

UNITED STATES MARINE CORPS
COMBAT CAMERA AND PRINTING UNIT
HEADQUARTERS BATTALION
1ST MARINE DIVISION (REIN), FMF
CAMP PENDLETON, CA 92055-55381

IN REPLY REFER TO
3104
3C
15 Mar 02

From: Combat Camera and Printing Officer
To: Master Sergeant J. L. Roberts, [REDACTED]/4691

Subj: **APPOINTMENT AS THE COMBAT CAMERA & PRINTING CHIEF, T/O LINE # 0309B**

Ref: (a) DivO 3104.1
(b) MCO 1510.54C OCFLD 46 ITS
(c) CCP SOP
(d) TM 09817A-14, LIGHTWEIGHT REPRO FACILITY
(e) TM 09818A-14, REPRO VAN SET

Encl: (1) Turnover Folder and Desktop Procedure guidance

1. Effective immediately, in accordance with the references, you are assigned the duties as the Combat Camera Operations Chief.
2. You will perform following tasks (this is not inclusive, be flexible as mission and warfighter's needs change):
 - Plan and direct Division Combat Camera and Printing (CCP) operations; prepare for crises, war and deployment.
 - Ensure Division CCP complies with directives, orders and public laws.
 - Monitor production procedures; include quality control and priority system.
 - Monitor the Training and Readiness program per directives and SOP.
 - Supervise the Imagery Archive and Accessions Program per directives and SOP.
 - Monitor the Embarkation program per directives and SOP.
 - Monitor the Unit Preventive Maintenance program.
 - Perform duties as the unit Building and Compound Manager per SOP.
 - Ensure accurate and high quality documentation of the Division and other commands.
 - Ensure Marines are technically and tactically prepared for deployments & assignments.
 - Assist Ops Chiefs by providing guidance and technical advice.
 - Assist the OIC/SNCOIC with the daily operations of the unit.
 - Establish/Maintain a Turnover & Desktop Procedures binder.
3. The point of contact concerning the above information is CW03 Sanders at 725-5110/6183.

J. A. SANDERS