augmentation is limited to providing support, which a commander requests and for which the VI Soldier is equipped and trained. VI Soldiers may be required to perform dedicated VI capabilities to support medical, safety, and criminal investigation.

1-3. VI support is limited to official events or activities. The priority set for VI support will be established with consideration to mission, cost effectiveness, and the quality and quantity of products and services available. The use of VI products, equipment, or facilities for other than official purposes, such as loaning equipment to local and state governments or nonprofit organizations meeting on government property, is at the discretion of the local commander in accordance with (IAW) Army Regulation (AR) 700-131, AR 735-5 and AR 25-1.

### SUPPORT

1-4. The commander is surrounded by common-user systems that provide intelligence, surveillance, and reconnaissance. In order to capitalize on the benefits this new technology offers, the commander must fully grasp the applications, advantages, effects, and limitations of these systems and their products. The same is true in regard to the organic and attached VI assets at the commander's disposal. Commanders at all levels must understand the capabilities and potential uses of VI assets and the far-reaching effects of VI products. As the result of a shrinking military information environment, imagery plays an important role in shaping events; VI products and imagery have the potential to profoundly affect and influence operational success.

1-5. VIDOC is the process of using motion media, still photography, and audio equipment to acquire audio and visual records of events. VI Soldiers, specifically trained to acquire, process, and transmit imagery and products, collect VIDOC. Resulting VI products include photographs, motion pictures, video recordings, graphic art, visual aids, models, and displays.

1-6. When processing VIDOC, AR 25-1 mandates that each garrison/location have a single director of information management (DOIM), designated by and established under the garrison commander. The garrison DOIM is responsible for delivering computers and information management common-user baseline services and is the single authority for validating that purchases of information technology resources on the installation comply with Army standards. Network Enterprise Technology Command (NETCOM)/9<sup>th</sup> Signal Command Army (SC[A]) executes command and control for all DOIMs and provides functional supervision through their regional signal units. Command authority is exercised by the owning command.

1-7. VI products assist commanders at all levels, from tactical and operational commanders to the Secretary of Defense by providing a visual record of significant Army events and activities. Visual images are used in tactical C2 decision making, strategic planning, and management through presentations and reports. Doctrinal, combat, materiel, and training developers use VI records for analysis and in reports and briefings to support their programs. VI products can be used for historical purposes to document training, educational, research, logistical, personnel, medical, and legal activities.

## **DEFENSE IMAGERY MANAGEMENT OPERATIONS CENTER**

1-8. VI with historical or long-term value shall be stored, managed and preserved by the Defense Imagery Management Operations Center (DIMOC). The DIMOC is the new operational arm of the Defense Visual Information (DVI) directorate. It is a transformational organization that has consolidated and assumed the missions, functions, and responsibilities of the Joint Combat Camera Center, the Defense Visual Information Center, and the Joint Visual Information Services Distribution Activity along with the future imagery handling elements of the new Defense Media Activity (DMA). The DIMOC serve as—

- The central reception and distribution point for all joint interest still and motion imagery.
- The designated central records center for storage, preservation, and distribution of general purpose Defense imagery.
- The central life-cycle management and initial/follow-on distribution activity for the Department of Defense (DOD) productions, providing post-production services for DOD and other government customers.

1-9. In addition to the legacy imagery processing, management and distribution capabilities traditionally handled by the three DVI field activities, the DIMOC adds two new capabilities: (1) a 24x7 imagery operations center located in the new DMA building at Fort Meade, and (2) an enterprise-level Customer Relations Management capability to provide centralized customer service.

1-10. The operations of the DIMOC is tightly integrated with the Defense Media Activity (DMA) and the Digital Video and Imagery Distribution System to ensure maximum integration, product sharing and effective distribution to support strategic, operational and tactical communication missions. Under the DIMOC construct the tactical imagery domains continue to operate under the operational control (OPCON)/tactical control (TACON) of their current functional areas and satisfy their normal requirements

1-11. The DIMOC provides a single online VI product repository which makes imagery widely available across all the domains and provides a “one-stop-shop” for customers seeking these products. Figure 1-1, page 1-3 outlines the imagery/product flow under the DIMOC construct.



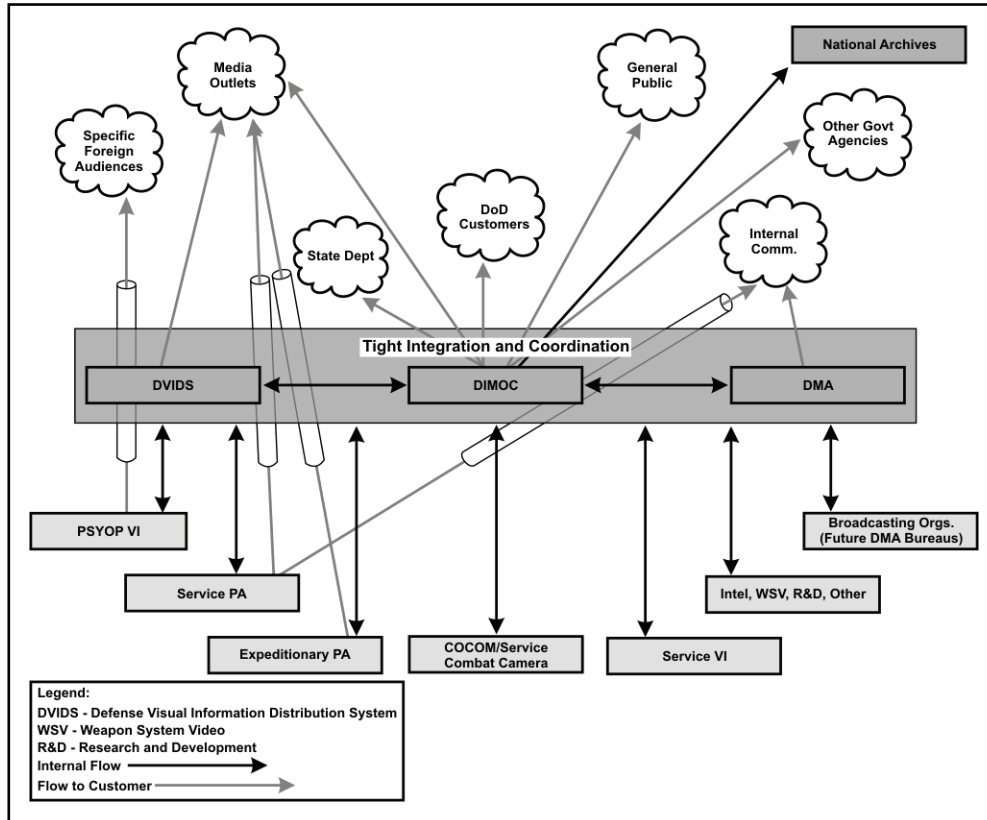


Figure 1-1. Imagery/product flow

1-12. DIMOC customers include the Office of the Secretary of Defense (OSD), the JS, Defense Agencies, Department of State, Department of Homeland Security, Combatant Commands, PA outlets and military and government agencies.

1-13. Distribution of imagery is accomplished online, via the Defense Imagery Server managed by the DIMOC. It contains still and motion imagery in various formats and resolutions accessible to a worldwide customer base of registered users.

1-14. To accomplish its mission, the DIMOC manages four distinct, but interrelated programs.

- VI Operations and Coordination Program. The Operations and Coordination Program receives, coordinates and synchronizes classified and unclassified strategic imagery requirements with the OSD, JS, Combatant Commands, Joint Task Forces (JTF), Services, other U.S. government departments and agencies, and imagery producing personnel stationed and deployed around the globe. The program maintains constant, 24x7 visibility of DOD imagery producing personnel, to enable U.S. government communication and operational missions and ensure the right imagery is shot and provided to the right place at the right time. The program ensures that imagery produced for one purpose is available to meet other requirements.
- VI Imagery Management and Distribution Program. The Imagery Management and Distribution Program receives, processes, manages and stores classified and unclassified imagery products created by globally stationed and deployed imagery producing personnel, and provides digital distribution mechanisms that enable the communication and operational missions of the OSD, JS, Combatant Commands, JTF, Services and other U.S. government departments and agencies. Imagery products, including still images, raw video, and produced video and multimedia products are received and processed 24x7 by electronic and mechanical means, stored in the digital and physical holdings of the DIMOC, and later offered for further retention in the National Archives.

- VI Order Fulfillment Program. The Order Fulfillment Program delivers imagery products in numerous formats to customers. Imagery products include still images, raw video, and produced video and multimedia products that have been created by DOD imagery producers stationed around the globe. Imagery products are delivered in both physical (prints, videotape, optical media, etc.) and digital formats. Imagery products are created or duplicated on-demand from the digital and physical holdings of the DIMOC.
- VI Customer Service Programs. The Customer Service Program receives, manages and distributes customer requests for imagery products and provides customer assistance with DIMOC imagery management and distribution systems.

1-15. Department of Defense Instruction (DODI) 5040.02 and DODI 5040.04 directs that VI resources are maintained by Department of Defense (DOD) agencies and military services to provide the following—

- Rapid deployment combat camera (COMCAM) teams to support military operations and emergencies, including documentation of force deployments and activities before, during, and after military engagements.
- General purpose VI support that meets DOD requirements for VIDOC production, distribution, records centers, and installation-level support.
- Dedicated VI support of such activities as medical; intelligence; and research, development, test, and evaluation (RDT&E).

## VI RESPONSIBILITIES

1-16. The Assistant Secretary of Defense (ASD) Public Affairs (PA) Defense Visual Information (DVI) assigns various responsibilities to the military departments to provide VI support to more than one DOD component. Per AR 25-1 Army responsible official responsibilities are as follows—

- Army productions will be acquired per the Federal Acquisition Regulation and Defense Federal Acquisition Regulation. Without exception, Army productions will be created or acquired at the lowest possible cost that achieves communications objectives. All productions must be mission-essential.
- Army Multimedia and Visual Information Directorate (AMVID) will provide a central capability to rent, lease, procure, or produce multimedia/VI productions in support of Army, DOD, other military departments, and other Government agency requirements as requested. AMVID and the Enterprise Multimedia Visual Information Service Center (E/MVISC) are the only authorized Army activities to issue production procurement contracts exceeding the \$10,000 limit (to include man-hours, equipment rental, administrative expenses, and any other operating cost) for support services. Contact AMVID/Production Acquisition Division, <http://www.hqda.army.mil/amvid>, for assistance with production cost estimate. AMVID will also provide support to OSD, JS, other Army organizations, and other Federal agencies within the Pentagon reservation and the National Capital Region. AMVID is responsible for the Army's imagery accessioning.
- The E/MVISC will provide products and services classified as "above baseline" or mission per the Chief Information Officer (CIO)/G-6 List of Directorate of Information Management (DOIM) Service Level Agreement (SLA) /Operational Level Agreement communications system (JP 6-0) information management services. All multimedia (m)/VI personnel will comply with the communications system information management common-user baseline services document. These above baseline mission services and products will be provided on a fee for service basis. All requests received on an installation for above baseline mission services and products will be forwarded to the E/MVISC for production or approval for local installation production. The E/MVISC will provide in-house production of m/VI in support of Army, DOD, other military departments, and other Government agency requirements. Contact: 2715-C McMahan Street, Fort Eustis, VA 23604-5253; Commercial: 757-878-3761; [www.eustis.army.mil/tasc](http://www.eustis.army.mil/tasc) and/or Ft Lewis (E/MVISC), B1401 W. 6th St. MS 97, Fort Lewis, WA 98433-9500; 253-966-1187; [lewisdoimvi.info@conus.army.mil](mailto:lewisdoimvi.info@conus.army.mil).
- The Department of the Army Multimedia Visual Information Production Distribution Program (DAMVIPDP) supports the development, replication and distribution of training videos to support

Headquarters Department of the Army (HQDA) approved programs of instruction. To request DAMVIPDP funding, contact US Army Training Support Center, Fort Eustis, VA 23604. Alternatively, visit <http://www.atsc.army.mil/> or call 1-800-ASK-ATSC (1-800-275-2872).

1-17. The CIO/G-6 Visual Information Management Office is responsible for managing the Army's VI activities and coordinating with ASD PA on VI reporting requirements. The HQDA CIO/G-6 (SAIS-AOI) office will—

- Assign a production identification number (PIN) to non-local productions.
- Assign the DOD Visual Information Activity Number (DVIAN).
- Manage the Army portion of the Defense Automated VI System (DAVIS).
- Manage the VI Systems Program (VISP).
- Manage and execute the VI Award Program.

1-18. U.S. Training and Doctrine Command school proponents and Field Operating Agency (FOA) visual information managers will—

- Search the DAVIS before completion of Department of Defense (DD) Form 1995.
- Develop a six-year VI systems acquisition plan and submit the investment portion of the plan and annual updates to CIO/G-6 (VI) for POM development.

1-19. Local VI managers will—

- Validate, consolidate, and submit VI investment system production (VISP) requirements to HQDA CIO/G-6 (SAIS-AOI) for validation, prioritization, and funding when requested by HQDA CIO/G-6.
- Approve and/or validate VI production multimedia requirements, maintain production registers, and submit requirements for annual DA Multimedia/Visual Information Production and Distribution Program (DAMVIPDP).
- Annually review, validate, approve as authorized and forward requests through the Defense Visual Information (DVI) Web site (<http://dodimagery.afis.osd.mil/>) to create or modify a VI Activity Profile. Complete DD Form 2858 (Visual Information Facilities) for the establishment, expansion, or disestablishment of VI activities.
- Conduct commercial activity reviews for assigned VI functions (T-807-Visual Information) per AR 5-20.
- Serve as the representative to the Army VI Steering Committee.
- Manage VI non-tactical documentation submissions to the VIDOC program.

## ACTIVITIES

1-20. The Enterprise Multimedia Visual Information Service Center supports the realignment of VI resources, functions, and facilities for the transforming institutional Army. The E/MVISC will be symmetrical in design and connected to an Armywide network. Each installation multimedia/VI (M/VI) activity will be connected to the supporting E/MVISC for support from a single location.

1-21. Visual information activities are classified as industrial operations (General Functional Area T-807) and are subject to Office of Management & Budget (OMB) Circular No. A-76 studies, except for VI management, combat, and sustainment (COMCAM) elements. Curtailment of commercial activities is appropriate to reestablish combat and sustainment elements or rotational positions to support war plans.

1-22. Local VI activities submit requirements through a DOD Web site at <http://dodimagery.afis.osd.mil/> using DD Form 2858. CIO/G-6 (SAIS-AOI) will assign the DVIAN. (See DODI 5040.07.) Each installation will consolidate VI functions into a single VI activity within an installation, community, or local support area, with all functions assigned to a single VI manager. VI activities will support all DOD and Federal agencies. Dedicated VI capabilities within the authorized DVIAN may be maintained to support medical, safety, criminal investigation, or intelligence.

1-23. All installation DOIMs, in coordination with VI managers, will plan, program, and budget for all authorized VI requirements.

- When funding permits, VI activities will be staffed and equipped to operate at average projected workloads.
- Installation VI managers will establish a standard level of support documents that identify the customers and resourced capabilities. Requirements above this standard level of support will be satisfied on a reimbursable basis in accordance with current Army reimbursable policy or will be referred to the Activity VI manager for support. Army off-post customers operating under "shop smart" will not reimburse for military personnel file photographs, as required by AR 640–30.
- Visual information activities may be authorized to fabricate VI aids, displays, and exhibits.
- Visual information activities will establish and maintain a list of current charges for all reimbursable products and services. Fee-for-service or industrially funded VI activities will recover the full cost of support.

1-24. Media loans will be recorded on DA Form 4103 (Visual Information Product Loan Order). A DA Form 3903, Multi-media/Visual Information (M/VI) Work Order, will be used to identify and capture all work associated with a customer request for products and services. These forms are available on the Army Publishing Directorate (APD) Web site (<http://www.apd.army.mil/>).

### VISUAL INFORMATION OPERATIONS

1-25. Visual information support will be limited to events or activities that are related to official missions and functions. The use of VI products, equipment, or facilities for other than official purposes, such as loaning equipment to local and state governments or nonprofit organizations meeting on Government property, will be at the discretion of the local commander and in accordance with AR 700–131 and AR 735–5.

1-26. Priorities for VI support will be established with consideration given to mission, timeliness, cost effectiveness, quality and quantity of products, and services available.

