



DEPARTMENT OF THE NAVY  
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OPNAVINST 3104.3A  
N09C2  
31 Aug 2010

OPNAV INSTRUCTION 3104.3A

From: Chief of Naval Operations

Subj: NAVY COMBAT CAMERA PROGRAM POLICY, RESPONSIBILITIES, AND PROCEDURES

Ref: (a) OPNAVINST 3104.1A  
(b) DoD Instruction 5040.04 of 6 Jun 2006  
(c) OPNAVINST F3501.320B  
(d) NTTP 3.61.2, COMCAM Multi-Service Tactics, Techniques, and Procedures for Combat Camera Operations (NOTAL)  
(e) DoD Instruction 5040.02 of 30 Aug 2005  
(f) SECNAVINST 5720.44B  
(g) DoD Instruction 5040.05 of 6 Jun 2006

Encl: (1) Navy Combat Camera Procedures

1. Purpose. To implement the Navy Combat Camera (COMCAM) program established in references (a) and (b) and to define policy, operational doctrine, and assignment of responsibilities for the planning and execution of the Navy COMCAM mission in support of fleet and joint operations.

2. Cancellation. OPNAVINST 3104.3.

3. Background

a. COMCAM is defined as the acquisition and utilization of still and motion imagery in support of combat, information, humanitarian, special force, intelligence, reconnaissance, engineering, legal, public affairs, and other operations involving the Military Services. Navy COMCAM units consist of trained COMCAM teams with specialized imaging capabilities which are ready for rapid worldwide deployment in support of fleet units and joint combatant commands. COMCAM visual documentation can be a source of operational and technical information for commanders at all levels. Successful completion of COMCAM missions depends on many factors, including the ability of

COMCAM teams to have timely access to areas of operation and the ability to quickly disseminate collected imagery for exploitation.

b. Use of combat documentation for public affairs purposes is especially important when civilian news media are not on the scene or are delayed in reaching the combat area. Commanders, however, should not confuse combat documentation with "press photography" or restrict COMCAM personnel from key events because the events are "sensitive." Documentation often yields intelligence and information that may assist commanders in making operational decisions. Moreover, adversaries have been known to manipulate the media through carefully-timed release of biased stories and manipulated imagery using a variety of media sources. Without U.S. COMCAM documentation, leaders and spokespersons are often left to counter propaganda and misinformation with only words.

4. Applicability and Scope. This instruction applies to all Navy activities.

5. Policy

a. Per reference (c), Navy COMCAM resources shall be maintained to provide the Navy, the Office of the Secretary of Defense, Chairman Joint Chiefs of Staff, combatant commands, and joint task forces with a directed imagery capability in support of operational and planning requirements during worldwide crises, contingencies, exercises, and wartime operations.

b. Request for COMCAM forces shall follow established request for forces procedures per reference (d).

c. All COMCAM imagery, including imagery not cleared for release, shall be forwarded to the Defense Imagery Management Operations Center (DIMOC) via the most expedient means as per reference (e). Classified imagery should be sent via secret Internet protocol network (SIPRNET). Exploitation of COMCAM imagery shall be prioritized to support the local commander and each echelon of command in turn. Within the limits of technology, COMCAM imagery will be made available simultaneously to: on-scene commanders; joint force commanders; supported combatant commands; Joint Chiefs of Staff; joint staff; and the Military Services.

d. All imagery produced by COMCAM personnel will have captions with requisite security classifications utilizing DD 2537 Visual Information Caption Sheet established and controlled at the source, and will be reviewed for public release per reference (f).

e. COMCAM forces will not manipulate imagery to alter the physical reality of the subject portrayed as per reference (g).

f. COMCAM personnel must, at a minimum, receive the following specialized training: COMCAM management; survival, evasion, resistance and escape (SERE); basic field training; small arms training; environmental survival appropriate to the projected operational environment; and basic firefighting. In addition, COMCAM personnel must have completed the Navy Enlisted Classification (NEC) generating courses in photojournalism, motion media production, electronic imaging, or appropriate media training to the billet they are assigned. For specific training requirements and course numbers see enclosure (1), section 2.

