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**TECHNIQUES FOR VISUAL INFORMATION  
OPERATIONS**

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**JANUARY 2019**

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This publication supersedes ATP 6-02.40, dated 27 October 2014.

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**Headquarters, Department of the Army**

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# Techniques for Visual Information Operations

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## Preface

Army Techniques Publication (ATP) 6-02.40, *Techniques for Visual Information Operations*, is the primary doctrine publication for visual information operations to support the Army's mission. ATP 6-02.40 provides techniques associated with the components of visual information operations and establishes non-prescriptive ways or methods combat camera Soldiers perform missions, functions, and tasks associated with visual information. This publication supersedes ATP 6-02.40, dated 27 October 2014.

The principal audience for ATP 6-02.40 is combat camera Soldiers, commanders, staff, supervisors, planners, and other personnel involved in providing combat camera and visual information support to strategic, operational, and tactical mission objectives.

Commanders, staffs, and subordinates ensure their decisions and actions comply with applicable United States, international, and, in some cases, host-nation laws and regulations. Commanders at all levels ensure that their Service members operate in accordance with the law of war and the rules of engagement. (See FM 27-10.)

ATP 6-02.40 uses joint terms where applicable. Selected joint and Army terms and definitions appear in both the glossary and in the text. Terms for which ATP 6-02.40 is the proponent publication are italicized in the text and are marked with an asterisk (\*) in the glossary. For other definitions in the text, the term is italicized, and the number of the proponent publication follows the definition. This publication is not the proponent for any Army terms.

ATP 6-02.40 applies to the Active Army, Army National Guard/Army National Guard of the United States, and United States Army Reserve unless otherwise stated.

The proponent for this publication is the United States Army Cyber Center of Excellence. The preparing agency is the Doctrine Division, United States Army Cyber Center of Excellence. Send comments and recommendations on a DA Form 2028 (*Recommended Changes to Publications and Blank Forms*) to Commander, United States Army Cyber Center of Excellence and Fort Gordon, ATTN: ATZH-ID (ATP 6-02.40), 506 Chamberlain Avenue, Fort Gordon, GA 30905-5735; by email to [usarmy.gordon.cybercoe.mbx.gord-fg-doctrine@mail.mil](mailto:usarmy.gordon.cybercoe.mbx.gord-fg-doctrine@mail.mil).

## Acknowledgements

Assorted photos from <https://www.dvidshub.net/> are courtesy of the United States Defense Visual Information Distribution Service.

Assorted photos from <https://catalog.archives.gov/> are courtesy of the United States National Archives and Records Administration.

# Introduction

ATP 6-02.40 expands on the visual information foundations and tenets established in FM 6-02, *Signal Support to Operations*.

Information in ATP 6-02.40 includes roles and responsibilities that enable and support the Army's mission at all echelons. ATP 6-02.40 outlines the Defense Media Activity and its operating components.

ATP 6-02.40 has six chapters:

**Chapter 1** provides an overview of visual information operations. Chapter 1 discusses the visual information mission, support, and outlines imagery life-cycle management.

**Chapter 2** introduces visual information documentation. Chapter 2 defines and addresses visual information documentation including combat camera, operational documentation, technical documentation, and supplemental visual information roles.

**Chapter 3** provides an overview of combat camera operations, the associated roles, responsibilities, as well as the organizational structure of the combat camera company. Chapter 3 discusses combat camera support to Army and joint operations.

**Chapter 4** provides a description of the various visual information documentation methods and products used to document events and activities.

**Chapter 5** outlines the military occupational specialty training and the specialized training associated with visual information operations personnel.

**Chapter 6** addresses life-cycle sustainment for visual information equipment and systems, equipment planning, and maintenance.

The glossary lists acronyms and terms with Army or joint definitions, and other selected terms. Where Army and joint definitions are different, (Army) precedes the definition. The proponent publication for other terms is listed in parentheses after the definition.

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# Chapter 1

## Visual Information Overview

This chapter provides an overview of visual information operations. It discusses the visual information mission, support, and outlines imagery life-cycle management. This chapter describes Defense Media Activity and its operating components. This chapter discusses how the Defense Imagery Management Operations Center synchronizes and integrates the Department of Defense imagery capabilities as well as centrally manages current and historical visual information.

### VISUAL INFORMATION

- 1-1. *Visual information* (VI) is information in the form of visual or pictorial representations of person(s), place(s) or thing(s), either with or without sound (DODI 5040.02). VI includes various visual media with or without sound that generally includes still and motion photography, audio-video recording, graphic arts, and visual presentations (JP 3-61).
- 1-2. VI is an element of information technology (IT) and an essential part of data management. VI includes the exchange of ideas, data, and information regardless of formats and technologies used.
- 1-3. From a military standpoint, information enables decision making, leadership, and combat power. Information is also key to seizing, gaining, and retaining the initiative, and to consolidating gains in an operational environment.

### VISUAL INFORMATION SUPPORT

- 1-4. VI support is support provided by a VI activity using VI products, equipment, and facilities to support official events, activities, and military operations. Considerations for VI support priorities include mission, cost effectiveness, quality, and quantity of products and services available. Using 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 loaning or leasing activity. See AR 700-131 for more information.
- 1-5. The VI support commanders receive from VI and combat camera (COMCAM) personnel enables them to provide information to support strategic, operational, and tactical mission objectives. VI support gives commanders and staffs the visual tools to support operational planning and decision-making requirements. VI support gives commanders the specific imagery required to conduct operations in general and information operations (IO). VI support provides critical, timely, and area-specific imagery and video that is essential to military information support operations (MISO), public affairs, civil-military affairs operations, and historical purposes.

### DEFENSE MEDIA ACTIVITY

- 1-6. The Defense Media Activity (DMA) is the overarching organization for all visual media for the Department of Defense (DOD). The DMA streamlines DOD media operations through the consolidation of military Service and DOD media components into a single, joint, integrated multimedia communications organization. The DMA consists of a headquarters and seven operating components, described in the following paragraphs.

## **DEFENSE VISUAL INFORMATION**

1-7. The Defense Visual Information (DVI) component executes operational management and proponentcy of VI for DOD Components to support United States (U.S.) military operations and activities. DVI develops and oversees the implementation and effectiveness of VI policies and procedures for the DOD VI program, including the Joint COMCAM Program, life-cycle management of DOD VI productions, products, records, VI activity management and concepts of operation for employing VI capabilities (DODI 5040.02). DVI also manages the VI records management program, provides VI services to other DOD Components, manages the Joint COMCAM program, and provides caption and metadata procedural instruction via the Visual Information Style Guide. The DVI operates and maintains the Defense Imagery Management Operations Center (DIMOC).

## **PRODUCTION**

1-8. The Production component provides communication of messages and themes from senior DOD leaders to support and improve quality of life and morale, provide immediate force protection information, and sustain readiness. The Production component provides media and VI products to internal and external audiences through all available media, including—

- Still imagery.
- Print.
- Radio.
- Television.
- Social media.
- World Wide Web.
- Mobile and other communication technologies.

## **AMERICAN FORCES RADIO AND TELEVISION SERVICE**

1-9. The American Forces Radio and Television Service component delivers, via the American Forces Network, U.S. radio and television news, information, and entertainment programming to active, guard, and reserve military service members, DOD civilians and contract employees, and their families overseas.

## **STARS AND STRIPES**

1-10. The Stars and Stripes staff produces and delivers a newspaper editorially independent of interference from outside its editorial chain-of-command. The Stars and Stripes newspaper provides news and information relevant to the U.S. military community, including active-duty Service members, DOD civilians, veterans, contractors, and their families. The Stars and Stripes staff produces and distributes the newspaper overseas using traditional delivery methods and distributes the newspaper online through the Stars and Stripes website.

## **SUPPORT SERVICES**

1-11. The Support Services component provides activity-wide administrative, facility management, transportation, and logistics services.

## **TECHNICAL SERVICES**

1-12. The Technical Services component provides technology services to the other DMA components. This component hosts DOD websites through the DOD Public Web program and operates the Television-Audio Support Activity (T-ASA). The DOD Public Web program provides a DOD enterprise-level cloud service consisting of web hosting, using a consolidated content management system, to provide information sharing and economies of scale for the DOD. The T-ASA designs, procures, installs and supports radio and television, VI, media archival, storage and duplication, and COMCAM systems with commercial off-the-shelf (COTS) equipment and supplies. The T-ASA procures commercial broadcast entertainment and programming for the American Forces Radio and Television Service. The T-ASA also provides life-cycle logistics support for broadcast and VI equipment.

## DEFENSE INFORMATION SCHOOL

1-13. The Defense Information School (DINFOS) trains military and civilians in the VI and public affairs career fields (see paragraph 5-12 for more details on the DINFOS).

## DEFENSE IMAGERY MANAGEMENT OPERATIONS CENTER

1-14. The DIMOC is the DOD central VI enterprise-level activity for the collection, management, storage, and distribution of all still and motion imagery, including historical records.

1-15. The DIMOC provides worldwide support to the DOD and other U.S. Government agencies that have communications and operational missions with the right imagery, in the right place, at the right time. The DIMOC integrates and coordinates with the DMA and the Defense Visual Information Distribution Service (DVIDS). Figure 1-1 depicts the enterprise imagery product flow.

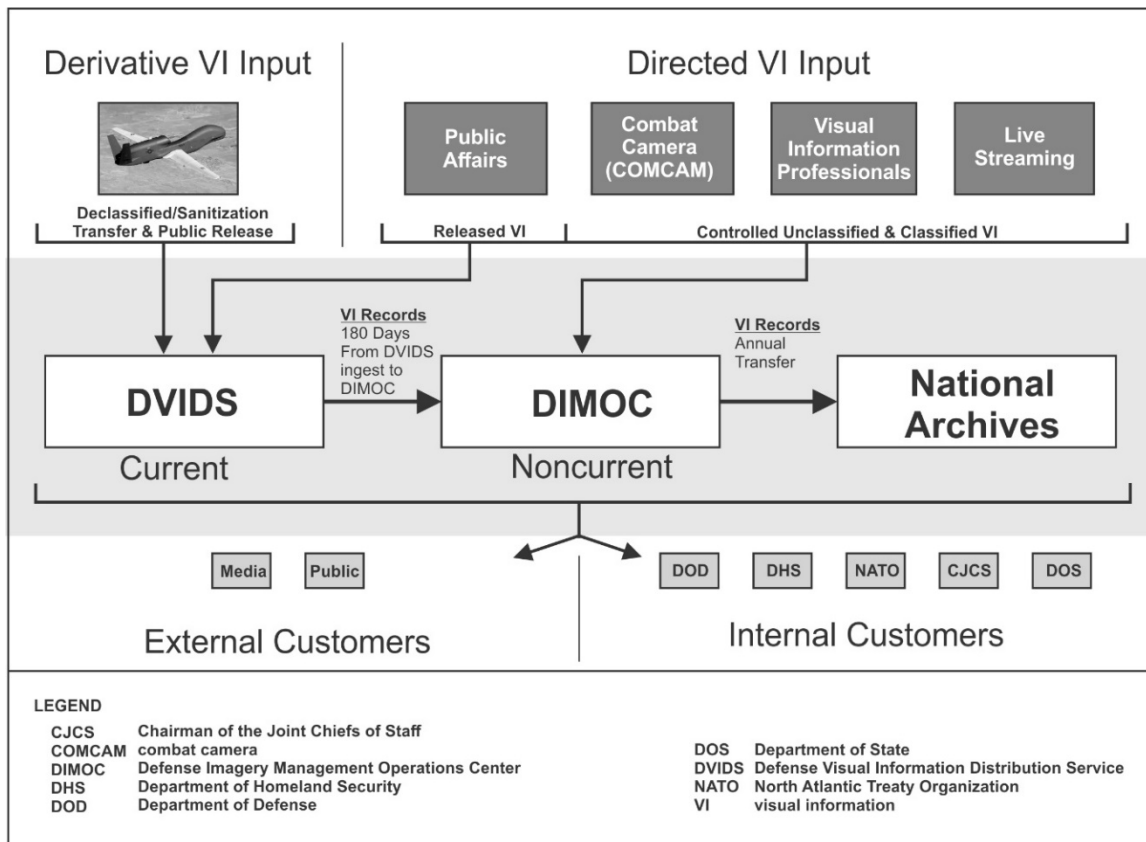


Figure 1-1. Enterprise imagery product flow

1-16. The DIMOC manages three distinct, but interrelated programs, described in the following paragraphs.

## JOINT COMBAT CAMERA CENTER

1-17. The Joint Combat Camera Center (JCCC) coordinates the planning, acquisition, creation, transmission, replication, distribution, storage, and preservation of VI created during joint operations. The JCCC provides support for DOD operations with imagery released to the public via the DVIDS and distribution of imagery authorized only for DOD use.

## **VISUAL INFORMATION RECORDS CENTER**

1-18. The VI Records Center receives, manages, digitizes, preserves, and archives non-current VI records that have historical or long-term value for accessioning into the DOD VI records holdings. DOD personnel and organizations can search and download this imagery. The DIMOC serves as the central VI Records Center for the DOD. All VI is required to flow through the DIMOC for DOD collection, accessibility, and usage before being transferred to the National Archives (DOD VI Records Schedule). The VI Records Center is the only DOD link to the National Archives for VI.

## **VISUAL INFORMATION SERVICES CENTER**

1-19. The VI Services Center provides technical guidance and customer service to the VI and public affairs communities and provides guidance to answers about imagery content.

## **ARMY MULTIMEDIA AND VISUAL INFORMATION DIRECTORATE**

1-20. The Army Multimedia and Visual Information Directorate (AMVID) provides VI services including still photography, television production, graphics, presentation services, live-event management, commercial video production acquisition and Army Imagery Collection Management. The AMVID operates and maintains VI activities. The AMVID supports the Office of the Secretary of Defense (OSD), Office of the Joint Chiefs of Staff, Major Commanders, and other DOD and Federal agencies in the National Capital Region. The AMVID also provides the centralized capability to rent, lease, purchase, and contract for VI productions and products.

1-21. The AMVID supports the Secretary of the Army and Headquarters, Department of the Army staff with VI products and services, and maintains the Army's worldwide image accessioning and archiving entry point. The AMVID operates and maintains a specialized VI activity to procure productions and other VI products from commercial sources to support Army and other DOD component requirements established in resourcing agreements.