1-27. Visual information activities will not expand or accept permanent additional workloads that exceed their existing capability without a change in authorization.

1-28. Each VI activity will publish standing operating procedures (SOPs) which will be included as part of the customer SLA document.

1-29. Procedures, reports, and formats for the management and operation of VI activities are contained in DA Pamphlet (PAM) 25–91. VI prescribed forms and reports are listed in appendix A, section III.

1-30. Visual information activities with a unit identification code may maintain a dedicated property book of VI equipment and systems.

1-31. At the beginning of each quarter, installation VI Managers will collect and consolidate data for input into Army's Information Technology (IT) Metrics Program. The installation VI Manager will coordinate with the DOIM office, as the central IT Metrics data collection point, for data deadline information and consolidation of input.

1-32. VI is a category under NETCOM common command, control, communications and computers information management services and applications. The services, which VI activities offer, are outlined in the Command, Control, Communications and Computers Information Management services catalogue and by common levels of support. The local levels of support are determined by the Installation Management Command. The specific services of VI activities are—

- **Still photography.** Producing, processing, and reproducing still picture film, prints, and slide transparencies. This includes electronic still video camera systems.
- **Television.** Producing and reproducing video recordings. This includes briefings, news clips, operational documentation (OPDOC), video reports, and stand-alone video segments, with or without sound.
- **Graphic art.** Designing, creating, and preparing two- and three-dimensional visual products. This includes charts, graphs, posters, and visual materials for brochures, covers, television, motion pictures, printed publications, displays, presentations, and exhibits that are prepared manually, by machine, or by computer.

- **Audio.** Recording, producing, reproducing, and distributing sound in support of an activity. This includes recording of briefings, news clips, ambient sound, sound effects, reports, documentation, aural amplification, and other studio products.
- **Library.** Loaning and maintaining VI media and equipment. This authorization allows purchase, lease or rental, and accountability of commercial off-the-shelf (COTS) VI productions for local use.
- **Ready access file.** Providing a consolidated electronic source of imagery that is accessible to official customers.
- **Presentation support services.** Scheduling and maintaining classrooms and conference rooms and their supporting equipment. This may include providing public address systems, equipment loan, and projection services for briefings, ceremonies, and presentations.
- **Customer self-help.** Providing self-help support to customers for the production of simple overhead transparencies, briefing charts, sign-out boards, flyers, or flip charts.
- **Consultation.** Providing customer consultation services in support of official requirements for the customer and for professionally developed VI products and services.
- **Maintenance.** Repairing and servicing organic VI equipment.
- **Defense Automated Visual Information System (DAVIS).** The DAVIS is a DOD-wide automated catalog system for the management of VI products and interactive multimedia instruction which can include, but is not limited to, the production, procurement, inventory, distribution, production, and archival control of multimedia/VI productions and interactive multimedia instruction materials.
- **Broadcast/Video/Audio services to include:**
  - Cable television (CATV)—operating the command channel(s) provided as part of the CATV franchise agreement.
  - Closed circuit television (CCTV)—providing CCTV support to a defined area.
  - Video/Audio—producing audio tapes, providing video streaming and multicast, script preparation, video documentation in support of historic and significant events, and duplicating video tapes compact discs and digital video discs in support of local VI productions.
- **Media library services.** Authorized VI activities may provide a central library of distributed and local multimedia/VI productions and imagery.

1-33. Table 1-1 describes the different types of VI activities. The operation of VI activities is addressed in AR 25-1 and the DA PAM 25-91.

**Table 1-1. Types of VI activities**

<i>Type</i>	<i>Primary Function</i>	<i>Description of Capabilities</i>	<i>Level of Approval</i>
A	Visual Information Service Center (VISC)	Provides VI support services to all organizations on an installation or within a defined area. (Motion picture, linear and/or digital video, audio recording, graphic art, VI media, and/or equipment loan, maintenance, presentation support, still or digital photography, and processing.)	CIO/G-6
B	VI Production (Local)	Includes production, reproduction, and distribution of local multimedia/VI productions to support an individual organization, installation, or defined geographic area.	Region
C	VI Production (Nonlocal)	Includes all functions of Type B activities for use outside of the local installation or defined geographic area.	CIO/G-6
D	VI Production (Contracting)	Provides commercial contracting, purchase, or rental of VI productions.	CIO/G-6
E	VI Records Center	Central control and storage facility for VI products.	ASD PA

<i>Type</i>	<i>Primary Function</i>	<i>Description of Capabilities</i>	<i>Level of Approval</i>
F	Component Accessioning Point	Central point for screening VI imagery and for forwarding imagery to the VI records center.	CIO/G-6
H	VIDOC	Recording of technical and non-technical events.	CIO/G-6
I	Product Distribution	Central VI product distribution activity.	ASD PA
J	VI Management	J1 through J4 includes staff functions, management, and administration of VI activities.	
J1	Headquarters		ASD PA
J2	Army Command (ACOM) / FOA		CIO/G-6
J3	Common Support		ACOM
J4	Dedicated		ACOM
K	VISC (Dedicated)	Provides VI support to a specific organization or organizational element only. (Offers services similar to Type A facilities.)	CIO/G-6 or ACOM
Q	Broadcasting	Includes CCTV support to a defined area, command channel cable television (CATV).	ACOM
S	PA	Includes photojournalism, HQDA journalism, electronic photojournalism, and other VI media to support PA for Table of Organization and Equipment (TOE)/Modified TOE (MTOE) PA units only.	CIO/G-6

## EXCLUSIONS

1-34. IAW AR 25-1 the following are excluded from the VI provisions of this document, except as otherwise noted.

- All video teleconferencing (VTC) capabilities and/or facilities. (Refer to AR 25-1, Chapter 6 for VTC policy.)
- Photomechanical reproduction, cartography, x-ray, microfilm, and microfiche products.
- Products collected exclusively for surveillance, reconnaissance, or intelligence and equipment integrated in a reconnaissance-collecting vehicle.
- Multimedia/VI productions on the technical, procedural and management aspects of cryptological operations.
- Facilities, services, and products operated or maintained by the American Forces Radio and Television Service (AFRTS). Products and productions acquired and distributed for AFRTS overseas use.
- Commercial entertainment production and equipment acquired and distributed by the Army and Air Force Exchange Service and the Navy Motion Picture Service.
- Systems embedded in training devices, simulators, instrumentation systems, and weapon or medical systems, if the primary purpose of the equipment is not VI and it does not perform a VI function.
- Equipment and products acquired with non-appropriated funds.
- Organizations using still camera equipment for the purpose of generating identification or security badges.
- At the discretion of the VI regional manager, individual VI activities and their equipment, products, and services that are 100 percent funded by RDT&E and used solely to support programmed and

funded RDT&E missions, and not common support VI requirements. (RDT&E activities are not excluded from the Army Visual Information Documentation Program [AVIDP].)

- Non-VI activities using COTS office business graphic software (such as PowerPoint) in an office environment.
- Nurse call/paging systems, binoculars, fixed outdoor public address systems, bugle call systems, silk screen equipment, outdoor sign makers, security surveillance systems, copiers not dedicated to VI activities, language labs, engraving equipment, and radio paging systems.
- Communications-Electronics Life Cycle Management Command products and services that are funded by civil appropriations and used solely to support funded civil works and non-DOD agency missions.
- Multimedia products developed within the printing and publications policy and procedures guidelines.
- Library materials and equipment acquired for use in Army libraries.
- Multimedia/VI productions that are produced to support Army advertising and sales mission.

1-35. If a VI product that would otherwise have been excluded from this document is used in a multimedia/VI production, the production and all materials used are subject to the policies of this manual, AR 25-1 and DA PAM 25-91.

1-36. VI forces use DOD or commercially leased circuits to provide imagery and share common risks associated with using these systems. Also, due to the lack of a procedural mechanism to determine the extent of foreign ownership, control, or influence of software or other information technology to support VI operations, there is a potential for covert insertion of malicious code during the developmental process.

1-37. VI forces collecting VIDOC in a tactical environment face the additional risk of adversary intervention. Adversaries may attempt to determine what the VI customer is seeing, or not seeing, or to manipulate the data stream in order to present a distorted or false picture.

1-38. VI assets face the same physical threats as their host organization when operating as a component of a deployed ground force. The conventional threats include artillery systems, missile systems, rocket-propelled grenades, land mines, close-combat aircraft, and small arms fire.

## VISUAL INFORMATION RECORDS MANAGEMENT

1-39. Original local or non-local Army multimedia/VI productions and VI products with their associated administrative documentation are controlled as official records throughout their life cycle and disposal per General Records Schedule 21, DODI 5040.6, this regulation, and DA PAM 25-91. For VI housekeeping files, refer to AR 25-400-2.

1-40. Activity VI managers will maintain a system for numbering individual product items based on DODI 5040.6 requirements. Still photographs, motion picture footage, video recordings (excluding those assigned a production authorization number or PIN), and audio recordings, if retained for future use, will be assigned a VI record identification number (VIRIN). A description of the required VIRIN elements is provided in DA PAM 25-91. All VI material retained for future use will be captioned (DD Form 2537 (Visual Information Caption Sheet)) per procedures outlined in DA PAM 25-91. DD Form 2537 is available on the Army Publishing Division Web site.

1-41. For contractor-produced VI records, the contract will specify the Army's legal title and control of all such VI media and related documentation.

1-42. Because of their extreme vulnerability to damage, VI records will be handled in accordance with DODI 5040.6 and associated manuals.

1-43. Visual information managers will maintain continuous custody of permanent or unscheduled VI records prior to their retirement or submission for accessioning to the DIMOC. If different versions of multimedia/VI productions (such as short and long versions, closed-captioned, and foreign language) are prepared, an unaltered copy of each version will be maintained and forwarded through the DIMOC for accessioning daily.

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## Chapter 2

# Visual Information Documentation

VIDOC provides a visual record of significant Army events and activities and encompasses both tactical and nontactical documentation. This chapter defines and addresses VIDOC to include COMCAM, OPDOC, and technical documentation (TECDOC). It also addresses supplemental roles, the AVIDP, and training support.

### INTRODUCTION

2-1. VIDOC is the use of motion media, still photography, and audio recording of technical and nontechnical events while they occur, usually not controlled by the recording crew. VIDOC encompasses Combat Camera, operational documentation, and technical documentation. The purpose of the final product dictates the documentation category and provides justification for the initial imagery collection. Once the original collection mission is accomplished, the documentation can be used for other purposes.

2-2. VIDOC imagery preserves permanent visual records for historical purposes, such as after-action reports, lessons learned, briefings, books, magazine articles, movies, and television programming. This imagery also assists in building unit morale and identity by visually enhancing a unit's history.

### COMBAT CAMERA

2-3. COMCAM products are VIDOC, which supports unified action across the spectrum of conflict. COMCAM provides digital still imagery and motion imagery of ongoing activities, conditions, and events such as air, sea, and ground actions of armed forces in combat and sustainment operations, catastrophes, natural disasters, and training activities (e.g., exercises, war games, operations, and peacetime engagements). COMCAM products yield visual imagery and intelligence upon which commanders and staffs at all levels use to make informed operational decisions.

2-4. When employed, COMCAM supports the Soldier at all echelons in a theater of war. COMCAM force packages are adaptive and fully qualified and equipped to document sustained day/night operations. Their modular design facilitates the tailoring of support packages for lesser regional conflicts, small-scale contingencies and other operations in the spectrum, such as peacekeeping and foreign humanitarian relief operations. Imagery will be provided to the Joint Task Force commander, supported elements, and transmitted to the DIMOC.

2-5. COMCAM requirements should not be confused with PA or press pool media requirements. While combat 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 are allowed to photograph all aspects of an operation or event; decisions on classification, sensitivity, and public release will be made afterward through intelligence, operations, and PA staff coordination.

2-6. Tactical COMCAM documentation is an essential resource that supports all elements of full spectrum operations (defense, offense, and stability or civil support), at all levels of war. It is shared, as required, to simultaneously support the operational and planning requirements of commanders and decision-makers from the combatant commanders through the President and Secretary of Defense. It is a fundamental tool of commanders and decision-makers that, when utilized properly, is an effective combat force multiplier.

## IMAGERY SUPPORT TO PLANNING

2-7. Imagery support to planning involves the recording of selected or proposed routes into and within an objective area. It is the physical environment in which close combat operations are planned or take place. It allows combat personnel to learn landmarks, building locations, and other visual references to get an accurate visual site image. Motion media can capture these references, as well as noise level, light level, and area traffic in urban areas. This imagery can also analyze an area before an operation or critique employment tactics if access to the site is available after exercises. Figure 2-1 documents an example of imagery support to planning.



**Figure 2-1. Imagery support to planning**

## BATTLE DAMAGE ASSESSMENT

2-8. Battle damage assessment (BDA) is the timely and accurate estimate of damage resulting from the application of military force, either lethal or nonlethal, against a predetermined objective. BDA can be applied to the employment of all types of weapon systems (air, ground, naval, and Special Forces weapons systems) throughout the range of military operations. BDA is primarily an intelligence responsibility with required inputs and coordination from the operators (Field Manual [FM] 1-02).

2-9. BDA is composed of physical damage assessment, functional damage assessment, and target system assessment. It is a detailed record of battlefield damage against a predetermined target that gives tacticians immediate intelligence, surveillance, and reconnaissance to develop countermeasures to an enemy's weapons and allows logisticians to begin requisitioning appropriate supplies. Still photos or videos provide the necessary intelligence, surveillance, and reconnaissance to assess the current situation. Figure 2-2 documents an example of BDA imagery.



**Figure 2-2. Battlefield damage assessment imagery**

### **GAUGING EFFECTIVENESS IMAGERY**

2-10. Gauging effectiveness imagery documents the effectiveness of friendly weapons. Documentation includes the amount of collateral damage, the enemy's strengths and weaknesses, and the nature and effectiveness of his countermeasures. This visual imagery can quickly and accurately communicate intelligence, surveillance, and reconnaissance for analysis beyond the capability of words. Figure 2-3 documents an example of gauging effectiveness imagery.



**Figure 2-3. Gauging effectiveness imagery**

### **IMPROVING SITUATIONAL AWARENESS IMAGERY**

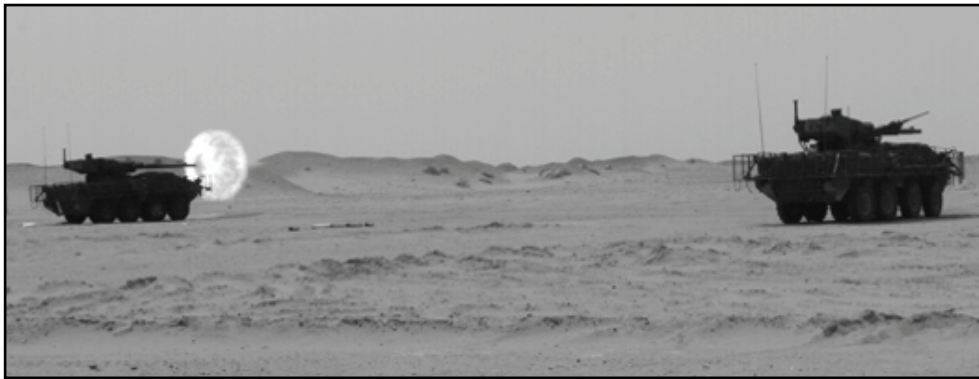
2-11. Improving situational awareness imagery documents near real-time visual reports. Examples are actual combat conditions and progress in military operations and engagements for the component, theater Army, the President and Secretary of Defense, Joint Chiefs of Staff (JCS), and military services staffs for decision making purposes. Figure 2-4 documents an example of improving situational awareness imagery.



**Figure 2-4. Improving situational awareness imagery**

## **REVIEW IMAGERY**

2-12. Review imagery documents initial operation engagements of new weapons and support systems, both friendly and enemy. It can be used to revise friendly tactics or validate doctrine. High technology, precision weapons, and enemy weapons of mass destruction, which may contain chemicals and biological warfare agents, may be used in conflict, which can significantly affect full spectrum operations. Commanders can use review imagery to visually comprehend the threat, thereby speeding innovation and the timely development of counter-tactics and revised doctrine. Figure 2-5 documents an example of review imagery.