## 6. Responsibilities

a. Per reference (a), the Office of the Chief of Naval Operations (OPNAV), Special Assistant for Public Affairs Support (N09C), shall, in addition to other duties:

(1) Serve as the flag officer to provide oversight and to manage the Navy COMCAM program; and

(2) Provide policy and requirements oversight for COMCAM within the Navy.

b. OPNAV, Assistant for Visual Information (N09C2), shall, in addition to other duties:

(1) Serve as the OPNAV COMCAM officer;

(2) Develop and disseminate Navy COMCAM program guidance, policies, management objectives, plans, programs, doctrine, requirements, and architecture and systems integration;

(3) Advise and assist Navy COMCAM program resource sponsors to include formulation of program objective memorandum and justification of special exhibits; and

(4) Represent the Navy as a member of the joint combat camera planning group (JCCPG). Identify, through the JCCPG, applicable standards for equipment interoperability, procedures and training.

c. Commander, U.S. Fleet Forces and Commander, U.S. Pacific Fleet, shall, in addition to other duties:

(1) Maintain, train, and equip COMCAM resources to provide rapid deployment COMCAM teams for the documentation of war; plan, prepare, and execute force deployments before, during, and after military engagements, operations, and emergency actions; and

(2) Designate an officer to serve as fleet COMCAM officer to oversee COMCAM requirements and participate in all exercise and operational development processes.

d. Fleet COMCAM officers shall:

(1) Ensure sufficient COMCAM resources are available to fulfill requirements to support military operations planned and detailed via Joint Operational Planning and Execution System;

(2) Integrate and coordinate COMCAM planning with other joint and Navy operations;

(3) Coordinate with the OPNAV COMCAM officer to implement this instruction; and

(4) Provide fleet representation to the JCCPG when tasked by OPNAV (N09C2).

e. COMCAM unit officers in charge shall:

(1) Ensure coordination between COMCAM unit and tasking originator on requirements for workspace, billeting, messing, field communications, imagery transfer capability (i.e., SIPRNET, non-classified Internet protocol router network,

international maritime satellite, plain old telephone service, etc.), tactical transportation, and on mission prioritization in support of deployed Navy COMCAM forces;

(2) Report the readiness of COMCAM forces through the status of resource and training system and capability using the Defense Readiness Reporting System-Navy to evaluate real-world performance in wartime operations, contingencies and exercises across the doctrine, organization, training, materiel, leadership, personnel and facilities spectrum; and

(3) Ensure all personnel have been trained to the most up-to-date techniques, tactics, and procedures for COMCAM, including imagery acquisition, processing, handling and transmission.

7. Administration and Maintenance. The Chief of Information (CHINFO), as N09C, is responsible for the implementation and administration of the Navy's COMCAM program. CHINFO therefore has responsibility for this instruction and for issuance of any subsequent changes.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007 and reference (a).

9. Forms. DD 2537 Visual Information Caption Sheet is available for down load via the Department of Defense (DoD) Forms Management Program Web site at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.



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## **NAVY COMBAT CAMERA PROCEDURES**

Enclosure (1)

**SECTION 1**

**NAVY COMBAT CAMERA UNIT TYPE CODES (UTCS)**

1. Purpose. To identify and establish the rapid deployment COMCAM force packages per the Joint Operation Planning and Execution System, volumes II (Supplemental Planning Formats and Guidance) and IV (Crisis Action Procedures) (NOTAL). Members have rating-specific Navy enlisted classifications (NEC) and Navy officer billet codes (NOBC) which are critical to mission accomplishment.

2. COMCAM Force Packages. Navy COMCAM force packages shall be developed from the following unit type codes (UTCs):

a. N26CM (Combat Camera Management Team). Provides command and control, functional management, and or staff assistance of COMCAM resources. This UTC is capable of overseeing COMCAM operations including: tasking, compiling situation reports, product transmission, still and motion media editing and duplication, and staff and training support. Manages core plans and coordinates the arrival and redistribution of subordinate units, maintenance and spares program, budget and supply, equipment distribution, transportation and personnel. UTC is capable of coordinating Navy and Joint COMCAM issues. Members are small arms qualified and deploy with own weapons. This UTC can augment any N26 series UTC.

<b>N26CM (Combat Camera Management/Planner)</b>		
<b>BILLET TITLE</b>	<b>DESIGNATOR (DESIG) RATE/GRADE</b>	<b>NOBC Primary NEC (PNEC)/Secondary NEC (SNEC)</b>
COMCAM Officer	6470/1650/LT	
Assistant COMCAM Officer In Charge/Planner	MCC	8144/8148

b. N26IMT (Combat Camera Imagery Management Team). Provides still and motion imagery management and distribution within theater or area of operations. Responsible for collecting, processing, distributing, transmitting, archiving, classified and unclassified still and motion media assets, and can assist in identifying theater imagery requirements and acquisition strategies. Members are small arms qualified and

deploy with own weapons. This UTC can augment any N26 series UTC as necessary and is capable of supporting a joint imagery management team or joint imagery management operations cell.