1-22. AMVID's core capabilities include VI services comprised of the following:

- Photographic field documentation.
- Photographic studio operations.
- Photographic lab operations.
- Critical accessioning and archiving of Army imagery.
- Studio television production and Pentagon Auditorium services and operations.
- Live events management.
- Graphics support.
- Video technical services and technical VI consulting services.
- Commercial VI acquisition services.

1-23. The AMVID is the designated DOD Documentation Lead for Presidential State Funerals to support the Office of the President of the United States, and Joint Forces Headquarters-National Capital Region. The AMVID provides this support upon receiving a task order from the United States Northern Command to support real-world mission requirements. The AMVID also provides a State Funeral Documentation Team and VI management oversight including personnel and equipment. VI site managers provide direction and oversight of supplemental VI staff, from regional VI facilities, which are task-ordered to support by the United States Northern Command.

## DEFENSE VISUAL INFORMATION DISTRIBUTION SERVICE

1-24. The DVIDS serves as the single central ingestion point for all DOD cleared and released imagery. The DVIDS provides media outlets and the military with access to real-time broadcast-quality video, still imagery, and print products. The DVIDS—

- Facilitates remote television interviews with the military and subject matter experts engaged in breaking news.
- Links local, national, and international media to military units around the world.
- Enables embedded journalists to transmit broadcast-quality video from the field.
- Fulfills requests for products and distributes products via the DOD information network.
- Provides a variety of newswire services for media.
- Delivers personalized, customized subscription email alerts instantly.
- Coordinates holiday greetings and special events programming involving U.S. Soldiers, Marines, Sailors, and Airmen around the world.
- Maintains a searchable repository of news articles as well as audio, video, and imagery.
- Makes content available on a variety of external platforms including social media channels, mobile applications, and podcasts.

## JOINT IMAGERY MANAGEMENT OPERATIONS CELL

1-25. The Joint Imagery Management Operations Cell (JIMOC) provides joint task force commanders critical imagery management and support to the area of operations. The JIMOC operates as a deployed DIMOC and provides forward-deployed imagery oversight, management, and transport for all imagery to support the joint task force commander and staff. The JIMOC integrates COMCAM forces and other VI assets in the theater, establishes mission priorities, and coordinates imagery requirements for the supported staff. The JIMOC—

- Helps COMCAM forces coordinate facilities, transportation, communications, and other logistical support to sustain deployed personnel.
- Plans COMCAM forces support during the first phase of an operation to ensure comprehensive mission documentation. Ensures that COMCAM forces have full access to document the mission, as reasonably and tactically possible, during each phase of the operation.
- Ensures that tasking orders and requests for forces identify the operational controlling authority for COMCAM forces in advance of deployment and provide an in-theater point of contact.
- Coordinates with the DIMOC and publishes specific guidelines for imagery distribution, clearance, and security classification requirements.

## RESPONSIBILITIES

1-26. Staff elements have specific responsibilities that contribute to VI operations. The contributions that staff elements provide to VI operations enable VI personnel to give essential information to support strategic, operational, and tactical mission objectives. The following paragraphs address the responsibilities that staff elements perform to support VI operations.

### ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS

1-27. The Assistant to the Secretary of Defense for Public Affairs serves as Principal Staff Assistant and advisor to the Secretary of Defense and the Deputy Secretary of Defense for VI. The Assistant to the Secretary of Defense for Public Affairs establishes DOD VI policy and provides oversight to ensure compliance with VI policies and procedures (DODD 5122.05).

### CHIEF INFORMATION OFFICER/G-6

1-28. The chief information officer (CIO)/G-6 of Information Infrastructure Integration manages the Army's VI activities and coordinates VI reporting requirements with the Assistant to the Secretary of Defense for

Public Affairs. The CIO/G-6 assigns the production identification number to non-local productions, assigns the defense VI activity number, and manages the Content Discovery and Access Log.

### **ARMY VISUAL INFORMATION PROGRAM MANAGER**

1-29. The Army VI Program Manager is the Department of the Army (DA) functional proponent for the VI systems program and is responsible for the following:

- Providing recommendations to the Army CIO/G-6 on VI planning, programming, policy, architecture, doctrine, systems, and management.
- Making sure that VI systems adhere to the Risk Management Framework for DOD IT.
- Validating and approving the establishment, expansion, consolidation, reduction of capability, and disestablishment of Army VI activities.
- Providing VI activity capability authorization.

### **INSTALLATION VI MANAGER**

1-30. The installation VI manager plans, programs, and budgets for all authorized VI requirements in coordination with the installation directorate of plans, training, mobilization, and security. The installation VI manager also maintains and actively uses the VI Ordering Site to manage and collect metrics for quarterly loading into the Army's IT Metrics Program.

### **COMMANDER**

1-31. Commanders identify the requirement for VI support, ensure adequate support for VI assets, and determine collection requirements based on mission objectives, including VI operations in all subordinate or attached commands. Staff officers help commanders in the discharge of their duties.

1-32. Under delegated authority, the joint task force is responsible for clearing imagery for release to expedite movement of imagery. The on-scene commander is the releasing authority for all imagery acquired in the theater of operations. The on-scene commander is an individual, in the immediate vicinity of an isolating event, who temporarily assumes command of the incident (JP 3-50). In the theater of operations, VI personnel take directions from the on-scene commander.

1-33. The complete cycle from acquisition to receipt by DVIDS for cleared imagery, or the DIMOC for *For Official Use Only* (FOUO) imagery, must occur within one hour to meet collection and processing guidance established by the Secretary of Defense. Collected and processed imagery creates a sustainable decision-making tool for the leaders at the OSD, the Joint Staff, Defense agencies, Department of State, Department of Homeland Security, combatant commands, public affairs, and military and government agencies.

### **Operations Staff Officer**

1-34. The operations staff officer at each level of command is the principal staff officer for all matters concerning operations and plans. The operations staff officer identifies and integrates VI requirements to enhance operational decision making.

### **Information Operations Officer**

1-35. When deployed, the IO officer is co-located with the IO element and provides VI personnel guidance and direction in the theater of operations. The IO officer is the staff focal point for information environment analysis and expertise as well as information-related capability (IRC) synchronization. The IO officer guides VI personnel in determining what to document or what not to document. The IO officer, public affairs, and other government agencies conduct advanced coordination with VI personnel and the operational command's leadership to make sure all parties understand the mission and the mission requirements and priorities. The IO officer ensures VI personnel understand the scheme of IO and the IO objectives they are to achieve or support before they go on a mission.

## Visual Information Staff Officer

1-36. The VI staff officer or noncommissioned officer (NCO) at each command level integrates with other staff sections and assists the signal staff officer in planning and executing the VI mission plan. The VI staff officer executes operations to support the VI mission plan and identifies VI applications to support operational decision making. The VI staff officer defines the capabilities and limitations of a VI activity and establishes procedures for requesting, validating, and prioritizing VI support. At the theater of operations staff level, the signal assistant chief of staff assumes these duties and responsibilities. At echelons corps and below, the signal staff officer assumes these duties with the assistance of the VI staff officer or NCO.

## VISUAL INFORMATION ACTIVITY

1-37. *VI activity* is an organizational element or a function within an organization in which one or more personnel are classified as 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). VI activities capture and provide the President, OSD, Joint Staff, military departments, and Army commanders with VI products and services.

1-38. It is important to understand the distinction between VI activities and other collection activities as information documented under the sponsorship of VI activities supports a variety of purposes. These include surveillance, reconnaissance, medical, law enforcement, and intelligence activities. VI activities must adhere to distinct policies, regulations, and rules when collecting information specifically for one of these purposes. For more details on excluded activities, see DODI 5040.02.

1-39. Products and services provided by VI activities support—

- Mission command.
- Training.
- Education.
- Logistics.
- Human resources.
- Special operations.
- Information operations.
- MISO.
- Civil affairs operations.
- Public affairs.
- Intelligence.
- Historical documentation.

1-40. VI activities bring together equipment, facilities, and skills essential for generating, preserving, and disseminating VI documentation. VI managers register authorized VI activities using the Central Visual Information Activity Registry in the DVIDS to create or modify a VI Activity Profile.

1-41. The Enterprise Multimedia Center provides support services consisting of photography, graphics and design, video and multimedia, as well as sound and presentation. The Army Multimedia and VI Directorate supports the Army and DOD with the following VI services:

- Official photography.
- Digital photography.
- Studio and field television production.
- Video technical services, for example, duplication.
- Format conversion and editing.
- Graphics presentation design and consulting.
- Exhibit and display services.
- Audiovisual presentation support and consulting.

- Live events management and planning.
- Imagery accessioning.
- Archive and research services.
- Army pictorial collection management.
- Joint commercial production contracting.
- Acquisition and project management.
- Visual documentation of significant military events in the National Capital Region.
- Visual documentation of national interest events as directed by the President.

## VISUAL INFORMATION OPERATIONS

1-42. VI supports events and activities that relate to official missions and functions. Using VI products, equipment, or facilities for other than official purposes, for example, loaning equipment to local and state governments or nonprofit organizations meeting on U.S. Government property is at the discretion of the local commander and according to AR 700-131.

1-43. VI activities establish priorities for VI support with consideration to mission, timeliness, cost-effectiveness, quality and quantity of products, services available, and current funding.

1-44. Installation VI managers collect and consolidate data for input into the Army's IT Metrics Program at the beginning of each quarter. The installation VI manager coordinates with the Network Enterprise Center (NEC), as the central IT Metrics data collection point, for data deadline information and consolidation of input.

1-45. The NEC provides and acquires telecommunications, information management, and VI documentation support services on Army installations. The installation NEC is responsible for maintaining the installation's IT Services Catalog. The IT Services Catalog lists the services that VI activities provide. The IT Services Catalog provides customers a view of Command, Control, Communications, Computers, and Information Management services managed and delivered by the NEC based on mission-funded levels of support. The services of installation VI activities include—

- **Still and video photography.** Producing, processing, and duplicating digital still and video products.
- **Television.** Producing and reproducing video recordings including briefings, news clips, operational documentation, video reports, and stand-alone video segments with or without sound.
- **Graphic art.** Designing, creating, and preparing two- and three-dimensional visual products. Graphic art design and creation includes charts, graphs, posters, visual materials for brochures, covers, television, motion pictures, printed publications, displays, presentations, and exhibits prepared manually or with technology.
- **Audio.** Recording, producing, reproducing, and distributing sound to support an activity. Audio includes the recording of briefings, news clips, ambient sound, sound effects, reports, aural amplification, and other studio products.
- **Library.** Loaning and maintaining VI media and equipment. This authorization allows purchasing, leasing or renting, and accountability of COTS VI productions for local use.
- **Ready access file.** Providing a consolidated electronic source of imagery accessible to official customers.
- **Customer self-help.** Providing self-help support to customers for the production of simple slide presentations, briefing charts, sign-out boards, flyers, or flip charts.
- **Consultation.** Providing customer consultation services to support official requirements for the customer and professionally developed VI products and services.
- **Maintenance.** Repairing and servicing organic VI equipment.
- **Broadcast, video, and audio services including—**
  - Cable television.
  - Operating the command channel(s) provided as part of the cable television franchise agreement.



- Closed circuit television providing support to a defined area.
- Video and Audio.
  - Producing digital audio packages.
  - Providing video streaming and multicast services.
  - Script preparation.
  - Video documentation to support historical and significant events.
  - Duplicating compact discs and digital video discs to support local VI productions.
- **Media library services.** Authorized VI activities may provide a central library of distributed and local multimedia VI productions and imagery.

## VISUAL INFORMATION PLANNING OPERATIONS SNAPSHOT TEMPLATE

1-46. The VI Planning Operations Snapshot Template assists VI personnel in planning for an operation and briefing senior leadership. The template consists of headings to allow VI personnel to develop and brief VI guidance at their level. VI personnel insert information from the snapshot into a fragmentary order, when required, and give the information to documenters and leadership personnel as VI guidance. VI planners at the combatant command level and a joint COMCAM program manager help identify VI requirements and help with the implementation of the VI plan. The template’s headings include—

- **Theater Public Affairs Guidance.** Provides overall guidance from the public affairs officer.
- **Themes and Messages.** Convey the strategic narrative to relevant audiences within the area of operations. The IO officer ensures VI products support approved themes and messages. Public affairs and psychological operations organizations develop themes and messages.
- **Commander’s Intent.** Provides guidance on how the commander wants operations to focus. Commander’s intent, themes, and messages support the development of COMCAM’s imagery requirements.

## VISUAL INFORMATION RECORDS MANAGEMENT

1-47. Activity VI managers control original local or non-local Army multimedia VI productions and VI products with their associated administrative documentation as official records throughout their life cycle and disposal in accordance with DA Pam 25-91, and in accordance with DOD Records Schedule DAA-0330-2013-0014. For VI housekeeping files, refer to AR 25-400-2.

1-48. Activity VI managers maintain a system for numbering individual product items based on DODI 5040.02 requirements. Activity VI managers assign a VI record identification number (VIRIN) to official still photographs, motion picture footage, video recordings (excluding other Army VI productions assigned a production identification number), and audio recordings retained for future use. The VIRIN—

- Enables the management of the imagery as a shared strategic asset.
- Facilitates retrieval and repurposing.
- Provides an enterprise record identification system to support life-cycle management.

1-49. All photographers, videographers, graphic artists, photojournalists, broadcasters, public affairs, and other personnel involved in the creation of official DOD imagery must have an assigned Visual Information Professional Identifier (Vision ID). The Vision ID provides the identification of the image originator in field three of the VIRIN when creating official DOD imagery records. VI professionals log into the DIMOC website to receive their Vision ID. DODI 5040.02 and the DOD Visual Information Style Guide provide detailed descriptions of the required elements for the VIRIN and Vision ID. The managing DOD Component authorizes VI activities and assigns VI activities a unique Defense Visual Information Activity Number (DVIAN). The DVIAN consists of five data elements in a single field organized in the alpha (A) numeric (N) format (ANNNN), where “A” is the letter designator of the authorizing DOD Component and NNNN is a number assigned by the Component VI management office (for example, an Office of the Secretary of Defense DVIAN would be “D0204”).