**Figure 2-5. Review imagery**

## **OPERATIONAL DOCUMENTATION**

2-13. OPDOC is VIDOC of activities used to provide intelligence, surveillance, and reconnaissance about people, places, and things. It is general purpose documentation normally done in peacetime. Most VI activities at troop installations perform OPDOC as a major part of their mission. Common support activities provide OPDOC to all units, staffs, agencies, and organizations which require VI support to accomplish their missions. Examples are PA, command information, construction and renovation projects, safety office reports, fire department reports, personnel and community affairs projects, and 3/4

photographs. Some OPDOC material has only transitory, temporary value, and other material has lasting historical importance and must be preserved. The following paragraphs discuss OPDOC imagery.

### READINESS POSTURE IMAGERY

2-14. Readiness posture imagery displays a unit's readiness. Still photos or videos provide the necessary intelligence, surveillance, and reconnaissance to assess the situation in ways a written report might not do justice. Figure 2-6 documents an example of readiness posture imagery.



Figure 2-6. Readiness posture imagery

### SIGNIFICANT OPERATIONS IMAGERY

2-15. Significant operations imagery documents situations and supports public or community affairs programs. Examples are images of operations, exercises, or maneuvers captured for historical or PA purposes. Figure 2-7 documents an example of significant operations imagery as a Soldier interacts with children during a combined medical effort in Iraq.



Figure 2-7. Significant operations imagery

### SIGNIFICANT PROGRAMS AND PROJECTS IMAGERY

2-16. Significant programs and projects imagery documents programs and projects that impact national or Army policy. These images can be used to track progress, provide status, or document the accomplishment of significant milestones. Figure 2-8 documents the ribbon cutting for a new Soldiers' barracks, which was a significant milestone in Soldier quality of life initiatives.



**Figure 2-8. Significant programs and projects imagery**

### CIVIL MILITARY INVOLVEMENT IMAGERY

2-17. Civil military involvement imagery documents operating conditions, chronicling Army efforts and participation in disaster relief, civil disturbances, and environmental protection. This imagery can be used as part of the PA or community relations program to keep the public abreast of developments. The still and video imagery transcends the language barrier and allows better cooperation between the representatives of the military and local citizens, both American and foreign. Figure 2-9 documents an example of civil military involvement imagery as Soldiers provide disaster relief to citizens affected by a hurricane.



**Figure 2-9. Civil military involvement imagery**

## CONSTRUCTION IMAGERY

2-18. Construction imagery documents construction of systems, facilities, and installations. It demonstrates project progress and provides information for future operations, after action reviews, and lessons learned. Figure 2-10 documents an example of construction imagery.



Figure 2-10. Construction imagery

## SIGNIFICANT MILITARY EVENTS IMAGERY

2-19. Significant military events imagery provides a visual historical record. Some examples are base closures/realignments; activation/deactivation, deployment, or a change of command of a division or larger unit; and general officer promotions. Figure 2-11 documents an example of significant military event imagery.



Figure 2-11. Significant military event imagery

## MILITARY LIFE IMAGERY

2-20. Military life imagery documents military life such as Soldiers at work, physical training, new equipment usage, and enjoyment of life as a military family. Figure 2-12 documents an example of military life imagery.



**Figure 2-12. Military life imagery**

## TECHNICAL DOCUMENTATION

2-21. TECDOC is documentation of an actual event taken in order to evaluate it. It contributes to the study of human or mechanical factors; procedures, and processes in the fields of medicine, science, logistics, RDT&E, intelligence, investigations, and armament delivery. It has a high potential for becoming permanent record material. Figure 2-13 documents a Stryker mobile gun system firing high explosive anti-tank rounds at targets on a digital multipurpose training range for the purpose of evaluation.



**Figure 2-13. Evaluation imagery**

2-22. VI activities at proving grounds, missile ranges, hospitals, research centers, and similar installations are primarily engaged in TECDOC, but may also perform some OPDOC. Timely identification and preservation of record material is important for all VI activities, especially those concerned with TECDOC.



## SUPPLEMENTAL VISUAL INFORMATION ROLES

2-23. In addition to preserving permanent visual records for historical purposes, VIDOC imagery provides other supplemental, supporting roles.

### LEGAL DOCUMENTATION IMAGERY

2-24. Legal documentation imagery provides hard visual evidence that can be used in the prosecution or defense of Law of Armed Conflict issues or to complete investigators' accident or incident investigations. It also provides photographic proof of damage supporting the United States (US) governmental property damage claims by or against foreign governments. Figure 2-14 documents an example of legal documentation imagery.



Figure 2-14. Legal documentation imagery

### PSYCHOLOGICAL OPERATIONS IMAGERY

Imagery supports PSYOP programs by providing visual images to effectively support successful PSYOP. By visually demonstrating US forces' capabilities, strength, or resolve, PSYOP imagery provides PSYOP forces the ability to counter disinformation programs and influence military operations. Figure 2-15 documents an example of PSYOP imagery.



Figure 2-15. Psychological operations imagery

## **SIMULATION IMAGERY**

2-25. Simulations are images of recreated events developed using technology. Imagery of actual combat operations can assist in imparting the highest degree of realism to simulation technologies by including actual operation scenes and assisting in the detailed recreation of events.

2-26. High speed computers and advanced software packages allow commanders to recreate entire operation engagements, second-by-second and shot-by-shot, that can be shown on large projection screens. Importing this imagery into computer programs enhances simulation technology. This includes making simulations interactive and possibly raising the technology from a training tool to an intelligence and C2 system. Figure 2-16 documents an example of simulation imagery.



**Figure 2-16. Simulation imagery**

## **ARMY VISUAL INFORMATION DOCUMENTATION PROGRAM**

2-27. The AVIDP provisions govern the disposition of any VIDOC product gathered by designated VI assets. The AVIDP directs that VIDOC material with lasting value or historical significance be collected and archived for historical purposes. It specifically regulates VIDOC products produced by VI forces, although VI collected through other means can also be submitted, if appropriate. This program ensures the nation has a visual record of significant Army events and activities.

2-28. The AVIDP provides a visual record of significant Army events and activities. This information is acquired primarily for operational purposes. The OSD, Office of the Secretary of the Army, Office of the JCS, HQDA, and tactical and operational commands use these visual images in tactical C2 decision making, strategic planning, and management through presentations and reports.

2-29. Doctrinal, combat, material, and training developers use these records for analysis and in reports and briefings to support their programs. PA offices use these products to keep Army personnel informed. The portion of the material which has lasting value or historical significance is then acquired and archived for historical purposes.

## **TACTICAL DOCUMENTATION**

2-30. Record VIDOC that is obtained by COMCAM teams during support of joint operations, including peacetime military engagement, limited intervention, peace operations, irregular warfare, and major combat operations. COMCAM teams will electronically forward imagery, with embedded captions, to the DIMOC for distribution to operational decision-makers and other customers via videotape, prints, or the Web site <http://dodimagery.afis.osd.mil>. COMCAM teams will provide original source material to the DIMOC.

## **NONTACTICAL DOCUMENTATION**

2-31. Nontactical (infrastructure) documentation is record documentation of technical, operational and historical military events as they occur in peacetime. This documentation provides information about people, places, and things as well as processes in the fields of medicine, science, logistics, RDT&E and other historical events.

## **TRAINING SUPPORT**

2-32. VIDOC imagery can provide the full range of VI products to meet a commander's training needs. The following paragraphs discuss types of training programs that can be developed using documentary capabilities.

2-33. Visual training programs can be distributed throughout a theater of operations. Training aides can cover such topics as changes in tactics or operational and maintenance procedures and can be rapidly and accurately distributed. During peacetime, training at every level is enhanced through such products as interactive videodisk, videotapes, and slide-tape programs.

2-34. Internal PA programs convey crucial information to large groups of Soldiers quickly and efficiently. Examples of this type of information are Soldiers' expectations and mission support.

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## Chapter 3

# Documentation Methods and Products

Unprocessed information can be transformed into a useful product. This chapter addresses documentation methods, products, and product handling and distribution.

### DOCUMENTATION METHODS

3-1. The documentation method depends on the purpose of the documentation, the environment in which the documentation takes place and the support available to the Soldiers documenting the event. The following paragraphs address the different documentation methods.

#### MOTION MEDIA

3-2. Motion media is VIDOC of activities or operations as they occur. It is complemented by audio documentation. Motion media technology can be used in daytime, nighttime, and limited visibility operations. The following paragraphs address examples of motion media.

#### Video Camera Recorder

3-3. Video camera recorders capture and record images electronically. Videotape formats are generally classified by the width of the magnetic tape used. The videotape formats are—

- **High Definition Video.** High definition video is a video recording format, which uses Moving Picture Experts Group (MPEG)-2 compression to record high definition content on a mini digital video.
- **¼ inch Mini Digital Video.** The tape stores data digitally and the footage can be exported directly to a computer for editing.
- **½ inch.** Used by most consumers for home videotape. Both Video Home System (VHS) (the most popular home videotape format) and Beta, also their higher-quality counterparts (Super-VHS and Super Beta, respectively) are cassette-based tapes.
- **8 millimeter and High-Band Video8 (HI-8).** Cassette-based consumer format, used as a quick acquisition format to allow teams the ability to go out into the field, record their story, and submit the story to be dubbed up to the editing format used for broadcast.
- **Digital Video.** Images are recorded and played back on the camera's disc drive, memory chip, or other digital storage device in digital formats.

3-4. Since there are several light, highly portable systems that produce acceptable quality products, small format (½ inch or 8 millimeter) videotape are particularly useful during combat documentation. Larger format (¾ inch or 1 inch) videotapes are legacy formats, which may be found in media libraries or repositories. The larger format is often referred to as the production format and is necessary for materials that may be included in sophisticated video reports or that are unique documentation which needs to be transferred to a standard format for archival, reproduction, or distribution. This format also permits broadcast use to support PA and PSYOP. Figure 3-1 documents an example of motion media using video camera photography.



**Figure 3-1. Motion media using video camera photography**

### **STILL PHOTOGRAPHY**

3-5. Still photography involves producing, processing, and reproducing still picture films, prints, and transparencies. These images can be captured using film or digital camera photography or can be taken from motion picture or video photography. The following paragraphs address examples of still photography.

#### **Digital Still Photography**

3-6. Digital still photography cameras capture images electronically. The images are stored on an internal camera memory or removable memory devices and can be transferred to information systems for viewing and printing immediately. The images can be printed in black and white or in color, depending on the capabilities of the printer. They can be printed on photo or copy quality paper, depending on their intended use. Some cameras also have night vision devices that permit them to be used during darkness or other limited light conditions.

3-7. Because digital technology is relatively inexpensive and simple to use, it is available to forces at all levels. Digital still photography cameras can capture images such as terrain features, tactical deployments, intelligence information, and tactical operations taken directly from the operational environment. These images can be used from the local level through the President and Secretary of Defense to enhance critical and timely operational decisions.

#### **Film-Based Still Photography**

3-8. Film-based still photography is taken using still film cameras, which results in top-quality photographic images. The film, which captures positive and negative images, must be processed and printed. Film can be processed in either color or black and white. Processor capabilities range from compact, low-quantity processors to high quality and volume printing processors. Photos can be scanned to allow for transfer of products and captions into analog or digital format for transmission. Film-based still photography has the same capability for capturing images as digital still video photography; however, its processing speed is slower. Figure 3-2 documents an example of still documentation.



**Figure 3-2. Still documentation**

## **AUDIO**

3-9. Audio documentation is done by using audio recording systems that are integrated with video tape recorders or by using portable microphones and audio recorders. Audio documentation uses high-fidelity sound technology and standard size magnetic cassette recording tape.

## **CAPTIONS**

3-10. All VI units must document captions at the time visual images and sounds are recorded. Original captions are an integral and permanent record of the documentation. Still and motion media documentation will include captions IAW DODI 5040.02 and 5040.04, AR 25-1, and DA PAM 25-91.

3-11. The VI Soldier acquiring documentation will verify the accuracy and security classification of caption information with the command he supports. The captions will be factual and objective.

## **VISUAL INFORMATION PRODUCTS**

3-12. The following paragraphs address VI products acquired through various means.

### **PHOTOGRAPHS**

3-13. Photographs, either digital or film-based, can capture critical images such as terrain features, tactical deployments, intelligence information, and tactical operations. These images can be used from the local level through the President and Secretary of Defense to enhance critical and timely operational decisions.

### **MULTIMEDIA PRESENTATIONS**

3-14. Multimedia describes the ability to combine audio, video, and other information with graphics, control, storage, and other features of computer-based systems in the communication of information. The

combination of several media often provides a richer, more effective flow of information or ideas than a single media, such as traditional text-based communication. Typically, multimedia presentations are recorded continuously onto a motion medium, such as film or videotape, for replication and/or time delayed playback, but they may also be presented in real time.

3-15. Multimedia products can be used for a variety of purposes, from meeting training requirements to serving as a means to transmit public information. They allow commanders to review the operations and training of their forces, and introduce new and improved operational techniques and developments to subordinates.

3-16. Many times, the intended audience determines the amount of time a particular product is given for editing. This results in a range of quality in multimedia products. The levels of editing are—

- **Rough edit video report productions** are normally products used by commanders and staff at a local level to support their operational needs and are not viewed at higher levels.
- **Fully edited video productions** are normally products used by the theater command, joint headquarters, DOD, JCS, or the President and Secretary of Defense to support operational needs.

3-17. VI productions are generally defined as the results of sequencing, according to a plan or script, original and/or existing still and/or motion images into a self-contained, complete, linear presentation for conveying information to or communicating with an audience. The inclusion of a scripted audio aspect defines a VI production specifically as an audio visual production. Figure 3-3 documents an example of a linear presentation.



**Figure 3-3. Linear presentation**

### AUDIOCASSETTES OR SOUNDTRACKS

3-18. Audio documentation can accompany video documentation, complement still slide shows, or stand alone, depending on the purpose of the presentation.

### GRAPHICS

3-19. Graphics are the product of designing, creating, and preparing two- and three-dimensional visual products manually, by machine or by computer. This capability can produce accurate and informative operational decision graphics or enhance maps, aerial photographs, and satellite imagery. Graphics are used to create overlays to emphasize or illustrate terrain and friendly, enemy, and targeting positions. Graphics incorporate visual imagery into maneuver control systems to enhance accurate representation of the operational environment. Graphics are also used to prepare charts, posters, and visual materials for



brochures, publication covers, briefings, displays, and models, as well as rough sketches and paintings for operational and historical purposes.

## PRODUCTION AND DISTRIBUTION

3-20. The life cycle of a VI production begins when the functional proponent plans and programs resources to establish and justify the requirement in the Army Service component command (ASCC) or FOA annual production and distribution program. A VI production is the process of combining or arranging any separate audio or visual product(s) in continuity, in a self-contained, complete presentation that is developed according to a plan or script for conveying information to, or communicating with, an audience.

3-21. Used collectively, VI production refers to the functions of procurement, production, or adoption from all sources, including in-house or contract production, COTS acquisition, or adoption from another DOD component or federal agency.

3-22. All VI productions will be acquired in the most cost effective manner possible. Only authorized VI activities (refer to Chapter 2) are permitted to produce or contract for a new production. All VI activities will use the Federal Uniformed Audiovisual Contracting System competitive procurement of new productions as prescribed in the Office of Management and Budget Circular A-130, which states that VI managers will consider purchasing of COTS, produce under contract, and produce in-house, in that order.

3-23. VI managers will ensure that each requirement for a production is validated at each appropriate level (installation, ASCC or FOA, HQDA) by the responsible functional proponent who manages the resources for the area to be supported. The functional proponent or the designated representative evaluates the production objective and confirms the legitimate need for VI support to an authorized program or mission and ensures availability of funding.

3-24. All VI managers will ensure that the Army does not produce or support productions or other products used to influence pending legislation or to promote the status of any commercial industry. Productions dealing with history and art must educate, train, and inform, not promote the DOD organizational role. VI productions will not contain material that—

- Portrays military and DOD personnel in unfavorable or undignified circumstances unless it is essential to the message being conveyed.
- Implies endorsement of commercial products or services by introducing trademarks, labels, distinctive packaging, or reference to trade or brand names in the narration, dialogue, or titles.
- Promotes an individual, activity, or organization, or provides forums for opinions on broad subjects without reference to specific programs.
- Is inaccurate or incompatible with DOD policies or doctrine.
- Discriminates or appears to discriminate against individuals on the basis of sex, race, creed, nationality, age, religion, or national origin.