<b>N26IMT (Combat Camera Imagery Management Team)</b>		
<b>BILLET TITLE</b>	<b>DESIG RATE/GRADE</b>	<b>NOBC PNEC/SNEC</b>
Crew Chief	MCC	8144/8148
Videographer	MC1/MC2	8144/8143
Photojournalist	MC1/MC2	8148/8147
Information Systems Technician	IT2	2735/2779

c. N26DT (Combat Documentation Team). Provides still and motion documentation of combat operations, contingencies, exercises, and significant events. The team can document in day and night; nuclear, biological, and chemical (NBC) warfare; ground; air; and at-sea environments. The team has limited processing and editing capability and can transmit imagery using installed, portable secure, and non-secure equipment. Operator maintenance is limited to cleaning and field inspection. Members are small arms qualified and deploy with own weapons. If assigned ashore, UTC must be provided one four-wheel drive vehicle by operational commander to support ground mobile operations.

<b>N26DT (Combat Camera Documentation Team)</b>		
<b>BILLET TITLE</b>	<b>DESIG RATE/GRADE</b>	<b>NOBC PNEC/SNEC</b>
Videographer	MC1	8144/8143/8288
Photojournalist	MC1/MC2	8148/8147/8288

d. N26UW (Underwater Combat Documentation Team). Capable of providing imaging and documentation support of multi-service underwater operations, including still and motion imagery, transmission, and limited motion media editing. Members are self-contained underwater breathing apparatus (SCUBA) qualified (NEC 5345). Most members have secondary specialties of electronic imaging specialist, NEC 8193; videographer, NEC 8143. Members are small arms qualified and deploy with own weapons. Team can deploy alone or can augment and N26 series UTC as required.

<b>N26UW (Underwater Combat Documentation Team)</b>		
<b>BILLET TITLE</b>	<b>DESIG RATE/GRADE</b>	<b>NOBC PNEC/SNEC</b>
SCUBA/Underwater Photographer	MC1	5345/8143
SCUBA/Underwater Photographer	MC2	5345/8143

## SECTION 2

### NAVY COMCAM READINESS AND RESOURCE REQUIREMENTS

1. Purpose. COMCAM imagery, acquired using still photo and motion media cameras, provides command, control, and management authorities, who may not necessarily be on the scene of deployment, the ability to visualize the essence of ongoing activities. COMCAM documentation is a powerful, non-kinetic weapon in the commander's communication strategy to achieve operational effects and to counter propaganda, disinformation, and misinformation that have significant effects in the operational environment. The capability to provide information and visual media content that contributes to accurate perceptions and favorable attitudes is critical to achieving national and military objectives. This documentation is also important in that it provides a visual record of Navy participation in significant and often historical events.
2. Response Capability. COMCAM team readiness shall be equal to and consistent with the forces with which they are tasked to deploy. COMCAM managers shall be provided access to secure voice communications, as needed, to support mission coordination.
3. Motion Media Capability. COMCAM teams shall employ equipment with compatible technical formats or ensure their ability to interface with other service COMCAM units while deployed in joint COMCAM operations. COMCAM teams shall deploy with a digital imaging capability to facilitate the expeditious transmission of imagery to the DIMOC.
4. Field Motion Media Editing and Duplicating Capability. COMCAM teams shall have an expeditionary motion media editing and duplicating capability. Besides providing the capability to support on-scene briefings presented in joint and or combined operations centers, this will assist in the approval of COMCAM imagery by host-nation officials when deployed outside the Continental United States.
5. Still Photography. COMCAM teams shall deploy with a digital imaging capability that allows for the expeditious transmission of COMCAM imagery to the DIMOC. Digital files may be transmitted using portable satellite, local area networks,

Internet, commercial telephone, and Defense Switched Network systems from virtually anywhere in the world. Images transmitted via non-secure means must be cleared by appropriate officials prior to transmission.

6. Equipment. To ensure mission accomplishment consistent with the operational environment and forces with which COMCAM teams are deployed, camera types shall be coordinated to ensure interoperability. Additionally, equipment coordination is necessary to ensure all mission requirements are met.

