

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: Gunnery Sergeant E. S. Hansen, [REDACTED]/4641

Subj: **APPOINTMENT AS THE COMBAT CAMERA OPERATIONS CHIEF, T/O LINE # 0310**

Ref: (a) DivO 3104.1
(b) MCO 1510.54C OCFLD 46 ITS
(c) CCP SOP

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):
 - Assign Camera Marines to units for exercises and operations.
 - Maintain the Unit TEEP.
 - Ensure accurate and high quality documentation of the Division and other commands.
 - Ensure Marines are technically and tactically prepared for deployments & assignments.
 - Coordinate all administrative requests for operations/exercises.
 - Assist Production Chiefs by providing guidance and technical advice on camera section production operations.
 - Assist the OIC/SNCOIC with the daily operations of the unit.
 - Assist SNCOIC/Production Chief with operations of the Image Archive.
 - Establish/Maintain Ops Chief Turnover & Desktop Procedures binder.
3. The point of contact concerning the above information is CW03 Sanders at 725-5110/6183.

J. A. SANDERS