3-25. Reproduction of any DOD or Army-wide production in whole or in part is prohibited without prior approval of the ASCC or FOA VI manager, DIMOC, and Army Visual Information Management Office. VI managers will ensure that production records are reviewed and that there are no legal or other restrictions on reproduction prior to approval.

3-26. Purchased, rented, or adopted commercial products are authorized for exhibition in their original distribution format only, and will not be reproduced. Federal copyright laws and specific procurement conditions govern each individual production title. The Army may specify internal distribution restrictions for any of its productions when justified. These restrictions may indicate the type of activity and specific audience limitations.

3-27. The DIMOC will make replication and initial distribution of all Category 3 and 4 VI productions. Category 3 VI productions support more than one ASCC or FOA or are for Army-wide use. The total direct cost of each production (except videodisc) will not exceed \$50,000 without DOD review. If a production budget is originally approved at \$49,999 or less and later increases to more than \$50,000 (contract modifications, increased temporary duty, and so forth), a review by DOD is required.

3-28. Category 4 VI productions support DOD or two or more military components (Joint Interest Program). Requirements can be identified at any level (installation, ASCC or FOA, HQDA) as having joint interest potential. These requirements will be forwarded to the Army Visual Information Management Office for submission to the appropriate joint-interest review board for validation. If validated by the review board, the requirement will then be forwarded through Army Visual Information Management Office to DOD for approval.

3-29. If the requirement is not validated by the review board, it will be processed as an Army Category 3 requirement. The Director, DIMOC may on a case-by-case basis authorize local replication by an authorized VI activity. Local authorization will be limited to those requests that are determined to be cost effective, time dependent, and in the best interest of the customer, requester, and the US Army.

3-30. When additional copies of a production are no longer needed, the local authorized VI activity and specific audience limitations report to the DIMOC the number of copies that have been deleted from the activity inventory.

3-31. The VI manager at each level will ensure that a distribution plan is prepared for all productions. It will include the total number of copies required by the requester, the distribution format(s) and the proposed distribution of each copy to either specific end users for extended loan through their servicing VI activity or directly to the VI libraries.

3-32. VI productions distributed by the DIMOC that have been declared obsolete or are no longer required for loan by the VI activity, will be forwarded to the US Army Visual Information Center, which will return the VI productions back to the DIMOC for reuse or disposition. The DIMOC may grant VI activities the authority to dispose of obsolete productions locally.

## Chapter 4

# Combat Camera Assets and Activities

COMCAM documentation is an essential full spectrum operation resource that contributes to decision making at strategic, operational, and tactical levels. The COMCAM company provides digital still or video photography, digital image transmission, video editing, limited airborne and air assault capabilities, and night vision imagery acquisition. This chapter addresses the theater COMCAM company, theater COMCAM VI officer, and joint COMCAM operations.

### THEATER COMBAT CAMERA COMPANY

4-1. The mission of COMCAM forces is to provide the OSD, Chairman of the Joint Chiefs of Staff, the Military Departments, combatant commands, and JTF with a directed imagery capability in support of operational and planning requirements during wartime operations, worldwide crises, contingencies, and joint exercises (FM 3-55.12). The COMCAM mission is to support but is independent from, unique imagery operations such as PA, PSYOP, intelligence, and civil support. The Army's theater COMCAM company accomplishes its mission by providing COMCAM tactical support to joint and US Army operations and exercises.

4-2. The COMCAM company can provide land, airborne, and airmobile operations. When deployed as a whole, it supports Soldiers at all echelons across the spectrum of conflict in the theater of war. The company can deploy on short notice to support any level of combat force projection down to the brigade combat team. It can also operate in a joint operational environment as part of, or in support of, a joint COMCAM organization.

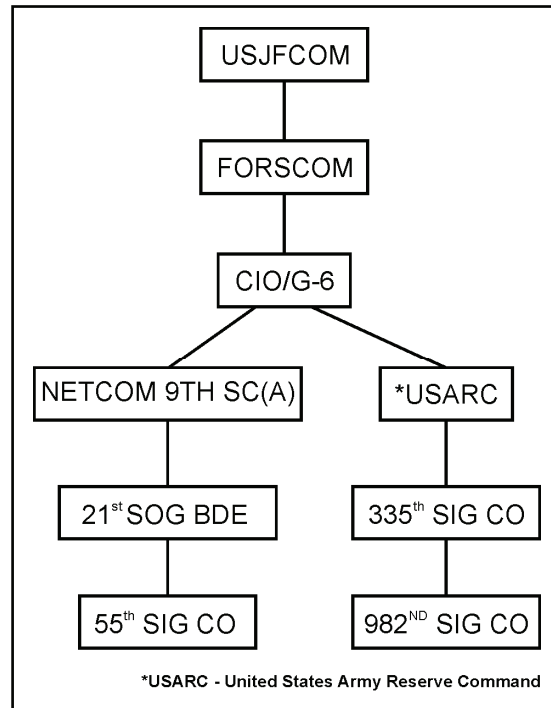
4-3. The COMCAM company has limited capability to process weapons system video (WSV). WSV shows the impact of ordnance on targets and captures immediate secondary effects that may not be ascertainable by subsequent reconnaissance over flights of the same target. WSV becomes a valuable source of material for timely and accurate BDA and intelligence at the theater level, PSYOP within the international arena, and PA at the national level. COMCAM units usually do not handle reconnaissance and unmanned aircraft system imagery. It is an unmanned aircraft systems requirement and mission to gather reconnaissance imagery.

4-4. The mission performed by the COMCAM company is not meant to replace user-owned and operated VI systems, such as those used specifically for intelligence, medical, prisoner documentation, and PSYOP. The company will augment functioning VI systems only when the systems cannot provide the required support.

### COMMAND AND CONTROL

4-5. Commanders involved in joint exercises and operations, and other events involving DOD components having significant national interest will plan for, task, sustain, and employ COMCAM forces.

4-6. Mission taskings for Army COMCAM teams are generated by the United States Joint Forces Command (USJFCOM) and United States Army Forces Command (FORSCOM). The CIO/G-6 and FORSCOM assistant chief of staff, operations (G-3) are responsible for ensuring that all contingency and war plans include COMCAM requirements in their operation annexes. Figure 4-1 outlines the COMCAM battle command chain for mission taskings.



**Figure 4-1. COMCAM battle command chain for mission taskings**

4-7. When deployed COMCAM teams may be tasked as members of the Joint COMCAM Team (JCCT). The joint operational control is typically retained at the joint force level through the joint force J-3. The joint force information operations division (J-39) is responsible for COMCAM activities. Tactical control for joint COMCAM operations is generally provided by the locally supported commander. FORSCOM retains administrative control (ADCON) of COMCAM teams assigned or OPCON to the JCCT. When not deployed, COMCAM teams are under the OPCON of FORSCOM.

### COMCAM COMPANY CAPABILITIES

4-8. The COMCAM company provides the following capabilities—

- Staff planning, control, and supervision of the operations of the company, to include any augmenting personnel or materiel assets.
- COMCAM equipment maintenance by minor on-site repair, replacement, or evacuation to civilian contractors.
- Liaison to supported units, joint collection management tools and other service COMCAM elements.
- Landing by parachute when organized to support airborne operations.
- Establishment, operation, and maintenance of COMCAM facilities supporting theater Army and subordinate tactical command post headquarters. This includes—
  - COMCAM editing for the electronic processing of digital still and motion imagery acquired by organic documentation teams, WSV, or other COMCAM field units located in the theater Army area of responsibility.
  - Operating support facilities to provide tailored still and motion media products, graphics products, narration support, and video reports on short suspense.
  - Presentation and exploitation of visual imagery in support of operational requirements.
  - COMCAM platoons to support operational requirements and provide continuous COMCAM documentation for historical purposes, to include ground and aerial documentation/acquisition of visual imagery. Transmission is accomplished via the most

reliable transmission means available; that is combat net radios, single-channel tactical satellite radios, local area networks, or Defense Switched Network (DSN) and commercial telephone lines.

- VI and documentation support to Army units with missions across the spectrum of conflict from peacetime military engagement to major combat operations.

## COMCAM COMPANY OPERATIONS

4-9. The COMCAM company is a force multiplier for all elements of Army operations. COMCAM personnel are also low-density, high profile, and rapidly deployable. The COMCAM company response capacity is equal to the forces it deploys with, and it trains with those units when possible. Elements of the company supporting airborne operations are jump qualified. Elements supporting forced entry and rapid deployment missions can embark on short notice with limited aircraft space. When fully deployed, elements are dispersed over the entire theater of operations and are capable of 24-hour operations.

4-10. Typical COMCAM support to the division sections include the following:

- Assistant chief of staff, personnel (G-1) — Historical, legal, safety.
- Assistant chief of staff, intelligence (G-2) — Counter intelligence, terrain analysis, targeting, situational awareness, and intelligence missions.
- Assistant chief of staff, operations (G-3) — Operational assessment, reconnaissance, decision making, incident verification and information operations, WSV.
- Assistant chief of staff, sustainment (G-4) — Equipment use, support conditions, sustainment infrastructure.
- Assistant chief of staff, plans (G-5) — Contingency, operational, and deception planning.
- Assistant chief of staff, command, control, and information management (G-6) — Signal site evaluation, systems integration.
- Assistant chief of staff, information operations (G-7) — Information assurance, physical security, physical attack, counter intelligence, COMCAM.
- Assistant chief of staff, financial management (G-8) — Financial management, manpower, personnel and equipment authorizations, government purchase card and government travel charge card programs.
- Assistant chief of staff, civil-military operations (G-9) — Civil support, maneuver coordination, full spectrum operations.

4-11. The COMCAM company is trained and equipped to operate in all climates, adverse weather, chemical, biological, radiological and nuclear environments, and under severe operating conditions. It can provide field operations with all mission forces within the military Services and employ equipment with compatible technical formats and film types to ensure interoperability when deployed. In special operations or small task force situations, Soldiers may operate in close combat. All personnel remain qualified on both pistol and rifle, and the company maintains mobility stocks of these weapons to deploy with the Soldiers.

## ROLE OF THE ARMY COMPONENT HEADQUARTERS AND STAFF

4-12. FORSCOM is responsible for COMCAM mission requests and taskings. Once the requirements for COMCAM support have been identified to FORSCOM, NETCOM/9<sup>th</sup> SC(A) is copy furnished.

4-13. HQDA CIO/G-6 roles are as follows—

- Serves as the Army's functional proponent for COMCAM.
- Provides, a senior Army VI representation to the OSD, Office of the Secretary of the Army, the Army staff, and ACOMs.
- Reviews and evaluates COMCAM capability documentation for force structure, manpower, and systems requirements.

4-14. The Deputy Chief of Staff for plans (G-5) ensures that COMCAM documentation support is included in Army operational planning documents for operations plans (OPLANS), contingency plans, and training exercises.

4-15. The Commanding General, US Army NETCOM/9<sup>th</sup> SC(A) through the 21<sup>st</sup> Signal Brigade and the Commanding General United States Army Reserve Command (USARC) through the 335<sup>th</sup> Signal Command Theater (SC[T])—

- Organizes and operates Army deployable COMCAM units through the 55<sup>th</sup> Signal Company (COMCAM) (Regular Army) and the 982<sup>nd</sup> Signal Company (COMCAM) (Army Reserve) to provide visual documentation of operational contingencies, exercises, joint operations, and relief activities in response to major disasters and other peacetime engagements.
- Provides worldwide COMCAM documentation support for Army, joint exercises and operations, and other peacetime engagements. This includes participation in development and maintenance of appropriate war plans.

4-16. The Commanding General, US Army Training and Doctrine Command (TRADOC), develops combat and materiel development plans and methods (ways) for employing specific military attributes and capabilities (means) to achieve stated objectives (ends) [concept] for COMCAM organizations and systems. A concept after further development, experimentation, assessment, and refinement may lead to an accepted way of doing something. It is only after an accepted concept is validated and approved, with reasonable confidence, that it provides the basis for force planning. TRADOC prepares TOEs within the force structure for COMCAM and prepares COMCAM operational concepts along with associated systems and equipment.

4-17. Commanders of Army components of unified and specific commands integrate COMCAM support requirements into operational plans for contingencies and national disasters IAW the Joint Operations Planning and Execution System, Volumes I through III.

### SUPPORT REQUIREMENTS

4-18. Corps COMCAM teams are assigned or attached to specific corps units and provide VIDOC at corps headquarters down to division and brigade level. COMCAM Soldiers will be trained and equipped to respond as an integral part of the information element of combat power.

4-19. At the theater level, the COMCAM company is attached to the theater Army. The company is tailored to support Theater/Corps sized elements, while working directly for the Theater/Corps C3/J3/G3 IO.

- The theater Army element provides support and services under the warfighting functions.
- Under the warfighting functions support is provided for transmission of VI on data-capable communications lines across the theater of operations and back to the sustaining base.
- The theater Army provides communications-electronics (C-E) maintenance support to the COMCAM company.

4-20. At the corps and division levels, the COMCAM element is attached to the headquarters.

- The platoon headquarters is co-located with the appropriate corps/division G-3 under the IO.
- The COMCAM teams are under the operational control of the brigade and battalion headquarters and are co-located with the appropriate unit operations staff officer (S-3).
- The associated Army element provides food service, health, legal, religious, financial management, human resources, administrative services, supply, supplemental air transportation, and support for transmission of VI on data-capable communications lines across the corps/division and to the next higher headquarters.
- The corresponding signal command provides C-E maintenance support.

**Example.** Assignment and tasking of a COMCAM team at the division level: An Infantry Division (ID) VI Planner is tasked by the ID Deputy G-3 to support an Infantry Battalion under a Brigade Combat Team, with a team to document house to house searches for weapons and contraband during a joint combat operation. Typical COMCAM support for a tasking such as this would be provided by a documentation team consisting of two Combat Document/Production Specialists. The Combat Document/Production Specialists would depart with the Infantry Battalion to document this mission during both day and night conditions. Immediately upon completion of the operation the documentation team will caption, process, and forward the imagery through the designated channels.

4-21. COMCAM imagery supports the military commander's operation themes and messages, enhances situational awareness, and is a historical operations record. Historical documentation of ongoing military operations and support of strategic communication objectives is provided through COMCAM by integrating and synchronizing the acquisition and distribution of still and motion imagery. Figure 4-2 provides examples of typical COMCAM supported mission areas.

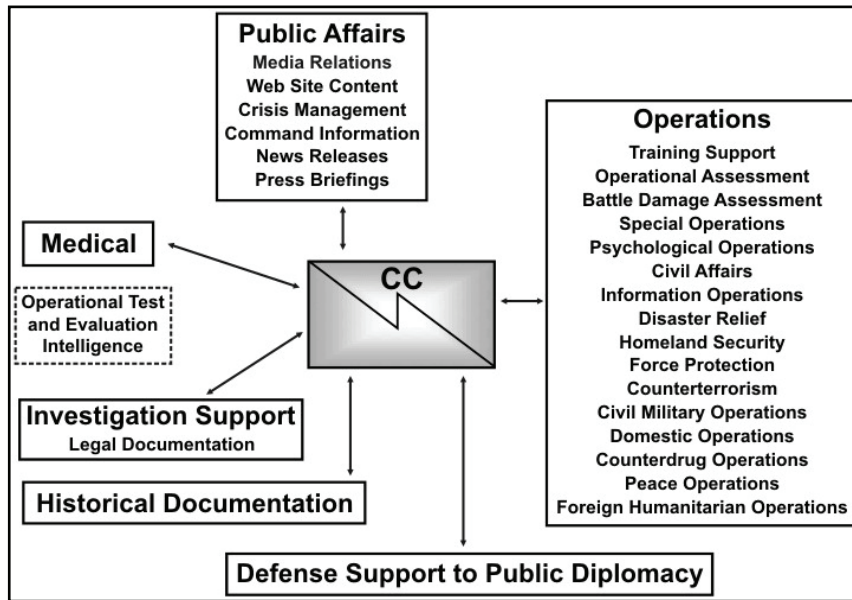


Figure 4-2. COMCAM mission support

4-22. To support austere environments, COMCAM elements can deploy with limited low data-rate satellite transmission capability. Most COMCAM imagery is transmitted using theater-deployed or fixed commercial communications. The DIMOC is not responsible for clearing imagery for public release; this function is the responsibility of the on-scene commander. The DIMOC can receive cleared and uncleared imagery classified up to the SECRET level via electronic means on the SECRET Internet Protocol Router Network (SIPRNET). Uncleared imagery should be forwarded to the DIMOC, but will be “For Official Use Only” until clearance for public release by proper authority.