7. Personnel Readiness. COMCAM units and personnel assigned the mission of rapid response shall have sufficient organic field equipment to sustain themselves in hostile and austere environments and, when tasked by higher authority, to integrate themselves into the joint combat force environment.

8. Personnel Clearances. COMCAM personnel shall maintain at least a SECRET security clearance.

9. Passports. COMCAM personnel shall maintain current official and tourist passports that shall be carried with them during a deployment.

10. Travel Clearances. Navy COMCAM managers shall ensure that COMCAM teams obtain all required U.S., foreign government, and military command clearances, as required, prior to deployment. Ensuring clearances are granted before deployment will minimize the potential for problems and prevent embarrassment to the United States.

11. Weapons. COMCAM personnel who may be deployed into a hostile fire environment shall be small arms qualified. COMCAM units shall maintain weapons that can be used by COMCAM teams for deployment with combat forces. COMCAM teams must have sufficient capability to protect themselves while integrated in a combat environment.

12. Training. Deployments during crisis situations or to areas where a U.S. presence is politically sensitive present special challenges for COMCAM personnel, especially where the environment is austere and there are airlift constraints within the theater. In these instances, COMCAM personnel must be

experienced in all aspects of their mission, including comprehensive field training. COMCAM teams should train to operate in the type environment and with the operational forces with which they are tasked to deploy.

a. Training requirements:

(1) SERE training. Course number D-2G-0025.

(2) Defense Information School COMCAM Leadership Course (selected members only).

(3) Broadcast Operations Director (NEC 3251). Course identification number (CIN): S-570-3251-01 (selected members only).

(4) SCUBA Diver Course (NEC 5345). CIN: A-433-0023 (selected members only).

(5) Video Production Documentation Course (NEC 8143). CIN: S-400-2010 (selected members only).

(6) Motion Media Director/Editor (NEC 8144). CIN: S-400-2014 (selected members only).

(7) Photojournalism Specialist (NEC 8147). CIN: S-570-0017 (selected members only).

(8) Photojournalist (NEC 8148). CIN: S-400-2013 (selected members only).

(9) Aerial Cameraman (NEC 8288/8201). CIN: None. NEC awarded after on the job training (selected mass communication specialists with NEC 8201 only).

b. COMCAM Unit Personnel Qualifications Standards (training after arriving at gaining command):

(1) General Shipboard Firefighting. CIN: J-495-0412.

(2) NBC warfare familiarization (no specific course available).

(3) Shipboard Security Engagement Tactics. CIN:  
K-830-2213.

(4) Shipboard Security Engagement Weapons. CIN:  
K-830-2223.

(5) Desert Survival Training. CIN: E-2D-0052 (as  
needed).

(6) Cold Weather Environment Survival. CIN: D-2G-0012  
(as needed).

13. Organic Workspace. Permanent quarters are desirable to support field motion media editing and maintenance for COMCAM teams. However, COMCAM teams shall maintain organic equipment to allow them to operate in austere environments when permanent quarters are not available.

14. Organic Tactical Transportation. In most crisis situations, contract or host-nation transportation assets may not be available. Optimum transportation for COMCAM teams is a four-wheel drive, camouflaged, six-passenger cargo vehicle (or similar suitable alternative) with a covered cargo area. The vehicle should be equipped with a field radio. Lack of four-wheel drive capability will limit the ability of COMCAM teams to visually document the activities of deployed combat units. If COMCAM unit or UTC is assigned ashore, four-wheel drive vehicles should be provided by the operational commander to support ground operations.

### SECTION 3

#### IMAGERY PREPARATION

1. Purpose. To provide standards and guidance in the preparation, captioning, and transmission of imagery to the DIMOC and Navy Visual News Service. The intent is to produce high quality, properly captioned imagery that is optimized for efficient transmission while meeting the needs of decision-makers, news organizations, and archivists.