1-50. All VI records will have a complete descriptive caption and metadata embedded in the electronic record file. The DOD Visual Information Style Guide, located on the DIMOC website, outlines the procedures for caption writing and metadata entry.

1-51. For contractor-produced VI records, the contract specifies the Army's legal title and control of this type of VI media and related documentation. To prevent damage to VI records, personnel involved in handling VI records use management and control processes in accordance with DOD Records Schedule DAA-0330-2013-0014 and DODD 8000.01.

1-52. VI managers maintain continuous custody of permanent or unscheduled VI records until retirement or submission to the DIMOC for accessioning. If different versions of multimedia VI productions such as short and long versions, closed-captioned, and foreign language are prepared, maintain an original copy of each version and forward through the DIMOC for accessioning.

## Chapter 2

# Visual Information Documentation

VI documentation provides a visual record of significant Army events and activities and encompasses tactical and non-tactical documentation. This chapter defines and addresses VI documentation including COMCAM, operational, and technical documentation. This chapter also addresses supplemental VI roles.

### INTRODUCTION

2-1. DODI 5040.02 defines *VI documentation* as motion, still, and audio recording of technical and non-technical events made while occurring, and not usually under, the production control of the recording element. VI documentation includes documentation by COMCAM forces.

2-2. VI documentation that COMCAM forces record during humanitarian assistance and disaster relief programs is key in providing records of the actions of U.S. forces, and efforts to build the capacity of host nations to respond to disasters and build their self-sufficiency. Humanitarian assistance and building host-nation capacity supports and aligns with the primary stability tasks outlined in ADRP 3-07. Disaster relief supports and aligns with the doctrine for disaster response as outlined in ADRP 3-28.

2-3. Recommended humanitarian assistance and disaster relief imagery requirements include, but are not limited to—

- U.S. military deploying. Troops getting onto or off planes, troops walking with gear, and troop equipment.
- U.S. military health system medical teams. Surgical teams, dental services, vision services, veterinary services, doctors, and nurses providing care for patients.
- U.S. military construction. Construction, disaster relief warehouses, emergency operation centers, shelters, schools, clinics, water wells, and troops building or renovating facilities.
- U.S. military deliveries. Delivery of food, medical supplies, communications equipment, U.S. military helicopters and aircraft, and cargo inside aircraft.
- U.S. military talking to host-nation citizens.
- U.S. military security assistance to host-nations.

### VISUAL INFORMATION DOCUMENTATION

2-4. VI documentation provides a visual record of Army events, activities, and includes both tactical and non-tactical documentation. VI documentation includes COMCAM, operational documentation, technical documentation, and the supplemental roles the Army VI documentation program provides the commander. The purpose of the final product dictates the documentation category and justifies the initial imagery collection.

2-5. VI documentation preserves imagery and provides historical and permanent visual records of imagery. This documentation imagery supports and strengthens unit morale and identity by presenting a visual history of the unit through—

- After action reports.
- Lessons learned.
- Briefings.
- Books.
- Magazine articles.
- Movies.
- Television programming.

### TACTICAL DOCUMENTATION

2-6. Tactical documentation supports the operational and planning requirements of commanders and decision makers from the combatant commanders through the President and Secretary of Defense. Tactical documentation is a fundamental tool used by commanders and decision makers as a combat force multiplier.

2-7. COMCAM teams record tactical digital media to support joint operations, major combat operations, limited contingency operations, unconventional warfare, and peace operations. COMCAM teams electronically forward imagery with embedded captions to the JIMOC. The JIMOC submits cleared imagery through the DVIDS, and FOUO imagery to the DIMOC, for distribution to operational decision makers.

### NON-TACTICAL DOCUMENTATION

2-8. Non-tactical 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 research, development, test, and evaluation.

### IMAGERY SUPPORT TO PLANNING

2-9. Imagery support for planning occurs in the physical environment where close combat operations occur. During imagery support to planning activities, COMCAM teams capture tactical digital media that provides an analysis of a site before an operation or employment of forces to the site. Imagery support for planning allows combat personnel to learn landmarks, building locations, and other visual references to get an accurate visual site image. Imagery support to planning involves the recording of selected or proposed routes into and throughout a particular area. Motion media can capture these references, as well as noise level, light level, and area traffic in urban areas.

### IMAGERY SUPPORT TO BATTLE DAMAGE ASSESSMENT

2-10. *Battle damage assessment* is the estimate of damage composed of physical and functional damage assessment, as well as target system assessment, resulting from the application of lethal or nonlethal military force (JP 3-0). Imagery support to battle damage assessment—

- Gives commanders immediate information to develop countermeasures to an enemy's weapons and allows commanders time to develop additional courses of action.
- Enables commanders to evaluate the results of weapons engagement, either lethal or nonlethal, and provides resultant information into the fires and targeting processes.
- Helps commanders determine when or if their targeting effort is meeting their objectives and can affect their operational and strategic targeting and engagement decisions.
- Supports air, ground, naval, and Special Forces operations for all Services.

### GAUGING EFFECTIVENESS IMAGERY

2-11. Gauging effectiveness imagery documents the effectiveness of friendly weapons upon a predetermined target. Gauging effectiveness imagery provides current sustained damage, surrounding area collateral damage, the enemy's strengths and weaknesses, and the nature and effectiveness of possible

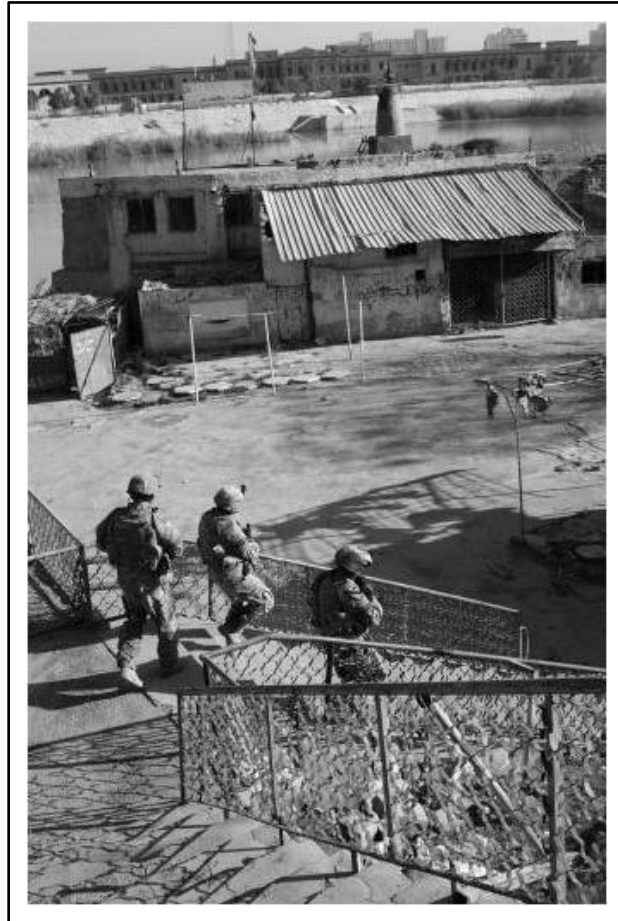
countermeasures. Gauging effectiveness imagery with still photos or videos visually communicates information for analysis beyond the capacity of words. Commanders and staffs use gauging effectiveness imagery to make informed and timely operational decisions. Figure 2-1 documents an example of gauging effectiveness imagery.



**Figure 2-1. Gauging effectiveness imagery**

### **IMPROVING SITUATIONAL AWARENESS IMAGERY**

2-12. Improving situational awareness imagery documents actual combat conditions in military operations and engagements. The President, Secretary of Defense, Chairman of the Joint Chiefs of Staff, and military services staffs use the documented imagery to manage information, make timely decisions, and coordinate resources during operations. Figure 2-2 on page 2-4 documents an example of improving situational awareness imagery as Soldiers search a boathouse after receiving tips on enemy activity from locals in Iraq.



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

### **REVIEW IMAGERY**

2-13. Review imagery documents initial operational engagement of new weapons and support systems, both friendly and enemy. Commanders can use review imagery to visualize and assess potential threats, revise friendly tactics, and validate doctrine. Review imagery provides commanders a better understanding of adversaries and the threats adversaries pose to military operations. Figure 2-3 on page 2-5 documents an example of review imagery as a Soldier test fires ammunition during new equipment training.



**Figure 2-3. Review imagery**

## **OPERATIONAL DOCUMENTATION**

2-14. Operational documentation activities provide information about people, places, and things. Operational documentation is general-purpose documentation normally done in peacetime. Most installation VI activities perform operational documentation as a major part of their mission. Installation VI activities provide operational documentation to all units, staffs, agencies, and organizations that require VI support to accomplish their missions. Examples of operational documentation are public affairs, command information, construction and renovation projects, safety office reports, fire department reports, personnel and community affairs projects, and photographs. Some operational documentation material has only temporary value, and other material has lasting historical importance.

### **READINESS POSTURE IMAGERY**

2-15. Readiness posture imagery displays a unit's readiness. Readiness posture imagery uses still photos or videos to give the necessary information to the Commander about the readiness posture of the unit. Figure 2-4 on page 2-6 documents an example of readiness posture imagery showing Soldiers from an airborne unit preparing for a rapid deployment exercise.



**Figure 2-4. Readiness posture imagery**

### **SIGNIFICANT OPERATIONS IMAGERY**

2-16. Significant operations imagery documents community relationships between the military and civilian communities. The objective of community relations is for the military to foster good relations with civilian communities at home and abroad. Examples are images of operations, exercises, or maneuvers captured for historical or public affairs purposes. Figure 2-5 documents an example of significant operations imagery as U.S. Army Soldiers participate in a community relations event helping high school students from Thailand learn English by having the students teach the U.S. Army Soldiers different games that children play in Thailand.



**Figure 2-5. Significant operations imagery**



## SIGNIFICANT PROGRAMS AND PROJECTS IMAGERY

2-17. Significant programs and projects imagery documents programs and projects that impact national or Army policy. These images track progress, provide status, or document the accomplishment of significant milestones. Figure 2-6 documents the ribbon cutting for the grand opening of the South Park Post Office on Kandahar Airfield, Afghanistan.



**Figure 2-6. Significant programs and projects imagery**

## CIVIL-MILITARY INVOLVEMENT IMAGERY

2-18. Civil-military involvement imagery documents operating conditions, chronicling Army efforts and participation in disaster relief, civil disturbances, and environmental protection. Civil-military involvement imagery contributes to public affairs and community relations programs 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 2-7 documents an example of civil-military involvement imagery as a flight paramedic escorts a mother and her child off a U.S. Army aeromedical evacuation helicopter after a hurricane.



**Figure 2-7. Civil-military involvement imagery**

## CONSTRUCTION IMAGERY

2-19. Construction imagery documents construction of systems, facilities, and installations. Construction imagery demonstrates project progress and provides information for future operations, after action reviews, and lessons learned. Figure 2-8 documents an example of construction imagery.



**Figure 2-8. Construction imagery**

## SIGNIFICANT MILITARY EVENTS IMAGERY

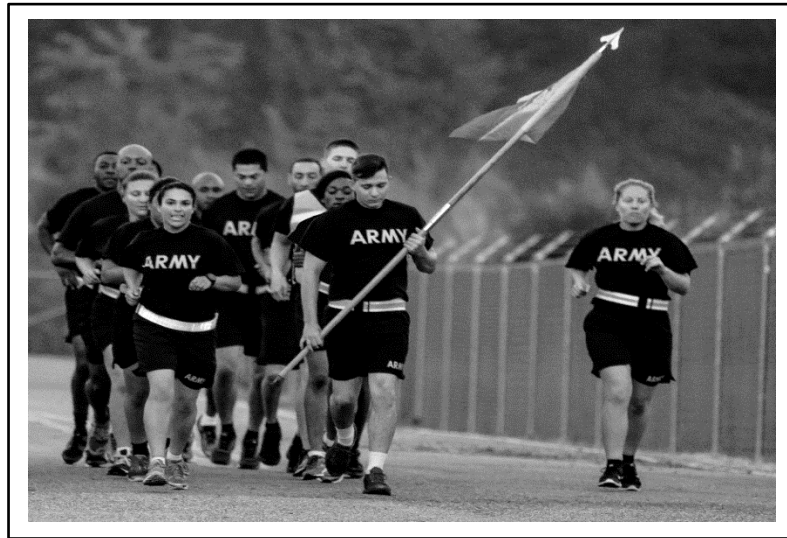
2-20. Significant military events imagery provides a visual historical record of base closures and realignments; activation and deactivation, deployment, or a change of command of a division or larger unit; and general officer promotions. Figure 2-9 documents an example of significant military event imagery.



**Figure 2-9. Significant military event imagery**

## MILITARY LIFE IMAGERY

2-21. Military life imagery documents Soldiers at work, physical training, new equipment usage, and quality of life. Figure 2-10 on page 2-9 documents an example of military life imagery.



**Figure 2-10. Military life imagery**

## **TECHNICAL DOCUMENTATION**

2-22. Technical documentation is documentation taken to evaluate an actual event. Technical documentation contributes to the study of human or mechanical factors, procedures, and processes in the fields of medicine, science, logistics, intelligence, investigations, and armament delivery. Technical documentation has the potential to become permanent record material. Figure 2-11 documents a Stryker mobile gun system firing high explosive anti-tank rounds at targets on a digital multipurpose training range.



**Figure 2-11. Evaluation imagery**

2-23. VI activities at proving grounds, missile ranges, hospitals, research centers, and similar installations primarily engage in technical documentation and provide some operational documentation. Technical documentation enables VI activities to obtain and preserve record material, documented as required, for future usage.

## SUPPLEMENTAL VISUAL INFORMATION ROLES

2-24. VI documentation preserves permanent visual records for historical purposes and supports supplemental VI roles. VI documentation captured through supplemental VI roles depicts subjects of probable interest to the President, OSD, and commanders. The following paragraphs address VI documentation that supports supplemental VI roles.

### LEGAL DOCUMENTATION IMAGERY

2-25. Legal documentation imagery is visual documentation used to provide evidence; refute an accusation; and provide a record of status, actions, and conditions to support potential or actual legal review or proceedings.