4-23. The DIMOC serves as the DOD’s central reception and distribution point for joint-interest imagery. The DIMOC has the primary mission of distributing operational imagery to the JS for the daily JCS briefing. In addition, unclassified imagery that has been cleared for public release by the appropriate PA authority is provided to the Office of the ASD PA for potential release to internal and external media. All non-DOD access to imagery, aside from the limited release to the State Department, is through DOD PA offices.

4-24. A designated representative, working under the authority of the on-scene commander, typically will accomplish security review. The goal of the security review is to protect classified material and prevent inadvertent disclosure. Security classification markings should be IAW DOD 5200.1-PH for classifying

material. Unclassified imagery deemed sensitive in nature must be designated as “For Official Use Only, Not for Release.” This security review must be done very quickly to avoid imagery movement delays and should include review of photo and video captions and video run sheet data. If an image is deemed to contain classified information, the caption should specify what exactly is classified. In some cases, the text of a caption may be the only classified part of an image file. The authority that has classified an image must be listed in the caption, along with that person’s title, unit name, and contact information (in case of declassification review).

4-25. The local PA, or other designated representative at the lowest possible level, will review all unclassified imagery for possible public release unless otherwise directed by PA guidance or higher authority. COMCAM imagery can be specifically identified as “Not Cleared For Public Release” at any level in the review process, to prevent inadvertent release of “Unclassified, but Sensitive” imagery to the public.

4-26. This review process should be established in advance to ensure imagery movement is not delayed. Reviewing and clearing imagery at the lowest possible level will expedite the movement of imagery to customers who have an immediate need for “cleared” imagery. Public release procedures must be spelled out in the applicable OPLAN/operations orders/supporting COMCAM annexes and coordinated with the joint force PA.

### STRUCTURE

4-27. The modular design of the COMCAM company has been standardized to facilitate their mission requirements at the tactical level of operations to more accurately reflect its emerging role in strategic and tactical requirements.

4-28. The structure of the theater COMCAM company consists of a company headquarters and two support platoons, which are the corps support platoon, and the division support platoon. Figure 4-3 outlines the structure of a typical theater COMCAM company.



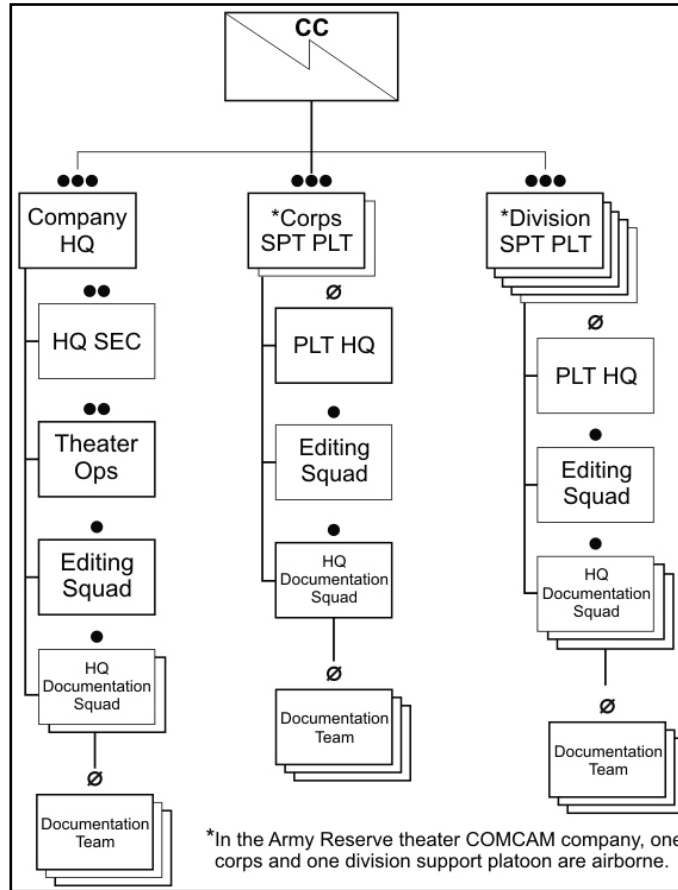


Figure 4-3. Theater COMCAM company

### Company Headquarters

4-29. The company headquarters provides command, control, and supervision of the operations and activities of assigned platoons, and ensures they execute their joint, unified, and Army VIDOC missions. The company headquarters also provides control and coordination of COMCAM VIDOC missions in the theater/joint area of responsibility to include COMCAM VI staff planning. The company headquarters provides limited administrative and logistical support for all assigned personnel, to include procuring the operational, logistical, and battlefield information services required to accomplish the mission. COMCAM sustainment support includes the following activities—

- Coordinating the unit’s supply activities, to include requesting, receiving, storing, issuing, accounting for, and preserving individual, organizational, installation and expendable supplies, and equipment.
- Issuing, receiving, maintaining, securing, and controlling the unit’s weapons and ammunition.
- Training, advising, and supervising the unit on the operation and maintenance of chemical equipment.
- Executing the unit’s human resources and administrative functions.
- Maintaining the unit’s maintenance management system and prescribed load list (PLL).
- Maintaining the company’s environmental control unit, vehicles, and generators.

### Corps and Division Support Platoon

4-30. The corps and division support platoons supports the corps and division VI requirements by providing VI support to corps and division headquarters and their assigned or attached units for operational decision making and historical documentation.

### Platoon Headquarters

4-31. The platoon headquarters provides command, control, and supervision over COMCAM missions and elements within the corps and division area. The platoon leader serves as the corps/division VI and COMCAM staff officer. The platoon headquarters also consists of an E7, 25Z40, platoon sergeant. The platoon sergeant is the key assistant and advisor to the platoon leader on VI and COMCAM related tasks. The platoon sergeant is responsible for ensuring the platoon is trained to perform the tasks associated with VI and COMCAM operations.

### Theater Operations Section

4-32. The theater operations section (refer to Table 4-1) plans, coordinates, and supervise the operations of all theater, corps, and division-level COMCAM documentation. It supports missions while distributing associated products to support the mission requirements of the ASCC. It develops and distributes annexes to operations orders and OPLANs and ensures the execution of COMCAM VIDOC by assigned platoons. The theater operations section is responsible for coordination/liaison among theater J-3, ASCC G-3, corps, and division COMCAM support elements. It exercises direct control over the documentation and editing squads assigned to the section.

**Table 4-1. Theater operations section**

<i>Rank</i>	<i>Military Occupational Specialty</i>	<i>Position</i>
O3	25A00	Operations Officer
E7	25Z40	VI Supervisor
E7	25Z40	VI Liaison Noncommissioned Officer

### Editing Squad

4-33. The editing squad (refer to Table 4-2) provides still and video editing for finished products at the division, corps, and theater levels. It tailors still and motion media products, graphic products, narration support, and video reports. It also edits and archives video and photographic productions, and arranges for presentation of visual imagery to support the operational headquarters.

4-34. The editing squad operates the still photography editing and processing system, the electronic still photography system, the motion video acquisition system, and the motion video editing system. The editing squad which is tailored to support a division is co-located with the VI planner within the division G-3.

**Table 4-2. Editing squad**

<i>Rank</i>	<i>Military Occupational Specialty</i>	<i>Position</i>
E6	25M30	Tactical Multimedia Noncommissioned Officer
E4	25R10	VI Equipment Operator-Maintainer
E4	25V10	Combat Document/Production Specialist
E4	46R10	PA Broadcast Specialist
E3	25M10	Multimedia Illustrator
E3	25V10	Combat Document/Production Specialist

## Headquarters Documentation Squad

4-35. The headquarters documentation squad consists of an E6, 25V30, squad leader who provides on-site day and night COMCAM still and video imagery and rough video editing in support of the theater, corps, division, and below through the use of the Electronic Still Photography System. The documentation squad leader supervises and directs the three documentation teams in the squad.

## Documentation Team

4-36. The documentation team provides day and night COMCAM still and video imagery. The imagery supports the units throughout the theater of operations and down to the movement battalion level. The documentation team operates the camera set still picture: KS-99, the Electronic Still Photography System, and the Motion Video Acquisition System. The documentation team (refer to Table 4-3) which is tailored to support a movement battalion or maneuver enhancement brigade would work directly for the IO or S-3.

**Table 4-3. Documentation Team**

<i>Rank</i>	<i>Military Occupational Specialty</i>	<i>Position</i>
E4	25V10	Combat Document/Production Specialist
E3	25V10	Combat Document/Production Specialist

## COMMUNICATIONS

4-37. The theater Army COMCAM company passes CLASSIFIED and UNCLASSIFIED orders and command and operational intelligence, surveillance, and reconnaissance at the theater, corps, and division levels over Internet Protocol networks. At each of these levels, COMCAM elements operate an internal frequency modulation net for C2 and operate within the supported unit's net. The company has organic communication equipment to support this requirement.

4-38. The company passes classified and unclassified command and operational intelligence, surveillance, and reconnaissance, imagery, and data throughout the theater of operations over the Internet Protocol network. It uses telephones for basic staff coordination and to pass products and imagery around the operational environment. In an austere environment, COMCAM elements can deploy with limited stand alone transmission capability via portable low data rate satellite transmission systems. Most COMCAM still and video imagery is moved using theater deployed or fixed communications, such as the Non-Secure Internet Protocol Router Network (NIPRNET) and the SIPRNET.

## Single Channel Ground and Airborne Radio System

4-39. The primary communication equipment that supports COMCAM company requirements is the Single Channel Ground and Airborne Radio System (SINCGARS). The SINCGARS family of radios is designed on a modular basis to achieve maximum commonality among various ground and airborne configurations. A common receiver/transmitter is used in the manpack and all vehicle configurations. These individual components are totally interchangeable from one configuration to the next.

4-40. SINCGARS operates in either the single channel (SC) or frequency hopping (FH) mode. In the SC non-secure mode it is compatible with all current US and multinational VHF radios. In the FH mode SINCGARS is secured with electronic attack security features that enable the United States (US) Army, US Navy, US Air Force, and US Marine Corps communications interoperability. This interoperability ensures successful communications for joint and single component combat operations. SINCGARS stores eight SC frequencies, including the cue and manual frequencies and six separate hopsets.

4-41. SINCGARS operates on any of 2,320 channels between 30–88 MHz, with a channel separation of 25 kilohertz (kHz). It is designed to operate in nuclear or hostile environments. SINCGARS accepts either digital or analog input, and imposes the signal onto a SC or FH output signal. In FH, the input changes frequency about 100 times per second over portions of the tactical VHF range. This hinders threat intercept and jamming units from locating or disrupting friendly communications.

4-42. SINCGARS provides data rates of 600, 1,200, 2,400, 4,800, and 16,000 bps; enhanced data mode (EDM) of 1200N, 2400N, 4800N, and 9600N; and packet and recommended standard-232 data. The System Improvement Program and Advanced System Improvement Program (ASIP) radios provide EDM, which provide Forward Error Correction (FEC), speed, range, and data transmission accuracy.

4-43. The receiver/transmitter has three power settings that vary transmission range from 200 meters (656.1 ft) to 10 km (6.2 miles). Adding a power amplifier increases the line-of-sight range to 40 km (25 miles). The variable output power level allows users to lessen the electromagnetic signature given off by the radio set. (Refer to FM 6-02.53 for additional information regarding the SINCGARS radio.)

**Broadband Global Area Network**

4-44. COMCAM company communication requirements are also supported through the use of the Broadband Global Area Network (BGAN). BGAN is a new family of services and products that operate at data rates up to 492 Kilobit per second (kbps). BGAN supports Internet Protocol technology as well as traditional circuit-switched voice and data. There are a wide variety of small user terminals available which provide performance options to suit different operational needs. BGAN provides VI Soldiers the capability to communicate from nearly anywhere in the world. BGAN applications include—

- Email, webmail and Virtual Private Network (VPN)/Intranet access.
- Secure voice and data.
- Large image transfer.
- Store and forward video/surveillance.
- Videoconferencing.
- Communication-on-the-move.
- Blue Force Tracking/situational awareness.
- Multicast/netted communication.
- Engine/system telemetry.

4-45. BGAN provides simultaneous voice and broadband data on a global basis. It provides secure reachback and in-theater of operations interoperability through a single, portable terminal that is compatible with both circuit-switched and Internet Protocol (IP)-based cryptographic devices. BGAN enables IP-based data connectivity for email, Internet and VPN access, while supporting simultaneous voice and Integrated Services Digital Network (ISDN) (Refer to table 4-4). Through the use of BGAN the remote VI Soldier utilize a small laptop and portable BGAN terminals device to connect to the network. The mobile broadband services are delivered over new generation International Marine/Maritime Satellite (INMARSAT) satellites called INMARSAT-4 (I-4). BGAN supports the latest IP-based services, as well as traditional circuit-switched voice and data, integrating seamlessly with existing networks. BGAN provides Soldiers the capability to select guaranteed data rates on-demand, to support a range of video-based applications. Network capacity can be re-directed to areas of heavy demand to ensure bandwidth availability. BGAN services are provided through a high and low-gain antenna and the BGAN is compatible with a range of legacy and current devices.

**Table 4-4. BGAN mobile broadband services**

<i>Service Standard IP</i>	<i>Streaming IP</i>	<i>Voice</i>	<i>ISDN</i>
Land BGAN Up to 492kbps over a shared channel	Guaranteed data rates up to 256kbps	Voice calls with voicemail and other third-generation services	Standard ISDN at 64kbps

**THEATER COMBAT CAMERA VISUAL INFORMATION OFFICER**

4-46. The COMCAM company commander serves as the theater COMCAM VI officer on the theater SC(A) G-6 staff at the ASCC. As the theater COMCAM VI officer, his responsibilities include—

- Advising and providing intelligence, surveillance, and reconnaissance to the commander and the G-3 on COMCAM capabilities and operations.

- Making recommendations on the capabilities, limitations, and employment of COMCAM assets to support the mission objectives.
- Planning and recommending COMCAM missions, and monitoring execution of decisions.
- Preparing, updating, and maintaining COMCAM annexes to plans and orders.
- Processing, analyzing, and disseminating COMCAM information, to include submitting COMCAM products and information to the appropriate staff element.
- Identifying and analyzing problems that might affect or be affected by COMCAM.
- Conducting staff coordination with the command, other staff officers, and sections at the higher, lower, adjacent, and supporting echelons of command and corresponding JS elements.

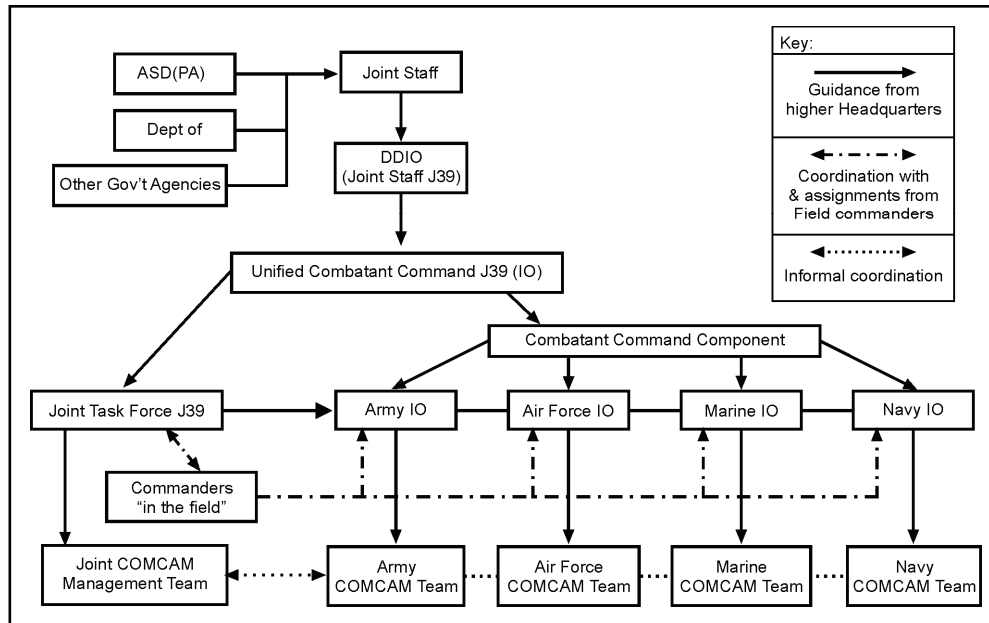
## **JOINT COMBAT CAMERA OPERATIONS**

4-47. COMCAM empowers the joint force commander by acquiring, processing and distributing classified and unclassified still and motion imagery in support of full spectrum operations. Inclusive documentation ensures an accurate record of ongoing operations, and is vital to the strategic communication mission. Each military Service has dedicated COMCAM units that are specially trained and equipped to support combat forces in any environment. All COMCAM personnel must have received advanced field training and weapons qualifications. All personnel who require access to information systems processing classified defense information to fulfill their duties will possess a security clearance based on the appropriate personnel security investigation per Department of Defense Directive (DODD) 5200.2.

