



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 3104.1A
3D

JUL 01 2014

COMBAT CENTER ORDER 3104.1A

From: Commanding General
To: Distribution List

Subj: MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND
COMBAT CENTER COMBAT CAMERA SUPPORT

Ref: (a) MCO 3104.1B
(b) MCO P1070.12K w CH 1
(c) MCO 5600.31A
(d) MCO 7040.11A
(e) MCWP 3-33.7
(f) MARADMIN 0003/09
(g) COMCAM Standard Operating Procedures
(h) CCO 5213.9

Encl: (1) CC 1420/1 Individual Promotion Photo Height/Weight Verification

1. Situation. In accordance with (IAW) the references, this Order outlines support provided by Combat Camera (COMCAM) aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms, California.

2. Cancellation. CCO 3104.1.

3. Mission. To establish policy and provide information regarding COMCAM support to MAGTFTC, MCAGCC as directed and IAW the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To support customer requests on all levels with timely and state of the art products. COMCAM customers will use applicable directives, discretion, and good judgment to ensure that their product/service requests support mission requirements and do not fall within the realm of fraud, waste, and mismanagement. Due to technological advances and capabilities many tasks can be completed electronically and via individual unit information technology equipment. Units able to support their own common printing and desktop publishing should make every effort to do so.

(2) Concept of Operations. In accordance with reference (c), instructions, guidance, administration of budgeting and funding, training, and direct operations will be coordinated by the COMCAM Division Head.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

JUL 01 2014

b. Subordinate Element Missions(1) Assistant Chief of Staff G-3

(a) Responsible for the supervision of all COMCAM activities aboard the Combat Center.

(b) Combat Camera

1. Provide COMCAM support to all commands and tenant activities aboard the Combat Center. See reference (g) for specific procedures.

2. Turnaround time on a customer's request will be within 10 working days from the original request date. Turnaround times for more complex projects such as specialized art, bulk lamination, video productions, and printed booklets will be at the discretion of COMCAM.

3. Provide a 24-hour duty photographer to support the Naval Criminal Investigative Service, Criminal Investigative Division, Provost Marshal's Office, and other emergency requirements. COMCAM personnel standing duty photographer watches will be exempt from all other watches and barracks duties.

4. Provide technical oversight and production of any printed or recorded video command product as directed by the Commanding General (CG), MAGTF/TC, MCAGCC; CG, Training and Education Command, or Commandant of the Marine Corps.

5. Maintain technical oversight of commander's channel equipment.

6. Acquire, archive locally, and transmit all imagery that documents the commander's intent and preservation of significant historical events, operations, and training aboard the Combat Center to the Defense Imagery Management Operations Center and Combat Camera Management.

(c) Serve as release authority for COMCAM imagery that:

1. Has the potential to become an item of national or international interest.

2. Affects national security policy or foreign/local relations.

3. Concerns a subject of potential controversy among the Department of Defense Components or with other Federal Agencies.

(2) Assistant Chief of Staff G-5, Public Affairs Officer (PAO). The PAO provides timely command information products to COMCAM for inclusion on the commander's television channel. COMCAM will ensure that any content on the channel has been properly cleared through the PAO for public release. COMCAM maintains and operates the systems that host the television channel.

JUL 01 2014

c. Coordinating Instructions

(1) Organic COMCAM Support. COMCAM is budgeted to support the base and tenant activities with support for normal operations, historical documentation, and training requirements. The requesting unit will receive a digital copy of the product for Command Historical files. Larger requirements will be on a case-by-case or reimbursable basis and can be coordinated with the COMCAM Division Head. Product specifications are as follows:

(a) Photographic Support

1. Administrative Photography. All Official Military Personnel Files administrative photography requests, to include printed or electronic, will be completed IAW reference (g), paragraph 4a of reference (i), and utilizing the enclosure.

2. Certification by the senior leadership (Commanding Officer/Executive Officer/Sergeant Major/First Sergeant) of the command is required regardless of rank and body fat percentage per reference (g).

(b) Video Support. Will be handled IAW reference (g).

(c) Production Support

1. Printing. Per the provisions of reference (c) COMCAM is directed as the primary source for document services. The Defense Automation and Production Service (DAPS) serves as the secondary and the Marine Corps Central Printing and Publications Management Organization (MCCPPMO) as the third. All document service requirements exceeding the capabilities of COMCAM shall be handled on a reimbursable case by case basis or referred to DAPS and/or MCCPPMO. The COMCAM Director/Officer-in-Charge will only authorize printing that "contributes demonstrable value toward achieving a greater fulfillment of the ultimate end-purpose." Proofreading is not a COMCAM function.