2-26. Legal documentation imagery also provides photographic proof of the damage that supports U.S. Government property damage claims by or against foreign governments. Figure 2-12 is an example of legal documentation imagery.



**Figure 2-12. Legal documentation imagery**

### MILITARY INFORMATION SUPPORT OPERATIONS IMAGERY

2-27. MISO is a vital part of the broad range of U.S. political, military, economic and ideological activities used by the U.S. Government to secure national objectives. VI provides a critical resource to MISO in an information environment that is complex and dynamic. MISO depends on audience-specific images and video to develop effective influence products. For more information about MISO, see FM 3-53.

### SIMULATION IMAGERY

2-28. Simulation imagery recreates events through technology. It allows commanders to use computers and software to view actual scenes from operational engagements to show accomplishment of objectives. The images of actual operations help commanders convey the highest degree of realism to simulation by including actual scenes from operations to aid in the detailed recreation of events. During simulation operations, various video outputs ranging from desktops to projection screens display imagery which enhances simulation operations and enables interactive simulations. Simulation imagery has the potential to elevate the technology from a training tool to a tool that supports intelligence and enhances commanders' ability to exercise mission command.

## INVESTIGATIVE PHOTOGRAPHY

2-29. Some situations require using investigative photography techniques to capture and compile images necessary for investigations. The following are examples of situations where investigative photography techniques would be appropriate:

- Accidents (air and ground).
- Suicides.
- Homicides.
- Mass graves.
- Weapons caches.
- Torture chambers.
- Weapons manufacturing facilities.
- Post-scenes of improvised explosive devices or indirect fire.
- Enemy safe houses.

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## Chapter 3

# Combat Camera Operations

This chapter provides an overview of COMCAM operations, associated roles, responsibilities, and the organizational structure of the COMCAM company. This chapter also discusses COMCAM support to Army and joint operations.

### COMBAT CAMERA OVERVIEW

3-1. COMCAM forces provide the OSD, Chairman of the Joint Chiefs of Staff, the military departments, the combatant commands, and joint task forces with a directed imagery capability to support strategic, operational, and planning requirements during wartime operations, worldwide crises, contingencies, joint exercises, and humanitarian operations.

3-2. COMCAM requirements should not be confused with public affairs or press pool media requirements. While often used for public affairs purposes, COMCAM imagery is primarily used as an operational decision-making tool, and for IO purposes. COMCAM personnel document information and areas of conflict not authorized by media personnel.

3-3. COMCAM is an IRC that IO synchronizes with other IRCs to achieve desired effects in the physical, informational, and cognitive dimensions of the information environment. For example, COMCAM routinely supports the public information function of public affairs, documents civil affairs projects and activities for archival and information-sharing purposes, provides imagery for use in MISO products, and documents Soldier and leader engagements. The integration of COMCAM documentation into IO maximizes the ability of commanders and staffs at all levels to make informed operational decisions, enables more tailored influence on relevant audiences during operations, and enables Army forces to gain advantages in the information environment. Army forces seek to ensure freedom of action by conducting IO and synchronizing IRCs in the information environment.

3-4. The COMCAM company supports land, airborne, airmobile, and sea operations. It deploys COMCAM teams as an integral part of operations to ensure documentation of the entire scope of U.S. military activities. The COMCAM company can deploy COMCAM teams on short notice to support operations at all levels. The teams also operate in a joint operational environment supporting joint COMCAM teams.

3-5. COMCAM teams operate under all weather and lighting conditions with both conventional and special operations units. The COMCAM company maintains airborne-qualified personnel who receive tactical training including air assault, combat lifesaver, and advanced marksmanship techniques, and provides the following capabilities:

- Still and video tactical digital media.
- Editing.
- Graphic design.
- Imagery documentation through airborne operations.

### COMBAT CAMERA PERSONNEL

3-6. COMCAM personnel provide visual documentation to enhance the commander's situational awareness and establish a historical operations record. COMCAM personnel perform imagery acquisition on orders, needs, strategic value, and desired end state to any military operation. COMCAM personnel support critical information requirements by providing information that enables commanders to visualize the operational area and make critical decisions. COMCAM personnel photograph or video all aspects of an operation or event. Intelligence and public affairs staff determine classification, sensitivity, and public release

of photographs and videos. When COMCAM assets are not available, units can designate one or more Soldiers to use unit-issued or personal cameras; however, the unit must have a procedure in place for the review, clearance, and disposition of any images taken. Imagery acquired by Soldiers using unit-issued or personal cameras in an official capacity in an area of operations, whether on or off duty, is official imagery and property of the DOD, and is subject to all rules, regulations, and restrictions.

3-7. COMCAM personnel provide imagery acquisition, processing, and distribution capabilities to support operational and planning requirements during wartime operations, worldwide crises, contingencies, and joint exercises. The IO officer coordinates with public affairs and other government agencies to provide themes, messages, and convey documentation requirements to COMCAM personnel. COMCAM personnel provide support to the following general themes:

- **Operations Support.** Visual imagery to support presentations for higher echelon commands, DOD, the Joint Staff, supporting major commands, combatant commands, and the President and Secretary of Defense.
- **Support Force Documentation.** Still and motion imagery to assess and illustrate support shortfalls, for example, aircraft ramp space, water, fuel, and munitions.
- **Intelligence Presentation Support.** Non-covert still and motion imagery to support intelligence presentations.
- **Training Support.** Imagery supports the training of forces participating in sustaining operations.
- **Historical Record.** Imagery supports archival requirements to depict DOD significant operations and efforts.

3-8. COMCAM personnel use the standard contingency documentation plan as a guide until the theater COMCAM, IO, or public affairs Commander's representative provides further guidance, or until publication of the theater public affairs guidance with key DOD themes and messages. The standard contingency documentation plan applies to the documenting of combat, combat support operations, humanitarian missions, or exercises. From this information, documentation teams that are deploying should be able to adapt operations to almost any similar situation.

### STRUCTURE

3-9. The COMCAM company, structured as an essential battlefield information resource, provides VI support to units worldwide. The COMCAM company visually documents still and motion imagery to support strategic, operational, and tactical mission objectives.

3-10. The COMCAM company tailors and deploys team members and equipment based on specific mission requirements. Multiple teams may deploy concurrently to the same or separate locations. The structure and design of the COMCAM company allows the tailoring of support packages for lesser regional conflicts, small-scale contingencies, and other support requirements as designated.

### Company Headquarters

3-11. The company headquarters provides mission command and supervision of operations and activities to ensure execution of their joint, unified, and U.S. Army VI documentation missions. The company headquarters provides limited administrative and logistics support for all assigned personnel, including procuring the operational, logistical, and information services required to accomplish the mission. The company headquarters conducts risk management at all subordinate echelons. The commander sets risk approval authority elements. For detailed risk-management information, see ATP 5-19.

### Theater Army Operations Section

- 3-12. The theater army operations section—
- Provides planning, coordination, and supervision for all theater, corps, and division-level COMCAM documentation support missions.
  - Ensures the execution of COMCAM visual documentation for joint, unified, and U.S. Army operations by assigned platoons.
  - Exercises direct control over the documentation and multimedia sections.



## Support Platoon

3-13. The support platoon provides COMCAM support for ground, airborne, air assault and amphibious missions. The COMCAM company consists of three support platoons. Each support platoon includes—

- **Platoon Headquarters.** Provides mission command, supervision, and staff planning for platoons performing support missions.
- **Multimedia Team.** Provides still and video editing for a finished product at the division, corps, and theater level. The team uses the still photography editing and processing system, and the motion video editing system. The team also provides still and motion media products; graphics products; video reports; narration, presentation and visual imagery support to operational headquarters; and archive production of COMCAM documentation products.
- **Headquarters Documentation Squad (x2).** Provides mission command for two documentation teams.
- **Documentation Team (x2).** Provides COMCAM VI support to operations and other COMCAM support requirements throughout the theater of operations. The documentation teams provide conventional still, digital still and video products, and rough editing on-site.

## Support Section

3-14. The support section conducts airborne COMCAM support missions and other COMCAM missions as assigned. The support section includes—

- **Multimedia Team.** Provides still and video editing for a finished product at the theater, division, and corps level. The team uses the still photography editing and processing system, and the motion video editing system. The team also provides tailored still and motion media products; graphics products; narration support; video reports, visual imagery support to operational headquarters; and archive production of COMCAM documentation products.
- **Headquarters Documentation Squad (x2).** Provides mission command for two documentation teams.
- **Documentation Team (x2).** Provides COMCAM VI support to airborne operations and other COMCAM support requirements throughout the theater of operations. The documentation teams provide conventional still, digital still and video products, and rough editing on-site.

## Combat Camera Team Leader

3-15. The COMCAM team leader produces still and motion imagery to transmit to the DIMOC via portable or fixed long-range transmission systems. The team leader also coordinates the documentation of both day and night operations, as well as aerial documentation with supported units.

## Combat Camera Team Member

3-16. COMCAM team members have the following responsibilities:

- Installing, operating, and maintaining tactical digital media systems.
- Ensuring proper captions on all imagery.
- Performing operator maintenance on tactical digital media equipment, vehicles, and individual equipment.
- Maintaining accountability of all on hand equipment.

## COMBAT CAMERA AS A SUPPORT CAPABILITY

3-17. COMCAM is a force support capability composed of VI professionals prepared to deploy to austere operational environments at a moment's notice. COMCAM provides high definition (HD) digital still imagery and video imagery of air, sea, and ground actions of armed forces during combat operations, natural disasters, training activities, exercises, war games, and peacetime engagements. COMCAM products, called tactical digital media, yield visual imagery, audio, and information that commanders and staffs at all levels use to make informed operational decisions.

3-18. When employed, COMCAM Soldiers provide timely VI to support commanders' objectives at all echelons in a theater of war. COMCAM support packages are equipped and can document day and night operations. The design of support packages facilitates their tailoring for lesser regional conflicts, small-scale operations, and other operations like peacekeeping and foreign humanitarian relief operations. COMCAM provides the following benefits:

- Ability to use COMCAM to record engagements for historical purposes.
- Ability to use COMCAM images for future public affairs or MISO products.
- Ability to use COMCAM to counter threat propaganda.

### **TASKING COMBAT CAMERA**

3-19. The Joint Chiefs of Staff and the U.S. Army Forces Command (FORSCOM) generate mission taskings for Army COMCAM teams. The CIO/G-6 and FORSCOM assistant chief of staff, operations, are responsible for ensuring that all contingency and war plans include COMCAM requirements in their operations annexes. Commanders involved in operations that have significant national interest plan for, task, sustain, and employ COMCAM forces. Services coordinate COMCAM support for Service-specific requirements. Services coordinate all rotational and emergent COMCAM requirements for joint operations through global force management using the request for forces process.

3-20. Army COMCAM teams are under the operational control of the FORSCOM until they deploy. When deployed, COMCAM teams work in a joint environment as members of the joint COMCAM team. Command and control of joint COMCAM teams at the joint force level are through the IO division of the operations directorate (J-39) of a joint staff. The J-39 is responsible for COMCAM activities. The FORSCOM retains administrative control of COMCAM teams while the joint force commander maintains operational control exercised through the joint COMCAM team.

3-21. VI planners coordinate COMCAM support for Army-specific operations. VI planners contact the Combat Commander COMCAM planner to coordinate COMCAM integration into joint operations. In the absence of a Combat Commander COMCAM planner, VI planners contact the Joint COMCAM Program Manager at the DVI Center for assistance. Validation of all COMCAM requirements for joint operations occurs through the global force management process. The global force management process allocates and assigns COMCAM assets to support the requirement.

### **ROLES AND RESPONSIBILITIES OF THE ARMY COMPONENT HEADQUARTERS AND STAFF**

3-22. The FORSCOM, CIO/G-6, U.S. Army Training and Doctrine Command, and U.S. Army Network Enterprise Technology Command manage, plan, program, authorize, and maintain resources and capabilities for COMCAM support to missions and objectives. The following paragraphs address the roles and responsibilities of key Army component headquarters and staff responsible for managing COMCAM support.

#### **U.S. Army Forces Command**

3-23. FORSCOM is responsible for COMCAM mission requests, assignments, and requirements for COMCAM support. FORSCOM ensures that subordinate commands integrate tactical COMCAM support requirements into operations plans for contingencies and national disasters.

#### **U.S. Army Training and Doctrine Command**

3-24. The U.S. Army Training and Doctrine Command develops capability and materiel development plans and concepts for COMCAM organizations and systems. The Training and Doctrine Command serves as the proponent for VI training developments to support enlisted Career Management Field 25: Develop VI doctrinal manuals, instruction, and programs.

#### **Chief Information Officer/G-6**

3-25. The CIO/G-6 is the functional proponent for VI, the senior authority for Army VI and multimedia products, and provides senior Army VI representation to the Defense staff, the Army staff, and Army commands. The CIO/G-6, assistant chief of staff, Plans Section, ensures inclusion of COMCAM

documentation support in Army operational planning documents for operations plans, contingency plans, and training exercises.

### **U.S. Army Network Enterprise Technology Command**

3-26. The U.S. Army Network Enterprise Technology Command organizes and operates Army deployable COMCAM teams through—

- Regular Army COMCAM company—55TH Signal Company, one each.
- Army Reserve COMCAM company—982D Signal Company, one each.

3-27. COMCAM teams from the COMCAM company provide tactical digital media of operational contingencies, exercises, joint operations, and relief activities in response to major disasters and other peacetime engagements.

### **COMCAM SUPPORT TO CORPS AND DIVISION**

3-28. The COMCAM company is a force multiplier for all elements of Army operations. The company deploys COMCAM teams and the teams train with the units they deploy with when possible. Personnel of the company support airborne operations for forced entry and rapid deployment missions.

3-29. At the corps level, the deployed COMCAM teams provide tactical digital media from the corps headquarters down to battalion level. COMCAM teams work collaboratively with other IRC units to synchronize IO into the concept of operations.

3-30. At the theater level, the deployed COMCAM teams work directly for the theater and corps operations directorate of a joint staff or assistant chief of staff, operations (information operations). COMCAM teams use transmission capabilities provided by the supported unit to transmit imagery obtained in the theater of operations to the JIMOC. The JIMOC provides follow-on transmission of imagery to the DIMOC through the JCCC. The theater army provides communications-electronics maintenance support to COMCAM teams.

