

**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 H. B. Vickers, [REDACTED]/4612

Subj: **APPOINTMENT AS THE COMBAT PRINTING OPERATIONS CHIEF, T/O LINE # 0322**

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):

- Supervise the daily operations of the Print Section.
- Assign Print Marines to exercises and operations.
- Maintain the quality assurance program for the Printing Section.
- Ensure Marines are technically and tactically prepared for deployments & assignments.
- Supervise the Print Section preventive maintenance program.
- Maintain accountability for equipment and supplies with the Print Section.
- Supervise Managed On-the-Job (MOJT) program for Printing.
- Assist the OIC/SNCOIC on the daily operations of the unit.
- Supervise HAZMAT operations within the Print Section.
- 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