4-48. Army COMCAM teams will be tasked to participate in DOD joint exercises along with COMCAM teams from other services. Only the Chairman, Joint Chiefs of Staff and combatant commanders have the authority to task joint service COMCAM teams. Tasking is normally component-specific (Army COMCAM is tasked to document Army activities); however in a joint environment, joint COMCAM forces can be formed to document all aspects of an operation.

4-49. Joint COMCAM is an operational mission assigned to the J-3. COMCAM deliberate plans are published in Appendix 11 to Annex C of the operations plan. Other functions may cross-reference COMCAM support in their respective annexes.

4-50. The joint force J-3 IO (J-39) is responsible for COMCAM activities. The J-39 will generate COMCAM mission assignments and receive assignments from both higher authority and from within the joint force. The J-39 will establish priorities and coordinate support for COMCAM missions with requesting commanders within the joint force. These assignments not only require the support of commanders “in the field”, but can also generate mission assignments from the component J-39 (IO). The JCCT lead officer in charge reports directly to the J-39 to integrate COMCAM into the joint force’s major operations plan and serve as the senior COMCAM advisor on the J-3 staff. COMCAM requirements outside the purview of the J39, needs to be coordinated through the J-39. Under guidance of the J-39, the JCCT lead is responsible for receiving, prioritizing, directing and coordinating operational assignments for the deployed COMCAM teams. Figure 4-4 outlines COMCAM mission assignments.



**Figure 4-4. COMCAM mission assignments**

4-51. In coordination with the joint force J-3 and J-39, the JCCT lead develops a documentation plan for both the JCCT and Service COMCAM assets. The JCCT can direct COMCAM team documentation taskings. Components retain ADCON for their COMCAM forces within the joint force. COMCAM routinely receives documentation requests from other functional areas through the J-3 via the J-39. The JCCT lead advises the various staff elements on effective application of COMCAM assets and can be depended upon for aiding in developing requirements.

4-52. JCCTs acquire still and motion imagery via digital format. Based on the requirement, the number of teams and composition needed to document a specific mission will vary. The team is attached to the unit it will document and is logistically supported by that unit. Frequently, COMCAM teams will move to cover multiple units within a theater of operations and TACON may transfer multiple times at the discretion of the JCCT lead. Field commanders are encouraged to utilize COMCAM teams for operational imagery requirements. The following require prioritization of mission tasking to ensure COMCAM availability—

- Emergent imagery requirements.
- Documentation of capture of persons of interest.
- Destruction of equipment, or events of high visibility.

## **Chapter 5**

# **Operational Responsibility**

VI assets are a valuable source of information. This chapter addresses the responsibilities of the commander, operations and plans staff officer, signal staff officer, VI staff officer or noncommissioned officer (NCO), and functional user.

### **COMMANDER**

5-1. The operational commander is responsible for identifying the requirement for VI support, ensuring there is adequate support for VI assets, and determining collection requirements based on local mission objectives. This includes VI operations in all subordinate, assigned, or attached commands. Staff officers assist commanders in the discharge of these duties.

5-2. The on-scene commander is the releasing authority for all imagery acquired in the theater of operations. The complete cycle from acquisition to receipt by the DIMOC must occur as expeditiously as possible to meet the timely requirements established by the joint force commander in order for the collected imagery to remain a viable decision making tool for the leaders at the OSD, the JS, Defense agencies, Department of State, Homeland Security, combatant commands, PA outlets, and military and government agencies.

### **OPERATIONS AND PLANS STAFF OFFICER**

5-3. The operations and plans staff officer at each level of command is responsible for identifying and integrating VI requirements into the operational environment. This integration is critical as it significantly enhances operational decision making.

### **SIGNAL STAFF OFFICER**

5-4. The signal staff officer at each level of command is responsible for directing VI in support of the assigned mission and advising both the commander and the operations and plans staff officer. The signal staff officer identifies and evaluates VI requirements and directs the preparation of planned operations, crisis, and exercise plans to ensure accomplishment of VI missions.

5-5. The signal staff officer briefs commanders and staffs on the capabilities and limitations of VI units and procedures for requesting VI support. The signal staff officer is responsible for defining and integrating the role of VI in support of battlefield information systems at his command level. The signal staff officer at each level will have a VI staff officer or NCO to advise them on VI operations.

### **VISUAL INFORMATION STAFF OFFICER**

5-6. The VI staff officer or NCO at each command level integrates operationally with the component staff and is responsible for assisting the signal staff officer in the planning and execution of VI in support of the assigned mission. The VI staff officer identifies and integrates VI applications to support operational decision making to prosecute operations at all echelons of command. The VI staff officer defines the capabilities and limitations of VI units and establishes procedures for requesting, validating, and prioritizing VI support. At the theater of operations staff level the COMCAM VI staff officer in the G-6 assumes these duties and responsibilities. At echelons corps and below, the signal staff officer assumes these duties and is advised and assisted by the VI staff officer or NCO.

## **FUNCTIONAL USER**

5-7. The functional user at each level is responsible for identifying, defining, coordinating, and integrating VI support into the operational decision making process. Users must familiarize themselves with VI capabilities, limitations, and procedures prior to requesting support. VI capabilities, limitations, and procedures are outlined in local VI standing operating procedures.

## **COMBAT CAMERA TEAM LEADER**

5-8. The COMCAM team leader produces still and motion imagery to transmit to the DIMOC via portable or fixed long-range transmission systems, such as satellite communications systems. The team leader also coordinates the documentation of day and night combat operations, or aerial documentation with supported units.

## **COMBAT CAMERA TEAM MEMBER**

- 5-9. COMCAM team members have the following responsibilities—
- Install, operate, and maintain tactical VI systems in support of all missions.
  - Ensure proper image captions are done on all imagery.
  - Provide maintenance for all VI equipment, vehicle, and TA-50 equipment.
  - Keep track of all assigned equipment.
  - Clear all images with intelligence staff officer (S-2)/PA office.
  - Transmit all images in timely manner.
  - Assist the team leader on all mission assignments.



## **Chapter 6**

# **Life Cycle Management**

As with other Army supplies, exact determinations of requirements for VI supplies and equipment and careful requisitioning are essential. This chapter addresses life cycle management of VI as it relates to equipment and systems, equipment planning, combat developers, materiel developers (MATDEV), supplies and repair parts, and maintenance.

### **VISUAL INFORMATION EQUIPMENT AND SYSTEMS**

6-1. Visual information equipment and systems are items of a nonexpendable or durable nature that are capable of continuing or repetitive use. These items are used for recording, producing, reproducing, processing, broadcasting, editing, distributing, exhibiting and storing VI products. A VI system exists when a number of components (items) are interconnected and designed primarily to operate together. When items that could otherwise be called non-VI equipment are an integral part of a VI system (existing or under development), they will be managed as part of that VI system. All hardware and software listed under Federal Stock Classification 70 that have a dedicated purpose of preparing or presenting VI material will be validated, approved, and managed as VI equipment by the appropriate level. When copiers or duplicators capable of producing single or multicolor process copies in a single pass, regardless of speed, are used in support of VI, prior approval to procure must be obtained from the appropriate level of VI management (Reference AR 25–30).

6-2. VI activities are authorized equipment and systems to produce products and provide services at their approved capability levels.

6-3. VI equipment and systems are nonexpendable or durable items that are capable of continued or repetitive use. These items can record, produce, reproduce, process, broadcast, edit, distribute, exhibit, and store VI products.

6-4. Visual information COTS investment items are DA-controlled with a cost threshold established by Congress. VI systems and equipment requirements costing in excess of the Office of Public Affairs threshold will be validated by the requesting FOA VI manager and coordinated with the DOIM prior to forwarding to HQDA, CIO/G–6 (SAIS–AOI). These requirements will be prioritized and funded Management Decision Package (MDEP) Visual Information Mission Support (MU1M) by the CIO/G–6. Television-Audio Support Activity (T-ASA), an OSD organization, is the item commodity manager for the acquisition of commercially available VI investment equipment. COTS nontactical VI equipment and systems costing \$50,000 or more will be procured by the T-ASA. Installations and FOA VI managers may provide supplemental investment funds for the acquisition of CIO/G–6-approved requirements. Local procurement authority may be granted by T-ASA. Expense items of equipment costing less than \$50,000 may be procured locally upon approval of the DOIM. This authority may not be delegated further.

### **VISUAL INFORMATION EQUIPMENT PLANNING**

6-5. Visual information managers will plan for VI equipment to meet their current and projected needs per the Army VI strategy. Requirements for investment equipment will be developed and forwarded annually by each VI manager in a consolidated six-year plan. This plan is the basis for establishing annual funding increments for equipment replacement. VI managers will also submit investment VI equipment requirements for inclusion in the Program Objective Memorandum (POM) submissions. Visual

information activity managers will plan for VI expense and investment equipment through installation resource management channels as part of their annual operating budget.

6-6. Commands with authorized VI activities will establish and maintain a five-year VI requirements plan for equipment to meet their current and projected acquisition needs. This plan will establish an annual, realistic basis for programming both new and replacement equipment requirements. DA PAM 25-91 contains sample plans.

6-7. When a VI activity is assigned new mission requirements, these new requirements can be used to justify planning for and acquiring new VI equipment. However, the Army Visual Information Management Office must approve the expanded capability.

6-8. Replacement equipment requirements are planned and programmed based on the life expectancy of equipment currently installed or in use. This provides a basis for establishing annual funding increments for replacing equipment. Table 6-1 is a guide to assist in determining the life expectancy of VI equipment.

**Table 6-1. A guide to the life expectancy of VI equipment**

<i>Type of Equipment</i>	<i>Installation</i>	<i>Life Expectancy Years</i>
<b>Photographic Systems</b>		
All still and motion picture cameras (except self-processing cameras)	Transportable	6
	Portable	5
Self-processing cameras	Transportable	5
	Portable	5
Ancillary motion picture equipment: film editing, splicing, sound readers, synchronizers, and similar equipment	Fixed	10
Presentation equipment: all types of projectors, screens, and accessory equipment	Transportable	10
<b>Audio Systems</b>		
Audio amplification equipment: audio tape recorders and players, disc players, public address systems, and accessory equipment	Fixed	7
	Transportable	5
	Portable	5
Audio microphone, mixing and control equipment, distribution equipment, speakers, and recorders	Fixed	7
	Transportable	5
	Portable	5
<b>Video Systems</b>		
Video camera systems, synchronization generation, switching	Fixed	6
	Transportable	5
	Portable	5
Video editing systems and character generators	Fixed	5
	Transportable	5
	Portable	5
Studio equipment: lighting, dollies, pedestals, tripods, booms, prompting equipment, and associated gear	Fixed	10
	Transportable	5
Still video and still store frame systems	Fixed	5
	Transportable	5
Ancillary technical plant equipment	Fixed	10

<b>Type of Equipment</b>	<b>Installation</b>	<b>Life Expectancy Years</b>
Film chains	Fixed	6
Closed circuit television systems	Fixed	10
<b>VTC Systems</b>		
All systems	Fixed/Portable/ Modular	10
<b>Graphic Arts Equipment</b>		
Computer graphics equipment	Fixed	5
Composing machines, typesetters, and title making machines	Fixed	5
Vapor process printers, art projector viewers, fluorescent tracing boxes, drafting tables, and dry mount presses	Fixed	10

6-9. Audio visual needs are developed or commercially acquired. The procuring activity provides the logistic supportability of COTS materiel. The 9<sup>th</sup> SC(A) will centrally manage commercially available tactical VI equipment and systems included in the TOE/MTOE as specified in AR 710-1 and AR 708-1. The local signal supporting activity will coordinate local procurement to consolidate maintenance service contracts. The Army must certify VI equipment and systems with network or wireless interface capability as Joint Technical Architecture-Army compliant prior to acquisition.

6-10. Equipment standardization and interoperability is a goal of tactical VI resource management. Tactical VI equipment must meet military and federal standards and specifications (defense approved industrial standards) IAW DOD 4120.24-M. Supply Bulletin 700-20 provides current tactical VI equipment and may be used as a guide for selecting equipment.

## VISUAL INFORMATION COMBAT DEVELOPERS

6-11. VI combat developers provide the doctrine, materiel requirements, organizations, and management information systems for new concepts. They have the following responsibilities—

- Determine the maintenance impact resulting from new ideas or materiel solutions.
- Assist in planning for logistics demonstrations and maintenance tests and analyze the results.
- Resolve issues relating to reliability, availability, maintainability, and supportability.
- Determine requirements and develop the documentation for training devices.
- Develop techniques and determine skill requirements for battle damage assessment and repair (BDAR).
- Coordinate with MATDEVs to ensure materiel maintenance considerations are included in the requirements documents.

6-12. The United States Army Signal Center and Fort Gordon (USASC&FG), US Army TRADOC, provides the combat development for tactical VI systems. The USASC&FG develops, plans, and coordinates concepts for tactical VI organizations and VI equipment and systems and prepares the TOE within the force structure.

6-13. To ensure compliance with DODI 5040.02, units must submit requirements for tactical VI equipment and systems to HQDA, ATTN: SAIS-PPD-V, The Pentagon, Room 1C710, Washington, DC 20310-4800, to validate the authorization prior to documentation into a TOE/MTOE. As specified in AR 710-2, user/owners are responsible for property book accountability of authorized VI equipment.

6-14. The appropriate authorization document TOE/MTOE will include the approved requirements. Tactical VI organizations with an approved unit identification code will maintain a centralized listing of tactical VI equipment and systems.

6-15. Tactical VI organizations with an approved TOE/MTOE authorization will use type classified (TC) standard equipment, when possible. Standard equipment, when authorized, is requisitioned through the

Army Wholesale Supply System (WSS). When equipment in the WSS does not meet the operational requirements, the MATDEV will initiate product improvements IAW AR 750-10 or add new requirements to the system IAW AR 71-9.

## **VISUAL INFORMATION MATERIEL DEVELOPERS**

6-16. VI MATDEVs have the following responsibilities—

- Ensure the fielding plan meets the requirements of the Army maintenance systems, and that reliability, availability, and maintainability are included in design parameters and demonstrated during operational testing.
- Participate in the planning and conduct logistics demonstration and operational maintenance testing.
- Ensure trained personnel, test measurement and diagnostic equipment, facilities, support equipment, repair parts, and publications are available when the system is delivered to the user.
- Establish and monitor modification work order programs.
- Develop BDAR techniques, procedures, and related tool and materiel requirements.
- Develop factors for determining operational readiness float requirements, which will be submitted to HQDA for approval.
- Emphasize prognostics and diagnostics in the design, development, and improvement of equipment.
- Collect data from all maintenance levels to analyze and use for prognostic purposes.

6-17. The United States Army Communications-Electronics Command (a subordinate command of the US Army Materiel Command [AMC]) serves as the MATDEV for tactical VI equipment and systems. They provide centralized procurement, maintenance, and logistical support for TC VI equipment and systems. The AMC plans, programs, and manages the RDT&E of VI technology.

6-18. The MATDEVs at AMC will establish annual review procedures to ensure tactical VI equipment and repair part allowances and inventories are valid. Obsolete or underused equipment and parts will be redistributed for disposal.

## **VISUAL INFORMATION SUPPLIES AND REPAIR PARTS**

6-19. The Army WSS supports repair parts for approved VI equipment and systems. Repair parts for COTS equipment that is not TC standard are locally procured.