3-31. At the corps and division levels, COMCAM teams are under operational control of the headquarters. The COMCAM platoon headquarters is co-located with the appropriate corps or division assistant chief of staff, operations section, under the IO element. The corps or division element provides food service, health service support, legal, religious, resource management, human resources, administrative services, supply, supplemental air transportation, and support for transmissions of VI on data-capable communications lines across the corps or division, and to the next higher headquarters. The corresponding signal command provides communications-electronics maintenance support. Typical COMCAM support to the corps and division staff sections include—

- Assistant chief of staff, G-1, personnel section. Historical, legal, and safety information.
- Assistant chief of staff, G-2, intelligence section. Counterintelligence, terrain analysis, targeting, and intelligence missions.
- Assistant chief of staff, G-3, operations section. Operational assessment, reconnaissance, decision making, incident verification, and IO.
- Assistant chief of staff, G-4 logistics section. Equipment use, support, and sustainment.
- Assistant chief of staff, G-5, plans section. Contingency, operational, and tactical planning.
- Assistant chief of staff, G-6, signal section. Signal site evaluation and systems integration.
- Assistant chief of staff, G-8, financial management. Resource management, personnel and equipment authorizations, government purchase card, and government travel charge-card programs.
- Assistant chief of staff, G-9, civil affairs operations section. Enhances the relationship between Army forces, and the civil authorities and people in the area of operations.

3-32. COMCAM imagery supports commander's themes and messages and enhances situational awareness. COMCAM still and video imagery provides a historical record of DOD significant operations. COMCAM teams develop visual, exploitable evidence during site exploitation operations. COMCAM teams, in coordination with the personnel recovery coordination section, gather exploitable visual evidence of isolated U.S. personnel. The following list provides examples of typical COMCAM supported mission areas:

- Battle damage assessment.
- Civil affairs.
- Civil-military operations.
- Command information.
- Counterdrug Operations.
- Countering weapons of mass destruction.
- Counterinsurgency.
- Counterterrorism.
- Crisis management.
- Develop actionable information.
- Disaster relief.
- Domestic operations.
- Evidentiary documentation.
- Force protection.
- Foreign humanitarian assistance.
- Homeland defense.
- Homeland security.
- Information operations.
- Investigation support (legal documentation).
- Media relations.
- MISO.
- News releases.
- Peace operations.
- Press briefings.
- Rule of law.
- Site exploitation.
- Special operations.
- Stability.
- Website content

3-33. When operating in remote locations, COMCAM teams can deploy with limited, low data rate, satellite transmission capability. Most COMCAM imagery is transmitted using theater-deployed or fixed commercial communications. The on-scene commander is responsible for clearing imagery for public release in remote locations.

3-34. The on-scene commander forwards unclassified imagery documentation to the DIMOC as FOUO. The DIMOC can receive imagery classified up to SECRET via electronic means on the SECRET Internet Protocol Router Network. The DIMOC has the primary mission of distributing operational imagery to the Joint Staff for the daily Joint Chiefs of Staff briefing. The DIMOC manages the JCCC, which supports operational planning, timely imagery acquisition, and integration of VI activities across multiple echelons. The JCCC facilitates the handling of unclassified and classified imagery.

3-35. A designated representative, working under the authority of the on-scene commander, conducts a security review. The goal of the security review is to protect classified material and prevent inadvertent disclosure. The designated representative is responsible for identifying unclassified imagery deemed sensitive in nature as "For Official Use Only, Not for Release." If an image contains 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 designated representative identifies in the caption, the name of the authority that has classified an image, along with that person's title, unit name, and contact information in case of declassification review.

3-36. The local public affairs representative or other designated representative at the lowest possible level reviews all unclassified imagery from COMCAM Soldiers or non-COMCAM Soldiers who use their personal cameras. The public affairs or designated representative reviews the imagery and social media for possible public release unless otherwise directed by public affairs guidance or higher authority. The local public affairs representative or other designated representative is also responsible for identifying COMCAM imagery as *Not Cleared for Public Release* at any level in the review process, to prevent inadvertent release of *Sensitive but Unclassified* imagery to the public.

3-37. Reviewing and clearing imagery at the lowest possible level expedites the movement of imagery to personnel who have an immediate need for unclassified published imagery. Public release procedures define applicable operations plans, operations orders, and supporting annexes.

## COMMUNICATIONS

3-38. Theater army COMCAM teams pass *classified* and *unclassified* orders, imagery, data, and command and operational information at the theater, corps, and division levels over internet protocol networks. COMCAM teams operate an internal frequency modulation network for mission command and work within the supported unit's network.

3-39. The primary communications capability employed by COMCAM teams is the single channel ground and airborne radio system. COMCAM teams also use telephones for staff coordination. In an austere environment, COMCAM teams can deploy with limited stand-alone transmission capability by portable, low data rate, satellite transmission systems. Theater deployed or fixed communication such as the Nonsecure Internet Protocol Router Network and the SECRET Internet Protocol Router Network enable the transport of most COMCAM still and video imagery.

## EQUIPMENT

3-40. COMCAM units use tactical digital media capabilities to provide still, and video imagery, to support operational planning and decision-making requirements. Imagery documented using tactical digital media facilitates operational analysis, planning, training, and provides digital media content to inform and influence audiences inside and outside an organization.

3-41. When operating in austere environments, COMCAM units use tactical digital media acquisition kits and night vision devices to document, process, and transmit imagery. Tactical digital media kits are cameras, video equipment, laptops, night-vision devices, and audio capabilities integrated into equipment sets for the production of VI products. Tactical digital media acquisition kits and night vision devices are as follows:

- **Tactical media acquisition kit.** The tactical media acquisition kit's primary use is for still photography. The tactical media acquisition kit includes hybrid photo and video devices with high-definition lenses to provide the user with a broad range of versatility when capturing photographs and video. The kit contains a full-frame digital single-lens reflex camera, a laptop with 4K resolution, the latest photo and video editing software, and the capability to connect to tactical networks.
- **Night vision devices.** The night vision devices enable imagery production in a range of low-light environments and conditions that prohibit using more lighting. The night vision device mounts to the camera.

## THEATER COMBAT CAMERA VISUAL INFORMATION OFFICER

3-42. The COMCAM company commander or platoon leader serves as the theater COMCAM VI officer for the Army Service component command (ASCC) in a theater. The theater COMCAM VI officer responsibilities include—

- Advising and providing recommendations to the commander and the assistant chief of staff operations, on the capabilities, limitations, and employment of COMCAM assets to support mission objectives.
- Making employment recommendations based on the capabilities and limitations of COMCAM assets to support the mission objectives.
- Planning and implementing COMCAM missions.
- Preparing and updating COMCAM annexes to plans and orders.
- Processing, analyzing, and disseminating COMCAM information and products to the appropriate staff element.
- Conducting staff coordination with the command; other staff officers; sections at the higher, lower, adjacent, supporting echelons; and corresponding joint staff elements.

## JOINT COMBAT CAMERA OPERATIONS

3-43. COMCAM supports the joint force commander objectives by capturing, processing, and distributing classified and unclassified still and motion imagery to support unified land operations. Imagery captured during COMCAM operations ensures an accurate record of ongoing operations and is vital for providing a historical record of activities and actions during military operations. Each military Service has COMCAM units specially trained and equipped to support combat forces in any environment. All personnel who need access to classified defense information to fulfill their duties have a security clearance based on the appropriate personnel security investigation per DODI 5200.02.

3-44. Army COMCAM teams participate in DOD joint exercises along with COMCAM teams from other services. The authority to task joint service COMCAM teams resides with the Chairman of the Joint Chiefs of Staff and combatant commanders. COMCAM team tasking is usually component-specific. Army COMCAM teams typically document Army activities; however, in a joint environment, joint COMCAM teams integrate and synchronize to document all aspects of an operation.

3-45. Joint COMCAM support is an operational mission of the IO division of the operations directorate (J-39) of a joint staff. Appendix 11 to Annex C of the operations plan addresses COMCAM plans. Other functions may cross-reference COMCAM support in their respective annexes.

3-46. The IO division of the operations directorate of a joint staff, and the Joint Staff Deputy Director for Global Operations (J-39), is responsible for COMCAM activities. The J-39 generates COMCAM mission assignments and receives assignments from both higher authority and from within the joint force. The J-39 coordinates and establishes priorities with commanders within the joint force that require COMCAM support. The officer in charge of the joint COMCAM team reports directly to the J-39 to integrate COMCAM into the joint force major operations plan and serves as the senior COMCAM advisor to the IO division of the operations directorate of a joint staff. The officer in charge of the joint COMCAM team coordinates COMCAM requirements through the J-39. Under the guidance of the J-39, the joint COMCAM team lead receives, prioritizes, directs, and coordinates operational assignments for the deployed COMCAM teams.

3-47. In coordination with the IO division of the operations directorate of a joint staff and J-39, the joint COMCAM team lead develops a documentation plan for both the joint COMCAM team and Service COMCAM assets. The joint COMCAM team lead directs COMCAM team documentation taskings. Components retain administrative control for their COMCAM teams within the joint force. COMCAM teams receive documentation requests for COMCAM support through the IO division of the operations directorate of a joint staff via the J-39. The joint COMCAM team lead advises staff elements on effective application of COMCAM assets when coordinating requirements.

3-48. Joint COMCAM teams acquire still and motion imagery via digital format. Based on the requirement, the number of teams and composition needed to document a mission varies. The team attaches to the unit it

documents and receives logistical support from that unit. COMCAM mission assignments often require that COMCAM teams cover multiple units in a theater of operations, and tactical control may transfer multiple times at the discretion of the joint force commander. Policy and regulatory guidance encourage commanders and staff to use COMCAM teams for operational imagery requirements. The following require prioritization of mission tasking to ensure COMCAM availability:

- Emergent imagery requirements.
- Documentation of the capture of persons of interest.
- Destruction of equipment.
- Significant events.

3-49. The joint force typically retains operational control of the joint COMCAM team at the joint task force level. Components may retain operational control of their assigned COMCAM team when it is not attached or under operational control of the joint COMCAM team. The supported commander generally provides tactical control for joint COMCAM teams.

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## Chapter 4

# Documentation Methods and Products

This chapter describes the various VI documentation methods and products used to document events and activities.

### DOCUMENTATION METHODS

4-1. Documentation methods depend on the form of documentation, the environment where the documentation takes place and the support available to personnel documenting the event. VI personnel use motion media, still photography, and audio recording to document events. Motion media and still photography consists of three tiers:

- Tier 1—High-end production.
- Tier 2—Professional COMCAM.
- Tier 3—Consumer.

### STORYTELLING

4-2. Telling the DOD story is an integral part of VI's mission. Whether documenting training exercises for critique or capturing images of a humanitarian relief effort, VI must be able to tell a complete story to the audience.

4-3. VI personnel use the following technical and creative techniques to help complete any mission and to help tell the story:

- **Video.** The basic sequence contains a long shot, medium shot, and close-up. Putting these together tells a pictorial story of an event. The establishing shot, often referred to as the long shot when used to establish the scene, is a part of the basic sequence. The reestablishing shot and extreme close-ups, when used together, make the extended sequence.
- **Photography.** Photography uses wide shots, medium shots, and close-ups to capture a moment in time and space. Photography also uses sequencing to complete a story. Sequencing enables photographers to provide a frame-by-frame account of what happened during a specific event. A sole picture of the second plane hitting the World Trade Center's south tower on September 11, 2001, tells only part of the story. Using sequencing enables photographers to account for many smaller events, to show what happened, and to make up a complete story.
- **Uncontrolled Action.** VI personnel conduct operations in an uncontrolled environment and document events during a live-fire maneuver or actual combat. Control of the environment during the training phase is possible; however, constraints to a commander's time do not always enable control of the environment. In an uncontrolled environment, VI personnel use a wide shot or establishing shot when documenting the first part of an event.
- **The Complete Story.** While documenting an event, try to find many stories to tell. These range from a simple story on how a Soldier mounts the .50-caliber machine gun to its tripod to a complex one about humanitarian relief effort from beginning to end. Complex stories typically consist of smaller, simpler stories that happen along the way. Document as much as possible from the work-up phase to each task completion, or to the end of the exercise. Think about what happens during each phase of the event. Use this to tell the complete story.

## MEDIA FORMATS

4-4. Transmitting and archiving VI documentation requires conversion of the media into a format that reduces transmission and archive capacity. VI documentation consists of the following media formats:

- **Motion Standard Definition and Motion HD Video.** Motion standard definition and motion HD video use H.264 compression. H.264, also known as Moving Pictures Experts Group-4, is an industry standard for video compression. H.264 compresses digital video so that it takes up less capacity when the video is stored or transmitted.
- **Still imagery and Graphics.** Still imagery and graphics use Joint Photographic Experts Group-12 compression.
- **Audio.** Audio uses pulse code modulation such as waveform audio file format compression, and Audio Interchange File Format compression.

### Motion Media

4-5. Motion media is VI documentation of activities or operations as they occur, using video combined with audio to convey or communicate information. Motion media technology can accommodate daytime, nighttime, and limited visibility operations. Table 4-1 provides examples of motion media capture and transmission formats.

**Table 4-1. Examples of motion media capture and transmission formats**

<i>Environment</i>	<i>Tier 1 High-end Production</i>	<i>Tier 2 Professional COMCAM and Public Affairs</i>	<i>Tier 3 Consumer</i>
<b>Capture formats</b>			
Movie	35 millimeter film RedCam		iPhone Camera Digital and Tape Camcorders 720p GoPro 1080p
Broadcast	1080 Progressive (p) 1080 Interlaced (i)	1080p 1080i 720p 720i	
Documentation	1080p 1080i	1080p 1080i 720p 720i	iPhone Camera Digital and Tape Camcorders 720p
Production		1080p 1080i 720p 720i	
<b>Transmission formats</b>			
Movie	Proxy Sneakernet Hard Drives		
Production	Proxy Sneakernet Hard Drives	1080i Hard drive Tape Master	
Broadcast	Society of Motion Picture and Television Engineers 274M-2003	Fast Fourier Transform 720p 1080i Hard drive Tape Master	Upload YouTube and Vimeo
Documentation	Society of Motion Picture and Television Engineers 274M-2003	Fast Fourier Transform 720p	Upload YouTube and Vimeo
These are preferred specifications. Submit the best available quality possible, based on the transmission capability.			

