



UNITED STATES MARINE CORPS  
TRAINING AND EDUCATION COMMAND  
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO:  
5111  
12 March 2002

From: Head, Visual Information Management Section, (C-468VIM),  
MCCDC 3300 Russell Road, Quantico, VA 22134-5001  
To: Distribution List  
Subj: VISUAL INFORMATION (VI) POLICY LETTER 2-02, COMMAND  
ACCESSIONING POINT (CAP)

Ref: (a) MCO 3104.1  
(b) Decision Logic Table Instructions for Recording and  
handling Visual Information Material  
(c) Instructions for Handling Visual Information  
(VI)Material  
(d) Visual Information (VI) Records Schedule  
(e) DoD Imagery and Caption Style Guide

1. Per reference (a), and in accordance with all references, Combat Visual Information Centers (CVIC) are required to forward imagery to include immediate and historical imagery to CG MCCDC (C461VIM) for accessioning.

2. In order to meet this requirement each CVIC/ComCam Unit will perform the responsibilities of accessioning imagery in accordance with the references. The Individual with these duties will be called the Command Accessioning Point (CAP), not to be confused with the Component Accessioning Point located at VIM. The CAP will, in accordance with the references properly prepare, caption and submit imagery to VIM on a routine basis.

3. The "by name" assignment of the Command Accessioning Point or "(CAP)" personnel for each command will be forwarded to this HQ.  
Attn: Mr. Weatherington, M.E.

4. The intent of this program is to fix a serious shortage and dissemination of Marine Corps imagery within DoD and the Marine Corps. The Marine Corps Imagery Management Unit (MCIMU) will ensure the imagery you submit will be fully exploited and disseminated to all Marine Corps organizations via Best of The Marine Corps CD's, posters, research center, web page and any other method that will ensure full use of your imagery.

RESPONSIBILITIES:

A. The CVIC OIC's will have the following responsibilities:

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- Provide complete oversight of the CAP's duties and responsibilities and make every effort to support the Marine Corps Archival process.
- Establish a funding line to support CAP training at MCB Quantico, or DVIC March ARB CA.
- Define equipment requirements needed to meet image standards required by DoD.
- Establish a training plan for all personnel on image acquisition and submission requirements outlined in the reference's (a-e).
- Provide the final Quality Control check and signature for all submissions to VIM.
- Provide a minimum of 10 High quality, captioned images monthly.
- Provide high quality, captioned video and or raw footage of completed products.
- As rotation occurs, provide a CAP assignment to VIM 30 days prior to rotation of CAP.

B. The CAP's prerequisites/duties will consist of:

- Minimum of 3 years experience in the 4600 OccFld.
- Thorough knowledge of requirements outlined in reference's (a-e).
- Update the training plan and train personnel on Image acquisition and submission requirements outlined in reference's (a-e).
- Local central program management to cover all facets required by VIM guidance and reference's (a-e).
- Establish program management to cover all facets required by VIM guidance and reference's (a-e).
- Strict Quality Control procedures for image acquisition and submission process.
- Submit and track submissions to VIM on a monthly basis.
- Function as the central point of contact between your command and VIM.

5. The program will in time become routine and effective as we work out the details, questions and traverse the many issues that will confront us. Your input and recommendations are highly encouraged to ensure that collectively the Visual information Community asserts its viability.

6. POC is Marion Weathrington, DSN: 278-2963.

J. Core

Distribution:  
CMC HQMC (ARD)

COM, MARFORPAC	(CVIC)
COM, MARFORRES	(CVIC)
CG, MCB QUANTICO (CVIC)	
CG, MCB CAM LEJ (CVIC)	
CG, MCB CAM PEN (CVIC)	
CG, MCAGCC TWENTYNINE PALMS	(CVIC)
CG, MCRD/ERR PISC	(CVIC)
CG, MCRD/WRR SAN DIEGO	(CVIC)
CG, MCB CAMBUT (CVIC)	
CG, MCB HAWAII, KANEOHE BAY (CVIC)	
CG, MCLB BARSTOW	(CVIC)
CG, 1 <sup>ST</sup> MARDIV	(COMCAM)
CG, 2 <sup>ND</sup> MARDIV	(COMCAM)
CG, 3 <sup>RD</sup> MARDIV	(COMCAM)
CD, LFTCLANT	
CO, MCAS CHERRY POINT	(CVIC)
CO, MCAS EL TORO	(CVIC)
CO, MCAS BEAUFORT	(CVIC)
CO, MCAS (H) NEW RIVER	(CVIC)
CO, MCAS YUMA	(CVIC)
CO, MCSC KANSAS CITY	(CVIC)
CO, HQ 1 <sup>ST</sup> MARCORDIST GARDEN CITY NY (PAO)	
CO, HQ 4 <sup>TH</sup> MARCORDIST PHILA PA (PAO)	
CO, HQ 6 <sup>TH</sup> MARCORDIST ATLA GA (PAO)	
CO, HQ 8 <sup>TH</sup> MARCORDIST NRLNS LA (PAO)	
CO, HQ 9 <sup>TH</sup> MARCORDIST SHAWNEE MISSION KS (PAO)	
CO, HQ 12 <sup>TH</sup> MARCORDIST SAN DIEGO CA (PAO)	
CO, 1 <sup>ST</sup> MARINE BRIGADE FMF	
CO, 13 <sup>TH</sup> MEU CAMPEN CA	
Distribution:	
CO, 24 <sup>TH</sup> MEU FMFLANT	
CO, 31 <sup>ST</sup> MEW FMFPAC	
CO, 11 <sup>TH</sup> MEU CAMPEN CA	
CO, 15 <sup>TH</sup> MEU CAMPEN CA	
CO, 22 <sup>TH</sup> MEU CAMLEJ NC	
CO, 26 <sup>TH</sup> MEU CAMLEJ NC	