2. Publications. Per the provisions of reference (c) Publications declared Electronic Distribution Only shall not be printed in whole by using commands for purposes of inspections or use; however, specific pages, paragraphs, appendices, enclosures, tables, charts or portions thereof which are frequently required as ready-references to perform daily routine business may be printed and retained in a desktop turn-over file or standard operating procedures for quick-reference. Publications distributed in electronic formats through the Internet should be downloaded and retained on portable media for ready-reference upon demand; reliance upon availability of the internet while deployed is discouraged.

3. Forms

a. All forms acquired or produced by or on behalf of the Marine Corps for use by the operating forces shall be assigned a National Stock Number and a Forms Number through the Defense Logistics Agency, Defense Logistics Supply Center, and the DAPS; and recorded in the Stock List SL-8-09993A, and the Marine Corps Electronic Forms System. For forms adopted for

JUL 01 2014

local use by field activities refer to reference (h). Local forms not properly registered by the unit Forms Management Officer are considered to be "bootleg" forms and are not authorized for distribution or use by Marine Corps activities for any purpose regardless of circumstance.

b. Enclosure (1) can be obtained from the Naval Forms Online web site at <https://navalforms.documentservices.dla.mil/>. Use the forms tab to access the search page; enter the form number or the title name in the keyword search.

(2) Classified Materials. COMCAM is not authorized nor equipped to handle classified material. Commands that require classified material support must submit their requests through their respective Classified Material Control Center for guidance.

(3) Combat Camera Equipment, Facilities, and Materials. Combat Camera assets are to be used for official purposes only. Combat Camera products are the exclusive property of the Marine Corps until properly released to the public, then Combat Camera products become "public domain" and as such are subject to rules and regulations under U.S. Copyright Law Title 17.

(4) Staff Judge Advocate (SJA) and Copyright Laws. Combat Camera is prohibited by law to copy, duplicate, or reproduce any item protected by copyright. The only exceptions are identified under the "Fair Use Exception." COMCAM will maintain all letters of authorization concerning copyright material. Refer to the SJA for instructions on when and how to apply the Fair Use Clause of the copyright law or reference (g). The requestor is responsible for providing all required documentation prior to COMCAM starting a production.

5. Administration and Logistics. Distribution statement A directives issued by the CG are distributed via email upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/CCO.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all personnel utilizing COMCAM services.

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


J. B. HANLON
Chief of Staff

Distribution: A

JUL 01 2014

CC 1420/1 Individual Promotion Photo Height/Weight Verification

CCO 3104.1

INDIVIDUAL PROMOTION PHOTO HEIGHT/WEIGHT VERIFICATION

Under the **AUTHORITY** of 10 U.S.C. 5041, Headquarters, Marine Corps; and 42 U.S.C. 10606 as implemented by DoD Instruction 1030.1. This form is **FOR OFFICIAL USE ONLY** for the **PURPOSE** of providing Combat Camera with the verification required to transmit photos for inclusion in an individual's Military Personnel Folder (OMPF). The form is retained in a file governed by System of Records Notice [NMG5000-2](#). The OMPF is governed by System of Records Notice [MG1070-6](#). **ROUTINE USE** is to use the information to transmit photos to Headquarters Marine Corps. Disclosure outside the Department of Defense are only as permitted under the Privacy Act, 5 U.S.C. 552(a). **DISCLOSURE:** Providing the information is voluntary; however, failure to provide the requested information will prevent the transmission of the official promotion photo.

Certification by the senior leadership (CO, XO, SgtMaj, 1stSgt) of the command is required regardless of rank and body fat percentage.

The following Marine's information has been reviewed and certified for his/her official promotion photo.

1. RANK	2. NAME	Text
3. UNIT		
4. BILLET		
5. DOD ID NUMBER (1234567890)		
6. HEIGHT/WEIGHT		7. MAX (REQUIRED)
8. BODY COMPOSITION PERCENTAGE		
VERIFIED BY:		
9. RANK AND NAME		
10. BILLET (CHECK ONE)		
<input type="checkbox"/> Battalion Commanding Officer <input type="checkbox"/> Battalion Executive Officer <input type="checkbox"/> Battalion Sergeant Major <input type="checkbox"/> Company Commander <input type="checkbox"/> Company First Sergeant		
11. SIGNATURE		12. DATE
This verification is valid 30 days from the date signed. Photos will be valid up to one year from submission to OMPF.		
-----COMCAM USE ONLY-----		
13. IMAGE NUMBER	14. CARD NUMBER	15. DATE
16. PHOTOGRAPHER		17. SUBMISSION DATE