4-6. Figure 4-1 documents an example of motion media as a Soldier captures video recording of direction of fire calibration for an M777 Howitzer.



**Figure 4-1. Motion media**

### **Still Photography**

4-7. Still photography involves producing, processing, and reproducing still picture prints and slides. VI personnel capture these images using digital camera photography or video photography.

### **Digital Still Photography**

4-8. Digital still photography cameras capture images electronically. VI personnel store the images on an internal camera memory or removable memory devices that transfer information systems for viewing and printing immediately. VI personnel also use night vision devices on cameras as required. Night vision devices allow camera usage during darkness or other limited light conditions.

4-9. Digital still photography cameras can capture images such as terrain features, tactical deployments, operational information, and tactical operations taken directly from an operational environment. Table 4-2 on page 4-4 provides examples of still photography capture and transmission formats.

Table 4-2. Examples of still photography capture and transmission formats

<i>Environment</i>	<i>Tier 1 High-end Production</i>	<i>Tier 2 Professional COMCAM and Public Affairs</i>		<i>Tier 3 Consumer</i>	
<b>Capture formats</b>					
Publication	Raw	Raw		Various	
Documentation	Raw and JPEG 12	Raw and JPEG 12		Various	
Base and Post	JPEG 12	JPEG 12		Various	
Individual	JPEG 12	JPEG 12		Various	
<b>Transmission formats</b>					
Publication	JPEG 12	JPEG 12		Various	
Documentation	JPEG 12	JPEG 12		Various	
Base and Post	JPEG 12	JPEG 12		Various	
Individual	JPEG 12	JPEG 12		Various	
<b>Graphics formats</b>					
Publication	InDesign Illustrator Photoshop	Layered	InDesign Illustrator Photoshop	Layered	Various
Documentation	InDesign Illustrator Photoshop	Layered	InDesign Illustrator Photoshop	Layered	Various
Base and Post	InDesign Illustrator Photoshop	Layered	InDesign Illustrator Photoshop	Layered	Various
Scanned Graphic	JPEG 12	Flat	JPEG 12	Flat	Various
<b>LEGEND:</b>					
COMCAM    combat camera					
JPEG        Joint Photographic Experts Group					

4-10. Figure 4-2 documents an example of still photography as a Soldier photographs a unit during marksmanship qualification.



Figure 4-2. Still photography

**Audio**

4-11. Audio documentation records, stores, and reproduces sound by using the camera’s integrated audio recording system, portable microphones, and audio recorders. Various storage technologies and audio file formats record and store audio documentation. Table 4-3 depicts the archival format specifications for media agreed upon by the DIMOC and National Archives and Records Administration Special Media Services.

**Table 4-3. Archival formats specifications**

<i>Media type</i>	<i>Specifications</i>
<b>Motion Standard Definition</b>	
Format	H.264
Resolution	640x480
Color Bit Rate	10
Frames	30 frames per second
Data Rate	1.5 megabits per second
Compression Ratio	83:1
Sampling	4:2:2
<b>Motion High Definition</b>	
Format	H.264
Resolution	1920x1080
Color Bit Rate	12
Frames	30 or 60 frames per second
Data Rate	6 megabits per second
Compression Ratio	180:1
Sampling	4:2:2

Table 4-3. Archival formats specifications (continued)

Still Imagery	
Format	Joint Photographic Experts Group-12 (uncompressed) Optimized Baseline
Magazine	
Format	Portable Document Format-Archive Optical Character Recognition, Flattened
Graphic	
Format	Joint Photographic Experts Group-12 (uncompressed) Optimized Baseline
Audio	
Format	Pulse Code Modulation (Waveform Audio File Format and Audio Interchange File Format)
Sampling	48 kilohertz

## PHOTOGRAPHY AND VIDEOGRAPHY BASIC PRINCIPLES

4-12. VI personnel use five essential principles to capture good photography and videography images. The five essential principles referred to as “The Five Cs of Photography and Videography” are—

- **Camera angles.** Camera angles are more than just shooting higher or lower than the subject. It also encompasses the subjects in the shot.
- **Continuity.** Continuity is the continuous, smooth, and logical flow of visual images, coherently depicting the event. When shooting a picture story or videoing a sequential event, continuity provides a complete story for the audience.
- **Culling.** Culling removes unwanted images or scenes. VI personnel accomplish culling by removing bad shots or takes, extra scenes or images, duplicated action, or any superfluous information. VI personnel perform culling during the acquisition phase through shot selection.
- **Close-ups.** Close-ups are a part of camera angles but stand alone as a technique to transport the viewer into the image or scene. Close-ups add feeling, show detail, clarify an event, and isolate specific actions or ideas. A single close-up can tell the entire story, but should never be VI personnel’s only technique during documentation.
- **Composition.** Composition is the arrangement of pictorial elements to form a unified, harmonious whole. The four previous C’s are interchangeable between photography and videography almost without exception. Composition, however, has distinct attributes when independently applied to photography and videography. Still cameras capture one image at a time. Video cameras capture images one frame at a time. Still cameras may also provide video capability, and video cameras may include a still camera function. A still image does not tell how long the event took or will take, but, if composed correctly, can suggest movement or change. A videographer can turn on a camera to record an event and hold the audience’s attention by movement alone. A simple snapshot without composition leaves an audience unmoved. The audience wants to see a story. Audience preferences do not exclude a videographer from a good composition but instead challenges the videographer to maintain good composition throughout the movement of the subject. To keep the audience’s attention, the photographer must use good composition.

## VISUAL INFORMATION PRODUCTION AND DISTRIBUTION

4-13. DA Pam 25-91 defines VI production as the combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script to convey information to, or communication with, an audience. A production is also the end item of the production process. VI production, used collectively, 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. VI production provides official organizational video communications created at any level within the DOD. VI productions are—

- Life cycle managed and produced by authorized VI activities.
- Issued a defense VI activity number or contracted with approval at the DOD component headquarters level.
- Prioritized through internal resources.
- Used for recording, producing, reproducing, processing, broadcasting, editing, distributing, exhibiting, and storing VI products.

4-14. The life cycle of a VI production begins when the functional proponent plans and programs resources to establish and justify the requirement in the ASCC annual production and distribution program.

4-15. VI managers make sure that the responsible functional proponent that manages the resources for the area requiring support validates each requirement for production at appropriate organizational levels, installations, ASCCs, or field operating agency. The functional proponent or the designated representative evaluates and obtains funding to support the production, objective, and legitimacy of the program.

4-16. VI managers make sure 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 educate, train, and inform. VI productions will not contain material that—

- Portrays military and DOD personnel in unfavorable or undignified circumstances unless it is essential to the message 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, 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 based on sex, race, creed, nationality, age, religion, or national origin.

4-17. VI managers do not reproduce any DOD or Armywide production entirely or in part, without prior approval of the ASCC, or the field operating agency VI manager, DIMOC, and Army VI Management Office. VI managers confirm production records meet legal requirements before approval.

4-18. VI managers do not reproduce purchased, rented, or adopted commercial products authorized for exhibition in their original distribution format. Federal copyright laws and specific procurement conditions govern each production title. VI managers may specify internal distribution restrictions for any of its productions when justified. These restrictions may indicate the type of activity and specific audience limitations.

4-19. VI production supports DOD and joint interest programs in accordance with DA Pam 25-91. VI managers identify VI production requirements from installations, ASCCs, or field operating agencies that may have joint interest potential. VI managers submit the joint interest production requirements to the Army VI Management Office for validation.

4-20. The Army VI Management Office processes a non-validated requirement as an Army requirement. The Director, DIMOC, on a case-by-case basis, authorizes local replication by an authorized VI activity. Local authorization limits requests for replication to those determined to be cost-effective, time-dependent, and in the best interest of the customer, requester, and the U.S. Army. When additional copies of a production are no longer required, the local authorized VI activity reports the number of copies deleted from the activity inventory to the DIMOC.

4-21. The VI manager ensures preparation of a distribution plan for all productions. The distribution plan includes the total number of copies required by the requester, the distribution format and the proposed distribution of each copy to end users for an extended loan through their servicing VI activity or directly to the VI libraries.

4-22. The VI manager forwards DIMOC distributed VI productions that are obsolete, or no longer required for a loan by the VI activity, to the DIMOC for removal from the DOD production inventory. The DIMOC may grant VI activities the authority to dispose of obsolete productions locally.

## PHOTOGRAPHS

4-23. Photographers use wide shots, medium shots, and close-ups to capture a moment in time and space. By sequencing photographic moments in nearly the same manner, videographers use scenes to tell a complete story. Photographs capture critical images of terrain features, tactical deployments, intelligence information, and tactical operations. Photographs provide the operational commander, through the President and Secretary of Defense, a resource to enhance critical and timely operational decisions.

## MULTIMEDIA PRESENTATIONS

4-24. Multimedia describes the ability to combine audio, video, and other information with graphics, control, storage, and other features of computer-based systems to communicate information. The combination of several media types provides a richer, more effective flow of information or ideas than a single media type, such as traditional text-based communications. Creating multimedia presentations involves recording information onto a motion medium for replication, time-delayed playback, or for presentation in real time.

4-25. Multimedia products support a variety of purposes, such as meeting training requirements and for use as public information. Multimedia products allow commanders to review the operations and training of their forces, and introduce new and improved operational techniques and developments to subordinates.

4-26. The intended audience determines the time required to edit a particular product. Editing time requirements result in a range of quality in multimedia products. The levels of editing are—

- **Rough edit video report productions.** Products used by commanders and staffs at a local level to support their operational needs and are not for use at higher levels.
- **Fully edited video productions.** Products used by the theater command, joint headquarters, DOD, Joint Chiefs of Staff, or the President and Secretary of Defense to support operational needs.

4-27. VI productions involve sequencing according to a plan or script, original or existing still, 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 audiovisual production. Figure 4-3 documents an example of a linear presentation.



Figure 4-3. Linear presentation



## AUDIOVISUAL PRODUCTION

4-28. Audio documentation can accompany video documentation, complement still slide shows, or stand alone, depending on the purpose of the presentation. *Audiovisual production* is a VI production that is distinguished from other VI products by the combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for conveying information to or communicating with an audience, such as a training video or a public service announcement using intellectual property content (DA Pam 25-91).

## GRAPHICS

4-29. *Graphic art* in VI is hand-drawn, mechanically drawn, or computer-drawn art works or pictorial representations that are created rather than recorded in a camera (DA Pam 25-91). This capability can produce accurate and informative operational decision graphics or enhance maps, aerial photographs, and satellite imagery. Graphic art creates overlays to emphasize or illustrate terrain and friendly, enemy, and target positions. Graphic art incorporates visual imagery to enhance accurate representation of operational environments. Graphic art supports preparing 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.

## IMAGERY TRANSMISSION SPECIFICATIONS

4-30. VI personnel transmit imagery in accordance with the following DIMOC imagery transmission (Fast File transfer/Fast Fourier Transform) specifications:

- National Television System Committee (NTSC)-Standard Definition.
  - Resolution: 720 x 480.
  - Pixel Ratio: D1/DV NTSC (0.9).
  - Field Order: Lower Field First (Interlaced).
  - Frame Rate: 29.97.
  - Bit Rate: 2-Pass.
  - Variable Bit Rate; 3,000 kbps (for low bandwidth capability) or 10,000 kbps (for high bandwidth capability).
  - Audio: Stereo 48 kHz.
- High Definition.
  - Resolution: 1280 x 720 or 1920 x 1080.
  - Pixel Ratio: Square Pixels.
  - Field Order: Progressive/Interlaced.
  - Frame rate: 29.97.
  - Bit Rate: 2-Pass.
  - Variable Bit Rate; 3,000 kbps (for low bandwidth capability) or 10,000 kbps (for high bandwidth capability).
  - Audio: Stereo 48 kHz.

4-31. Although the DVIDS can accept most of the common file types (MOV, WMV, AVI, MPG), the Quicktime MOV with H.264 compression provides a good quality video with a decent amount of compression for transmission. Important things for VI personnel to consider when transmitting imagery are—

- How large is the file?
- Is the video suitable for editors?

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## Chapter 5

# Training

VI training prepares Soldiers to provide VI support to commanders and their staffs. This chapter outlines the military occupational specialty training and the specialized training associated with VI operations personnel.

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

5-1. VI operations require highly trained VI Soldiers that can rapidly deploy to austere environments to support VI missions. The following paragraphs discuss the four military occupational specialties (MOSs) in Career Management Field 25 that are responsible for accomplishing the VI mission.

#### **MULTIMEDIA ILLUSTRATOR**

5-2. The Army produces training publications, newspapers, reports, and promotional materials regularly. The Multimedia Illustrator (MOS 25M) produces graphic artwork, drawings, and other visual displays. Graphic art support includes publications, signs, charts, posters, television, and motion picture productions. The duties of a multimedia illustrator may include—

- Supervising, planning, and operating manual, mechanical, and electric multimedia imaging equipment to produce various kinds of visual displays and documents.
- Creating illustrations, layouts, map overlays, posters, graphs, and charts to support Army combat and non-combat operations.
- Producing and editing computer-generated graphics.
- Creating graphs and charts to represent budgets, numbers of Soldiers, supply levels, and office organization.
- Developing graphics standard operating procedures.
- Implementing quality control measures.
- Installing, operating, and performing maintenance on tactical digital media and communications equipment.
- Performing preventive maintenance checks and services on vehicles and generators.

5-3. The multimedia illustrator operates the following equipment:

- Graphics computers.
- Video projectors.
- Photo composers.
- Desktop publishing equipment.
- Digital information handlers.
- Still photography editing and processing systems.
- Basic drawing tools and equipment.