2. Image Preparation

a. Acquiring Images from a Digital Camera. No color and brightness corrections should be made to digital images prior to transmission. Errors made during this step in the process will drastically change the look of the image and are impossible to reverse. The solution to color problems can often be fixed by downloading up-to-date firmware or installing hot-mirror filters.

b. Cropping. Images should not be cropped so that end users have the most image area to work with according to their needs. Do not resize or resample the image.

c. Embedded Data (International Press and Telecommunications Council (IPTC) Fields). Do not cut and paste text into the file information or MediaGrid from Microsoft Word, or other word processors. Word processors introduce odd characters that appear when the caption is presented by a Web browser. DIMOC maintains a DoD site license for MediaGrid. This free captioning software (MediaGrid) is available on the DIMOC Web site, [www.defenseimagery.mil](http://www.defenseimagery.mil).

d. Captioning. All caption information shall be imbedded in standard IPTC data fields.

e. Still File Format. Save all images as JPEG files. Compression should be 10:1 (image quality "10" (High) in Photoshop). Format should be "Baseline" or "Standard" vice "Optimize."

f. Motion Imagery File Format. All files should be saved and forwarded as follows:

Width 720, Height 480  
Color levels-601  
File field Order-Even (Lower field first)  
FPS 29.97  
Transmit in Windows media video format

g. File Name Convention. Use the Visual Information Record Identification Number (VIRIN) (see section 4) as the filename, with no spaces, and with ".jpg" as the extension for still images. Example: 970718-F-1207R-001.jpg. Use ".mov" as the extension for motion media files.

**SECTION 4**

**VISUAL INFORMATION RECORD IDENTIFICATION NUMBER  
(VIRIN) FORMAT**

1. The VIRIN is a life-cycle number used for accessioning, storing, and retrieving all DoD media. Each unit of media, which satisfies the definition of an official Navy visual information (VI) record, shall be assigned a VIRIN. For example, unless discarded, each original still image and motion media segment including original motion media segments recorded or produced by persons acting for or on behalf of Navy activities, functions, or missions shall be assigned a VIRIN.

2. The VIRIN shall consist of 15 data elements, in four fields, separated by three hyphens, for a total of 18 characters, organized in the alphanumeric format NNNNNN-A-AAANN-NNN.

a. Field 1 (NNNNNN): The year, month, and day of acquisition or origination.

b. Field 2 (A): The Service affiliation or status of the acquirer or originator. Consult the following table for the appropriate abbreviation.

A	Uniformed member, civilian, or contract employee of the Army
N	Uniformed member, civilian, or contract employee of the Navy
F	Uniformed member, civilian, or contract employee of the Air Force
M	Uniformed member, civilian, or contract employee of the Marine Corps
G	Uniformed member, civilian, or contract employee of the Coast Guard
Z	Uniformed member, civilian, or contract employee of the National Guard
S	Uniformed member, civilian, or contract employee of the Department of State
H	Uniformed member, civilian, or contract employee of the Department of Homeland Security
D	Other civilian or contract employee of the DoD
O	To indicate a person not falling into one of the categories above

c. Field 3 (AANNN): In the case of all categories above except 0, the VI Professional Identifier (Vision ID). The Vision ID is assigned to the individual VI professional by the DIMOC through the DIMOC Web site <http://www.defenseimagery.mil/index.html>. Example: Mass Communication Specialist John Doe, Vision ID = RA765. In the case of category 0 above, the image record shall use the Vision ID of the VI professional entering the record into DIMOC imagery holdings.

d. Field 4 (NNN): The approximate order in which each unit of media was acquired or originated by the person identified in fields 3 and 4 on the day identified in field 1, starting with 001 and continuing consecutively as necessary up to 999. Field 4 of the VIRIN shall reflect the approximate order of a given person's image acquisition or origination activities on a given day, without regard to variables such as media, so that no two units of media are assigned identical VIRINs.

3. Example of a VIRIN: The tenth image selected on 30 January 2009, shot by Petty Officer Gary Love, with a Vision ID of CS683 would be assigned VIRIN 090130-N-CS683-010.

4. Fields 2 and 3 of the VIRIN for a unit of media created by more than one individual shall reflect the individual who was the lead creator or head of the team responsible for creating the item.

5. Copies shall bear the VIRIN of the original, even if conversions between analog and digital, or changes in medium, format, compression, or size occur during the copying process.

6. Imagery or other units of media that are derived from existing, VIRIN-bearing materials, but which differ significantly in appearance relative to that from which derived, shall, upon creation and unless discarded, be assigned their own VIRIN.

7. The "Image Number" field of any embedded IPTC caption shall reflect the image's VIRIN.

8. Motion Imagery Procedures. A slate which includes the VIRIN, the date, location, videographer, and subject matter

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shall be recorded immediately prior to any subject matter, whenever possible, and another slate shall be recorded immediately prior to any change in subject matter, videographer, or day on the same motion media medium.

9. Compilations of motion imagery, that substantially reflect the original appearance of their components, shall bear the VIRINs of those components. For other compilations, assign a new VIRIN.