



UNITED STATES MARINE CORPS

MARINE CORPS BASE HAWAII
BOX 63002
KANEHOE BAY, HAWAII 96863-3002

IN REPLY REFER TO:
BaseO P3104.1 CH 1
CVIC

03 APR 2002

BASE ORDER P3104.1

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR MARINE CORPS BASE HAWAII COMBAT
VISUAL INFORMATION CENTER

Encl: (1) New page inserts to BaseO P3104.1

1. Purpose. To transmit new page inserts to BaseO P3104.1.
2. Action. Replace page iii with new page insert. Immediately after page 5-3 insert chapters 6 and 7, pages 6-1 to 7-4, to base order.
3. Summary of Changes. Chapter 6 gives direction for the completion of **Command and unit group** photographs. Chapter 7 gives direction for the completion of **Command board** photographs. These procedures will be followed as directed.
4. Filing Instructions. This change transmittal will be filed immediately following the signature page.


C. H. JACKSON
Chief of Staff

DISTRIBUTION: A

SOPS FOR MCBH CVIC

CONTENTS

CHAPTER

- 1 DEFINITIONS AND POLICY
- 2 AUTHORITY AND RESPONSIBILITY
- 3 CONCEPT AND FUNCTION
- 4 DUPLICATION AND REPRODUCTION OF CLASSIFIED MATERIAL
- 5 STANDARD OPERATION PROCEDURES FOR PRODUCTION REQUEST
MANAGEMENT
- 6 STANDARD OPERATING PROCEDURES FOR GROUP PHOTOGRAPHS
- 7 STANDARD OPERATING PROCEDURES FOR COMMAND BOARD
PHOTOGRAPHS

SOP FOR MCBH CVIC

CHAPTER 6

STANDARD OPERATING PROCEDURES FOR GROUP PHOTOGRAPHS

	<u>PARAGRAPH</u>	<u>PAGE</u>
SUPPORT GIVEN TO GROUP PHOTOGRAPHS	6000	6-3

SOP FOR MCBH CVIC

CHAPTER 6

STANDARD OPERATION PROCEDURES FOR GROUP PHOTOGRAPHS

6000. Group photographs. The following procedures will be followed when fulfilling requests for group photographs. These procedures pertain to all requests by commands and units aboard MCBH, and are written to insure legal and fair support to all authorized units and commands. Additionally, these procedures will be followed to ensure there is no unauthorized or additional expense incurred by MCBH's, CVIC.

1. Requests for group photographs will be accepted for the following:

a. Historical documentation for complete commands and units, defined as Squadron, Battalion, equivalent. This type of request will only be granted once each fiscal year (FY), per command.

b. Special events where a group, unit, or command is specifically involved. (i.e. Key volunteers' graduation with CG presenting, MARFORPAC Band Christmas concerts, etc)

2. Requests for group photographs will not be accepted for the following:

a. Work sections within commands or units (i.e. S-1 Headquarters Battalion, 1st Plt/1st Bn/3rd Marine Regiment, etc)

b. Civilian contractors hired by the Marine Corps (unless specifically identified within their contract).

c. Going away photographs, command parties, or thank you mementoes.

3. The following post-production support will be given to all authorized group photograph requests:

a. Each requester will receive three (3) photographic layouts. (1) for the official command file, (1) for the Commanding Officer file, and (1) for the historical file. Size may vary from 8x10 to 12x14.

B. One digital file (Compact Disk) of the layout will be given to the requester.

SOP FOR MCBH CVIC

CHAPTER 7

STANDARD OPERATING PROCEDURES FOR COMMAND BOARD PHOTOGRAPHS

	<u>PARAGRAPH</u>	<u>PAGE</u>
SUPPORT GIVEN FOR COMMAND BOARD PHOTOGRAPHS	7000	7-3

SOP FOR MCBH CVIC

CHAPTER 7

STANDARD OPERATION PROCEDURES FOR COMMAND BOARD PHOTOGRAPHS

7000. Command Board Photographs. The following procedures will be followed when fulfilling Command board photographs. These procedures pertain to all requests by commands and units aboard MCBH, and are written to insure legal and fair support to all authorized units and commands. Additionally, these procedures will be followed to ensure there is no unauthorized or additional, expense incurred by MCBH's, CVIC.

1. Requests for command board photographs will be accepted for the following:

a. All official command display boards aboard MCBH. This includes all commands and special units, tenant to MCBH.

b. Special display boards, such as; Company, Battalion, and Base; Marine/Sailor and NCO of the quarter/year boards.

2. Requests will not be accepted for the following:

a. Hog Boards, individual sections, or any other type of unauthorized command boards.

3. The following post-production support will be given to all authorized command display photograph requests:

a. MCBH's Commanding General, Deputy Commander, and Sergeant Major; and all Commanding Officers, Executive Officers and Sergeants Major of tenant commands will receive three (3) 8 x 10s. An additional (50) 8 x 10 photographs will be kept on file at the CVIC. The base staff secretary office will receive an additional 25, 8 x 10, photographs of the Commanding General. The CVIC will also keep, on hand, photographs of the complete MARFORPAC and Department of Defense (DOD) chain of command (as available).

b. Commands may request photographs of the Marine Corps and DoD chain of command (COC). Complete COC requests from commands will only be granted once per FY. No command may request more than 10 individual COC pictures.

c. All command board photographs, and any other authorized requests, may receive (2) 5 x 7, (2) 3 x 5, or (2) 4 x 5 sized photographs as needed for specific display boards. The requester must state the specific size when the request is submitted.

d. A digital file (CD) will be given to the Base CG, Deputy Commander and SgtMaj; and all Colonels and all command SgtsMaj upon request (generally at the time of their PCS).

4. If any requester of a command board photograph needs a new picture taken because of promotion; all old file photographs will be given to the requester and support will be given to provide the customer with new photographs.