#### **VISUAL INFORMATION EQUIPMENT OPERATOR-MAINTAINER**

5-4. Television and film productions are an important part of Army communications. The VI Equipment Operator-Maintainer (MOS 25R) is primarily responsible for supporting Army operations with VI equipment

and systems. The VI equipment operator-maintainer performs many specialized tasks, ranging from maintaining forms and records to operating audio recording devices and maintaining VI equipment and systems. The duties of a VI equipment operator-maintainer may include—

- Operating and maintaining television receivers, monitors, and cameras.
  - Working with computer controlled video switchers, audio mixers, and consoles.
  - Working with synchronous generators, distribution equipment, and amplifying equipment.
  - Operating and maintaining motion and still photo imaging equipment and visual imagery satellites.
  - Operating media equipment and special effect devices including cameras, sound recorders, and lighting.
  - Configuring a television or radio studio for broadcast.
  - Setting up a temporary television or radio broadcast site.
  - Implementing quality control measures.
- 5-5. The VI equipment operator-maintainer is also responsible for—
- Installing, operating, maintaining, and performing unit and higher-level maintenance on VI equipment and systems to support 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 vehicles and generators.
- 5-6. The VI equipment operator-maintainer operates and maintains—
- Army and commercial television and 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**

5-7. Combat Documentation Production Specialists (MOS 25V) are primarily responsible for supervising, planning, operating electronic and film-based still video and audio acquisition equipment to document combat and non-combat operations. The duties of a combat documentation production specialist may include—

- Operating broadcast, collection, and television production and distribution equipment.
- Creating VI products to support combat documentation, MISO, military intelligence, medical, public affairs, 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 to prepare and interpret 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.
- Capturing, editing, captioning, adding metadata, and transmitting tactical digital media to support the commander's themes and messages.
- Recording still or motion imagery in an operational environment.

- Directing a television production.
  - Developing documentation and standard operating procedures.
  - Preparing a documentation and production annex to an operation order.
- 5-8. The combat documentation production specialist operates the following equipment:
- Commercial still and video camera systems.
  - 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.

### **VISUAL INFORMATION OPERATIONS CHIEF**

5-9. The VI Operations Chief (MOS 25Z) 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 VI documentation production schedules, multimedia illustration, television productions, and VI equipment repair operations and facilities.
- Supervises Soldiers to support combat documentation, MISO, military intelligence, training, and special functions.
- Plans, coordinates, and supervises activities concerning 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 equipment.
- Supervises preventive maintenance checks and services on vehicles and generators.

### **VISUAL INFORMATION SPECIALIZED TRAINING**

5-10. VI personnel receive specialized training, advanced field training, and weapons qualifications allowing the personnel to integrate with any combat unit in austere and hostile environments. VI personnel also receive the following specialized training:

- Airborne (static line and free fall jump-qualified).
- Air assault.
- Survival, evasion, resistance, and escape.
- Search and seizure.

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

5-11. The Commanding General, U.S. Army Cyber Center of Excellence, directs and supervises all officer and enlisted service school training for Career Management Field 25. A majority of the resident training to support the VI mission occurs at the Defense Information School (DINFOS), Fort Meade, Maryland. The senior enlisted advisor for the VI operations Career Management Field works in the Office of the Chief of Signal, U.S. Army Signal School, Cyber Center of Excellence.

## DEFENSE INFORMATION SCHOOL

5-12. The DINFOS provides resident, entry-level, and advanced training in public affairs, journalism, photojournalism, broadcasting, graphics, electronic imaging, broadcast systems maintenance, video production, and VI management. The DINFOS provides officers, enlisted personnel, and civilian employees of all branches of the Armed forces with the required training to prepare them for worldwide assignments throughout the DOD.

5-13. The DINFOS VI coursework covers the following topics:

- 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.
- Themes and messages.

### Basic Multimedia Illustrator Course

5-14. The Basic Multimedia Illustrator Course provides MOS 25M students with the skills required to perform the duties and fulfill the responsibilities required in the combat field graphics and graphics designer career field. Training includes classes in the principles of design and layout, fundamentals of color theory, drawing, color media, perspective, typography, printing, electronic imaging systems, graphic design, image editing, desktop publishing, multimedia, and telecommunications software. Students learn the operational principles of image scanners, digitizing devices, output to black and white and color printers, film and video recorders, plotters, image and data transmission, archiving data and image files, along with computer management principles and operator maintenance. Students participate in classes on VI ethics, visual communications, and customer relations.

### Basic Television and Equipment Maintenance Course

5-15. The Basic Television and Equipment Maintenance Course is the initial entry course taught at DINFOS for the Visual Information Equipment Operator Maintainer (MOS 25R). The course provides instruction on the fundamentals of electronics; instruction on direct and alternating current principles; solid-state fundamentals, including transistor amplifier theory; and digital principles. Students learn to use audiovisual equipment to monitor, troubleshoot, and repair computers, television cameras, video recorders, audio systems, broadcast studio equipment, automated audio and video equipment, and transmission systems. Students also learn how to set up and maintain video teleconference systems.

### Basic Still Photography Course

5-16. The Basic Still Photography Course is a prerequisite course for attendance at the Video Production and Documentation Course before the award of MOS 25V. The course provides class instruction and practical exercises in theory and application of photographic fundamentals, captioning, optics, light sources, camera operations for standard and studio photography, electronic flash, automatic paper processors, and picture story. Students also become skilled at using electronic imaging systems including digital cameras and imaging and graphics software. Students are introduced to combat documentation and field imagery transmission, editing, and archiving digital images depicting all aspects of the U.S. military, including military operations, exercises, training and military life. Upon completion of this course, Army students must follow on to the Video Production and Documentation Course.

## Video Production and Documentation Course

5-17. The Video Production and Documentation Course is the follow-on course to the Basic Still Photography Course, and after successful completion, Soldiers are awarded MOS 25V. The course provides training on the principles, techniques, and skills required to perform the duties and functions of production and combat documentation specialists. This course also provides training in the knowledge and skills needed to perform the duties required for VI production assignments supporting video documentation of training and operations, public affairs, joint operations, and studio missions throughout the Armed Forces. The scope of training includes the operation of the digital video camera, lighting equipment, the principles of framing and composition, camera placement, audio and video editing, visualization, storytelling, and a working knowledge of audio and video applications for television electronic field production and studio operations.

## Intermediate Videography Course

5-18. The Intermediate Videography Course students focus on learning and practicing the intermediate skills necessary to perform proficiently at a journeyman level of video storytelling and production. This course reinforces skills and expands the concepts of narrative and non-narrative productions. This course introduces the advanced techniques used in these productions with an emphasis on advanced nonlinear editing techniques. Each student learns and practices the roles and responsibilities of performing as a team leader. The Intermediate Videography Course is open to E-4 through E-6 25V or E-7 25Z personnel with one year's experience that have graduated from the Video Production and Documentation Course.

## Digital Multimedia Course

5-19. The Digital Multimedia Course provides intermediate level training in the knowledge and skills needed to create and integrate text, graphics, sound, animation, and full-motion video into multimedia and web-based packages. The course includes instruction in the operation of computer systems; input devices; and output devices to acquire, edit, design, manage, output; and archive digital imaging, graphic design, and multimedia files. Students use software to create, manage, and produce the following: composite photographic layouts, graphic designs, page layouts, video productions, web pages, and interactive multimedia solutions. The course also includes theoretical and working instruction of computer fundamentals and functions, communications, color theory, and the principles and implementation of color management. The course also emphasizes DOD policies and instructions concerning ethics and use of computer-generated and edited images.

5-20. The Digital Multimedia Course is open to the following military and civilians that have a fundamental knowledge of, and are currently involved in daily VI operations:

- Enlisted: E-4 through E-7 (25M, 25V, 25Z).
- Civilians: GS-07 through GS-11 (Series 1001, 1020, 1035, 1060, 1071, 1084).

5-21. A fundamental knowledge requires two years of computer experience in the last five years, including operational skills in the following types of software: raster-based, vector-based, and digital page layout. Experience using these fundamental skills is necessary to prepare students for this fast-paced, intermediate level course. The Registrar and Quota Management Office verify that students meet prerequisites through a Digital Multimedia Course Prerequisite Verification Letter. The verification letter is required to complete registration. Prerequisites for the Digital Multimedia Course are not waivable, and require verification and approval to confirm a reservation in the course.

## Visual Information Management Course

5-22. The VI Management course provides in-depth training in the duties required to manage VI operations. This course is in resident only at the DINFOS. Students apply doctrine and policy during seminars and practical exercises to the management of VI operations. The course covers the following subjects:

- Overview of VI in the DOD including policy, doctrine, and ethics.
- VI production process.
- The budgeting process.
- VI support for contingencies, joint operations, IO, and COMCAM operations.

5-23. Army personnel that attend the VI Management Course must meet the following prerequisites:

- Enlisted: E-7 through E-9 25Z.
- Officer: O-2 through O-4.
- Civilian: GS-09 through GS-13 (10XX series).

### **Combat Camera Leadership Course**

5-24. The COMCAM Leadership course trains 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, centralized supply management, 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 in the DOD. The prerequisites for this course are—

- Officers O-1 through O-4 assigned to a COMCAM unit.
- 25Z on assignment to or at the 55th Signal Company or 982nd Signal Company.
- With waiver E-6, 25V, 25M, 25R in a leadership position.
- Hold a SECRET security clearance.

### **Broadcast Radio and Television Maintenance Course**

5-25. The Broadcast Radio and Television Maintenance Course develop the professional broadcast radio and television maintenance specialist from an apprentice to journeyman level of competence. This advanced course of instruction provides in-depth exploration of the principles and hands-on application in the following functional areas:

- Computers and networking.
- Fundamentals of television.
- Cameras and media storage including non-linear editing.
- Audio.
- Conference room maintenance.
- Studios.
- Transmission systems.

### **Cyber Center of Excellence Noncommissioned Officer Academy Detachment**

5-26. The Cyber Center of Excellence NCO Academy Detachment is a subordinate element of the Cyber Center of Excellence NCO Academy at Fort Gordon, Georgia. The Cyber Center of Excellence NCO Academy Detachment provides the resident Advanced Leaders Course and the Senior Leaders Course at Fort Meade, Maryland. NCOs in the ranks of sergeant, staff sergeant, and sergeant first class from Career Management Fields 25 receive training at the academy under the NCO Professional Development System.

5-27. The Advanced Leaders Course teaches common leadership combat skills as well as technical excellence in VI operations. The course emphasizes planning, leading, and directing the operations of Combat Documentation and Production Specialists (25V), Multimedia Illustrators (25M), and VI Equipment Operators and Maintainers (25R). The Cyber Center of Excellence NCO Academy Detachment also teaches the VI Operations Chief Senior Leaders Course (25Z).

### **OTHER SPECIALIZED TRAINING**

5-28. The unit commander identifies and programs other specialized training to fulfill a unit's mission. Commanders annotate specialized training requirements on the unit's table of organization and equipment or tables of distribution and allowances.



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

5-29. Formal training supplemented by on-the-job training improves individual proficiency and builds teamwork. On-the-job training and cross training of VI Soldiers is a command responsibility. Cross training provides continuity throughout the organization.

## **UNIT TRAINING**

5-30. Leaders in VI units are responsible for planning training that guarantees a high standard of wartime proficiency. 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 equipment.

## **ARMY CORRESPONDENCE COURSE PROGRAM**

5-31. The Army Correspondence Course Program offers nonresident VI training. The Cyber Center of Excellence determines VI correspondence course offerings and eligibility. The Army Institute for Professional Development, U.S. Army Training Support Center, Fort Eustis, Virginia, administers the program.

5-32. The Army Correspondence Course Program offers individual and group study enrollment options. With individual study, the student decides on coursework 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 more unit training, especially in low-density MOS settings.

5-33. 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 the Army Training (and Education) Network website. Refer questions about enrollment eligibility waivers for current course configurations or problems with VI sub-courses to the U.S. Army Signal School Detachment.

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## Chapter 6

# Life-Cycle Sustainment

VI equipment and systems require sustainment over their life cycle. This chapter addresses life-cycle sustainment for VI equipment and systems, equipment planning, and maintenance.

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

6-1. VI equipment and systems are items capable of continuing or repetitive use by VI personnel or activities that are used for recording, producing, reproducing, processing, broadcasting, editing, distributing, exhibiting, and storing VI (DA Pam 25-91). A VI system exists when a number of interconnected VI components work together as designed. When items that could otherwise be called non-VI equipment are an integral part of a VI system (existing or under development), manage the items as part of that VI system.

6-2. The VI activity at the installation level centrally manages and controls VI equipment. The VI manager at the installation level is the only installation official authorized to approve or validate the procurement of VI equipment below the investment threshold. The VI manager must maintain the VI section of the installation property book.

6-3. The VI manager, of the field operating agency requesting the equipment, works with the NEC and validates VI systems and equipment requirements costing more than the established threshold before forwarding the requirement to Headquarters, Department of the Army CIO/G-6. The Army CIO/G-6 oversees the Army information resource management process, and uses Management Decision Packages to manage resources to prioritize and fund VI systems and equipment.

6-4. The T-ASA, an organization under Defense Media Activity Technical Services Directorate, is the item commodity manager for the acquisition of commercial VI equipment, systems, and supplies. The T-ASA procures non-tactical VI equipment and systems costing \$50,000 or more. Installations and field operating agency VI managers may furnish supplemental investment funds for the acquisition of CIO/G-6-approved requirements. Procurement of expense items of equipment that cost less than \$50,000 occurs locally upon approval by the NEC.

### **VISUAL INFORMATION EQUIPMENT PLANNING**

6-5. VI managers plan for VI equipment to meet their current and projected needs according to the Army VI strategy. VI managers also submit VI equipment requirements for input to the VI support program. The VI support programs enable VI managers to annually identify and establish acquisition priorities for commercially available, non-tactical VI investment equipment. VI activity managers 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 establish and maintain five-year VI requirement plans for equipment to meet their current and projected acquisition needs. The requirement plan establishes an annual, realistic basis for programming both new and replacement equipment requirements. DA Pam 25-91 contains sample plans.

6-7. VI activities assigned a new mission requirement can use the new requirement to justify planning the purchase of new VI equipment. The Army VI program manager is the approval authority for the expanded capability.

6-8. VI activities plan and program replacement equipment requirements 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 provides an example of a guide to determine the life expectancy of VI equipment.

