

Desktop Procedures**T/O Number: 1986J****Line Number: 0309A****Billet Description:****Combat Camera and Printing Officer****Organization Description:****Division Headquarters, HQBN, 1st Marine Division****Billet Rank: CWO2****Billet MOS: 4602****Duties and responsibilities:**

1. Plan and direct Division Combat Camera and Printing (CCP) operations; prepare for crises, war and deployment.
2. Ensure Division CCP complies with directives, orders and public laws.
3. Establish/maintain production procedures; include quality control and priority system.
4. Coordinate all Command Visual Information requirements.
5. Coordinate Joint Combat Camera operations per directives and established procedures.
6. Write a Visual Information (VI) Appendix 9 to Annex C of an Operation Order
7. Write Marine Corps and Joint Lessons Learned (MCLL/JLL)
8. Write a Catalog of Visual Information (VI) capabilities
9. Maintain Technical Publications
10. Maintain Equipment History Folders
11. Develop a Visual Information (VI) Deployment Plan
12. Develop a Visual Information (VI) Contingency Deployment Plan
13. Develop a Manpower Management Plan
14. Develop an Imagery Management Plan
15. Develop a Visual Information (VI) Budget Plan
16. Develop a Visual Information (VI) Production and Records Management Plan
17. Develop a Visual Information (VI) Equipment Life Cycle Management Plan
18. Develop a Historical Documentation Plan
19. Coordinate Visual Information (VI) Service Contracts
20. Develop a Quality Control (QC) Plan
21. Establish Visual Information (VI) Customer Service Procedures
22. Manage Imagery from Acquisition to Archival
23. Supervise a Safety and Hazardous Materials (Hazmat) Management Plan
24. Supervise Proper Production and Chain of Custody Procedures for Sensitive and Classified Visual Information (VI) Material
25. Develop a Self-Help Program for Simple Customer Support Requirements
26. Coordinate Customer Visual Information (VI) Requirements with External Agencies
27. Develop a Military Occupational Specialty (MOS) Training Plan for Lateral Moves into the Occupational Field (OCCFLD)
28. Market Visual Information (VI) Products, Productions, and Services
29. Establish Visual Information (VI) Cross-Training within the Occupational Field (OCCFLD)

30. Coordinate Local Visual Information (VI) Commercial Education Opportunities for the Occupational Field (OCCFLD)
31. Recommend Regional and Visual Information Management (VIM)-Level Visual Information (VI) Issues to the OCCFLD Manager
32. Coordinate Graphic/Photographic/Video/Reproduction Requirements with Customers
33. Conduct Subject Matter Expert (SME) Conferences
34. Coordinate Regional and Visual Information Management (VIM)-Level Visual Information (VI) Issues

Lists of Tasks:

Daily:

- Read Message Board
- Read E-mail
- Check CCP Calendar
- Check G-3 Ops Calendar

Weekly:

- Attend G-3 Staff Meeting
- Hold CCP Staff Meeting
- Read TEEP

Monthly:

- Reconcile Budget internally

Quarterly:

- Reconcile Budget w/ Supply
- Reconcile CMR
- Submit Readiness Report
- Reconcile UDL/TPFDD
- Publish Training Plan
- Inspect Turnover Folders

Annual:

- Submit Budget Plan
- Submit VI Report

Routine Flow of Work:

Work Flow:

1. Routine CCP work requests come via the Customer Service Desks in each section. They follow the CCP SOP.
2. Command Events, exercises, operations come via the OIC, SNCOIC, Ops Chiefs. These are always validated by the OIC, before allocating resources. These follow the CCP SOP once approved.

Paper Work:

1. All paperwork for unit business is approved and signed by the OIC. Our office code is "3C", which stands for G-3, Combat Camera.
2. All administrative paperwork is routed via Headquarters and Service Company, Headquarters Battalion.
3. All operational paperwork is routed from the OIC via the AC/S G-3, 1st Marine Division.
4. All Message Traffic is sent from G-3 Admin. All messages released from CCP is approved by G-3 Operations Officer. Our Plain Language Address (PLAD) is: CG FIRST MARDIV//G3//COMCAM. If a command response is required, the G-3 has By Direction for most actions. Discuss what you need with the G-3.

Work Priorities:

These are established in detail in DivO 3104.1, Combat Camera Support. Here is the basic order from highest to lowest.

1. Operational support for real-world operations, contingencies and task oriented missions.
2. COMCAM support for training exercises and operations.
3. Documentation of historical significant events.
4. COMCAM support for investigations, briefs, conferences, etc.

Reports:

Required Reports:

- CCP Readiness Report.
 - Quarterly & Annual: Given to G-3, G-3 Ops and HQBN.
 - Annually: Forwarded to Visual Information Management.

Inspections:

All inspections and results are maintained in the OIC turnover folder.

- Internal Inspections:
 - Service Alpha Inspection every Fall.
 - Service Charlie Inspection every Spring.
 - OIC Annually inspect unit per the AIRS inspection sheet. (see Turnover).
- External Inspections:
 - VIM inspections can be requested at any time. Usually the requestor pays for the inspection.
 - VIM usually performs a command visit once a year for all CVIC/COMCAM Units in a geographical area. They usually have only one day to spend with each command. Take this opportunity to ask for a quick assessment of your unit.