## **VISUAL INFORMATION MAINTENANCE**

6-20. Preventive maintenance on VI equipment is performed IAW manufacturers' prescribed scheduled maintenance. Maintenance of VI equipment is performed and managed IAW AR 750-1. The maintenance policy is—

- A maintenance plan as part of the logistic support plan will be developed and fielded with the materiel. COTS materiel procurement will include the equivalent of a maintenance support plan or justification for contract maintenance or inter-service support.
- TC VI materiel will be maintained per the maintenance allocation chart. Support requirements beyond the user's authority or capability and all non-TC audiovisual materiel will be referred to the common support VI activity or the DOIM.
- The training community may, at the option of the ACOM, ASCC, and direct reporting unit manage maintenance of VI equipment and activities integrated with training device support activities. Otherwise, contract requirements will be submitted to the supporting DOIM, who will coordinate the support.
- User commands are responsible for contract maintenance support for all VI materiel under their control and are responsible for budgeting funds for it. Funds will be made available by the user to the supporting DOIM or VI activity to support its contract efforts.

6-21. The Television-Audio Support Activity provides repair service on portable VI equipment. DA Form 5988-E (Equipment Maintenance and Inspection Worksheet) or DA Form 2404 (Equipment Inspection and Maintenance Worksheet), and DA Form 5990-E (Maintenance Request) are required. The VI activity maintains and repairs installed or fixed VI equipment after any warranties have expired.

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## Chapter 7

# Personnel Training

VI training prepares Soldiers to provide VI support to commanders and their staffs. This chapter addresses VI military occupational specialties and VI training.

### **VISUAL INFORMATION MILITARY OCCUPATIONAL SPECIALTIES**

7-1. The following paragraphs discuss the four military occupational specialties (MOSs) in the Career Management Field (CMF) 25 responsible for accomplishing the VI mission.

#### **MULTIMEDIA ILLUSTRATOR (MOS 25M)**

7-2. The Army produces training manuals, newspapers, reports and promotional materials on a regular basis. Graphic artwork is used in these publications, as well as in signs, charts, posters, television and motion picture productions. As an integral member of the Army's multimedia team, the multimedia illustrator produces graphic artwork, drawings and other visual displays. Some of the duties of a multimedia illustrator may include—

- Supervising, planning, and operating manual, mechanical, and electric multimedia imaging equipment in order to produce various kinds of visual displays and documents.
- Creating illustrations, layouts, map overlays, posters, graphs, and charts in support of Army combat and non-combat operations.
- Producing computer-generated graphics.
- Drawing graphs and charts to represent budgets, numbers of troops, supply levels and office organization.
- Drawing caricatures for filmstrips and creating animation for films.
- Working with television and film producers to design backdrops and props for film sets.
- Installing, operating, and performing maintenance on assigned equipment.
- Performing preventive maintenance checks and services (PMCS) on assigned vehicles and generators.

7-3. The multimedia illustrator operates the following equipment—

- Diazo.
- Graphics computers.
- Headliners.
- Opaque and overhead projectors.
- Photo composers.
- Copy cameras.
- Desktop publishing equipment.
- Digital camera systems (still).
- Digital information handlers.
- Still photography editing and processing systems.

## VI EQUIPMENT OPERATOR/MAINTAINER (MOS 25R)

7-4. Although the Army does not produce box office movies, television and film productions are still an important part of Army communications. VI equipment operator/maintainers work with equipment such as VTC equipment, and are primarily responsible for supporting Army operations with VI equipment and systems. VI equipment operator/maintainer, perform many specialized tasks, ranging from maintaining forms, records, PLL, to operating audio recording devices, and maintaining VI equipment and systems. Some of the duties of a VI equipment operator/maintainer may include—

- Operating and performing maintenance on television receivers/monitors and cameras.
- Working with computer controlled video switchers and audio mixers/consoles.
- Working with synchronous generators, distribution equipment and amplifying equipment.
- Operating and performing maintenance on motion/still photo imaging equipment, closed circuit systems, visual imagery satellite, microwave, radio frequency transmission and cable distribution systems.
- Operating and maintaining teleconferencing VI equipment in a VTC teleconferencing facility.
- Operating media equipment and special effect devices including cameras, sound recorders and lighting.

7-5. The VI equipment operator/maintainer is also responsible for—

- Installing, operating, maintaining, and performing unit and higher levels of maintenance on VI equipment and systems, to include VTC equipment, in support of Army, joint, and multinational operations.
- Operating vehicles and maintaining forms, records, repair parts, special tools, and test equipment.
- Installing, operating, and performing unit and direct support maintenance on assigned equipment and performs PMCS on assigned vehicles and generators.

7-6. The VI equipment operator/maintainer operates and maintains the following equipment—

- Army inventory and commercial television/radio broadcasting systems and associated equipment.
- Desktop publishing equipment.
- Electronic still photography systems.
- Still photography editing and processing systems.
- Motion video acquisition systems.
- Motion video editing systems.
- VI satellite support equipment.

## COMBAT DOCUMENTATION/PRODUCTION SPECIALIST (MOS 25V)

7-7. Combat documentation/production specialists, are primarily responsible for supervising, planning, operating electronic and film-based still video, and audio acquisition equipment to document combat and non-combat operations. Some of the duties of a combat documentation/production specialist may include—

- Operating broadcast, collection, and television production and distribution equipment.
- Creating VI products in support of combat documentation, PSYOP, military intelligence, medical, PA, training and other functions.
- Performing operator maintenance on motion, still and studio television cameras.
- Preparing captions for documentation images.
- Working with writers, producers, and directors in preparing and interpreting scripts.
- Planning and designing production scenery, graphics, and special effects.
- Operating media equipment and special effect devices, including cameras, sound recorders and lighting.



- Following script and instructions of film or television directors to move cameras, zoom, pan or adjust focus.
- 7-8. The combat documentation/production specialist operates the following equipment—
- Commercial still and video camera systems.
  - Other Army inventory and commercial processing and finishing equipment.
  - Non-developmental item digital acquisition equipment.
  - Electronic still photography systems.
  - Still photography editing and processing systems.
  - Motion video acquisition systems.
  - Motion video editing systems.
  - VI satellite support equipment.

## **VI OPERATIONS CHIEF (MOS 25Z)**

7-9. The VI operations chief can operate all major equipment used by the multimedia illustrator, VI equipment operator/maintainer, and combat documentation/production specialist. The VI operations chief has the following responsibilities and duties—

- Plans, programs, and supervises personnel performing VI support for Army, joint, and multinational operations.
- Manages VIDOC/production schedules, multimedia illustration, television productions, and VI equipment repair operations and facilities.
- Supervises combat documentation, PSYOP, military intelligence, PA, training, battlefield VTC and special functions.
- Plans, coordinates, and supervises activities pertaining to organization, training, and combat operations.
- Edits and prepares tactical plans and training material.
- Coordinates implementation of operations, training programs, and communications activities.
- Establishes equipment maintenance and production schedules.
- Supervises installation, operation, and maintenance of assigned equipment
- Supervises PMCS on assigned vehicles and generators.

## **VISUAL INFORMATION TRAINING**

### **UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE**

7-10. The Commanding General, USASC&FG, directs and supervises all officer and enlisted service school training for CMF 25 and VI MOSs. A majority of the resident training in support of the VI mission occurs at the Defense Information School, Fort Meade, Maryland.

7-11. The senior enlisted advisor for CMF 25 series MOS works in the Office of the Chief of Signal, USASC&FG, and can be contacted at (Commercial) (706) 791-7890 or (DSN) 780-7890.

### **DEFENSE INFORMATION SCHOOL**

7-12. The Defense Information School (DINFOS) provides resident, entry-level, and advanced training in PA, journalism, photojournalism, broadcasting, graphics, electronic imaging, broadcast systems maintenance, video production, and VI management. Instruction is provided to officers, enlisted personnel, and civilian employees of all branches of the Armed forces to prepare them for worldwide assignment within the DOD.

- 7-13. The DINFOS VI specific course work covers such topics as—
- Electronic imaging.

- Imagery systems maintenance.
- Broadcast television systems maintenance.
- Graphics.
- Still photography.
- Television equipment maintenance.
- Electronic fundamentals.
- Photographic maintenance.
- Photographic processing maintenance.
- Quality control.
- VI management.

7-14. Training at the DINFOS includes—

- Advanced individual training (AIT) for MOS 25M (Visual Information Operator-Maintainer), which is the Basic Multimedia Illustrator Course provides—
  - Soldiers training on operating manual, mechanical and electronic multimedia imaging equipment to integrate armament delivery recordings and various VI products to report generating and operating force, joint and multinational operations.
  - Training on creating illustrations, layouts, map overlays, posters, graphs, charts and internet web pages in support of warfighting functions, PSYOP, military intelligence, medical, PA and training functions; and training on performing unit level maintenance on assigned equipment and PMCS on assigned vehicles and generators.
  - The prerequisites for this course are: enlisted E1–E6, a minimum score of 93 in aptitude area EL (electronic) and 91 in aptitude area ST (skilled technical) on the Armed Services Vocational Aptitude Battery (ASVAB); normal color vision; high school graduate or equivalent; and eligible for a SECRET security clearance.
- Basic Still Photography (BSP) Course: This course is a prerequisite for the Video Production Documentation (VPD) Course. After successful completion of both the BSP and VPD courses, MOS 25V is awarded to the Soldiers. The BSP Course provides entry-level training in the basic fundamentals of still photography and electronic imaging techniques. This course provides instruction in the theory and application of photographic fundamentals, captioning, optics, light sources, camera operations for standard and studio photography, exposing, processing, and printing color images. Electronic imaging including digital cameras, imaging and graphic software, image transmission, archiving, and editing is performed by using theory and hands-on applications. The prerequisites for this course are: an ASVAB electronics (EL) score and general technical (GT) score of 95 or higher; distant visual acuity correctable to 20/20, with normal color vision; must follow on to DINFOS-VPD course; and must be eligible for a SECRET security clearance.
- AIT for MOS 25V (Combat Documentation/Production Specialist), is the VPD Course: provides Soldiers the knowledge and skills needed to perform the duties required for VI production assignments supporting video documentation of training and operations, PA, joint operations, and studio missions throughout the Armed forces. This includes the operation of a variety of video cameras, video editing systems, audio, lighting, and studio equipment. The Soldier performs skills in the principles of video framing, composition, visualization, storytelling, and audio and video editing (linear and non-linear). Upon graduation the Soldier achieves an apprentice level of competence for video production and documentation of military events and features. The prerequisites for this course are: enlisted E1–E6 with a minimum score of 93 in aptitude area EL and 91 in aptitude area ST on the ASVAB; must have completed the BSP Course; have normal color vision, depth perception: normal binocular vision for fine close work as determined by the Armed Forces Vision Tester; high school graduate or equivalent; and eligible for a SECRET security clearance.

- Intermediate Videography Course: provides Soldiers professional training to transition the experienced apprentice military videographer to a journeyman level of expertise. Upon completion of the course the Soldiers will have learned and practiced the intermediate skills necessary to perform proficiently at a journeyman level of video storytelling and production. This course reinforces basic skills and expands the concept of narrative and non-narrative productions. It also introduces the advanced techniques used in these productions with emphasis on advanced non-linear editing techniques. Additionally, each Soldier will learn and practice the role and responsibilities of performing as a team leader. The prerequisites for this course are: must be an E4–E7, hold the MOS 25V with one year experience and a have a SECRET security clearance.
- AIT for MOS 25R (Visual Information Operator/Maintainer), trains Soldiers to install, operate, maintain and perform unit and higher levels of maintenance on VI equipment and systems, to include VTC VI equipment. The AIT also provides Soldiers training on maintaining forms, records, PLL, the use of special tools and test equipment; and training on performing PMCS on assigned vehicles and generators. The prerequisites for this course are: a minimum score of 107 in aptitude area EL on the ASVAB; high school graduate or equivalent; successful completion of one year of high school algebra and general science; and eligible for a SECRET security clearance.
- The Basic Noncommissioned Officer Course (BNCOC) and the Advanced Noncommissioned Officer Course (ANCOC) for CMF 25 series NCOs. These courses are a part of, and offered through, the Signal Corps Regimental Noncommissioned Officer Academy. They provide leader and specialty training at skill levels three and four. This includes the personal performance and unit training aspects, which will help provide NCOs the skills needed to supervise and provide technical skills in operating and installing communication systems at both the strategic and tactical levels. This training is accomplished using small group instruction methods, and includes the theory and principles of battle focus common leader training and warfighting skills required to lead a squad size element (BNCOC) to platoon size element (ANCOC) in combat.
- VI Management Course for 25Z senior NCOs and company grade officers (first lieutenant through major): provides Soldiers in-depth training in the duties required to manage a VI activity. Soldiers apply pertinent DODD and related Service regulations during seminars and practical exercises to the management of a VI activity. Subjects covered are: ethics, safety issues, functions of a VI activity, procedures for producing VI productions, records management, personnel issues, the budgeting process, equipment/supply management, contracting for services, customer relations, deploying VI assets, and an overview of the VI process within the DOD and its component Services, as well as the future of VI. The prerequisites for this course are: must be a Soldier in the VI communication career field; be an officer (O2-O4) or an enlisted 25Z (E7-E9) and hold a SECRET security clearance.
- The COMCAM Leadership Course trains selected officers and senior NCOs in the principles, techniques and skills required to perform the duties and functions of a COMCAM officer and COMCAM NCO in charge. The course focuses on identifying the mission and functions of COMCAM including the development of operational support plans, budgets, equipment/systems maintenance plans, policy and procedures, marketing plans, imagery management plans, and training plans. The course also includes in-depth theoretical and working knowledge of how COMCAM functions within the DOD. The prerequisites for this course are: officers O1–O4 assigned to a COMCAM unit; and 25Z on assignment to or at 55<sup>th</sup> Combat Camera or 982<sup>nd</sup> Signal Company with waiver E-6, 25V, 25M, 25R in a leadership position; and hold a SECRET security clearance.

7-15. The DINFOS is a part of the American Forces Information Service, a field activity of the ASD. The DINFOS can be contacted at the following address: Defense Information School, 6500 Mapes Road, Fort Meade, Maryland 20755-5620, or using the World Wide Web address <http://www.dinfos.osd.mil>. The Directorate for Training can be contacted at (Commercial) (301) 677-5029 or (DSN) 622-5029.

7-16. All VI MOS Reclassification and AIT Soldiers arriving at the DINFOS will report to the DINFOS Student Detachment, Building 8609 for in-processing and housing assignment (barracks). All VI BNCOC

and ANCOC students arriving at the DINFOS must report directly to the US Army Signal Corps Regimental Noncommissioned Officer Academy for in processing. The Signal Corps Regimental Noncommissioned Officer Academy office is located at 8541 Zimborski Avenue, Fort Meade, Maryland 20755. The telephone numbers are (Commercial) (301) 677-3069 or (DSN) 622-3069. VI students arriving for all other specialty training will report to Abrams Hall, Building 2793 for a room assignment.

## **442<sup>D</sup> SIGNAL BATTALION**

7-17. The 442d Signal Battalion trains Signal Regiment officers (first lieutenant through captain) developing the officers with the necessary leadership, technical and tactical skills to support the Army and Joint forces. The courses trained by the 442<sup>d</sup> Signal Battalion are—

- Signal Basic Officer Leader Course Phase III— Provides signal officers training on communications planning and management; communications interface; leadership; information technology; electronics; microwave; tropospheric scattering; property accounting; telecommunications; COMSEC accounting; training management; military justice; signal systems tactics and doctrine. The course also includes communications requirements, planning and execution unique to a movement battalion or maneuver enhancement brigade.
- Signal Captains Career Course— Provides US Army signal officers the academic instruction, which supports the leader, tactical, and technical skills needed to lead company-size units and to serve at battalion and brigade staff levels.
- Signal Captains Career Course-Army Reserve— Provides Army Reserve signal officers with technical updates related to:
  - Communications interfaces.
  - Electronic warfare.
  - Chemical, biological, radiological and nuclear operations.
  - Leadership.
  - Human resources support.
  - Property accounting.
  - Training management.
  - Force integration.
  - Military justice.
  - Signal system tactics and doctrine.
- Battalion Command, Control, Communications, and Computer Operations Staff Officer (S-6) Course— The S-6 course provides small group instruction heavily reliant upon hands-on learning and practical exercise. The goal of the course is to produce signal staff officers with the skills required to plan a signal communications network, produce an Annex H (signal annex), and manage the implementation and troubleshooting of combat net radio, Army Battle Command System, and command post node networks. There are no prerequisites for this course. However, the course requires either pre-existing knowledge of combat net radio or completion of distance learning products to allow the content of the instruction to reach the higher levels of knowledge. The course content includes—
  - Administration (Skills Assessment Exam, assigned homework and computer based tutorials).
  - Military decision making process and planning tools (Systems Planning, Engineering, and Evaluation Device/Terrain Analysis).
  - Spectrum management and electronic warfare.
  - Antenna theory.
  - S-6 management (unit standing operating procedures, SMART books, battery management plans).
  - Very high frequency-frequency modulation, Defense Advanced Global Positioning System Receiver, Simple Key Loader.
  - High frequency and automatic link establishment planning (AN/PRC-150).