**Table 6-1. Example guide to the life expectancy of visual information 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, and 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
Film chains	Fixed	6
Closed circuit television systems	Fixed	10

**Table 6-1. Example guide to the life expectancy of visual information equipment (continued)**

<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
Tactical Digital Media Kits	Transportable fly away	3 years

6-9. The procuring activity for VI equipment provides the logistic supportability of COTS materiel. The local VI activity coordinates local procurement to consolidate maintenance service contracts. The VI activity certifies VI equipment and systems with network or wireless interface capability as DOD IT Standards Registry compliant before the acquisition.

## VISUAL INFORMATION MAINTENANCE

6-10. The VI activity maintains and repairs VI equipment after warranties have expired for in-house or local contracts. This requirement only applies to systems not exempted by end-user ownership, which requires end users to maintain the equipment. VI activities use warranty support to repair and replace non-operational or damaged COTS items.

6-11. VI operators and maintainers perform preventive maintenance on VI equipment according to the manufacturer's prescribed scheduled maintenance. VI operators and maintainers manage VI equipment according to AR 750-1. Maintenance of VI equipment and systems is as follows:

- Develop and field a maintenance plan with the materiel as part of the logistic support. COTS materiel procurement includes a maintenance support plan or justification for contract maintenance or inter-Service support.
- Maintain VI materiel by classification type per the maintenance allocation chart. Refer support requirements beyond the user's authority and all non-training circular audiovisual materiel to the common support VI activity or the NEC.
- Manage maintenance of VI equipment integrated with training support activities. Request contract support for maintenance to the supporting NEC.
- Commands supported by VI personnel are responsible for contract maintenance support and budgeting funds for all VI materiel under their control. The commands supported by VI personnel provide funds to the supporting NEC or VI activity to support contract efforts.

6-12. The T-ASA provides life-cycle sustainment support for broadcast and VI equipment. The VI activity maintains and repairs installed or fixed VI equipment after any warranties have expired. The forms required for sustainment support are:

- DA Form 5988-E, Equipment Maintenance and Inspection Worksheet or DA Form 2404, Equipment Inspection and Maintenance Worksheet.
- DA Form 5990-E, Maintenance Request.

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## Source Notes

This division lists sources by page number. Where material appears in a paragraph, it lists both the page number followed by the paragraph number.

- 2-3 Figure 2-1. Photo of Al Basrah military cable repeaters station in Iraq. Available at <https://catalog.archives.gov/id/6503050>
- 2-4 Figure 2-2. Photo of Soldiers searching an adversary's location. Available at <https://catalog.archives.gov/id/6678132>
- 2-5 Figure 2-3. Photo of Soldier launching a rocket artillery. Available at <https://www.dvidshub.net/image/2092609/history-making-2nd-cr-field-artillery-tests-new-ammunition>
- 2-6 Figure 2-4. Photo of Soldiers preparing for a rapid deployment exercise. Available at <https://www.dvidshub.net/image/4973813/falcon-amarante-exercise-nov-13-and-14-2018>
- 2-6 Figure 2-5. Photo of Soldiers helping students from Thailand learn English by playing games. Available at <https://www.dvidshub.net/image/4277135/cobra-cold-18-school-engagement>
- 2-7 Figure 2-6. Photo of Soldiers at a ribbon cutting for the grand opening of the South Park Post Office on Kandahar Airfield, Afghanistan. Available at <https://www.dvidshub.net/image/424178/south-park-post-office-grand-opening-kandahar-airfield>
- 2-7 Figure 2-7. Photo of paramedic escorting a mother and her child off a U.S. Army aeromedical evacuation helicopter after a hurricane. Available at <https://www.dvidshub.net/image/3727084/harvey-response-2017>
- 2-8 Figure 2-8. Photo of a military construction site. Available at <https://www.dvidshub.net/image/3318806/beyond-horizon>
- 2-8 Figure 2-9. Photo of a significant military event such as a change of command ceremony. Available at <https://www.dvidshub.net/image/69660/third-army-change-command>
- 2-9 Figure 2-10. Photo of U.S. Army Soldiers at physical training. Available at <https://www.dvidshub.net/image/3793823/just-like>
- 2-9 Figure 2-11. Photo of a Stryker mobile gun system. Available at <https://www.dvidshub.net/image/437934/new-crews-qualify-mobile-gun-system>
- 2-10 Figure 2-12. Photo of the Khobar Towers terrorist attack bombing. Available at <https://catalog.archives.gov/id/6495606>
- 4-3 Figure 4-1. Photo of Soldier recording video. Available at <https://www.dvidshub.net/image/1363400/soldiers-engage-enemy-targets-with-howitzer>
- 4-5 Figure 4-2. Photo of Soldier taking still photos. Available at <https://www.dvidshub.net/image/1157846/75th-ranger-regiment-task-force-training>
- 4-8 Figure 4-3. Photo of Soldiers watching an audiovisual presentation. Available at <https://www.dvidshub.net/image/2968172/chaplain-conducts-wise-choice-wise-living-resilience-training-baf>

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# Glossary

The glossary lists acronyms and terms with Army or joint definitions. Where Army and joint definitions are different, (Army) precedes the definition. The proponent publication for other terms is listed in parentheses after the definition.

## SECTION I – ACRONYMS AND ABBREVIATIONS

<b>AMVID</b>	Army Multimedia and Visual Information Directorate
<b>AR</b>	Army regulation
<b>ASCC</b>	Army Service component command
<b>ATP</b>	Army techniques publication
<b>CIO</b>	chief information officer
<b>COMCAM</b>	combat camera
<b>COTS</b>	commercial off-the-shelf
<b>DA</b>	Department of the Army
<b>DA Pam</b>	Department of the Army pamphlet
<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>DODI</b>	Department of Defense instruction
<b>DVI</b>	Defense Visual Information
<b>DVIAN</b>	Defense Visual Information Activity Number
<b>DVIDS</b>	Defense Visual Information Distribution Service
<b>FM</b>	field manual
<b>FORSCOM</b>	United States Army Forces Command
<b>FOUO</b>	For Official Use Only
<b>G-6</b>	assistant chief of staff, communications
<b>HD</b>	high definition
<b>IO</b>	information operations
<b>IRC</b>	information-related capability
<b>IT</b>	information technology
<b>J-39 DDGO</b>	Joint Staff, Deputy Director for Global Operations
<b>JCCC</b>	Joint Combat Camera Center
<b>JIMOC</b>	Joint Imagery Management Operations Cell
<b>MISO</b>	military information support operations
<b>MOS</b>	military occupational specialty
<b>NCO</b>	noncommissioned officer

NEC	Network Enterprise Center
OSD	Office of the Secretary of Defense
T-ASA	Television-Audio Support Activity
U.S.	United States
VI	visual information
VIRIN	visual information record identification number

## SECTION II – TERMS

### **accessioning**

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

### **acquisition**

In visual information, the process of recording visual information 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**

Short explanatory or descriptive data accompanying imagery. A caption should answer who, what, when, where, how, how many, and why questions relative to the imagery. Captions are embedded as metadata in digital imagery. (DODI 5040.02)

### **clearance for public release**

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

### **combat camera**

Specially-trained expeditionary forces from Service-designated units capable of providing high-quality directed visual information during military operations. Also called COMCAM. See visual information. (JP 3-61)

### **data**

(Army) Unprocessed signals communicated between any nodes in an information system, or sensing from the environment detected by a collector of any kind (human, mechanical, or electronic). (ADRP 6-0)

### **Defense Imagery Management Operations Center**

The Department of Defense's central visual information enterprise level activity for collection, management, storage, and distribution of classified and unclassified strategic, operational, tactical, and joint-interest still and motion imagery, visual information end products and records. (DODI 5040.02)

### **Defense Visual Information Activity Number**

A unique identifier assigned to each authorized Department of Defense visual information activity. (DODI 5040.02) distribution. In visual information, the process of supplying an end product to its intended end users, by any means. (DODI 5040.02)

### **documentation**

Imagery depicting actual events, activities, phenomena, places, or people recorded primarily to create a record of the subject matter. (DODI 5040.02)

**imagery**

A visual representation of a person, place, or thing recorded and stored in any format, in electronic or in a physical medium. (DODI 5040.02)

**life cycle**

The total phases through which an item passes from the time it is initially developed until the time it is either consumed in use or disposed of as being excess to all known materiel requirements. (JP 4-02)

**military information support operations**

Planned operations to convey selected information and indicators to foreign audiences to influence their emotions, motives, objective reasoning, and ultimately the behavior of foreign governments, organizations, groups, and individuals in a manner favorable to the originator's objectives. Also called MISO. (JP 3-13.2)

**video**

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

**visual information**

Information in the form of visual or pictorial representation of person(s), place(s), or thing(s), either with or without sound. (DODI 5040.02)

**visual information activity**

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

**visual information documentation**

Motion, still, and audio recording of technical and non-technical events that is made while occurring, and not usually under, the production control of the recording element. VI documentation includes documentation by COMCAM forces. Also called VIDOC. (DODI 5040.02)

**visual information production**

An official organizational video communication created or acquired at any level within the DoD Components. A VI production includes process components such as script, talent, pre-production, production, and post-production. VI productions are life-cycle managed and are produced by authorized VI activities issued a DVIAN or contracted with approval at the DoD component headquarters level and prioritized to internal resources. This includes productions distributed by web accessible means other than closed access intranets. Defense VI productions are centrally held by the DIMOC from which they can be easily ordered. Discovery of such productions, as well as ordering, is through the CDAC, which can be searched at the DIMOC website. A VI production that combines motion media with sound is also defined as an "AV production." (DODI 5040.07)

**visual information records**

(Army) Visual information materials, regardless of format, and related captions and intellectual control data. (AR 25-1)

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## References

All URLs accessed on 14 November 2018.

### REQUIRED PUBLICATIONS

These documents must be available to the intended users of this publication.

ADP 1-02. *Terms and Military Symbols*. 14 August 2018.

*DOD Dictionary of Military and Associated Terms*. November 2018.

### RELATED PUBLICATIONS

These documents contain relevant supplemental information.

### JOINT PUBLICATIONS

Most joint publications are available online: <http://www.jcs.mil/Doctrine/Joint-Doctrine-Pubs/>

DODD 5122.05. *Assistant to the Secretary of Defense for Public Affairs (ATSD(PA))*. 7 August 2017.

DODD 8000.01. *Management of the Department of Defense Information Enterprise (DOD IE)*. 17 March 2016.

DODI 5040.02. *Visual Information (VI)*. 27 October 2011.

DODI 5040.07. *Visual Information (VI) Productions*. 21 February 2013.

DODI 5200.02. *DOD Personnel Security Program (PSP)*. 21 March 2014.

JP 3-0. *Joint Operations*. 17 January 2017.

JP 3-13.2. *Military Information Support Operations*. 21 November 2014.

JP 3-50. *Personnel Recovery*. 2 October 2015.

JP 3-61. *Public Affairs*. 17 November 2015.

JP 4-02. *Joint Health Services*. 11 December 2017.

### ARMY PUBLICATIONS

Most Army doctrinal publications are available online: <https://armypubs.army.mil>

ADRP 3-07. *Stability*. 31 August 2012.

ADRP 3-28. *Defense Support of Civil Authorities*. 14 June 2013.

ADRP 6-0. *Mission Command*. 17 May 2012.

AR 25-1. *Army Information Technology*. 25 June 2013.

AR 25-400-2. *The Army Records Information Management System (ARIMS)*. 2 October 2007.

AR 700-131. *Loan, Lease, and Donation of Army Materiel*. 23 August 2004.

AR 750-1. *Army Materiel Maintenance Policy*. 3 August 2017.

ATP 5-19. *Risk Management*. 14 April 2014.

DA Pam 25-91. *Visual Information Procedures*. 1 July 2014.

FM 3-53. *Military Information Support Operations*. 4 January 2013.

FM 6-02. *Signal Support to Operations*. 22 January 2014.

FM 27-10. *The Law of Land Warfare*. 18 July 1956.

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[https://www.archives.gov/files/records-mgmt/rcs/schedules/departments/department-of-defense/office-of-the-secretary-of-defense/rg-0330/daa-0330-2013-0014\\_sf115.pdf](https://www.archives.gov/files/records-mgmt/rcs/schedules/departments/department-of-defense/office-of-the-secretary-of-defense/rg-0330/daa-0330-2013-0014_sf115.pdf)

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AR 71-9. *Warfighting Capabilities Determination*. 28 December 2009.

AR 735-5. *Property Accountability Policies*. 9 November 2016.

DOD Visual Information Style Guide. 16 July 2018: <http://www.dimoc.mil/VI-Training/DoD-VI-Style-Guide/>

FM 3-0. *Operations*. 6 October 2017.

FM 3-12. *Cyberspace and Electronic Warfare Operations*. 11 April 2017.

FM 3-13. *Information Operations*. 6 December 2016.

FM 3-61. *Public Affairs Operations*. 1 April 2014.

JP 3-13. *Information Operations*. 27 November 2012.

*Joint Concept for Operating in the Information Environment (JCOIE)*. 25 July 2018:  
[http://www.jcs.mil/Portals/36/Documents/Doctrine/concepts/joint\\_concepts\\_jcoie.pdf?ver=2018-08-01-142119-830](http://www.jcs.mil/Portals/36/Documents/Doctrine/concepts/joint_concepts_jcoie.pdf?ver=2018-08-01-142119-830)

## WEBSITES

Army Doctrinal Terminology & Symbology Forum: <https://www.milsuite.mil/book/groups/army-marine-corps-terminology>

Army Publishing Directorate: <https://armypubs.army.mil>

Defense Imagery Management Operations Center: <http://www.dimoc.mil/>

DOD Directives: <http://www.esd.whs.mil/DD/>

Joint Doctrine, Education, and Training Electronic Information System:  
<https://jdeis.js.mil/jdeis/index.jsp?pindex=0>

Joint Electronic Library: <http://www.jcs.mil/Doctrine/>

U.S. Defense Information School: <http://www.dinfos.dma.mil>

## PRESCRIBED FORMS

This section contains no entries.

## REFERENCED FORMS

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website:  
<https://armypubs.army.mil>

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# Index

Entries are by paragraph number unless indicated otherwise.

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**ATP 6-02.40**  
**2 January 2019**

By Order of the Secretary of the Army:

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