- Multi-band radio planning (AN/PSC-5C, AN/PRC-117).
- Handheld radios (AN/PRC-148 [Multiband Inter/Intra Team Radio], AN/PRC-152).
- Force XXI Battle Command, Brigade-and-Below.
- Command post node networks.
- Tactical Information Management System, Lower Tactical Internet, Enhanced Position Location and Reporting System.
- Army Battle Command System integration exercise.
- CAPSTONE exercise.
- Advanced technology briefings.

7-18. The 442d Signal Battalion's purpose is to prepare signal corps company grade officers for company level command and for assignments to staff positions at battalions and brigades, both signal and non-signal, with primary emphasis on signal operations.

7-19. The 442d Signal Battalion is part of the Leader College of Information Technology at USASC&FG and information on signal officer education and training can be obtained by contacting the Chief, Officer Education and Training Division at (Commercial) (706) 791-2150 or (DSN) 780-2150.

7-20. Personnel interested in attending a 442d Signal Battalion or NCO Academy Course should contact their branch/functional area representative, local post/installation training coordinator for Army Training Resources and Requirements System enrollment or the 442d Signal Battalion, Training Support Division at (Commercial) (706) 791-0192 or (DSN) 780-0192.

### **ARMY CORRESPONDENCE COURSE PROGRAM**

7-21. The Army Correspondence Course Program offers nonresident VI training. USASC&FG determines VI correspondence course offerings and specific eligibility. However, the Army Institute for Professional Development, US Army Training Support Center, Fort Eustis, Virginia, administers the program.

7-22. The Army Correspondence Course Program offers both individual and group study enrollment options. With individual study, the student decides on course work to pursue and the timetable for completing it. With group study, a group leader administers the course to a group of students. Group study can be an effective way to conduct additional unit training, especially in low-density MOS situations.

7-23. The Army Training Support Center governs the policies and procedures for enrolling in Army correspondence courses. The list of all correspondence courses developed and administered by the Army as well as enrollment, courseware content, and examinations can be accessed by logging onto <http://www.train.army.mil/>.

7-24. Address questions concerning enrollment eligibility waivers for current course configurations or problems with specific VI subcourses to the US Army Signal School Detachment.

### **SPECIALIZED TRAINING**

7-25. Required specialized training (airborne) to fulfill a specific unit's mission is identified and programmed by the unit commander. The requirement for the training must be documented on the unit's TOE or tables of distribution and allowances.

### **ON-THE-JOB TRAINING**

7-26. Formal school training is supplemented by on-the-job training to improve individual proficiency and to develop teamwork. On-the-job training and cross-training of VI Soldiers is a command responsibility. Cross-training provides for continuity throughout the organization.

**UNIT TRAINING**

7-27. Leaders in VI units are responsible for planning training that guarantees a high standard of wartime proficiency. For example, the hands-on approach is intellectually and physically challenging to both Soldiers and leaders. Training should focus on image acquisition, processing, reproducing, and distribution in a tactical operations environment; the effective use of available time and resources; and the maintenance of all assigned equipment.

# Glossary

The glossary lists acronyms and terms with Army, multi-service, or joint definitions, and other selected terms. Where Army and joint definitions are different, (*Army*) follows the term. Terms for which FM 6-02.40 is the proponent manual (the authority) are marked with an asterisk (\*). The proponent manual for other terms is listed in parentheses after the definition.

## SECTION I – ACRONYMS AND ABBREVIATIONS

<b>ACOM</b>	Army command
<b>ADCON</b>	administrative control
<b>AFIP</b>	Armed Forces Institute of Pathology
<b>AFRTS</b>	Armed Forces Radio and Television Service
<b>AIT</b>	advanced individual training
<b>AMC</b>	Army Materiel Command
<b>ANCOC</b>	Advanced Noncommissioned Officer Course
<b>AR</b>	Army Regulation
<b>ASCC</b>	Army Service component command
<b>ASIP</b>	advanced system improvement program
<b>ASD</b>	Assistant Secretary of Defense
<b>ASVAB</b>	Armed Services Vocational Aptitude Battery
<b>AVIDP</b>	Army Visual Information Documentation Program
<b>BDA</b>	battle damage assessment
<b>BDAR</b>	battle damage assessment and repair
<b>BGAN</b>	Broadband Global Area Network
<b>BNCOC</b>	Basic Noncommissioned Officer Course
<b>BSP</b>	basic still photography
<b>C2</b>	command and control
<b>CATV</b>	command channel cable television
<b>CCTV</b>	closed circuit television
<b>C-E</b>	communications-electronics
<b>CIO</b>	chief information officer
<b>CMF</b>	Career Management Field
<b>COMCAM</b>	combat camera
<b>COTS</b>	commercial off-the-shelf
<b>DA</b>	Department of the Army
<b>DAVIS</b>	Defense Automated Visual System
<b>DIMOC</b>	Defense Imagery Management Operations Center
<b>DINFOS</b>	Defense Information School
<b>DMA</b>	Defense Media Activity
<b>DOD</b>	Department of Defense
<b>DODD</b>	Department of Defense directive

<b>DODI</b>	Department of Defense instruction
<b>DOIM</b>	director of information management
<b>DSN</b>	Defense Switched Network
<b>DVI</b>	Defense Visual Information
<b>DVIAN</b>	Defense Visual Information Activity Number
<b>EDM</b>	enhanced data mode
<b>EL</b>	electronics
<b>FEC</b>	forward error correction
<b>G-1</b>	assistant chief of staff, personnel
<b>G-2</b>	assistant chief of staff, intelligence
<b>G-3</b>	assistant chief of staff, operations
<b>G-4</b>	assistant chief of staff, logistics
<b>G-5</b>	assistant chief of staff, civil affairs and military government
<b>G-6</b>	assistant chief of staff, command, control, and information management
<b>G-7</b>	assistant chief of staff, information operations
<b>G-8</b>	assistant chief of staff, financial management
<b>G-9</b>	assistant chief of staff, civil-military operations
<b>GT</b>	general technical
<b>FH</b>	frequency hopping
<b>FM</b>	field manual
<b>FOA</b>	field operating agency
<b>FORSCOM</b>	United States Army Forces Command
<b>HQDA</b>	Headquarters, Department of the Army
<b>IAW</b>	in accordance with
<b>ID</b>	Infantry Division
<b>INMARSAT</b>	International Marine/Maritime Satellite
<b>IO</b>	informatin officer
<b>IP</b>	Internet Protocol
<b>ISDN</b>	Integrated Services Digital Network
<b>J-3</b>	joint staff, operations
<b>JCCT</b>	joint combat camera team
<b>JCS</b>	Joint Chiefs of Staff
<b>JTF</b>	joint task force
<b>MATDEV</b>	materiel developer
<b>MOS</b>	military occupational specialty
<b>MTOE</b>	modified table of organization and equipment
<b>NCO</b>	noncommissioned officer
<b>NETCOM</b>	Network Enterprise Technology Command
<b>NIPRNET</b>	Non-Secure Internet Protocol Router Network
<b>OPCON</b>	operational control
<b>OPDOC</b>	operational documentation



<b>OPLAN</b>	operations plan
<b>OSD</b>	Office of the Secretary of Defense
<b>PA</b>	public affairs
<b>PAM</b>	Pamphlet
<b>PLL</b>	prescribed load list
<b>PMCS</b>	preventive maintenance checks and service
<b>PSYOP</b>	psychological operations
<b>RDT&amp;E</b>	research, development, test, and evaluation
<b>S-2</b>	intelligence staff officer
<b>S-3</b>	operations staff officer
<b>S-6</b>	command, control, communications, and computer operations staff officer
<b>SC</b>	signal channel
<b>SC(A)</b>	signal command (Army)
<b>SC(T)</b>	signal command (theater)
<b>SINGARS</b>	Single Channel Ground and Airborne Radio System
<b>SIP</b>	system improvement program
<b>SIPRNET</b>	SECRET Internet Protocol Router Network
<b>TACON</b>	tactical control
<b>TC</b>	type classified
<b>TECDOC</b>	technical documentation
<b>TOE</b>	table of organization and equipment
<b>TRADOC</b>	Training and Doctrine Command
<b>US</b>	United States
<b>USASC&amp;FG</b>	United States Army Signal Center and Fort Gordon
<b>USJFCOM</b>	United States Joint Forces Command
<b>VHS</b>	video home system
<b>VI</b>	visual information
<b>VIDOC</b>	visual information documentation
<b>VISC</b>	visual information service center
<b>VISP</b>	Visual Information Systems Program
<b>VPD</b>	video production documentation
<b>VPN</b>	Virtual Private Network
<b>VTC</b>	video teleconferencing
<b>WSS</b>	Wholesale Supply System
<b>WSV</b>	weapons system video

## SECTION II – TERMS

### accessioning

(DOD) The acts and procedures by which records are taken into the physical custody of a records center, archival agency, or other records repository. (DODI 5040.02)

**acquisition**

(DOD) In VI, the process of recording VI in a camera; creating it by hand, mechanically, or on a computer; or obtaining it by purchase, donation, or seizure. (DODI 5040.02)

**broadcast**

(Army) The transmission of radio, television, and data signals through the air waves or fiber optic cable. (AR 25-1)

**caption**

(DOD) Short explanatory or descriptive data accompanying imagery. A caption should answer the who, what, when, where, how, how many, and why questions relative to the imagery. (DODI 5040.02)

**captions**

(DOD) Display of spoken dialogue as printed words on a television, computer, projection, or other type of screen. Unlike subtitles, captions are specifically designed for hearing impaired viewers. They may include information regarding on- and off-screen sound effects, such as music or laughter. Captions come in two forms: open and closed. Open captions are displayed automatically as part of the video, without selection by the user. Closed captions normally do not appear unless the user has selected them to appear. (DODI 5040.07)

**Clearance for Public release**

(DOD) The determination by responsible officials that a DOD production and the information contained therein are not classified; do not conflict with established DOD or Federal Government policies or programs; and comply with applicable laws and regulations, and, therefore, are releasable to the public. (DODI 5040.07)

**closed circuit television**

(Army) Point-to-point signal transmission by cable or directional radiation where the audience is limited by physical control or nonstandard transmission. (AR 25-1)

**combat camera**

(DOD) The acquisition and utilization of still and motion imagery in support of combat, information, humanitarian, special force, intelligence, reconnaissance, engineering, legal, public affairs, and other operations involving the Military Services. (DODI 5040.04)

**combat camera forces**

(DOD) US 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. (DODI 5040.04)

**combat camera imagery**

(DOD) Still and motion images of military operations, equipment, and people acquired by COMCAM Forces, regardless of the medium in which the images are acquired, transmitted, or displayed. (DODI 5040.04)

**Defense Automated Visual Information System**

(DOD) An online, unrestricted, full-text searchable, standard DOD-wide database containing content-descriptive, production, acquisition, inventory, distribution, currency status, archival control, and other data on the productions in the DOD inventory. (DODI 5040.07)

**Defense Imagery Management Operations Center**

(DOD) The Defense Visual Information's operational arm; its mission is to provide an enabling architecture to synchronize and integrate the various DOD imagery capabilities and centrally manage current and historical visual information to support worldwide DOD and other US government agency communication and operational missions with the right imagery in the right place at the right time. (ASD/PA Memorandum, *Establishment of the Defense Imagery Management Operations Center*)

**Defense Visual Information Activity Number**

(DOD) A unique identifier assigned to each authorized DOD VI activity. (DODI 5040.07)

**distribution**

(DOD) In VI, the process of supplying an end product to its intended end users, by any means. (DODI 5040.02)

**documentation imagery**

(DOD) Imagery depicting actual events, activities, phenomena, places, or people recorded primarily to create a record of the subject matter. (DODI 5040.6)

**graphic art**

(DOD) In VI, hand-, mechanically-, or computer-drawn art works or pictorial representations that are created rather than recorded in a camera. Examples include charts, posters, photo illustrations, photo montages, computer-generated pictures, drawings, paintings, animation cels, statues, bas-reliefs, graphs, brochures, displays, icons, logos, and exhibits. (DODI 5040.02)

**imagery**

(DOD) Visual representations of persons, places, and/or things recorded and stored in any format on a physical medium. (ASD/PA Memorandum, *Establishment of the Defense Imagery Management Operations Center*)

**information technology**

(Army) Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by an executive agency. (AR 25-1)

**life cycle**

(Army) The total phases through which an item progresses from the time it is initially developed until the time it is either consumed, in use, or disposed of as being excess. (AR 25-1)

**media**

(DOD) Any films, videotapes, discs, or other physical objects that contain or are capable of containing visual information. (DOD 5040.6-M-2)

**records**

(Army) All books, papers, maps, photographs, machine-readable materials, and other documentary materials, regardless of physical form or characteristics, made or received by an agency of the US Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them. (AR 25-1)

**records center**

(Army) Locations established in CONUS to receive and maintain records with long-term or permanent value, pending their ultimate destruction or accession into the National Archives. (AR 25-1)

Federal records centers: records centers operated by the National Archives and Records Administration.

Army records centers: Army-maintained records centers for intelligence, criminal investigation, and similar records.

**records management**

(Army) The planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with information creation, information maintenance and use, and information disposition in order to achieve adequate and proper documentation of the policies, transactions, and effective and economical management of DA operations. (AR 25-1)

**still photography**

(Army) The medium used to record still imagery; includes negative and positive images. (AR 25-1)

**video**

(DOD) Motion imagery that is recorded or transmitted as either a digital or analog electromagnetic signal. (DODI 5040.02)

**visual information**

(DOD) Visual Information is the use of one or more of the various visual media with or without sound. Generally, visual information includes still photography, motion picture photography, video or audio recording, graphic arts, visual aids, models, display, visual presentation services, and the support processes. Also called VI. (ASD/PA Memorandum, *Establishment of the Defense Imagery Management Operations Center*)

**visual information activity**

(Army) An organizational element or a function within an organization in which one or more individuals are classified as visual information (VI) specialists, or whose principal responsibility is to provide VI services. VI activities include those that expose and process original photography; record, distribute, and broadcast electronically (video and audio); reproduce or acquire VI products; provide VI services; distribute or preserve VI products; prepare graphic artwork; fabricate VI aids, models, and displays; and provide presentation services or manage any of these activities. (AR 25-1)

**visual information documentation**

(Army) Motion media, still photography, and audio recording of technical and nontechnical events, as they occur, and are usually not controlled by the recording crew. VIDOC encompasses combat documentation (COMDOC), operational documentation (OPDOC), and technical documentation (TECDOC). (AR 25-1)

**visual information functions**

(Army) The individual VI processes, such as production, documentation, reproduction, distribution, records preservation, presentation services, VI aids, fabrication of model and displays, and related technical services. (AR 25-1)

**visual information product**

(DOD) VI in the form of a finished deliverable immediately ready for its intended end users. (ASD/PA Memorandum, *Establishment of the Defense Imagery Management Operations Center*)

**visual information production**

(Army) The combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for purpose of conveying information to, or communicating with, an audience. A production is also the end item of the production process. Used collectively, VI production refers to the functions of procurement, production or adoption from all sources, such as in-house or contract production, off-the-shelf purchase, or adoption from another Federal agency. (AR 25-1)

**visual information record**

(DOD) VI with a related caption and identifying number designated as record material in accordance with the requirements of Federal law or Federal regulations. While a VI record resides on a physical medium (such as film, tape, drive or disk), the record is the informational content as distinct from the medium on which it resides. (DODI 5040.02)

**visual information records center**

(DOD) A facility where VI records are stored pending their ultimate disposition. Such facilities often have environmental controls and other features designed to efficiently house, preserve, and facilitate reference service on VI and related records. (DODI 5040.02)

**Visual Information Record Identification Number**

(DOD) A DOD standard, alphanumeric designator assigned to a VI record other than a VI production. The life cycle number used for managing VI records. (DODI 5040.02)

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**FM 6-02.40**  
**10 March 2009**

By Order of the Secretary of the Army:

**GEORGE W. CASEY, JR.**  
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